

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

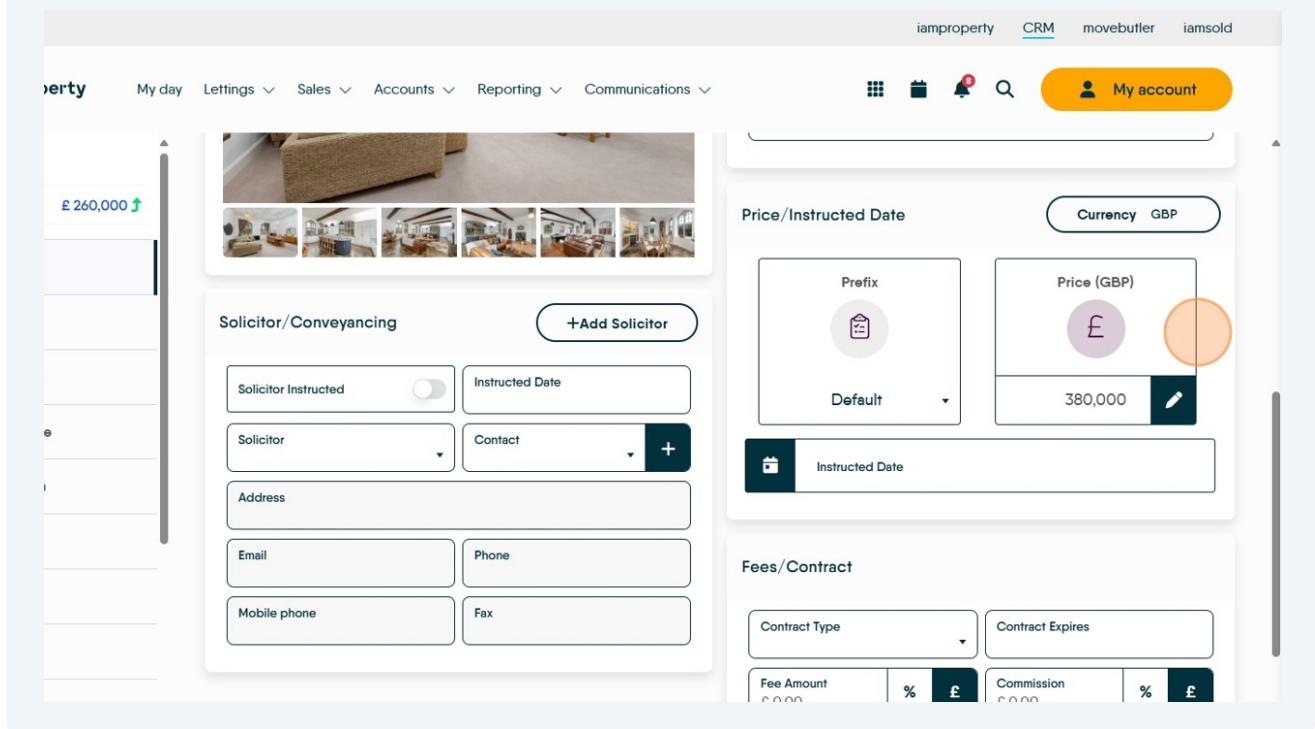
Navigate to <https://crm.iamproperty.com/myday> then navigate to the property you are managing.

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.

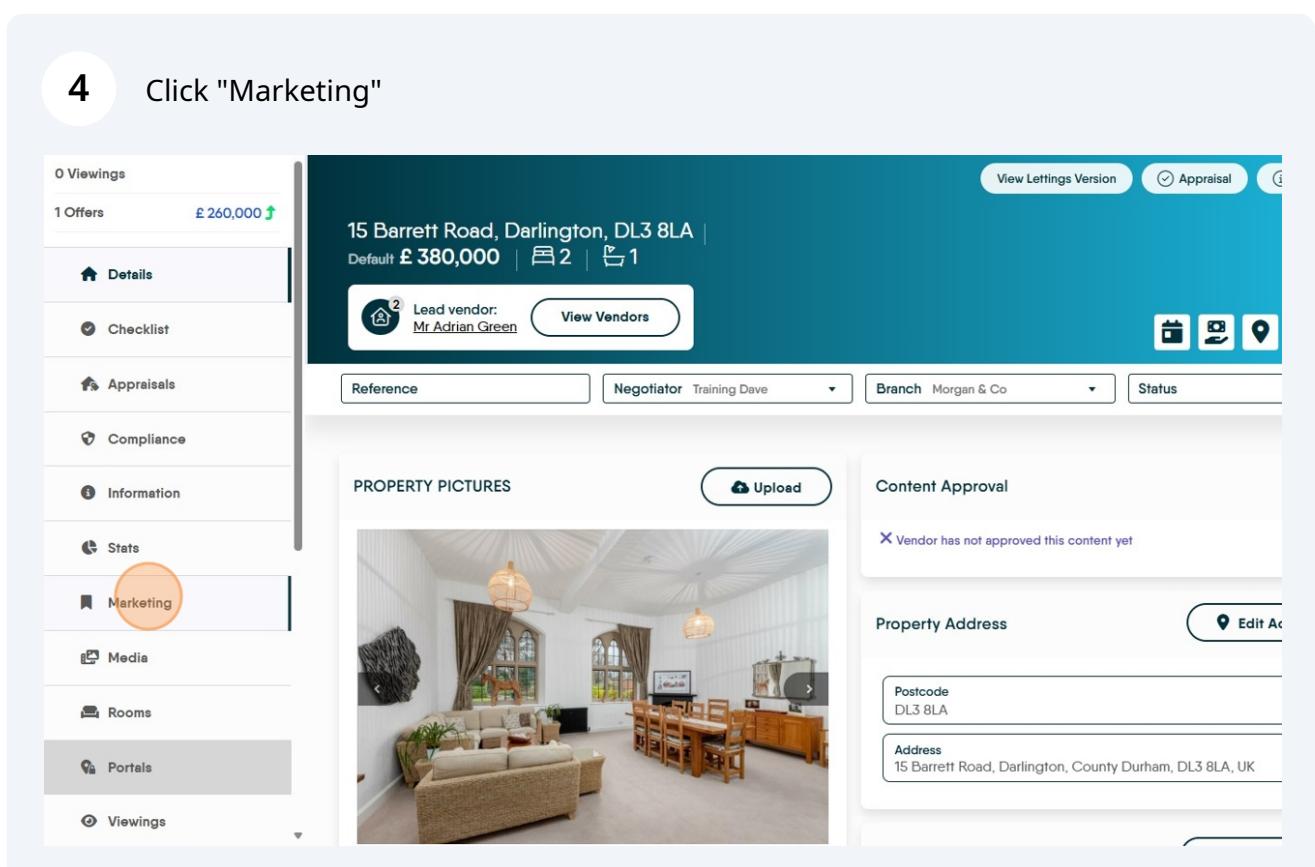
The screenshot shows the iamproperty CRM interface. At the top, there is a navigation bar with links for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. On the right side of the top bar, there are icons for 'Content Approval' (a switch is turned off), 'My account' (highlighted in orange), and a search bar. The main content area is divided into several sections: 'PROPERTY PICTURES' (with an 'Upload' button and a large image of a living room), 'Content Approval' (with a message: 'X Vendor has not approved this content yet'), 'Property Address' (with 'Edit Address' button, 'Postcode' field containing 'DL3 8LA', and 'Address' field containing '15 Barrett Road, Darlington, County Durham, DL3 8LA, UK'), 'Price/Instructed Date' (with 'Currency' set to 'GBP'), 'Prefix' (with a small icon), and 'Price (GBP)' (with a large '£' icon). At the bottom left, there is a 'Solicitor/Conveyancing' section with a '+Add Solicitor' button. The left side of the interface features a vertical sidebar with a list of property details, including price (£260,000) and other listing information.

