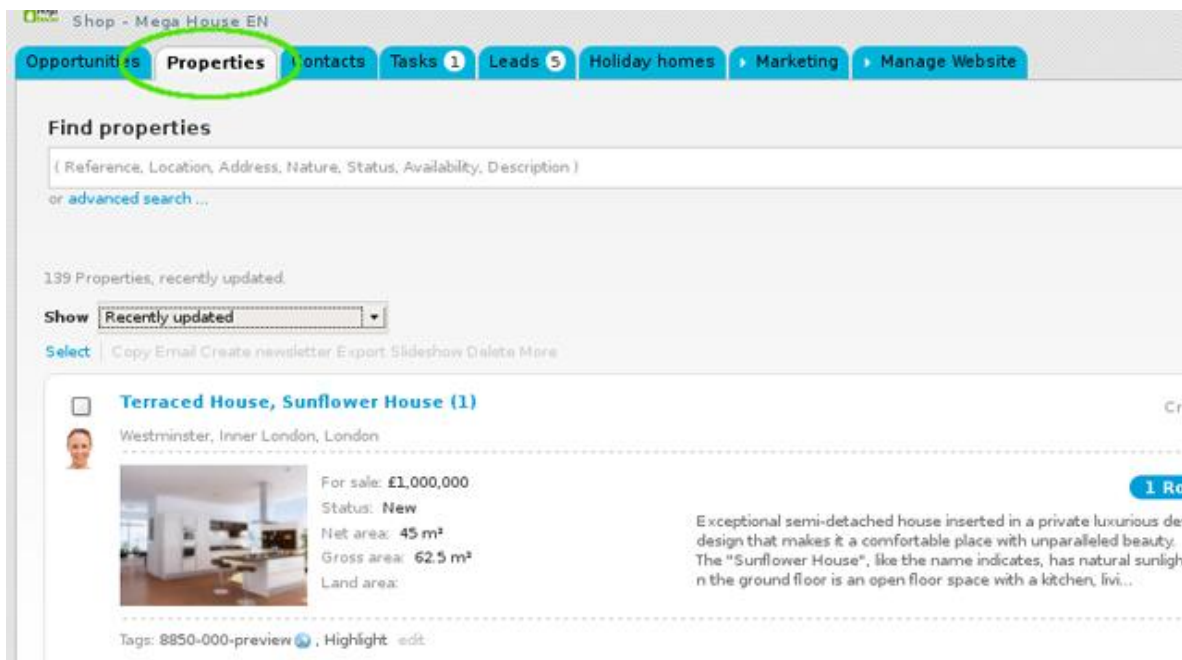


Step 6: How to Publish Properties on Website

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;



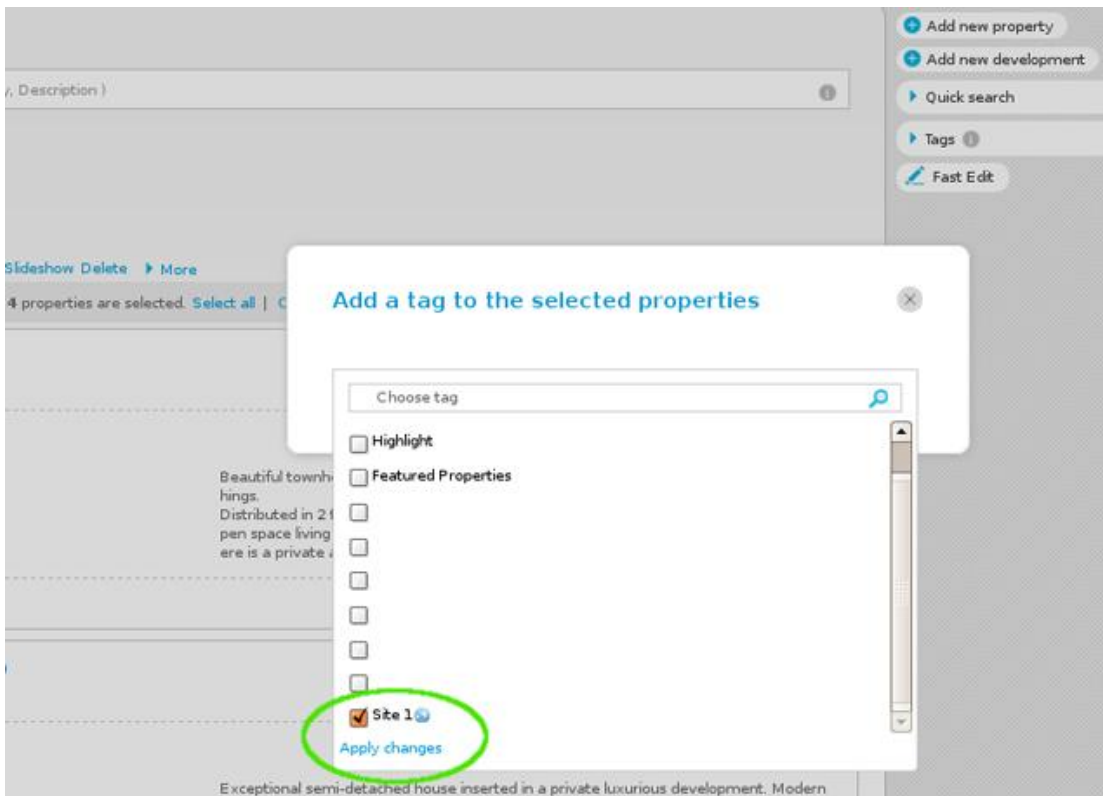
2. Select the properties you want to publish on the website;

