

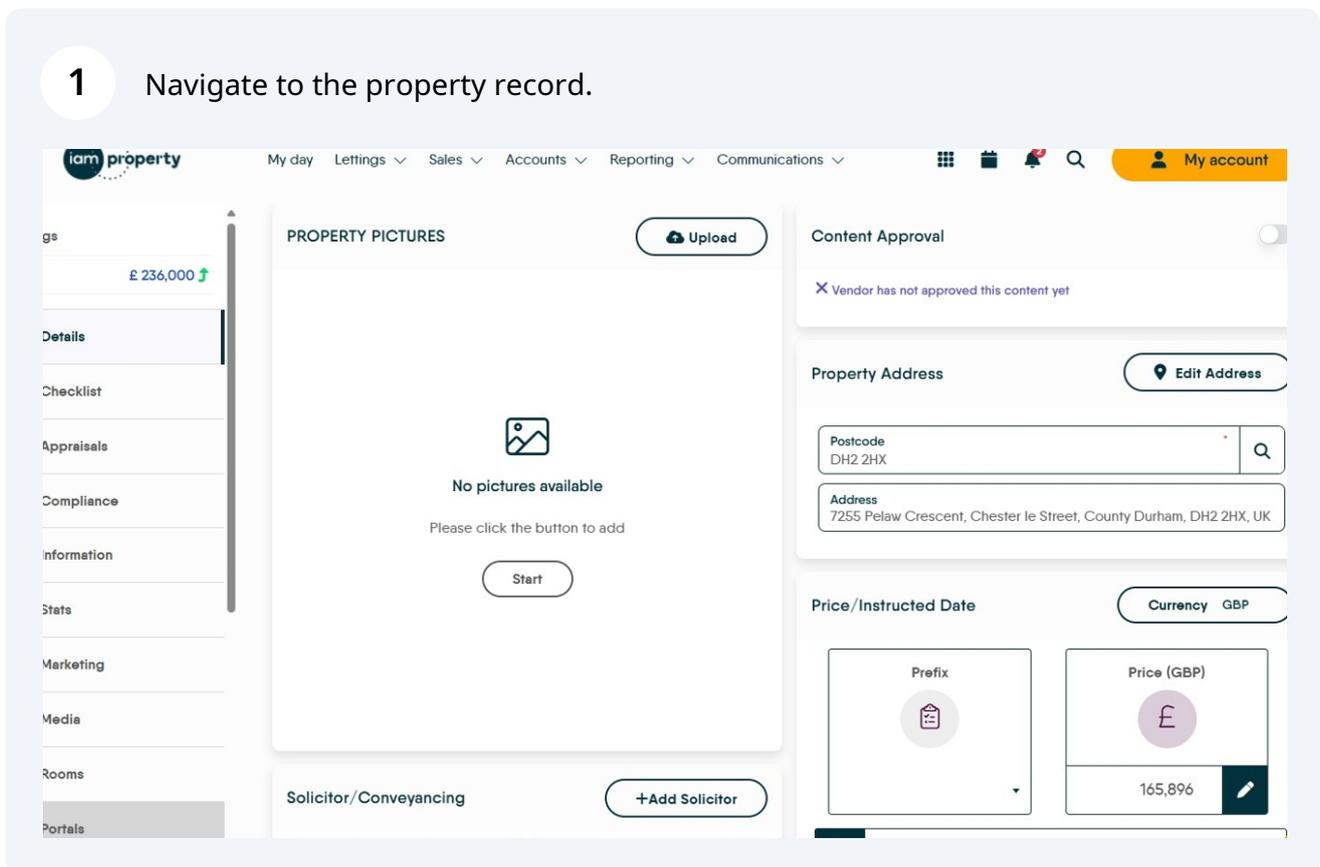
# Adding and Editing Sales Property Pricing Details



This guide provides essential steps for efficiently adding property pricing to Sales properties within a CRM system, making it invaluable for real estate professionals.

