Request Viewing.com

LIST PROPERTIES FOR FREE

Website

User Guide

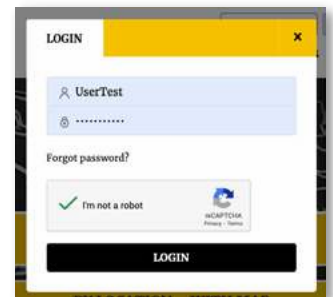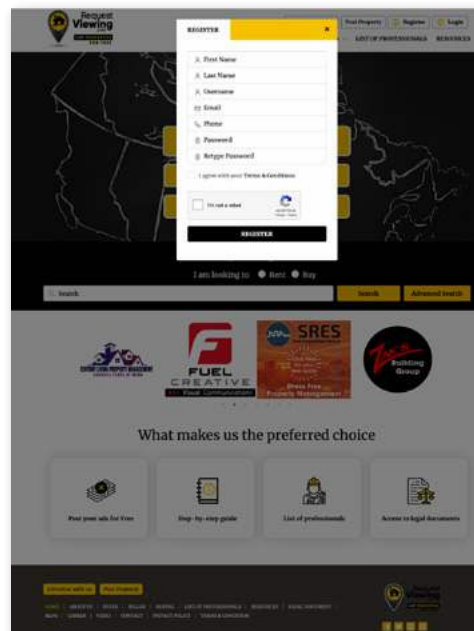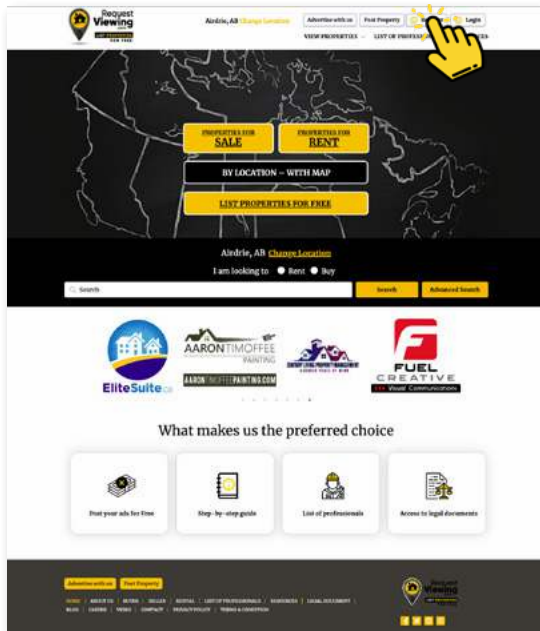# Table of Contents

Step 1

Register as a User on our Website

Registration is free and easy. It is the first step in getting your properties online and into our searchable database. Once registered you can login and create a unique user profile.
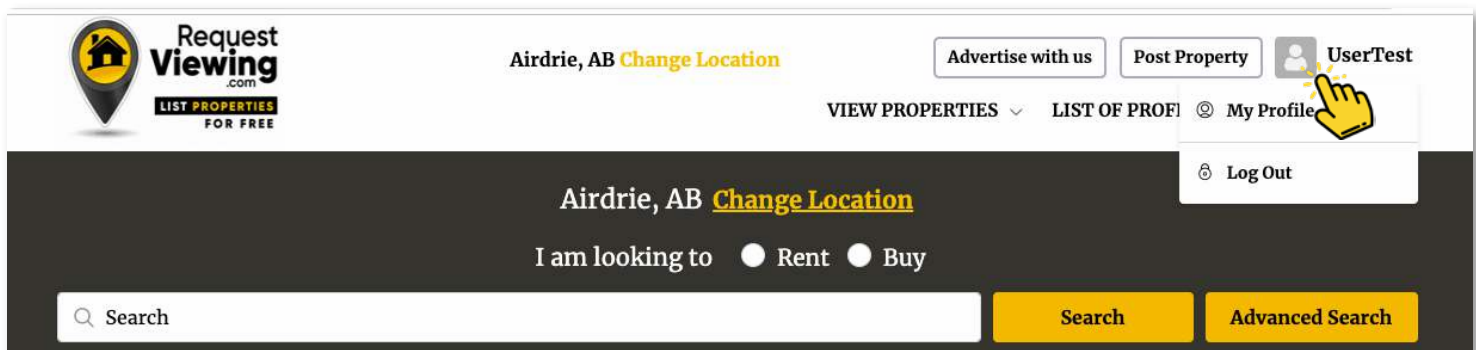

1 ········ ▷ **2** ········ ▷ **3**

Step 2

Create a User Profile

Creating your new user profile is free and easy. It is the next step in getting your property listings into our searchable database.

