

Updating Co-ordinates for a Lettings Property Address in CRM



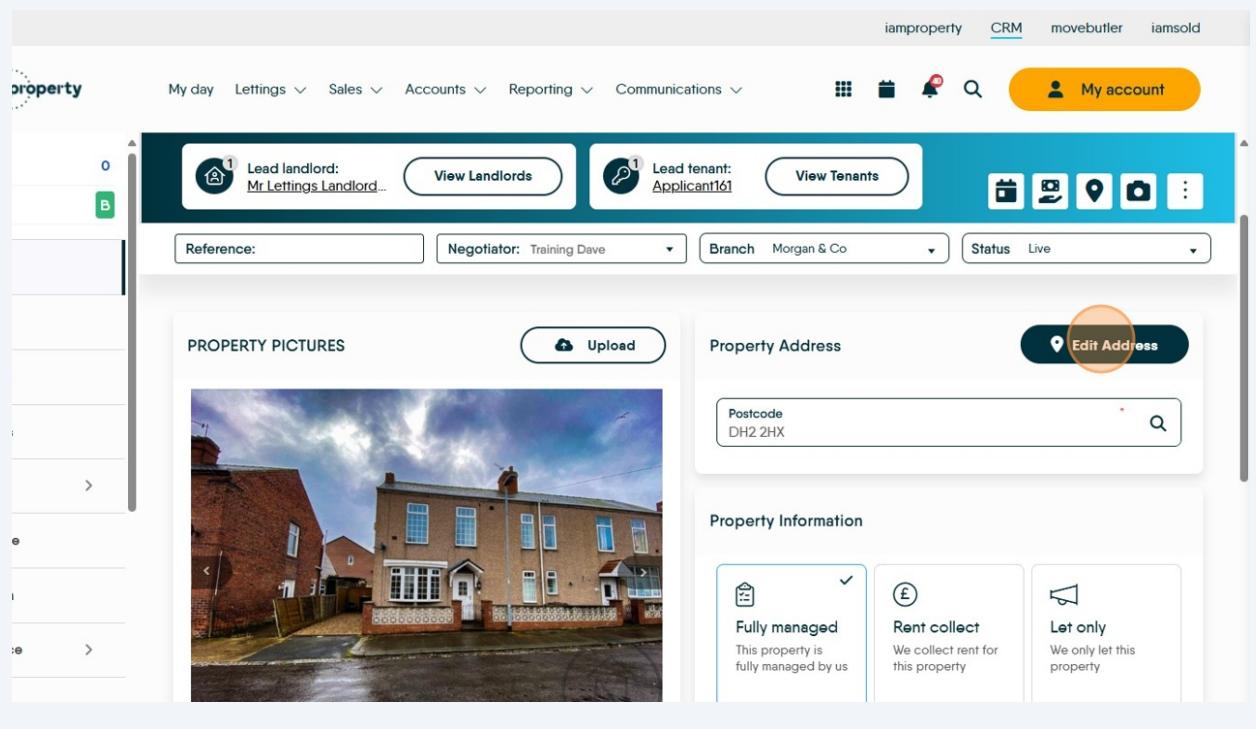
This guide provides a step-by-step process for updating property coordinates in CRM, ensuring accurate location data for listings.

Part of the address creation for a property adds the Latitude and Longitude Co-ordinates for the address, sometimes this is slightly incorrect. This guide shows how to update this.

- 1 Navigate to the property record you want to edit.

