

Adding Floorplan Media to a Property Listing

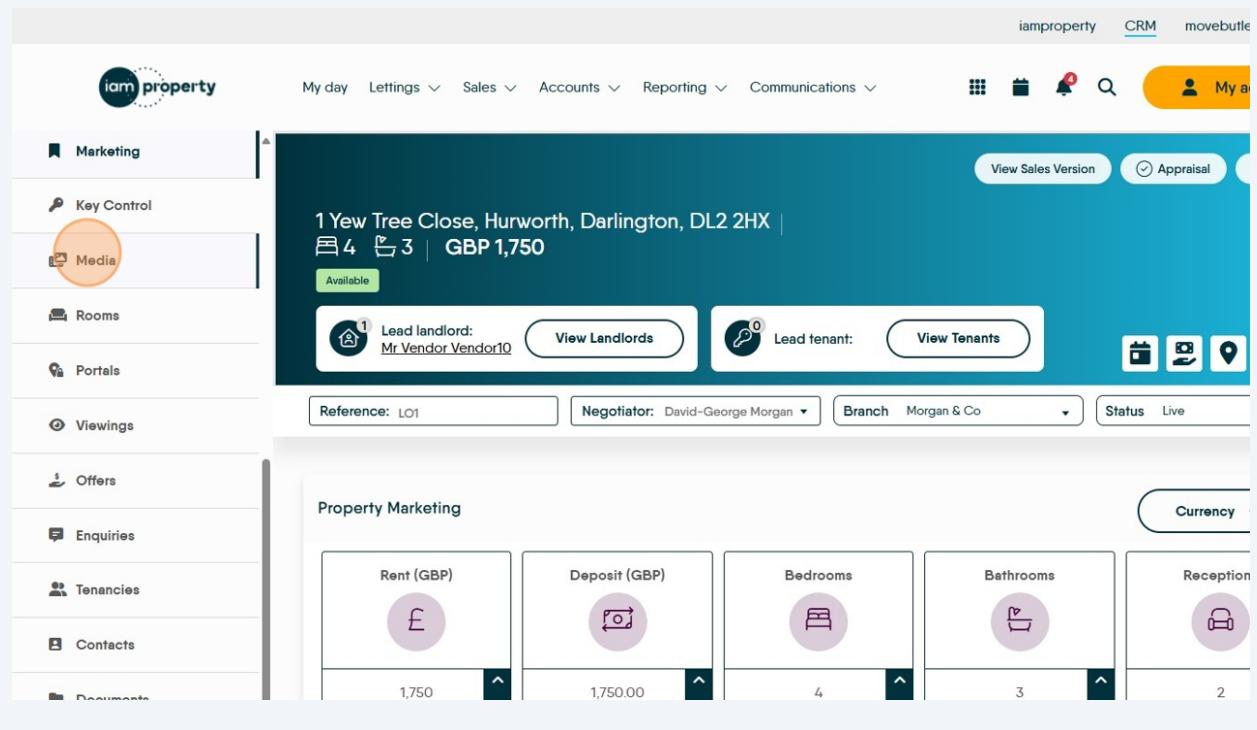


This guide provides a straightforward process for adding Floorplan Media to a property listing, ensuring that your listings are visually appealing and informative. It simplifies the task of uploading and categorising floorplans, ultimately helping you stand out in a competitive market.

