

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 displays the 'Details' screen for a property listing. The top navigation bar includes a 'View Vendors' button and a search icon. Below the navigation bar, there are fields for 'Reference', 'Negotiator' (Training Dave), 'Branch' (Morgan & Co), and 'Status'. The main content area is divided into two columns. The left column, titled 'PROPERTY PICTURES', shows 'No pictures available' and a 'Start' button. The right column, titled 'Property Address', contains fields for 'Postcode' (DL2 2HX) and 'Address' (7569 Yew Tree Close, Hurworth, Darlington, Durham, DL2 2HX, UK). Below the address fields, there is a 'Price/Instructed Date' section with a 'Currency' dropdown set to 'GBP'. The 'Price (GBP)' field shows '0' and a 'Prefix' dropdown set to '£'. At the bottom, there is an 'Instructed Date' field.

2 Click here.

Mr & Mrs David Morgan

Reference Negotiator Training Dave Branch Morgan & Co Status

PROPERTY PICTURES Upload

No pictures available
Please click the button to add
Start

Property Address Edit Address

Postcode DL2 2HX

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

Price/Instructed Date Currency GBP

Prefix Price (GBP)
£ 0

Instructed Date

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

Edit Property Price

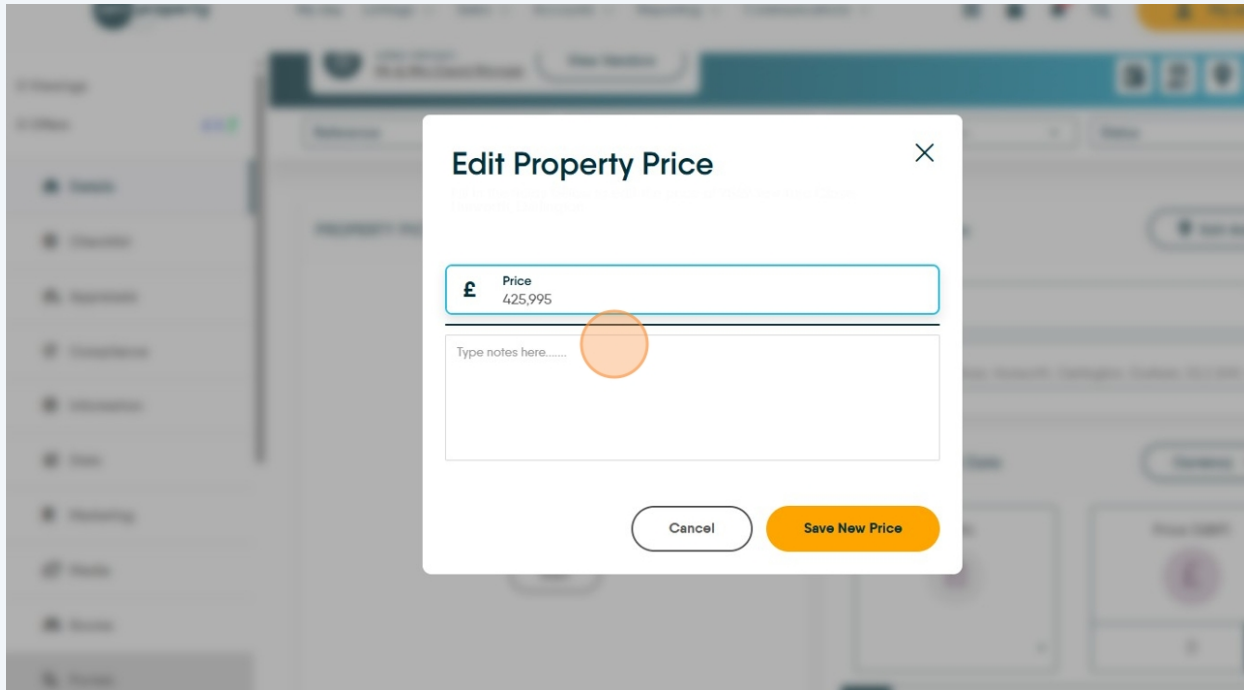
Price
£ Enter price

Type notes here.....

