

Uploading Property Information to Online Property Portals



This guide provides a step-by-step process for efficiently uploading property information to various online property portals. It simplifies the process ensuring that listings are presented accurately and attractively across multiple platforms.

By following this guide, users can enhance their property visibility, streamline their workflow, and potentially increase sales opportunities. This resource is essential for anyone looking to maximize their property marketing efforts effectively.



In this guide we use a Sales property, however the process is the same for both sales and lettings properties.

1

Navigate to <https://crm.iamproperty.com/myday> then navigate to the property you are managing.

2

Ensure that you have the complete address for the property. To ensure the address is correct, click on 'Edit Address' to check and edit as required.

The screenshot displays the 'My day' view in the iamproperty CRM. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The main content area is divided into several sections:

- PROPERTY PICTURES:** Features a large image of a modern living room and a row of smaller thumbnail images. An 'Upload' button is located at the top right of this section.
- Content Approval:** A toggle switch is turned off, and a message states 'Vendor has not approved this content yet'.
- Property Address:** Includes an 'Edit Address' button. Below it, the 'Postcode' is 'DL3 8LA' and the 'Address' is '15 Barrett Road, Darlington, County Durham, DL3 8LA, UK'.
- Price/Instructed Date:** Shows a 'Currency' dropdown set to 'GBP'.
- Solicitor/Conveyancing:** Includes a '+Add Solicitor' button.

3 Add the property price and the price prefix

iamproperty CRM movebutler iamsold

erty My day Lettings Sales Accounts Reporting Communications

£ 260,000

Solicitor/Conveyancing +Add Solicitor

Solicitor Instructed Instructed Date

Solicitor Contact

Address

Email Phone

Mobile phone Fax

Price/Instructed Date Currency GBP

Prefix Price (GBP)

Default £ 380,000

Instructed Date

Fees/Contract

Contract Type Contract Expires

Fee Amount	%	£	Commission	%	£
£ 0.00			£ 0.00		

4 Click "Marketing"

0 Viewings

1 Offers £ 260,000

Details Checklist Appraisals Compliance Information Stats Marketing Media Rooms Portals Viewings

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

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

5

Complete the Prices, bedrooms, bathrooms, reception rooms and matching section.

iampropertyCRMmovebutler

iampropertyMy dayLettingsSalesAccountsReportingCommunications

0 Viewings1 Offers£ 260,000

DetailsChecklistAppraisalsComplianceInformationStatsMarketingMediaRooms

Prices and Matching

Currency

PrefixDefault

Price (GBP)£380,000

Bedrooms2

Bathrooms1

Reception1

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

iampropertyCRMmovebutleriamsold

My dayLettingsSalesAccountsReportingCommunications

£ 260,000

Prices and Matching

CurrencyGBP

PrefixDefault

Price (GBP)£380,000

Bedrooms2

Bathrooms1

Receptions1

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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

Property

My day

Lettings

Sales

Accounts

Reporting

Communications

My account

Prices and Matching

Currency

GBP

Prefix

Default

Price (GBP)

£

380,000

Bedrooms

2

Bathrooms

1

Receptions

1

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

No Advertised

Advertising Url

Virtual Tour Url 1

Virtual Tour Url 2

Premium Listing

Please select a premium listing

£ 260,000 ↑

Prices and Matching

Currency GBP

Prefix
Default

Price (GBP)
380,000

Bedrooms
2

Bathrooms
1

Receptions
1

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

Virtual Tour Url 1

Virtual Tour Url 2

Advertising Address
Barrett Road, Darlington, Co

Advertising Url

Premium Listing
Please select a premium listing

Matching Property

Property Type
Detached House

Property Type Zoopla
Detached

6

Set the Property Type from the drop down menu
Also set the "Property Type Zoopla"

iam property

My day Lettings Sales Accounts Reporting Communications

CRM movebutle

0 Viewings

1 Offers £ 260,000 ↑

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Property Type
Detached House

Property Attributes

Property Style

30's Semi

Addison Homes

Georgian

Property Type Zoopla
Detached

Property Age

Period

Pre-war

Post-war

Modern

Other Criteria

Potential Vendor

Property Type: Detached House

Property Type Zoopla: Detached

Property Attributes

Property Age

Period ☐

Pre-war ☐

Post-war ☐

Modern ☐

Property Style

30's Semi ☐

Addison Homes ☐

Georgian ☐

Other Criteria

Potential Vendor ☐

7

You need to add the Property Description and the Summary Description. If these are not completed the upload will fail.

