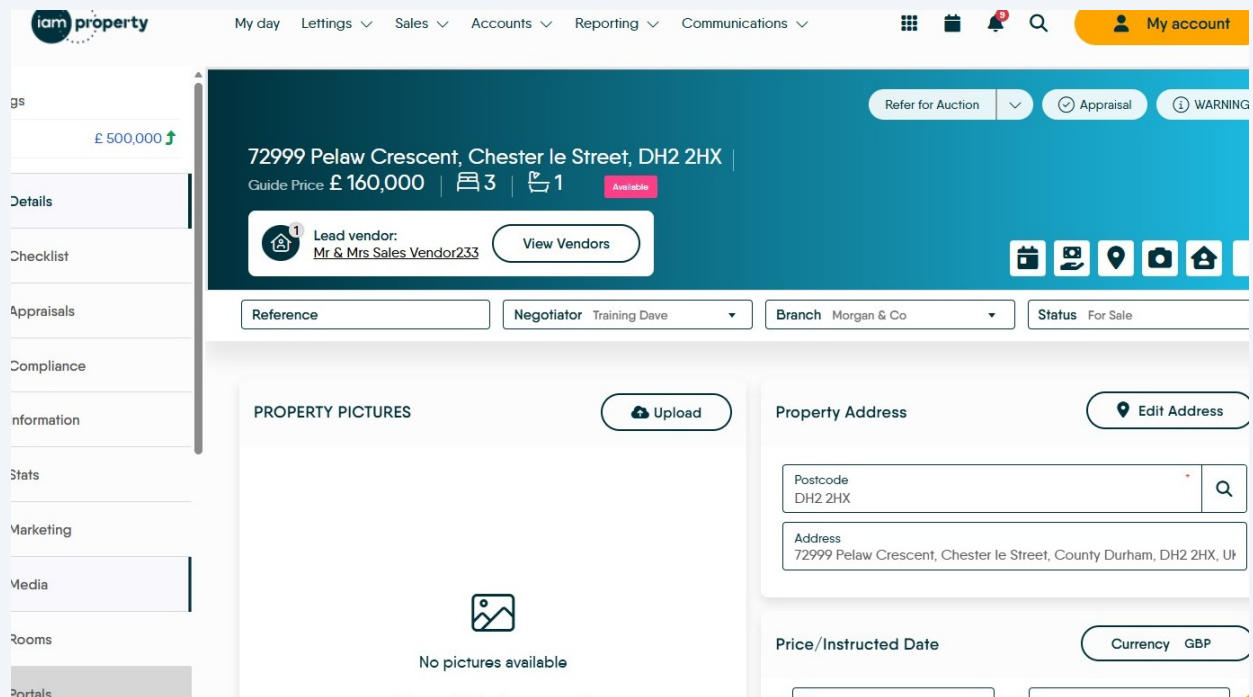


Uploading Property Media



Learn how to efficiently manage property photos by uploading files and assigning them to specific rooms within the CRM. Adding individual rooms is optional, if it is done the room detail shows at the end of the main description.

