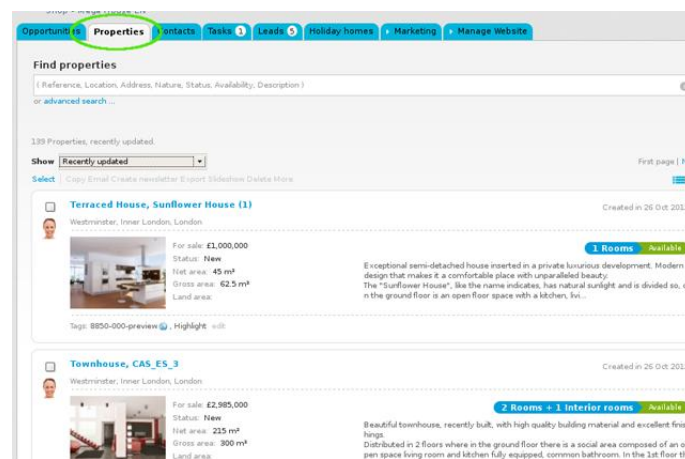


## How to publish properties on website

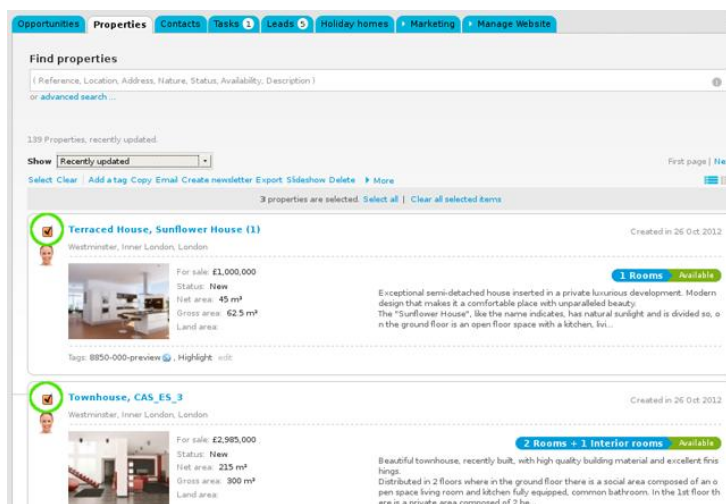
Publishing properties on the website is quite easy. It can be done in one of two ways: from the property list by adding the 'Site 1' tag to the properties or directly in the property details page by selecting 'Site 1' in the 'Exports to sites' area.

To publish properties on the website from the property list, take the following steps:

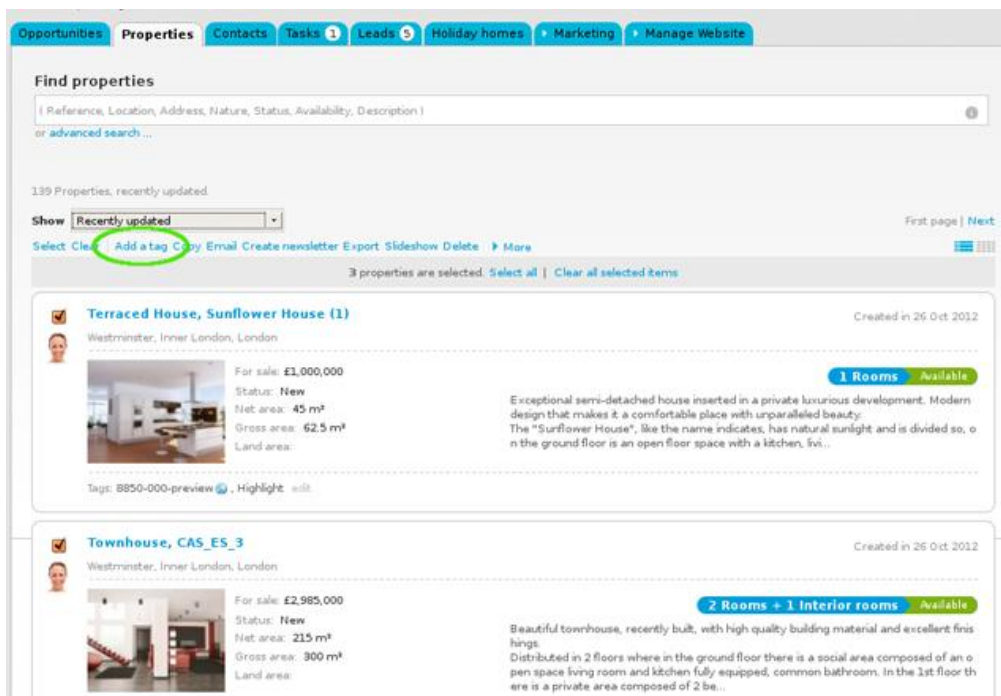
### 1. Click the 'Properties' tab;



