

COMMERCIAL PROPERTY UPLOAD INSTRUCTIONS

As the required fields for Commercial/Industrial properties and Businesses are different to those for Residential properties a separate specialist Commercial database has been developed. This means that some information that may have been entered in the Residential database for Towns and Listing Agents need to be re-entered in this database.

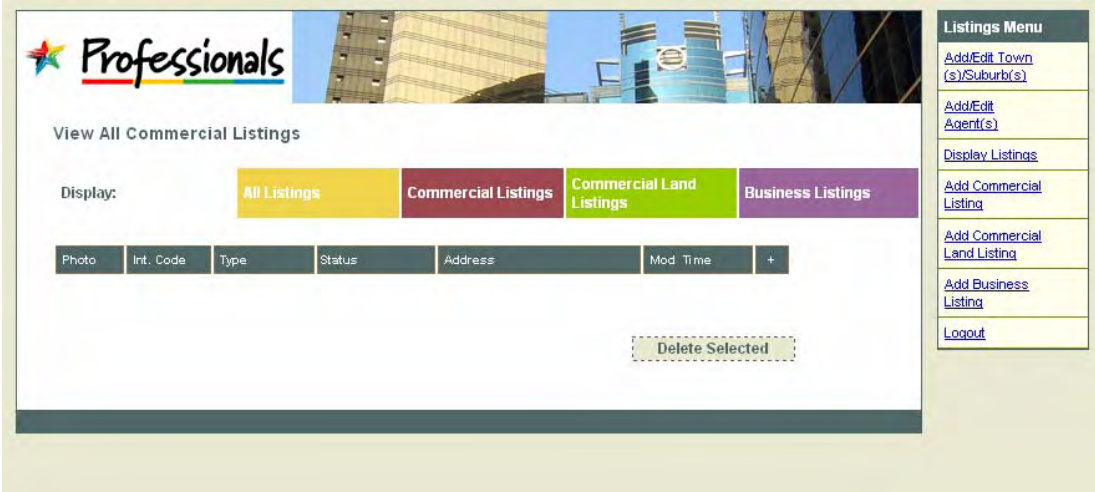
Go to your website eg www.glenelgprofessionals.com.au

At the bottom of the home page you will find - [Residential Login](#) [Commercial Login](#)

To add or edit Residential properties click the Residential Login and to add/edit Commercial properties or businesses for sale click the Commercial Login.

Enter Username and Password – all lower case

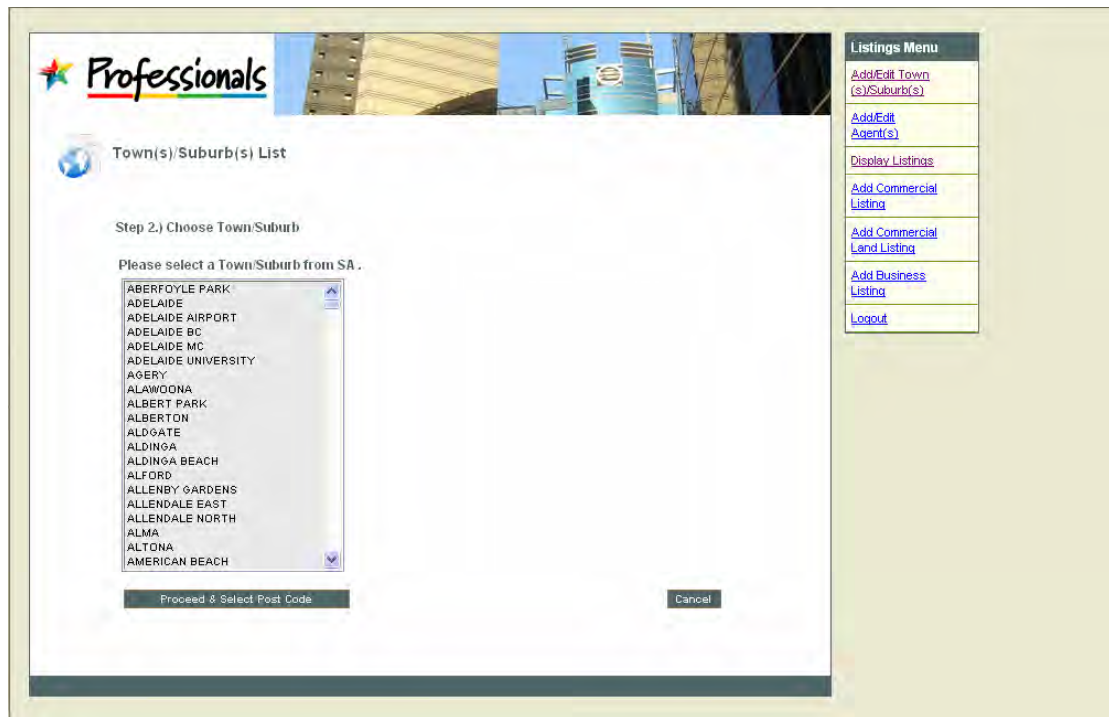
The page view reached displays a list of all existing properties in the database