Also add the Key Features

Descriptions / SMS

Main Summary Extra 1 Extra 2 SMS

Enter Property Main Description

Key Features Added

Key Features

Click here and start typing the Key Features...

iampropertyCRMmovebutle

iamproperty

My dayLettingsSalesAccountsReportingCommunications

My a

0 Viewings

1 Offers£ 260,000

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Descriptions / SMS

Character

MainSummaryExtra 1Extra 2SMS

B I U

Enter Property Summary Description

Key Features Added

Character

Key Features

Click here and start typing the Key Features...

0 Viewings

1 Offers£ 260,000

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Descriptions / SMS

Character

MainSummaryExtra 1Extra 2SMS

B I U

Enter Property Summary Description

Key Features Added

Character

Key Features

Click here and start typing the Key Features...

1

Big Garden

TD Training Dave27 March 2024

£ 260,000

Descriptions / SMS

Characters: 1/20,000

Main

Summary

Extra 1

Extra 2

SMS

B

I

U

Enter Property Main Description

Key Features Added

Characters: 7

Key Features

Kitchen

1

Big Garden

TD

Training Dave

27 March 2024

8 Click "Media" then "Add Media" and add the property images.

0 Viewings

1 Offers

£ 260,000

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Big Garden

TD

Training Dave

27 March 2024

Kitchen

TD

Training Dave

22 January 2025

Others

Land Usage

Minimum Size

0

Max Size

0

sqm

sqft

Directions

Viewing Arrangements

Applicant Matched

Applicant Matched

Applicant Matched Counter

0

0 Viewings

1 Offers £ 260,000

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

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

+ Add Media

Sort Media Default

Search

Clear filters

Room type

Media type

Floorplan

Not Assigned to Room
250961_YRK012339905_IMG_01_000C

408.41 kb

27/03/2024

Image

Not Assigned to Room
250961_YRK012339905_IMG_07_000C

329.17 kb

27/03/2024

Image

Not Assigned to Room
250961_YRK012339905_IMG_...

348.65 kb

27/03/2024

Image

Not Assigned to Room
250961_YRK012339905_IMG_...

...

27/03/2024

Image

Not Assigned to Room
250961_YRK012339905_IMG_...

...

27/03/2024

Image

Not Assigned to Room
250961_YRK012339905_IMG_...

...

27/03/2024

9

One the images are added and all the previous sections are completed. Navigate back to Marketing.

iam property

My day Lettings Sales Accounts Reporting Communications

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Offers

NOI

27/03/2024

Not Assigned to Room
250961_YRK012339905_IMG_09_000C

305.72 kb

27/03/2024

27/03/2024

Not Assigned to Room
250961_YRK012339905_IMG_10_0000

308.6 kb

27/03/2024

27/03/2024

Not Assigned to Room
250961_YRK012339905_IMG_...

243.78 kb

27/03/2024

27/03/2024

Not Assigned to Room
250961_YRK012339905_IMG_13_0000

...

27/03/2024

27/03/2024

Not Assigned to Room
250961_YRK012339905_IMG_17_0000

...

27/03/2024

27/03/2024

Not Assigned to Room
250961_YRK012339905_IMG_...

...

27/03/2024

10 Click the 'Advertise' checkbox.

The screenshot shows a web form for property listing. On the left is a sidebar menu with options: Compliance, Information, Stats, Marketing, Media, Rooms, Portals, Viewings, Offers, NOI, Enquiries, and Key Control. The 'Marketing' section is active. The main form is titled 'Prices and Matching' and includes a 'Currency' dropdown set to 'GBP'. Below this are five input fields: 'Prefix' (Default), 'Price (GBP)' (380,000), 'Bedrooms' (2), 'Bathrooms' (1), and 'Receptions' (1). Each field has a corresponding icon. The 'Property Advertising' section contains two checkboxes: 'Advertise?' (checked) and 'New build?'. To the right are dropdowns for 'Board Status' (No Board) and 'Advertising Status' (Not Advertised), and text fields for 'Advertising Address' (Barrett Road, Darlington, C) and 'Advertising Url'. Below these are two 'Virtual Tour Url' fields with external link icons, and a 'Premium Listing' dropdown. The 'Matching Property' section at the bottom has a 'Property Type' dropdown set to 'Detached House' and a 'Property Type Zoopla' field set to 'Detached'. An orange circle highlights the 'Advertise?' checkbox.