The screenshot shows a software interface with a top navigation bar containing tabs: Opportunities, Properties, Contacts, Tasks (1), Leads (5), Holiday homes, Marketing, and Manage Website. Below the navigation bar is a search section titled 'Find properties' with a text input field containing '(Reference, Location, Address, Nature, Status, Availability, Description)' and a link for 'advanced search ...'. A status indicator shows '139 Properties, recently updated.' and a 'Show' dropdown menu is set to 'Recently updated'. Action buttons include 'Select', 'Clear', 'Add a tag', 'Copy', 'Email', 'Create newsletter', 'Export', 'Slideshow', 'Delete', and 'More'. A summary bar indicates '3 properties are selected.' with links for 'Select all' and 'Clear all selected items'. Two property cards are visible, each with a green circle around its selection checkbox. The first card is for 'Terraced House, Sunflower House (1)' in Westminster, Inner London, London, priced at £1,000,000, with 45 m² net area and 62.5 m² gross area. The second card is for 'Townhouse, CAS_ES_3' in Westminster, Inner London, London, priced at £2,985,000, with 215 m² net area and 300 m² gross area.

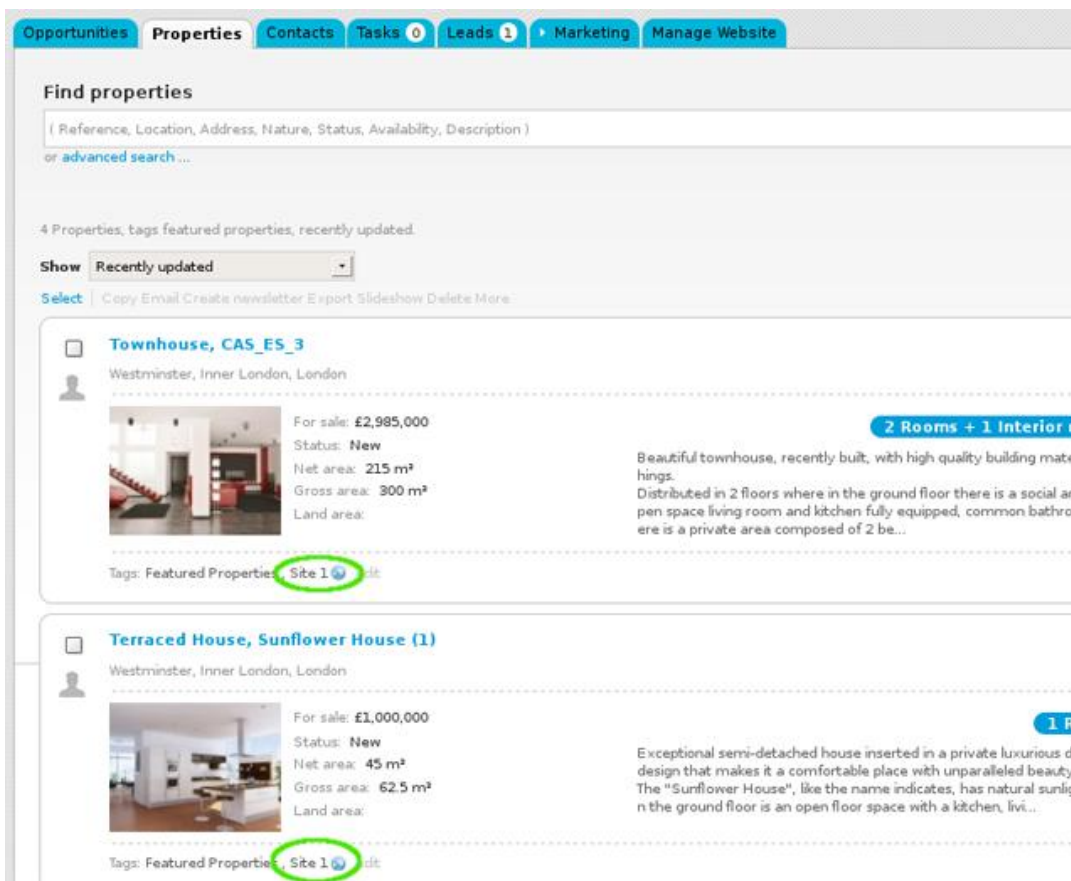
3. On top of the property list, click 'Add a tag';

This screenshot is identical to the one above, showing the same software interface. The 'Add a tag' button in the action bar is now circled in green, highlighting the step mentioned in the text. The rest of the interface, including the navigation bar, search section, and property cards, remains the same.

