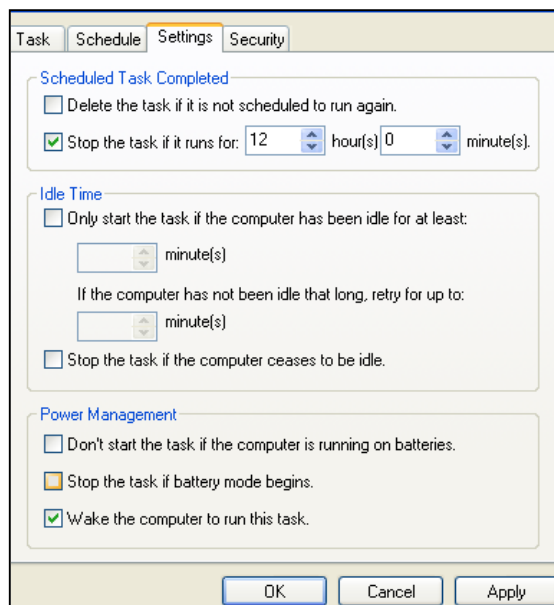


Setting up the PropertyFinder uploader

1. Click on 'PropertyFinder Uploader' on the downloads page of www.propertypro.co.uk and save it into the PropertyPro folder.
2. Open the PropertyPro folder and create a new folder called PropertyFinder.
3. Open the PropertyFinder folder and create a new folder in there called Data
4. Open the Control Panel from the Start menu
5. Double-click on Scheduled Tasks
6. Double-click on 'Add Scheduled Task'
7. Click Next and then click Browse to find the PropertyFinder Uploader. If you go to your PropertyPro folder the file will be called PropertyFinder.exe. Click on this file and click OK. Then click Next
8. You will then be asked how frequently you want the task to run. Click Daily and then click Next
9. You will then be asked what time you want the task to run. Enter a time between midnight and the start of your working day and click Next
10. Then enter your password and click Next
11. Put a tick in the box to open the advanced properties and click Finish
12. A new box will open showing the properties of this task.

In the 'Settings' tab the settings should be as follows:



13. When you have finished entering these settings click Apply and then click OK

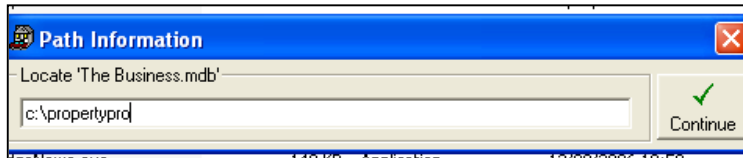
PropertyPro[®]

Not all property software is the same!

To run the first time:

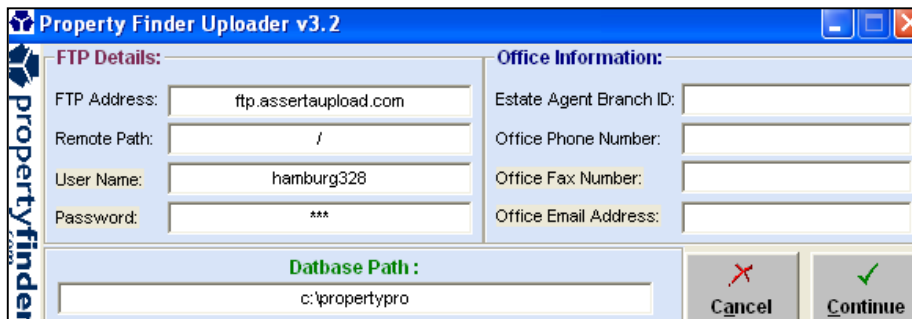
Right click on PropertyFinder in the scheduled tasks and click Run.

The following box will appear:



Enter the path of your PropertyPro folder and click Continue

A box will appear asking for the FTP details. Fill this in as follows:



| | |
|-------------------------|---|
| Password: | 328 |
| Estate Agent Branch ID: | Provided by PropertyFinder |
| Office Phone Number: | Your phone number |
| Office Fax Number: | Your fax number |
| Office Email Address: | The email address at which the you wish to be contacted |

NB: All fields must be filled in to run the upload

When you have finished entering these settings click Continue

The uploader will now run through. You will not have to enter this data every time. From now on it will run through on its own at the time scheduled.