11 Then click 'Save'.

This screenshot shows the same form as above, but with the 'Advertise?' checkbox highlighted by a blue border. In the bottom right corner, a 'Save Changes' button with a save icon is highlighted by an orange circle. The rest of the form remains unchanged.

12 You will then be able to access the portals tab on the property record.

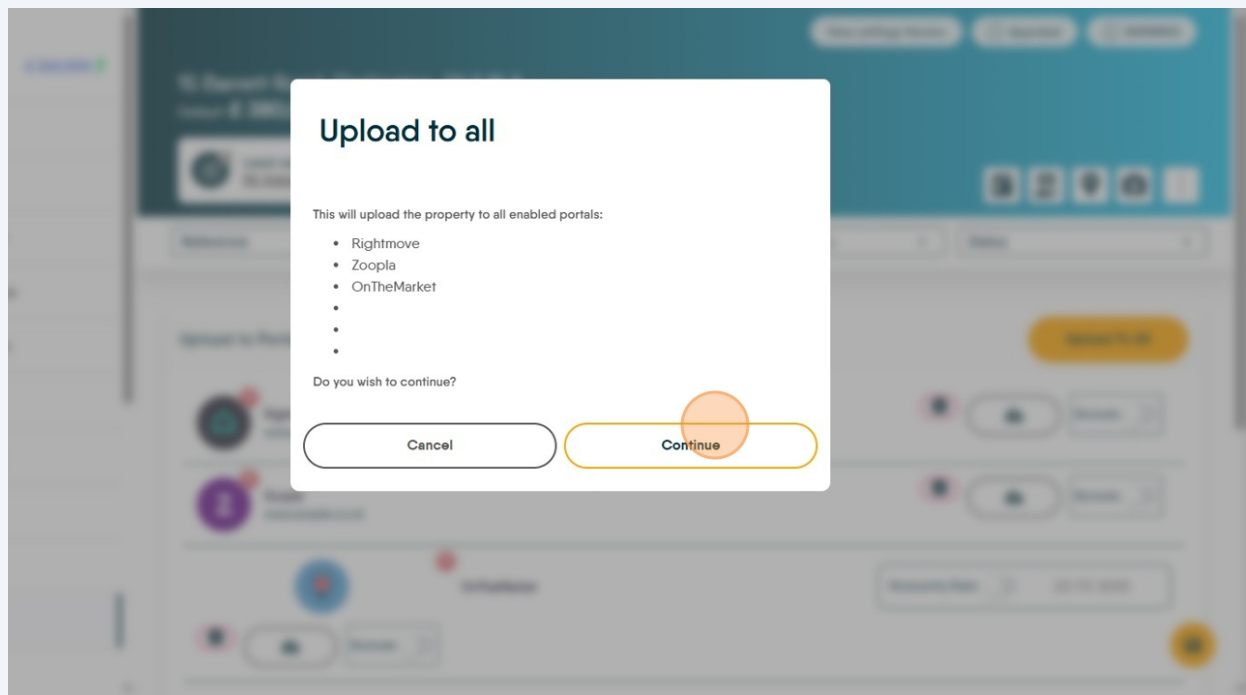
Click "Portals"

The screenshot shows a software interface with a sidebar on the left containing various tabs: Details, Checklist, Appraisals, Compliance, Information, Stats, Marketing, Media, Rooms, Portals (highlighted with an orange circle), and Viewings. The main content area is divided into two sections. The top section, titled "Property Advertising", contains several input fields: "Advertise ?" (with a subtext "Check this if this Property is Available for Advertising."), "New build ?" (with a subtext "Check this if this Property is a new Build."), "Board Status" (set to "No Board"), "Advertising Address" (set to "Barrett Road, Darlington, C"), "Advertising Status" (set to "Not Advertised"), and "Advertising Url". Below these are fields for "Virtual Tour Url 1" and "Virtual Tour Url 2", each with a share icon, and a "Premium Listing" section with the text "Please select a premium listing". The bottom section, titled "Matching Property", contains a "Property Type" dropdown set to "Detached House", a "Property Type Zoopla" dropdown set to "Detached", a "Property Attributes" text area, and a "Property Age" section with radio buttons for "Period", "Pre-war", "Post-war", and "Modern".