4. Click the checkbox to select the 'Site 1' tag and then click 'Apply changes'.

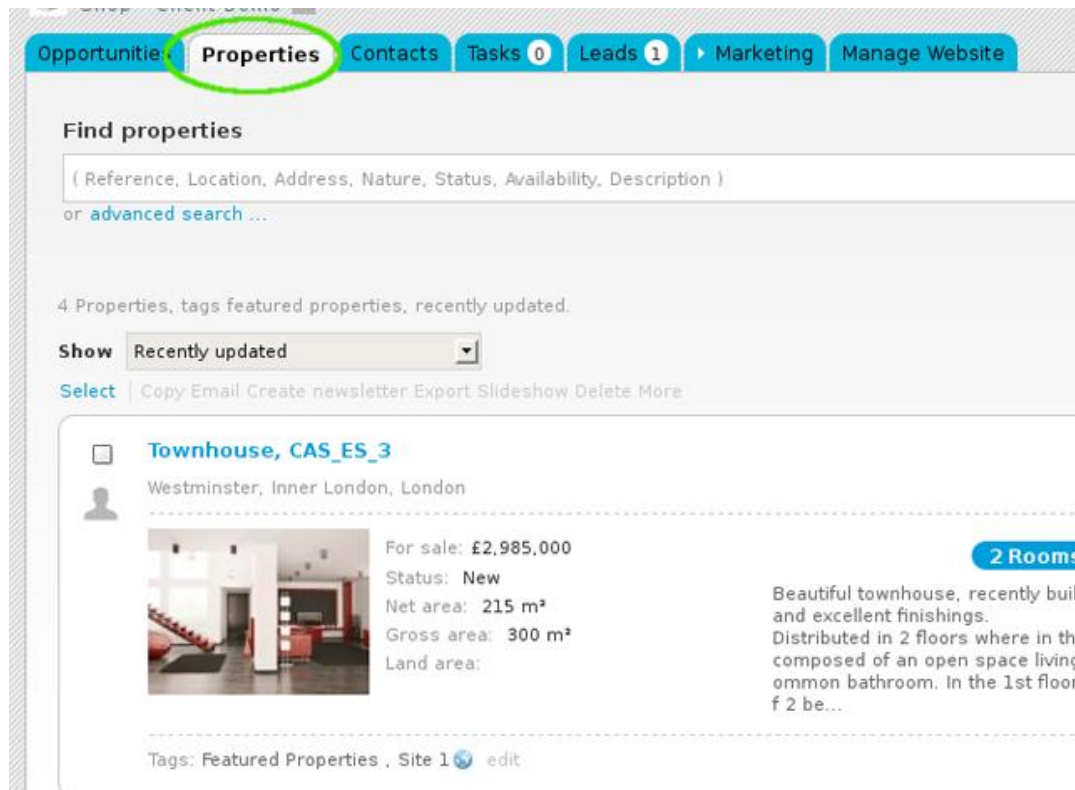


5. All properties previously selected will have the tag name associated when viewed in a 'Mosaic' list and are automatically published on the website;