1 Navigate to the property you are adding the images to.



Media Upload and Editing

2 Click "Media"

0 Viewings

1 Offers £ 500,000 ↑

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Refer for Auction

Appraisal

72999 Pelaw Crescent, Chester le Street, DH2 2HX

Guide Price £ 160,000 | 3 | 1 Available

Lead vendor: Mr & Mrs Sales Vendor233

View Vendors

Calendar

Chat

Location

Photo

Reference

Negotiator Training Dave

Branch Morgan & Co

Status For Sale

PROPERTY PICTURES

Upload

No pictures available

Please click the button to add

Start

Property Address

Edit Address

Postcode DH2 2HX

Address 72999 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX

Price/Instructed Date

Currency

Prefix

Price (GBP) £

3 Click "Add Media"

0 Viewings

1 Offers £ 500,000 ↑

Details

Checklist

Appraisals

Compliance

Information

Stats

Marketing

Media

Rooms

Portals

Viewings

Refer for Auction

Appraisal

72999 Pelaw Crescent, Chester le Street, DH2 2HX

Guide Price £ 160,000 | 3 | 1 Available

Lead vendor: Mr & Mrs Sales Vendor233

View Vendors

Calendar

Chat

Location

Photo

Reference

Negotiator Training Dave

Branch Morgan & Co

Status For Sale

+ Add Media

Sort Media Default

Search

Clear filters

Media type

Image

Floorplan

No pictures available

Please click the button to add

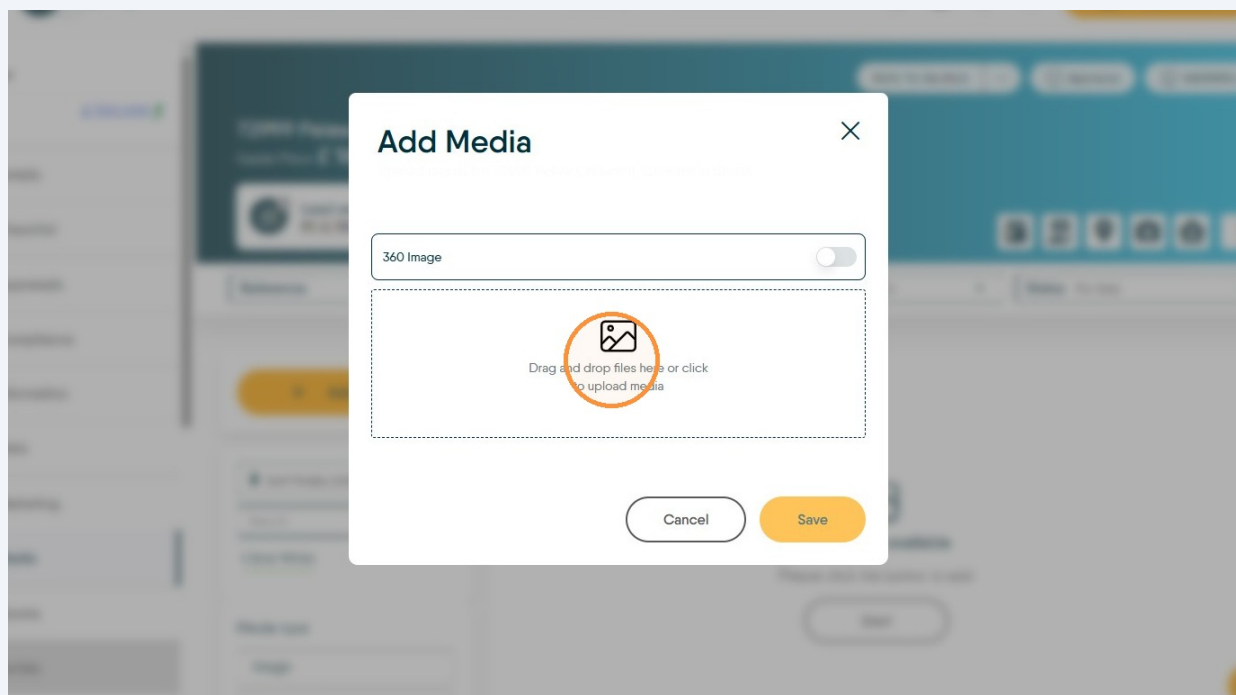
Start

2

4

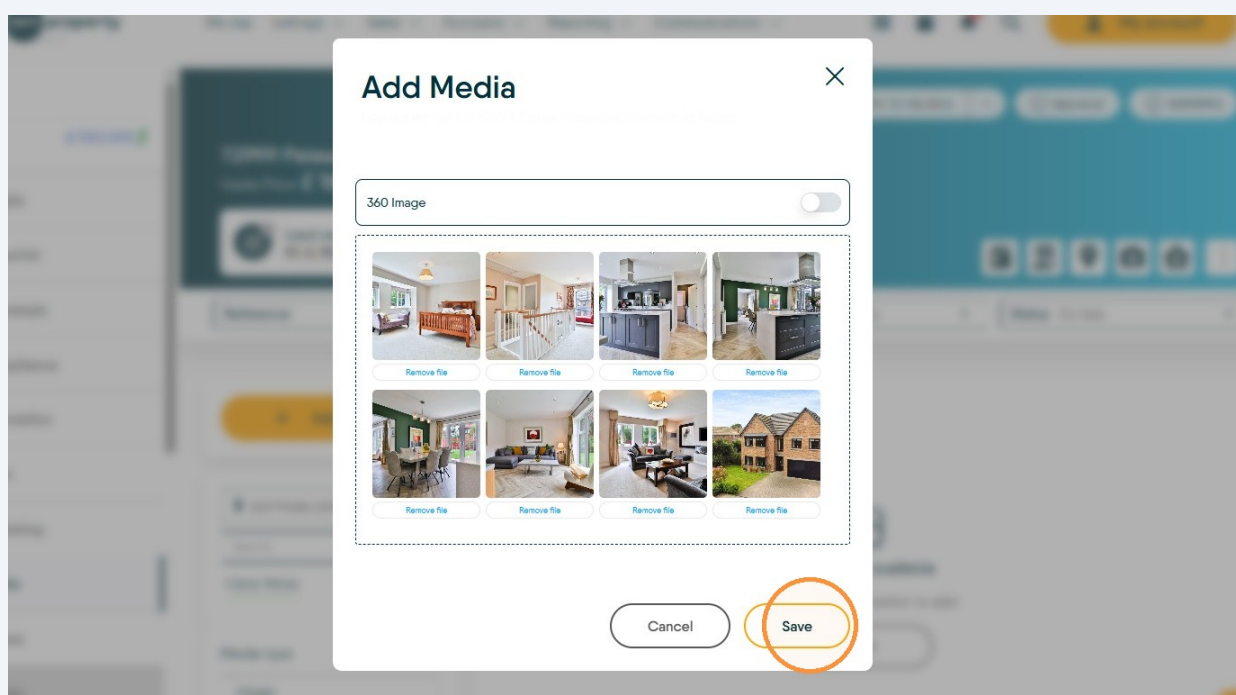
Click "**Drag and drop files here or click to upload media**" you can either drag images from another file/ email etc to here or click on to the screen and there will be a file search option that will allow you to search your computer and find your images quickly and easily.

There is an upload limit of 20mb per upload on files, if an upload fails this is the most likely issue. To add more images just repeat the process.



5

Click "**Save**"



6

The images will show on screen, to add more repeat the process. To reorder the images, drag the images around the screen to the required position.

Be aware that the position on the screen is the position the image will show in a brochure, for example image top left is always 'image 1'

£ 500,000 ↑

72999 Pelaw Crescent, Chester le Street, DH2 2HX |
Guide Price £ 160,000 | 3 | 1 Available

Lead vendor: Mr & Mrs Sales Vendor233 View Vendors

Refer for Auction Appraisal WARNING

Reference Negotiator Training Dave Branch Morgan & Co Status For Sale

+ Add Media

Sort Media Default

Search

Clear filters

Media type

Image

Floorplan

Image	Image	Image
Not Assigned to Room 62367e90f1651fb8b5cd6b20f85438ab2	Not Assigned to Room b9ea99ee309c952ec72cc52c4801dc7	Not Assigned to Room 5bc1b4a2db3e50ba1945d79873805cf
272.81 kb	287.61 kb	300.35 kb
15/07/2026	15/07/2026	15/07/2026