13 Click "Upload to All" to select all the currently enabled Portals or click the upload icon next to each portal.

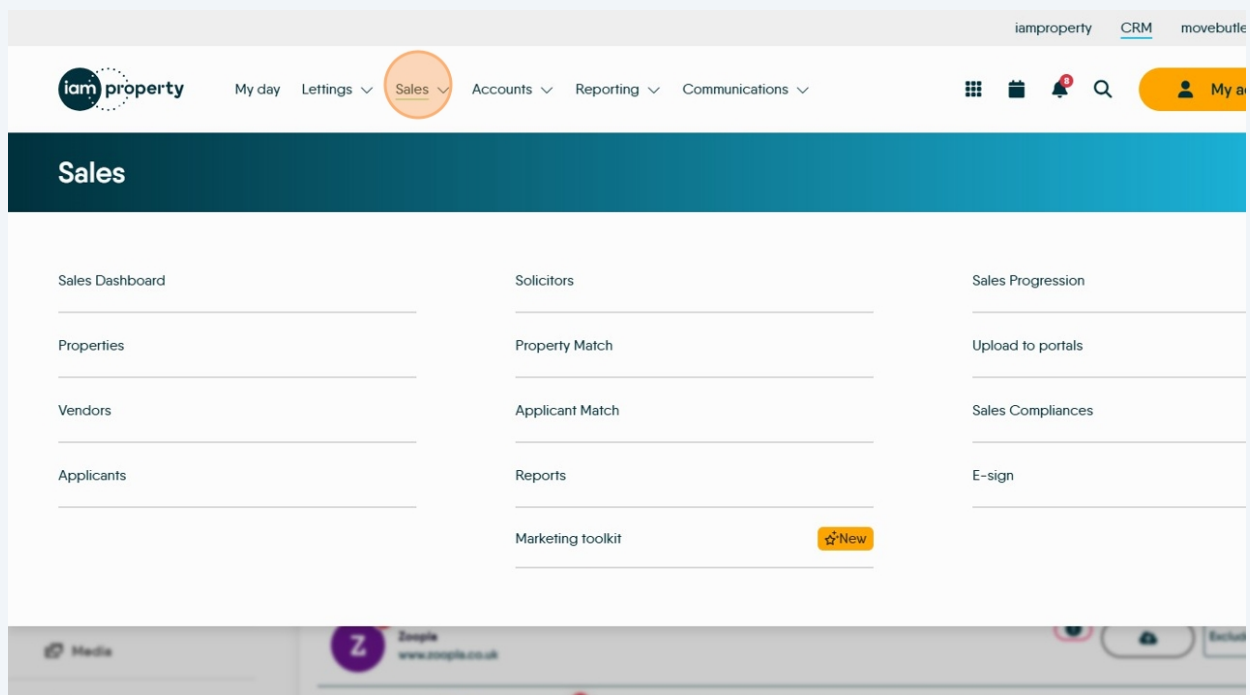
Click "Continue" this will upload only this property to the Portal.

