

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 By following these steps, users can maintain control over their property marketing, preventing outdated or unwanted listings from being displayed.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"

0 Viewings
1 Offers £ 260,000 ↑

Details
Checklist
Appraisals
Compliance
Information
Stats
Marketing
Media
Rooms
Portals
Viewings

PROPERTY PICTURES Upload

Content Approval
X Vendor has not approved this content yet

Property Address Edit 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.

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My day Lettings Sales Accounts Reporting Communications

Reference: Negotiator: Keyleigh Ford-Orme Branch: Bodmin status: Prospect

Upload to Portals Upload To All

Rightmove
www.rightmove.co.uk
Listing Uploaded 15/01/2025 15:27:48 Click Here to view
Exclude ☐

Onthemarket
https://www.onthemarket.com
Exclusivity Date 23/01/2025
Listing Uploaded 15/01/2025 15:27:49 Click Here to view
Exclude ☐

Zoople
Listing Uploaded 15/01/2025 15:27:48 Click Here to view
Exclude ☐

BLM Exclude

4

Click here to Save.

Exclude ☐

Exclude ☐

Exclude ☐

Save Changes Save

5 Click "Marketing"

0 Viewings

1 Offers £ 260,000

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Viewings

View Lettings Version

Appraisal

15 Barrett Road, Darlington, DL3 8LA |
Default £ 380,000 | 2 | 1

Lead vendor: Mr Adrian Green View Vendors

Reference

Negotiator Training Dave

Branch Morgan & Co

Status For Sale

PROPERTY PICTURES Upload

Content Approval

✕ Vendor has not approved this content yet

Property Address Edit Address

Postcode DL3 8LA

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

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.

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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, C

Advertising Status
 Not Advised

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

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 Status
Not Advertised

Advertising Address
Barrett Road, Darlington, Co

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

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