



The Edit Menu

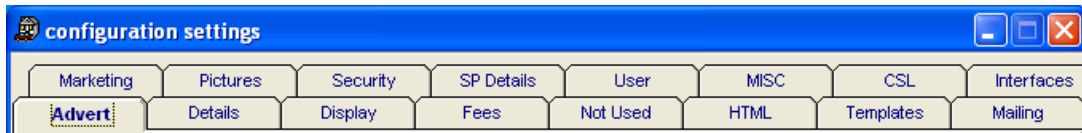
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The Edit Menu

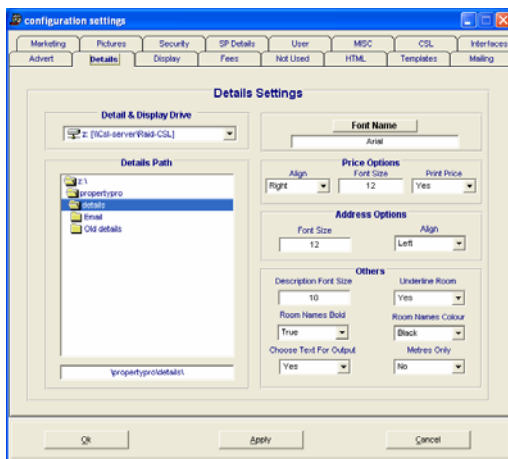
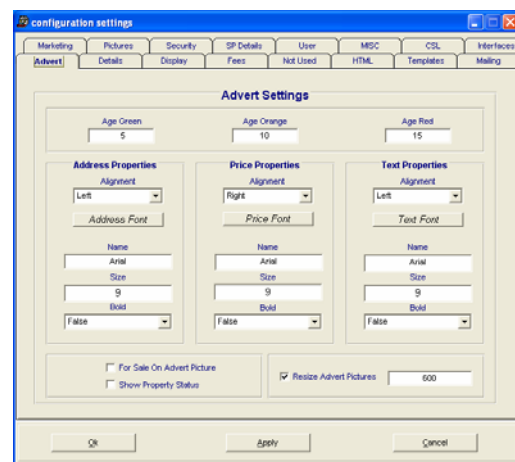
The Edit menu provides the facility to change settings and customise lists within your system. All settings are password controlled, and great care should be taken when making a change as it may have adverse impact on PropertyPro tables particularly if you are working in a multi-office environment. If in doubt, please call Support who will be able to advise on the best options.

Configuration Settings



Advert Settings

- Change colour coding range of the number of times a property has been advertised.
- Set Advert fonts and Photo size
- To include property status in the advert

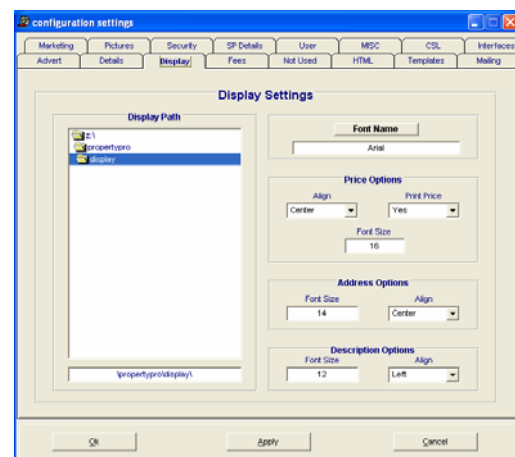


Details Settings

- Specify Drive and Path of where to save details
- Specify details font
- Price and address options
- Other options, such as Underline Room.