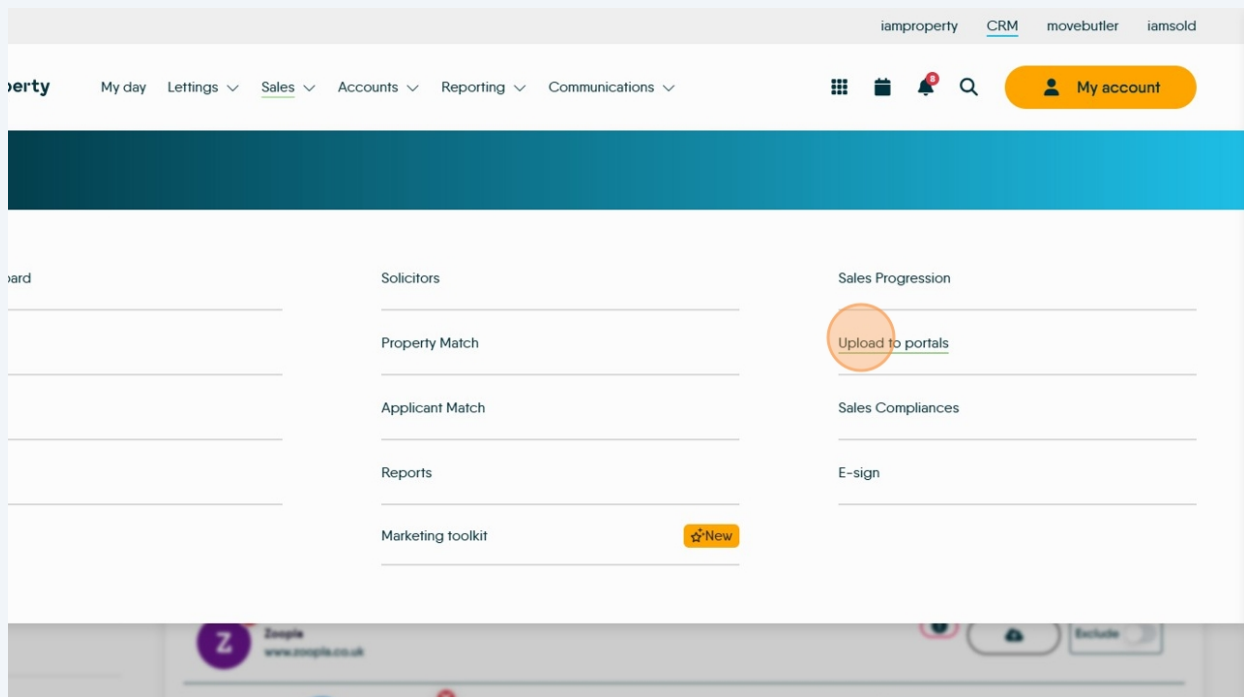
The screenshot shows a software interface with a sidebar on the left containing various tabs: Details, Checklist, Appraisals, Compliance, Information, Stats, Marketing, Media, Rooms, Portals (highlighted with an orange circle), and Viewings. The main content area is divided into two sections. The top section, titled "Property Advertising", contains several input fields: "Advertise ?" (with a subtext "Check this if this Property is Available for Advertising."), "New build ?" (with a subtext "Check this if this Property is a new Build."), "Board Status" (set to "No Board"), "Advertising Address" (set to "Barrett Road, Darlington, C"), "Advertising Status" (set to "Not Advertised"), and "Advertising Url". Below these are fields for "Virtual Tour Url 1" and "Virtual Tour Url 2", each with a share icon, and a "Premium Listing" section with the text "Please select a premium listing". The bottom section, titled "Matching Property", contains a "Property Type" dropdown set to "Detached House", a "Property Type Zoopla" dropdown set to "Detached", a "Property Attributes" text area, and a "Property Age" section with radio buttons for "Period", "Pre-war", "Post-war", and "Modern".



To bulk upload all newly created Properties, rather than one at a time.

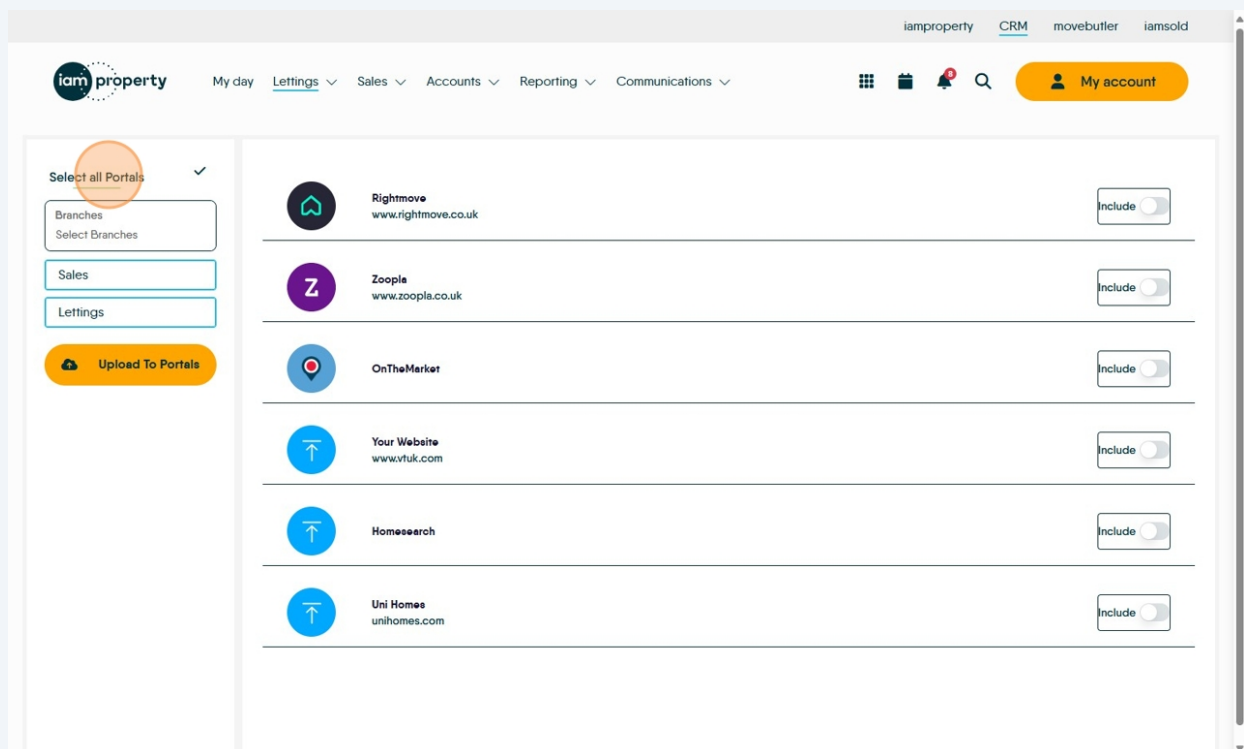
14 From the top menu. Click "Sales" then Click "Upload to portals"