1 Navigate to the property record.

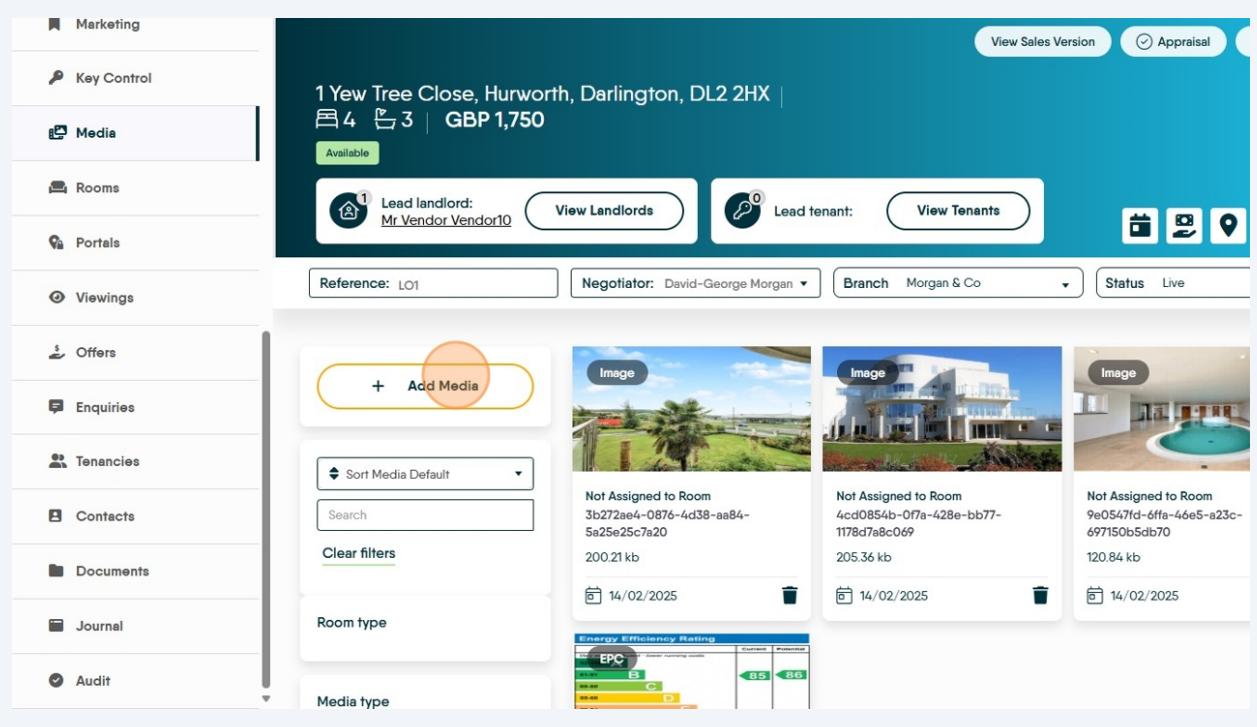
The screenshot shows the iam property software interface. On the left, a sidebar lists various modules: Marketing, Key Control, Media, Rooms, Portals, Viewings, Offers, Enquiries, Tenancies, Contacts, Documents, Journal, and Audit. The main content area displays a property listing for "1 Yew Tree Close, Hurworth, Darlington, DL2 2HX". The listing details are: 4 bedrooms, 3 bathrooms, and a rent of GBP 1,750. Below the listing, there are sections for "Property Marketing" and "Property Advertising". The "Property Marketing" section includes fields for Rent (GBP) set to 1,750, Deposit (GBP) set to 1,750.00, Bedrooms set to 4, Bathrooms set to 3, and Reception set to 2. The "Property Advertising" section is currently empty.

2 Click "Media"



The screenshot shows the iam property software interface. The left sidebar has a 'Media' option highlighted with an orange circle. The main content area displays a property listing for '1 Yew Tree Close, Hurworth, Darlington, DL2 2HX' with 4 bedrooms, 3 bathrooms, and a price of GBP 1,750. The listing is marked as 'Available'. Below the listing, there are sections for 'Lead landlord' and 'Lead tenant', both showing 'Mr Vendor Vendor10'. There are also buttons for 'View Landlords' and 'View Tenants'. At the bottom, there are filters for 'Reference: LO1', 'Negotiator: David-George Morgan', 'Branch: Morgan & Co', and 'Status: Live'. The 'Property Marketing' section shows details for Rent (GBP 1,750), Deposit (GBP 1,750.00), Bedrooms (4), Bathrooms (3), and Reception (2).