The screenshot displays the 'View All Commercial Listings' page on the Professionals website. The page includes a navigation menu with four options: 'All Listings' (highlighted in yellow), 'Commercial Listings' (red), 'Commercial Land Listings' (green), and 'Business Listings' (purple). Below the menu is a table with columns for 'Photo', 'Int. Code', 'Type', 'Status', 'Address', and 'Mod Time'. A 'Delete Selected' button is located below the table. On the right side, there is a 'Listings Menu' with the following links: 'Add/Edit Town (s)/Suburb(s)', 'Add/Edit Agent(s)', 'Display Listings', 'Add Commercial Listing', 'Add Commercial Land Listing', 'Add Business Listing', and 'Logout'.

TO ADD/EDIT A TOWN

Navigate to your state and select the suburb from the drop down list then proceed to select the Post Code and add Municipality – Click the Add To My Suburbs List.



Professionals

Town(s)/Suburb(s) List

Step 2.) Choose Town/Suburb

Please select a Town/Suburb from SA .

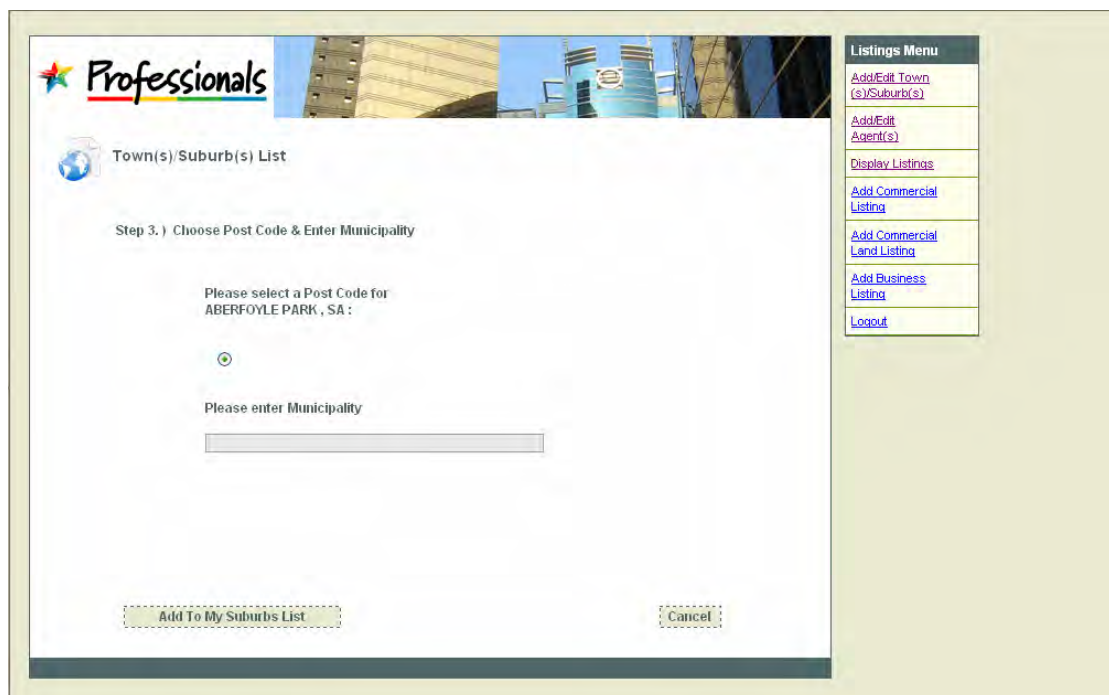
- ABERFOYLE PARK
- ADELAIDE
- ADELAIDE AIRPORT
- ADELAIDE BC
- ADELAIDE MC
- ADELAIDE UNIVERSITY
- AGERY
- ALAWOODNA
- ALBERT PARK
- ALBERTON
- ALD GATE
- ALDINGA
- ALDINGA BEACH
- ALFORD
- ALLENBY GARDENS
- ALLENDALE EAST
- ALLENDALE NORTH
- ALMA
- ALTONA
- AMERICAN BEACH