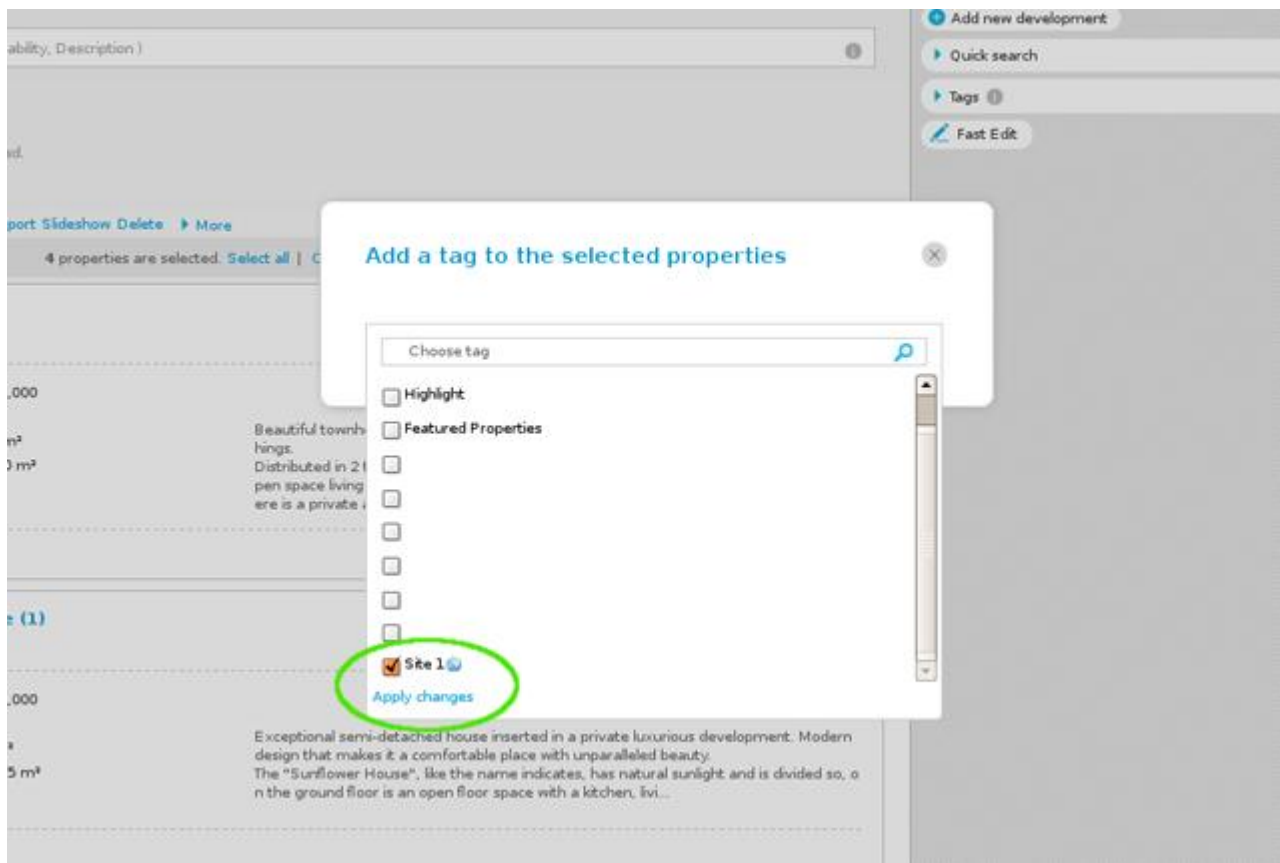
### 2. Select the properties you want to publish on the website;



