Veco User Guides -

Website Uploads

Introduction

The "Veco-onesystem" software includes a built-in mechanism for uploading details, photographs, and documents to websites and property portals.

The "Veco" software can upload to any of the following web portals:

- Rightmove
- Fish4Homes
- FindaProperty
- Property Finder
- Primelocation
- LonRes

Additionally, property details can be uploaded to any portal or independent website that is designed to receive details in "Rightmove Version 3" data feed format.

Different properties can be uploaded to individual portals as required. For example, you may wish to upload your flats to a portal advertising "Flats for Rent", but you probably do not wish to upload your farm buildings to the same portal!

Additionally, different portals can be used for letting and sales properties.

Upload Process

The process of uploading each property can be summarised as follows:

- 1. Tell Eurolink which portals/websites you wish to use
- 2. Enter property marketing information into "Veco" consisting of:
 - Marketing Lettings Details (or Marketing Sales Details)
 - Marketing Descriptions
 - Photos and Images
 - Distribution
 - Upload Documents
- 3. Save the individual property details
- 4. The details are recorded on the Eurolink "Portal Pal" central database
- 5. Every evening new properties/changes are sent to the portals/websites
- 6. Properties are processed by the portals/websites
- 7. Portals/websites are refreshed

Property Portals/Websites

In order to configure "Veco" to send property details to websites and property portals you must provide Eurolink with details of where on the internet the details should be sent.

The following information is required for every portal and website you wish to upload to:

- Portal/Website Name
- Company ID or reference provided by the portal company
- Office ID or reference provided by the portal company for each office
- FTP site name or IP address
- FTP username
- FTP password
- FTP upload folder

You will need to obtain this information direct from the company providing the portal or website services.

When we receive this information we will configure our central "Portal Pal" database.

Property Marketing Information

For each property you wish to upload to a portal or website you need to record the following details:

- Marketing Lettings Details (or Marketing Sales Details)
- Marketing Descriptions
- Photos and Images
- Distribution
- Upload Documents

Marketing Details

Enter either Lettings Marketing Details....

Main Details Mar	keting Lettings Details	Marketing Sales Details	Market	ing Descriptions	Distribution	Auction Details	Photos	Calendar	
🔲 Update Web Po	rtals on Save?					-	And in case of the local division of the loc		
Current Status	Available		. 🗹						-
Marketing Office	Croydon		2			1	in where the	and an	
Responsibility Of	Paul Gorsuch		2	Main Photo		1		•	
Short Address	CROYDON, SL	JRREY				110	F		-
Area	Croydon					- stills	Real Property	They a	
Asking Price	£1,150.00			Board Allowed?	~	•			
Rent Period	per month			Board Erected D	Date 0'	9/11/2007			
Asking Price Min	£1,092.50			Board Ref	B	bard1234			
Asking Price Max	£1,207.50			Sharers?		Children?			
Furnished	Furnished			Smokers?		DSS?			
Number of Bedroon	ns 3			Pets?			20.07		
Floor				Outside Space					
Available From	01/05/2008		2	Parking					
Available For (Mont	:hs) 0			WebLink 1					
Advertising Date			2	Web Status	A	vailable			
Viewing Arrangeme	nts Weekends On	ly		WebLink 2					
Joint Agent?		Terms Sent?		Split Commission	ז? 💽	Split Company	17		0

Or Sales Marketing Details....

Main Details Marketin	g Lettings Details	Marketing Sales Details	Marketing Descriptions	Distribution	Auction Details Photos C	Calendar 🛛 F 🛃 🕑
🖾 Sales Details						
Update Web Portals	on Save?				-	10
Sales Status	For Sale				and the second	Read
5tatus Date	01/04/2007					1 a
On The Market					All	
Marketing Office	Croydon		V Tenure	I	Freehold	
Reponsibilty Of	Paul Gorsuch		Eloor			
Agency Status	Sole Agent		Advertising Da	ate		
Short Address	CROYDON, SU	IRREY	Board Allowed	i (Board Erected Date 08/1	1/2007 🛛 🔄
Available From			💟 Board Ref	E	Board5678	
5ales Fee	£5,000	% 10.00	Web Status			
Sales Attributes						
Property Type	Flat		No. of Bedroo	ms	18	
Property Sub Type	Not Specified		No. of Recept	ion Rooms		
Area	Croydon		No. of Bathro	oms		
Asking Price	£210,000		Viewing Arran	gements [Weekdays	
Price Status	Asking Price		Attrib	utes	Patio, Porter, Swimming Pool	2
Asking Price Min	£199,500	Max £220,500				\sim

Important

Ensure the "Web Status" field is set to one of the following options if you wish the property to appear on websites:

Let Agreed Under Offer Available

If you wish the property to be removed from websites set the "Web Status" to:

Not Available

Also, ensure the field "Update Web Portals on Save" is ticked to ensure that any new details (or any changes) are immediately sent to the Eurolink "Portal Pal" database when the property is saved.

