



Request Viewing

.com

LIST PROPERTIES

FOR FREE

Website

User Guide





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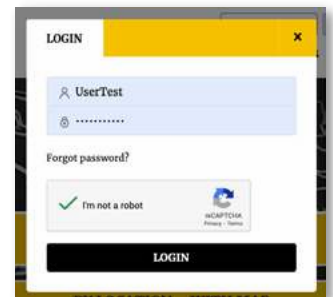
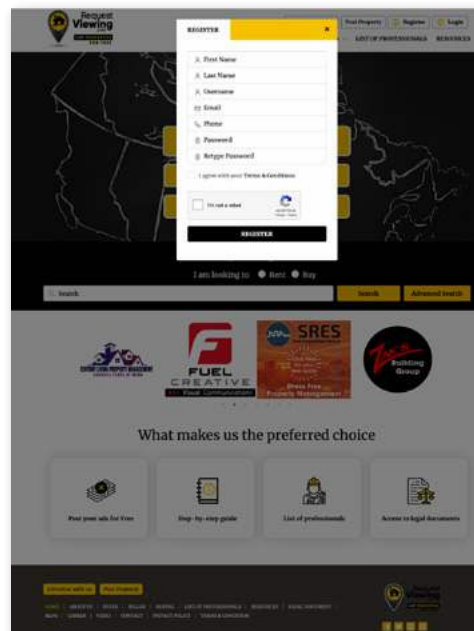
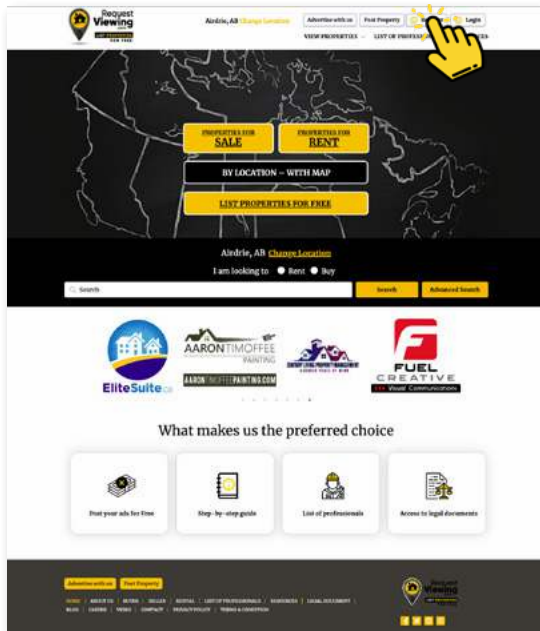
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Step
1

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

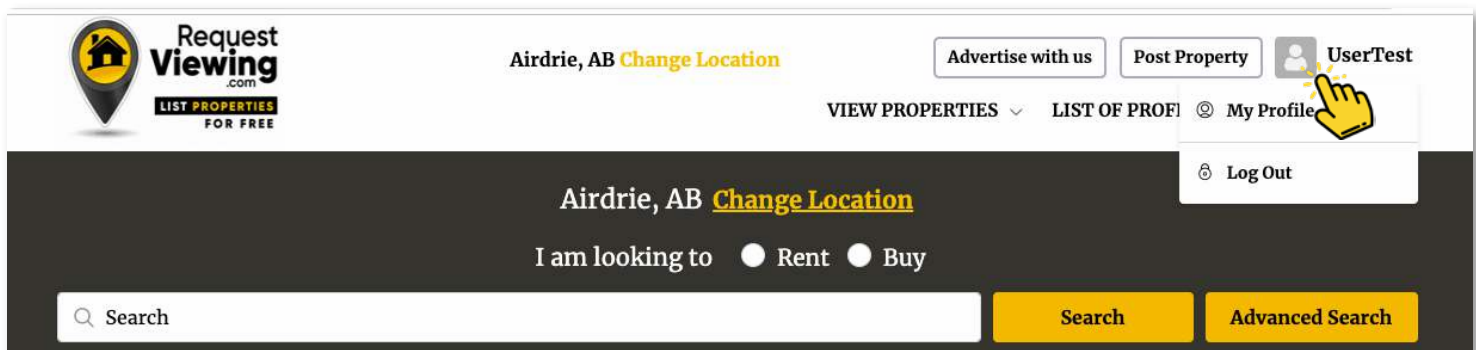
2

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



Create a User Profile con't

Request
Newling

Real Estate Professionals
FOR SALE

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LIST OF PROFESSIONALS

RESOURCES

Board

Insight

My Properties

Post Property

Favorites

Saved Searches

Invoices

Messages

My Profile

Log Out

My Profile

Information

Update Profile Picture

Maximum size: 300 x 300 px

Username

UserTest

Select Your Public Name

UserTest

Agency Name

Enter your title or position

Mobile

Enter your mobile phone number

Tax Number

Enter your tax number

Fax Number

Enter your fax number

Service Areas

Enter your service areas

Specialties

Enter your specialties

About Agency

Paragraph

B I U H L M K Y P S A D E

Email

Address

Enter your address

WhatsApp

Enter your whatsapp number with country co

Phone

4039451137

Language

English, Spanish, French

Social Media

Facebook (Ex. https://www.facebook.com/)

