

Adding 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 displays the 'iam property' dashboard. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The main content area shows the property record for '7250 Pelaw Crescent, Chester le Street, DH2 2HX' with a price of '£ 1600.00 pcm'. It includes buttons for 'View Landlords' and 'View Tenants', and a 'PROPERTY PICTURES' section with an 'Upload' button. The 'Property Address' section shows the 'Postcode' as 'DH2 2HX' and the 'Full Address' as '7250 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, UK'. The 'Property Information' section is partially visible at the bottom.

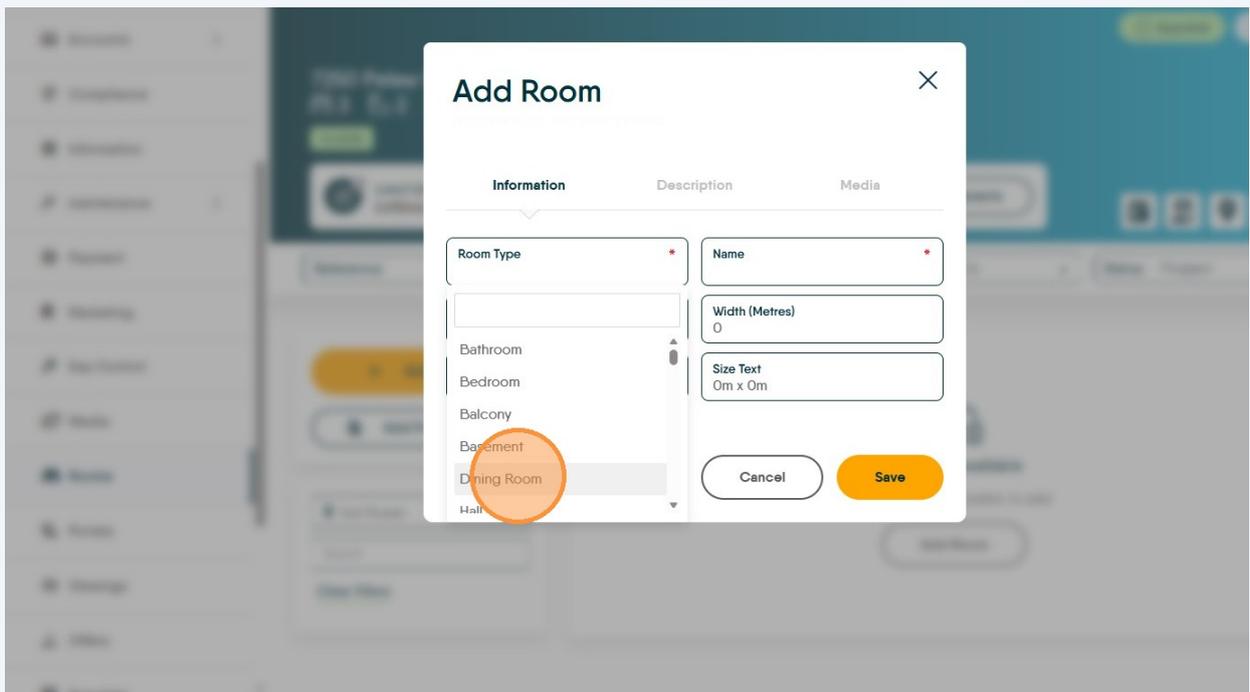
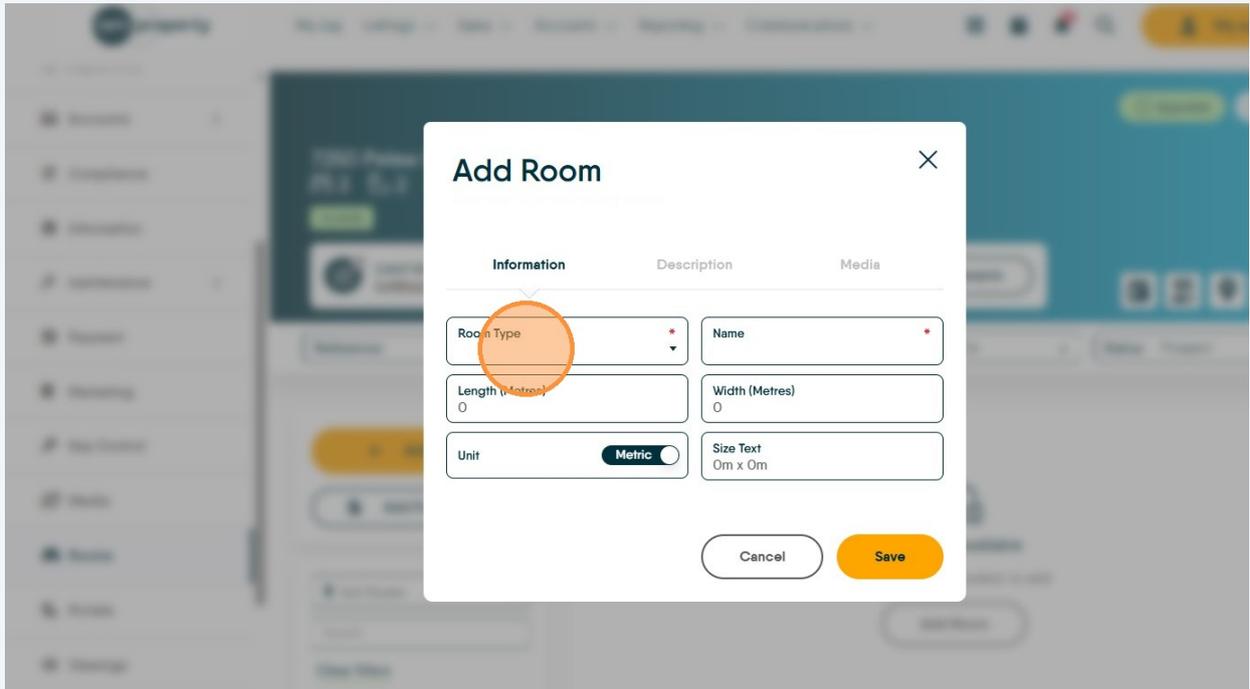
2 Click "Rooms"