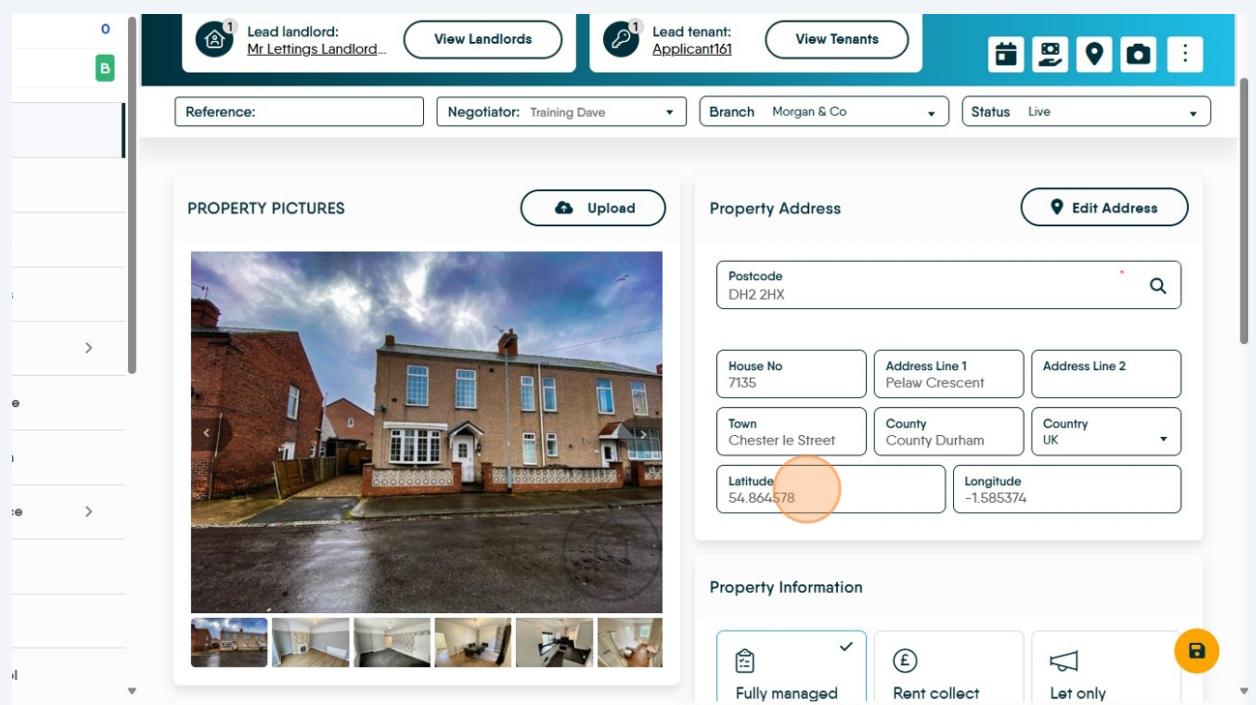
The screenshot shows the 'PROPERTY PICTURES' section with a large image of a two-story brick house and several smaller thumbnail images below. The 'Property Address' section shows the postcode 'DH2 2HX' with an 'Edit Address' button. The 'Property Information' section includes three status boxes: 'Fully managed' (checked), 'Rent collect', and 'Let only'. Below these are fields for 'Management Fee' (10) and 'Upfront Letting Fee' (0.00). The 'Edit Address' button is highlighted with a yellow circle.

2 Click "Edit Address"



The screenshot shows the iamsold software interface. At the top, there are navigation links: 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', 'Communications', 'CRM', 'movebutler', and 'iamsold'. Below the navigation is a toolbar with icons for 'View Landlords', 'View Tenants', and various document and search functions. The main content area displays a property listing. On the left, there's a sidebar with a 'PROPERTY' tab and some icons. The main content includes a 'PROPERTY PICTURES' section with a large image of a two-story brick house and a smaller image of a street view. To the right is a 'Property Address' section with a 'Postcode' field containing 'DH2 2HX' and a 'Search' button. Below this is a 'Property Information' section with three boxes: 'Fully managed' (checked), 'Rent collect', and 'Let only'. The 'Edit Address' button in the top right of the address section is highlighted with a yellow circle.

