

# Adding Floorplan Media to a Property Listing



This guide provides a straightforward process for adding Floorplan Media to a property listing, ensuring that your listings are visually appealing and informative. It simplifies the task of uploading and categorising floorplans, ultimately helping you stand out in a competitive market.

## 1 Navigate to the property record.

Marketing

Key Control

Media

Rooms

Portals

Viewings

Offers

Enquiries

Tenancies

Contacts

Documents

Journal

Audit

View Sales Version

Appraisal

1 Yew Tree Close, Hurworth, Darlington, DL2 2HX |

4 3 | GBP 1,750

Available

Lead landlord: Mr Vendor Vendor10

View Landlords

Lead tenant:

View Tenants

Reference: LO1

Negotiator: David-George Morgan

Branch: Morgan & Co

Status: Live

Property Marketing

Currency

<div>Rent (GBP)</div> <div>£</div> <div>1,750</div>	<div>Deposit (GBP)</div> <div>1,750.00</div>	<div>Bedrooms</div> <div>4</div>	<div>Bathrooms</div> <div>3</div>	<div>Reception</div> <div>2</div>
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Property Advertising

## 2 Click "Media"

The screenshot shows the iamproperty CRM interface. The sidebar on the left has the 'Media' tab highlighted with an orange circle. The main content area displays property details for '1 Yew Tree Close, Hurworth, Darlington, DL2 2HX | 4 3 | GBP 1,750'. Below this, there are buttons for 'View Landlords' and 'View Tenants'. The 'Property Marketing' section shows a table with columns for Rent (GBP), Deposit (GBP), Bedrooms, Bathrooms, and Reception. The 'Media' tab is selected in the sidebar.

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Reception
1,750	1,750.00	4	3	2

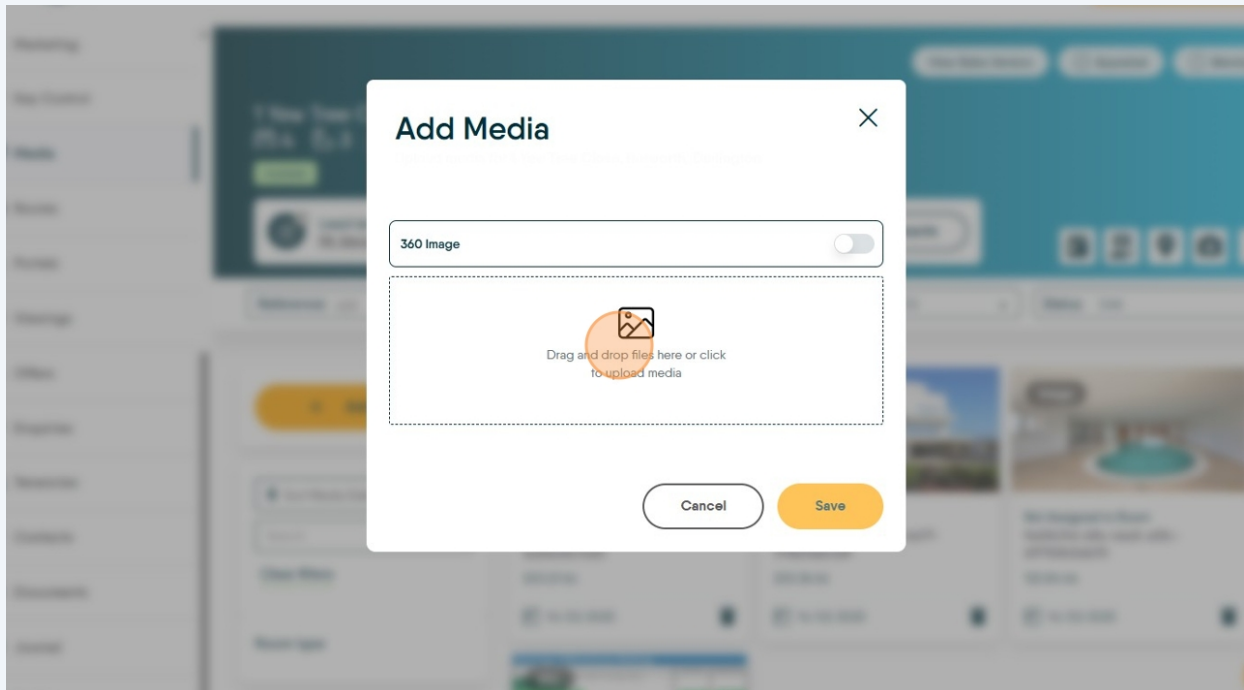
## 3 Click "Add Media"

