

Adding a Room Information to a Property Record



This guide provides a step-by-step process for adding room information to a property record, ensuring that users can accurately document and showcase property features.

By following these instructions, users can enhance their property listings, making them more appealing to potential buyers or renters. The guide simplifies the process, making it accessible even for those unfamiliar with the system, ultimately improving property management efficiency.



The process detailed below is identical if the property is a sales or lettings property. The key difference is, if in lettings configuration the HMO option is enabled then the individual rooms will show in the tenancy section and be able to be let out individually.

1 Navigate to a property record

The screenshot shows the 'iam property' dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The left sidebar lists various modules: Accounts, Compliance, Information, Maintenance, Payment, Marketing, Key Control, Media, Rooms, Portals, and Viewings. The main content area displays a property record for '7250 Pelaw Crescent, Chester le Street, DH2 2HX'. It shows '3' bedrooms and '2' bathrooms, with a price of '£ 1600.00 pcm'. The status is 'Available'. There are buttons for 'Lead landlord: Lettings Landlord202' and 'Lead tenant:'. Below this, there are fields for 'Reference:', 'Negotiator: Training Dave', 'Branch: Morgan & Co', and 'Status: Prospect'. The 'PROPERTY PICTURES' section shows a photo of the property. The 'Property Address' section has fields for 'Postcode: DH2 2HX' and 'Full Address: 7250 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, UK'. The 'Property Information' section is partially visible at the bottom.

2 Click "Rooms"

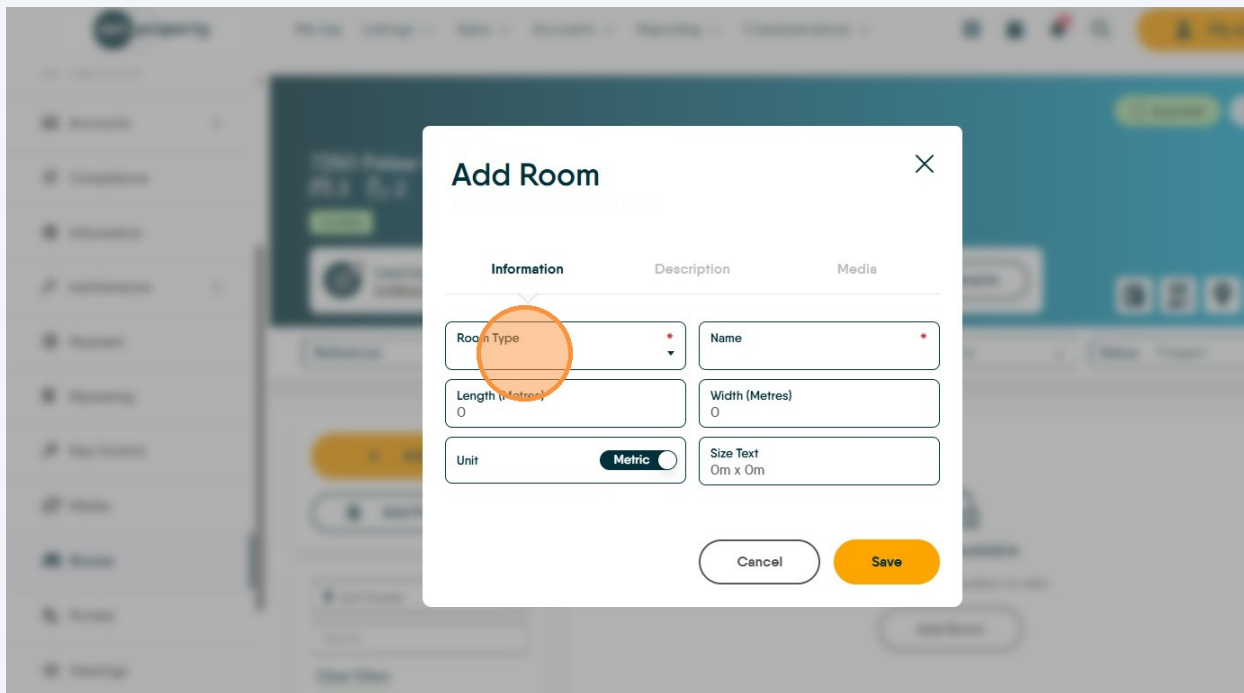
The screenshot shows a software interface with a sidebar on the left containing various menu items: Accounts, Compliance, Information, maintenance, Payment, Marketing, Key Control, Media, Rooms, Portals, Viewings, Offers, and Enquiries. The 'Rooms' item is highlighted with an orange circle. The main content area displays property details for '7250 Pelaw Crescent, Chester le Street, DH2 2HX' with 3 bedrooms and 2 bathrooms, priced at £1600.00 pcm. It includes buttons for 'View Landlords' and 'View Tenants', a status of 'Available', and a search bar. Below this, there are sections for 'PROPERTY PICTURES' (with an 'Upload' button), 'Property Address' (with fields for Postcode and Full Address), and 'Property Information' (with a checklist and a '£' symbol).