3 The Latitude and Longitude are shown on the screen.



The screenshot shows the same iamsold software interface as the previous one, but with more detailed address fields. The 'Property Address' section now includes fields for 'House No' (7135), 'Address Line 1' (Pelaw Crescent), 'Address Line 2', 'Town' (Chester le Street), 'County' (County Durham), 'Country' (UK), 'Latitude' (54.864578), and 'Longitude' (-1.585374). The 'Latitude' and 'Longitude' fields are highlighted with a yellow circle. The rest of the interface is identical to the first screenshot, including the sidebar, property pictures, and property information section.

PROPERTY PICTURES Upload



Property Address Edit Address

Postcode: DH2 2HX

House No: 7135 | Address Line 1: Pelaw Crescent | Address Line 2: ...

Town: Chester le Street | County: County Durham | Country: UK

Latitude: 54.864578 | Longitude: -1.585374

Property Information

Fully managed | Rent collect | Let only

4 Click here to view the Map location.

My day Lettings Sales Accounts Reporting Communications My account

PROPERTY PICTURES Upload



Property Address Edit Address

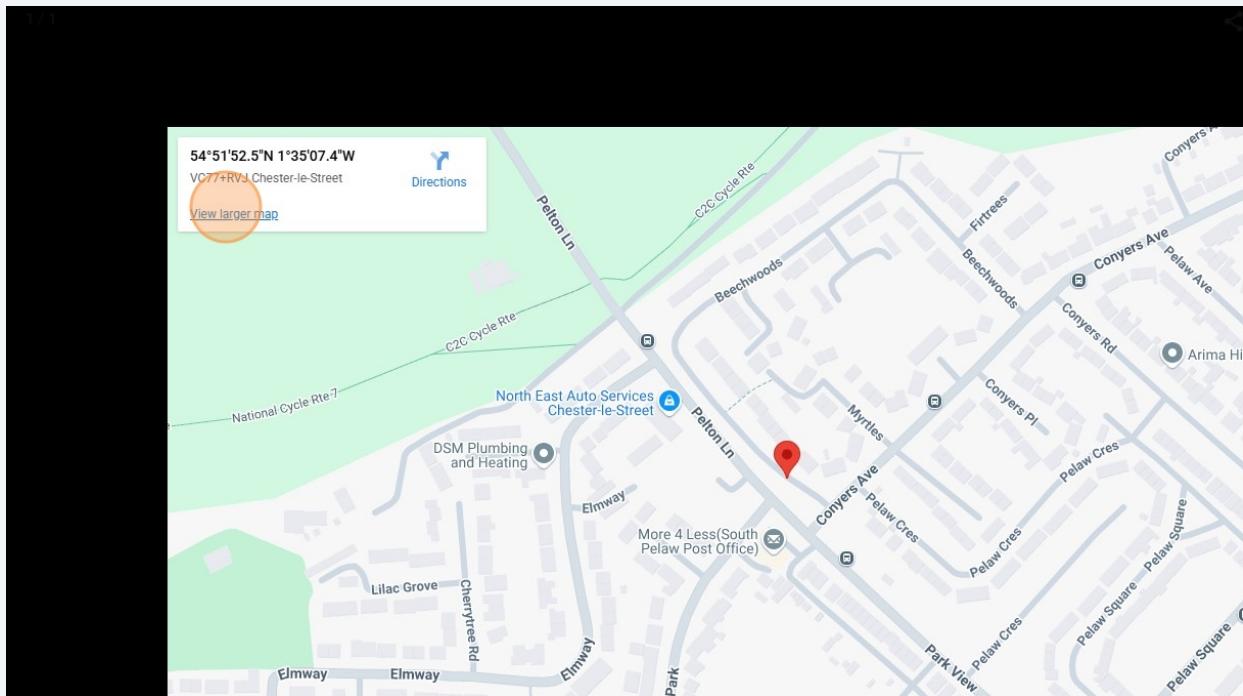
Postcode: DH2 2HX

House No: 7135 | Address Line 1: Pelaw Crescent | Address Line 2: ...