Display Settings

- Specify Display path
- Change font options



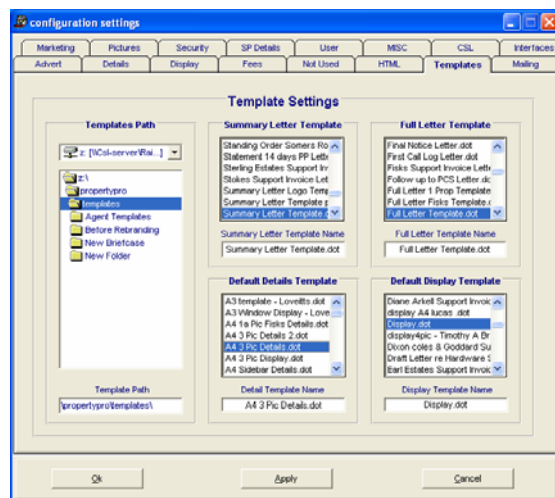
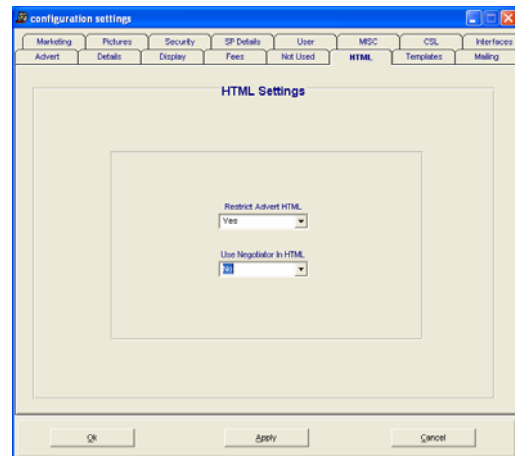


Fees Settings

- Specify / change default percentage and minimum fee for all classes.

HTML Settings

- If Restrict Advert HTML is set to Yes then restricted advertising will upload to the web.
- Use Negotiator in HTML will add negotiator details to the property.



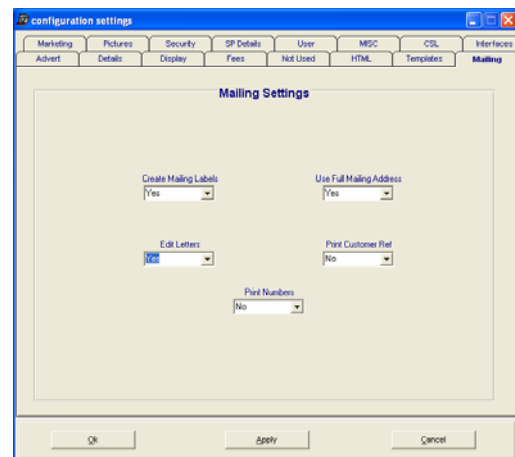
Template Settings

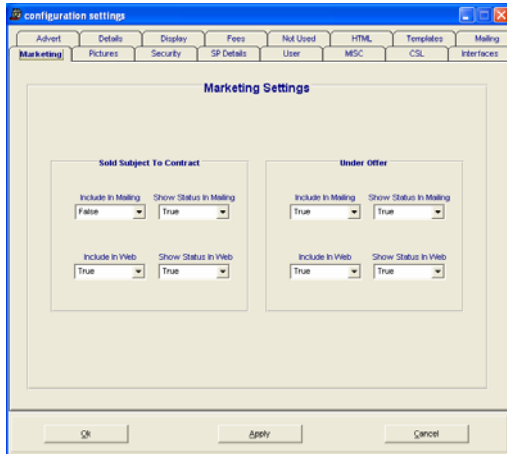
- Specify the Template path
- Specify / change the default templates for Summary Letter, Full Letter, Details, and Display

Mailing Settings

Choose to:

- Create labels when mailing, and whether to use the full mailing address.
- Edit Letters
- Print the Customer reference on letters
- Print Numbers on letters



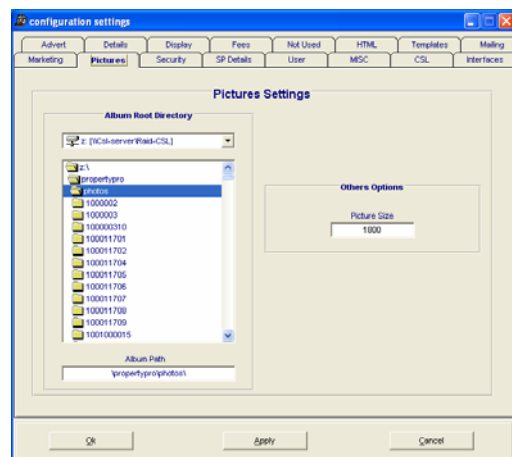


Marketing Settings

- This screen enables you to specify whether SSTC and Under Offer properties are to be included in mailings and the web.
- You can also specify whether or not to show the Status in mailing or in the web.

Picture Settings

- Specifies the default path of where PropertyPro stores photos and the picture size.