3 Click "Add Room"

The screenshot shows the same software interface as before, but now the 'Add Room' button is highlighted with an orange circle. The main content area displays the same property details. Below the 'PROPERTY PICTURES' section, there are two buttons: '+ Add Room' and 'Add From PlanUp'. The '+ Add Room' button is highlighted with an orange circle. Below these buttons, there is a 'Sort Rooms' dropdown menu, a search bar, and a 'Clear filters' link. On the right side, there is a message 'No rooms available' with a car icon and a button to 'Add Room'.

4

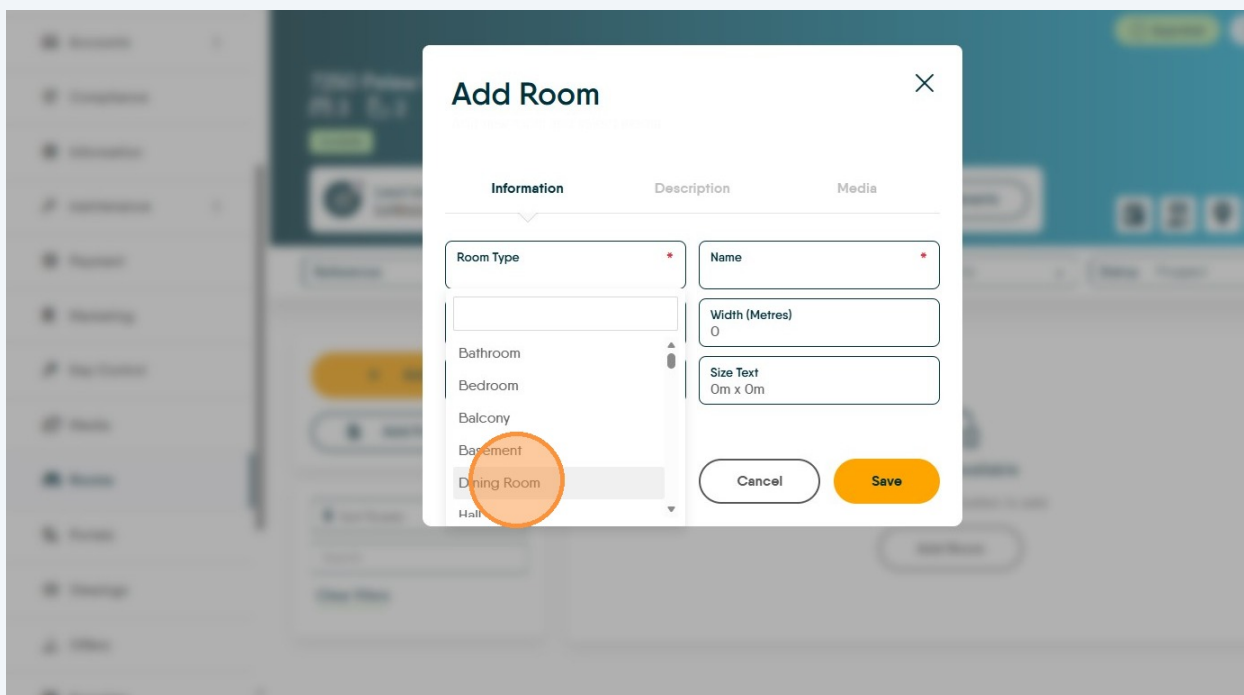
Click here to select the '**Room Type**' from the drop down menu.