1 ········ ▷

Step 2 **Create** a User Profile con't

◀ **Fill in all the relevant fields**

◀ **Save / Update Profile**

◀ **Delete your Profile/Account at any time**

2

Step 3 — **User Profile:** Post a Property

▽ **Note:** All your user profile features/options are located in your profile page on the left column

Step 3 **User Profile:** Post a Property con't

▽ **Note:** All your user profile features/options are located in your profile page on the left column

◀ **Complete your property listing and then view your new listing on our searchable site.**

Add unlimited listings using your profile.
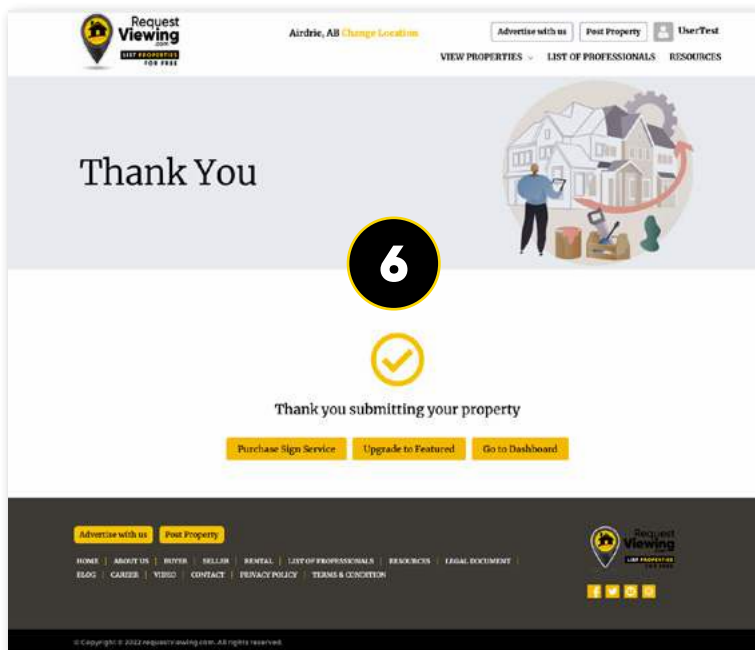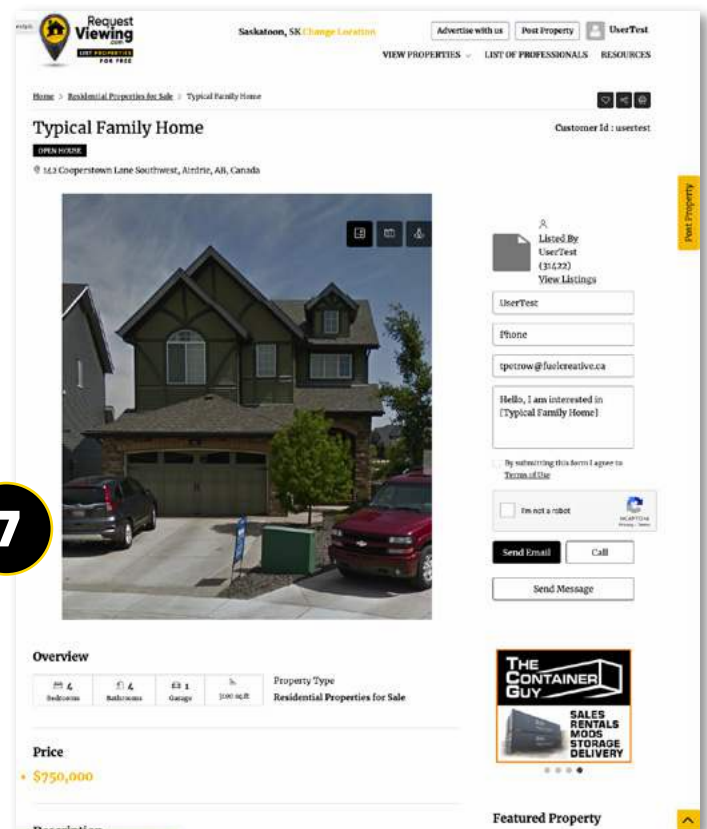
▼