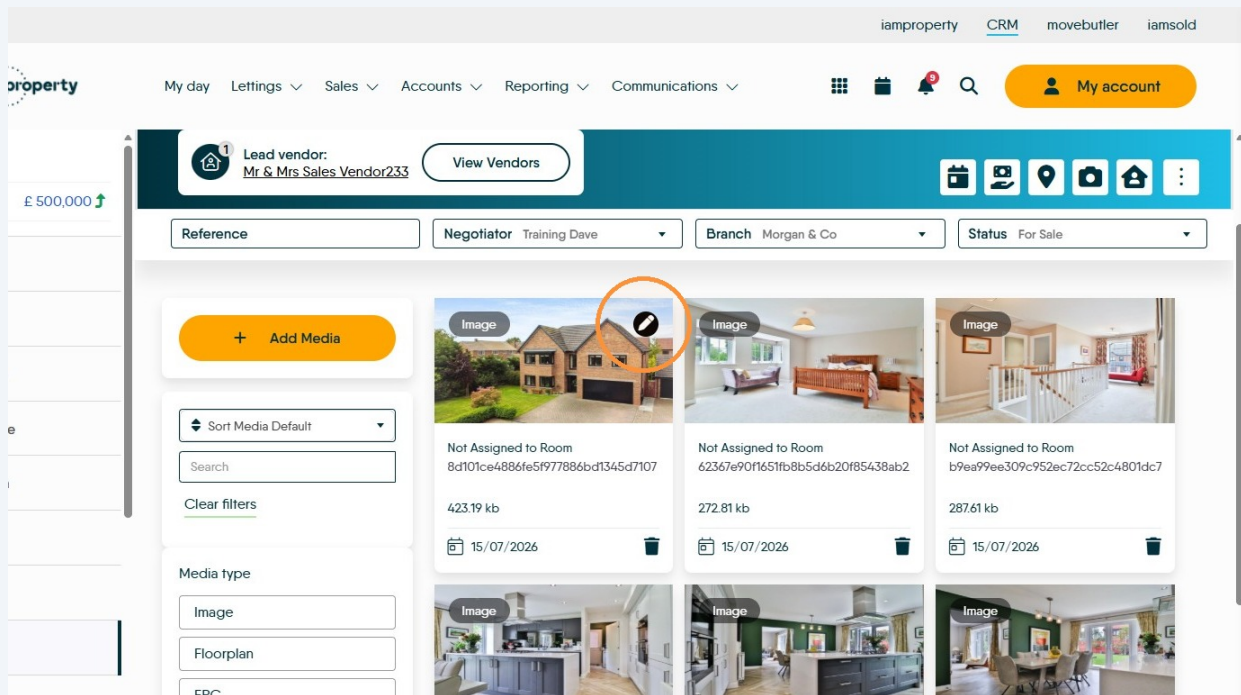
Image

Image

Image

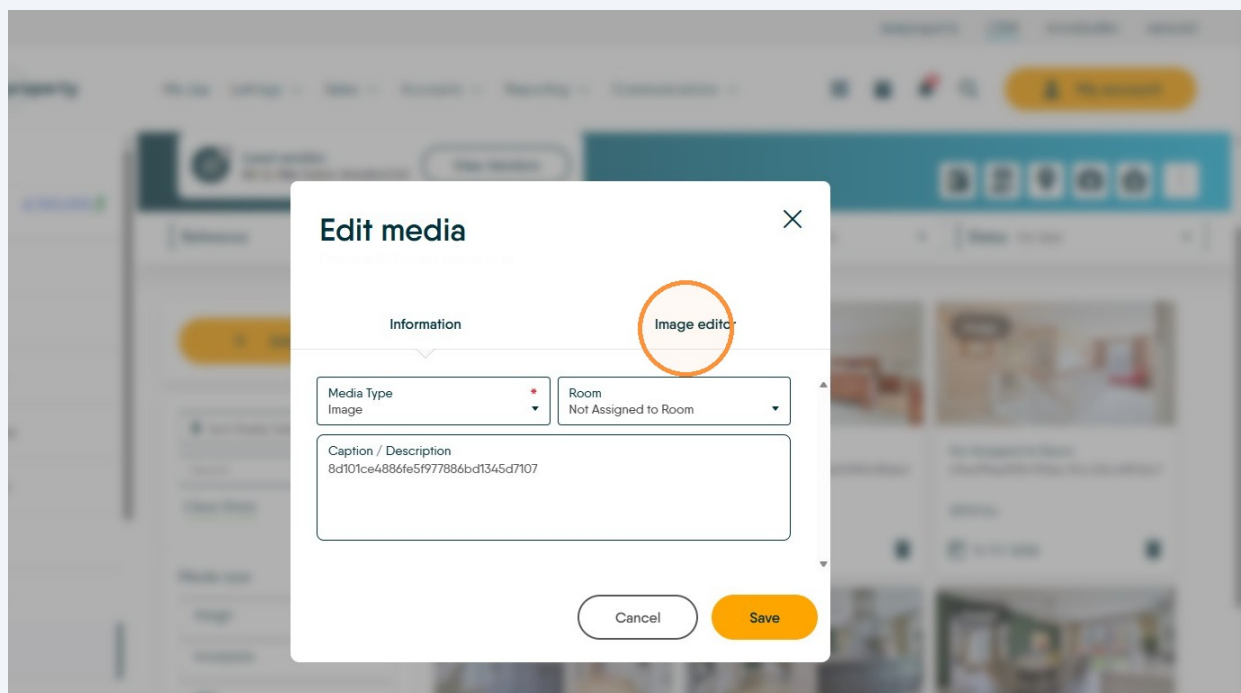
7

To edit images or add an individual description. Click the **Edit icon** (pencil) on the image