Enter the Facebook URL

Twitter (Ex. https://twitter.com/)

Enter the Twitter URL

LinkedIn (Ex. https://ca.linkedin.com/)

Enter the LinkedIn URL

Instagram (Ex. https://www.instagram.com/)

Enter the Instagram URL

Youtube (Ex. https://www.youtube.com/)

Enter the Youtube URL

Vimeo (Ex. https://vimeo.com/)

Enter the Vimeo URL

Google Plus

Enter the Google Plus URL

Pinterest (Ex. https://www.pinterest.ca/)

Enter the Pinterest URL

Skype

Enter your Skype ID

Website (Ex. http://google.ca/)

Enter your website URL

Update Profile

Change Password

New Password

Enter your new password

Confirm New Password

Enter your new password again

Update Password

Delete account

Delete My Account

◀ **Fill in all the relevant fields**

Save / Update Profile

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



Step
3

User Profile: Post a Property

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

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VIEW PROPERTIES LIST OF PROFESSIONALS RESOURCES

Post Property

Description

Property Type *
Select

Property Type Category *
Select

Property Title *

Property Description

Paragraph

Price

Sale or Rent Price *

Enter price

Cancel Save as Draft Next

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VIEW PROPERTIES LIST OF PROFESSIONALS RESOURCES

Post Property

Features

<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Alarm Sys owned	<input type="checkbox"/> Alarm Sys rented	<input type="checkbox"/> Boat Accessible
<input type="checkbox"/> Direct Entry from garage	<input type="checkbox"/> Electric Fire place	<input type="checkbox"/> Gas Fire Place (indoor)	<input type="checkbox"/> GYM
<input type="checkbox"/> Heat recovery unit	<input type="checkbox"/> Home ready	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Intercom
<input type="checkbox"/> Island	<input type="checkbox"/> Kitchen Backsplash	<input type="checkbox"/> Indoor Swimming pool	<input type="checkbox"/> Mini Bar
<input type="checkbox"/> Mother in-law suite	<input type="checkbox"/> Natural Gas BBQ Hook-up	<input type="checkbox"/> Outdoor Swimming pool	<input type="checkbox"/> Party
<input type="checkbox"/> Sauna	<input type="checkbox"/> Sump Pump	<input type="checkbox"/> Sun Room/Three Season Room	<input type="checkbox"/> T.V Mount
<input type="checkbox"/> Theatre Room	<input type="checkbox"/> Underground	<input type="checkbox"/> Wet Ceilings	<input type="checkbox"/> Wood Fire place (indoor)

Other

Close Walking Distance (5 to 15 min max)

<input type="checkbox"/> Elementary High school	<input type="checkbox"/> Sky Train	<input type="checkbox"/> Park	<input type="checkbox"/> Hospital
<input type="checkbox"/> University	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> River	<input type="checkbox"/> Lake / Beach
<input type="checkbox"/> Bus Stop	<input type="checkbox"/> Shopping Centre	<input type="checkbox"/> Downtown	

Other

Back Save as Draft Next

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Saskatoon, SK [Change Location](#)

VIEW PROPERTIES LIST OF PROFESSIONALS RESOURCES

Post Property

Details

Type *

Year Built

Possession Date

Property Tax Per Year

Property Zoning

Recreation Only

Condo Fees Monthly

Lot Fee Per Year

Size SQ FT

Above Grade (Sq Ft)

Levels Above Grade

Total (Sq Ft)

Lot Size SQ FT

Width (Sq Ft)

Depth (Sq Ft)

Total Area (Sq Ft)

Back Save as Draft Next

Request Viewing
Saskatoon, SK [Change Location](#)

VIEW PROPERTIES LIST OF PROFESSIONALS RESOURCES

Post Property

Media

Drag and drop the images to customize the image gallery

Drag and drop the gallery images here (Minimum size 16,679x900)

Select and Upload

Click on the star icon to select the cover image.