! My Properties: Available Options

▽ **Note:** All your user profile features/options are located in your profile page on the left column
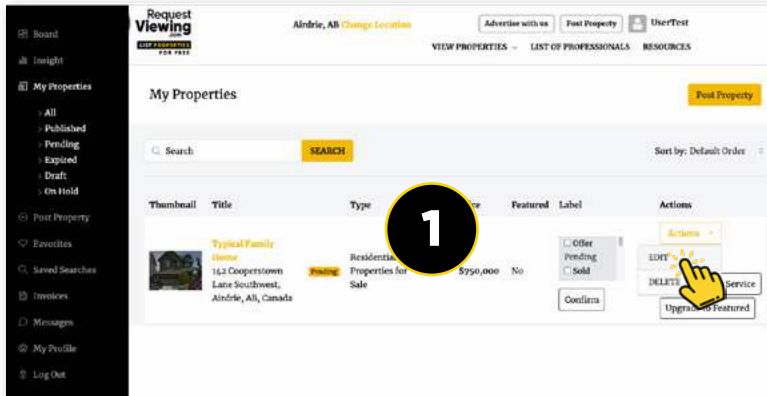
Note: It is easy to make changes to your new Property listings

Note: Choose to assign a Label to your Property listings

Note: Makes any changes to your listing then click Save Changes!
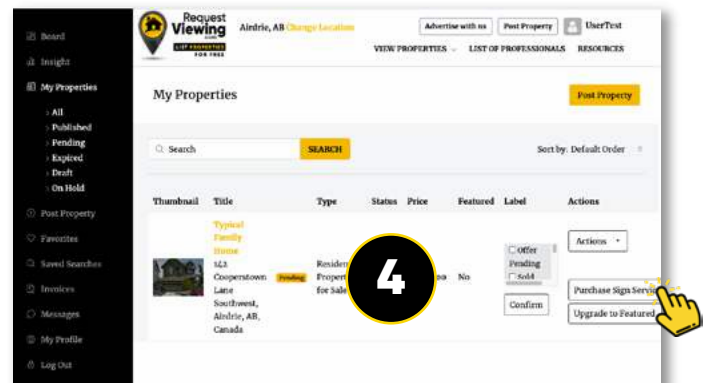
Note: Purchase a physical sign your Property listings
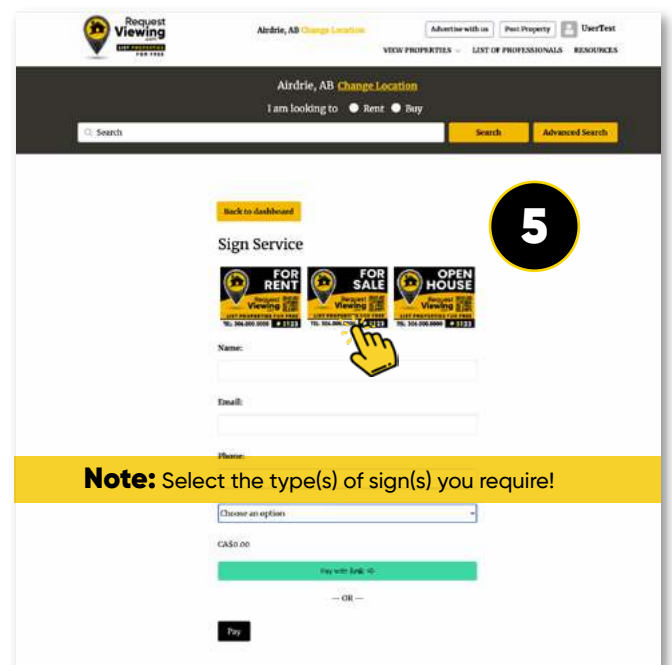
Note: Select the type(s) of sign(s) you require!

