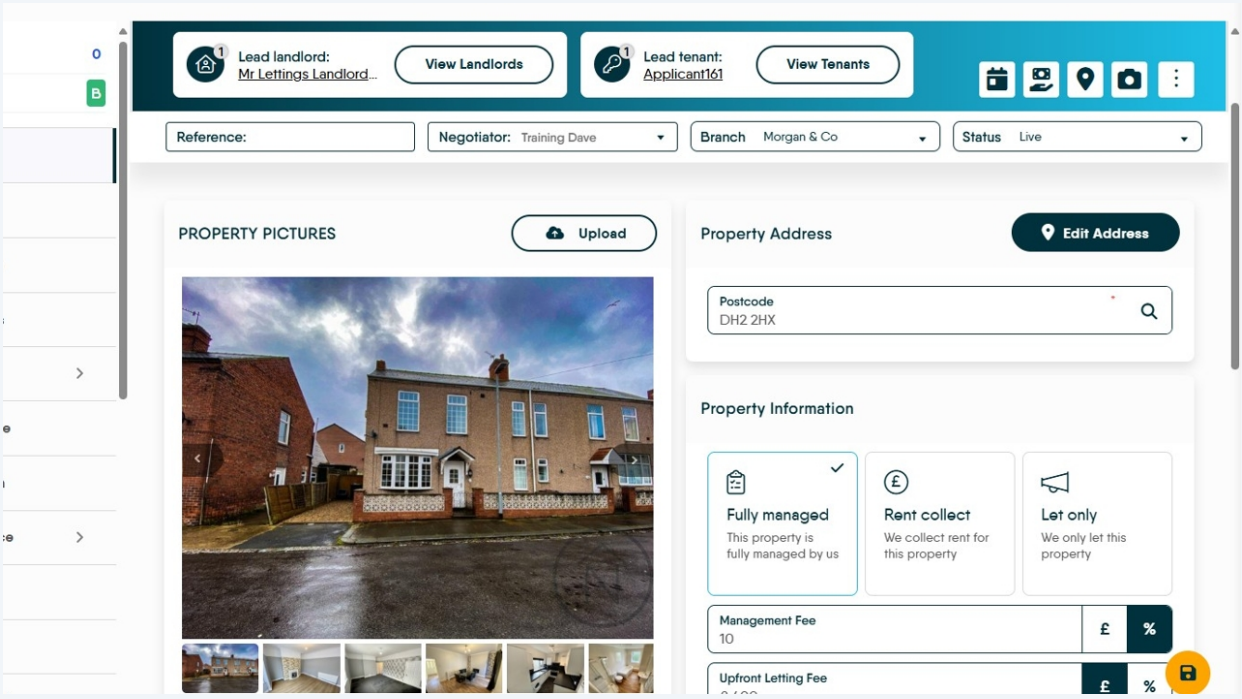
Updating Co-ordinates for a Lettings Property Address in CRM

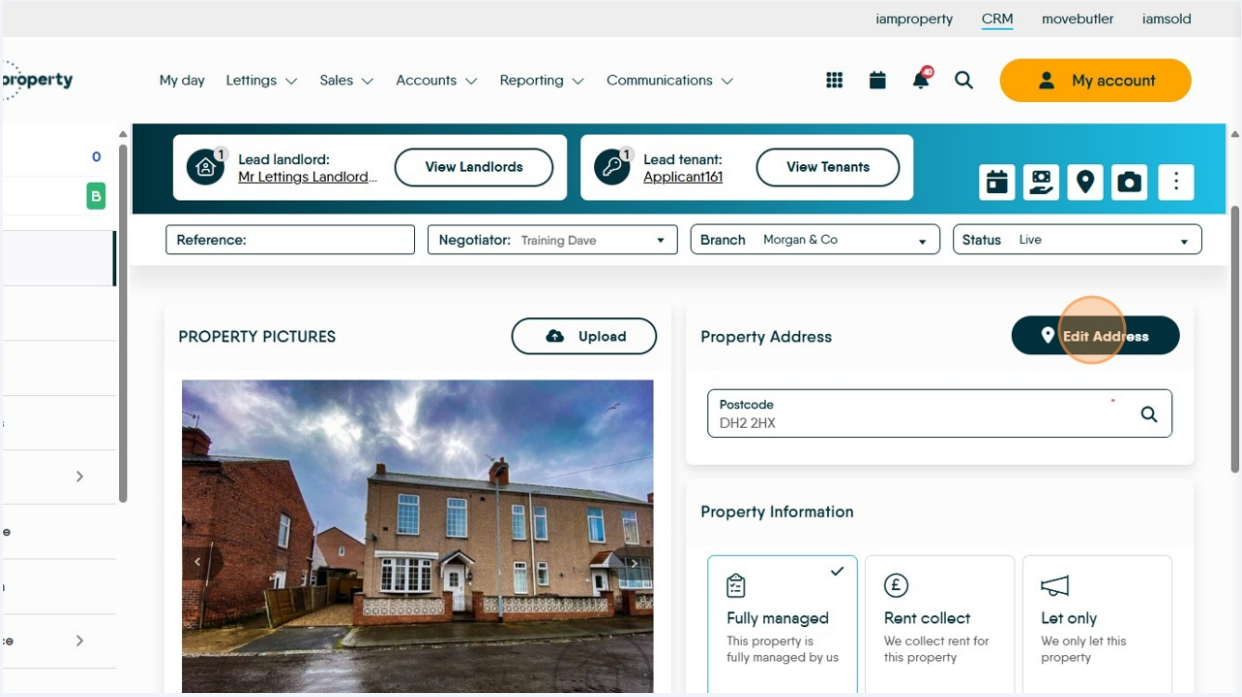
This guide provides a step-by-step process for updating property coordinates in CRM, ensuring accurate location data for listings.