Proceed & Select Post Code

Cancel

Listings Menu

- [Add/Edit Town\(s\)/Suburb\(s\)](#)
- [Add/Edit Agent\(s\)](#)
- [Display Listings](#)
- [Add Commercial Listing](#)
- [Add Commercial Land Listing](#)
- [Add Business Listing](#)
- [Logout](#)



Professionals

Town(s)/Suburb(s) List

Step 3.) Choose Post Code & Enter Municipality

Please select a Post Code for ABERFOYLE PARK , SA :

Please enter Municipality

Add To My Suburbs List

Cancel

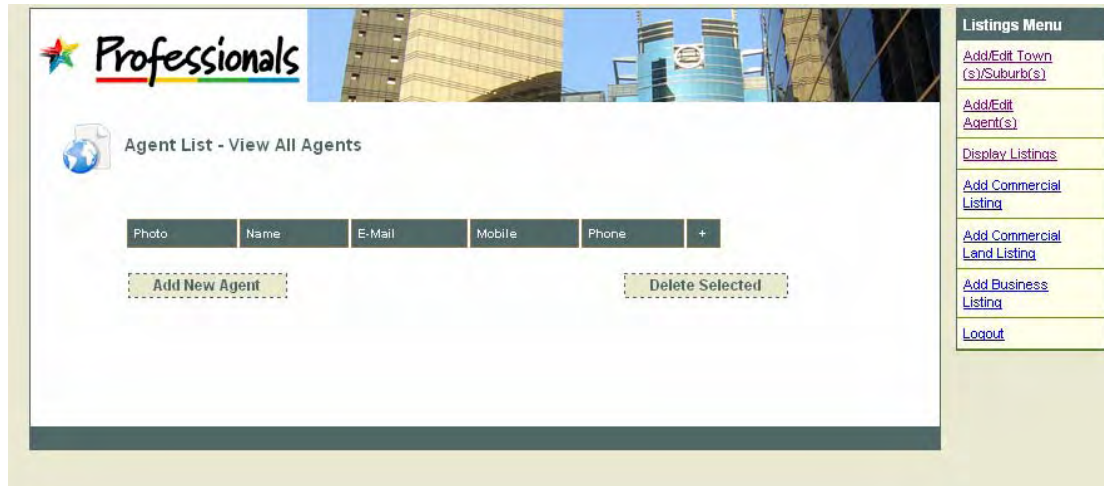
Listings Menu

- [Add/Edit Town\(s\)/Suburb\(s\)](#)
- [Add/Edit Agent\(s\)](#)
- [Display Listings](#)
- [Add Commercial Listing](#)
- [Add Commercial Land Listing](#)
- [Add Business Listing](#)
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TO ADD A LISTING AGENT

Agent details for display in properties are added here.

To activate an agent from the list as a listing agent on a property a tick box is ticked in the process of adding the listing.



The screenshot displays the 'Professionals' website interface. At the top left is the logo with a star and the word 'Professionals'. Below it is a header image of modern buildings. The main content area is titled 'Agent List - View All Agents' and features a table with columns for 'Photo', 'Name', 'E-Mail', 'Mobile', 'Phone', and '+'. Below the table are two buttons: 'Add New Agent' and 'Delete Selected'. On the right side, there is a 'Listings Menu' with several links: 'Add/Edit Town(s)/Suburb(s)', 'Add/Edit Agent(s)', 'Display Listings', 'Add Commercial Listing', 'Add Commercial Land Listing', 'Add Business Listing', and 'Logout'.