The screenshot shows the iamproperty CRM interface with the 'Add Media' button highlighted in the sidebar. The main content area displays property details for '1 Yew Tree Close, Hurworth, Darlington, DL2 2HX | 4 3 | GBP 1,750'. Below this, there are buttons for 'View Landlords' and 'View Tenants'. The 'Add Media' button is highlighted in the sidebar. The 'Property Marketing' section shows a table with columns for Rent (GBP), Deposit (GBP), Bedrooms, Bathrooms, and Reception. The 'Add Media' button is highlighted in the sidebar.

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Reception
1,750	1,750.00	4	3	2

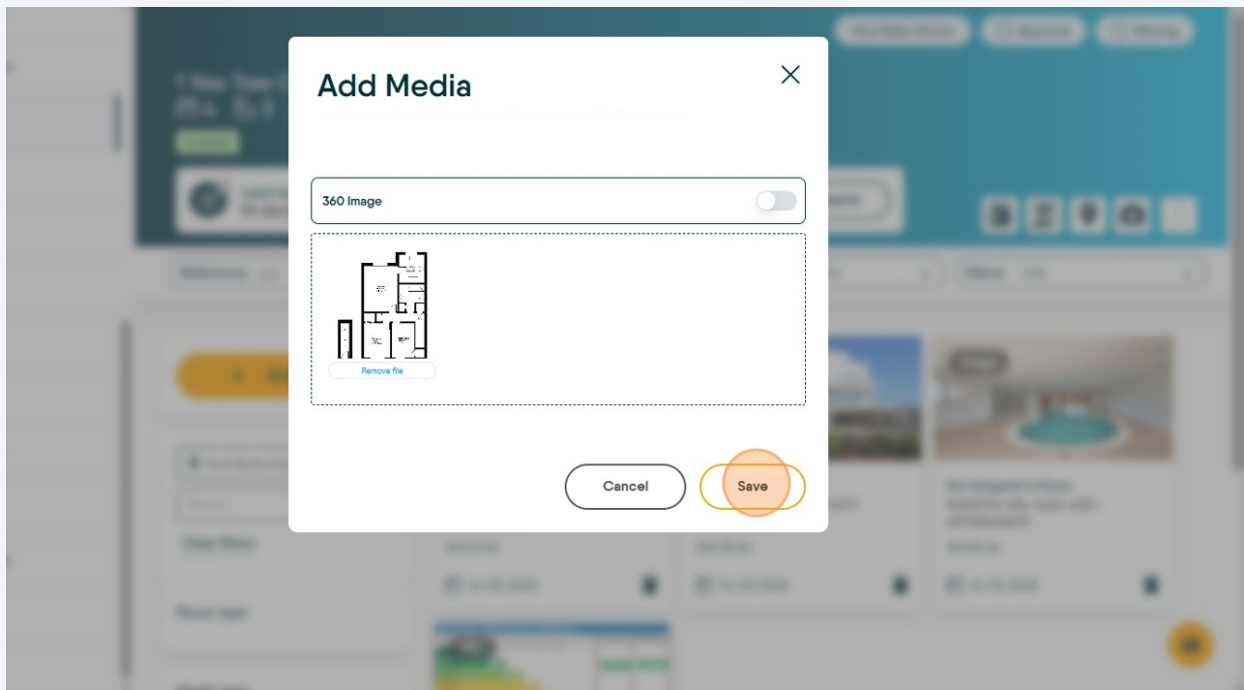
4

Click "Drag and drop files here or click to upload media" navigate to where your media is stored select the images to import and either drag and drop into the field or click 'Open'