By following these instructions, users can ensure accurate pricing for both sales and letting properties, while also producing polished marketing materials.

## 1 Navigate to the property record.



## Adding Price For a Sales Property

2

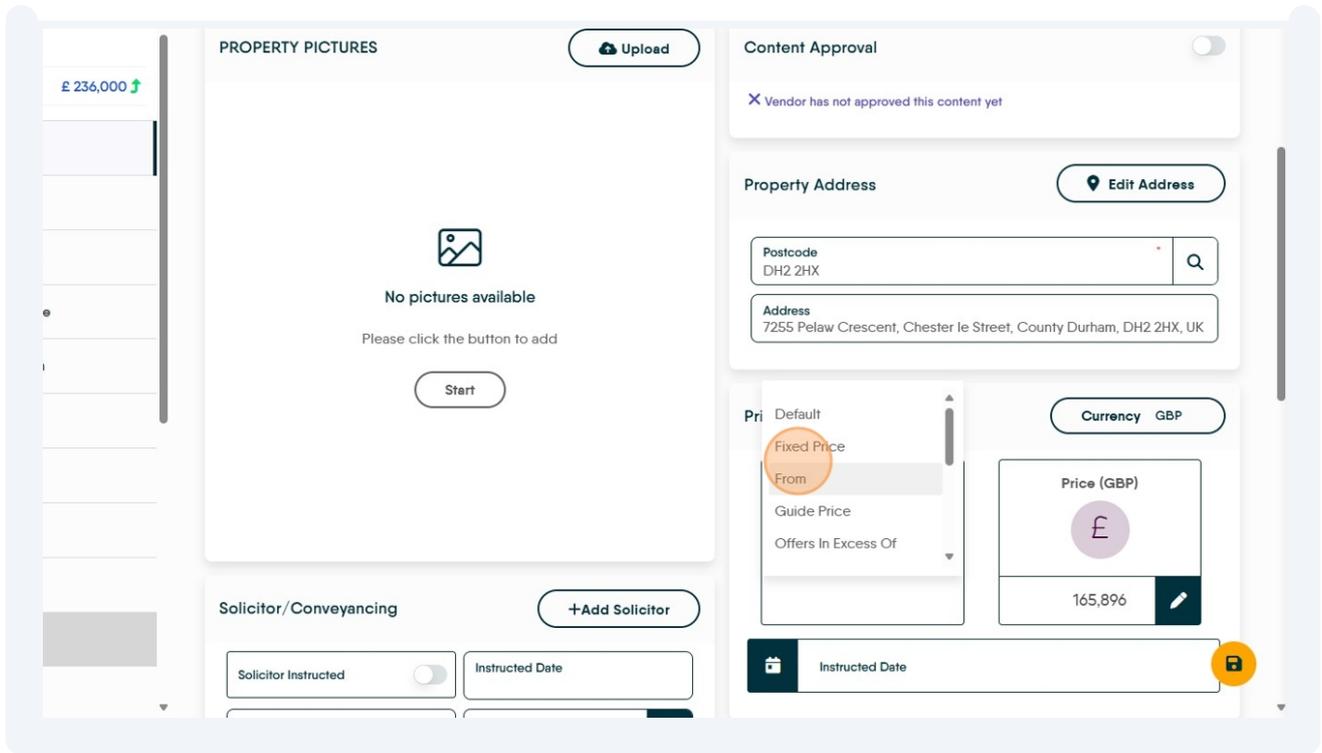
For Sales Properties, you can add the price on the 'Detail' screen click here to edit and add the Property Price. The price can be edited from here or the Marketing screen.