Photo	Name	E-Mail	Mobile	Phone	+
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[Add New Agent](#) [Delete Selected](#)

Listings Menu

- [Add/Edit Town\(s\)/Suburb\(s\)](#)
- [Add/Edit Agent\(s\)](#)
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- [Add Commercial Listing](#)
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- [Add Business Listing](#)
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ADD COMMERCIAL LISTING

On right hand side under Menu click on Add Commercial Listing – this will bring up a form to fill out. Every section with a * must be filled in.



Add Commercial Listing - Listing Description - Page 1 of 6

Listing Desc. > Agent(s) > Image(s) > Auct./Insp. Times > Mapping > Lodge Listing

1.) Listing Description

'Listing Type/Status:	HOTEL INDUSTRIAL MOTEL	AUCTION EOI FOR LEASE
Internal Code:		
Date Available:	05 03 2008 <input type="checkbox"/> AVAILABLE NOW <input type="checkbox"/> HIDE	
'Listing Heading:		
'Listing Description:	<div style="border: 1px solid gray; height: 40px;"></div> Characters Left: 1499	
'Under Contract:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
'Price:	<input checked="" type="radio"/> Price: \$ <input type="text" value="N/A"/> <input type="checkbox"/> + Offers Over <input type="checkbox"/> Range: \$ <input type="text" value="N/A"/> : \$ <input type="text" value="N/A"/> <input type="checkbox"/> + SAV	
Price View:	<input type="checkbox"/> Hide Price	

2.) Listing Location

'Street No., Lot No., 'Street Name & 'Street Type:	<input type="text"/> Street Type: Any Street Type
Display Address:	<input checked="" type="radio"/> Display Address <input type="radio"/> Show Suburb Only <input type="radio"/> Hide Address
'Town/Suburb:	[Town] [State] [Post Code], [Municipality] Select a Town/Suburb <input type="button" value="Add Town/Suburb"/>

3.) Commercial Information:

Occupancy:	<input checked="" type="radio"/> Vacant <input type="radio"/> Leased
Tender Details:	Date: 01 01 1999 Time: 01 01 am Details: <input type="text"/>
Term of Lease	<input type="text"/> FORTNIGHT
Lease:	\$ <input type="text"/> Per Annum - Plus Outgoings? <input checked="" type="radio"/> Yes <input type="radio"/> No
Outgoings:	Amount: \$ <input type="text"/> Per Annum Paid By: <input checked="" type="radio"/> Tenant <input type="radio"/> Owner Name: <input type="text"/>
Lease Options:	<input type="text"/>
Current Lease End Date:	Date: 01 01 1999
Rent Review Terms:	<input type="text"/>
Return:	<input type="text"/> % Per Annum
Zoning:	<input type="text"/>

4.) Features

Land Details:	Building Area: <input type="text"/> ACRE	Land Area: <input type="text"/> ACRE
	Warehouse Area: <input type="text"/> ACRE	Frontage: <input type="text"/> METER
	Office Area: <input type="text"/> ACRE	
	Building Details: Newly Built: <input type="text"/> NO Building Is: <input type="text"/> PART	
Garage/Sheltering:	Parking Spaces: <input type="text"/>	
Virtual Tour URL:	<input type="text"/>	
External Link URL:	<input type="text"/>	

Listings Menu

- [Add/Edit Town \(s\)/Suburb\(s\)](#)
- [Add/Edit Agent\(s\)](#)
- [Display Listings](#)
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- [Add Commercial Land Listing](#)
- [Add Business Listing](#)
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Listing Type/Status:

Select a Listing Type from the drop down list of Hotel, Industrial, Motel, Offices, Other, Retail or Tourism.

Select the Status of the listing from the option drop down list of auction, eoi (expressions of interest), for lease, for sale, for sale and lease, leased, sold or Tender.

Internal Code:

This is the code you have given your properties. Only use if you issue codes for your properties this field is not mandatory. The database generates a property ID for each property.

Listing Heading:

Heading for property.

