

A guide to New Homes property admin

rightmoveadmin



rightmove 
find your happy

Contents

How to access Rightmove Admin	Page 3
Your property list	Page 4
Adding a new property	Page 5
Adding a new property - summary advert	Page 6
Adding a new property - brochure	Page 7
Adding a new property - more details	Page 8
Adding a new property - photos	Page 9
Adding a new property - additional media	Page 10
Listing completion guide	Page 11

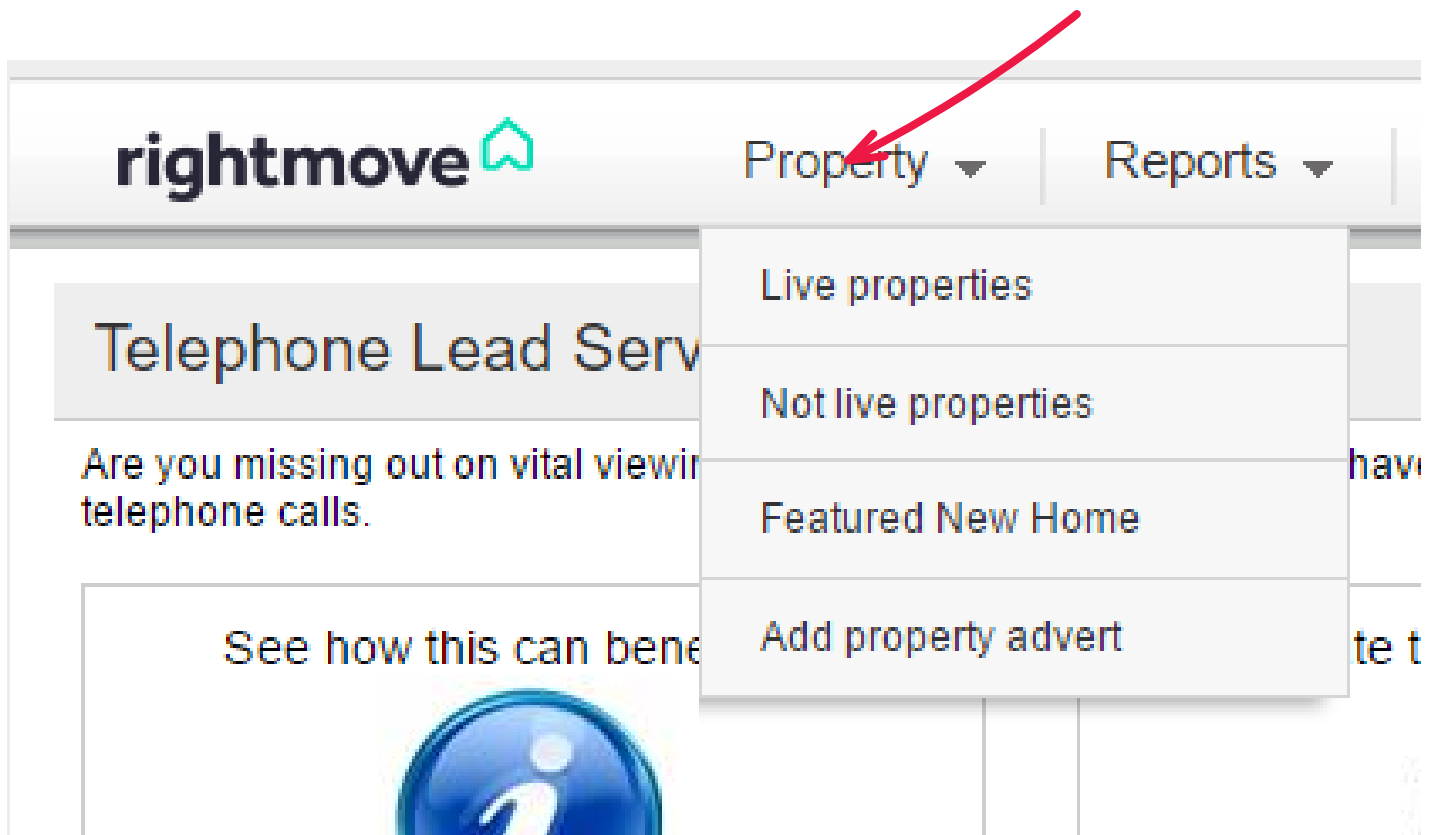
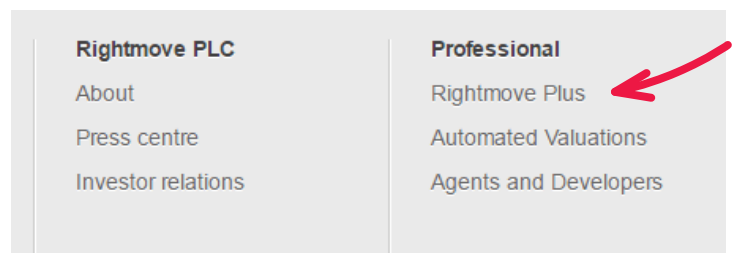
What is Rightmove Admin?