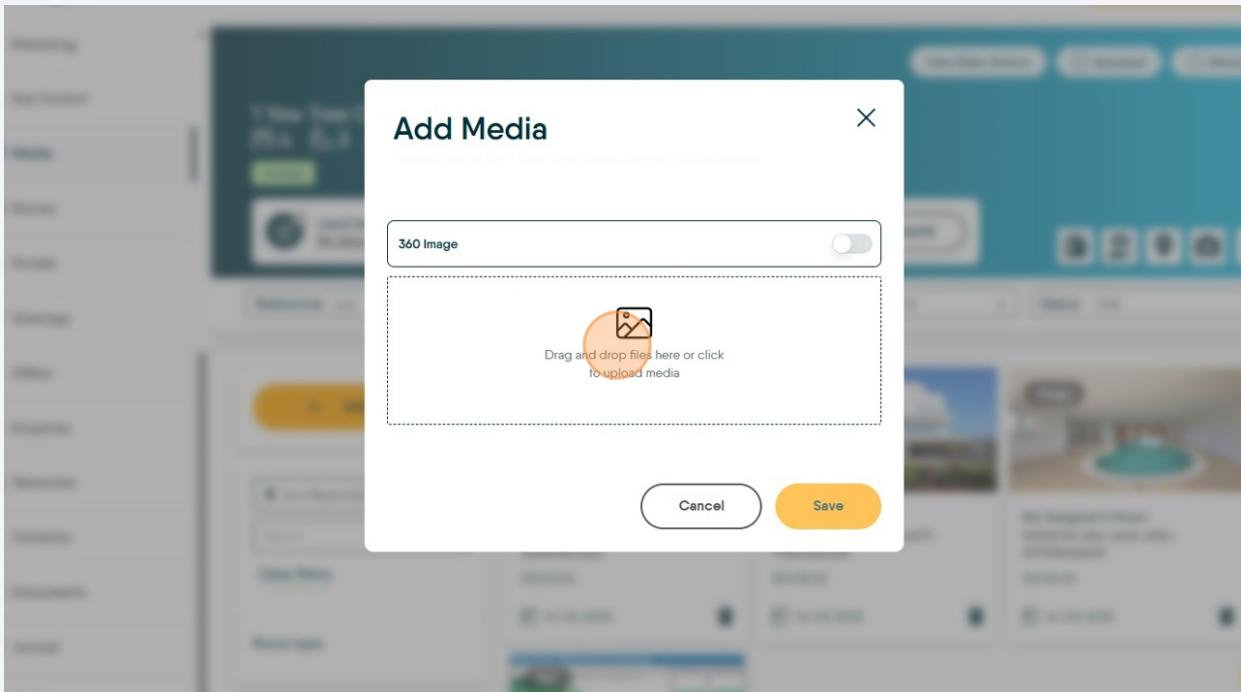
3 Click "Add Media"



The screenshot shows the iam property software interface. The left sidebar has a 'Media' option highlighted with an orange circle. The main content area displays the same property listing as the previous screenshot. In the 'Media' section, there is a button labeled '+ Add Media' with an orange circle around it. Below this button, there are filters for 'Sort Media Default' (with a dropdown arrow), 'Search' (with a text input field), 'Clear filters', 'Room type', and 'Media type'. To the right, there are three image thumbnails labeled 'Image' with a 'Not Assigned to Room' status. Each thumbnail has a file size (200.21 kb, 205.36 kb, 120.84 kb), a date (14/02/2025), and a trash bin icon. Below the thumbnails is an 'Energy Efficiency Rating' chart showing a current rating of B and a potential rating of A.