! My Properties: Available Options

▽ **Note:** All your user profile features/options are located in your profile page on the left column

Note: Upgrade your Property listings to **"Featured"**!
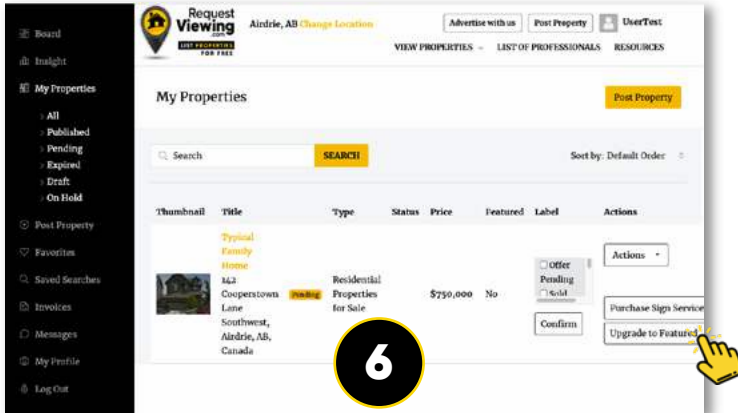
Enhance the exposure of your New Listing with our useful "Featured Listing" Upgrade

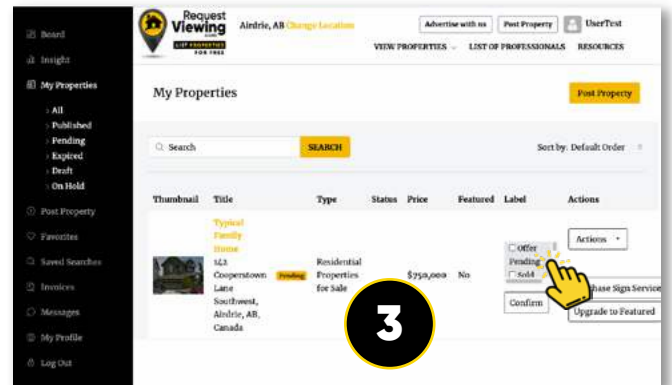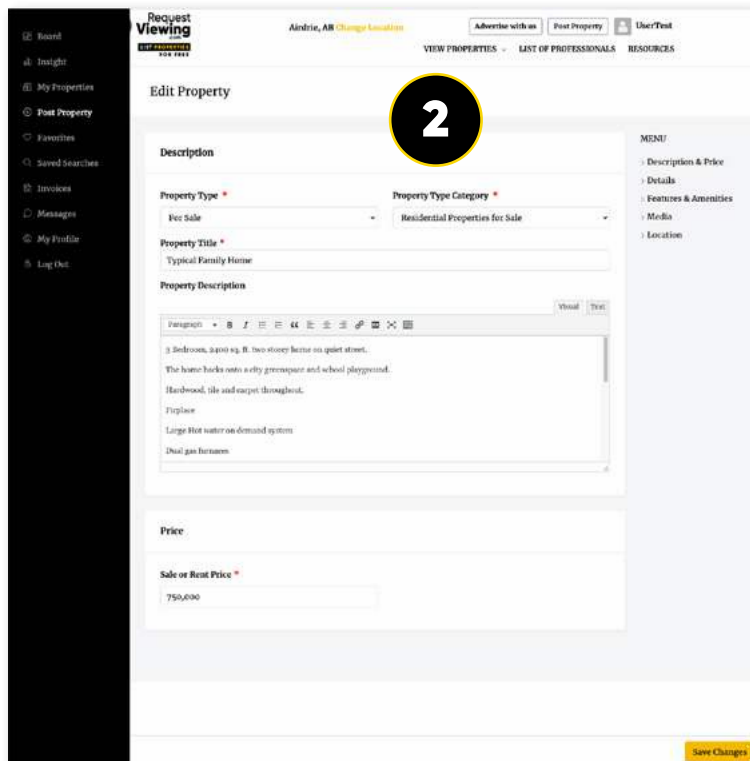**Your listing will appear to users on the right side of the search return listings**
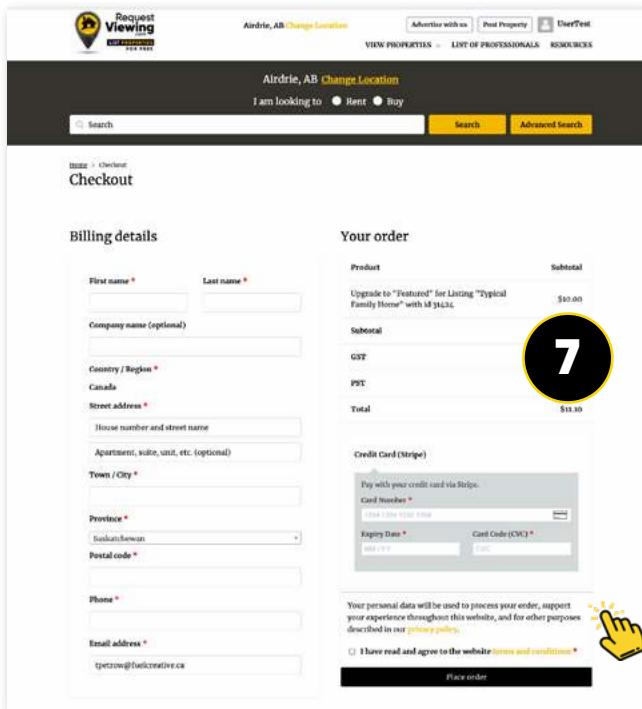
Note: Securely Pay for your **"Featured"** Listing Upgrade!
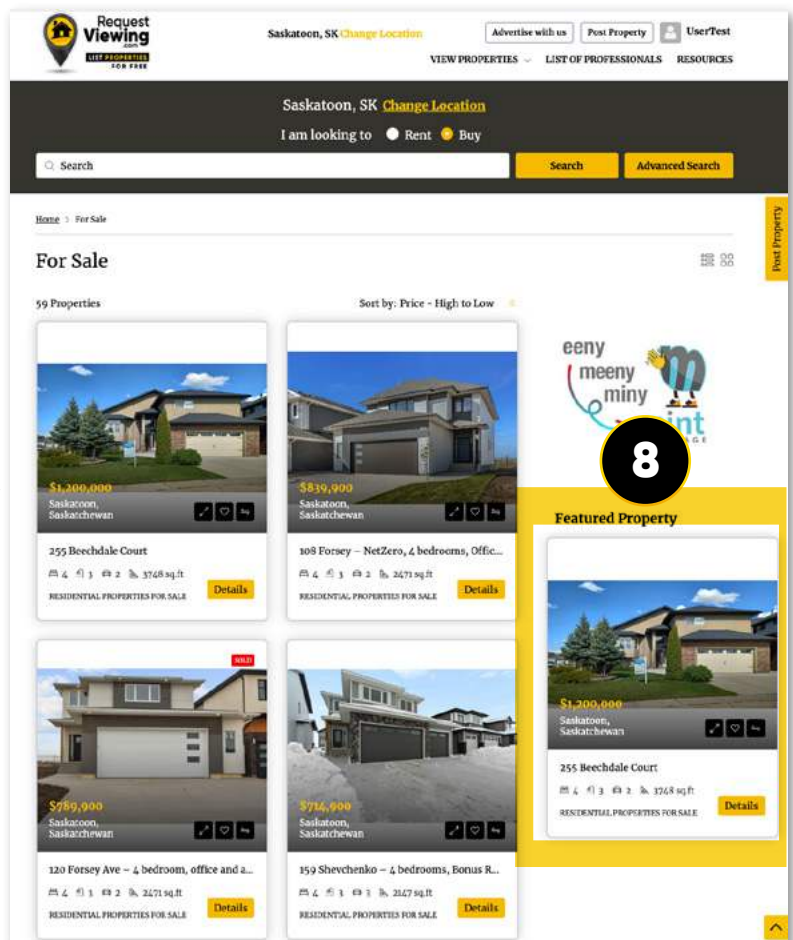
Note: Your **"Featured"** Listing appears on the top right side of search returns