The screenshot shows a mobile application interface for property details. On the left, a vertical list of items is partially visible, with the top one showing '£ 236,000' and a green upward arrow. The main content area is divided into several sections: 'PROPERTY PICTURES' with an 'Upload' button and a 'Start' button; 'Content Approval' with a toggle switch and a message 'Vendor has not approved this content yet'; 'Property Address' with an 'Edit Address' button and fields for 'Postcode' (DH2 2HX) and 'Address' (7255 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, UK); 'Price/Instructed Date' with a 'Currency' dropdown set to 'GBP', a 'Prefix' dropdown, a 'Price (GBP)' field showing '165,896' with a red circle around the edit icon, and an 'Instructed Date' field. At the bottom, there is a 'Solicitor/Conveyancing' section with a '+Add Solicitor' button and a 'Solicitor Instructed' toggle switch.

3

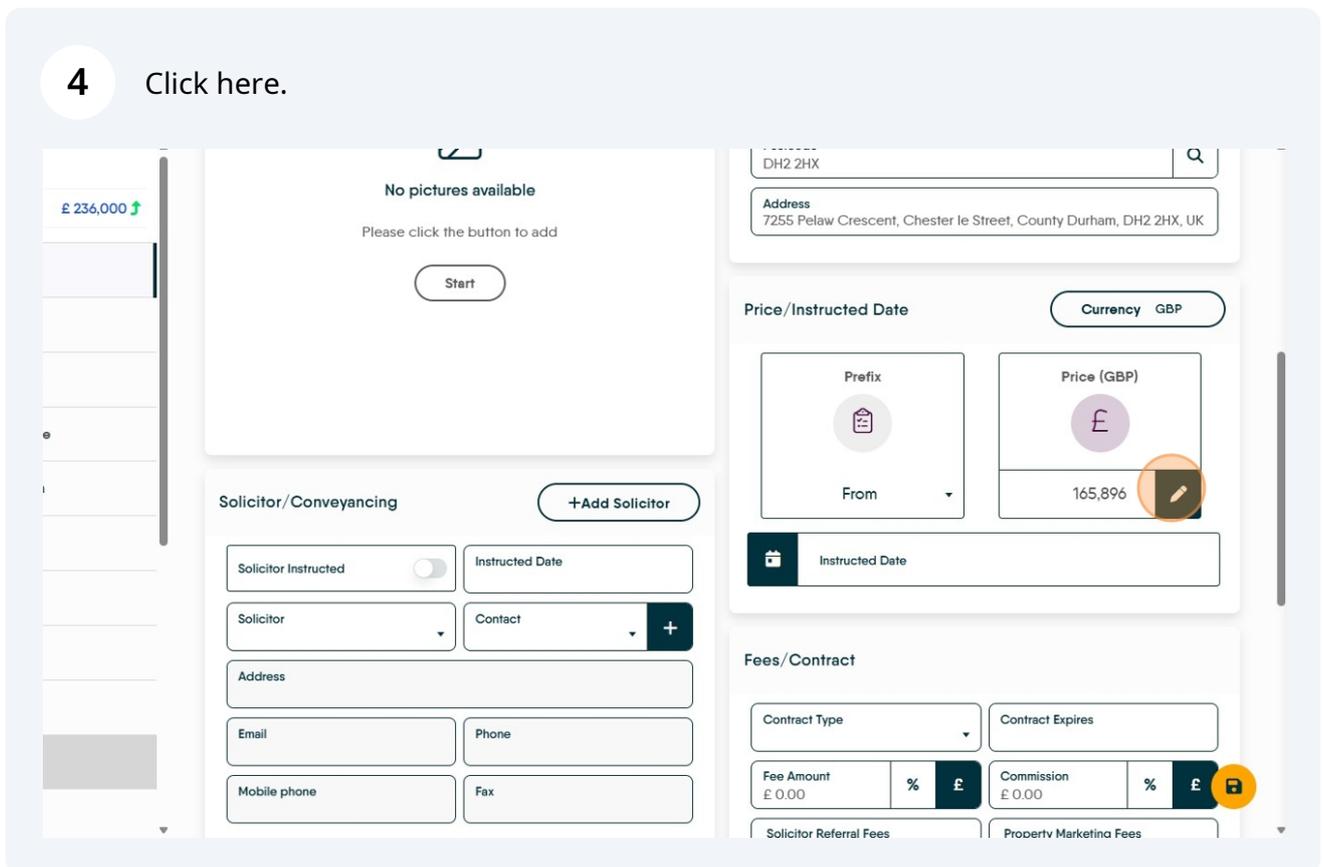
Click here to add the price prefix. Select the option required from the drop down menu.