Please upload PDF Document

Select and Upload

Video

Video URL

YouTube and Vimeo File are supported

For example: <https://www.youtube.com/watch?v=x2d50u1u1A8>

Back Save as Draft Next



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

Post Property

Location

Full Address *
Enter your property address

Province *
Select

City/ Town *
Enter the city

Neighbourhood
Enter the area

Zip/Postal Code
Enter zip/postal code

Map

Drag and drop the pin on map to find exact location

Place the pin in address above

Latitude (Range -90 to 90) *
Enter address latitude

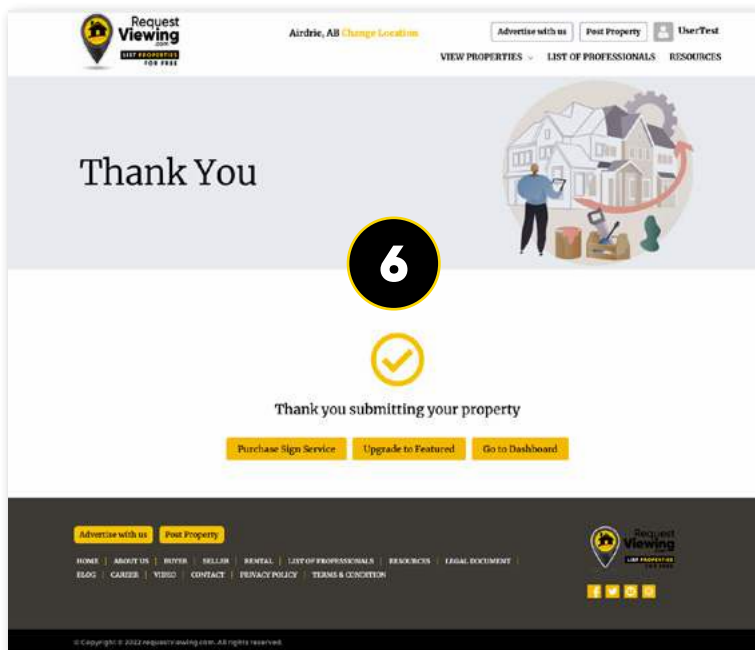
Longitude (Range -180 to 180) *
Enter address Longitude

[How to get longitude and latitude from google maps](#)

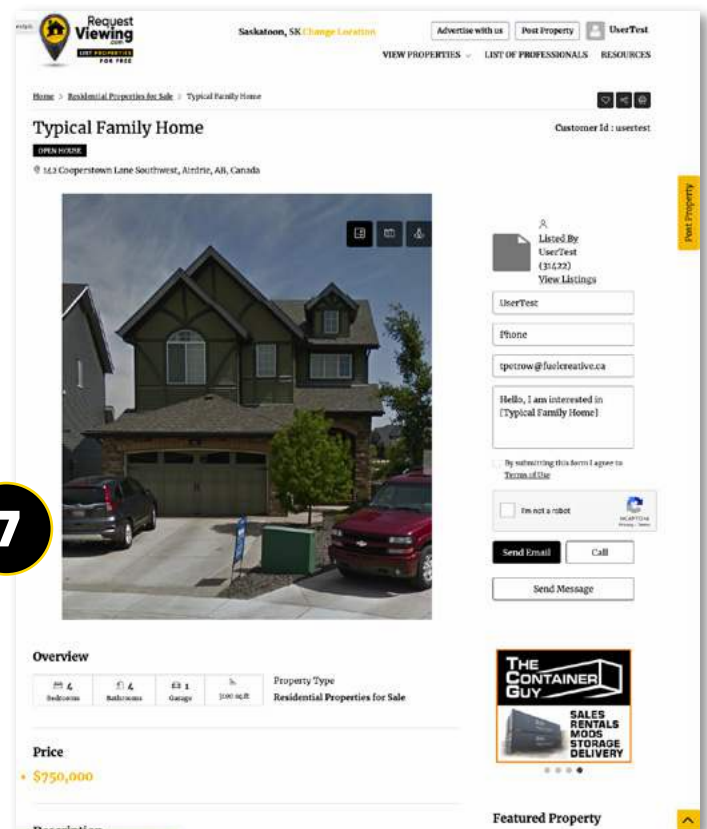
[Back](#) [Save as Draft](#) [Submit Property](#)

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

Add unlimited listings using your profile.



7

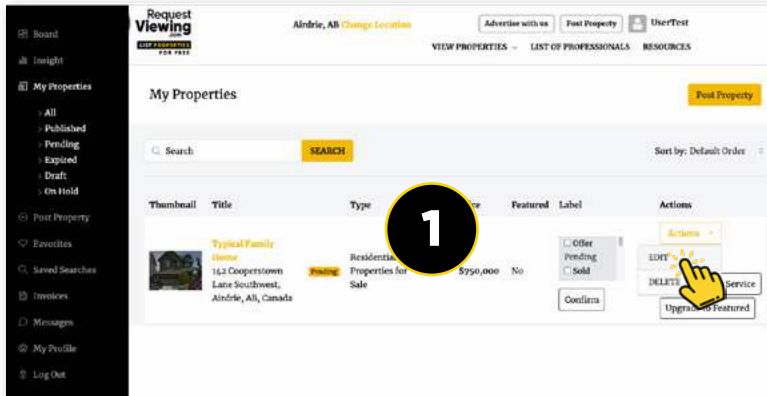


Note: Your property listing now goes live on our site!

