

How to Generate the Property Advertised Report

Overview

The Property Advertised Report shows the complete advertising details for properties that have been selected for upload to an Advertising Service with or without the photographs and floor plans. The report may be accessed from the Web Advertising Upload or the Property Reports menu.

This document will cover:

- How to Generate the Property Advertised Report
- How to Generate the Property Advertised Report through the Web Advertising Grid
- Example of Advertised Reports with and without photos

How to Generate the Property Advertised Report in REST Professional

1. Go to **Reports > Property > Advertised Report**

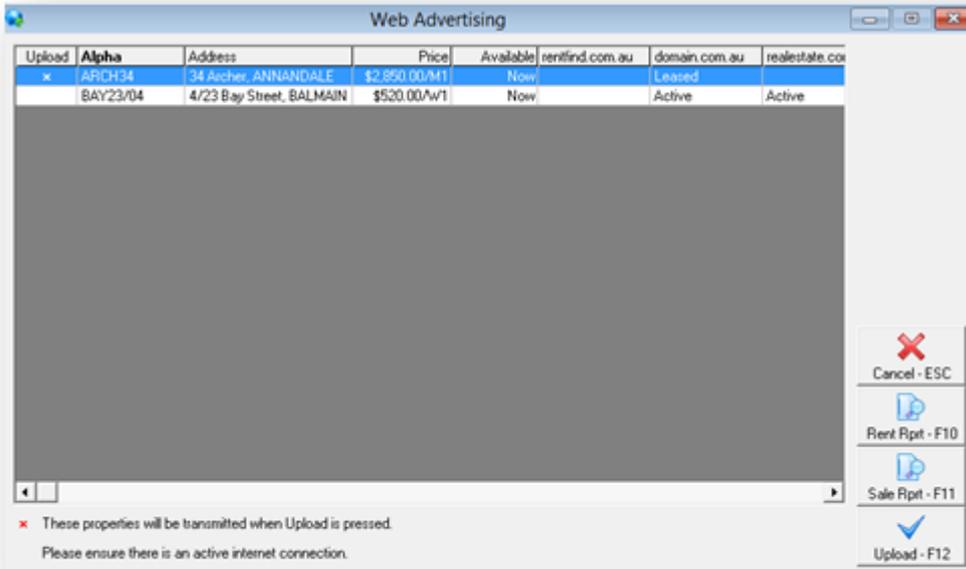
- **Manager** - A particular property manager may be select and will show the property manager's portfolio only
- **Class** - Select from residential, commercial, and industrial
- **Include Photos** - Will show images and the floor plan
- **Only print properties not uploaded** - Select this checkbox to print a list of the properties that have been marked for advertising but have not yet been uploaded to the services
- **Use Ad description** - This will populate the information with the Description found on the **Property > Adverts** tab

2. Click on **Preview-F11**

How to Generate the Property Advertised Report through the Web Advertising Grid

All properties selected to be advertised will show in your Web Advertising Grid and can be reported on.

3. Go to **Files > Web Advertising**



4. Click on **Rent Report-F10**
5. Select Criteria and Click **Preview-F11**

Example of Reports With and Without Photos

PROPERTY ADVERTISED REPORT

For All Managers From: 1 to: ██████████ - All Properties

Alpha	Details	Rent
ARCH34	34 Archer Street, CHATSWOOD NSW 2067 Large Family Home Close to CBD!!! Comfortable and quiet 3 bedroom home close to shops and transport Separate space for kids and visitors. Lovely home close to all amenities Available: 21 Oct 2015 Features: 3 Bedrooms, 2 Bathrooms, 2 Garages, Air Conditioning, Alarm, Tennis Court, Fire Place, Furnished, Pets Allowed, City Views, District Views, Close to Shops, Close to Transport Contact: Clark Kent Virtual tour: www.vtour.com.au/archer Property No. ID 95	\$500.00/W1
BAY23/04	23 Bay Street, SUMMER BAY NSW 2064 Great Property - Great Location Modern apartment in classic building. Stunning beach and harbour views. Communal pool, gym and jogging track. Available: 21 Oct 2015 Land Area: 600 Building Area: 45 Features: 3 Bedrooms, 1 Bathroom, 2 Garages, 1 Carport, Alarm, In-ground Pool, Gas Heating, Gas Hot Water, Furnished, Internal Laundry, City Views Property No. ID 28	\$480.00/W1

PROPERTY ADVERTISED REPORT

For All Managers

From: 1 to: ██████████ - All Properties

Alpha	Details	Rent
ARCH04	<p>34 Archer Street, CHATSWOOD NSW 2067</p> <p>Large Family Home Close to CBD!!! Comfortable and quiet 3 bedroom home close to shops and transport Separate space for kids and visitors. Lovely home close to all amenities</p> <p>Available: 21 Oct 2015</p> <p>Features: 3 Bedrooms, 2 Bathrooms, 2 Garages, Air Conditioning, Alarm, Tennis Court, Fire Place, Furnished, Pets Allowed, City Views, District Views, Close to Shops, Close to Transport</p> <p>Contact: Clark Kent</p> <p>Virtual tour: www.vtour.com.au/archer</p> <p>Property No. ID 95</p> 	\$600.00/W 1
BAY2304	<p>23 Bay Street, SUMMER BAY NSW 2004</p> <p>Great Property - Great Location Modern apartment in classic building. Stunning beach and harbour views. Communal pool, gym and jogging track.</p> <p>Available: 21 Oct 2015 Land Area: 600 Building Area: 46</p> <p>Features: 3 Bedrooms, 1 Bathroom, 2 Garages, 1 Carport, Alarm, In-ground Pool, Gas Heating, Gas Hot Water, Furnished, Internal Laundry, City Views</p> <p>Property No. ID 28</p> 	\$480.00/W 1

NOTE: If the property has a Realestate.com.au ID this will also show along with the Property No.

02/02/2016 10:55 am AEDT