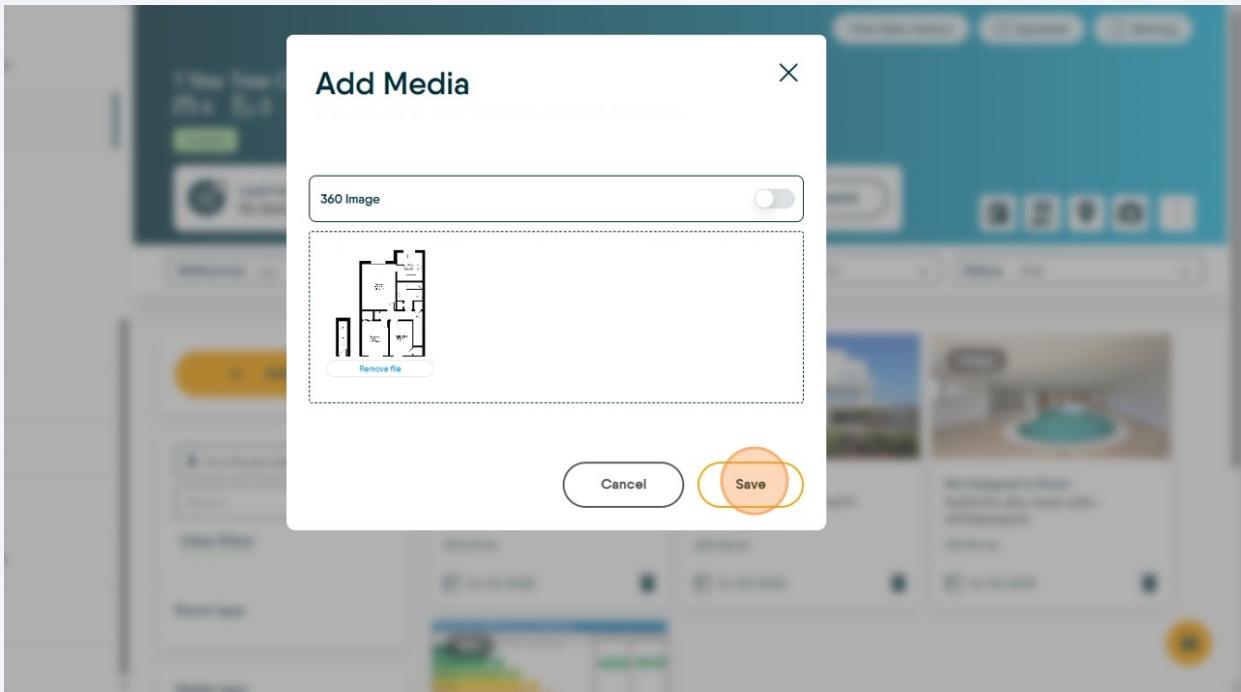
4

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'