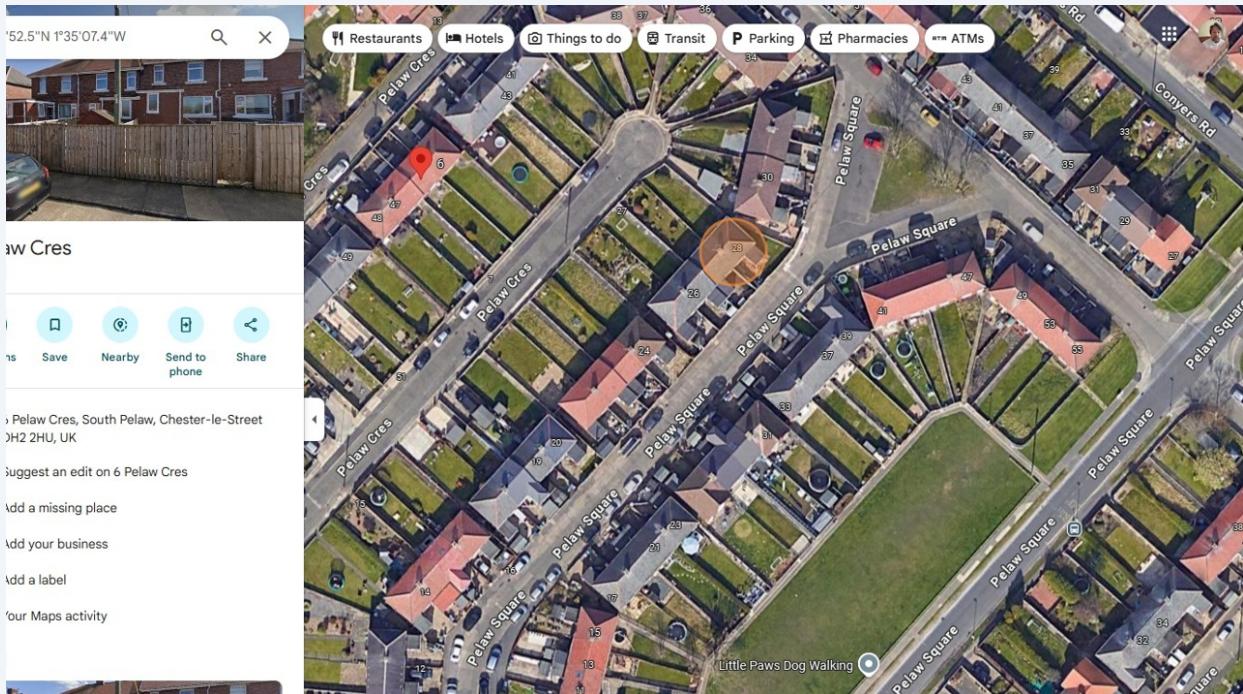
Town: Chester le Street | County: County Durham | Country: UK