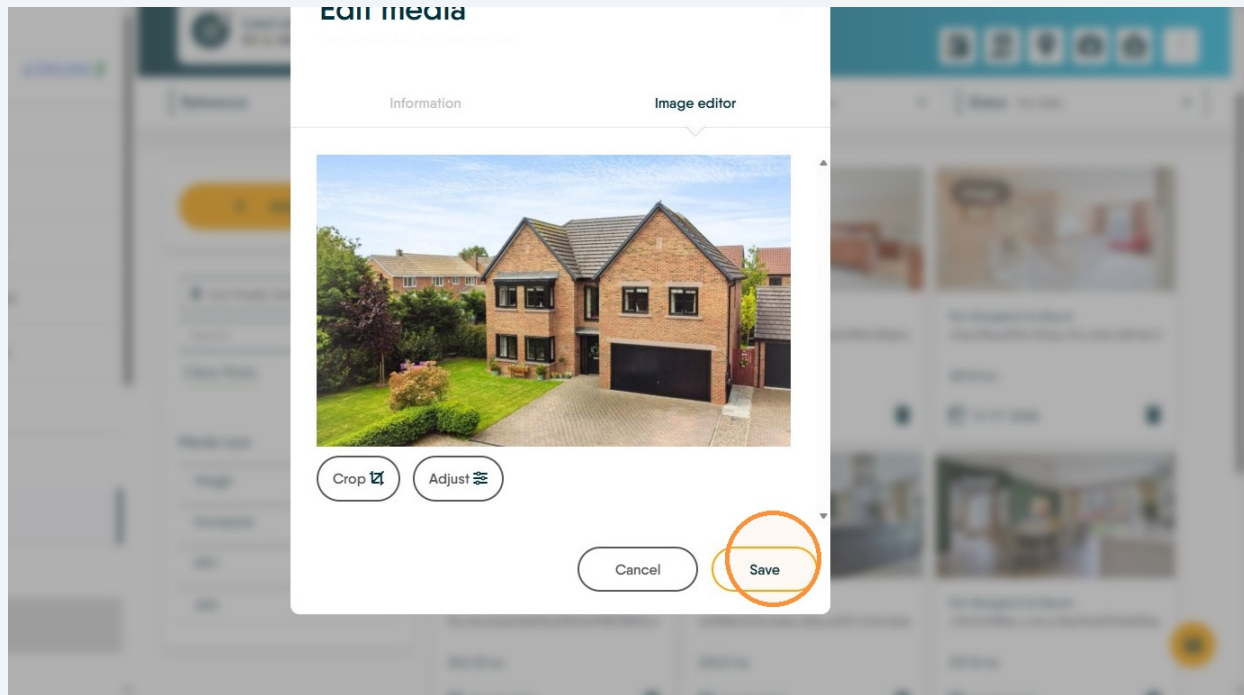
8

'Information' will allow a caption or description to be added to the image and also the media type to be changed if a Floorplan is uploaded as an image this is where you would change the Media Type to Floorplan allowing the image to upload to portals correctly.



9

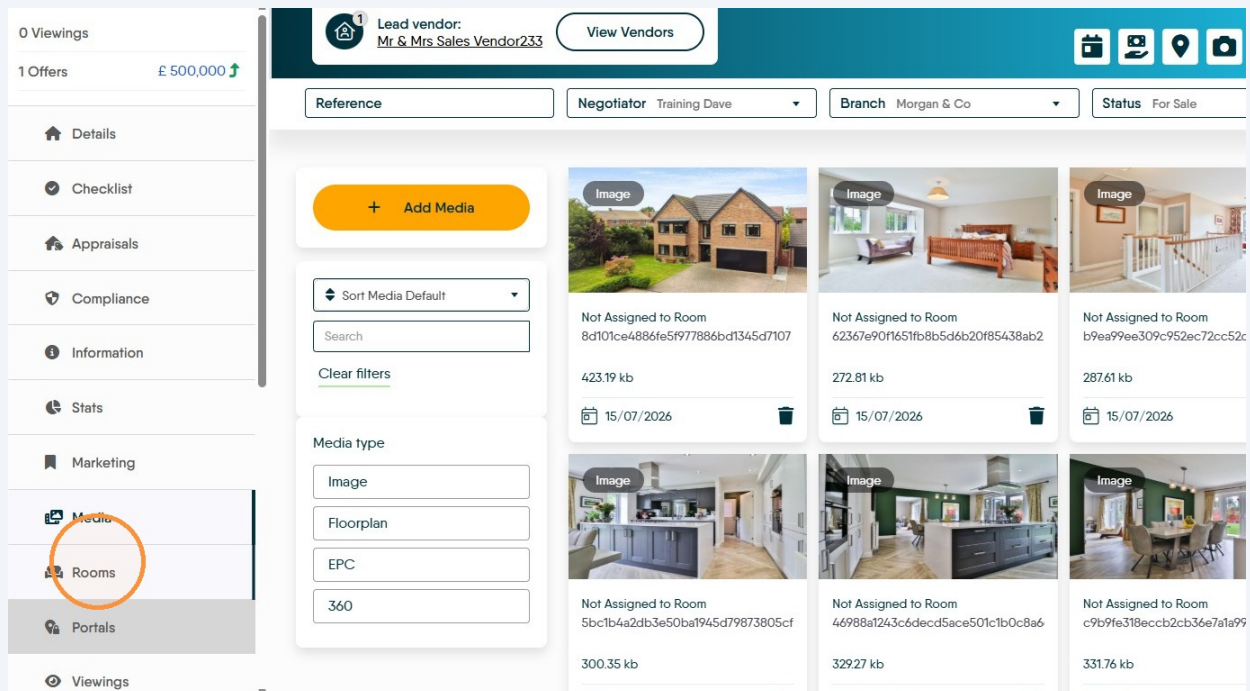
Switch to the **Image editor** tab where the image can be cropped and the image attributes changed. Click "**Save**"



Rooms

10

Click "**Rooms**" this allows individual rooms to be highlighted in the property description



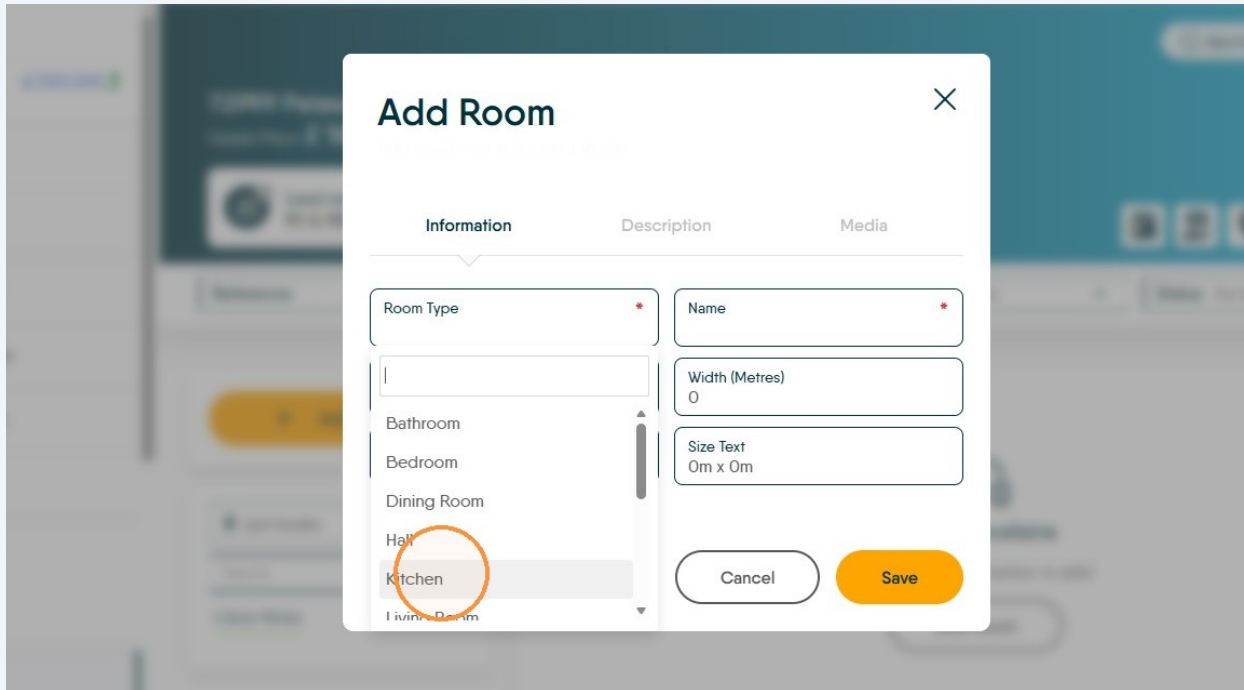
11 Click "Add Room"