This screenshot is identical to the one above, but with a red circle highlighting the 'Prefix' dropdown menu in the 'Price/Instructed Date' section. The dropdown menu is currently closed, showing only the 'Prefix' label and a downward arrow icon.



## To Edit the Price.

4 Click here.



5 Click the "Enter new price" field.

**Edit Property Price** [Close]

THE NEW PRICE IS £165,896.00 LESS THAN THE CURRENT PRICE  
THIS REPRESENTS A -100.00% DIFFERENCE

£	Current Price
	165,896

£	New Price
	Enter new price

Type notes here.....

[Cancel] [Save New Price]

6 Click the "Enter new price" field. The screen will show you the price difference in £ value and the percentage change.

**Edit Property Price** [Close]

THE NEW PRICE IS £5,896.00 LESS THAN THE CURRENT PRICE  
THIS REPRESENTS A -3.55% DIFFERENCE

£	Current Price
	165,896

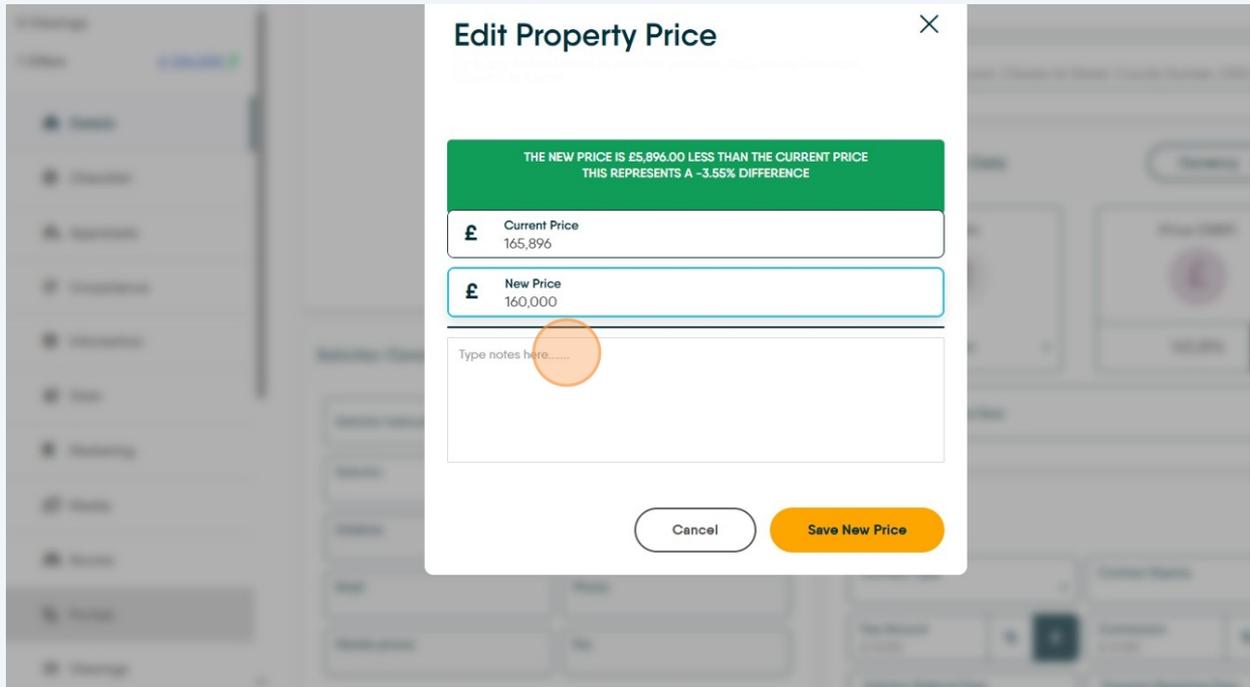
£	New Price
	160,000

Type notes here.....