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.

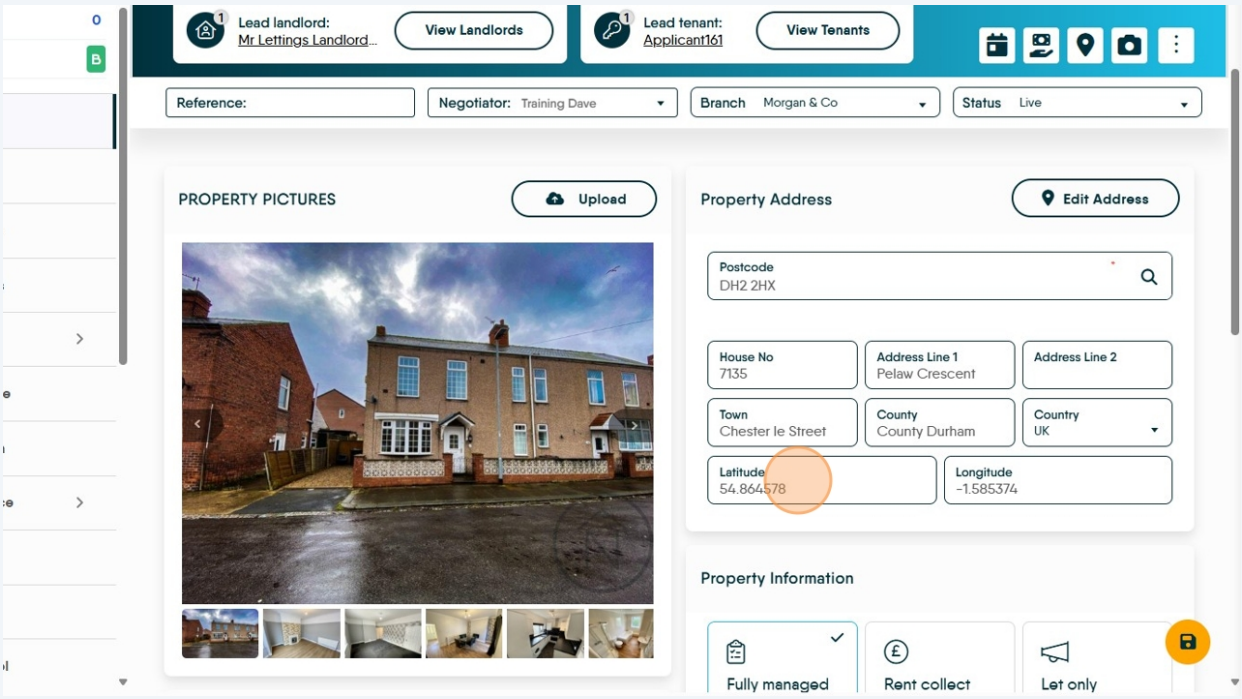
1 Navigate to the property record you want to edit.

