

# Updating Sales Property Price and Marketing Details



This guide offers essential instructions for efficiently updating property pricing and marketing details, ensuring that both sales and lettings properties are accurately represented. By following the steps, users can set and modify prices in multiple locations, add supporting notes, and manage rental information effectively. This resource is particularly beneficial for real estate professionals seeking to streamline their marketing efforts and maintain accurate financial records.

## Adding Sales Property Pricing



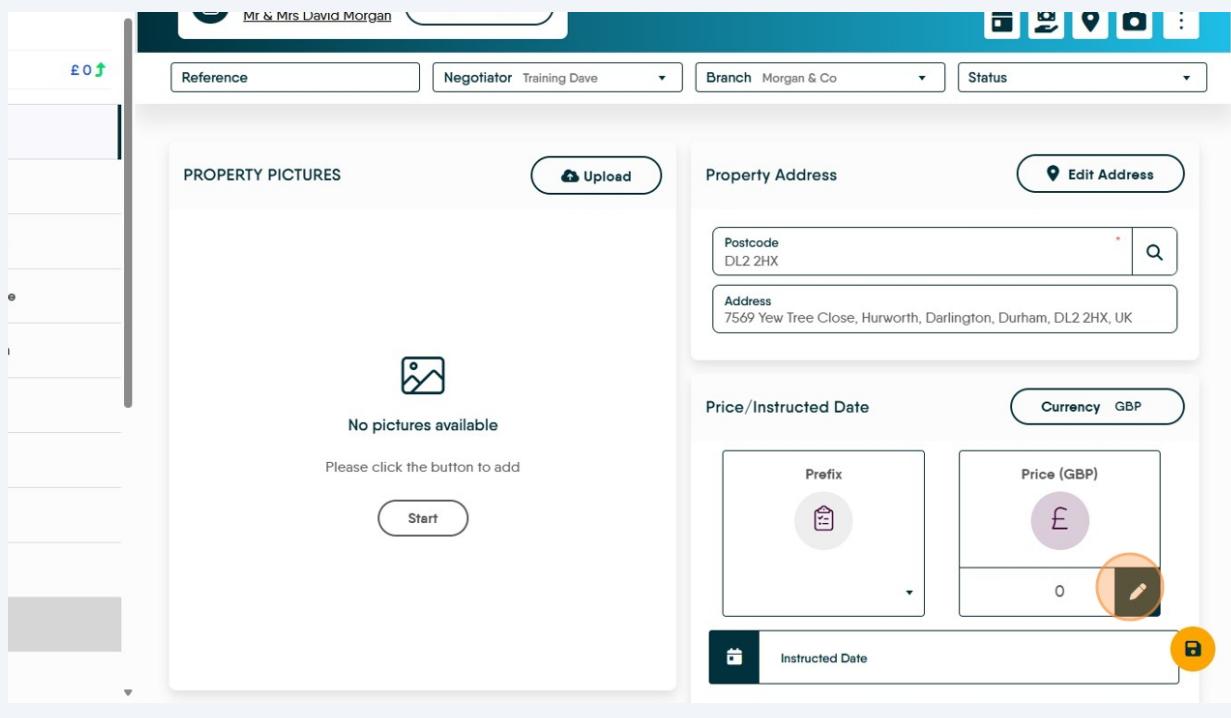
Tip! There are 2 places that the pricing can be set for a Sales property. The Details screen and the Marketing screen. This guide will show both.