3 Add the property price and the price prefix



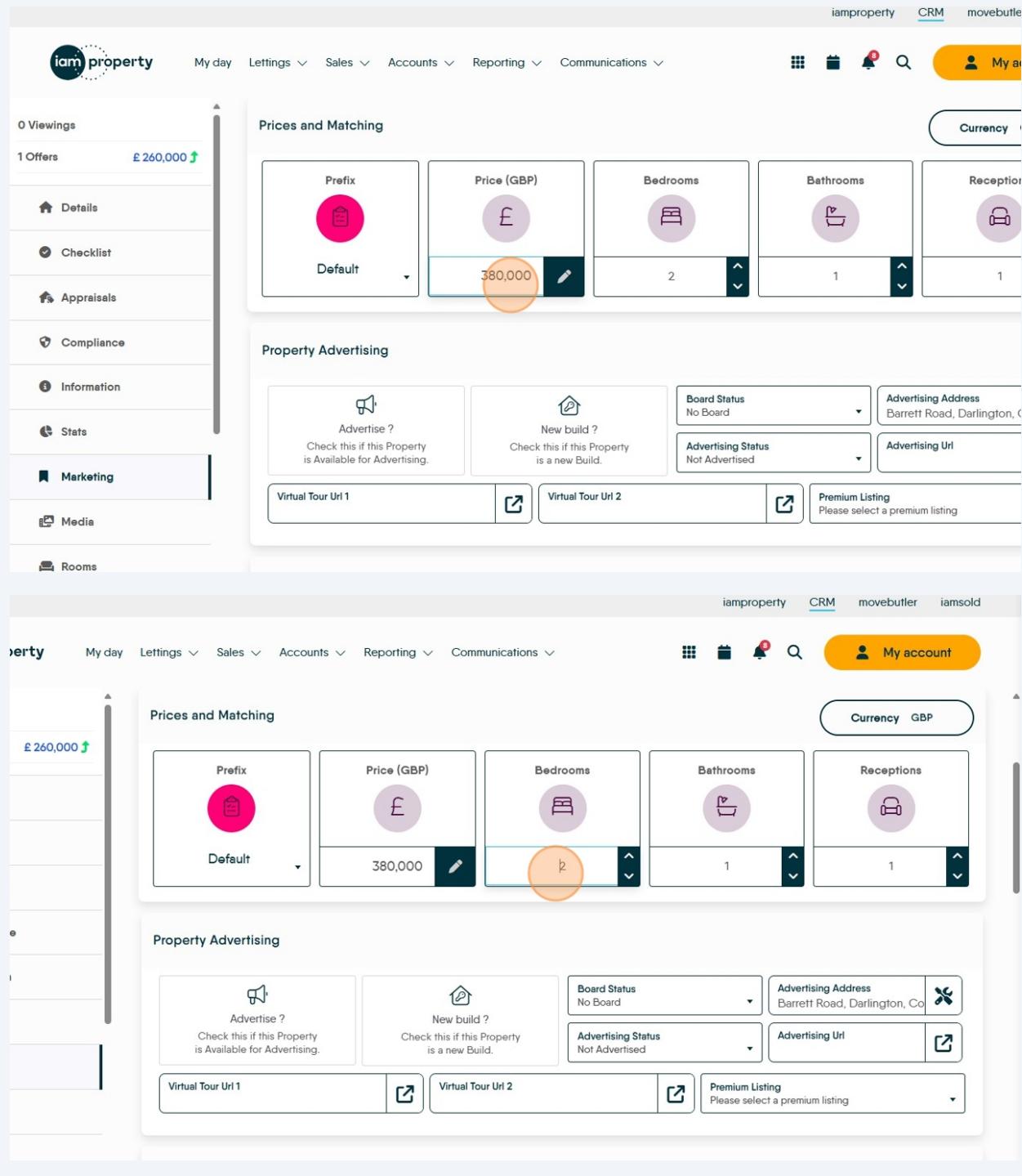
The screenshot shows the iamsold software interface. On the left, there's a sidebar with navigation links: My day, Lettings, Sales, Accounts, Reporting, and Communications. The main area displays a property listing for a house at 15 Barrett Road, Darlington, DL3 8LA, with a price of £260,000. Below the listing, there's a section for 'Solicitor/Conveyancing' with fields for 'Solicitor Instructed' (a toggle switch), 'Instructed Date' (a date input field), 'Solicitor' (a dropdown), 'Contact' (a dropdown), 'Address' (a text input field), 'Email' (a text input field), 'Phone' (a text input field), 'Mobile phone' (a text input field), and 'Fax' (a text input field). On the right, a modal window titled 'Price/Instructed Date' is open. It shows the 'Currency' as GBP. Under 'Prefix', there's a dropdown set to 'Default' with a 'Prefix' icon. Under 'Price (GBP)', there's a text input field with a purple £ symbol and a value of '380,000', with a pencil icon for editing. Below these, there's a section for 'Instructed Date' with a date input field and a calendar icon.

4 Click "Marketing"



The screenshot shows the marketing section of the iamsold software for the property at 15 Barrett Road, Darlington, DL3 8LA. The sidebar on the left has a 'Marketing' link, which is highlighted with an orange circle. The main content area shows the property details: '15 Barrett Road, Darlington, DL3 8LA | Default £380,000 | 2 | 1'. Below this, there's a 'Lead vendor: Mr Adrian Green' section with a 'View Vendors' button. The marketing section includes a 'PROPERTY PICTURES' section with a large image of a living room and a 'Upload' button, and a 'Content Approval' section with a note that 'Vendor has not approved this content yet'. At the bottom, there's a 'Property Address' section with fields for 'Postcode' (DL3 8LA) and 'Address' (15 Barrett Road, Darlington, County Durham, DL3 8LA, UK), with an 'Edit Address' button.

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



Prices and Matching

Prefix	Price (GBP)	Bedrooms	Bathrooms	Receptions
Default	£ 380,000	2	1	1

Property Advertising

Advertise ?	New build ?	Board Status	Advertising Address
Check this if this Property is Available for Advertising.	Check this if this Property is a new Build.	No Board	Barrett Road, Darlington, C...
Virtual Tour Url 1	Virtual Tour Url 2	Advertising Status	Advertising Url
		Not Advertised	
		Premium Listing Please select a premium listing	

My day Lettings Sales Accounts Reporting Communications

My account

Prices and Matching

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: Not Advertised

Advertising Url: [\[link\]](#)

Virtual Tour Url 1: [\[link\]](#)

Virtual Tour Url 2: [\[link\]](#)

Premium Listing: Please select a premium listing

Currency: GBP

My day Lettings Sales Accounts Reporting Communications

My account

Prices and Matching

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: Not Advertised

Advertising Url: [\[link\]](#)

Virtual Tour Url 1: [\[link\]](#)

Virtual Tour Url 2: [\[link\]](#)

Premium Listing: Please select a premium listing

Currency: GBP

Prices and Matching

Currency GBP

Prefix	Price (GBP)	Bedrooms	Bathrooms	Receptions
Default	£ 380,000	2	1	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
Virtual Tour Url 1	Virtual Tour Url 2	Advertising Status Not Advertised	Advertising Url

Matching Property

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

iamproperty CRM movebubble

My day Lettings Sales Accounts Reporting Communications

0 Viewings 1 Offers £ 260,000

Property Type Detached House	Property Type Zoopla Detached
Property Attributes	
Property Age	
Property Style	
Other Criteria	

Details Checklist Appraisals Compliance Information Stats Marketing Media

Property Type: Detached House

Property Type Zoopla: Detached

Property Attributes

Property Age

Period: Pre-war, Post-war, Modern

Potential Vendor

Property Style

30's Semi (selected)

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

0 Viewings

1 Offers £ 260,000

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

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...