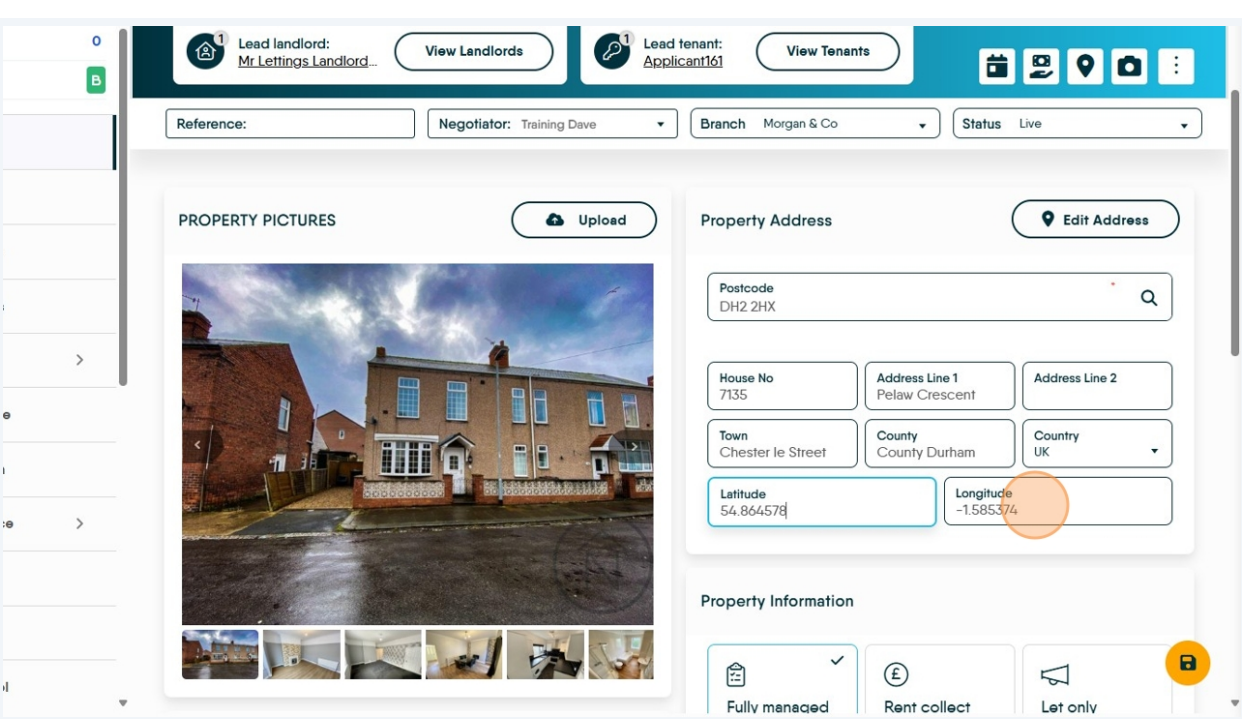


2 Click "Edit Address"

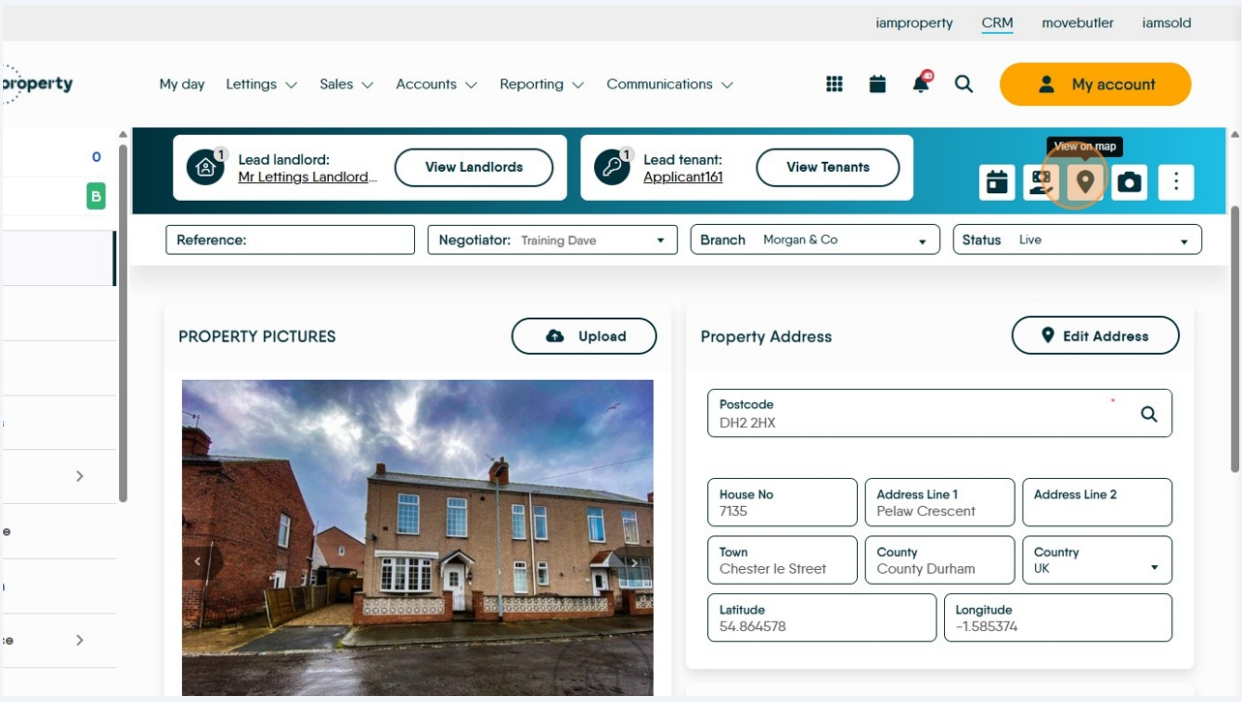


3 The Latitude and Longitude are shown on the screen.