### Setting Price In Details Screen

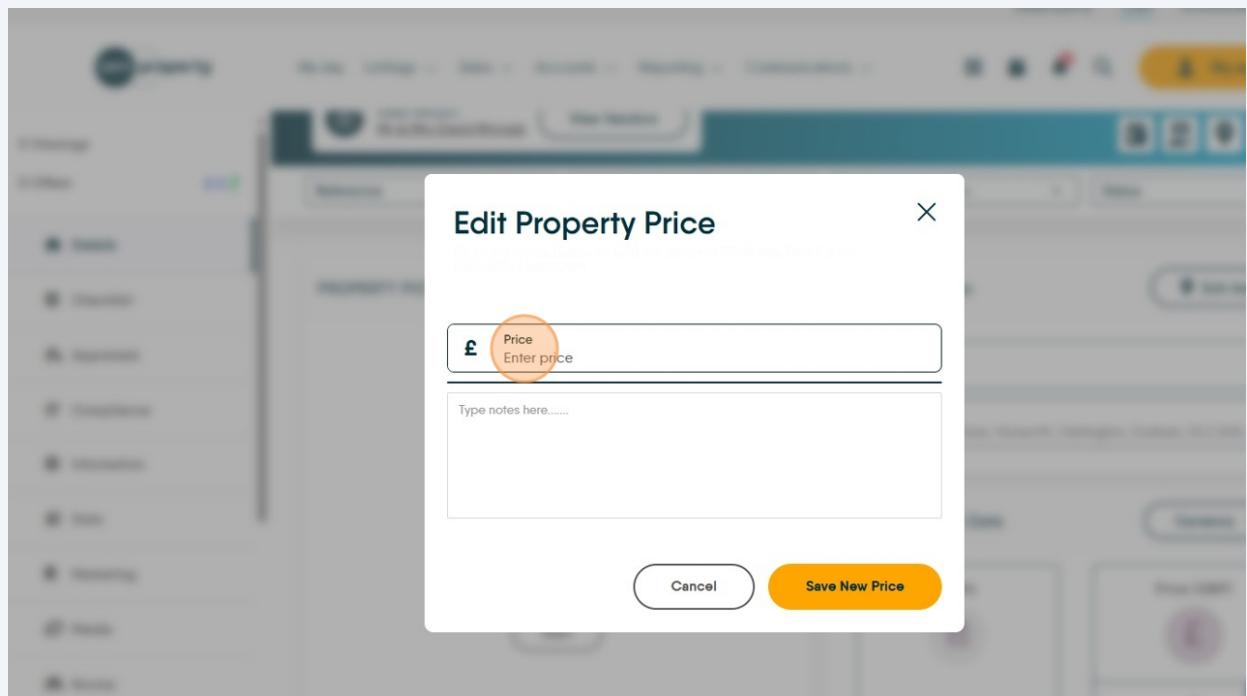
- 1 Navigate to the property you are setting the pricing for

The screenshot shows the 'Details' screen for a property. The top navigation bar includes 'View Vendors', 'Reference', 'Negotiator', 'Branch', and 'Status' dropdowns. On the left, a sidebar lists 'Details', 'Checklist', 'Appraisals', 'Compliance', 'Information', 'Stats', 'Marketing', 'Media', 'Rooms', and 'Portals'. The main content area has sections for 'PROPERTY PICTURES' (with an 'Upload' button and a note 'No pictures available'), 'Property Address' (with 'Postcode' DL2 2HX and 'Address' 7569 Yew Tree Close, Hurworth, Darlington, DL2 2HX, UK), and 'Price/Instructed Date' (with 'Prefix' and 'Price (GBP)' fields, both currently empty). The 'Price (GBP)' field has a currency icon and a '0' value.

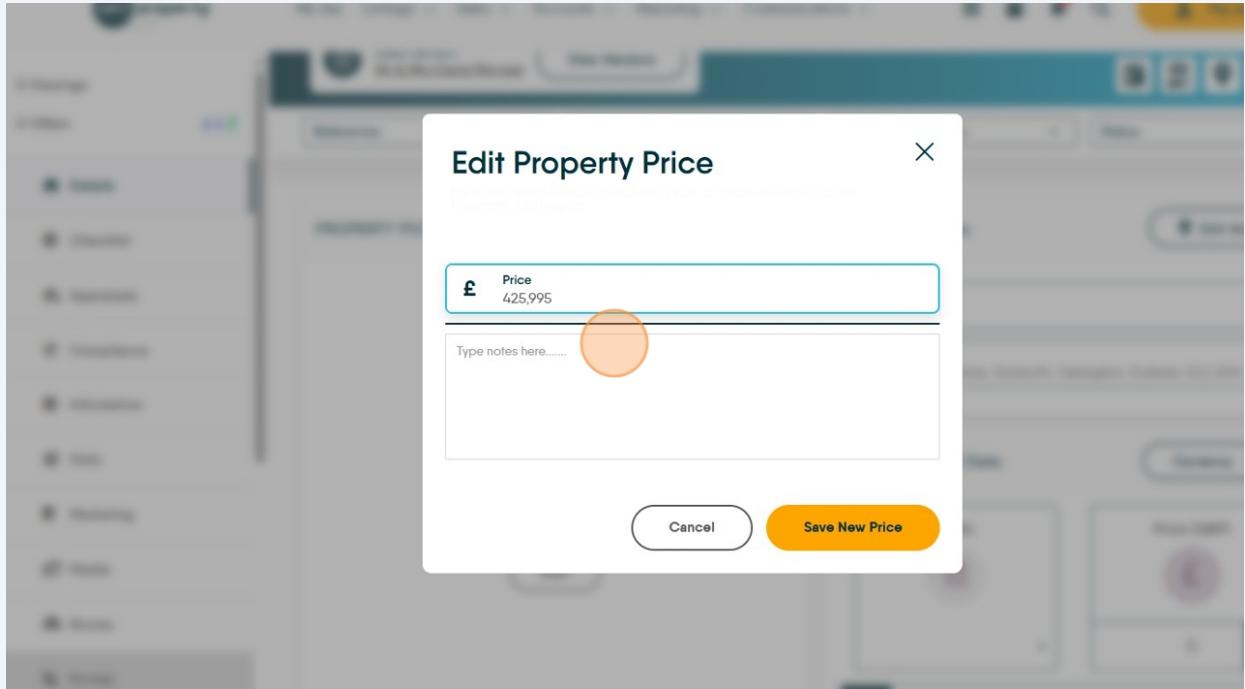
2 Click here.