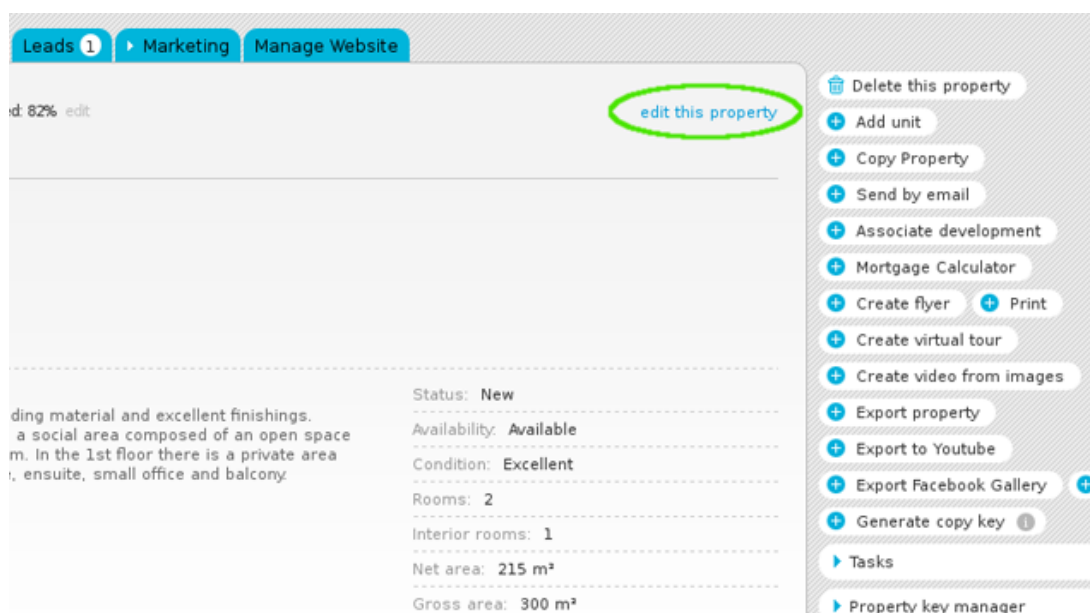


To publish a property on the website directly from the property page, take the following steps:

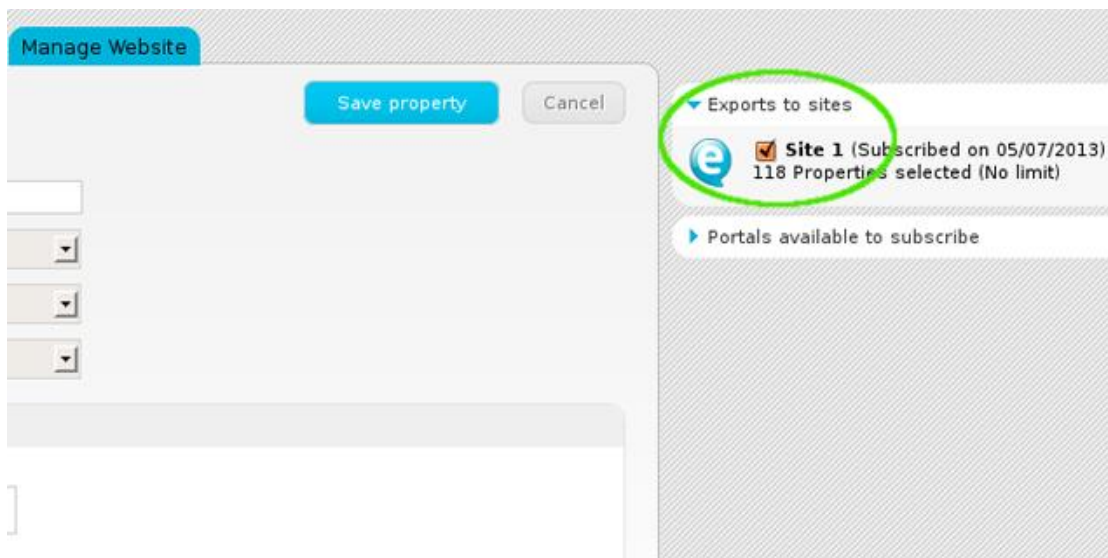
1. Click the 'Properties' tab and select a property;



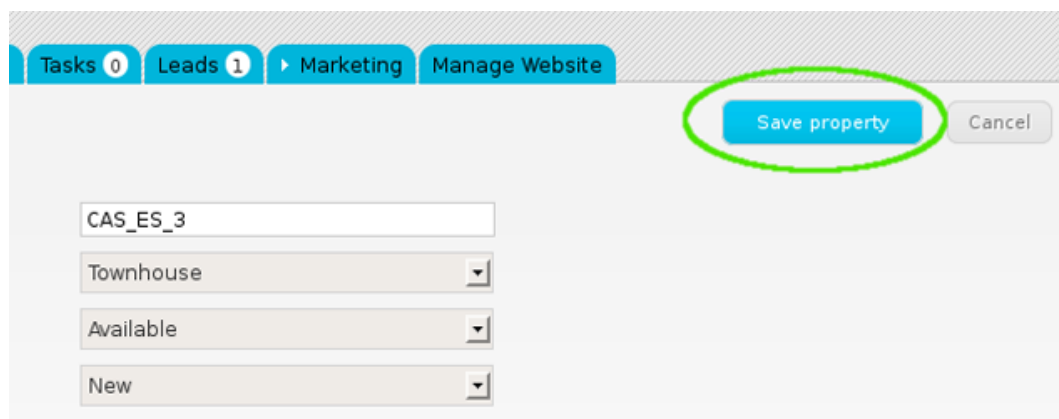
2. Click 'Edit this property'



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



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



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Questions: support@egorealestate.com