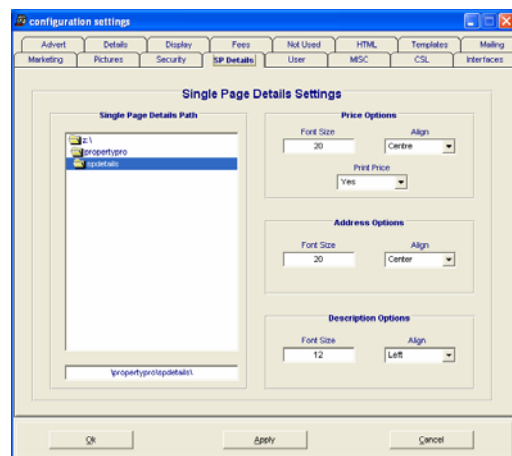
Security

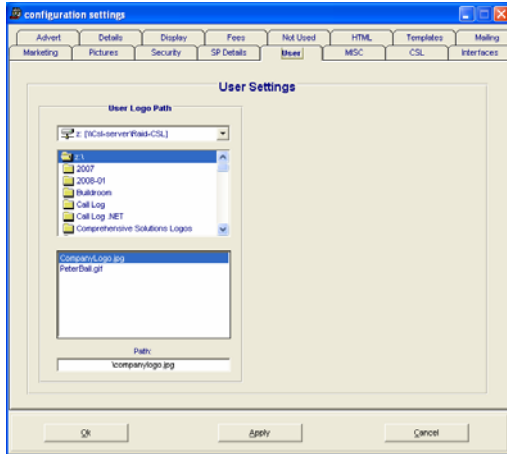
- This is where you can change the password (minimum of 4 characters and a maximum of 10)

If you change this, it will impact all password protected functions, so be sure to change this to something memorable!

SP Details

- Specifies the default path of where PropertyPro stores Single Page Details.
- Change Price, Address and Description options.



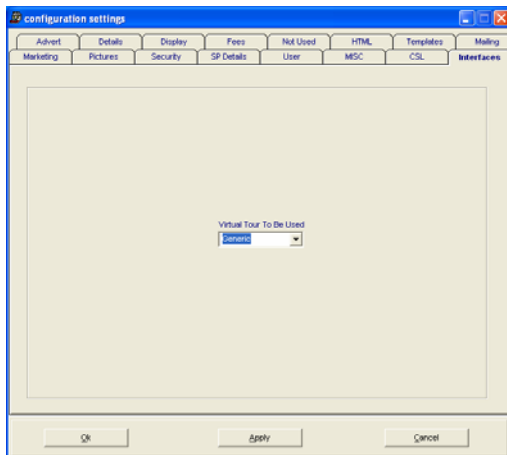
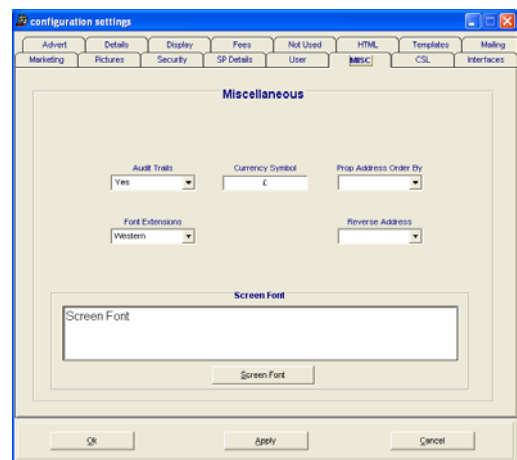


User Settings

- To change your company logo, select the new .jpg file (it does not have to be in the PropertyPro folder).
- PropertyPro will copy it to the PropertyPro folder and rename it "CompanyLogo.jpg".
- Your logo will then display top right of the front screen.

Miscellaneous Settings

- This provides for setting miscellaneous items such as Currency Symbol and the Screen Font.



Interfaces

This is only to be changed by PropertyPro Installation.

Publication Details

This screen enables you to add and set up an additional publication for the newspaper advert.

If you have a specific newspaper advert template(s) for this publication, you can choose it in this screen.

When you choose the publication, the relevant template will be listed for you in the templates list.

edit publications

publication information

name [add publication](#) [remove publication](#)

pages booked brighten pictures by %

add districts to publication

all districts

[add to publication](#) [remove from publication](#)

districts selected for publication

templates for publication

[edit details](#) [add](#) [remove](#)

[close](#)

Staff Members

New members of staff can be added in this screen.