Characters



My day

Lettings ▾ Sales ▾ Accounts ▾ Reporting ▾ Communications ▾



My a

0 Viewings
1 Offers £ 260,000 ↗

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Descriptions / SMS

Main **Summary** Extra 1 Extra 2 SMS

Enter Property Summary Description

0 Viewings
1 Offers £ 260,000 ↗

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Descriptions / SMS

Main **Summary** Extra 1 Extra 2 SMS

Enter Property Summary Description

Key Features Added

Key Features

Click here and start typing the Key Features...

1

Big Garden

TD Training Dave

27 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

Directions

Viewing Arrangements

Applicant Matched

Applicant Matched 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 Lettings Version  

Reference Negotiator Training Dave Branch Morgan & Co Status

 + Add Media

Sort Media Default Search Clear filters

Room type Media type

Image

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

Image

Image

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

iamproperty CRM movebutle

My day Lettings Sales Accounts Reporting Communications

 Appraisals

 Compliance

 Information

 Stats

 Marketing

 Media

 Rooms

 Portals

 Viewings

 Offers

 NOI

Image

Image

Image

Not Assigned to Room 250961_YRK012339905_IMG_09_000C 305.72 kb 27/03/2024

Image

Image

Image

Not Assigned to Room 250961_YRK012339905_IMG_10_0000 308.6 kb 27/03/2024

Not Assigned to Room 250961_YRK012339905_IMG_ 243.78 kb 27/03/2024

Image

Image

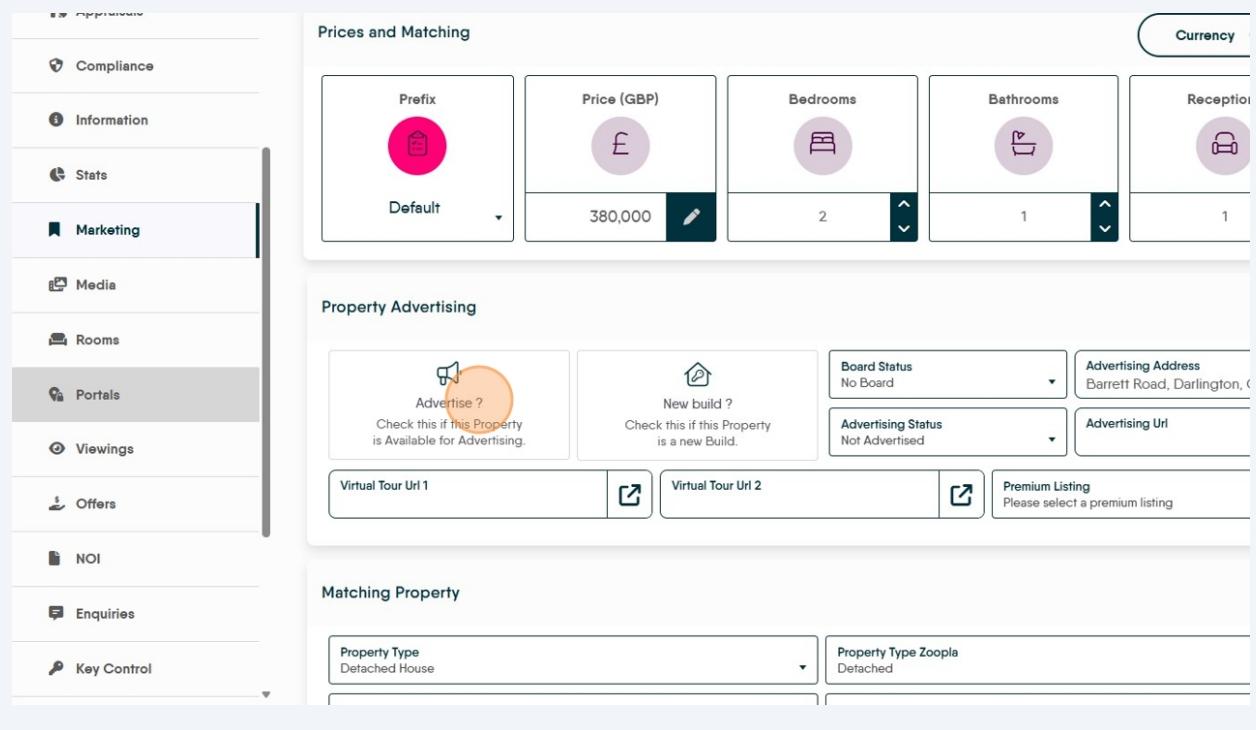
Image

Not Assigned to Room 250961_YRK012339905_IMG_13_0000 360.71 kb 27/03/2024

Not Assigned to Room 250961_YRK012339905_IMG_17_0000 370.71 kb 27/03/2024

Not Assigned to Room 250961_YRK012339905_IMG_ 370.71 kb 27/03/2024

10 Click the 'Advertise' checkbox.



Prices and Matching

Prefix: Default

Price (GBP): 380,000

Bedrooms: 2

Bathrooms: 1

Receptions: 1

Currency: GBP

Property Advertising

Advertise? (checkbox highlighted with a red circle)

New build? (checkbox)

Board Status: No Board

Advertising Address: Barrett Road, Darlington, C...

Advertising Status: Not Advertised

Advertising Url: (button)

Virtual Tour Url 1: (button)

Virtual Tour Url 2: (button)