! Home Page: Searching Listed Properties

▽ **Note:** When you've logged in, Search listings from the site's homepage in multiple ways.
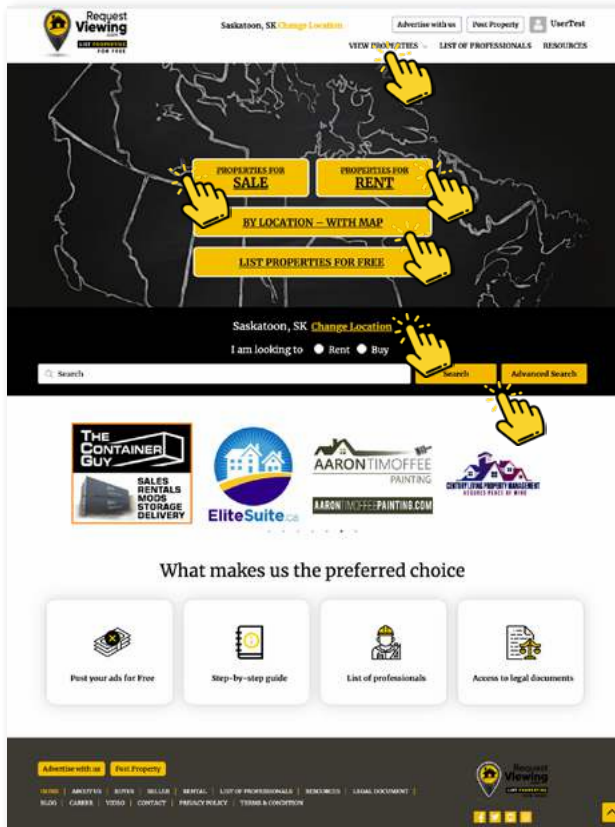
Note: Homepage clickable Search Options

Note: Properties for Rent Homepage Options

▲▽ **Choose your area of interest from the available clickable icons!**

Note: Using the Search by Map option

Note: Properties for Sale Homepage Options

! Other Useful Dashboard Features

▽ **Note:** All your user profile features/options are located in your profile page on the left column

Note: A handy record of relevant contat activities!
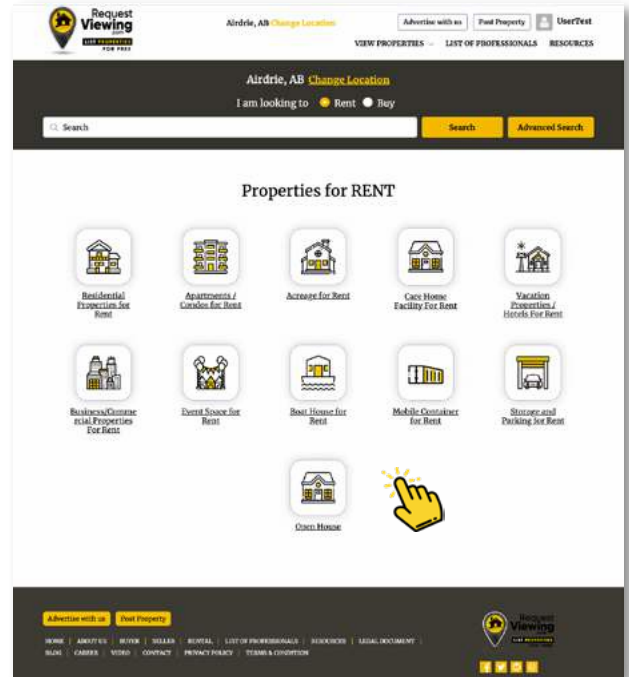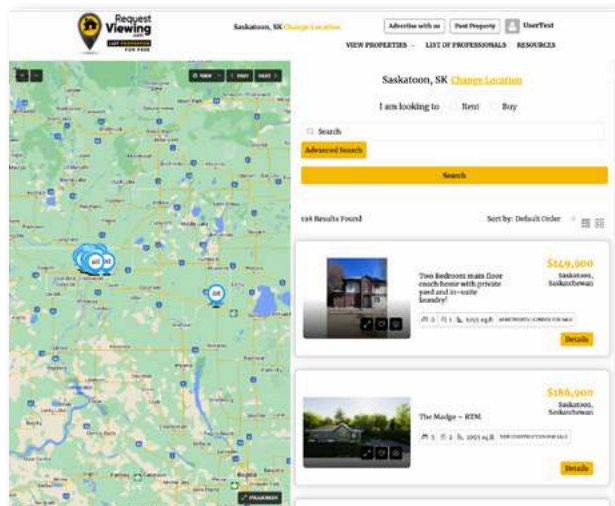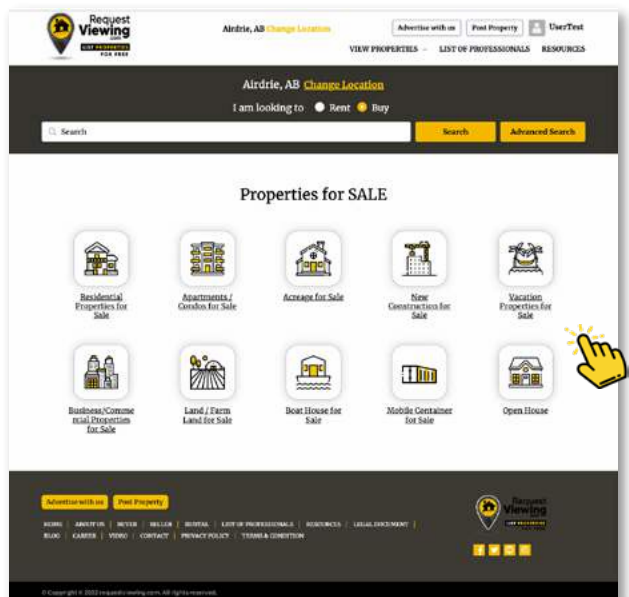