Note: For SMS purposes, the staff member will be included in the confirmation of an appointment if they have a mobile telephone number stored in the Telephone 2 field on their staff record

staff

id

surname

first name

telephone 1

telephone 2

eMail

password

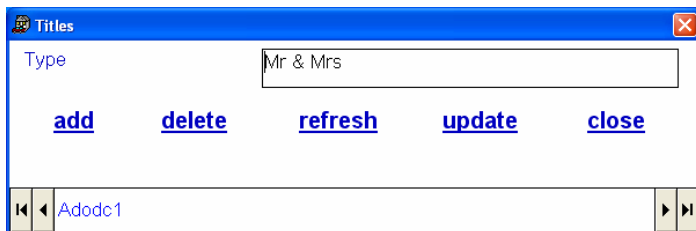
security level 0=full access, 1=supervisor, 2=admin, 3=manager, 4=negotiator, 5=junior neg, 9=view only

office

[add](#) [delete](#) [refresh](#) [update](#) [close](#)

Record: 65

Titles

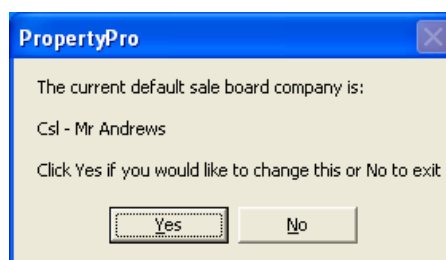


Use this screen to add a title that will display in the Title drop down list in the Customer screen.

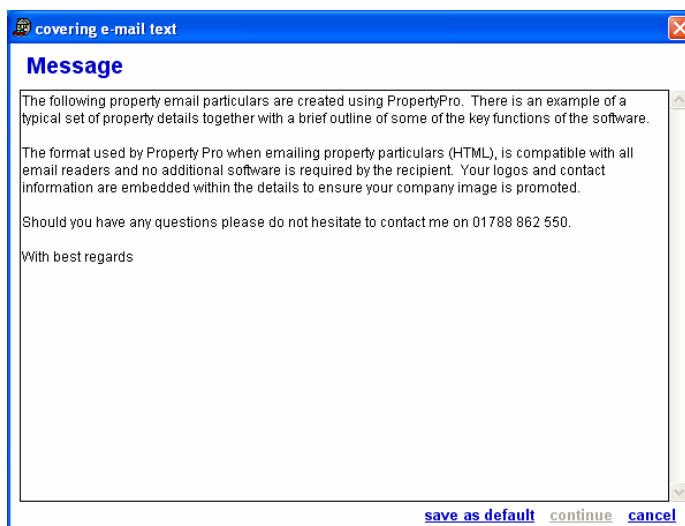
Default Board Company

To set up a default board company, first create a customer record for that company. If one has already been assigned, you will be asked if you would like to change it.

Select the company from the ensuing list of companies.



Email Message – default covering email



When details are emailed to customers, it is this cover message that is sent. This cover email message can be edited and saved as default.



Types

Appliances
 Aspects
 Commercial
 Customers
 Dimension Text
 For Sale Board
 Floor Names
 Floors
 Gardens
 Garages
 Houses
 Industrial
 Instruction Types
 Local Amenities
 Locations
 Parking
 Price
 Mortgage Status
 Reasons Not Instructed
 Tenure
 Valuation Status
 Customer Source
 Customer Status
 Contact Method

This list of types reflects the fields found in the Property Screen. Each field is an option choice and it is possible to add to the choices.

Adding to these tables impacts greatly on your system – if in doubt, please ask a member of the Support Team before changing these.

Ranges

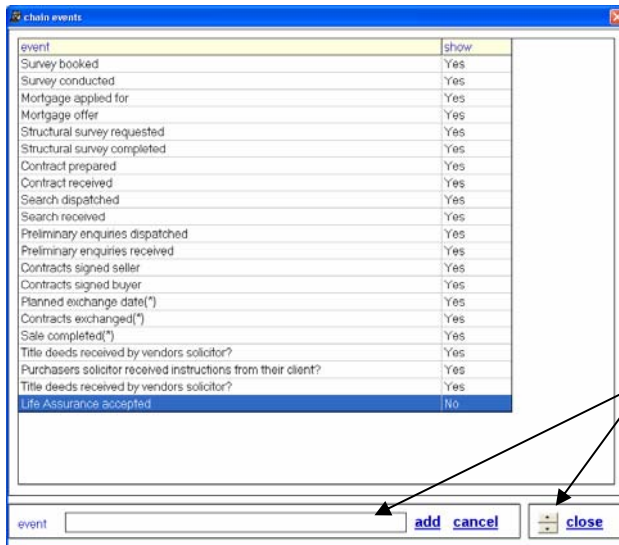
Ages
 Areas
 Prices
 Rents

These value ranges appear in the Property Screen and can be customised if required.