The screenshot shows the 'Add Room' form with the 'Room Type' dropdown menu highlighted by an orange circle. The form has three tabs: 'Information', 'Description', and 'Media'. The 'Information' tab is active. The form contains the following fields:

- Room Type** (dropdown menu, highlighted with an orange circle)
- Name** (text input field)
- Length (Metres)** (text input field, value: 0)
- Width (Metres)** (text input field, value: 0)
- Unit** (radio button, value: Metric)
- Size Text** (text input field, value: 0m x 0m)

At the bottom of the form are two buttons: 'Cancel' and 'Save'.



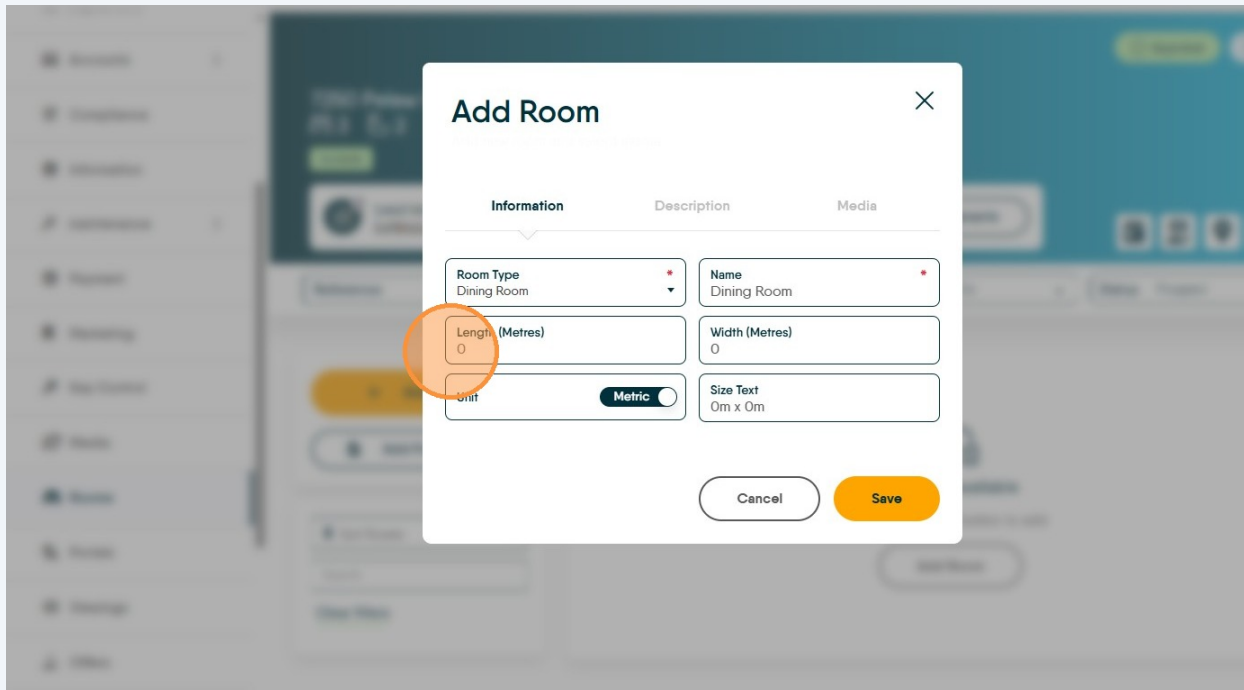
The screenshot shows the 'Add Room' form with the 'Room Type' dropdown menu open. The dropdown menu lists the following options: Bathroom, Bedroom, Balcony, Basement, Dining Room, and Hall. The 'Dining Room' option is highlighted by an orange circle. The form has three tabs: 'Information', 'Description', and 'Media'. The 'Information' tab is active. The form contains the following fields:

- Room Type** (dropdown menu, highlighted with an orange circle)
- Name** (text input field)
- Width (Metres)** (text input field, value: 0)
- Size Text** (text input field, value: 0m x 0m)

At the bottom of the form are two buttons: 'Cancel' and 'Save'.

5

Click "**Length (Metres)**" and add the size of the room, click 'Width...' to add the width of the room.. This can be either metric or imperial measurements, selected via the toggle on screen.



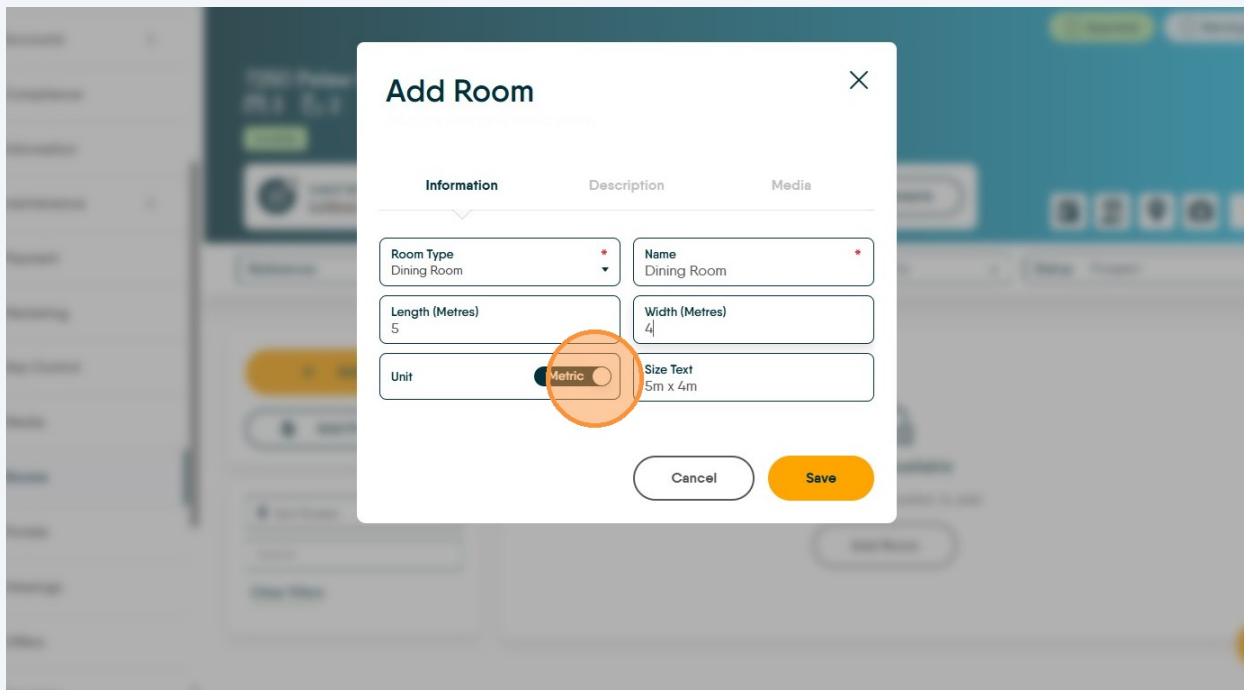
The screenshot shows the 'Add Room' modal form. The 'Length (Metres)' field is highlighted with an orange circle. The form contains the following fields:

Information		Description	Media
Room Type Dining Room	Name Dining Room		
Length (Metres) 0	Width (Metres) 0		
Unit Metric	Size Text 0m x 0m		