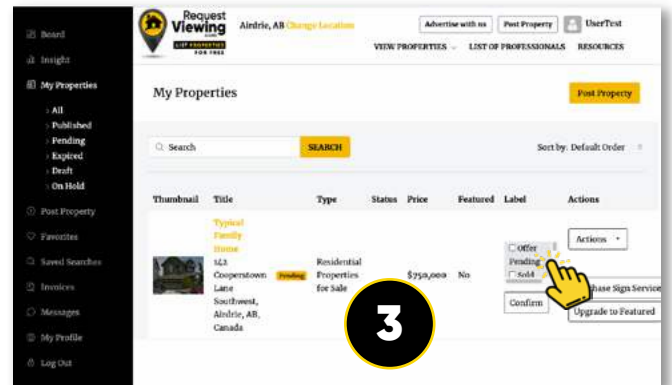


My Properties: Available Options

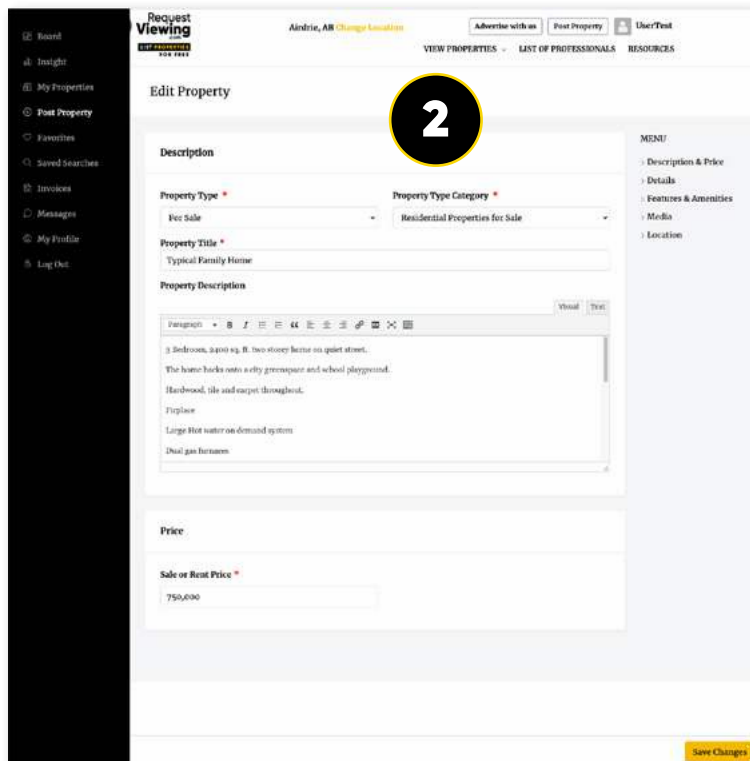
Note: All your user profile features/options are located in your profile page on the left column



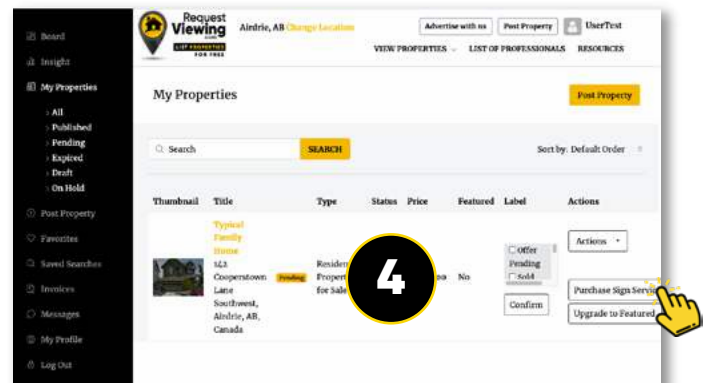
Note: It is easy to make changes to your new Property listings



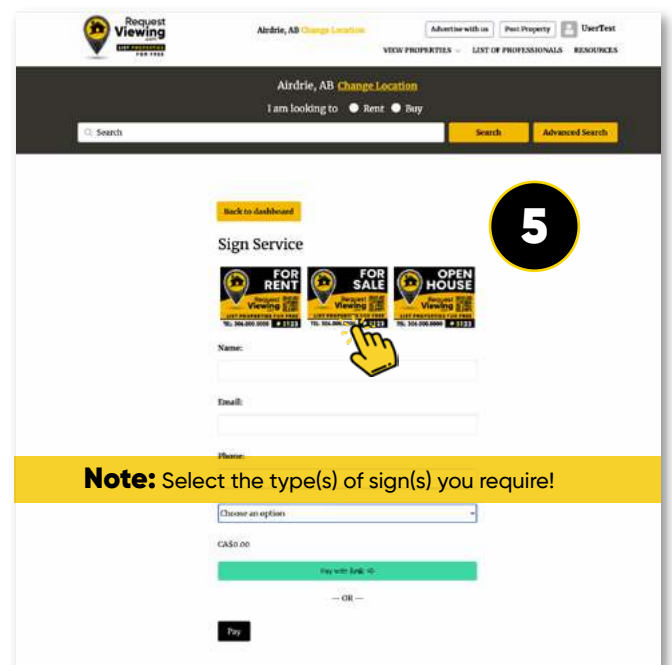
Note: Choose to assign a Label to your Property listings



Note: Makes any changes to your listing then click Save Changes!