The screenshot shows a property management dashboard. On the left is a vertical sidebar menu with items: Accounts, Compliance, Information, maintenance, Payment, Marketing, Key Control, Media, Rooms (highlighted with an orange circle), Portals, Viewings, Offers, and Enquiries. The main content area has a dark teal header with the address "7250 Pelaw Crescent, Chester le Street, DH2 2HX | 3 2 | £ 1600.00 pcm" and an "Available" status. Below the header are buttons for "Lead landlord: Lettings Landlord202" and "Lead tenant:". A search bar and filters for "Negotiator: Training Dave", "Branch: Morgan & Co", and "Status: Prospect" are visible. The main content is divided into "PROPERTY PICTURES" (with an "Upload" button and a photo of a large brick building) and "Property Address" (with fields for "Postcode: DH2 2HX" and "Full Address: 7250 Pelaw Crescent, Chester le Street, County Durham, DH2"). A "Property Information" section is partially visible at the bottom.

3 Click "Add Room"

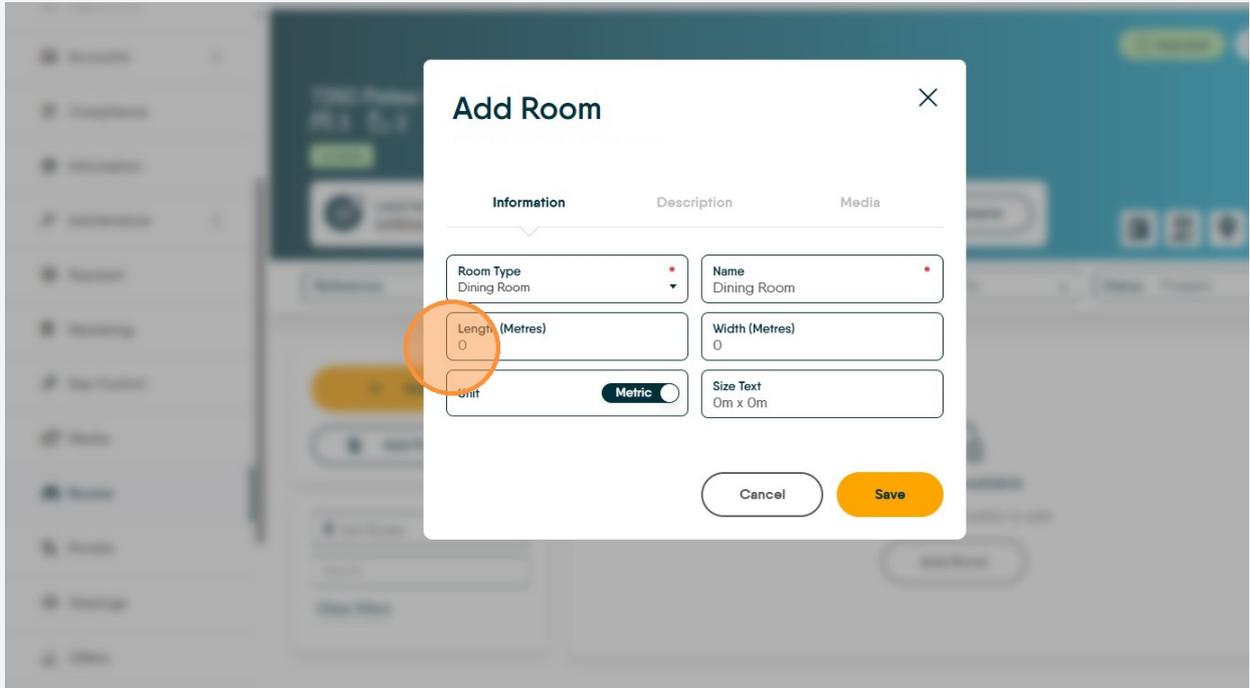
This screenshot shows the same dashboard as above, but with the "Rooms" menu item in the sidebar highlighted. The main content area now displays a "No rooms available" message with a car icon and the text "Please click the button to add". A prominent "Add Room" button is highlighted with an orange circle. Below this, there are buttons for "Add From PlanUp", a "Sort Rooms" dropdown menu, a search input field, and a "Clear filters" link. The header and filter sections remain the same as in the previous screenshot.