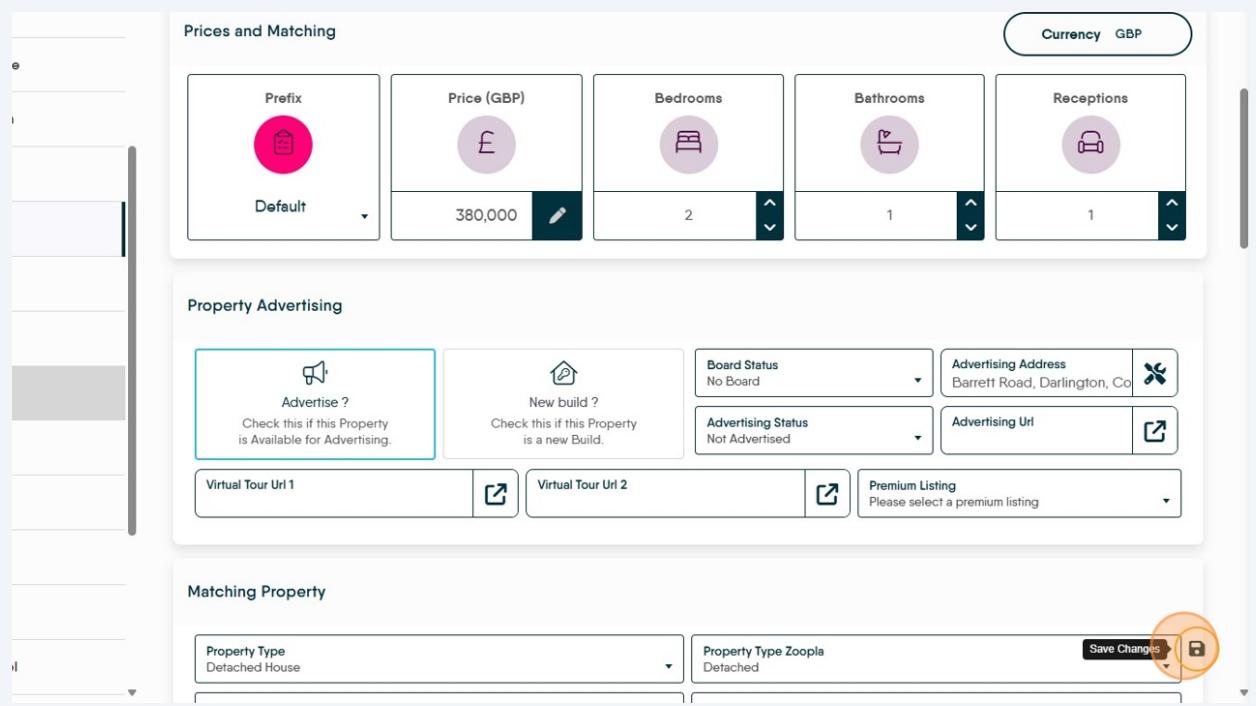
Premium Listing: Please select a premium listing

Matching Property

Property Type: Detached House

Property Type Zoopla: Detached

11 Then click 'Save'.



Prices and Matching

Prefix: Default

Price (GBP): 380,000

Bedrooms: 2

Bathrooms: 1

Receptions: 1

Currency: GBP

Property Advertising

Advertise? (checkbox highlighted with a red circle)

New build? (checkbox)

Board Status: No Board

Advertising Address: Barrett Road, Darlington, C...

Advertising Status: Not Advertised

Advertising Url: (button)

Virtual Tour Url 1: (button)

Virtual Tour Url 2: (button)

Premium Listing: Please select a premium listing

Matching Property

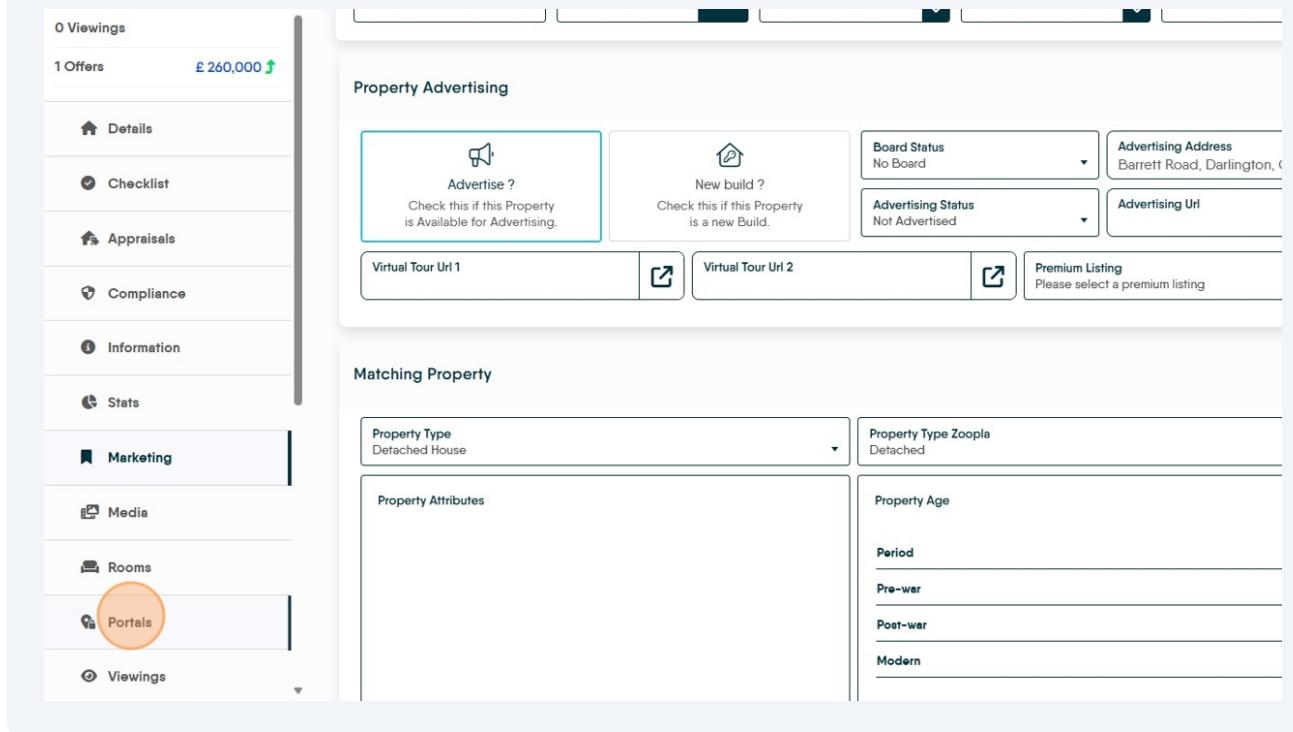
Property Type: Detached House

Property Type Zoopla: Detached

Save Changes (button highlighted with a red circle)

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

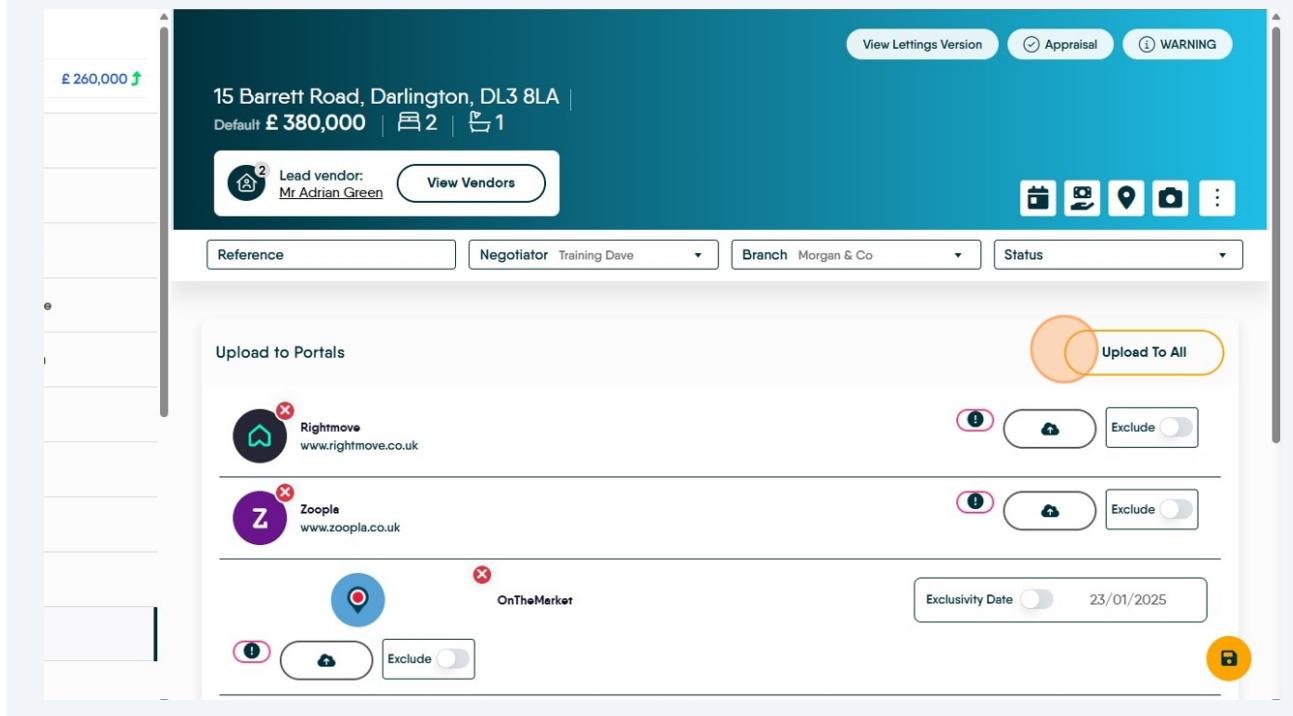
Click "Portals"