[Cancel] [Save New Price]

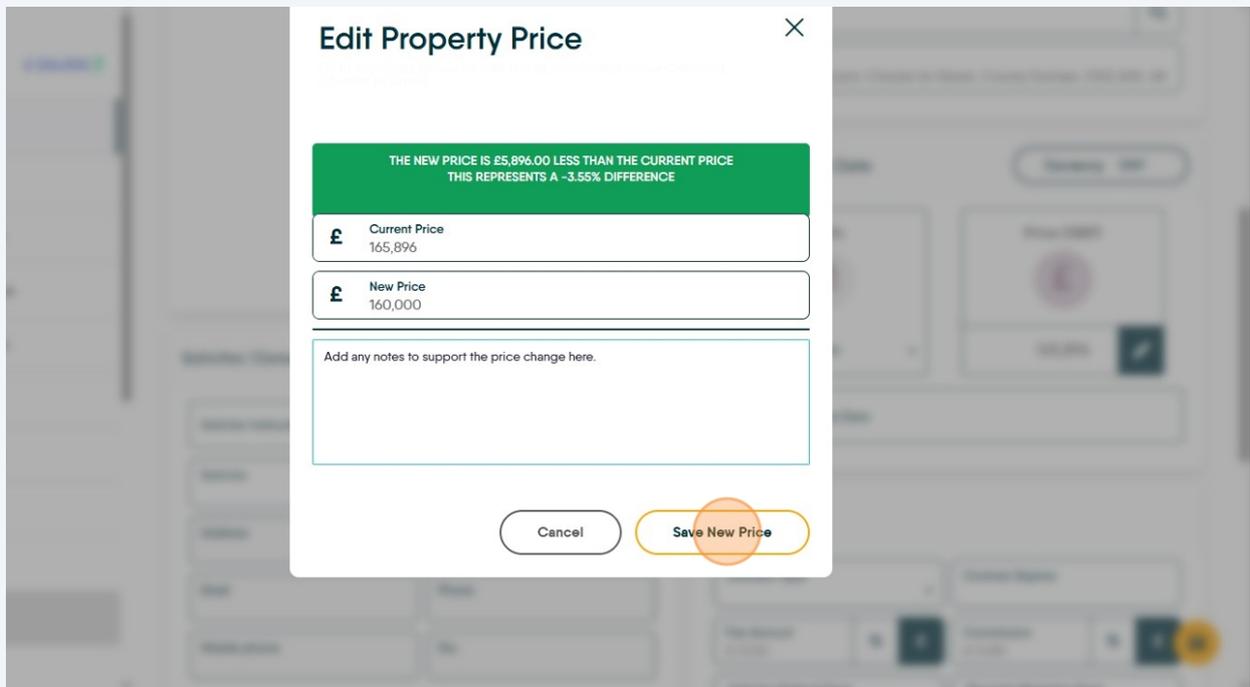
7

Click the "Type notes here....." and add any supporting notes on the price change e.g. who requested and when, which negotiator changed the price (this will be recorded in the Audit screen) etc.



8

Click "Save New Price"



9

To edit the price in the Marketing screen, navigate to Marketing and click here. If the price prefix needs to be updated, click into the price prefix box and select from the drop down menu.