Latitude: 54.864578 | Longitude: -1.585374

5 Click "View larger map"

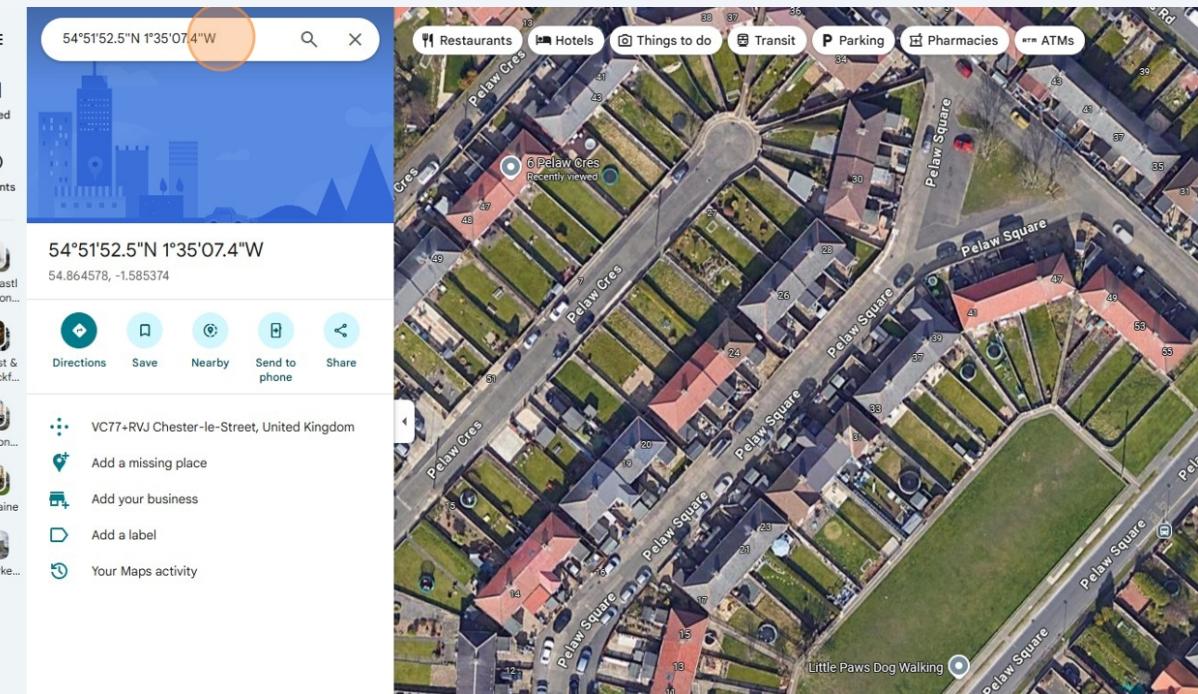


6 On the larger map screen you will see a pushpin where the location is currently set. Click on the map where you want the location to be.