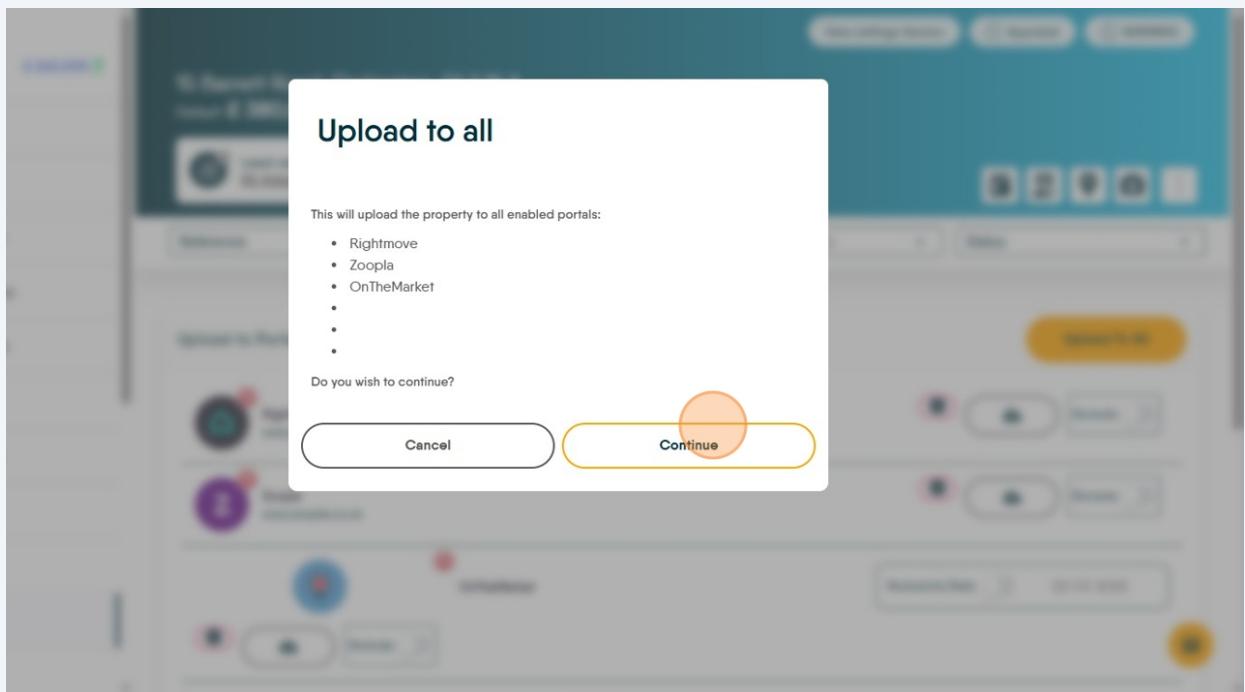
The screenshot shows a property record interface. On the left, a vertical sidebar lists various tabs: Details, Checklist, Appraisals, Compliance, Information, Stats, Marketing, Media, Rooms, Portals (which is highlighted with an orange circle), and Viewings. The main content area is divided into sections: 'Property Advertising' and 'Matching Property'. In the 'Property Advertising' section, there are two boxes: 'Advertise?' (with a speaker icon) and 'New build?' (with a house icon). Below these are fields for 'Virtual Tour Url 1' and 'Virtual Tour Url 2', each with a small icon. To the right are dropdowns for 'Board Status' (No Board), 'Advertising Status' (Not Advertised), 'Advertising Address' (Barrett Road, Darlington, C), and 'Advertising Url'. In the 'Matching Property' section, there are two boxes: 'Property Type' (Detached House) and 'Property Type Zoopla' (Detached). Below these are sections for 'Property Attributes' and 'Property Age', each with dropdowns for 'Period' (Pre-war, Post-war, 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 the 'Upload to Portals' section. It lists three portals: Rightmove, Zoopla, and OnTheMarket. Each portal has an 'Exclude' button and a small icon. To the right of the portals is a large orange button labeled 'Upload To All'. At the bottom right of the section is a small orange icon with a circular arrow.



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"