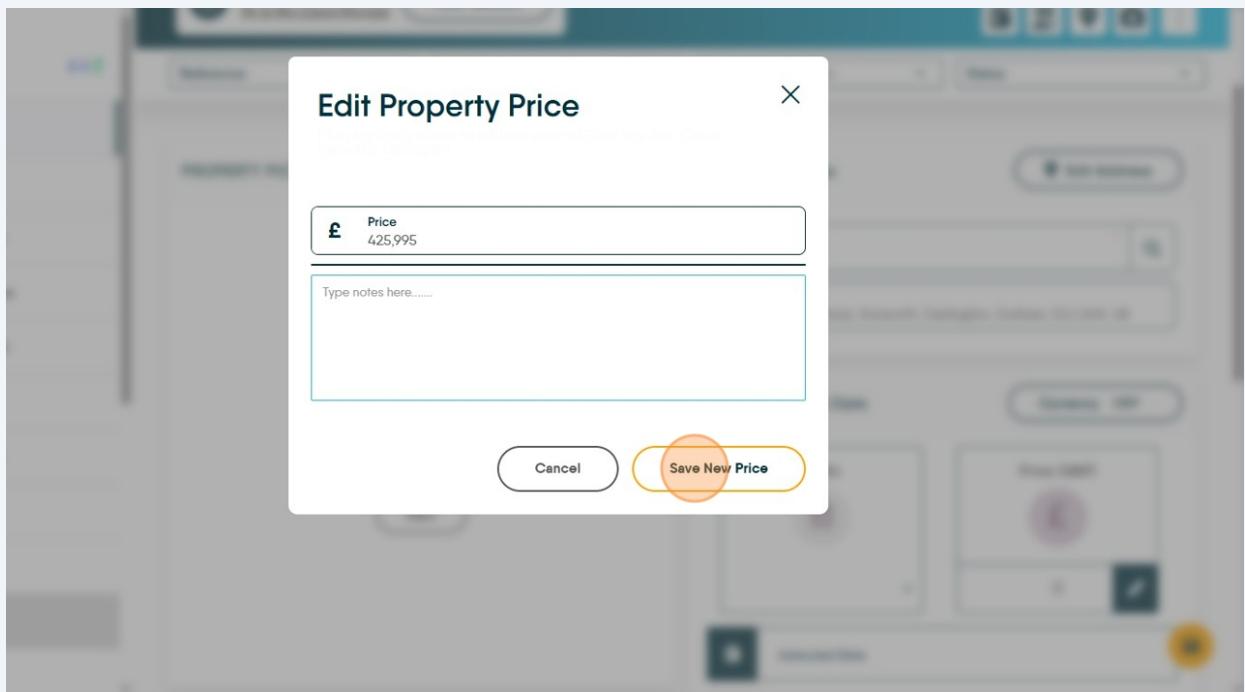
3 Click the "Enter price" field and enter the price.