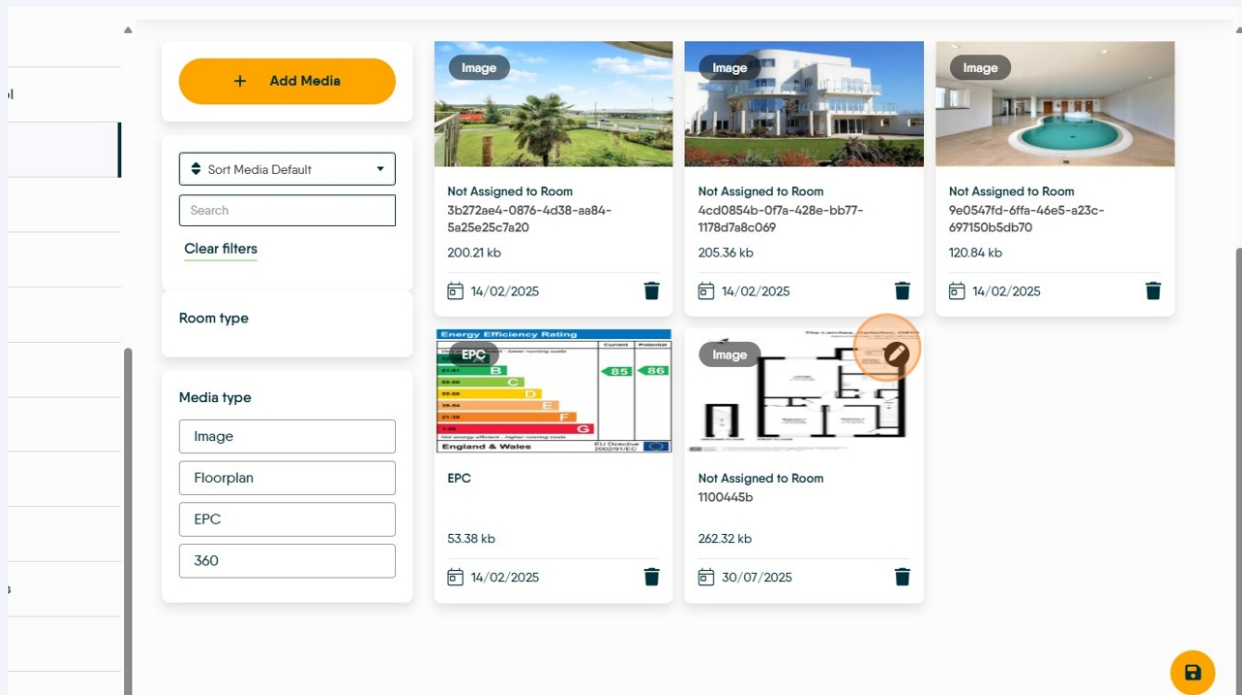


5

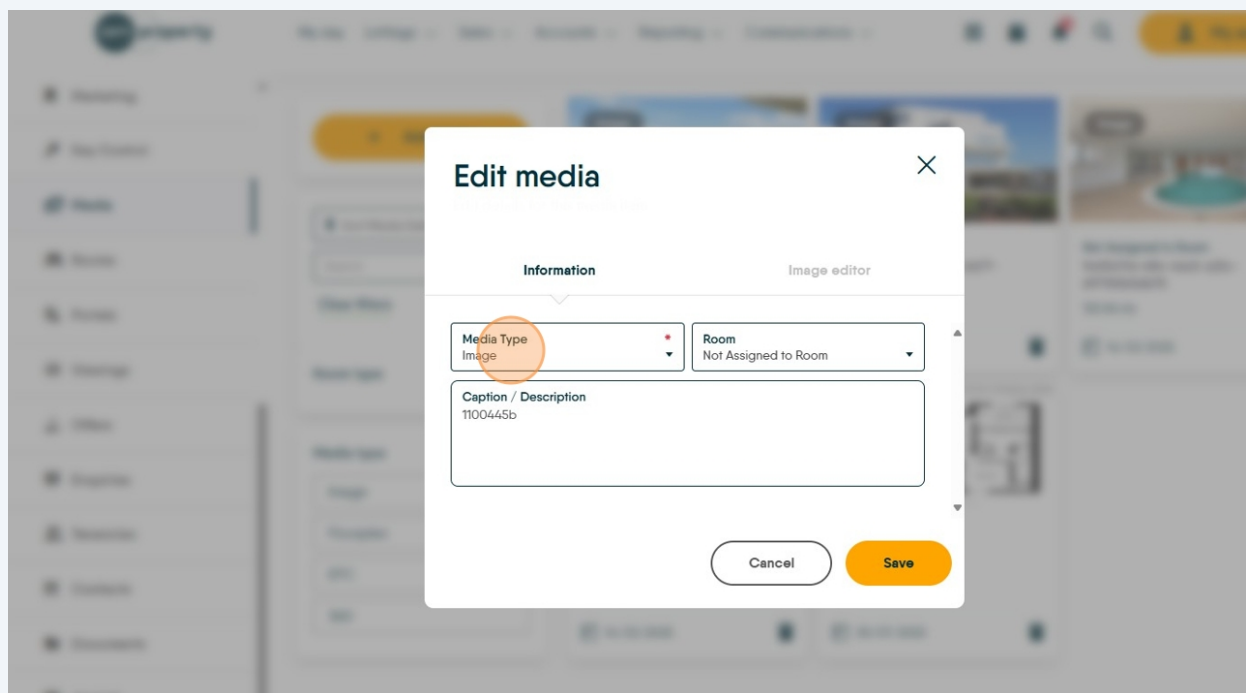
Click "Save" to add the media to your media folder.



