

## How to create a listing

You can now create a listing using Agent Pro if you are a casual lister or if your listings aren't uploaded using an integration system.

### Before you start

Details you will need on hand to create a listing are:

- Unique listing number
- Name of the office and listing agent
- Address
- Pricing details
- Number of bed and bathrooms (if residential)
- Title and description of the listing

Further details (e.g., photos, carparks and maps) can be added after publishing if needed

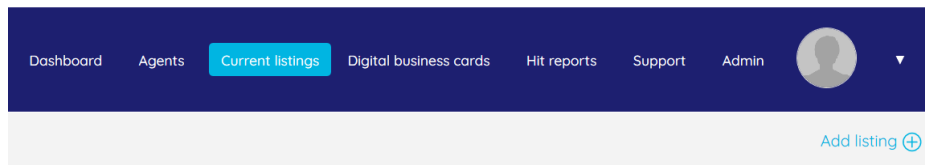
### 1. Log In

Head to Agent Pro to log in.

If you haven't registered yet with Agent Pro, click 'Register Here', and we will send your account details within 48 hours.

### 2. Create listing

Head to 'Current listings' and click 'Add listing.'



### 3. Enter key property information

Enter prompted information including listing, property type and subtype, office and agent information.

### 4. Address information

Type in the listing address.

To include the listing on a map, add address information into the map function on the screen's right side.



Some areas allow you to choose more informal 'display suburbs' within a location, such as Mount Roskill South, or a point of interest like Lloyd Elmore Park. In this case, the system will let you know the suburb in which the listing can be found and will allow you to show the 'display suburb' on the listing details page.

Suburb: \*

The suburb you have selected is displayed under the search filter of **Pakuranga Heights** if you would like **Lloyd Elmore Park** to show in the listing details page, please define it in **preferred suburb**.

Preferred suburb:

## 5. Pricing

Pricing options differ according to the listing type. Depending on this, you can enter either a display price or a search price. The display price will be visible to people on our site. The searching price won't be shown – but will ensure users can filter listings to suit their desired price bracket.

It is possible to show the date and time of an auction if the property is to be sold in this way. A physical location can be entered, or a virtual location such as a Zoom or Gavl Live link.

Tender and deadline information can also be added.




## 6. Features

Available features depend on the listing type. The number of bed and bathrooms are required for residential properties only. Some feature information will be shown on the search result pages, while other features will be shown on the listing's details page.


Any additional features bespoke to this property, with a maximum of 35, can also be entered here and will help users find the listing using the keyword search (e.g., underfloor heating). Give the feature a title and a description, and change the order by dragging them into the position you would like.

### Additional features

Add features bespoke to this property.

Car park	1 reserved car park on side road	 
Exterior cladding	Solid plaster	 
Pool	Heated	 

Title:

Description:  

Description can't be blank

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## 7. Description



Give the listing a title and description. The title can be of a maximum of 50 characters. The description has no limit.

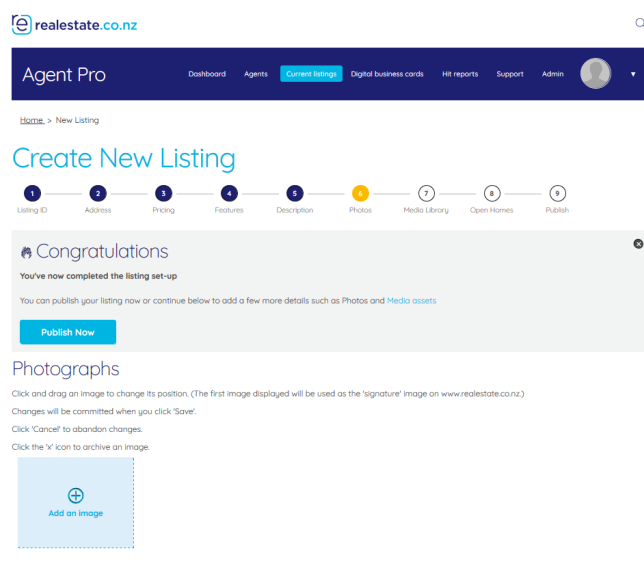
Text can be bold and italic. Bullet points and numbered lists are available to use.

'Save draft' to save your progress. The draft will then sit in current listings but will not go live on the site until you publish it.

## 8. Publish listing or add photos

At this stage, you can publish the listing or can go on to add photos.

At realestate.co.nz there is no upload limit – so you can add as many images as you like. The file size of individual images is limited to 10 MB.



## 9. Media Assets

If you have any media assets such as videos, floor plans or furnish URLs, you can add them at this stage.



The following assets are supported:


Video	Floorplans	Walkthroughs	Furnish	Styling
AWS-s3 open2view platinumhd Vimeo YouTube	myagent open2view jpeg	matterport snaploader istaging virtual-tour-creator vizz nzs-central-limited diakrit	diakrit	diakrit

## Step 8: Open homes



If you have open homes planned, you can add those details at this stage. It is also possible to set up a live stream for the viewing. In this case, we will display the link to the open home on our site.



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[Home](#) > [New Listing](#)

## Create New Listing

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7

8

9

Listing ID

Address

Pricing

Features

Description

Photos

Media Library

Open Homes

Publish

### Open homes

Date

Start time

End time

Link

Save

26/11/2020

12 : 00

13 : 00

Select a open home type

Back

Publish

### Step 9: Publish

You have now completed the process and can publish the listing. Click on 'publish' and then proceed once you have reviewed the rates. We will set the listing live on our website. Congratulations, you have published your first listing!