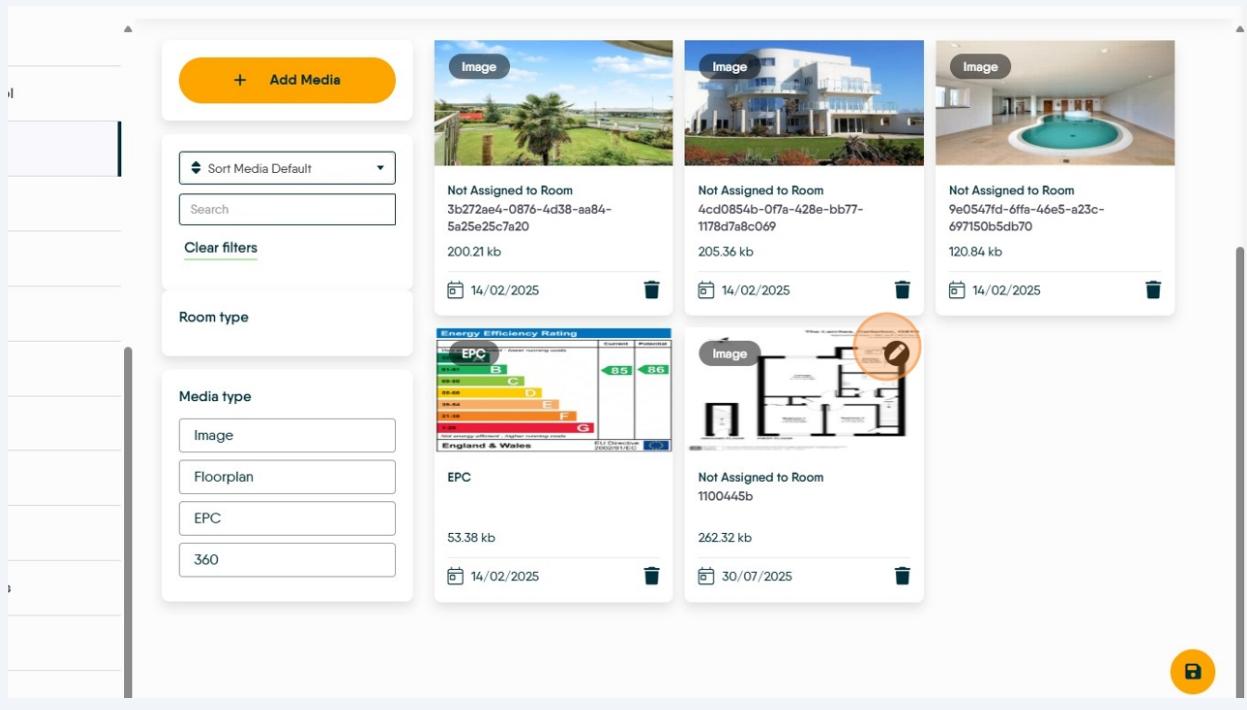
5

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



6

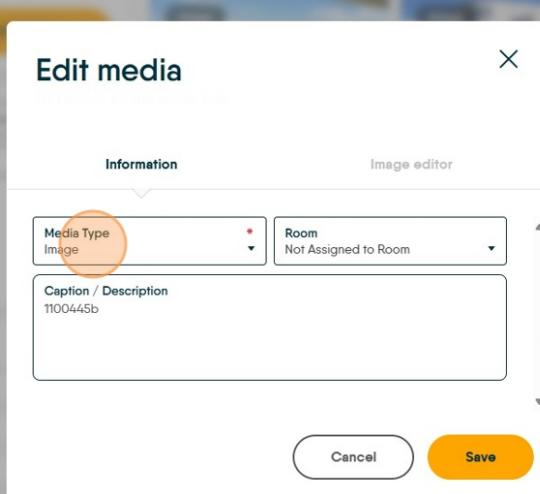
The file type needs to be edited to "Floorplan". To do this click here.



The screenshot shows a media management interface with a sidebar on the left containing 'Add Media' and filter options for 'Room type' and 'Media type' (Image, Floorplan, EPC, 360). The main area displays a grid of media items. One item, a floorplan, is circled in red, indicating it is the target for editing.

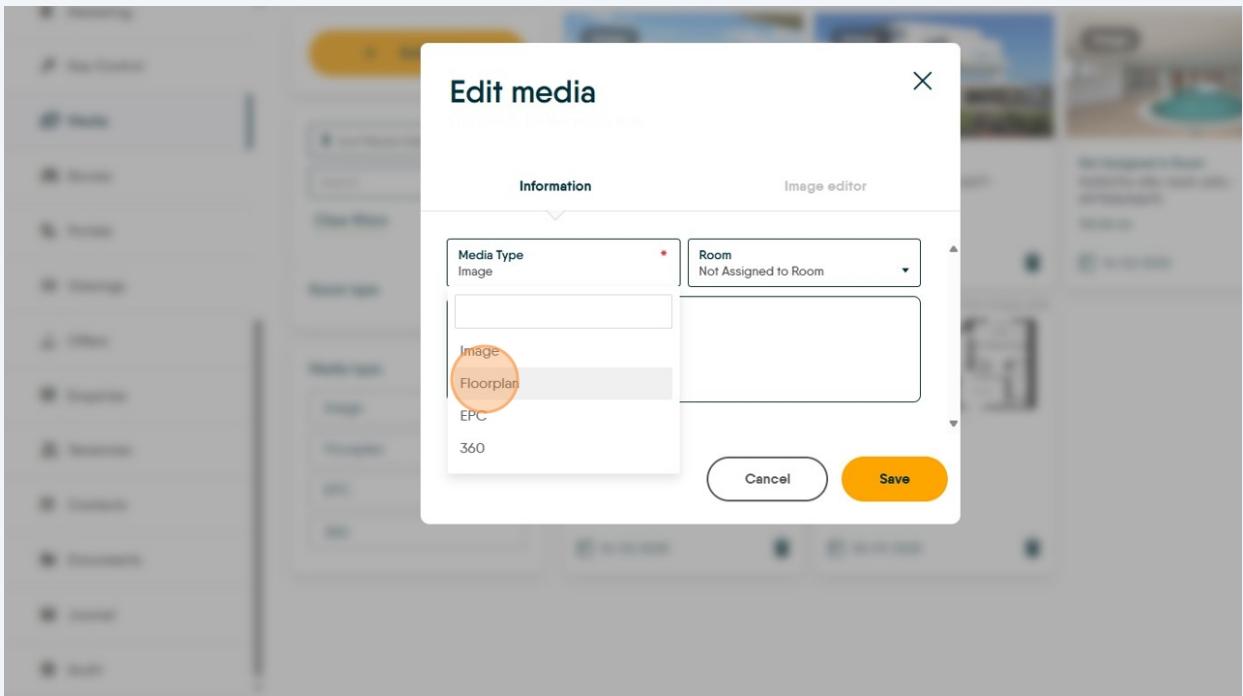
7

Click "Media Type"