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



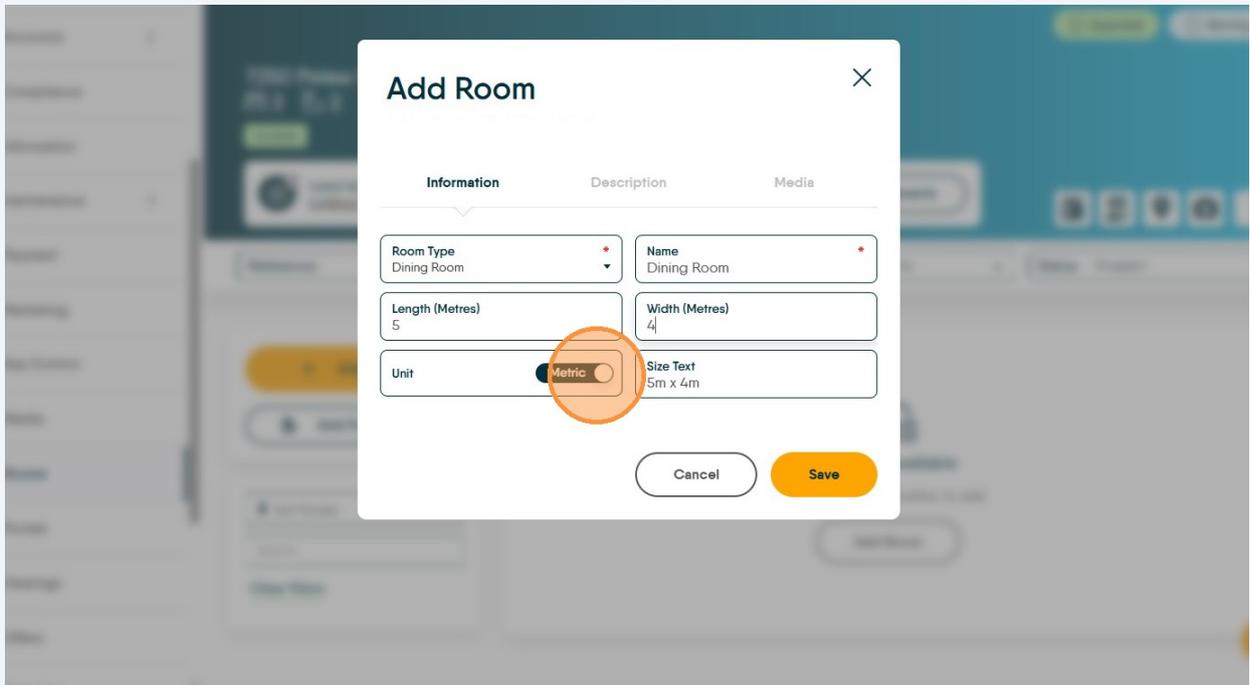
5

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.



