Step by Step Guide

S/No	Contents	Page
1.	How To Start?	2
2.	How To Add A Listing?	3
3.	How To Edit A Listing?	6
4.	How To Read Your Dashboard?	8

Email to

support@propertybang.com

for further enquiries

How To Start?

1) **Sign in using your email and password. (*Please note that username and password are case sensitive.)**

2) **Click on My Settings**

3) **Click on Edit besides each portal to input the login details for the respective portals (*Please note that if you do not see any pop ups after clicking on Edit, minimize your windows as it could be hidden behind.)**

The URL of the 6 portals are as follows:

iProperty   - www.iproperty.com.sg
ST701   - www.stproperty.sg (1. Register an agent account to enjoy 50 concurrent listings; 2. Click on the verification link sent by ST701 to enable your account)
G-u-r-u   - www.propertyguru.com.sg
PropertyHub   - www.propertyhub.com.sg
SingaporeProperty.. - www.singaporepropertyexchange.com/agentlogin.php
PropertyNet   - Portal shut down since we started. Pls ignore.
SingaporeExpats   - No login details needed

4) Input the login details and click on Edit Details to save.

5) Put a tick on the Post By Default checkboxes for property portals that you wish to be selected by default when you are posting your listing.

6) You are ready to Add Listing once you have set up your information on My Settings.

How To Add a Listing?

1) Please remove the listing from the respective portals first e.g. Guru, iProperty, STProperty.

2) Click on Add Listing

3) Fill in all the compulsory fields (highlighted in yellow below) in Property tab and the Next button will be enabled.

Tips:

a) You can input the building name, street name or postal code into the Search By field. Details will be populated if there is a matching result.

b) If no result is found, please email the building name to support@propertybang.com and we will include into our database. You can still proceed by inputting the compulsory fields manually.

c) If there are any information which you are unsure e.g. Postal code and blk, you can input 0 to skip it.

d) If there is no building name for the listing, please input the street name into the building name field.

4) Fill in all the compulsory fields (highlighted in yellow below) in Details tab and the Next button will be enabled.

5) **Continue to other tabs to input the information for your listing.**

6) **Click on Upload tab to upload images for your listing. If no images are uploaded, the images from the photo library of the respective portal selected by default.**

7) **When you are ready to post your listing, click Post Listing.**
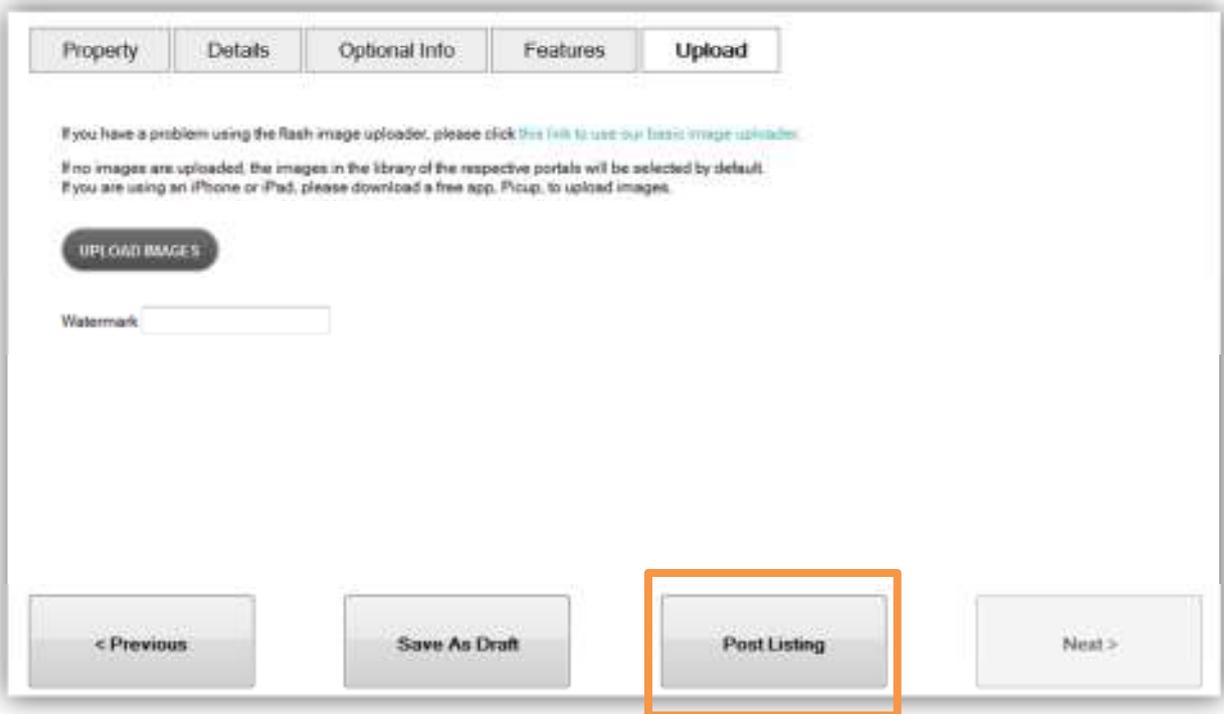
8) **Select the portals that you wish to post to. You can also select the Repost Schedule for this listing.**