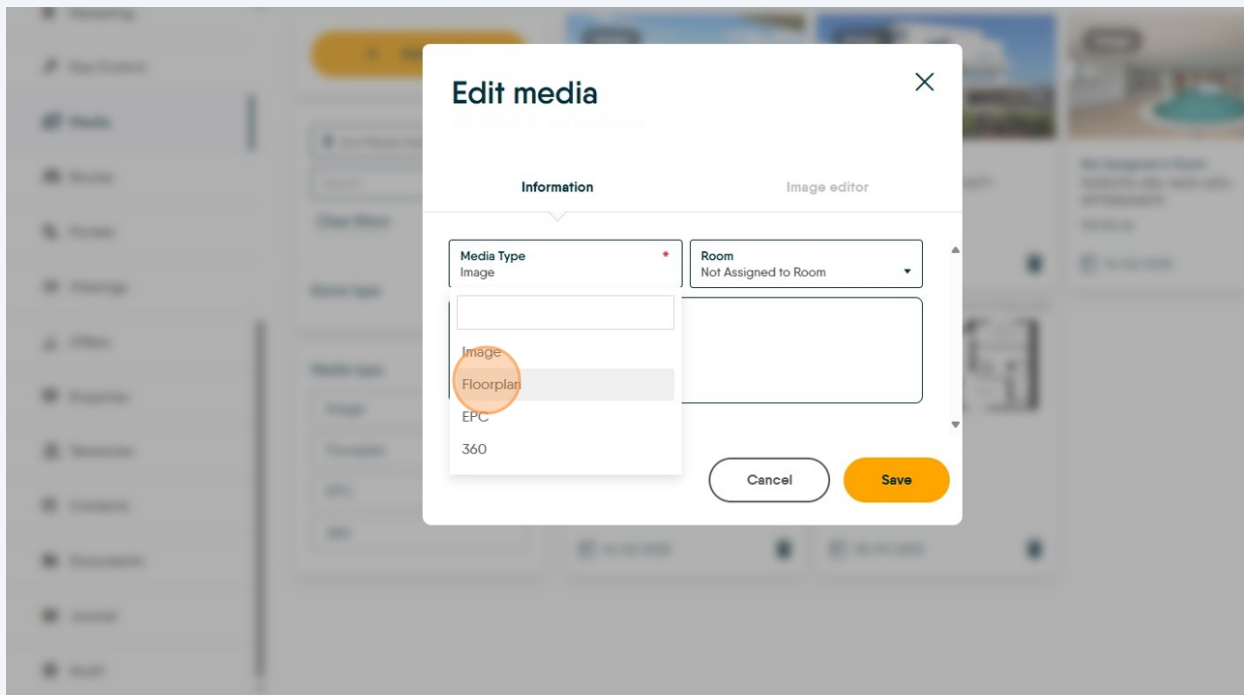
6 The file type needs to be edited to "Floorplan". To do this click here.