Note: Purchase a physical sign your Property listings

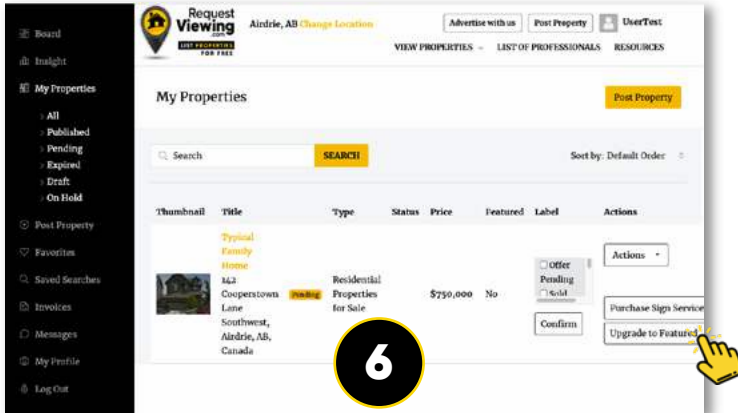


Note: Select the type(s) of sign(s) you require!



My Properties: Available Options

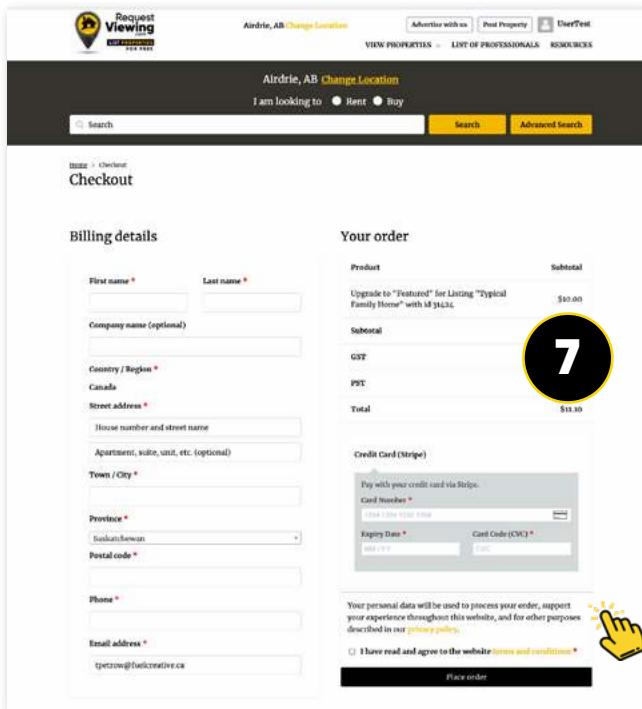
Note: All your user profile features/options are located in your profile page on the left column



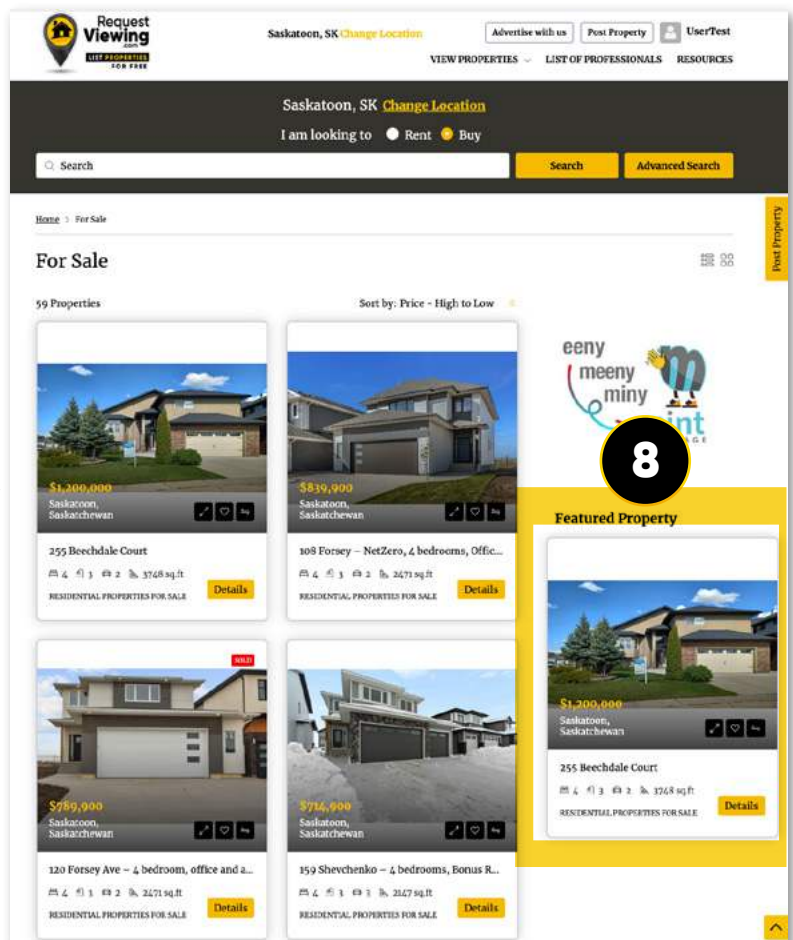
Enhance the exposure of your New Listing with our useful **"Featured Listing" Upgrade**