The screenshot displays a real estate application interface. On the left is a vertical sidebar with navigation options: 0 Viewings, 1 Offers (£ 500,000 ↑), Details, Checklist, Appraisals, Compliance, Information, Stats, Marketing, Media, Rooms (highlighted), Portals, and Viewings. The main content area has a dark blue header for property 72999 Pelaw Crescent, Chester le Street, DH2 2HX, with a Guide Price of £ 160,000, 3 bedrooms, 1 bathroom, and an 'Available' status. Below the header, there's a 'Lead vendor: Mr & Mrs Sales Vendor233' section with a 'View Vendors' button. A filter bar includes 'Reference', 'Negotiator Training Dave', 'Branch Morgan & Co', and 'Status For Sale'. The main content area shows a '+ Add Room' button circled in orange, a 'Sort Rooms' dropdown, a search bar, and a 'Clear filters' link. To the right, a message states 'No rooms available' with a car icon and a prompt to 'Please click the button to add', accompanied by an 'Add Room' button.

12

From the '**Add Room**' screen in the 'Room Type' drop-down menu you can select the particular room type. In the example select 'Kitchen' from the Room Type drop-down menu.

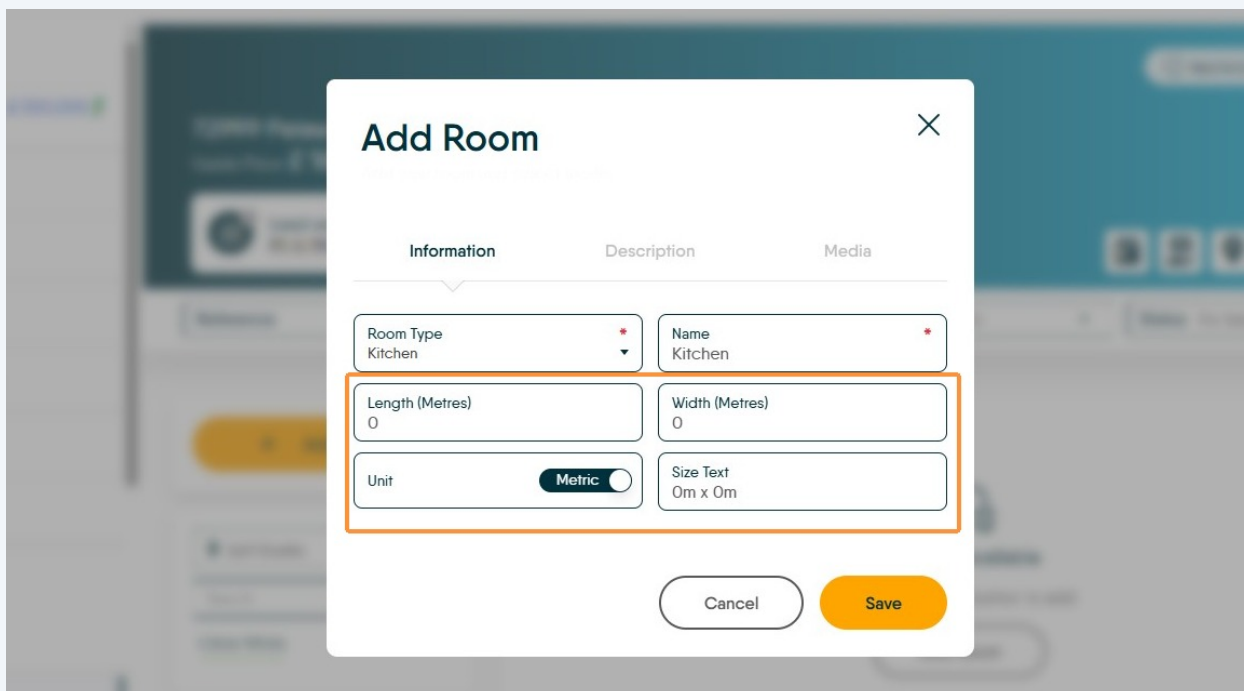
In the 'Name' field you can give a specific name to the room, other than the type selected.



The screenshot shows the 'Add Room' form with the 'Information' tab selected. The 'Room Type' dropdown menu is open, showing a list of room types: Bathroom, Bedroom, Dining Room, Hall, Kitchen (highlighted with an orange circle), and Living Room. The 'Name' field is empty. The 'Width (Metres)' field is set to 0. The 'Size Text' field is set to 0m x 0m. There are 'Cancel' and 'Save' buttons at the bottom right.