4 Click the "Type notes here....." field. Add any notes to support the price, reasons for setting that price etc.



5 Click "Save New Price"



6 Click here to set the price prefix in this case we selected "Offers In Excess Of"

PROPERTY PICTURES Upload

No pictures available

Please click the button to add Start

Property Address Edit Address

Postcode: DL2 2HX Search

Address: 7569 Yew Tree Close, Hurworth, Darlington, Durham, DL2 2HX, UK

Price/Instructed Date Currency: GBP

Prefix: Offers In Excess Of Price (GBP): £425,995

Instructed Date Save

PROPERTY PICTURES Upload

No pictures available

Please click the button to add Start

Property Address Edit Address

Postcode: DL2 2HX Search

Address: 7569 Yew Tree Close, Hurworth, Darlington, Durham, DL2 2HX, UK

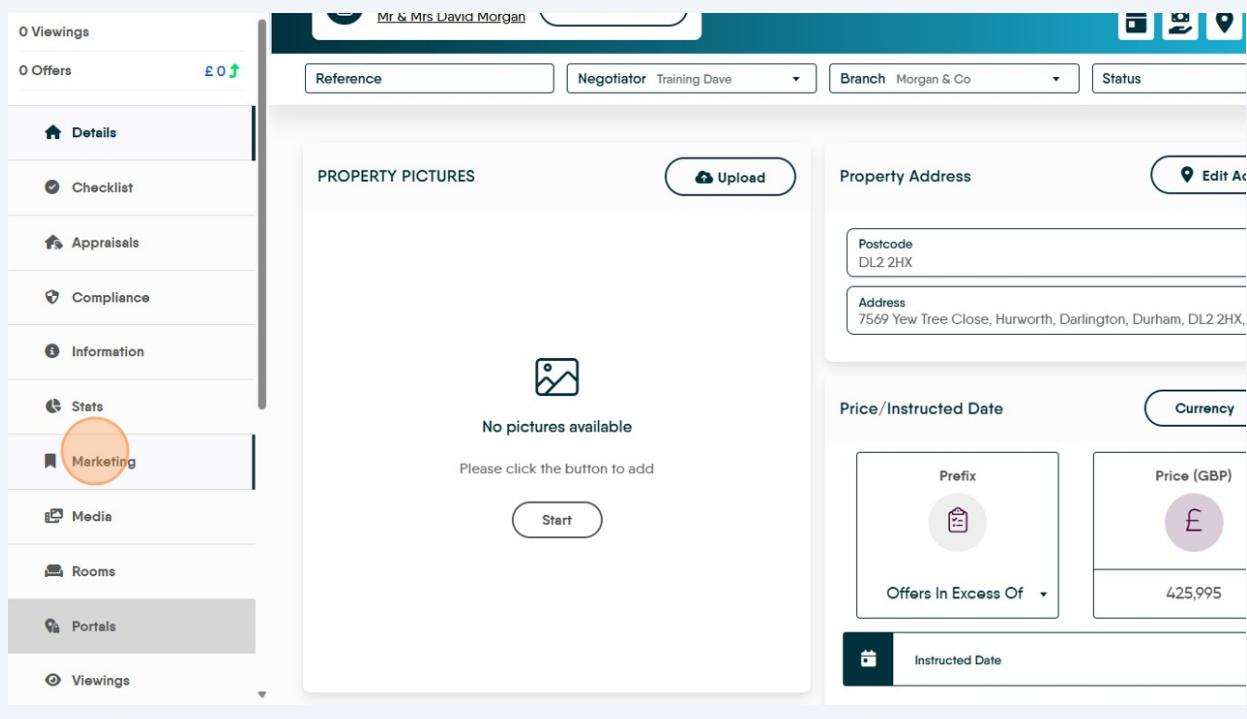
Price/Instructed Date Currency: GBP