Your listing will appear to users on the right side of the search return listings

Note: Upgrade your Property listings to "Featured"!



Note: Securely Pay for your "Featured" Listing Upgrade!

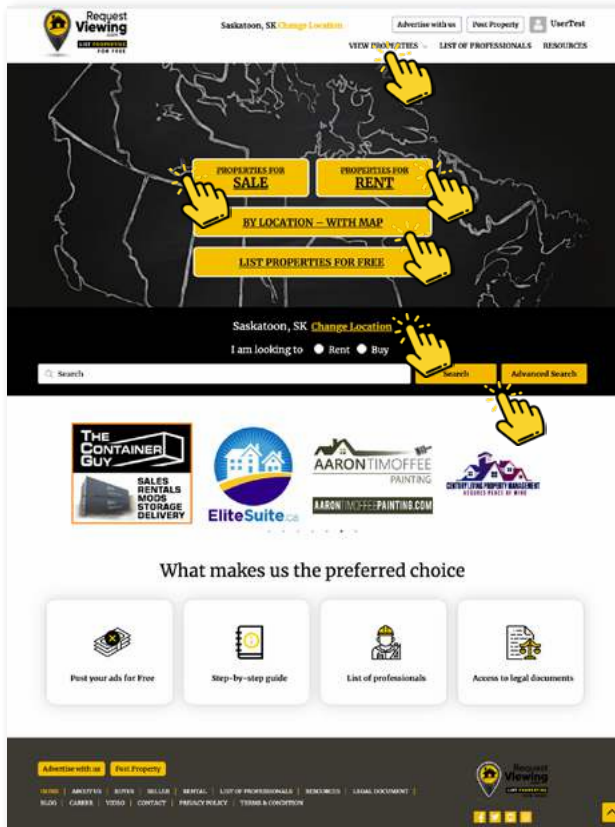


Note: Your "Featured" Listing appears on the top right side of search returns

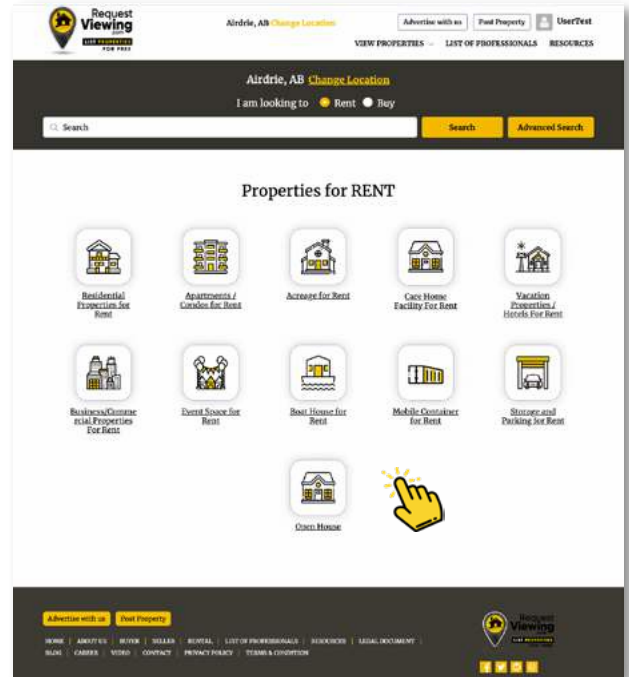


! Home Page: Searching Listed Properties

Note: When you've logged in, Search listings from the site's homepage in multiple ways.