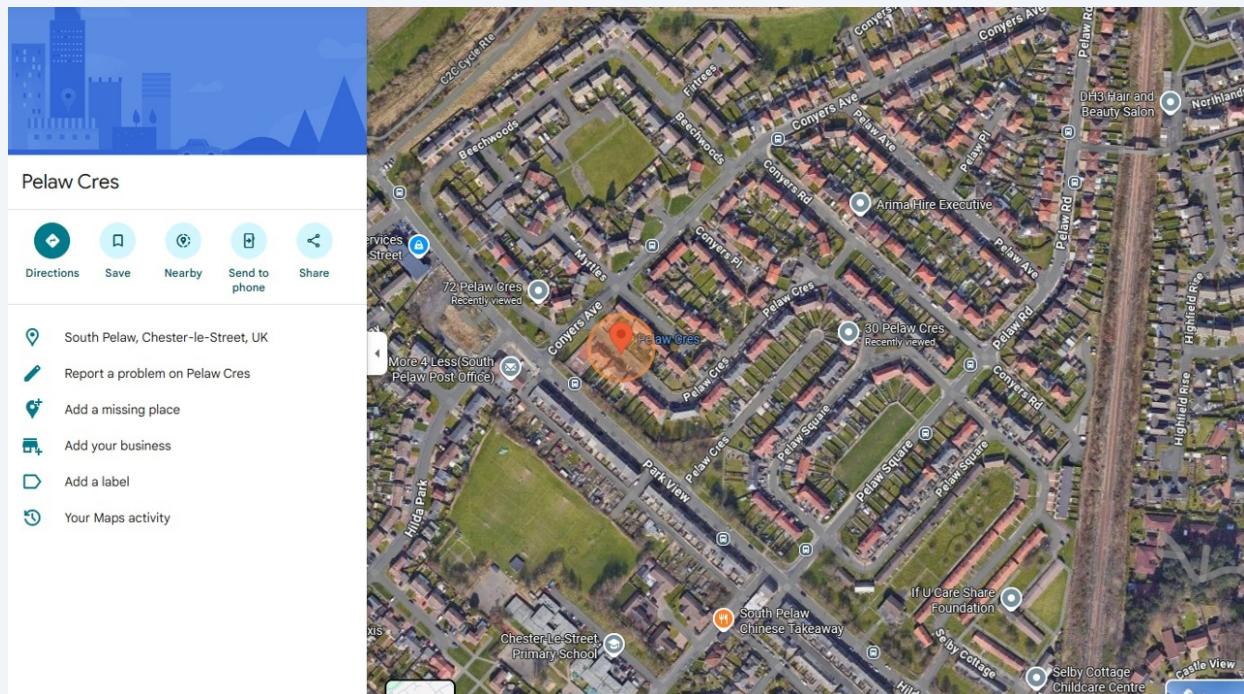
7

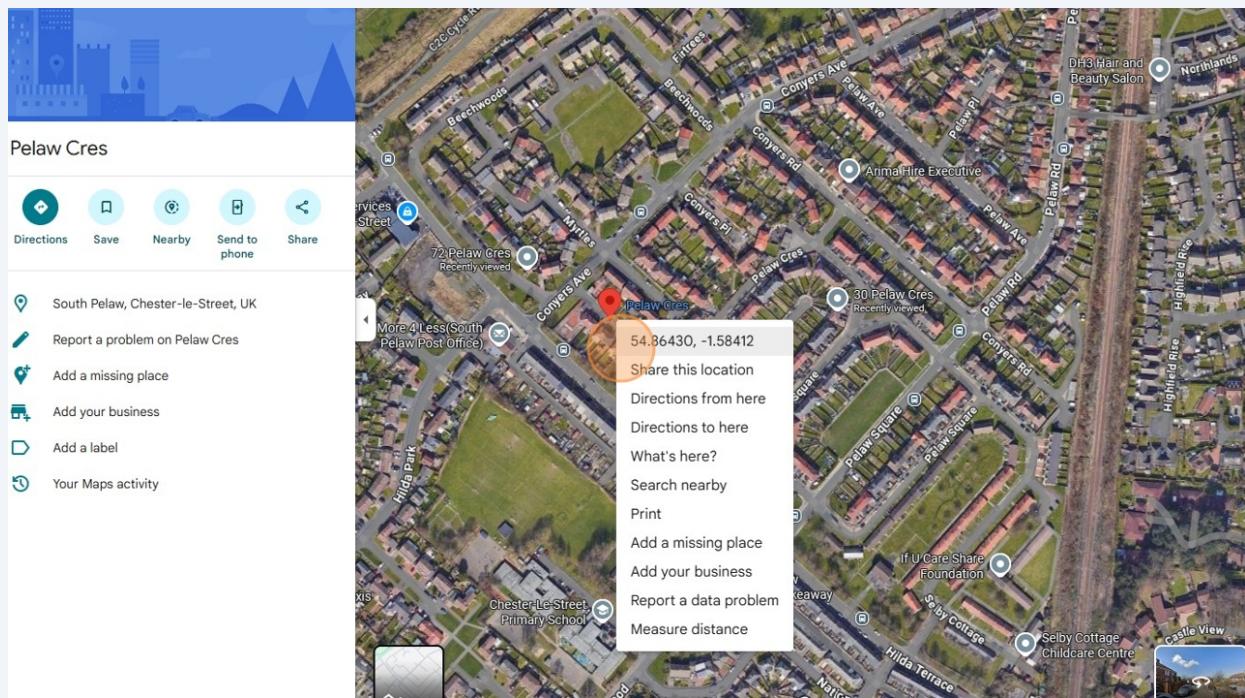
The latitude and Longitude may show in the top left of the screen. Otherwise right click on the area that the property is located and the co-ordinates will show in the menu screen.