Listing Description:

The text description of the property is limited to 1500 characters
Use only simple text - " and ' in the text plus bullet points will not be accepted

Under Contract:

Defaulted to No. When property is Under Contract this can be changed by ticking Yes.

Price:

The price in this section does not take any \$ signs or commas etc just all numerics i.e. 300000. Use drop down box for option words - After Rebate, By Negotiation, Offers Considered, Per Fortnight, Per Month, Per Quarter, Per Week or Per Year.
Click on Range for a price range. This figure is also used for a price search on the website. Auction properties must also have a price recorded but this is hidden in the property display

Price View: This section should include whole price including \$ sign eg \$300,000
When this section is filled out it over-rides the price section even though the price section must be filled out.

Listing Location:

The number or lot of the address goes in the first box. The street name goes in the second box and the 3rd is a drop down box to select street type. As this is a mandatory field, if there is no address put either a * or – in the boxes. Select the Street Type from the drop down.

Display Address: This is defaulted to Display Address or you can have 'Show Suburb Only' or 'Hide Suburb'. If you do not want the address to be displayed you can still put it in and click 'Show Suburb Only' and the address will not come up on the listing. Agents should not hide any part of the address if they want their property to appear on the interactive map. If display suburb only is selected the interactive map will not be able to locate the property.

Town/Suburb: Select town suburb. If the suburb is not listed Click on 'Add New Town/Suburb' and follow directions. Once this has been done the Town/Suburb will be added to the list.

Commercial Information:

Occupancy: Defaulted to Vacant – change to Leased

Tender Details: Insert the Due date of Tender, Time and Details

Terms of Lease: Insert details and select from the drop down options of fortnight, month, week or year.

Outgoings: Insert total per year and tick the option to indicate if Outgoings are included in the total, who will pay the outgoings and their name.

Lease Options: Insert details in text box.

Current Lease End Date: Insert date

Rent Review Terms: Insert details in text box

Return: Insert amount as percentage per annum

Zoning: Insert zoning details

Features:

Land Details: Insert size of Building Area, Land Area, Warehouse Area, Frontage and/or Office Area in acres, hectares, squares, or squaremetres.

Building Details: Insert whether the Building is newly built or not and whether is is part or whole.

Garage/Sheltering: Insert Parking Spaces

Virtual Tour URL: Insert website location in full – eg <http://www.....>

External Link URL: Use this only if you wish the external link to be used for the property details - Insert website location in full – eg <http://www.....>

Save & Next (Agents)

Click here to save the data and proceed to the next area

Listing Agents:

If a new agent needs to be added click Add Agent and fill in form. Add photo of agent – The photo will be resized in the database but high resolution photos should not be added

Tick the agent you want to display on that listing and **Click Save** and proceed to **Images**.

Images:

We recommend that you use a simple free graphic programme to resize photos before adding to the database. Go to www.irfanview.com.au and follow the prompts to download it.

Click on browse and find your images. Images must be saved at 800 x 600 in *jpg* format.

Double Click into position (first photo will be main photo). Takes up to 10 photos and 2 floor plans. Remember to click **Upload Images** and once loaded proceed to **Auct/Insp. Times**.

Auction/Inspection Times:

Fill in and save. If you have multiple inspection times, save one before entering the next one. Once this date has passed the information will remain in this section until it is changed again. **Click Save** and proceed to **Options – Mapping** is a function that is not required as maps are automatically generated from the address data.

Extra Options:

Show Add Time and Show last modification time are optional.

The most important option is related to Feature Listing – Select Yes if the property is to appear as a feature property.

Click Save

ADD COMMERCIAL LAND LISTING

On right hand side under Menu click on Add Commercial Land Listing – this will bring up a form to fill out. Every section with a * must be filled in.