Rightmove Admin lets you upload your properties to Rightmove and edit how they appear.

How to access Rightmove Admin

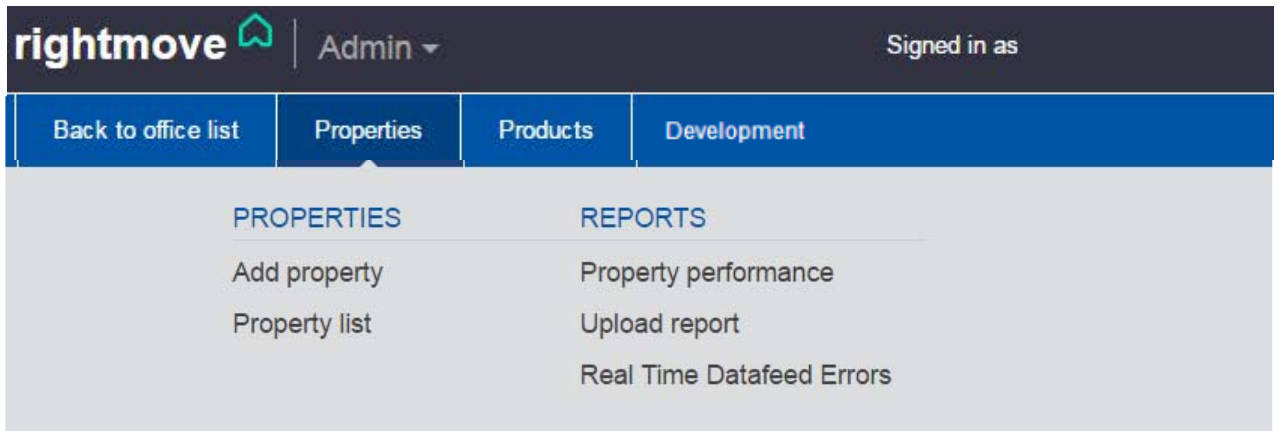
Logging into Rightmove Admin is easy. Just follow these instructions:

- 1.** Get to Rightmove Plus by clicking on the link at the bottom of the Rightmove homepage.
- 2.** Once you've logged into Rightmove Plus click on the "Property" tab.
- 3.** Select "Live properties" from the drop down menu.



Your property list

From the top navigation bar, you can add a property and see a full list of all your properties in one place.



The property list is the place where all of your properties can be seen at a glance. Here's what the icons mean:

The diagram shows a property list table with four callout boxes explaining icons:

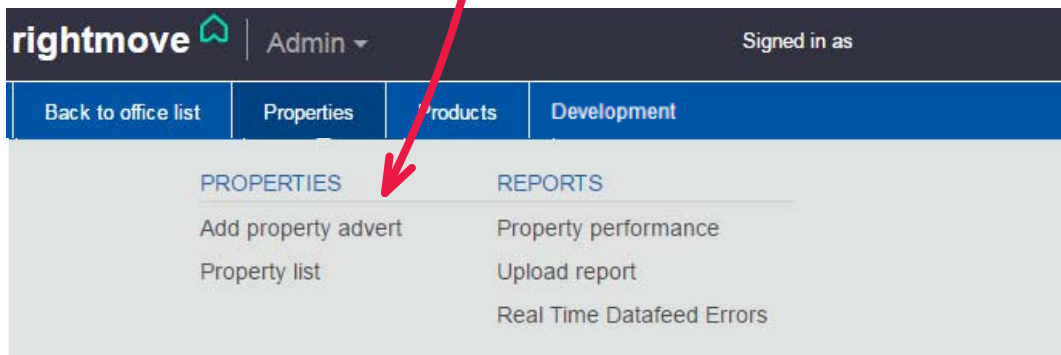
- Add a new property**: Points to the '+ Add a property advert' button.
- Switch between "Live" and "Not Live"**: Points to the 'Live' and 'Not Live' radio buttons.
- The number of photos your listing has**: Points to the camera icon in the 'Status' column.
- Export, email, create a copy of your listing, or print selected properties**: Points to the icons in the top right of the table.
- Select a property**: Points to the checkbox in the first column.
- Flags that the listing is a Featured New Home**: Points to the 'FP' badge on the price.
- Number of floorplans**: Points to the floorplan icon in the 'Status' column.
- Spotlight label text**: Points to the 'Viewing Essential' text in the 'Sticker Text' column.

Photo	Price	Plot	Style	Type	Beds	First Live	Last Updated	Status	Photos	Floorplans	Sticker Text
<input type="checkbox"/>	£290,000		Plot 3 - The Radford 111-13029-003_4_55_101368	Detached	4	01/10/14	01/02/15	Available	7	2	Viewing Essential
<input type="checkbox"/>	£240,000		Plot 55 - The Oakham 111-13029-055_4_50_101368	End of Terrace	4	03/05/14	02/02/15	Available	9	3	Viewing Essential
<input type="checkbox"/>	£235,000 FP	Plot 56 - The Oakham	Plot 56 - The Oakham 111-13029-056_4_50_101368	Terraced	4	12/12/14	03/02/15	Available	9	3	Viewing Essential

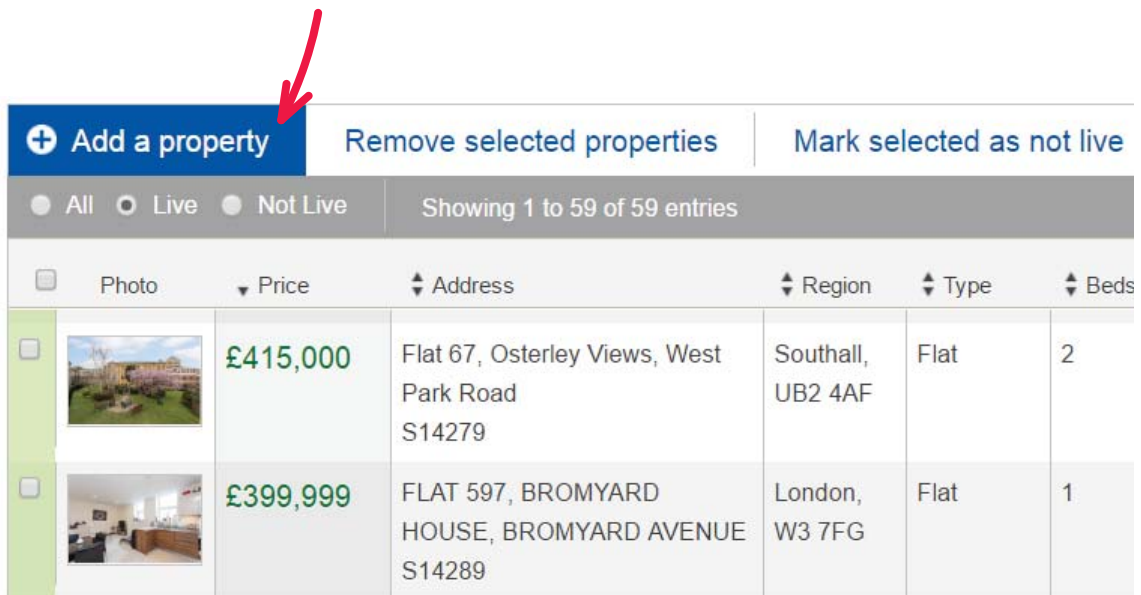
Creating a copy of a property listing

Do you have a plot of very similar properties? To create a copy of the same advert, just tick the box on the left to select the property to copy, then click the "copy" icon in the top right of the property list.

a) To add a new property, click on the "Properties" tab along the top navigation bar. Then click "Add property advert".



b) Or click on the "Add a property" button above the property list.