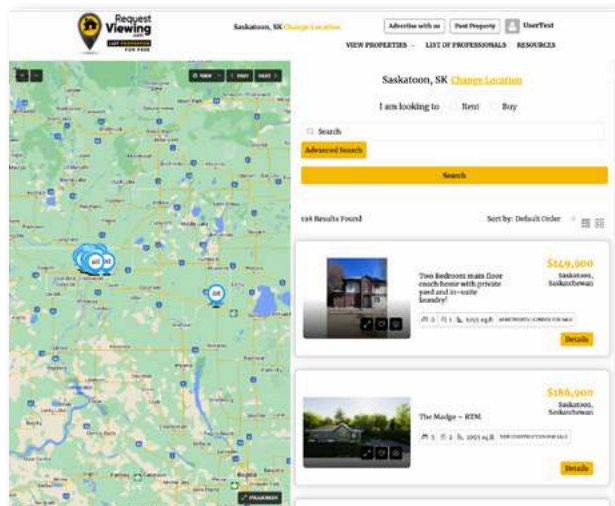


Note: Homepage clickable Search Options

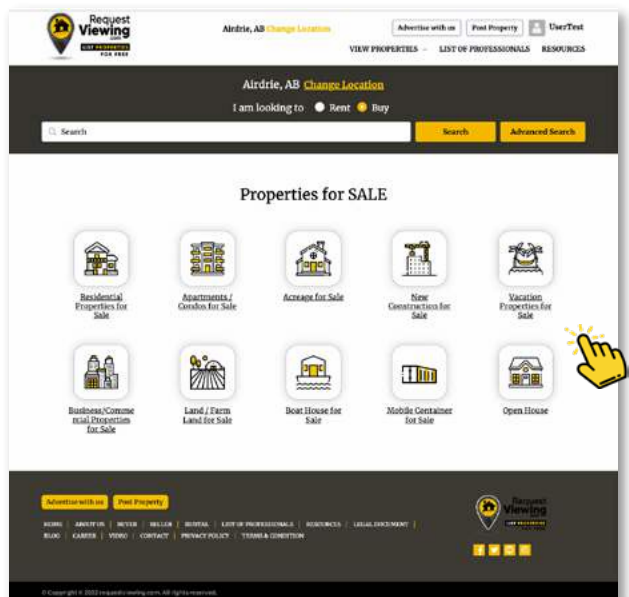


Note: Properties for Rent Homepage Options

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 contact 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

Board
Insight
My Properties
Post Property
Favorites
Saved Searches
Invoices
Messages
My Profile
Log Out

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Saved Searches

You don't have any saved search.

Note: A handy record of saved site searches!

Board
Insight
My Properties
Post Property
Favorites
Saved Searches
Invoices
Messages
My Profile
Log Out

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Invoices

Note: A handy record of your site purchases!

Search Invoices

Start date End date Type
Select a date Select a date Any

Order	Date	Billing For	Billing Type	Status	Payment Method	Total	Actions
Sign Service							
Order	Date	Billing For	Billing Type	Status	Payment Method	Total	Actions

Board
Insight
My Properties
Post Property
Favorites
Saved Searches
Invoices
Messages
My Profile
Log Out

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Messages

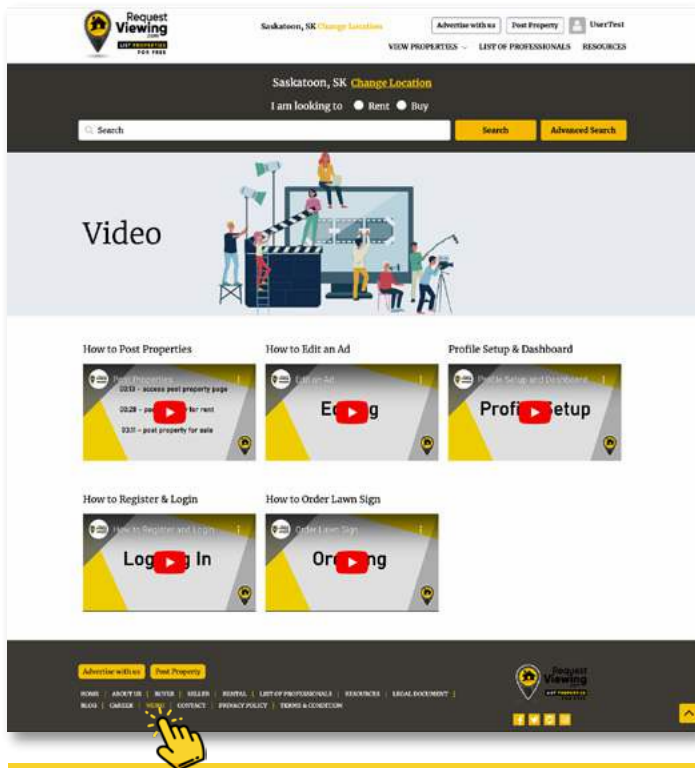
You don't have any message.

Note: A handy user message centre!