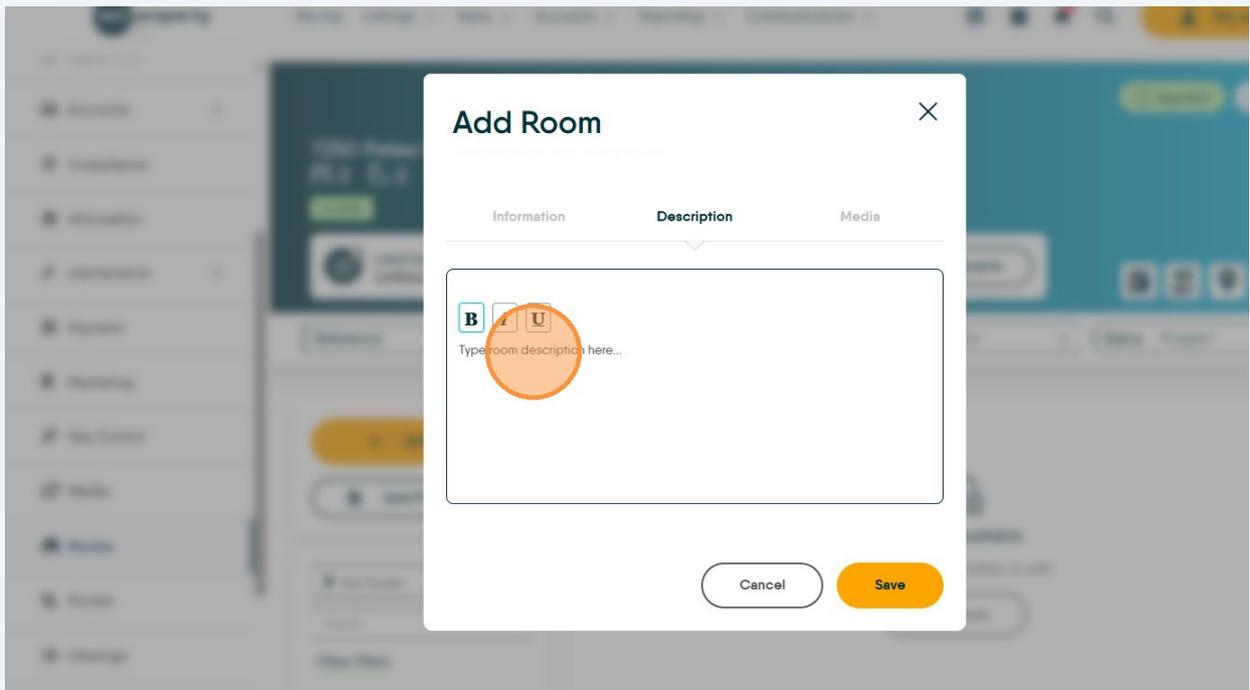
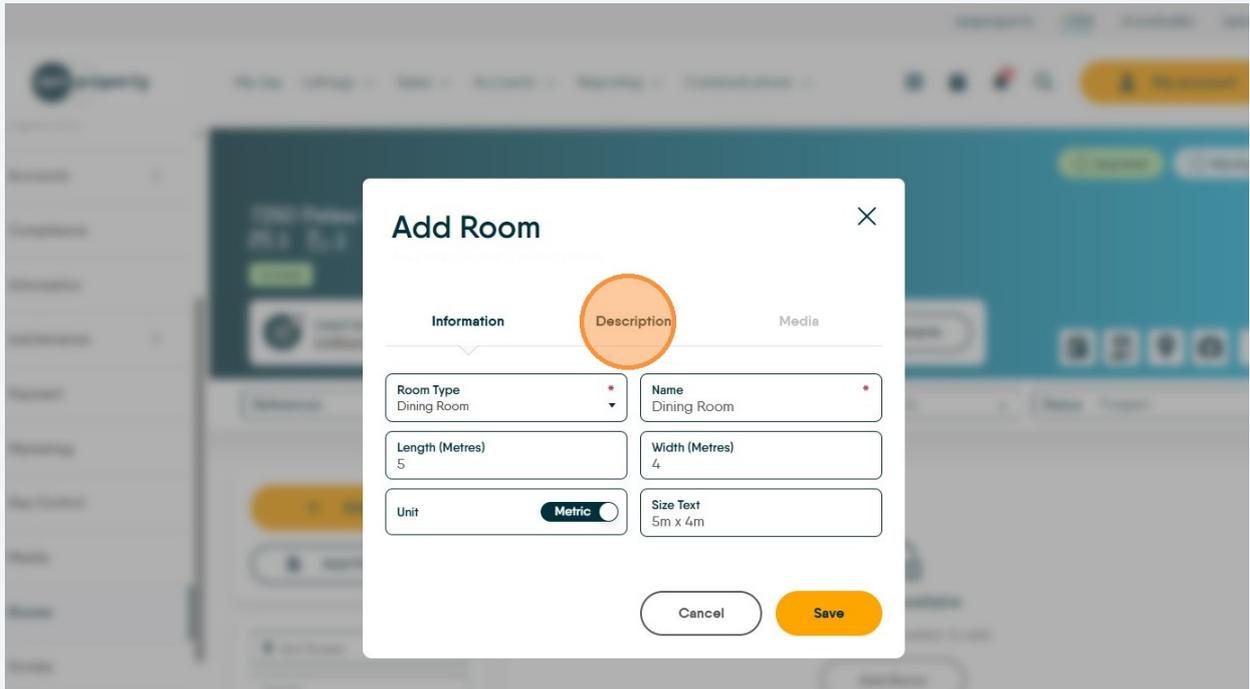
6