Website Name	Posted To
iProperty	☑
ST701	☑
G-u-r-u	☑
PropertyHub	☑
SingaporePropertyExchange	☐
PropertyNet	☐
SingaporeExpats	☐

I want this listing to be posted :
Never ▼

Cancel   PROPERTY BANG!
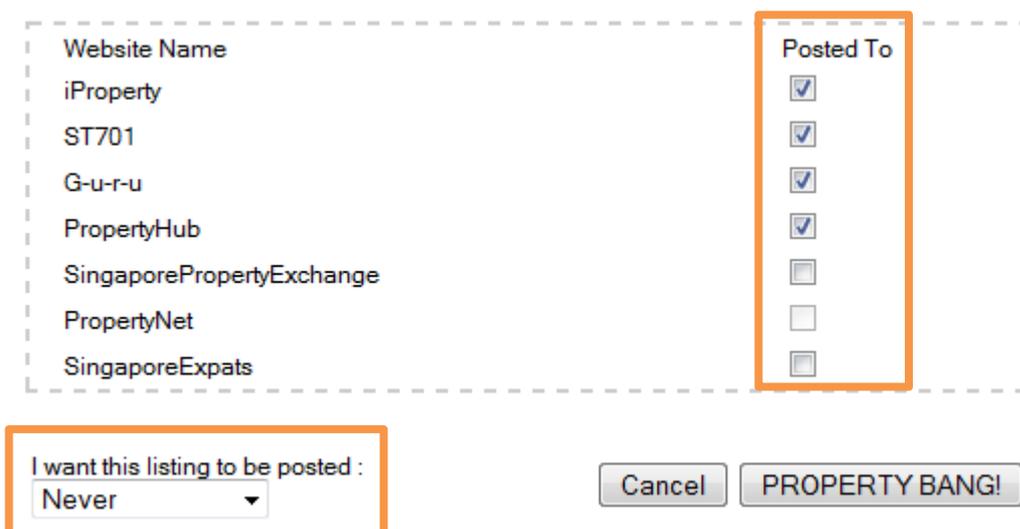
Tips:

   a) If you cannot select any of the portals, it is because you have not inputted the login details for the respective portals. Please click on My Settings to update.

9) **The status of the listing will change from Pending to a date once the posting is completed.**

How To Edit a Listing?

1) **Click Edit on the listing that you wish to change the details.**

2) **The details of the selected listing will be populated. You can edit any of the fields. Once you have completed the changes, click on Post Listing.**

3) Select the portals that you wish to post to. You can also select the Repost Schedule for this listing.

Tips:
   a) We will retrieve the original listing and edit the changes made. NO NEW LISTING will be created on Guru as we do not want to waste your Guru credits on Edit.
   b) The date posted on Guru will not change as NO NEW LISTING is created.

How To Read Your Dashboard?

2. This is your balance credits on Property Guru where we retrieved from Guru after posting for your easy reference.

1. This shows the total number of listings (excludes draft listing) in your dashboard.

11. These are the action buttons for your listings.

3. These are the filter options available for you to find your listings easily.

4. Headers in blue underlined font means they can be sorted in alpha order.

5. These checkboxes allow you to select multiple listings for actions like Repost and Delete.

10. This shows your selected repost schedule for this listing.

9. To change, select the desired schedule and click Update Schedule button on the top.

8. This button allows you to edit the details for each listing.

My Active Listings (534)

Update Schedule   Repost   Delete

Number of new Guru postings remaining for the month : 4
(*Above figure is an indicative balance of your Guru credits)

| Property Type : All | | Filter By Property : Any | | Filter By Listing Type : Any |

Property Type	Building Name	Block	Street	Type	Price	Posted On (#)	Status	Repost Schedule	
Private Apartment/ Condo	Stadia	27	Yio Chu Kang Road	For Sale	$3,000,000	0	11/10/2012	Never	Edit
Private Apartment/ Condo					$	0	Draft	Never	Edit
Private Apartment/ Condo	Stadia	27	Yio Chu Kang Road	For Sale	$1,100,000	0	08/10/2012	Never	Edit
Private Apartment/ Condo	Stadia	27	Yio Chu Kang Road	For Sale	$22,222,222	0	Draft	Never	Edit
Private Apartment/ Condo	Stadia	27	Yio Chu Kang Road	For Sale	$3,000,000	0	08/10/2012	Never	Edit
Private Apartment/ Condo					$	0	Draft	Never	Edit
HDB Flat	Yuan kuang Road	66	Yuan kuang Road	For Rent	$1,900	0	08/10/2012	Never	Edit
Private Apartment/ Condo	Dakota Residences	36	Dakota Crescent	For Rent	$4,800	1	07/10/2012	Never	Edit
Private Apartment/ Condo	D'dalvey	23	Dalvey Estate	For Rent	$6,000	0	Draft	Never	Edit

6. You can click on this to check on the selected portals for this listing.

7. This is the date when the listing is posted.