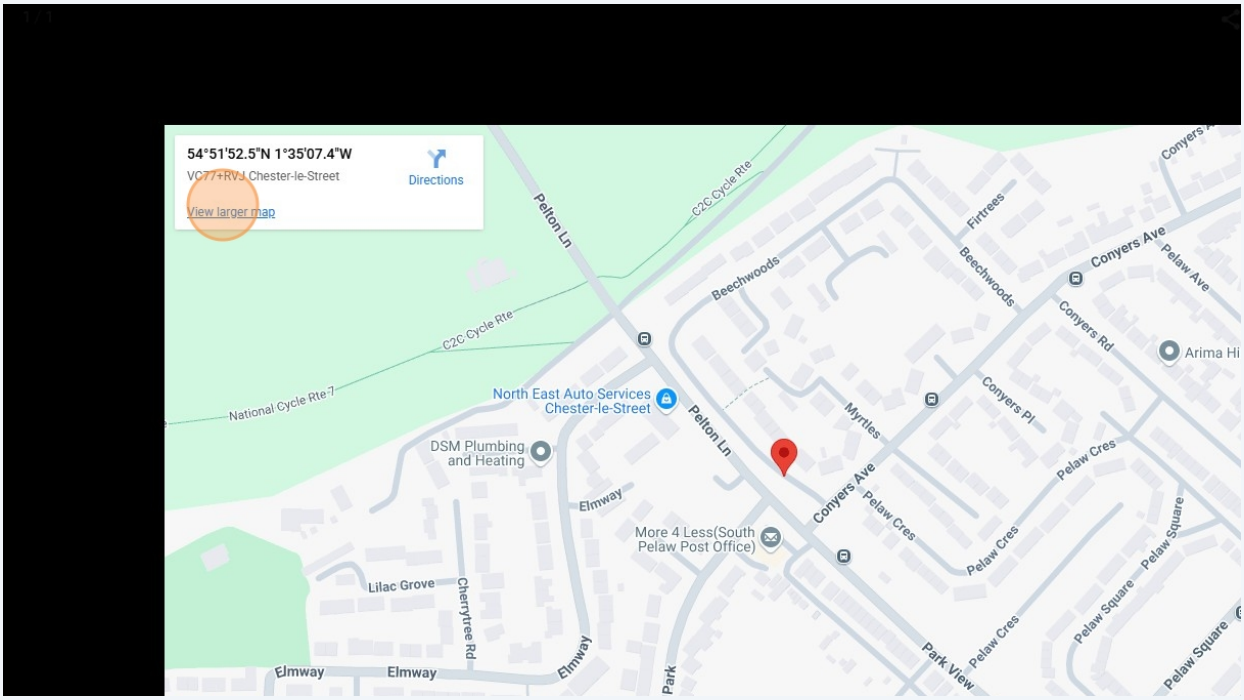




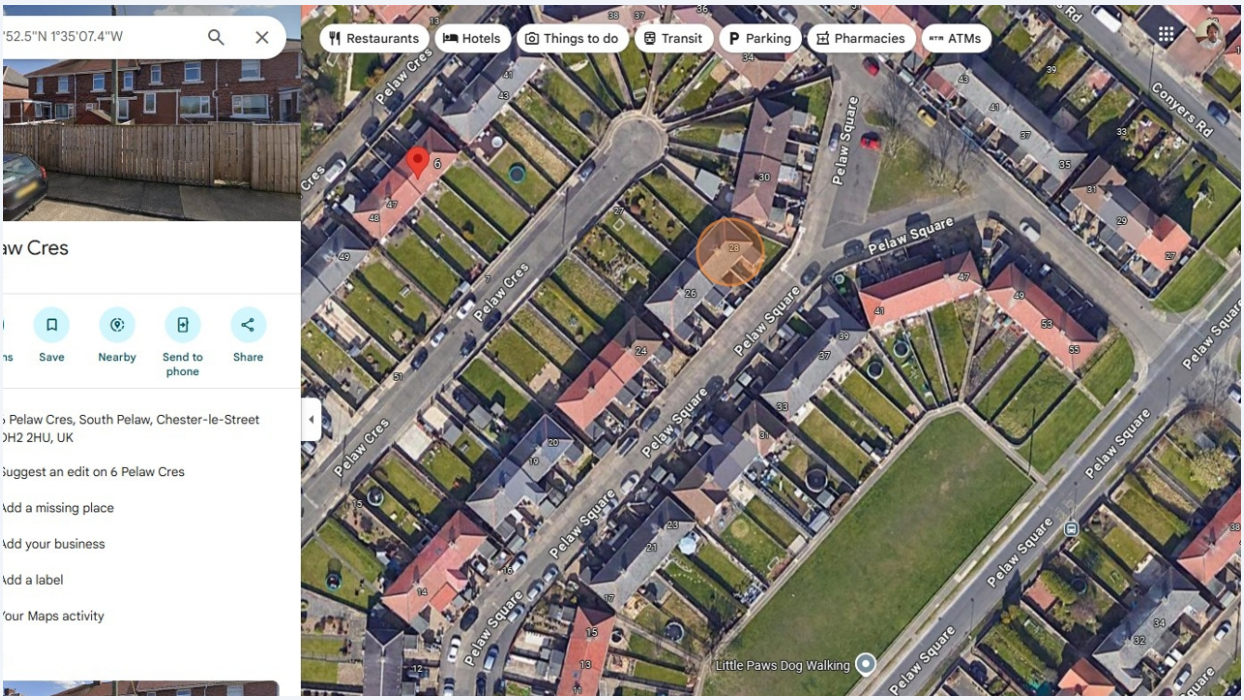
4 Click here to view the Map location.



