



<b>LOGGING IN TO YOUR SITE .....</b>	<b>1</b>
<b>MANAGING YOUR PROPERTY LISTINGS .....</b>	<b>1</b>
<b>ADDING &amp; EDITING IMAGES .....</b>	<b>3</b>
<b>FEATURED LISTINGS/SLIDESHOW .....</b>	<b>4</b>

## Logging in to your site

1. To begin managing your property listings, as well as the rest of your website's content, you must log in to the back end of your website by typing in **"www.<yourwebsite>.com/administrator"**.

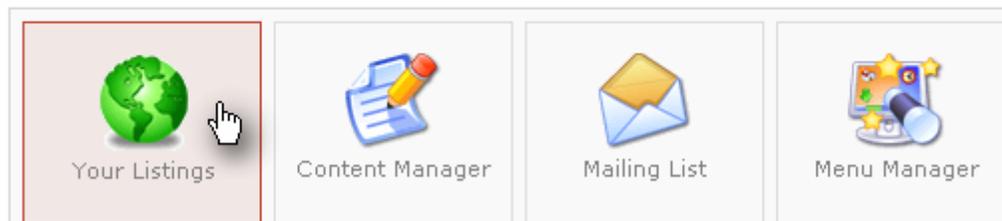


The screenshot shows a login interface with a light blue background. On the left, there is an icon of a computer monitor with a yellow padlock in front of it. Below the icon, the text reads: "Welcome to your Control Panel!" and "Use a valid username and password to gain access to the administration area." On the right, the word "Login" is written in a large, bold, red font. Below this, there is a form with two input fields: "Username" and "Password". A mouse cursor is pointing at the "Username" field. Below the "Password" field is a "Login" button.

2. Enter your **"username"** and **"password"** to login.

## Managing your property listings

1. Once you have successfully logged in to the back end of your site, you will be in the **"Control Panel"**. To begin managing your property listings, click on the **"Your Listings"** button on the left side of your screen.



- You will be taken to the **“Manage Listings”** page. All of your property listings will be here for future editing. To begin the process of adding a new property listing to your site, click on the **“New”** button from the upper right-hand menu.



- Fill out all of your listing information and follow the field specifications to the right of the text boxes.



### Listing Information: New

Listing Details:	
Is Published?	<input checked="" type="checkbox"/>
Type:	Land <input type="button" value="v"/>
Price:	<input type="text"/> *no dollar signs or commas please
MLS Number:	<input type="text"/> *this must be a unique number, no duplicates please
Tax Map Key:	<input type="text"/>
Address Number:	<input type="text"/>
Street:	<input type="text"/>
Zip Code:	<input type="text"/>
Bedrooms:	<input type="text"/>
Bathrooms:	<input type="text"/>
Living Area:	<input type="text"/> (sq/ft) * no commas please
Land Area:	<input type="text"/> (sq/ft) * no commas please
Utilities:	<input type="text"/>
District:	Puna <input type="button" value="v"/> *This is determined by the TMK Number
Listor Name:	<input type="text"/>
Agency Name:	<input type="text"/>

- Add any inclusions or remarks for the property in the bottom text fields on the **“Listing Information”** page.
- Click **“Save”** or **“Cancel”** to add or cancel your new listing.

**NOTE:** If you wish to take a property listing off of your live site, simply click the **“Unpublish”** icon under the **“Published?”** column, or select the checkbox next to the desired property and click the **“Unpublish”** button from the upper-right hand menu. We recommend doing this over deleting the listing entirely.

## Adding & Editing Images

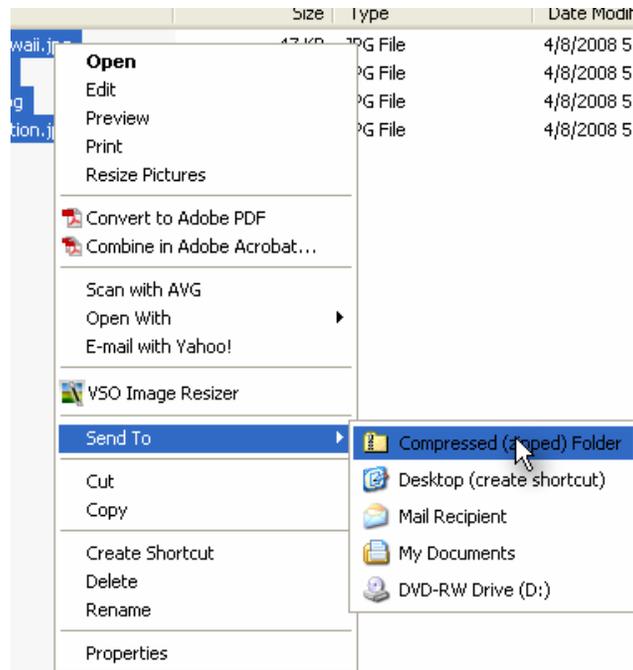
1. Once you have successfully added a listing to your site, you can add/edit additional images separate from what is already represented from the MLS database.
2. To add or edit images for a listing, begin by clicking on the **"Add/Edit Images"** link next to a property from the **"manage listings"** page.

Price	MLS #	Manage Images	Published?	# Images
\$559,900		Add/Edit Images	✘	14
\$419,807		Add/Edit Images	📁	16
\$289,000		Add/Edit Images	📁	4
\$289,000		Add/Edit Images	✘	14

3. **To upload images one at a time**, click on **"New"** from the menu bar at the top right. To the right of "Filename" select **"Browse"** and locate the image you wish to add to your gallery from your computer. Once located, press **"Open"**. Give your image a title and press the **"Save"** or **"Cancel"** button on the top right.



4. **To batch upload multiple images at one time**, you must create a ZIP file containing all of the images you wish to upload to your listing. To do this, place all of the images you wish to add to the listing in one folder on your computer. In the folder, select all of the images, **right-click** and hover your mouse over **"Send To"** and select **"Compressed (zipped) Folder"** from the drop menu.



5. A ZIP file will be created in the folder where your images are.
6. Back on the **“Listing Images”** page, select **“Zipfile”** this time instead of **“New”**.



7. Click on **“Browse”** and locate the ZIP file you just created on your computer. Once located, press **“Open”**. Click on **“Save”** or **“Cancel”** if you wish to upload and add the images or cancel the process.
8. After saving, you will see all the images that were in your ZIP file on a new page. In order to finalize the process of adding these to your gallery, you must check the **check-box** to the left of all the images. Once the images are checked, click on **“Save”** or **“Cancel”** again. If saved, the images are now uploaded to your gallery.

### **Featured Listings/Slideshow**

1. On the **“Listing Images”** page for each listing, there is a column called **“In Slideshow”**. Under this column, you have the option of including specific images that you wish to be featured in your slideshow.

2. Images marked with a red "X" in the "In Slideshow?" column will not be pulled as part of the slideshow. Out of the images that you do have selected to be featured in the slideshow, **five** of them will be randomly selected every time your webpage is loaded.