Cancel Save New Price

4

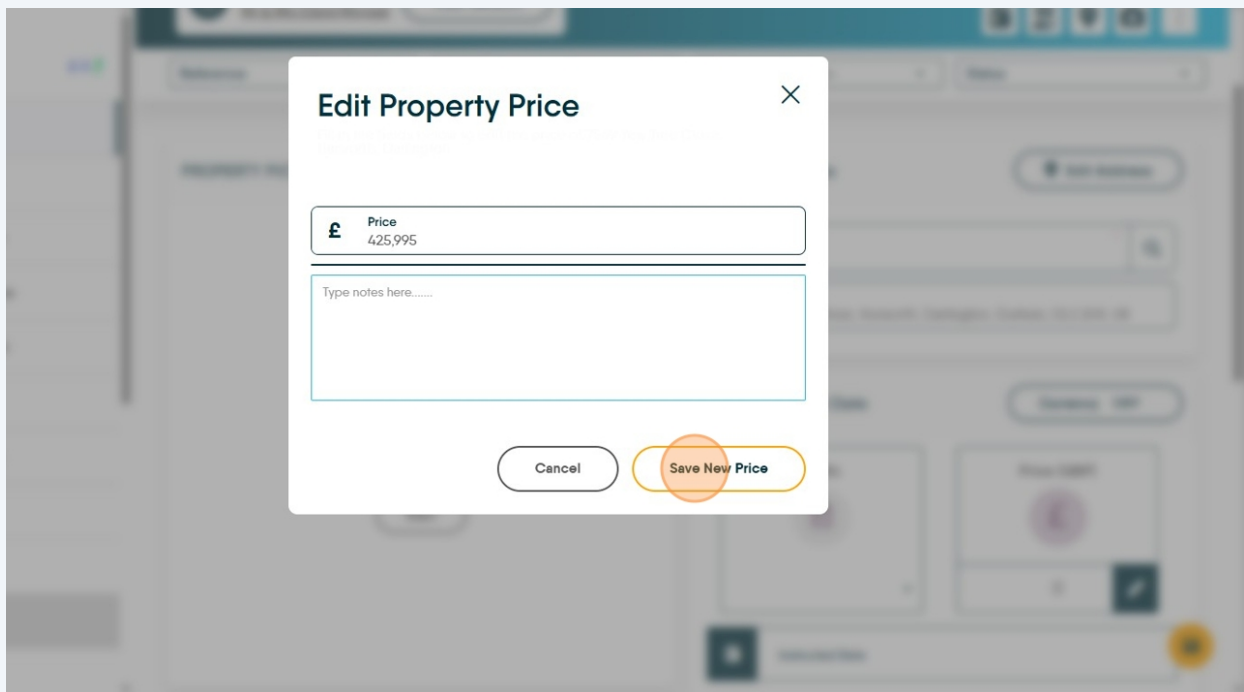
Click the "Type notes here....." field. Add any notes to support the price, reasons for setting that price etc.



The screenshot shows a web application interface with a modal dialog titled "Edit Property Price". The dialog has a close button (X) in the top right corner. Below the title, there is a price input field with a pound symbol (£) and the text "Price 425,995". Below the price field is a text area labeled "Type notes here.....". An orange circle highlights this text area. At the bottom of the dialog, there are two buttons: "Cancel" and "Save New Price". The background shows a blurred view of a property listing page.

5

Click "Save New Price"



The screenshot shows the same "Edit Property Price" dialog box as in the previous step. The "Save New Price" button at the bottom right is now highlighted with an orange circle, indicating it is the next step in the process. The background remains the same blurred property listing page.

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

The screenshot shows a web interface for setting property details. At the top, there's a header with 'Mr & Mrs David Morgan' and a navigation bar with icons. Below the header, there are four input fields: 'Reference', 'Negotiator' (Training Dave), 'Branch' (Morgan & Co), and 'Status'. The main content area is divided into two columns. The left column is titled 'PROPERTY PICTURES' and contains an 'Upload' button, a placeholder image icon, the text 'No pictures available', and a 'Start' button. The right column is titled 'Property Address' and contains an 'Edit Address' button, a 'Postcode' field (DL2 2HX), and an 'Address' field (7569 Yew Tree Close, Hurworth, Darlington, Durham, DL2 2HX, UK). Below the address fields, there's a 'Price/Instructed Date' section. It includes a 'Currency' dropdown set to 'GBP', a 'Prefix' dropdown with a list of options (Default, Fixed Price, From, Guide Price, Offers In Excess Of), and a 'Price (GBP)' field (425,995). An orange circle highlights the 'Offers In Excess Of' option in the prefix dropdown. At the bottom, there's an 'Instructed Date' field.

This screenshot is identical to the one above, showing the same web interface for setting property details. The 'Offers In Excess Of' option in the 'Prefix' dropdown is highlighted with an orange circle.

Setting Price In Marketing Screen

7 Click "Marketing"

Mr & Mrs David Morgan

0 Viewings

0 Offers

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Reference

Negotiator Training Dave

Branch Morgan & Co

Status

PROPERTY PICTURES

Upload

No pictures available

Please click the button to add

Start

Property Address

Edit Address

Postcode DL2 2HX

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

Price/Instructed Date

Currency

Prefix

Offers In Excess Of

Price (GBP)

£

425,995

Instructed Date

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

Appraisal

WARNING

7569 Yew Tree Close, Hurworth, Darlington, DL2 2HX |

Offers In Excess Of £425,995 | 4 | 3

Lead vendor: Mr & Mrs David Morgan

View Vendors

Reference

Negotiator Training Dave

Branch Morgan & Co

Status

Prices and Matching

Currency GBP

Prefix

Offers In Excess Of

Price (GBP)

£

425,995

Bedrooms

4

Bathrooms

3

Receptions

1

Property Advertising

Board Status No Board

Advertising Address

- 9 Click this text field and add in the new price

Edit Property Price

THE NEW PRICE IS 0.0% (2) THAN THE CURRENT PRICE
THIS REPRESENTS A -100.00% DIFFERENCE

£	CURRENT PRICE	425,995
£	NEW PRICE	

Authorised By
Training Dave

Type notes here.....

Cancel Save 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.

Edit Property Price

THE NEW PRICE IS £3,005.00 MORE THAN THE CURRENT PRICE
THIS REPRESENTS A + 0.71% DIFFERENCE

£	CURRENT PRICE	425,995
£	NEW PRICE	429,000

Authorised By
Training Dave

Type notes here.....

Cancel Save New Price

11 Click "Save New Price"

Edit Property Price

THE NEW PRICE IS £3,005.00 MORE THAN THE CURRENT PRICE
THIS REPRESENTS A + 0.71% DIFFERENCE

£	CURRENT PRICE	425,995
£	NEW PRICE	429,000

Authorised By
Training Dave

Type notes here.....

Cancel Save New Price