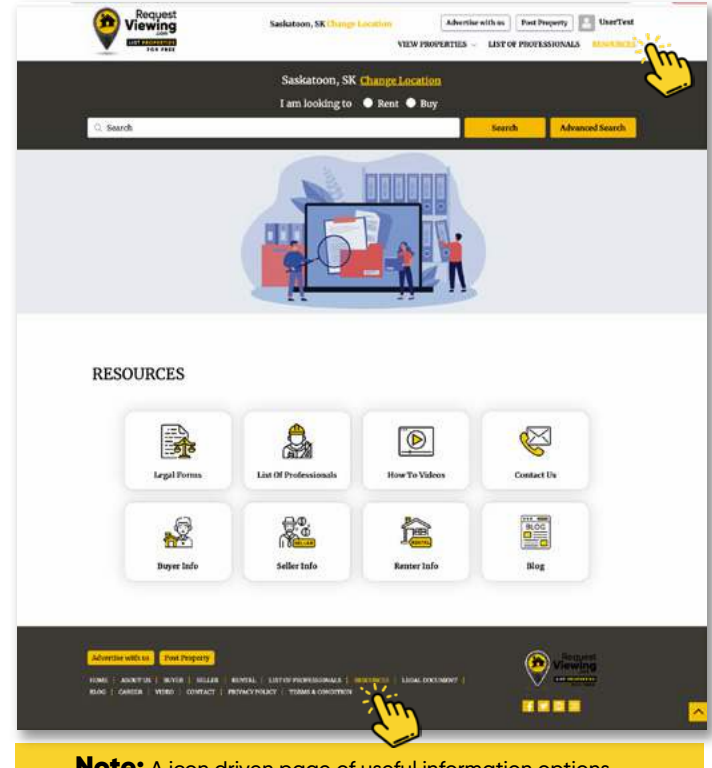


! Other Website Interface User Options

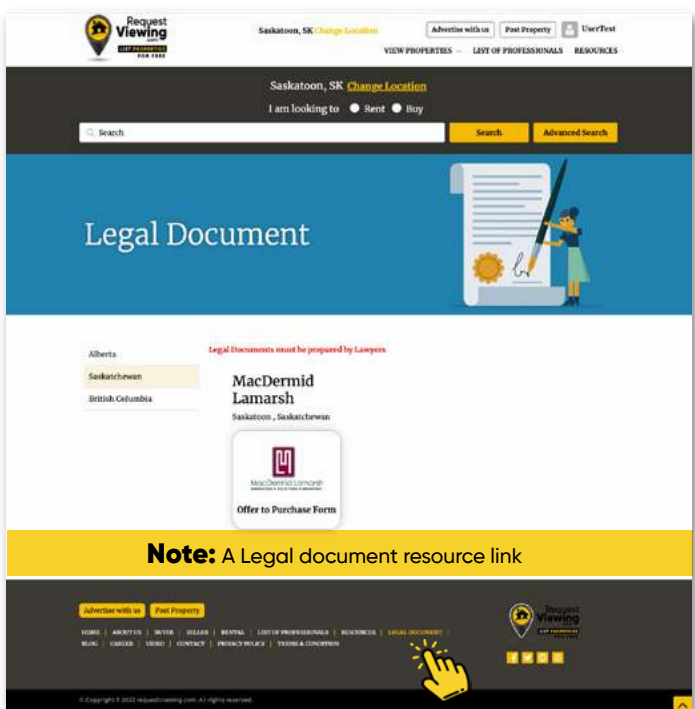
Note: Useful Links located on the upper left header, and in the lower footer of our website pages



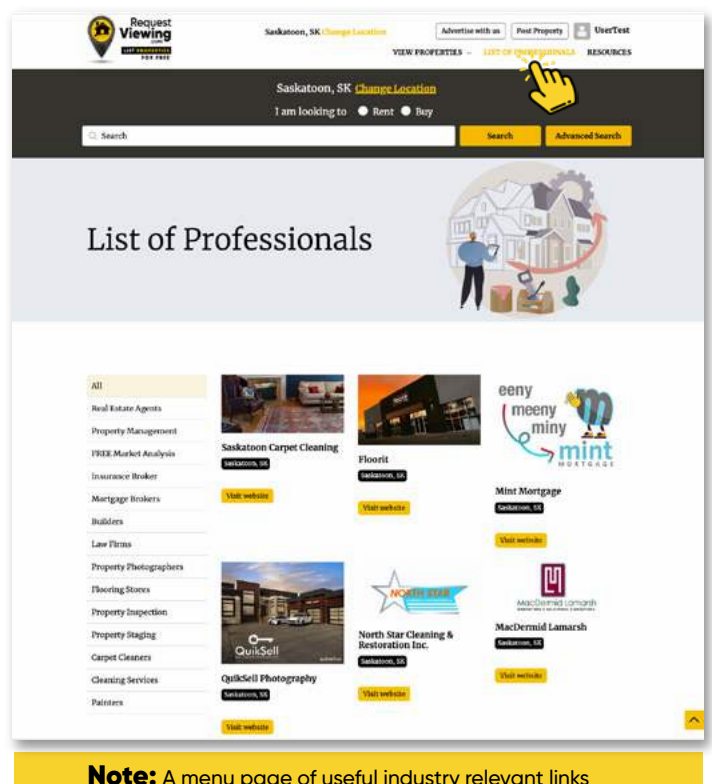
Note: A video tutorial library for common site functions



Note: A icon driven page of useful information options



Note: A Legal document resource link



Note: A menu page of useful industry relevant links