15

Click "Select all Portals" if you are uploading to all rather than some portals. If you are selecting only some of the active portals, select them from the right side of the screen.



16

Click the "Select Branches" field to select which branches properties you are uploading, this can be some or all of your branches.

The screenshot shows the iamproperty CRM interface. The top navigation bar includes 'iamproperty', 'CRM', and 'movebutler'. The main navigation menu has 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The left sidebar contains a 'Deselect all Portals' link, a 'Branches' dropdown menu with 'Select Branches' highlighted, and buttons for 'Sales', 'Lettings', and 'Upload To Portals'. The main content area displays a list of portals with their logos and names: Rightmove, Zoopla, OnTheMarket, Your Website, Homeseach, and Uni Homes. Each portal entry has an 'Include' button on the right.

17

Click on the branches you are uploading the properties for.

The screenshot shows the iamproperty CRM interface with the 'Select Branches' dropdown menu open. The menu lists several branches: Anna Estates, Estate management, Henry & Co, Morgan & Co (highlighted), Morgan&Co MB, and Revvite & Letters. The main content area remains the same as in the previous screenshot, showing the list of portals and their 'Include' buttons.

18

Select whether you are uploading Sales or Lettings or both.
Click as appropriate.

The screenshot shows the iamproperty CRM interface. The top navigation bar includes 'iamproperty', 'CRM', and 'movebutler'. The sidebar on the left has a 'Deselect all Portals' link with a checkmark, followed by buttons for 'Branches', 'Sales', and 'Lettings'. The 'Lettings' button is highlighted with an orange circle. Below these buttons is an 'Upload To Portals' button. The main content area displays a list of portals with checkboxes for 'Include'.

Portal	Include
Rightmove www.rightmove.co.uk	<input type="checkbox"/>
Zoopla www.zoopla.co.uk	<input type="checkbox"/>
OnTheMarket	<input type="checkbox"/>
Your Website www.vtuk.com	<input type="checkbox"/>
Homeseach	<input type="checkbox"/>
Uni Homes unihomes.com	<input type="checkbox"/>

19 Click "Upload to Portals"

The screenshot displays the 'iam property' management interface. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. On the right, there are icons for a grid, calendar, notifications, and search, along with a 'My acc' button. The left sidebar contains a 'Deselect all Portals' link with a checkmark, followed by buttons for 'Branches', 'Sales', and 'Lettings'. The 'Upload To Portals' button, featuring a cloud icon, is highlighted with an orange circle. The main content area lists several portals with their respective logos and URLs:

Portal	URL	Action
Rightmove	www.rightmove.co.uk	Includ
Zoopla	www.zoopla.co.uk	Includ
OnTheMarket		Includ
Your Website	www.vtuk.com	Includ
Homeeearch		Includ
Uni Homes	unihomes.com	Includ