Marketing Descriptions

There are several fields into which descriptions can be entered.

The main descriptions of the property are entered on the "Marketing Descriptions" tab, but only the fields "Marketing Description" and "Summary Description" are uploaded to websites.

Further descriptions for each room in the property can be entered against each photograph on the "Photos" tab. For further details about entering photographs see the document "Veco User Guides – Property Photos".

Main Details Marketing Lettings Details Marketing Sales Details Market	ing Descriptions Distribution Auction Details Photos Calendar F 🗶 🕑
Marketing Description	Rich Text Description
Situated within a short walk of South Croydon Station, is this very well presented third floor flat. The property comprises of three double bedrooms, bright and spacious reception room and two bathrooms. The property further benefits from gas central heating. Part Furnished	B Image: Back
Window Description	Summary Description
Situated within a short walk of South Croydon Station, is this very well presented third floor flat. The property comprises of three double bedrooms, bright and spacious reception room and two bathrooms. The property further benefits from gas central heating. Available 2nd July part Furnished.	Situated within a short walk of South Croydon Station, is this very well presented third floor flat. The property comprises of three double bedrooms, bright and spacious reception room and two bathrooms. The property further benefits from gas central heating. Part Furnished Colour

Photos and Images

The "Photos" tab allows the entry of various types of image – photographs; floor plans; and EPC graphs.

After entered images ensure they are categorised into order of importance.

For further details about entering photographs see the document "Veco User Guides - Property Photos".

Main Details	Marketing Lettings Details	Marketing Sales Details	Marketing Descriptions	Distribution A	uction Details	Photos	Calendar		
	Floor Plan		Bedroom						
Size: Description	0.0m (0'0") × 0.0m (0'0") : a	Size: 0 Description:	.0m (0'0") × 0.0m (0'0") @ EPC						
Size: Description	0.0m (0'0") × 0.0m (0'0")	Size: 0 Description:	.0m (0'0") × 0.0m (0'0")						
PC Data		Add	Edit Re	emove Ca	tegorise Floor F	Plans	Categorise F	Photos	
inergy Efficie mage Size	ncy Rating - Current	1 🕃 Potential 🔽 F	10 즳 Environmental Im ormat	pact Rating - Curi jpg	rent 20	Pote	ential Generate G	30 🕃 raphs	

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Distribution

On the "Distribution" tab tick the names of the portals or website where you wish the property to be uploaded. Each property may not necessarily need to be uploaded to every portal.

Hain Decails High	eting Lettings Details	Marketing Sale	es Details	Marketing Descriptions	Distribution	Auction D	etails Pho	tos Calendar	
Upload Portals									
Portal Name	Lettings	Sales							
Eurolink Technolog	у 🛄								
Letting Search	~								
PrimeLocation									
RightMove									
Upload Document	ts								
Upload Document	ts	Browse	Open	Description	Lettings	Sales	Remove		
Upload Document Document Name Document - 10 Mar	ts rch 2008 09-18-55.pc	Browse	Open	Description Marketing Brochure	Lettings 1	Sales	Remove		
Upload Document Document Name Document - 10 Mar DocumentTest - 07	ts rch 2008 09-18-55.pc 7 March 2008 16-24-5	Browse If	Open	Description Marketing Brochure Marketing Document 2	Lettings 1 2	Sales	Remove ×		

Upload Documents

"Upload Documents" are additional documents that you may wish to upload to the portals and websites. These would typically be marketing brochures and HIP information. These documents should already exist on your system as PDF documents.

To include documents as part of the upload process, go to the "Distribution" tab and browse for the relevant PDF documents in the "Upload Documents" section.

Enter a description for each document and also specify the order of priority for the documents depending on whether the property is a lettings or sales property.

Save Property Details

There are three reasons for sending property details to the Eurolink "Portal Pal" database:

- 1. A property needs to be newly marketing on portals and websites
- 2. Property details (eg rent/price, photographs) have changed and portals/website need to be updated
- 3. A property has been let and needs to be removed from portals and websites

To ensure that portals and websites are kept correctly updated it is important that the field "Update Web Portals on Save" is ticked <u>after</u> making any changes to the details but <u>before</u> clicking the "Save" or "Close" buttons.

If you find that a portal/website is not showing the correct information simply tick the field "Update Web Portals on Save" and then click the "Save" button.

Eurolink "Portal Pal" Central Database

Eurolink maintains a central database of all available properties which is then used to keep portals and website up-todate.

It is important to remember that any property details will not appear on the portals/website immediately. After "Saving", the property details are sent to the Eurolink "Portal Pal" database and are then distributed to the necessary portals and websites. This normally happens every evening. It may then take up to 3-4 hours before details are actually processed by the portal companies.