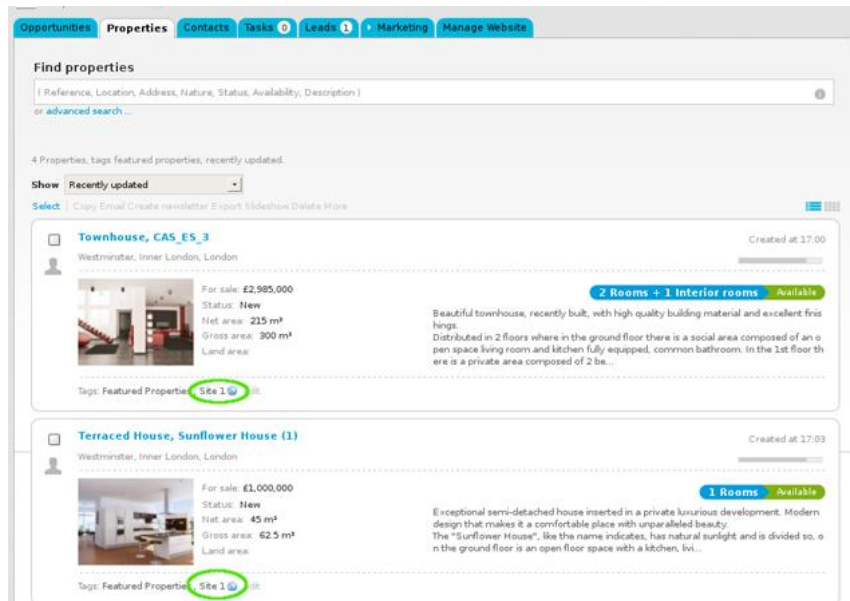
3. On top of the property list, click 'Add a tag';