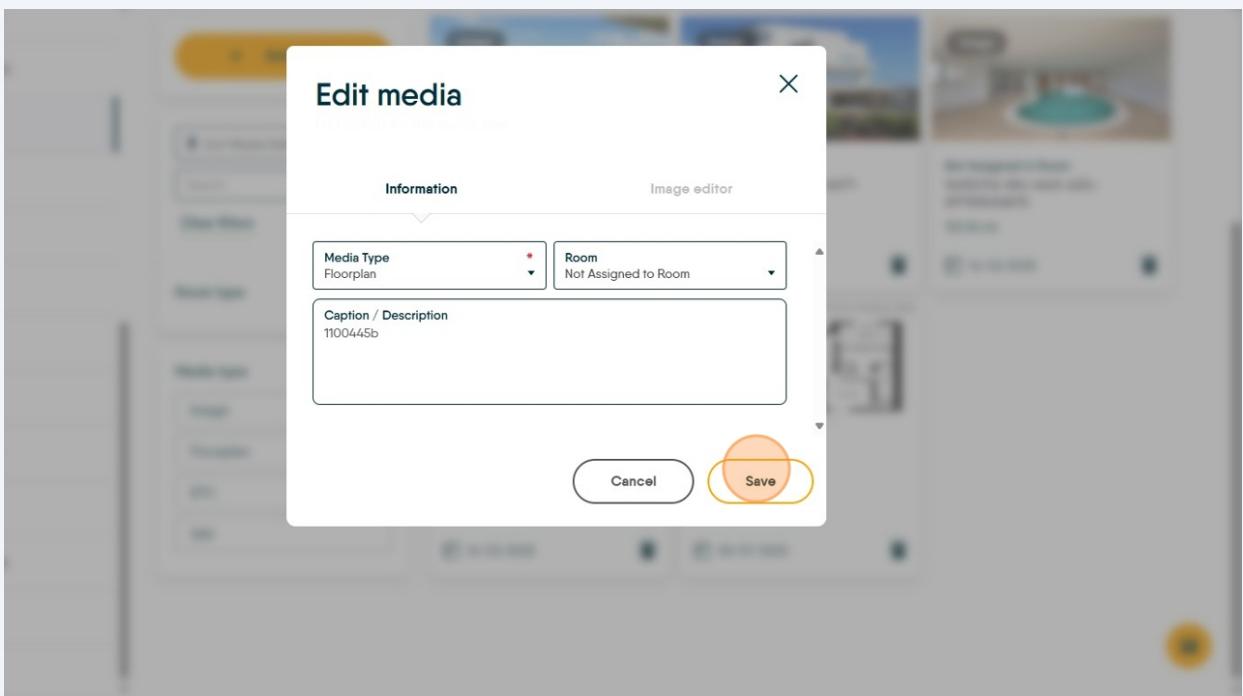


The screenshot shows the 'Edit media' dialog box. The 'Information' tab is selected, showing fields for 'Media Type' (set to 'Image'), 'Room' (set to 'Not Assigned to Room'), and 'Caption / Description' (containing '1100445b'). The 'Media Type' field is circled in red, indicating it is the target for editing.

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 shows a media management interface with the following details:

- Add Media** button
- Sort Media Default** dropdown
- Search** input field
- Clear filters** button
- Room type** filter (unchecked)
- Media type** filter:
 - Image** (selected)
 - Floorplan**
 - EPC**
 - 360**

Media Type	File Name	Size	Last Modified	Action
Image	Not Assigned to Room 3b272ae4-0876-4d38-aa84-5a25e25c7a20	200.21 kb	14/02/2025	trash
Image	Not Assigned to Room 4cd0854b-07a-428e-bb77-1178d7a8c069	205.36 kb	14/02/2025	trash
Image	Not Assigned to Room 9e0547fd-6ffa-46e5-a23c-697150b5db70	120.84 kb	14/02/2025	trash
Floorplan	Not Assigned to Room 1100445b	262.32 kb	30/07/2025	trash
EPC	Not Assigned to Room 1100445b	53.38 kb	14/02/2025	trash