Prefix: Offers In Excess Of Price (GBP): £425,995

Instructed Date Save

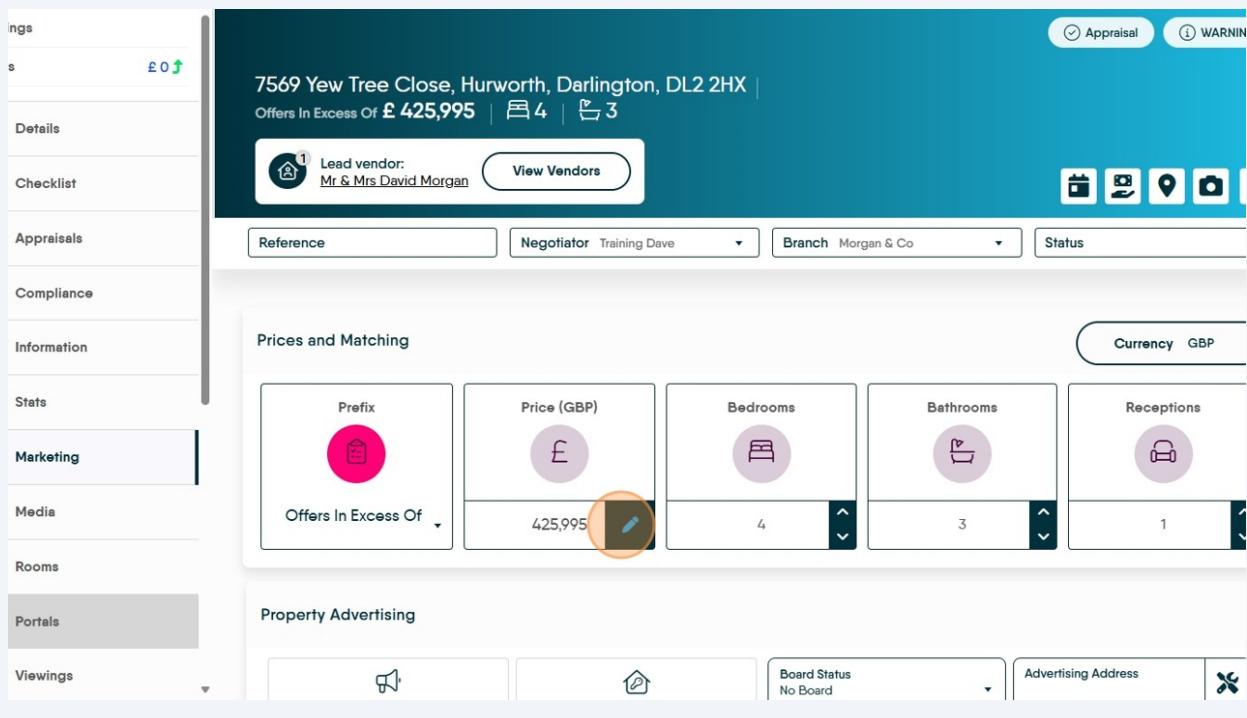
## Setting Price In Marketing Screen

## 7 Click "Marketing"



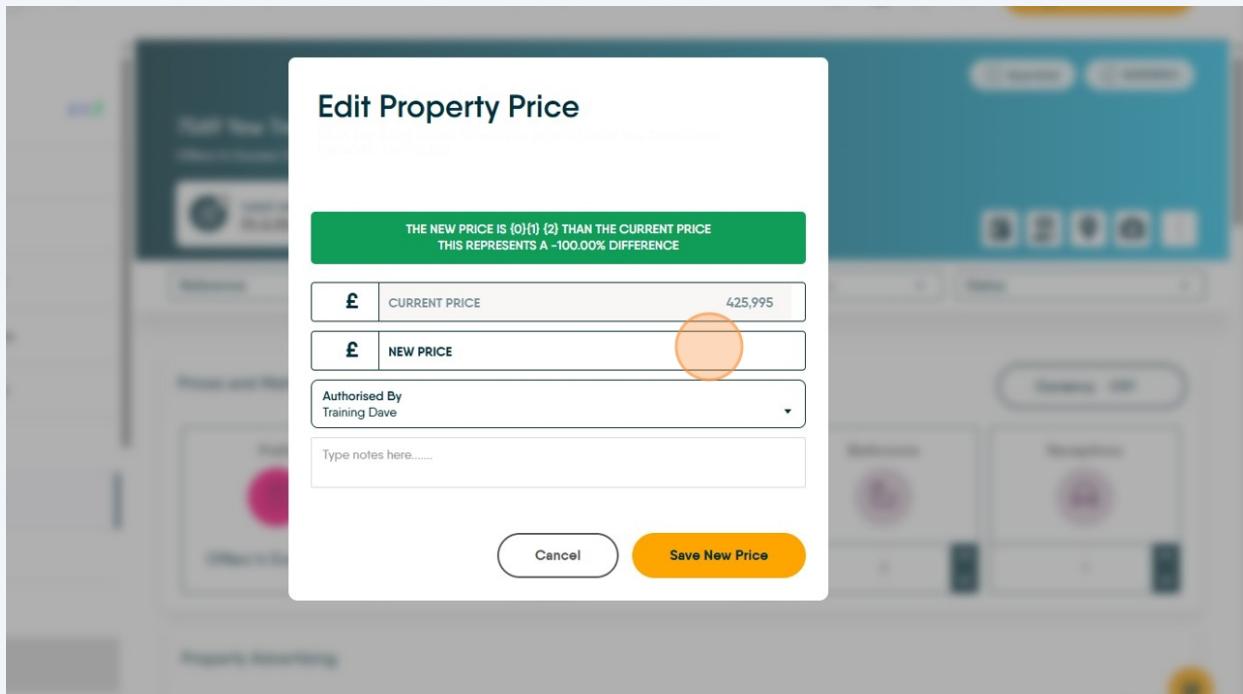
The screenshot shows the software's main interface for a property listing. The left sidebar has a 'Marketing' section highlighted with an orange circle. The main content area shows 'PROPERTY PICTURES' with a placeholder 'No pictures available' and a 'Start' button. To the right, there are sections for 'Property Address' (Postcode: DL2 2HX, Address: 7569 Yew Tree Close, Hurworth, Darlington, DL2 2HX), 'Price/Instructed Date' (Prefix: Offers In Excess Of, Price (GBP): 425,995), and 'Currency' (set to GBP). The top bar shows the property details: Mr & Mrs David Morgan, 0 Viewings, 0 Offers, £ 0, and a green 'Up' arrow.