4. Click the checkbox to select the 'Site 1' tag and the click 'Apply Changes';

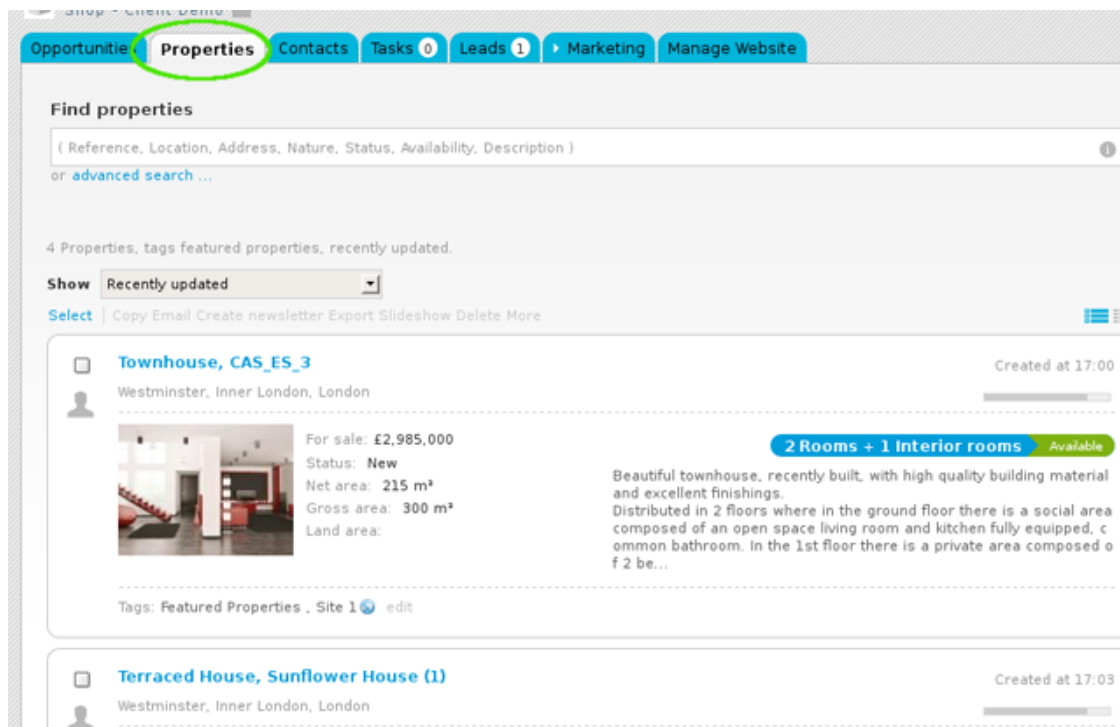


5. All properties previously selected will have the tag name associated when viewed in a 'Mosaic' list and are automatically published on the website;



6. To publish a property on the website directly from the property page, take the following steps:

6.1. Click the 'Properties' tab and select a property;



## 6.2. Click 'Edit this property';

The screenshot shows a property management dashboard with tabs for Properties, Contacts, Tasks (0), Leads (1), Marketing, and Manage Website. The main content area displays a property listing for 'CAS\_ES\_3' in 'Inner London, London'. The listing includes a photo, the price 'For sale: £2,985,000', and a description: 'house, recently built, with high quality building material and excellent finishings. 2 floors where in the ground floor there is a social area composed of an open space and kitchen fully equipped, common bathroom. In the 1st floor there is a private area with 2 bedrooms, one of them a bedroom suite, ensuite, small office and balcony with barbecue in the backyard. Garden in the front of the house. 2 cars.' To the right of the description is a metadata table:

Status:	New
Availability:	Available
Condition:	Excellent
Rooms:	2
Interior rooms:	1
Net area:	215 m²
Gross area:	300 m²
Number of floors:	2
Created by:	Soft
Created in:	17:00

Below the description is a gallery of photos with a 'slideshow' button and 'edit'/'download' options. On the right side, there is a vertical menu with various actions, and the 'edit this property' link is circled in green.

## 6.3. In the 'Exports to sites' area click the checkbox to select 'Site 1';

The screenshot shows the 'Edit property' form. The form fields are:

- Reference: CAS\_ES\_3
- Property type: Townhouse
- Availability: Available
- Status: New

Below these fields are four empty input boxes with person icons, and an 'Add another' button. At the top right, there are 'Save property' and 'Cancel' buttons. On the right side, there is a section titled 'Exports to sites' which is circled in green. It shows a list of sites with a checkbox next to 'Site 1' (Subscribed on 05/11/18 Properties selected (No...)). Below this is a link for 'Portals available to subscribe'.

**6.4.** Lastly, click the '**Save**' button. The property is automatically published on the website.

The screenshot shows a web application interface for managing properties. At the top, there are navigation tabs: 'Properties', 'Contacts', 'Tasks 0', 'Leads 1', 'Marketing', and 'Manage Website'. The 'Properties' tab is active. Below the tabs, there is a 'Save property' button highlighted with a green circle, and a 'Cancel' button. The main area is titled 'Edit property' and contains a form with the following fields:

Reference	<input type="text" value="CAS_ES_3"/>
Property type	<input type="text" value="Townhouse"/>
Availability	<input type="text" value="Available"/>
Status	<input type="text" value="New"/>

Below the form, there are four rows, each with a person icon and an empty text input field. At the bottom left of this section, there is a link that says 'Add another'.

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**Questions:** [support@egorealestate.com](mailto:support@egorealestate.com)