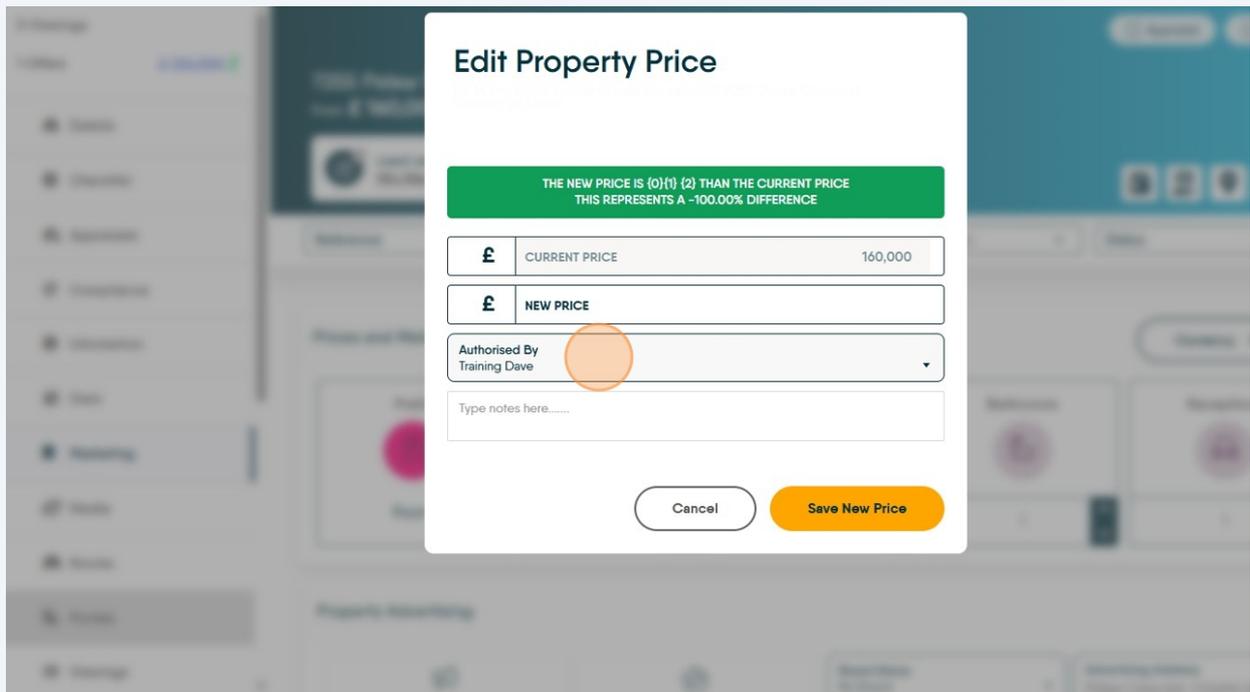
The screenshot shows the Marketing screen for a property listing. The property address is 7255 Pelaw Crescent, Chester le Street, DH2 2HX. The current price is £160,000. The screen is divided into several sections: a top navigation bar with 'Appraisal' and 'WARNIN' buttons; a lead vendor section for Mrs Margaret Morgan; a reference and negotiator section; a 'Prices and Matching' section with a grid of property details (Prefix, Price (GBP), Bedrooms, Bathrooms, Receptions); and a 'Property Advertising' section at the bottom. A red circle highlights the 'Price (GBP)' field in the 'Prices and Matching' section, which shows '160,000' and a pencil icon for editing.

10

Click "New Price" and add the new price.