Buttons: Cancel, Save

6

Click "**Unit Metric**" to change from Metric to Imperial measurements



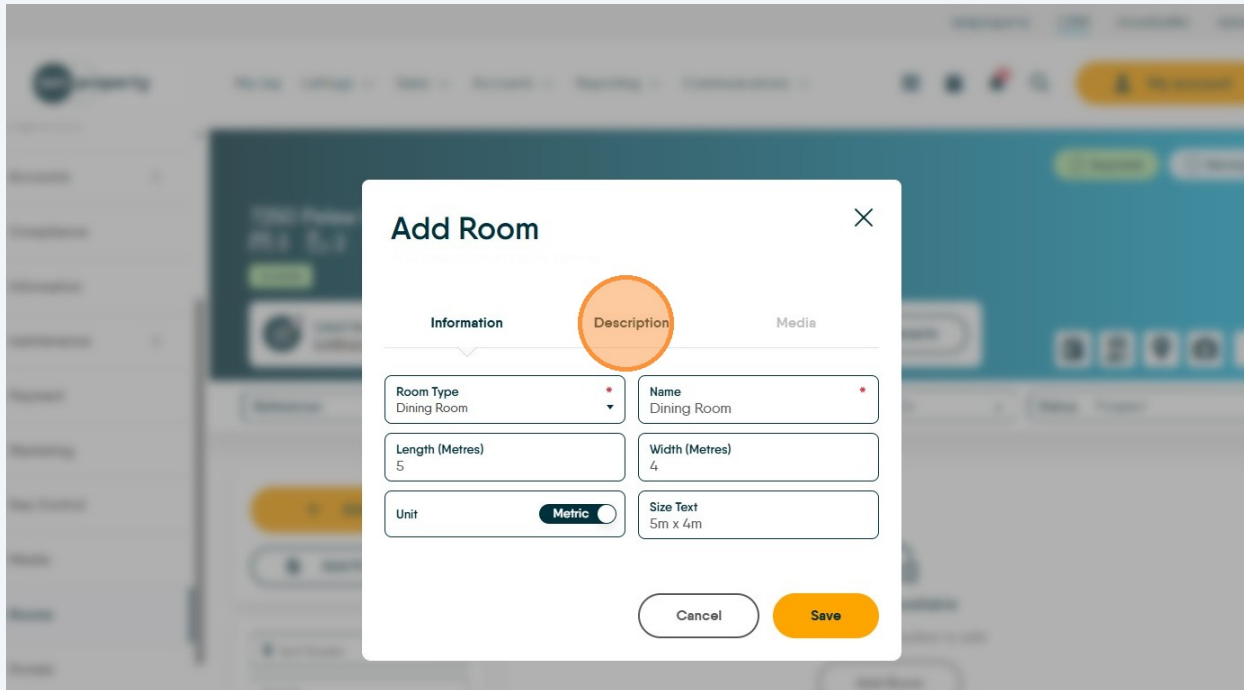
The screenshot shows the 'Add Room' modal form. The 'Unit Metric' toggle is highlighted with an orange circle. The form contains the following fields:

Information		Description	Media
Room Type Dining Room	Name Dining Room		
Length (Metres) 5	Width (Metres) 4		
Unit Metric	Size Text 5m x 4m		