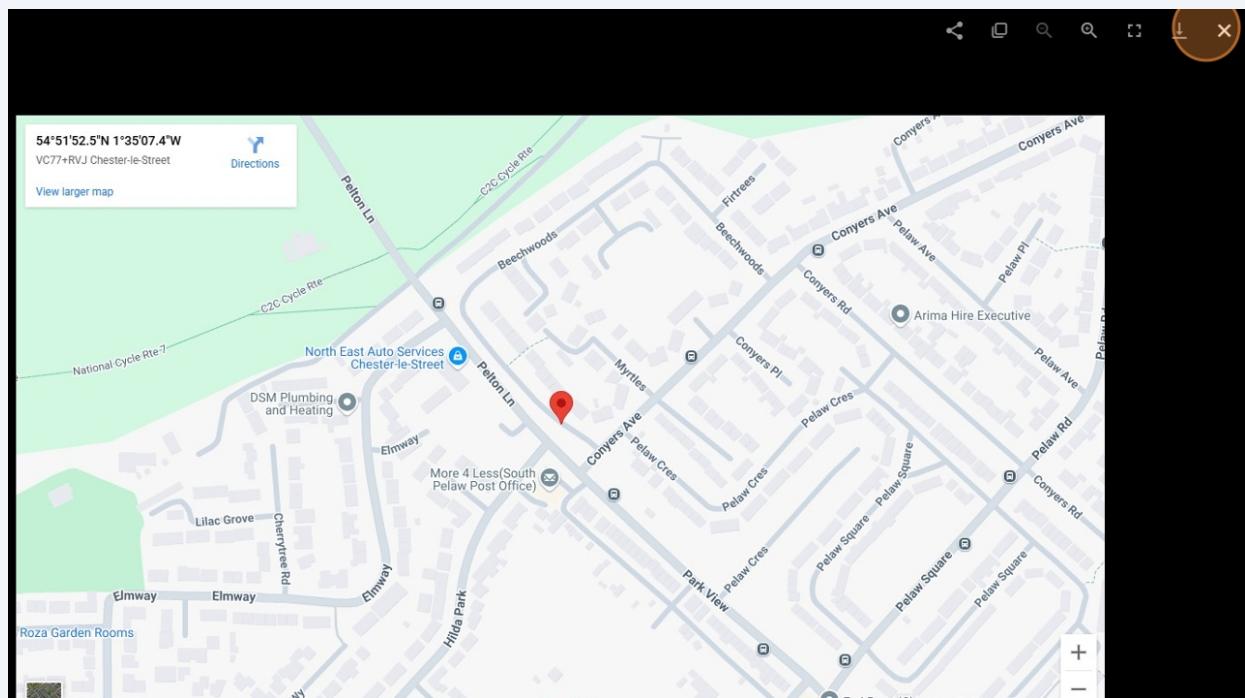
8

Right-click here. Make a note of the numbers.





9 Navigate back to the CRM screen (this should be a tab at the top of your web browser) and close the map view.



10 Click the Latitude and Longitude boxes and update the numbers.

0 B

Lead landlord: Mr Lettings Landlord... [View Landlords](#)

Lead tenant: Applicant161 [View Tenants](#)

Reference: Negotiator: Training Dave [View Negotiator](#)

Branch: Morgan & Co [View Branch](#)

Status: Live [View Status](#)

PROPERTY PICTURES [Upload](#)



Property Address [Edit Address](#)

Postcode: DH2 2HX [Search](#)

House No: 7135 Address Line 1: Pelaw Crescent Address Line 2:

Town: Chester le Street County: County Durham Country: UK

Latitude: 54.864578 Longitude: -1.585374

Property Information

Cloud icon Checkmark icon Map icon Camera icon More options icon

0 B

Lead landlord: Mr Lettings Landlord... [View Landlords](#)

Lead tenant: Applicant161 [View Tenants](#)

Reference: Negotiator: Training Dave [View Negotiator](#)

Branch: Morgan & Co [View Branch](#)

Status: Live [View Status](#)

PROPERTY PICTURES [Upload](#)