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

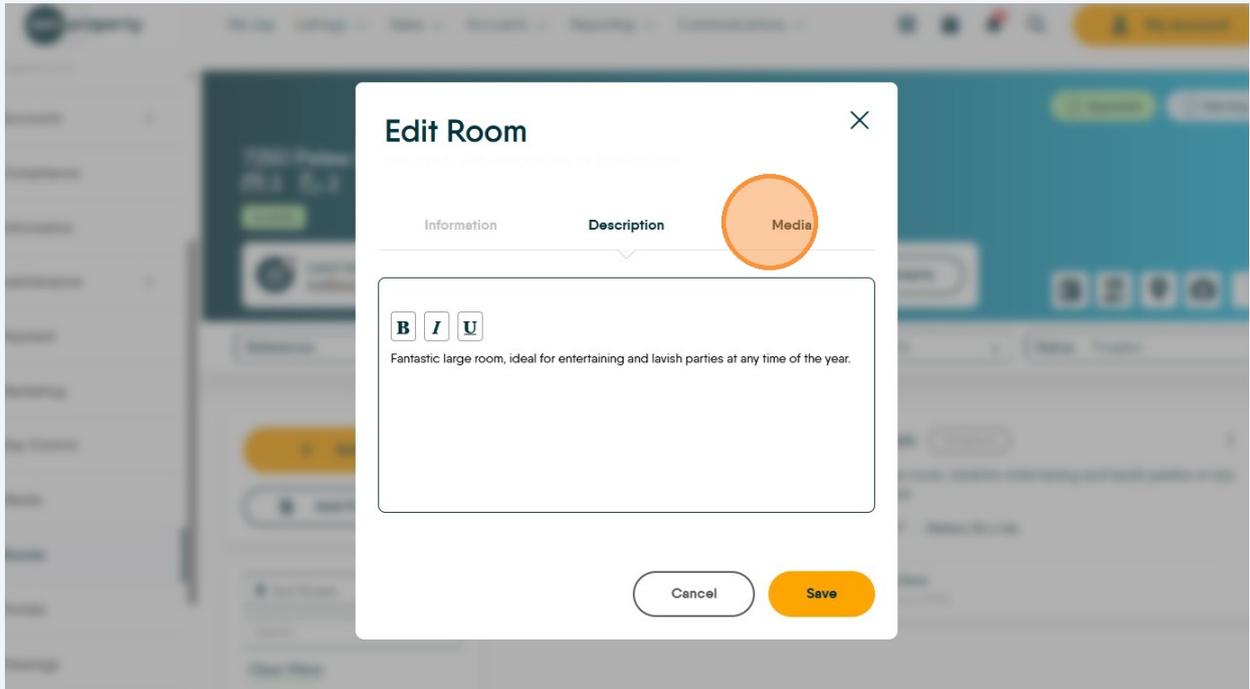


7

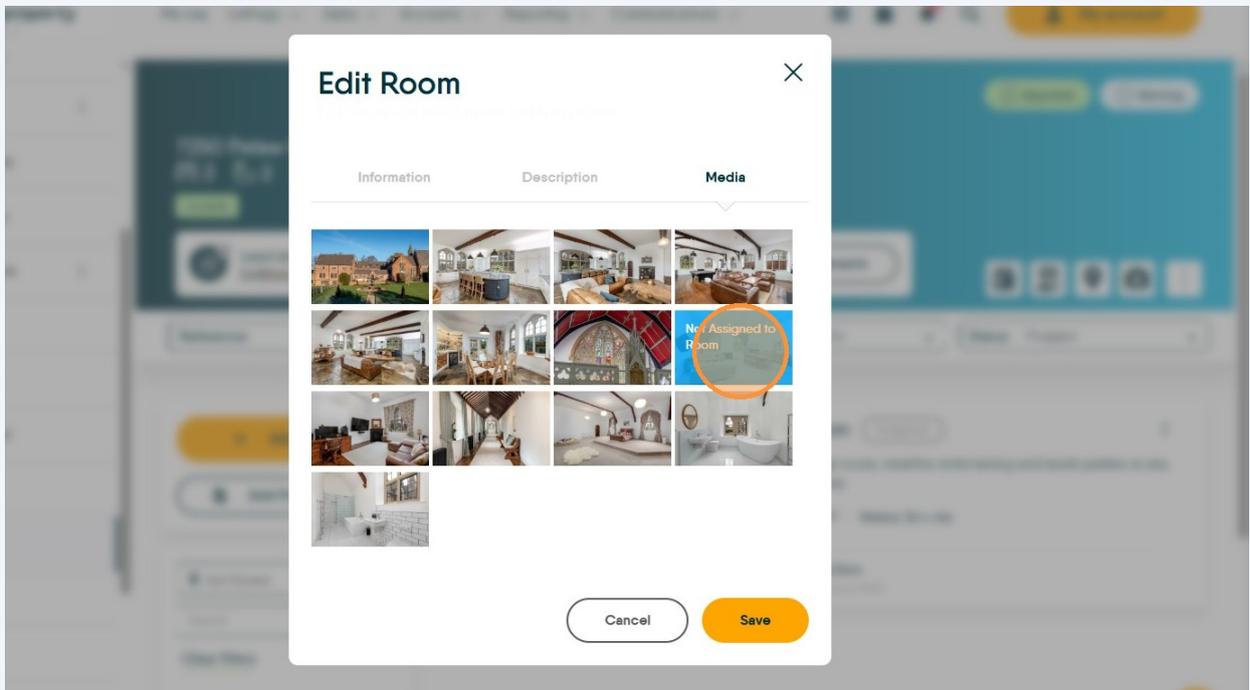
Click "**Description**"
Add your room description