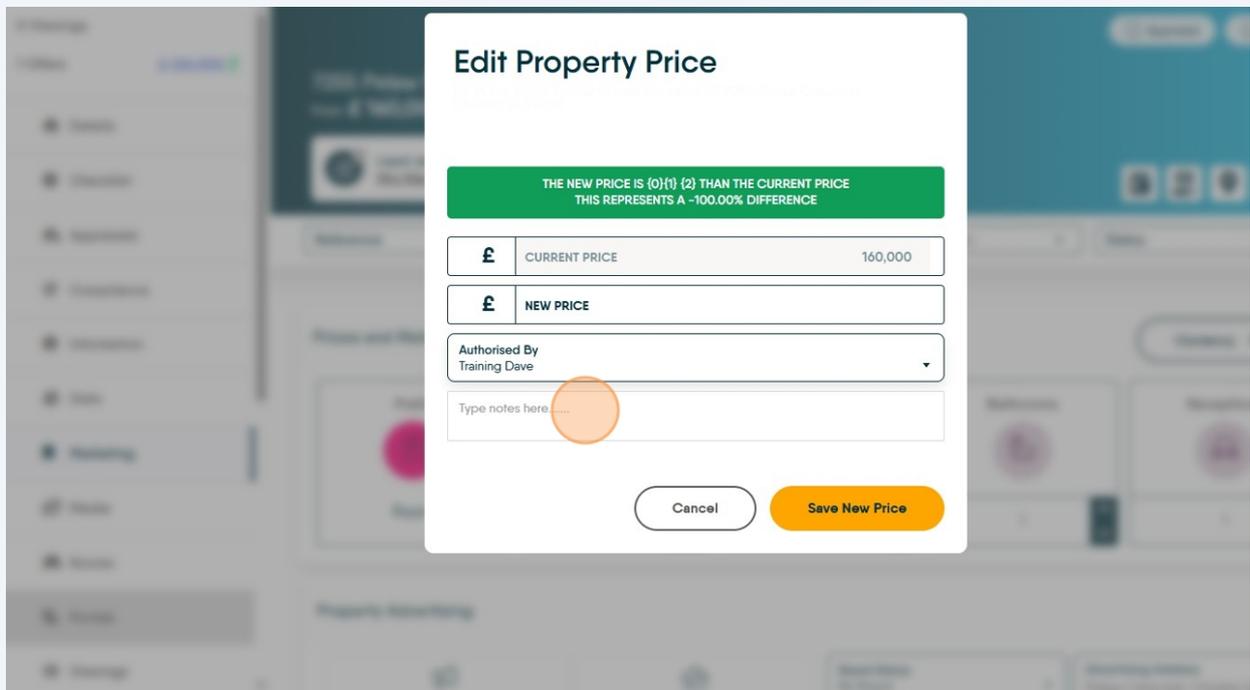
The screenshot shows the 'Edit Property Price' modal. At the top, it says 'Edit Property Price'. Below that, a green banner indicates 'THE NEW PRICE IS (0)(1) (2) THAN THE CURRENT PRICE THIS REPRESENTS A -100.00% DIFFERENCE'. The modal contains two input fields: 'CURRENT PRICE' with a value of 160,000 and 'NEW PRICE' which is currently empty. Below these fields is a dropdown menu for 'Authorised By' set to 'Training Dave' and a text area for 'Type notes here.....'. At the bottom, there are two buttons: 'Cancel' and 'Save New Price'.

- 11 Click this drop-down to note who changed the price.