Property Address [Edit Address](#)

Postcode: DH2 2HX [Search](#)

House No: 7135 Address Line 1: Pelaw Crescent Address Line 2:

Town: Chester le Street County: County Durham Country: UK

Latitude: 54.864578 Longitude: -1.585374

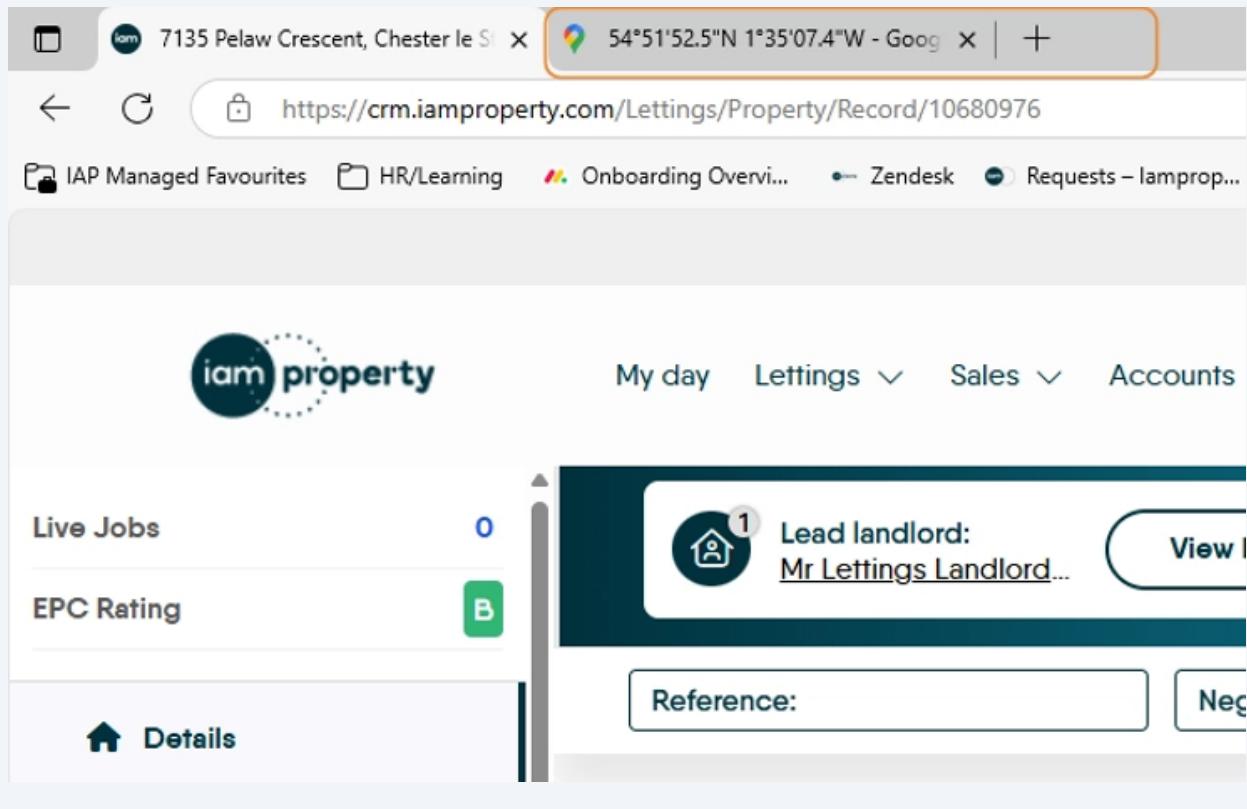
Property Information

Cloud icon Checkmark icon Map icon Camera icon More options icon

Fully managed Rent collect Let only

11

The Large map (Google maps) tab may show the co-ordinates in the tab for reference. (tab 54°51'52.5"N 1°35'07.4"W - Google Maps") otherwise refer to your notes.



12

Once complete click 'Save'