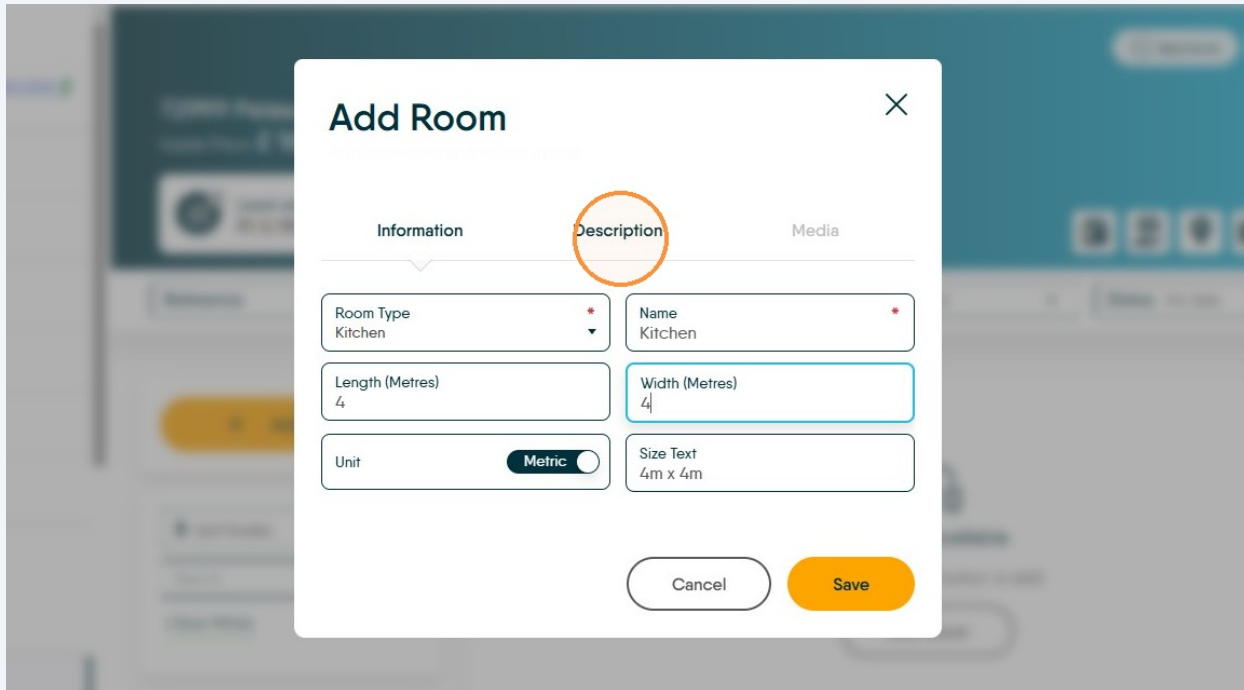
13

Then complete the size fields on this screen as required.



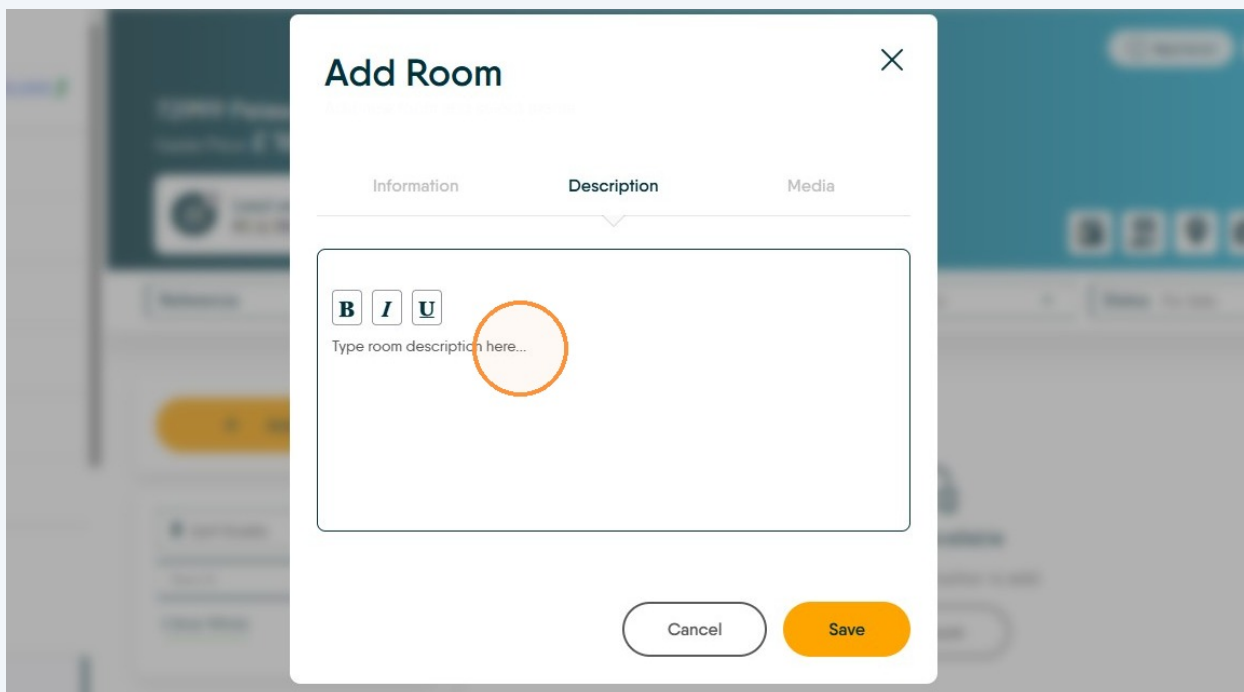
The screenshot shows the 'Add Room' form with the 'Room Type' dropdown menu set to 'Kitchen'. The 'Name' field is set to 'Kitchen'. The 'Length (Metres)' field is set to 0. The 'Width (Metres)' field is set to 0. The 'Unit' field is set to 'Metric' (indicated by a toggle switch). The 'Size Text' field is set to 0m x 0m. An orange box highlights the 'Length (Metres)', 'Width (Metres)', 'Unit', and 'Size Text' fields. There are 'Cancel' and 'Save' buttons at the bottom right.