## 8 In Marketing you can edit the price of the property and edit the Prefix

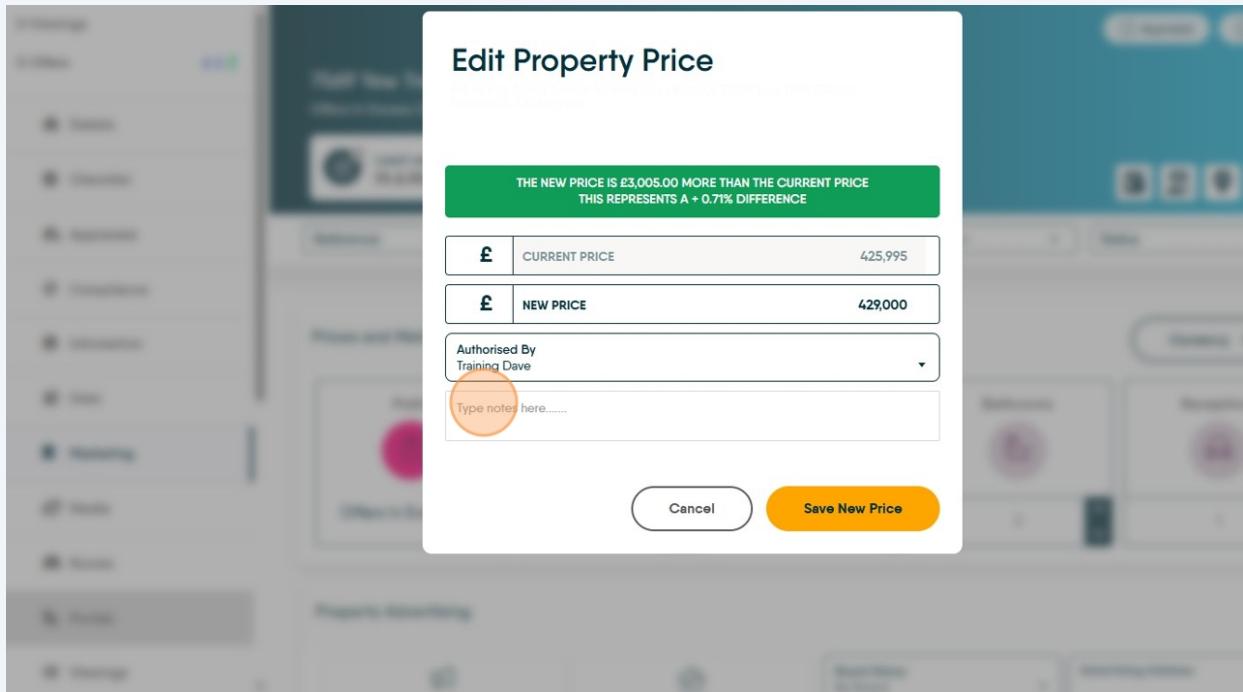


This screenshot shows the 'Marketing' section of the software. The 'Price (GBP)' field is highlighted with a pink circle and a yellow edit icon. The price is listed as '425,995'. The top bar shows the property details: 7569 Yew Tree Close, Hurworth, Darlington, DL2 2HX, Offers In Excess Of £ 425,995, 4 bedrooms, 3 bathrooms, and 1 reception. The sidebar on the left has a 'Marketing' section highlighted with a grey box.

9 Click this text field and add in the new price



10 The dialogue at the top of this screen will show the price difference and the percentage increase. Click the "Type notes here....." field to add any notes to support the price change.



11 Click "Save New Price"