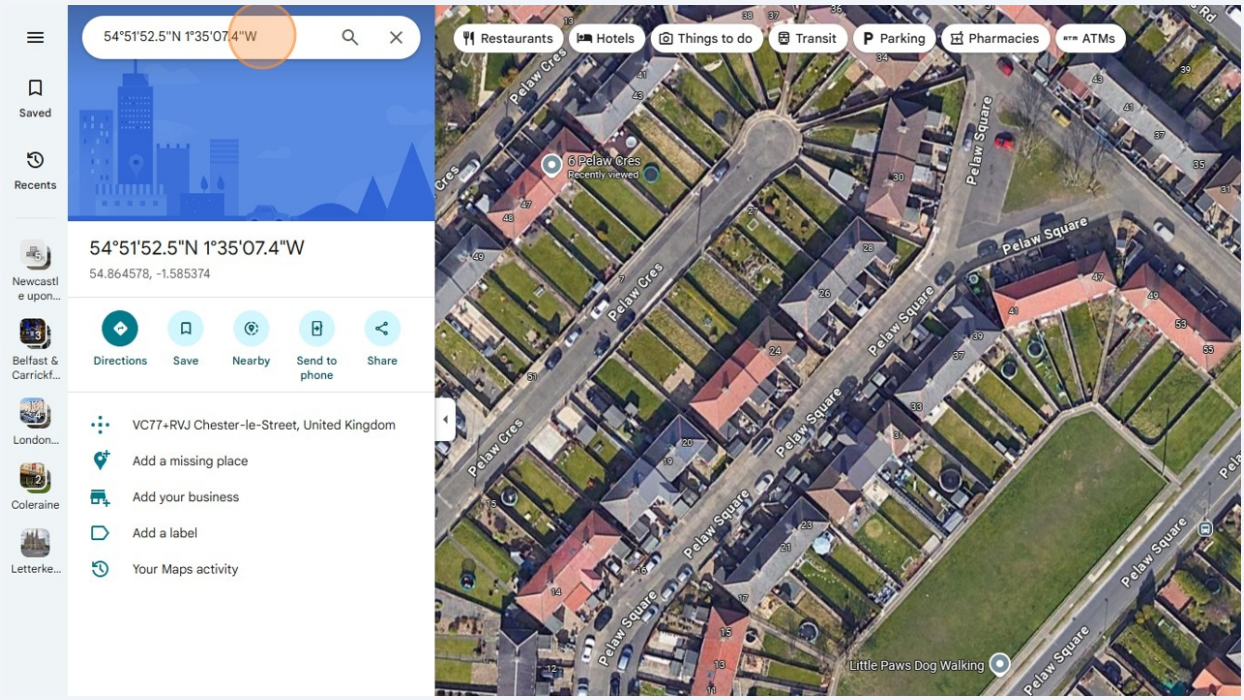
5 Click "View larger map"



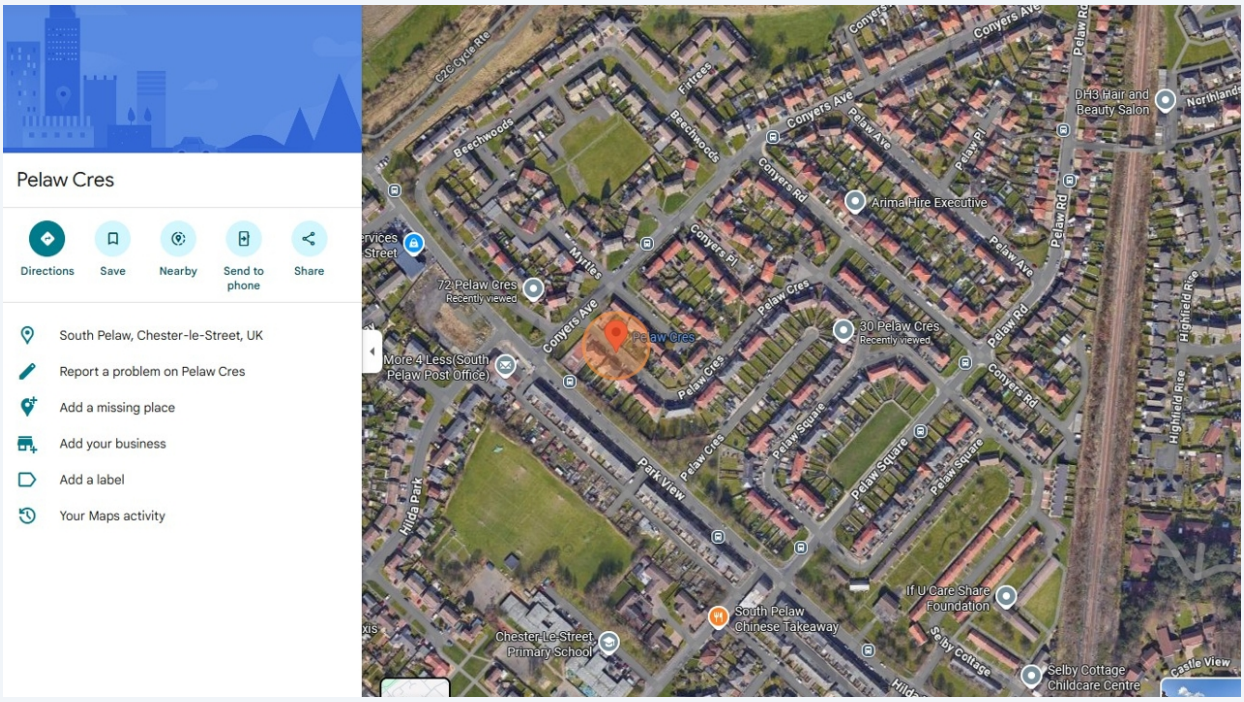
6 On the larger map screen you will see a pushpin where the location is currently set. Click on the map where you want the location to be.