Rooms

Residential Sales
 Residential Lettings
 Commercial Sales
 Commercial Lettings
 Industrial Sales
 Industrial Lettings

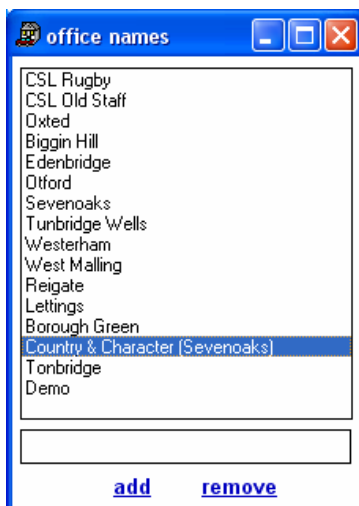
Chain Events



This screen enables you to hide or show the events of the Chain by double clicking the event.

An event can be moved upwards/downwards through the list to change the order, and new events can be added.

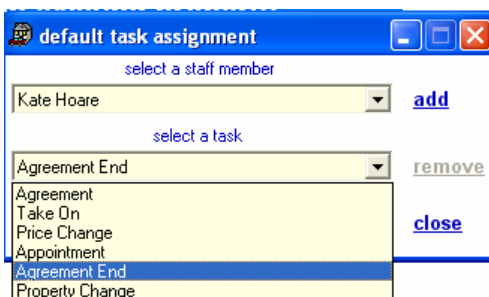
Office Names



Office names can be added or removed.

Do seek advice from the Support Desk before removing or adding an office name

Default Task Assignment



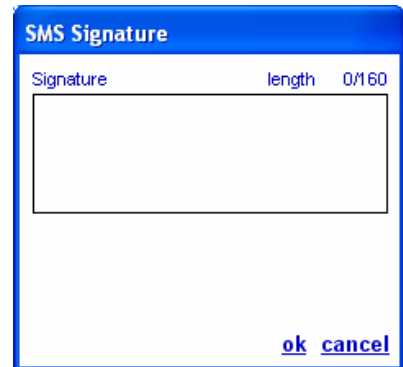
A task can be automatically assigned to a member of staff at the point of:

- End of Contract
- Take on
- Price Change
- Appointment
- Property Change

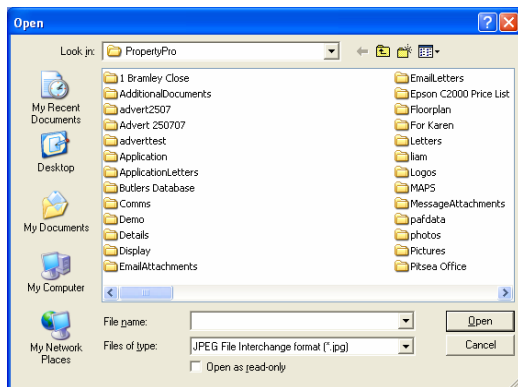
SMS Signature

Use this screen to set the automatic default SMS signature. The maximum length for the signature is 50 characters.

Note: A single SMS Message has a maximum length of 160 characters including the signature.



Icon



To change your company logo on the front screen, select the new .jpg file (it does not have to be in the PropertyPro folder).

PropertyPro will copy it to the PropertyPro folder and rename it "CompanyLogo.jpg".

Your logo will then display top right of the front screen.

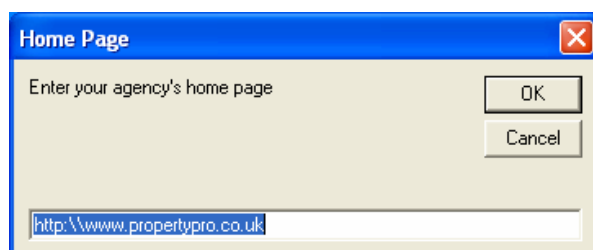
Front Screen Colours

Customise your front screen with a different text colour, background colour, or a slideshow background colour.

Note: These changes will change all other pcs running PropertyPro on the same server!

- Text Colour
- Text Hi-Light Colour
- Background Colour
- Slideshow Background Colour

Home Page



Your company website's home page address.

There are 2 links on the front screen to your website – mouse over your company logo, and the orange Globe below the menu bar.