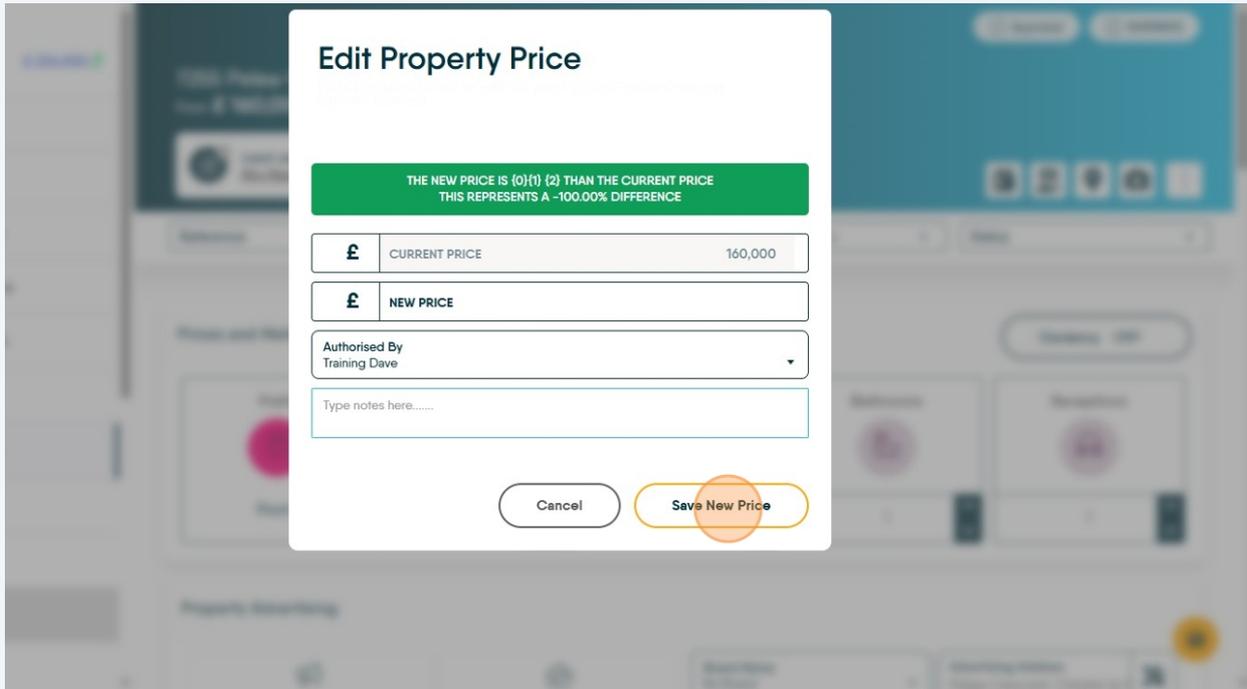
The screenshot shows a modal window titled "Edit Property Price" with a green header bar containing the text: "THE NEW PRICE IS {0}{1} {2} THAN THE CURRENT PRICE THIS REPRESENTS A -100.00% DIFFERENCE". Below this are two input fields: "CURRENT PRICE" with a value of 160,000 and "NEW PRICE". A dropdown menu labeled "Authorised By" is currently set to "Training Dave" and is highlighted with an orange circle. Below the dropdown is a text area labeled "Type notes here.....". At the bottom are "Cancel" and "Save New Price" buttons.

- 12 Click the "Type notes here....." field and add any notes



This screenshot is identical to the one above, but the orange circle highlights the "Type notes here....." text input field instead of the "Authorised By" dropdown menu.

13 Click "Save New Price"



Alert! All price changes will be recorded in the Audit screen for the property record, this allows the price change to be tracked regardless of any notes left.

Date	User	Field	Old Value	New Value
30/07/2025 08:39:31	Training Dave	Sales - Price	165896.00	160000.00
29/07/2025 15:28:47	Training Dave	Key Feature Add		Lounge - 4.06m x 3.45m plus rec...
29/07/2025 15:28:22	Training Dave	Board Status		No Board
29/07/2025 15:28:22	Training Dave	Extra 1		Freehold EPC to be confirmed C...
29/07/2025 15:28:22	Training Dave	Advertising Address		Pelaw Crescent, Chester le Stree...
29/07/2025 15:28:22	Training Dave	Property Type Zoopla		Terraced
29/07/2025 15:28:22	Training Dave	Description		Nestled on the sought-after Pela...
29/07/2025 15:28:22	Training Dave	Summary		Nestled on the sought-after Pela...
29/07/2025 15:28:22	Training Dave	Advertising Status		Available
29/07/2025 15:28:22	Training Dave	Size		USN_feet
29/07/2025 15:28:22	Training Dave	Receptions	0	1
29/07/2025 15:28:22	Training Dave	Bathrooms	0	1
29/07/2025 15:28:22	Training Dave	Bedrooms	0	3
29/07/2025 15:28:22	Training Dave	Key Feature Add		Kitchen
29/07/2025 15:23:19	Training Dave	Sales - Price	0.00	165896.00