

Removing a Property from the Online Marketing Portals in CRM



This guide provides essential instructions for effectively removing a property from online marketing portals within CRM, ensuring that listings are accurately managed and up-to-date. By following these steps, users can maintain control over their property marketing, preventing outdated or unwanted listings from being displayed.

This is crucial for improving the overall quality and relevance of property offerings, ultimately enhancing client satisfaction and operational efficiency.

- 1 Navigate to <https://crm.iamproperty.com/myday> Then go to the property you want to remove from the property portals.

- 2 Click "Portals"

PROPERTY PICTURES

Content Approval

Property Address

Postcode: DL3 8LA

Address: 15 Barrett Road, Darlington, County Durham, DL3 8LA, UK

Price/Instructed Date

Currency: £

Prefix: Default

Price (GBP): £ 380,000

Instructed Date

Solicitor/Conveyancing

+Add Solicitor

Solicitor Instructed:

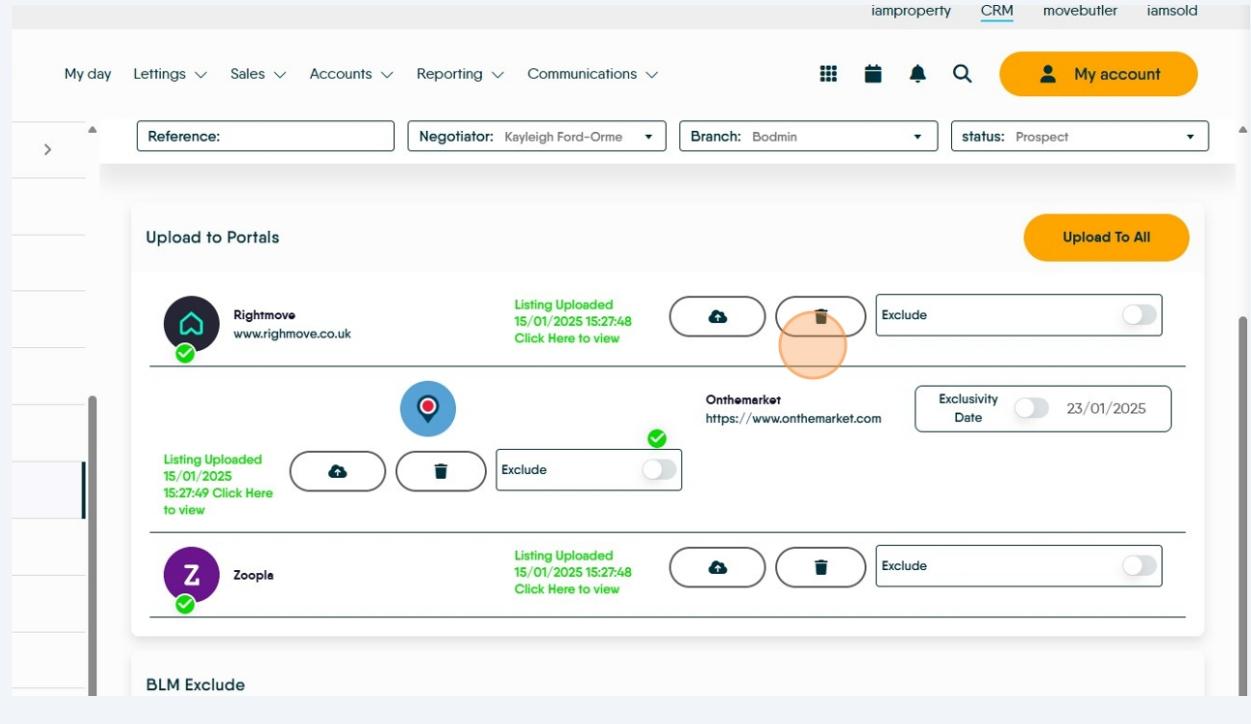
Instructed Date:

Solicitor:

Contact:

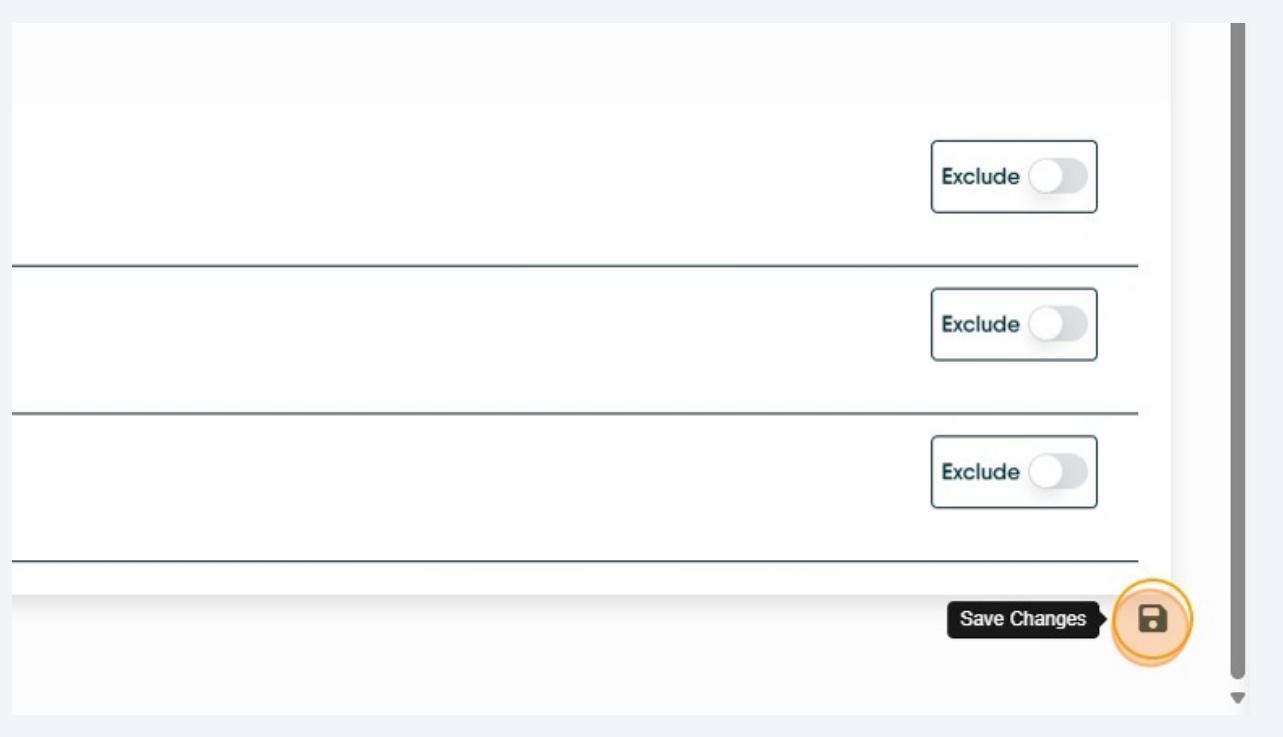
Address:

3 Click onto the 'Bin' icon for the portal you are removing the property from, then upload to remove the property from the portal immediately or wait till a bulk upload is done for removal.



The screenshot shows the 'Upload to Portals' section of a software interface. It lists three portals: Rightmove, Onthemarket, and Zoopla. Each listing includes a 'Listing Uploaded' timestamp, a 'Click Here to view' link, and three buttons: a cloud icon, a bin icon, and an 'Exclude' switch. The 'Exclude' switch for the Rightmove listing is highlighted with an orange circle. A large orange circle also highlights the 'Upload To All' button at the top right of the section.

4 Click here to Save.



The screenshot shows a 'Save Changes' button with a right-pointing arrow and a 'Save' icon. Both the button and the icon are highlighted with orange circles.

5 Click "Marketing"

6 Click this checkbox to turn off the Advertise option this will lock the Portals tab and stop the property being re-uploaded to the Portals. If you are only removing a property from some of the Portals you upload to, leave 'Advertise?' selected.

7 Click save to save the change.

£ 260,000

Property Advertising

Advertise ?
Check this if this Property is Available for Advertising.

New build ?
Check this if this Property is a new Build.

Board Status: No Board

Advertising Address: Barrett Road, Darlington, Co.

Advertising Status: Not Advertised

Advertising Url:

Virtual Tour Url 1:

Virtual Tour Url 2:

Premium Listing: Please select a premium listing

Matching Property

Property Type: Detached House

Property Type Zoopla: Detached

Property Attributes

Property Age

Period:

Pre-war:

Post-war:

Modern:

Save Changes