As many fields are in common, refer to instructions details relating to Add Commercial Listing



Add Commercial Listing
 Display Commercial Listings
 Search Commercial Listings



Commercial Listings

Listings Menu

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Add Commercial Land Listing - Listing Description - Page 1 of 6

Listing Desc. > Agent(s) > Image(s) > Auc/Insp. Times > Mapping > Lodge Listing

1.) Listing Description

Land Type:	<input checked="" type="radio"/> Commercial Land Site <input type="radio"/> Industrial Land Site
Listing Status:	AUCTION EOI FOR LEASE
Internal Code:	
Date Available:	05 03 2008 <input type="checkbox"/> AVAILABLE NOW <input type="checkbox"/> HIDE
Listing Heading:	
Listing Description:	<div style="border: 1px solid #ccc; height: 40px;"></div> Characters Left: 1499
Under Contract:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Price:	<input checked="" type="radio"/> Price: \$ <input type="text"/> <input type="checkbox"/> + Offers Over <input type="checkbox"/> Range: \$ <input type="text"/> - \$ <input type="text"/> <input type="checkbox"/> + SAV <input type="checkbox"/> Hide Price
Price View:	<input type="checkbox"/> Hide Price

2.) Listing Location

Street No., Lot No., Street Name & Street Type:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Display Address:	<input checked="" type="radio"/> Display Address <input type="radio"/> Show Suburb Only <input type="radio"/> Hide Address
Town/Suburb:	<input type="text"/> [Town] [State] [Post Code] [Municipality] <input type="text"/> Select a Town/Suburb <input type="button" value="Add Town/Suburb"/>

3.) Commercial Information:

Occupancy:	<input checked="" type="radio"/> Vacant <input type="radio"/> Leased
Tender Details:	Date: 01 01 1999 Time: 01 01 am Details: <input type="text"/>
Term of Lease:	<input type="text"/> FORTNIGHT
Lease:	\$ <input type="text"/> ANNUAL <input type="checkbox"/> Plus Outgoings? <input checked="" type="radio"/> Yes <input type="radio"/> No
Outgoings:	Amount: \$ <input type="text"/> ANNUAL Paid By: <input checked="" type="radio"/> Tenant <input type="radio"/> Owner Name: <input type="text"/>
Lease Options:	<input type="text"/>
Current Lease End Date:	Date: 01 01 1999
Rent Review Terms:	<input type="text"/>
Return:	<input type="text"/> % PERCENT ANNUAL

4.) Features

Land Details:	Land Area: <input type="text"/> ACRE Frontage: <input type="text"/> METER
Estate Details:	Estate Name: <input type="text"/> Estate Stage: <input type="text"/>
Virtual Tour URL:	<input type="text"/>
External Link URL:	<input type="text"/>

ADD BUSINESS LISTING

On right hand side under Menu click on Add Business Listing – this will bring up a form to fill out. Every section with a * must be filled in.

As many fields are in common, refer to instructions details relating to Add Commercial Listing – the main variation relates to Business Category and Sub Categories which must be selected.

Key Add Commercial Listing Display Commercial Listings Search Commercial Listings Commercial Listings

Add Business Listing - Listing Description - Page 1 of 6

Listing Desc. > Agent(s) > Image(s) > Auct/Insp. Times > Mapping > Lodge Listing

1.) Listing Description

*Business Category & *Sub Category:	ACCOMMODATION AGRICULTURAL SERVICES AUTOMOTIVE <input type="text" value="Select a Category Above."/>
*Listing Status:	AUCTION ECI FOR LEASE
Internal Code:	<input type="text"/>
Date Available:	05 03 2008 <input type="checkbox"/> AVAILABLE NOW <input type="checkbox"/> HIDE
*Listing Heading:	<input type="text"/>
*Listing Description:	<input type="text"/> Character Left: 1484
*Under Contract:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Price:	<input checked="" type="radio"/> Price: \$ <input type="text"/> <input type="checkbox"/> + Offers Over N/A <input type="checkbox"/> + SAV <input type="radio"/> Range: \$ <input type="text"/> - \$ <input type="text"/> N/A
Price View:	<input type="text"/> <input type="checkbox"/> Hide Price

2.) Listing Location

*Street No., Lot No., *Street Name & Street Type:	<input type="text"/> <input type="text"/> <input type="text"/> Street Type: Any Street Type
Display Address:	<input checked="" type="radio"/> Display Address <input type="radio"/> Show Suburb Only. <input type="radio"/> Hide Address
*Town/Suburb:	[Town] [State] [Post Code], [Municipality] Select a Town/Suburb <input type="button" value="Add Town/Suburb"/>

3.) Business Information:

Current Rent:	\$ <input type="text"/> ANNUAL
Business Lease:	\$ <input type="text"/> ANNUAL
Lease Options:	<input type="text"/>
Current Lease End Date:	Date 01 01 1999
Takings:	<input type="text"/>
Net Profit:	<input type="text"/> ANNUAL
Return:	<input type="text"/> % PERCENT ANNUAL

4.) Features

Virtual Tour URL:	<input type="text"/>
External Link URL:	<input type="text"/>

Listings Menu

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Business Category:

Select a main category then a sub category –

Accommodation - Aged Care, Tavern, Retirement Villages, Resort, Other, Motel, Management Rights, Hotel, Bed & Breakfast, Caravan Park, Cattery, Club, Dog Kennels, Hospitals.

Agricultural Services – Machinery, Mustering, Other Services, Pest Control, Produce Store, Seed Cleaning, Shearing, Wool Classing, Livestock, Land Clearing, Kennels, Aerial, Baling/Pressing, Branding, Crop Harvesting, Fertiliser, Fruit Picking, Hunting/Trapping, Insemination, Irrigation Services.

Automotive – Panel Beating, Repair, Service Station, Windscreen Repairs, Wreckers, Other, Mufflers, Accessories & Parts, Auto Electrical, Car Dealership, Car Wash, Detailing, Marine.

Business/Professional Services & Agencies - Property Services, Real Estate Agencies, Rent Rolls, Scientific, Security, Technical, Travel, Other, Marketing, Legal, Accounting, Advertising, Bookkeeping, Brokerages, Civil, Computer, Finance, Insurance

Construction & Contracting - Welding Industry, Water, Technical, Professional, Other, Metal Industry, Gas, Electrical, Earth Moving, Building.

Fishing & Forestry – Other, Marine Fishing, Forestry, Aquaculture,

Health & Education - Veterinary Services, Other Services, Nursing Home, Medical Service, Hospital, Dental Service, Child Care

Hire/Rental Companies – Machinery Hire, Other, Party Hire, Plant Hire, Taxi, Truck Rentals, Limousine, Equipment Hire, Aircraft, Boats/Marine, Bus & Trailer Hire, Car Rental, Caravan Hire, Communication, Crane Hire

Manufacturing – Paper, Personal Products, Plastic Products, Printing, Signwriters, Timber Products, Other Products, Metal Products, Aluminium Products, Building Products, Chemical, Chemical Suppliers, Clothing, Food Products, Glass/Ceramics

Management Rights – Management Rights

Mining – Other, Oil & Gas, Mines, Metal Ore, Exploration, Construction Material, Coal

Personal/Other Services – Window Cleaning, Pool Cleaning, Other Services, Nails, Household Services, Home Repairs, Gardening Services, Escort Services, Driving Schools, Cleaning, Beauty/Hair, Adult Products

Security - Security Guards, Sales of, Monitored Systems, Armoured Car Services, Alarms

Tourist & Leisure Services Retail Trade – Restaurant, Repair Services, Rental, Recreation Goods, Post Offices, Photo Labs, Personal Goods, Retail Goods, Post Offices, Photo Labs, Sporting Goods, Jeweller, Video, Tours, Theme Park, Takeaway Food, Supermarket, Stationery, Sports Complex/Gym, Other Retail, Other Leisure, Newsagency, Amusements, Aquariums, Arts & Crafts, Booking Service, Butcher, Café, Clothing, Coffee Shop, Communication Industry, Convenience Store, Household Goods, Homewares/Hardware, Gifts, Garden Nurseries, Gambling, Food Retailing, Copy & Laminate Service

Transport, Storage & Distribution - Owner-Driver, Road Freight, Road Passenger, Storage Facilities, Storage Sheds, Transport Companies, Warehousing, Water Services, Distributors, Other Services, Milk Runs, Air Services, Bread Runs, Buslines, Carriers, Couriers, Delivery, Escort & Pilot Services, Furniture Removals, Mail Runs

Wholesale Trade - Plant & Equipment, Personal Products, Other, Mineral, Importers, Household Products, Food Products, Farm Products, Clothing, Chemical Suppliers, Building Products, Accessories

Lodge Listing when all data has been added