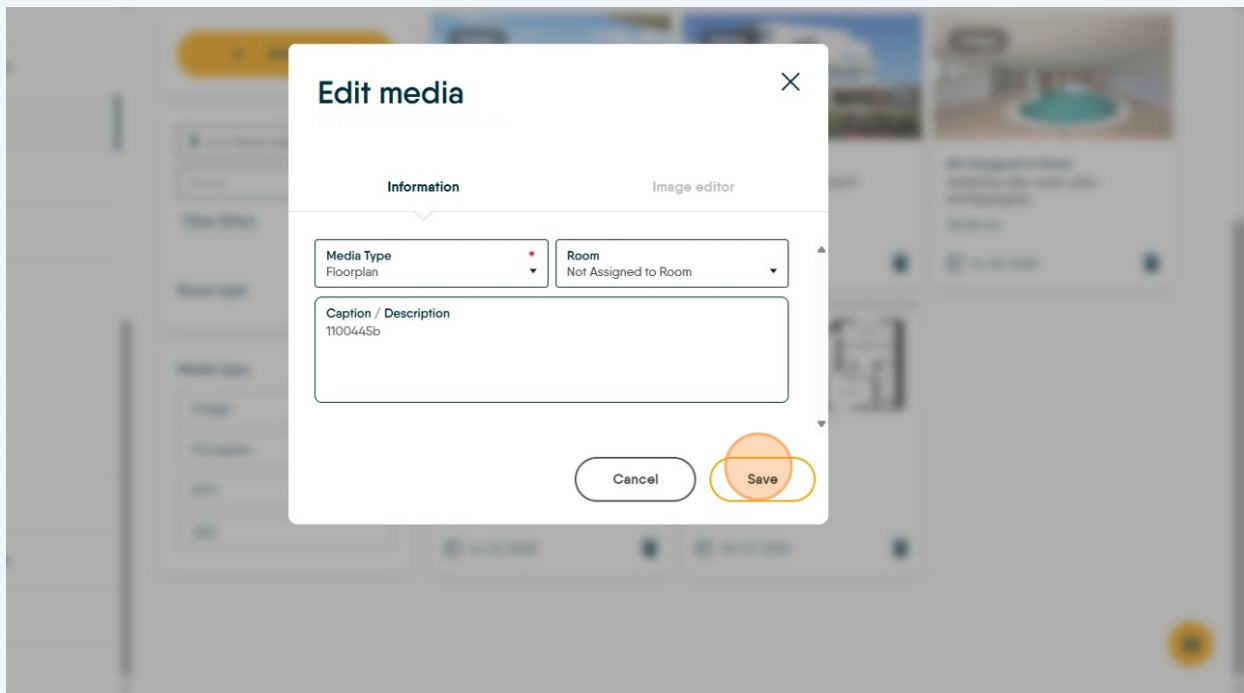
7 Click "Media Type"



8 Click "Floorplan"



9 Click "Save"



10

The file will now show in Media marked as 'Floorplan' rather than 'Image'. If you have brochures that include a dedicated space for floorplans then this image will show there, otherwise it will show in the media list as (in this case) the last image.

The screenshot displays a media management interface. On the left, there is a sidebar with filters. The main area shows a grid of media items. The filters on the left include:

- + Add Media**
- Sort Media Default** (dropdown)
- Search** (input field)
- Clear filters** (link)
- Room type** (empty filter)
- Media type** (filters: Image, Floorplan, EPC, 360)

The media items shown in the grid are:

- Image**: Not Assigned to Room, 3b272ae4-0876-4d38-aa84-5a25e25c7a20, 200.21 kb, 14/02/2025.
- Image**: Not Assigned to Room, 4cd0854b-077a-428e-bb77-1178d7a8c069, 205.36 kb, 14/02/2025.
- Image**: Not Assigned to Room, 9e0547fd-6ffa-46e5-a23c-697150b5db70, 120.84 kb, 14/02/2025.
- EPC**: Energy Efficiency Rating, 53.38 kb, 14/02/2025.
- Floorplan**: Not Assigned to Room, 1100445b, 262.32 kb, 30/07/2025.

A yellow circle highlights the 'Floorplan' label on the floorplan item. A yellow circle also highlights the 'Image' label on the first image item.