Sales

Sales Dashboard

Properties

Vendors

Applicants

Solicitors

Property Match

Applicant Match

Reports

Sales Progression

Upload to portals

Sales Compliances

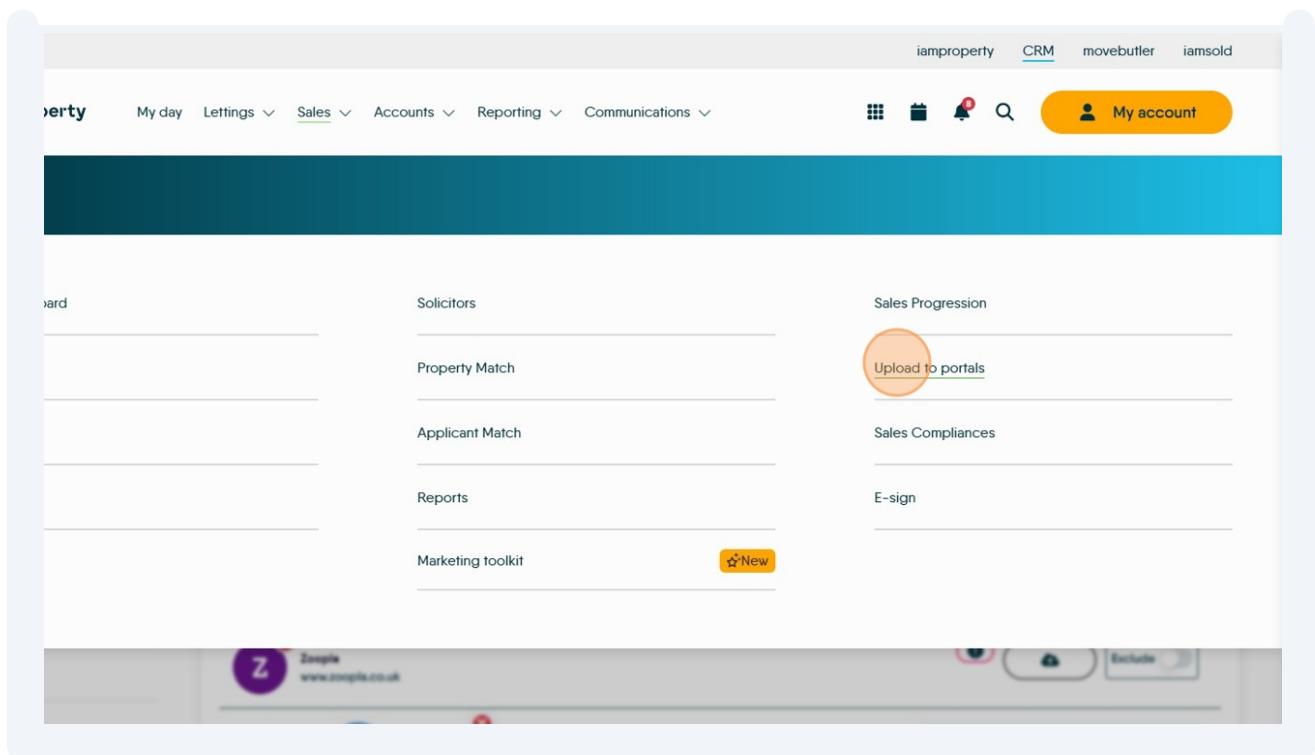
E-sign

Marketing toolkit New

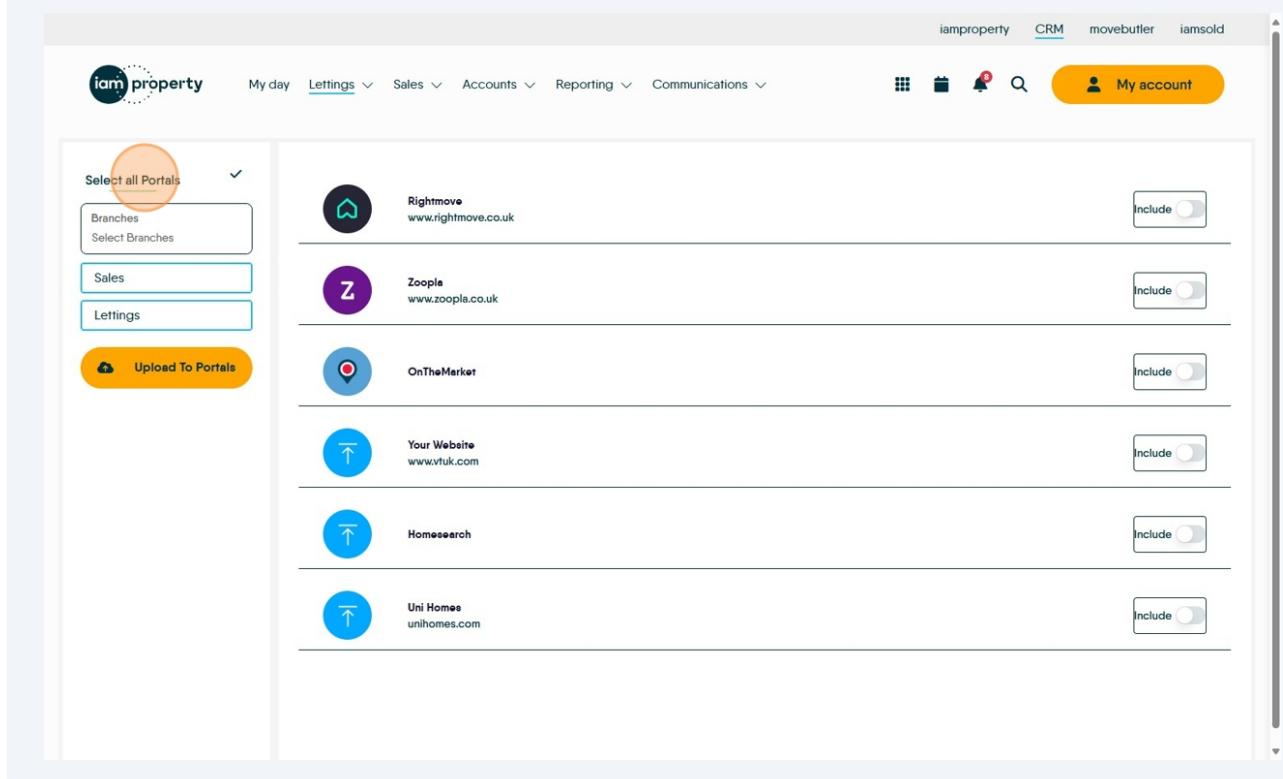
Media

Z Zoopla www.zoopla.co.uk

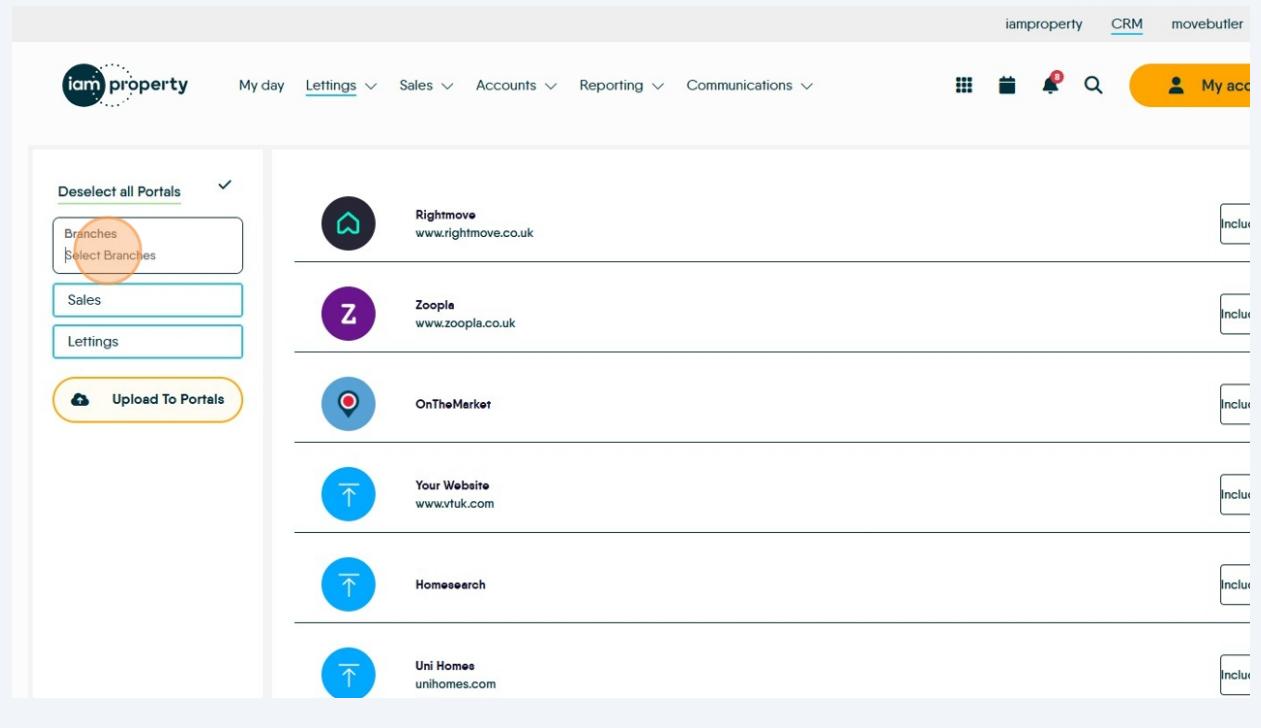
movebutton



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.