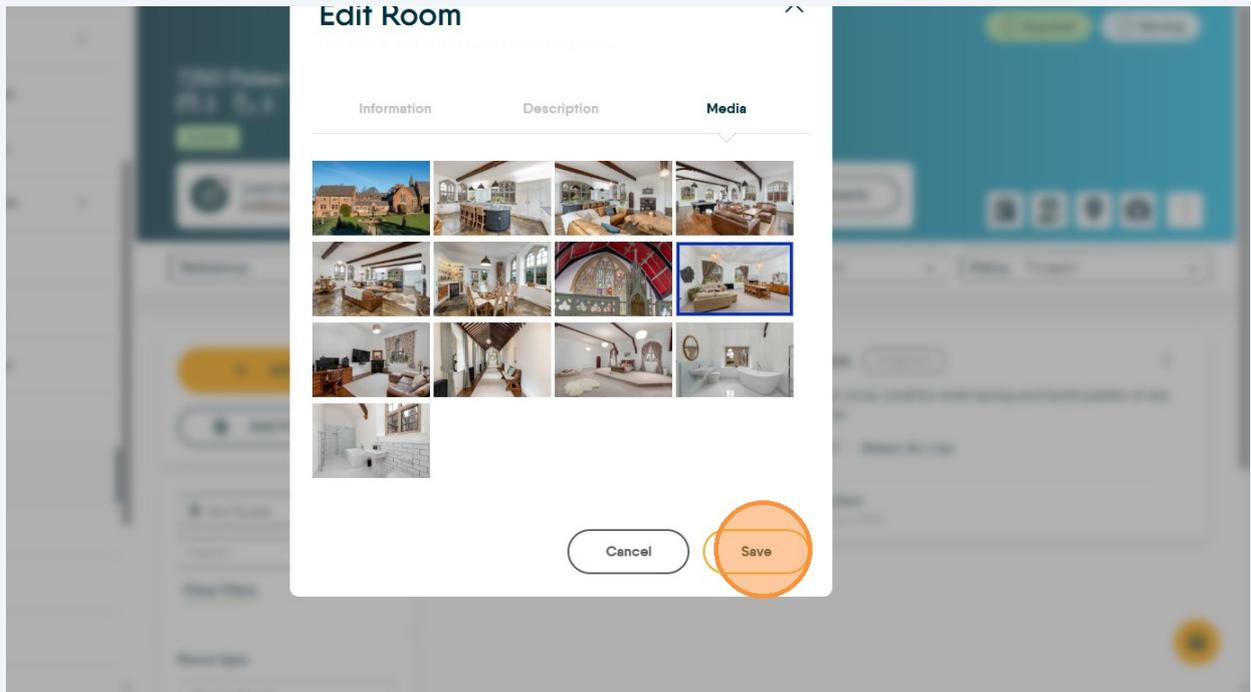
8 Click "**Media**" to add images to the room.



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