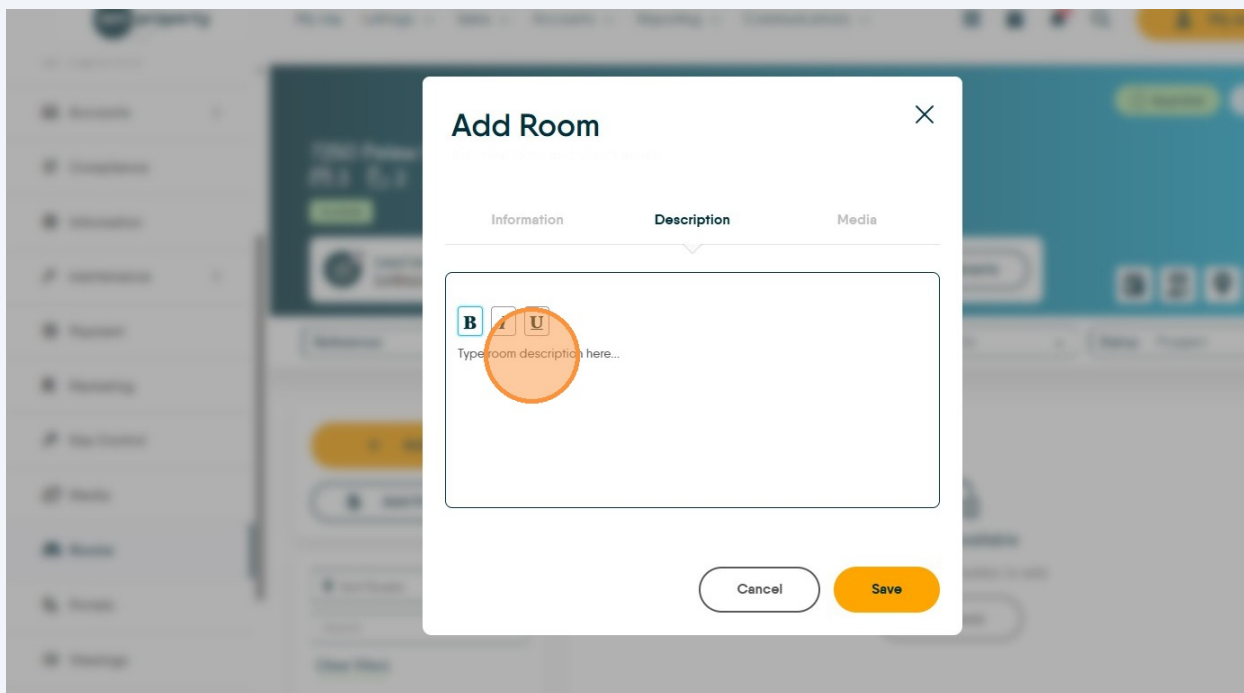
Buttons: Cancel, Save

7

Click "**Description**"
Add your room description

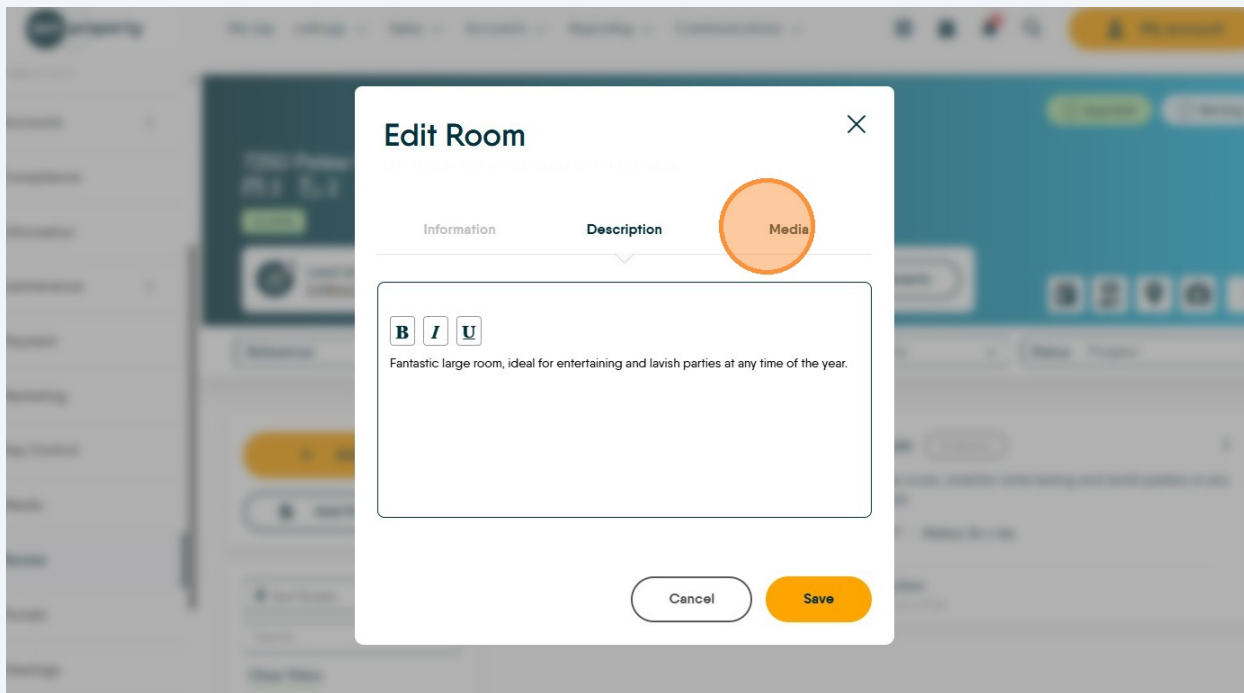


The screenshot shows a web application interface with a modal dialog titled "Add Room". The dialog has three tabs: "Information", "Description", and "Media". The "Description" tab is selected and highlighted with an orange circle. The "Information" tab contains fields for "Room Type" (Dining Room), "Length (Metres)" (5), "Width (Metres)" (4), "Unit" (Metric), and "Size Text" (5m x 4m). The "Description" tab is currently empty, showing only the tab label and a close button. The "Media" tab is also empty. At the bottom of the dialog are "Cancel" and "Save" buttons.