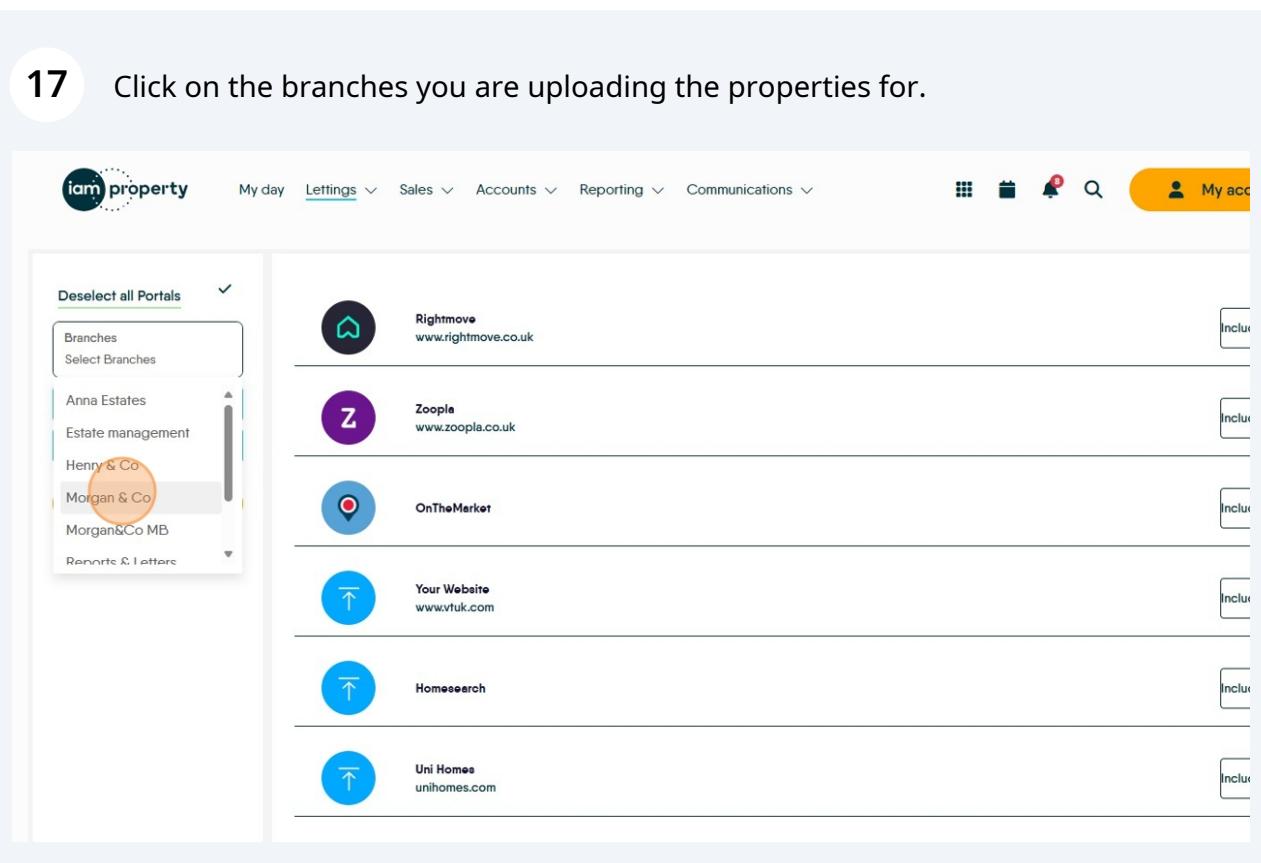


16 Click the "Select Branches" field to select which branches properties you are uploading, this can be some or all of your branches.



The screenshot shows the 'Lettings' section of the iamproperty software. On the left, a sidebar has a dropdown menu 'Deselect all Portals' with 'Select Branches' highlighted and circled in orange. Below it are buttons for 'Sales' and 'Lettings', and a yellow 'Upload To Portals' button. The main area lists six property portals: Rightmove, Zoopla, OnTheMarket, Your Website, Homesearch, and Uni Homes, each with an 'Includ' button to its right. The 'Select Branches' field is also circled in orange.

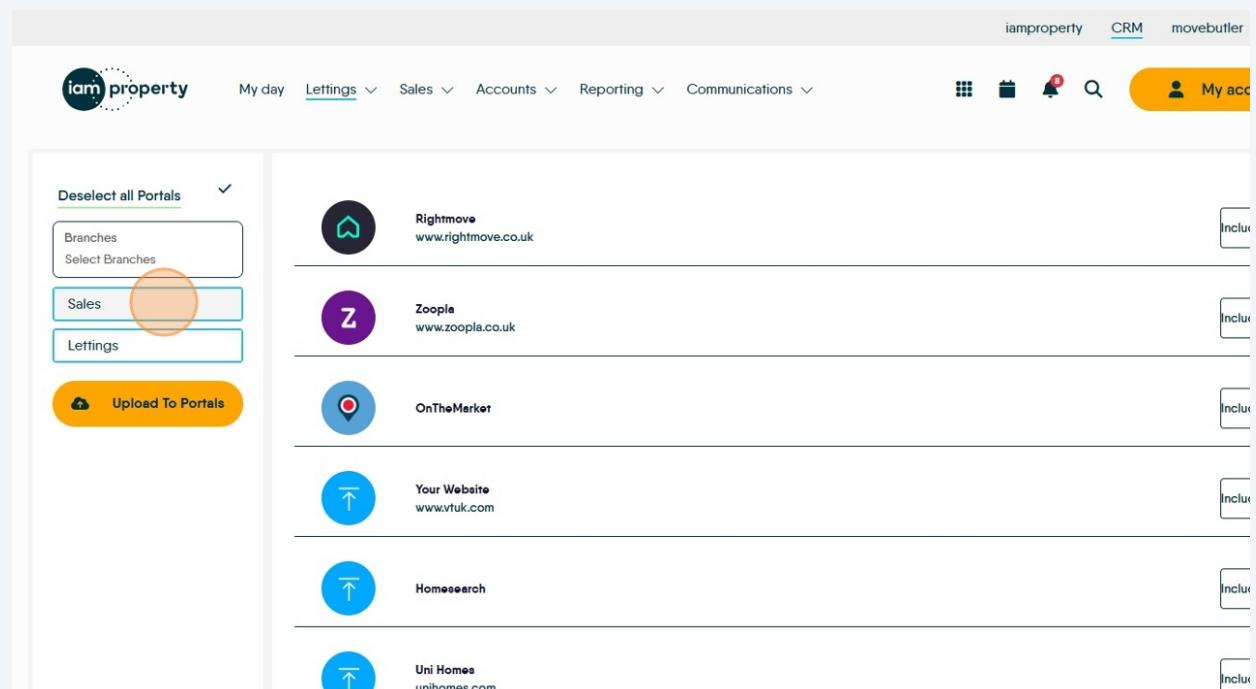
17 Click on the branches you are uploading the properties for.



The screenshot shows the 'Lettings' section of the iamproperty software. The 'Select Branches' field in the sidebar now lists several branches: Anna Estates, Estate management, Henry & Co, Morgan & Co (which is highlighted and circled in orange), and Morgan&Co MB. The main area lists the same six property portals as the previous screenshot, with the 'Select Branches' field also circled in orange.