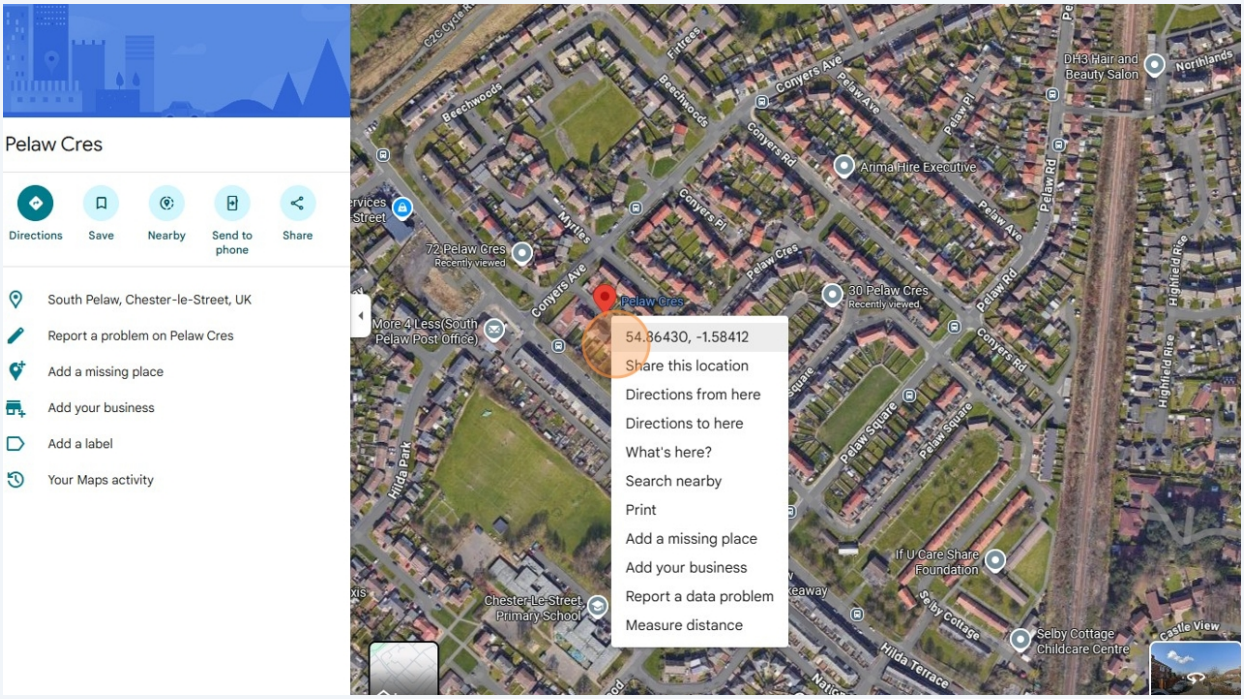


7 The latitude and Longitude may show in the top left of the screen. Otherwise right click on the area that the property is located and the co-ordinates will show in the menu screen.