Note: A handy transaction negotiation logging tool!

Note: A resource for following up on listing interest!

Note: A handy record of your listing inquiries!

Note: A valuable free listing traffic tracking tool!

Note: All your listed properties will populate here!

Note: Your list of favourites will populate here!

! Other Useful Dashboard Features con't

▽ **Note:** All your user profile features/options are located in your profile page on the left column

Note: A handy record of saved site searches!
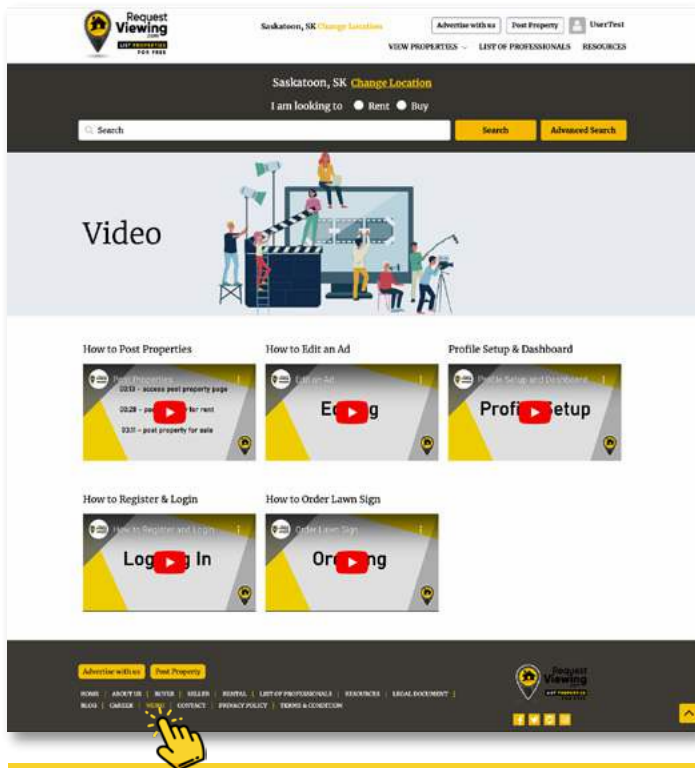

Note: A handy record of your site purchases!