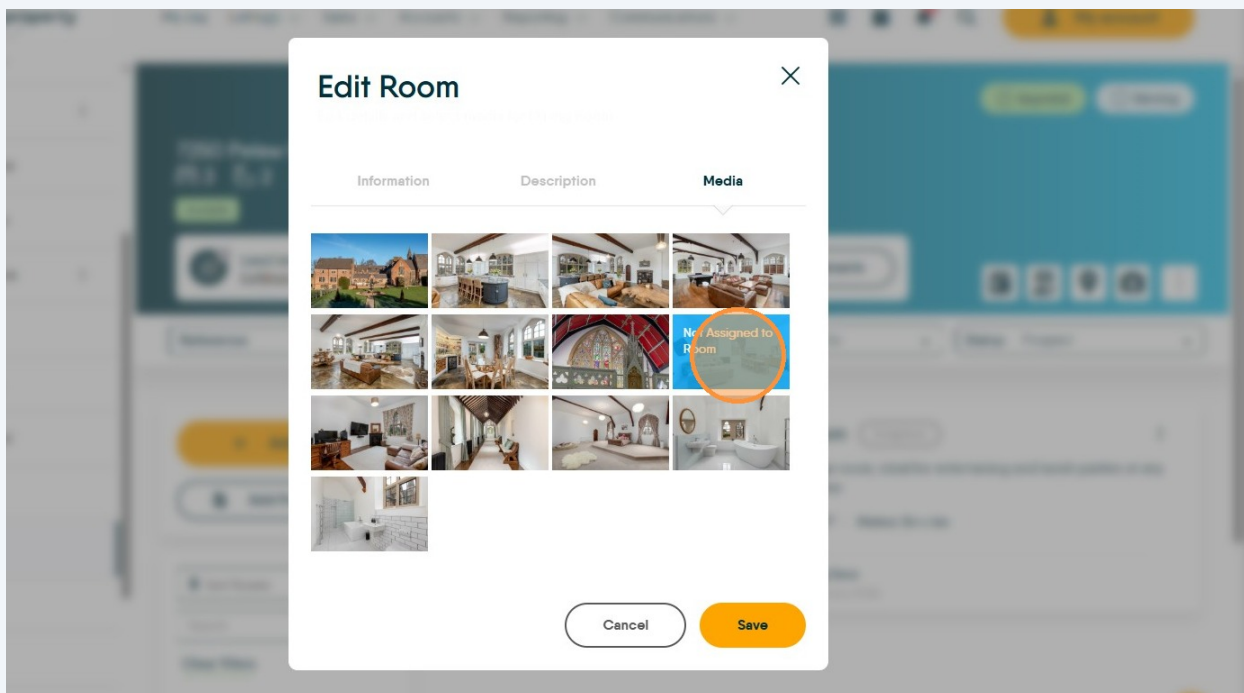


The screenshot shows the same "Add Room" dialog box, but now the "Description" tab is active. The "Description" tab contains a text area with a placeholder text "Type room description here...". The text area is highlighted with an orange circle. The "Information" tab is now inactive. The "Media" tab remains empty. The "Cancel" and "Save" buttons are still at the bottom.

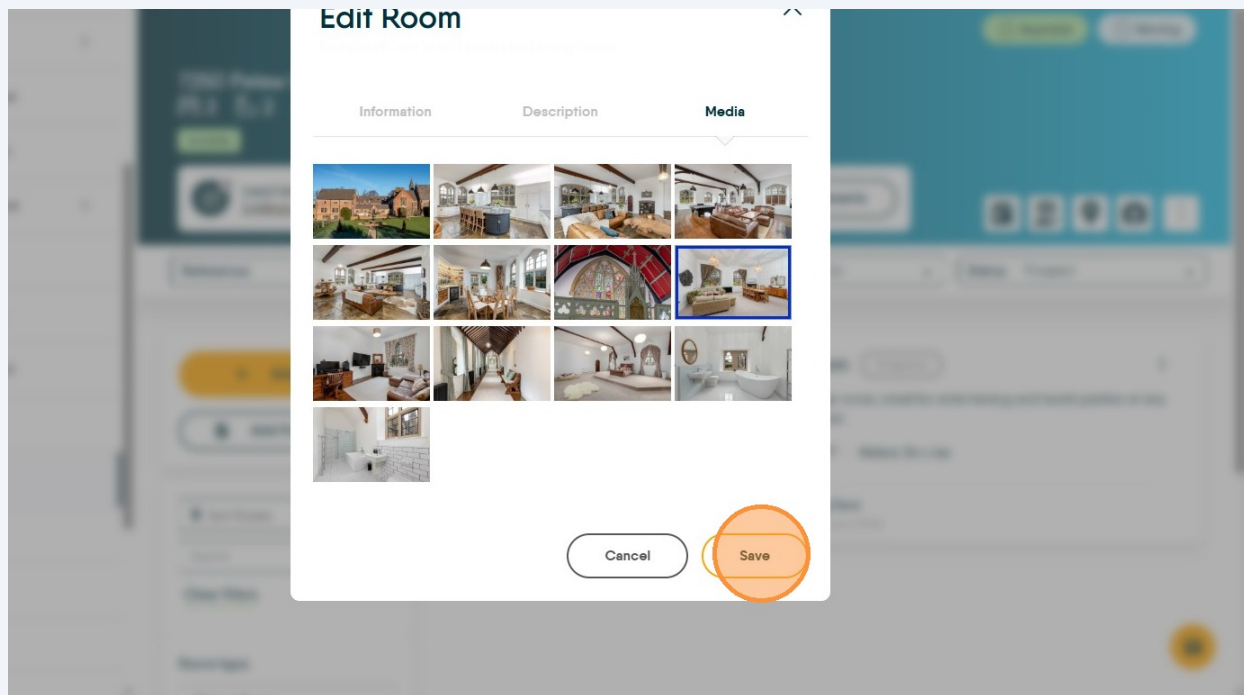
- 8 Click "**Media**" to add images to the room.



- 9 Click click each image to select, multiple images can be picked per room.



10 Once complete click **"Save"**



11 The result will look like this