14 Click "**Description**"



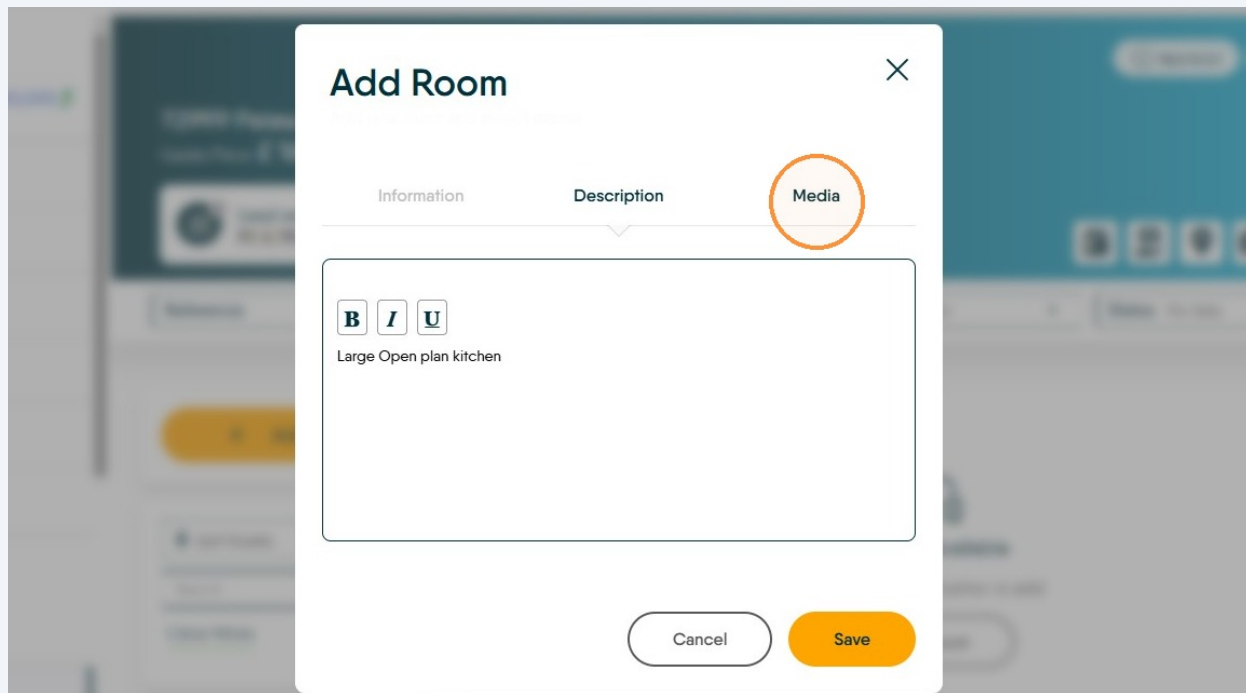
The screenshot shows the 'Add Room' dialog box with the 'Description' tab selected. The dialog has three tabs: 'Information', 'Description', and 'Media'. The 'Description' tab is highlighted with an orange circle. Below the tabs, there are several input fields: 'Room Type' (a dropdown menu with 'Kitchen' selected), 'Name' (a text field with 'Kitchen' entered), 'Length (Metres)' (a text field with '4' entered), 'Width (Metres)' (a text field with '4' entered), 'Unit' (a toggle switch labeled 'Metric' which is turned on), and 'Size Text' (a text field with '4m x 4m' entered). At the bottom of the dialog are 'Cancel' and 'Save' buttons.