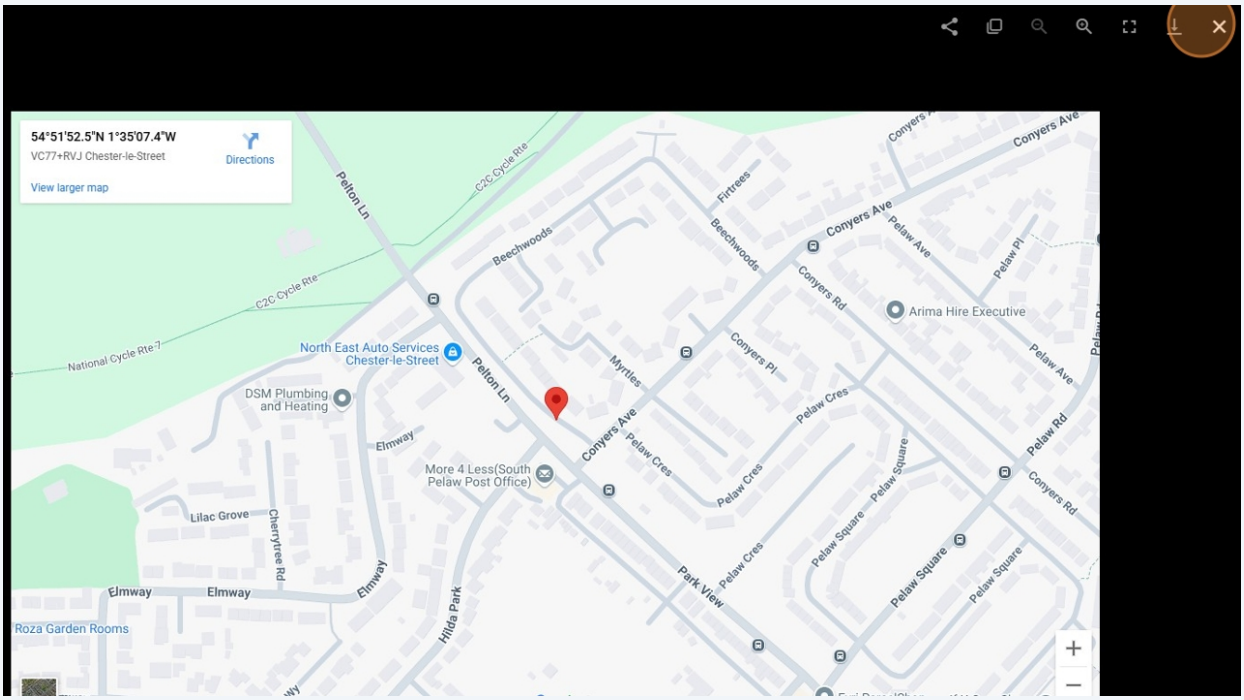


8 Right-click here. Make a note of the numbers.

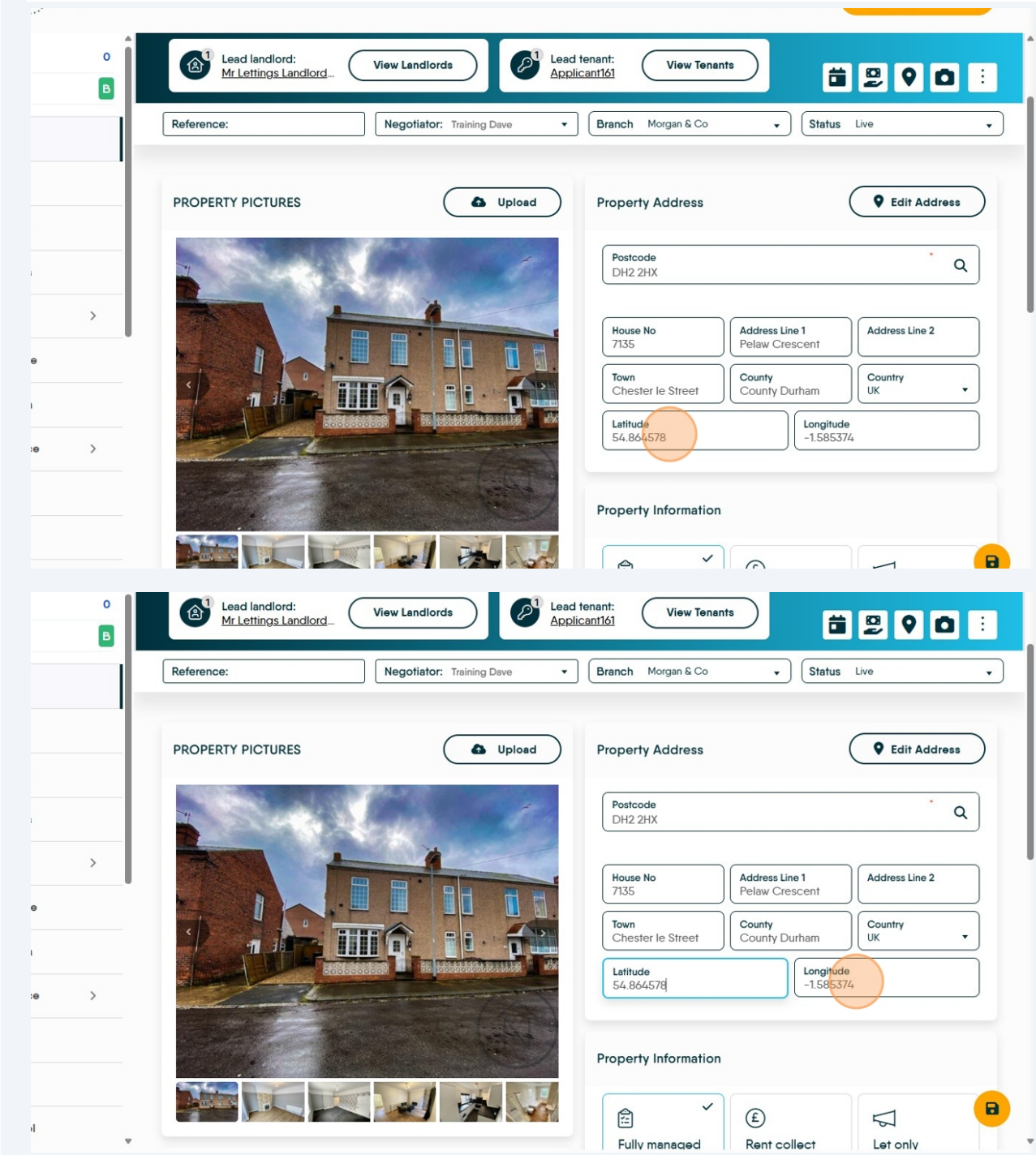




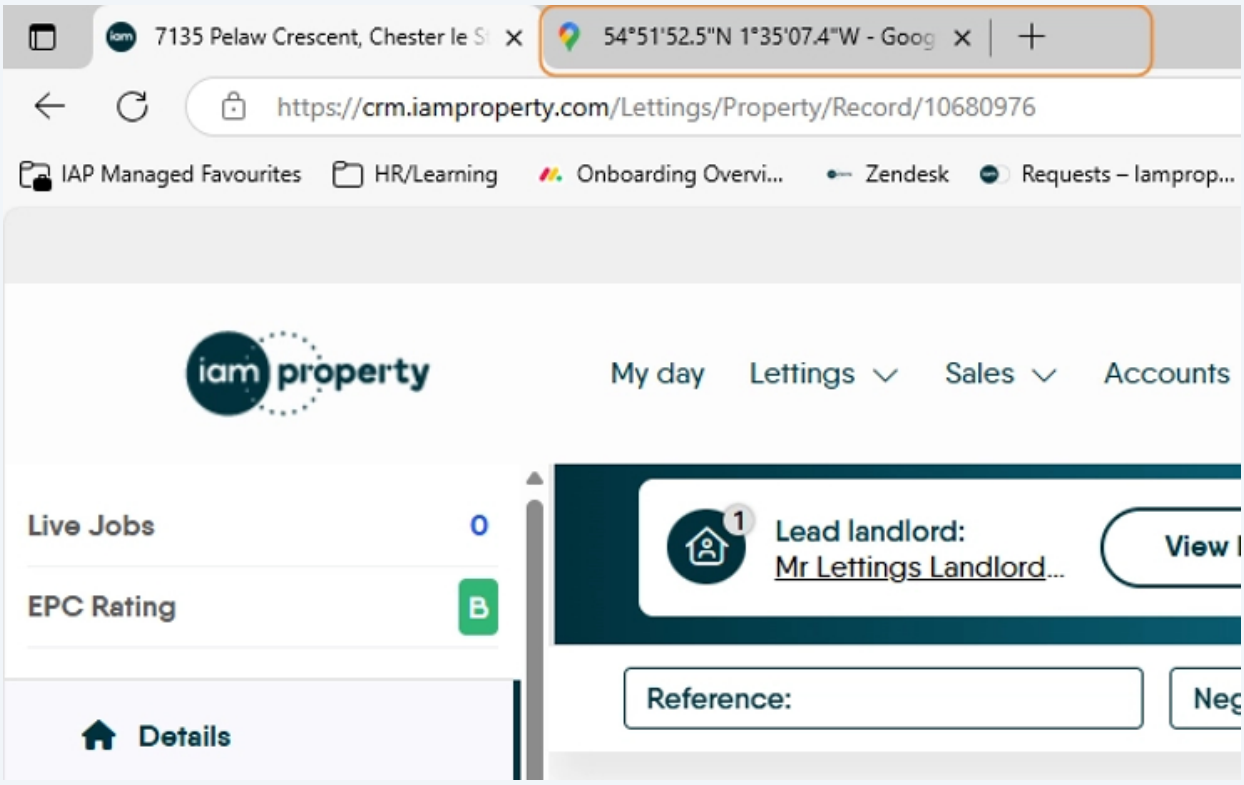
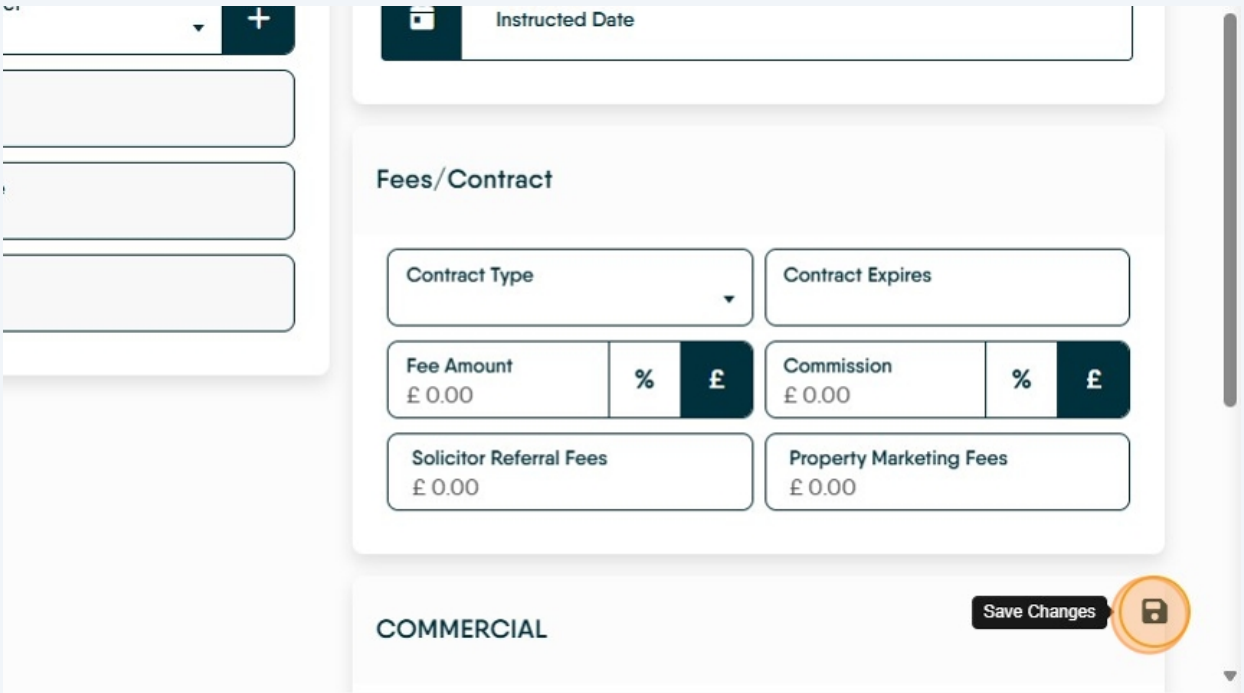
9 Navigate back to the CRM screen (this should be a tab at the top of your web browser) and close the map view.



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


Lead landlord:
Mr Lettings Landlord...
View Landlords
Lead tenant:
Applicant161
View Tenants
Reference:
Negotiator: Training Dave
Branch Morgan & Co
Status Live
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
Lead landlord:
Mr Lettings Landlord...
View Landlords
Lead tenant:
Applicant161
View Tenants
Reference:
Negotiator: Training Dave
Branch Morgan & Co
Status Live
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

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'