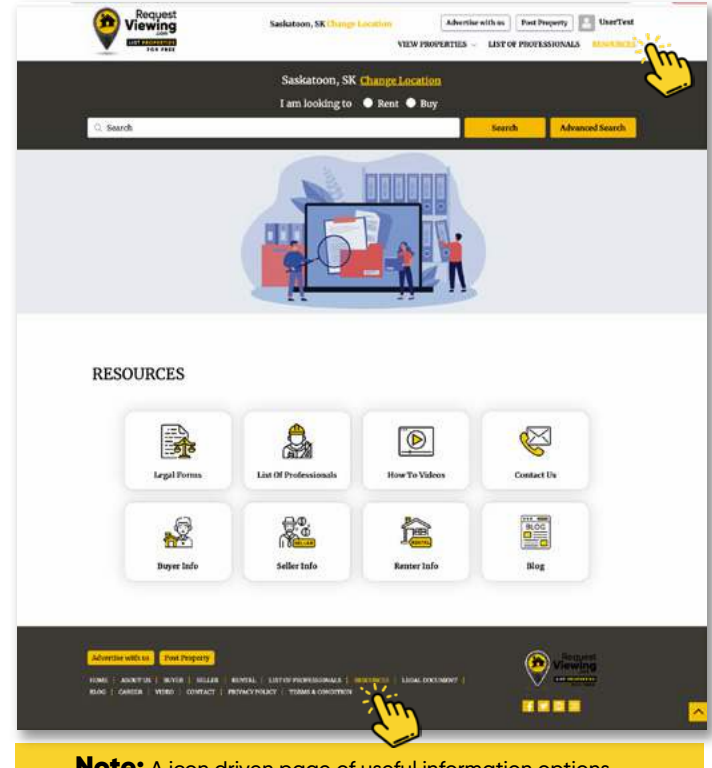**Note:** A handy user message centre!
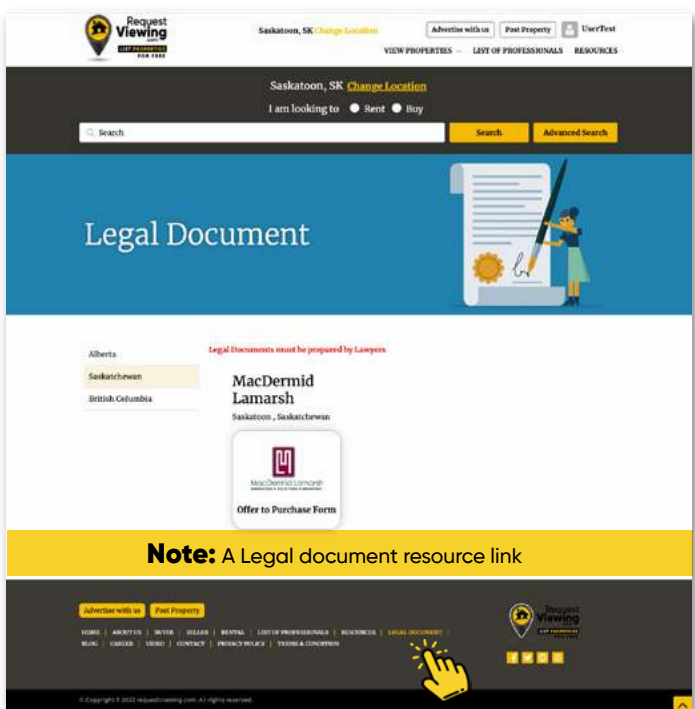
! Other Website Interface User Options

▽ **Note:** Useful Links located on the upper left header, and in the lower footer of our website pages
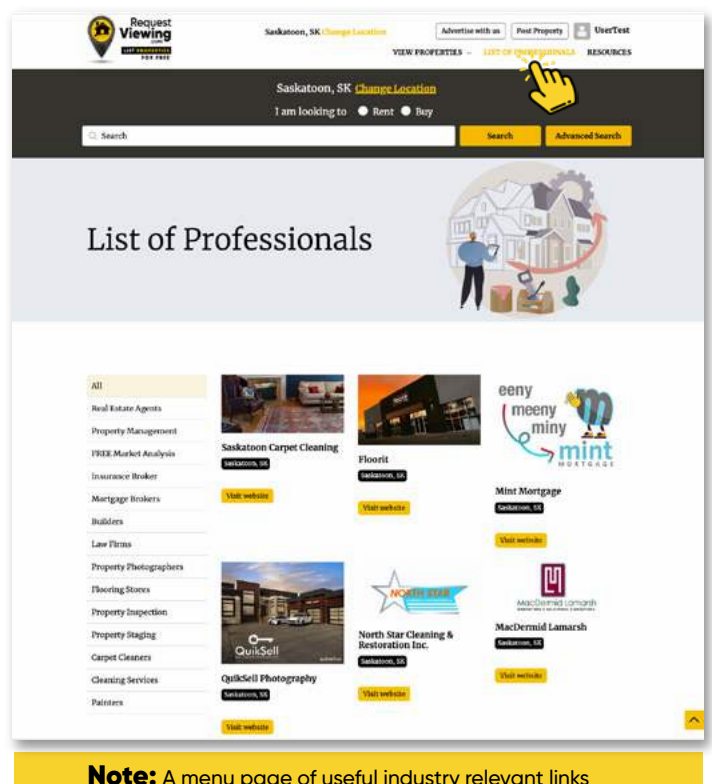

Note: A video tutorial library for common site funtions

Note: A icon driven page of useful information options

Note: A Legal document resource link

Note: A menu page of useful industry relevant links