15 Click "**Type room description here...**"

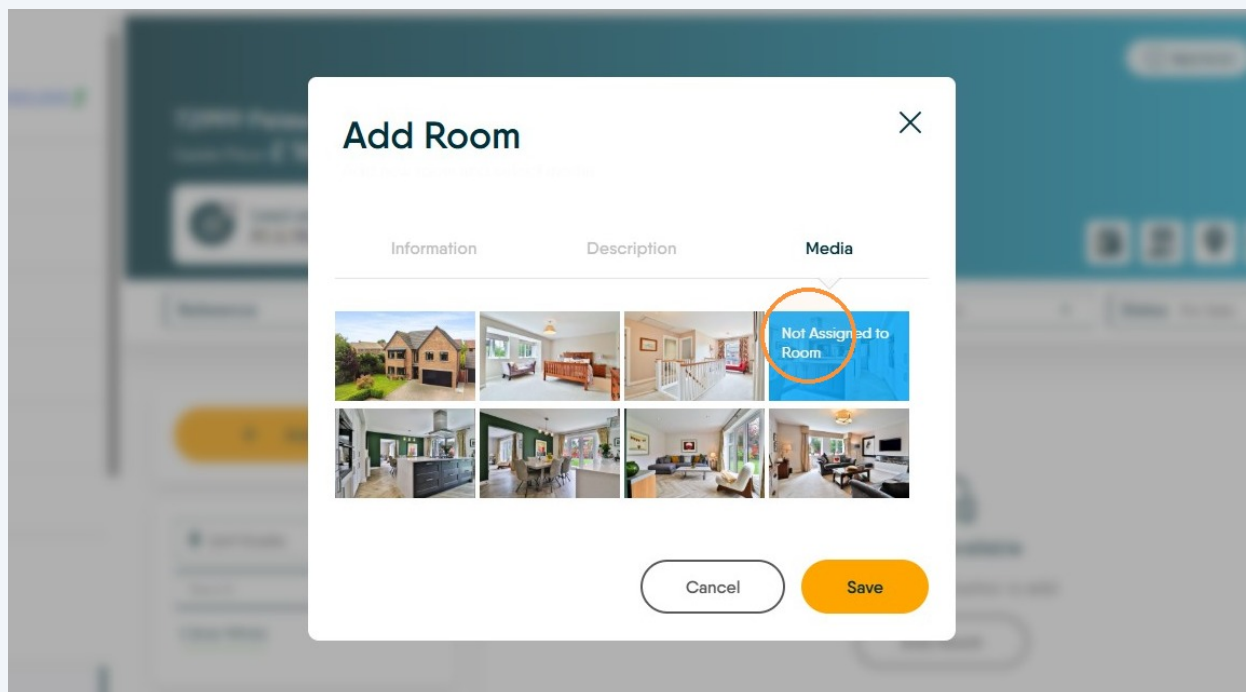


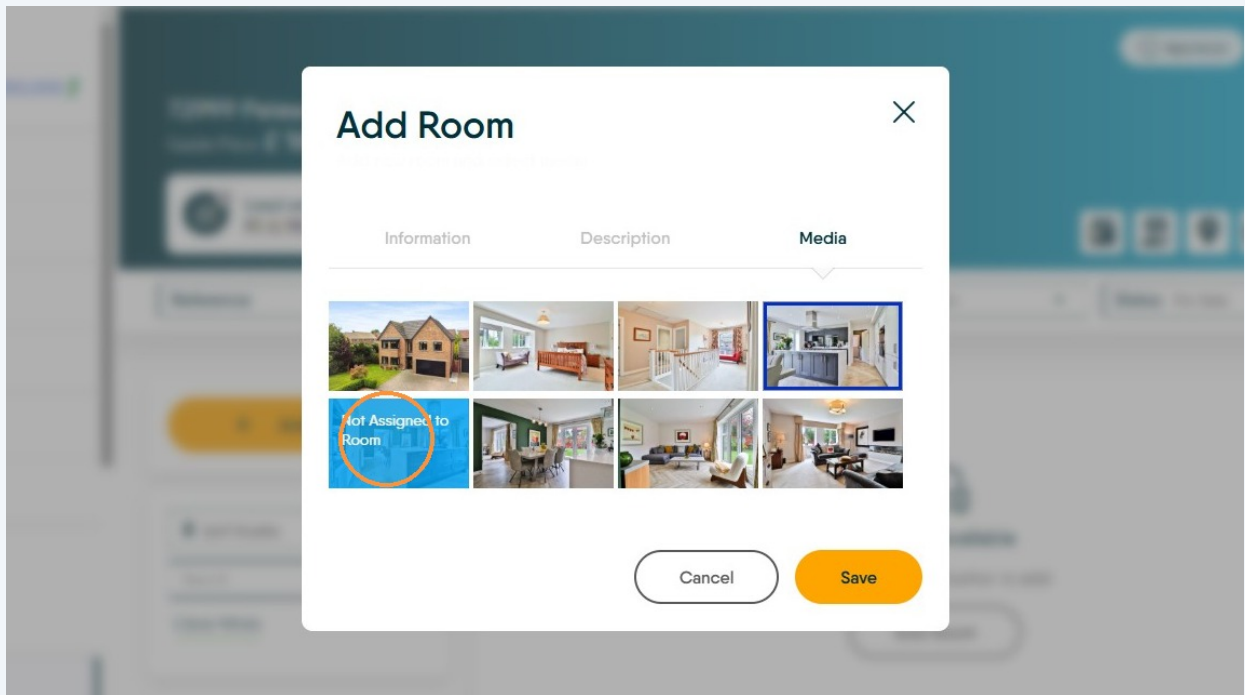
The screenshot shows the 'Add Room' dialog box with the 'Description' tab selected. The dialog has three tabs: 'Information', 'Description', and 'Media'. The 'Description' tab is highlighted with an orange circle. Below the tabs, there is a large text input area with a placeholder text 'Type room description here...'. Above the text input area are three icons: a bold 'B', an italic 'I', and an underlined 'U'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

16 Click "Media"

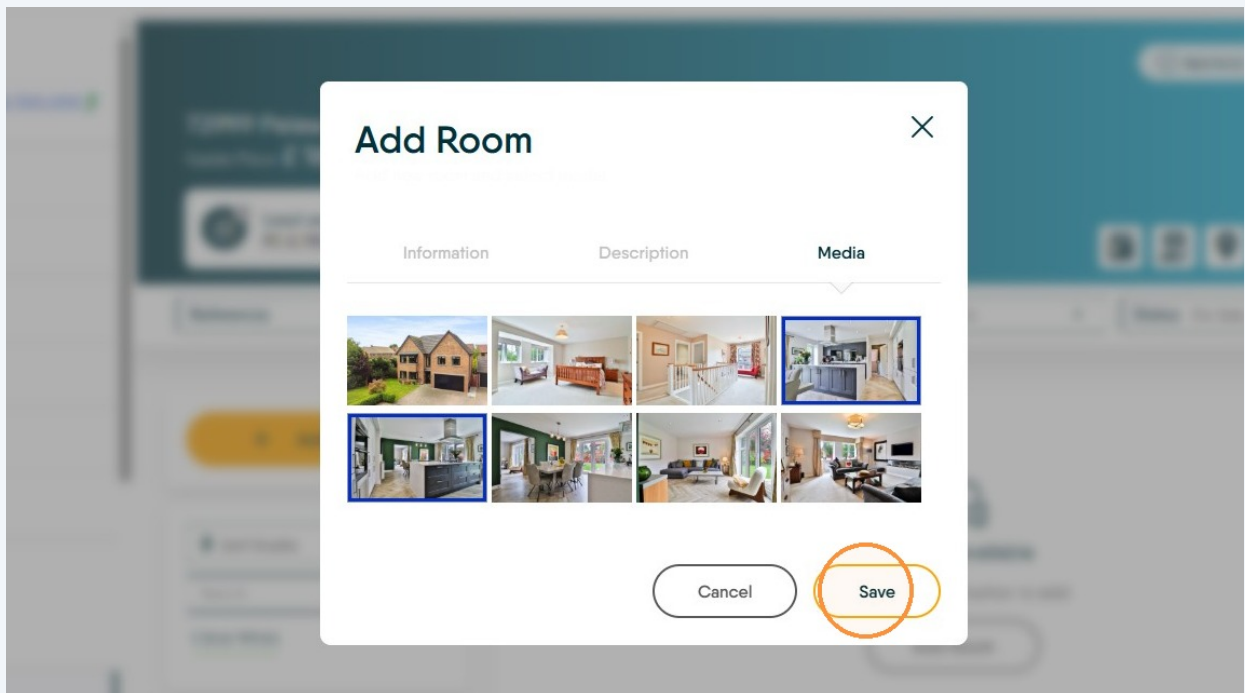


17 Select the images to assign to this room





18 Click "Save"



19 The Kitchen room card will show.

¹

Lead vendor:
[Mr & Mrs Sales Vendor233](#)

View Vendors



Reference

Negotiator Training Dave

Branch Morgan & Co

Status For Sale

+

Add Room

Sort Rooms

Search

Clear filters

Room type

Kitchen



2 Images

Kitchen

Large Open plan kitchen

Feet: 13'1" x 13'1" | Meters: 4m x 4m

TD

Training Dave
15 July 2026