18

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



My day Lettings Sales Accounts Reporting Communications

Deselect all Portals

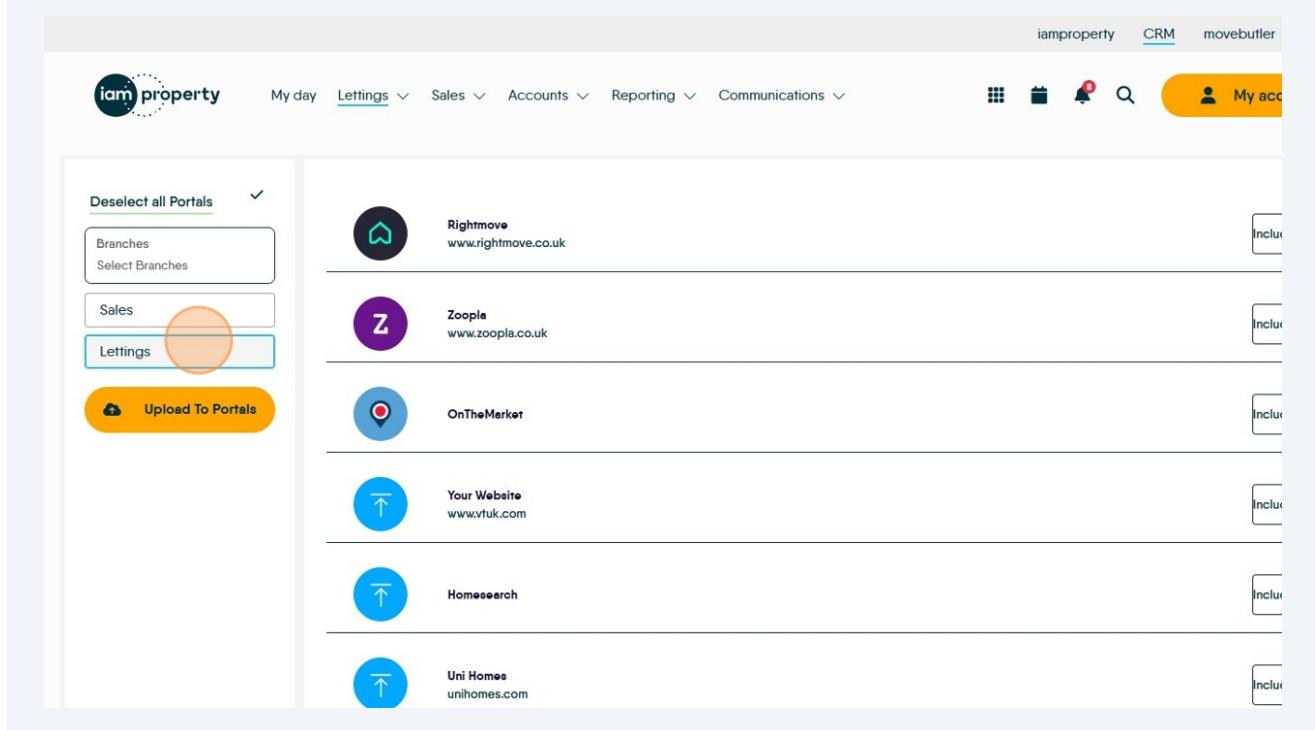
Branches Select Branches

Sales

Lettings

Upload To Portals

Portal	URL	Inclusion
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"/>
HomeSearch		<input type="checkbox"/>
Uni Homes	unihomes.com	<input type="checkbox"/>



My day Lettings Sales Accounts Reporting Communications

Deselect all Portals

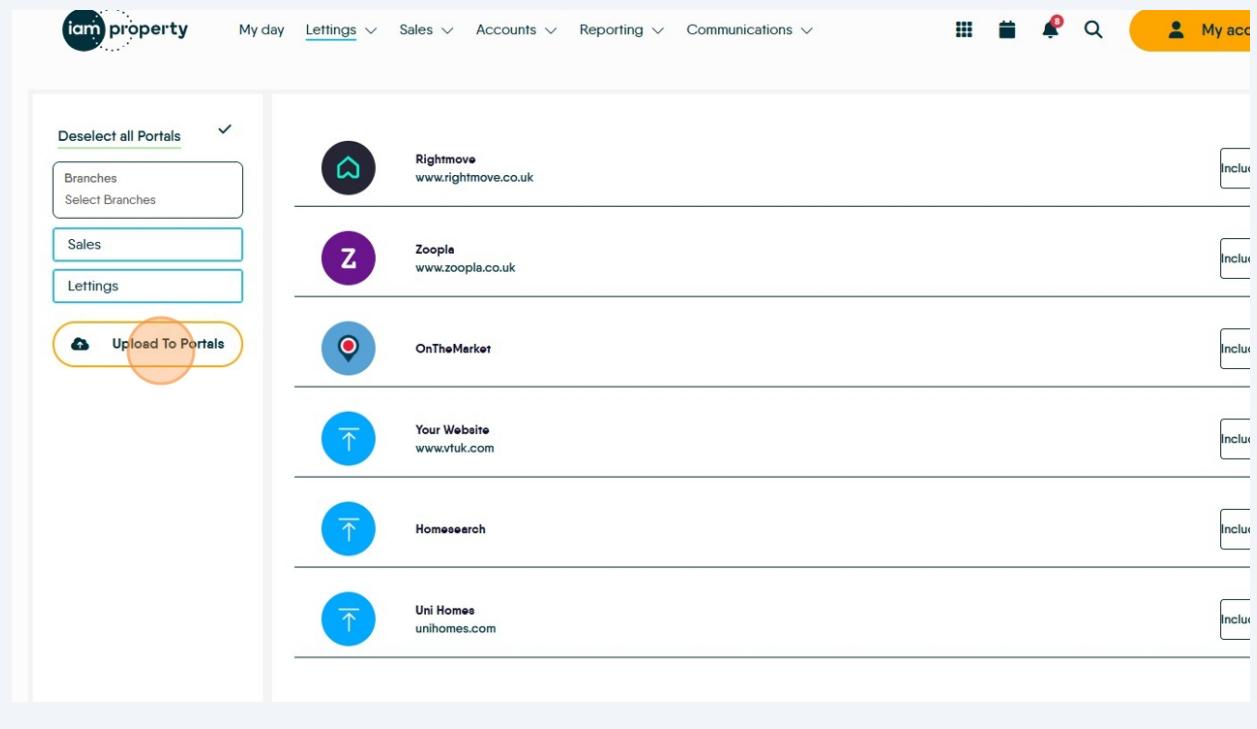
Branches Select Branches

Lettings

Upload To Portals

Portal	URL	Inclusion
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"/>
HomeSearch		<input type="checkbox"/>
Uni Homes	unihomes.com	<input type="checkbox"/>

19 Click "Upload to Portals"



The screenshot shows the 'Upload to Portals' feature in the iam property software. On the left, a sidebar lists 'Branches' and 'Select Branches' under 'Deselect all Portals'. Below this are buttons for 'Sales' and 'Lettings', with 'Lettings' highlighted. A large orange oval surrounds the 'Upload To Portals' button, which has a cloud icon and the text 'Upload To Portals'. On the right, a list of portals is shown with their logos and URLs: Rightmove (www.rightmove.co.uk), Zoopla (www.zoopla.co.uk), OnTheMarket, Your Website (www.vtuk.com), Homesearch, and Uni Homes (unihomes.com). Each portal entry has an 'Includ' button on the right.

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