Adding a new property - summary advert

The first thing you'll need to do to create a property listing is to fill out some basic details. Here, you can enter things like the number of beds, price and assign a reference to your properties.

Enter a reference number that's useful to you

Price, number of beds and property type

Enter a summary description. Try putting key words in capitals to help them stand out in your listing

Select a price qualifier. Some of these (like "Coming soon") will appear instead of a price on your listing. Others (like "Guide Price") will be added as wording underneath the price

Once you've entered all of the required content, click on the "Save and continue" button.

Summary Advert | Brochure | Media

1. Enter the plot reference

Reference:*

Display Address:
Yarrow Walk, Red Lodge, IP28

* Indicate fields that must be completed to make the property live

2. Enter basic property information

Plot number: Style:

Price:* Price qualifier:

Bedrooms:* Property type:*

* Indicate fields that must be completed to make the property live

3. Enter summary description*

[Top Tips](#)

Make your property advert stand out and encourage users to click through to your full property listing.

The ground floor features a quality kitchen with INTEGRATED AEG APPLIANCES and wine cooler. Enjoy dining in the OPEN-PLAN KITCHEN DINER, with family areas and FRENCH DOORS opening out to the rear garden. The spacious first floor living room opens out on to a PRIVATE TERRACE, ideal for both relaxing

0 / 300 characters used

* Indicate fields that must be completed to make the property live

Save and continue

3 bedroom terraced house for sale
Campleshon Road, South Bank, YORK, YO23 1EY

The ground floor features a quality kitchen with INTEGRATED AEG APPLIANCES and wine cooler. Enjoy dining in the OPEN-PLAN KITCHEN DINER, with family areas and FRENCH DOORS opening out to the rear garden. The spacious first floor living room opens out on to a PRIVATE TERRACE,....

NEW HOME The Chocolate Works York Development

Adding a new property advert - brochure

Next, add the key features of the property.

The screenshot shows a web form for adding a new property advert. At the top, there are three tabs: 'Summary Advert', 'Brochure', and 'Media'. The 'Brochure' tab is active. Below the tabs, the form is divided into two main sections: '1. Enter additional property details' and '2. Enter key features'. The first section contains several input fields: 'Approximate internal area' (with a 'sq. ft.' dropdown), 'Number of floors', 'Entrance located on:', 'Bathrooms', and 'Reception rooms'. Below these are four expandable sections for 'Heating', 'Parking', 'Outside space', and 'Accessibility', each with a blue arrow icon on the left. Further down are 'Tenure' (a dropdown menu), 'Year built', and 'Government schemes' (checkboxes for 'NewBuy', 'MI New Home', and 'Help to Buy'). The second section, '2. Enter key features', includes a text prompt: 'Highlight the unique selling points of your property and enter information that would appeal to your target market.' Below this is a link 'Add multiple key features' and five text input boxes. At the bottom of this section is an 'Add more' button. Red arrows point from callout boxes to various parts of the form: one to the 'Heating' section, one to the 'Tenure' dropdown, one to the 'Add multiple key features' link, and one to the 'Add more' button.

Property tags (like Driveway or Outside space) help your property appear in specific searches

Add details about the tenure and year built

Enter key features here, either individually or by using the "Add multiple key features" option

Add even more key feature boxes

Adding a new property - more details

Here's your chance to enter a detailed description of the development.

3. Enter full description*

[Top Tips](#)

Include as much detail as possible about your property that potential buyers would find useful.

Please enter a description



0 / 32000 characters used

* Indicate fields that must be completed to make the property live











Save and continue

Enter a full description. (There's a 32,000 character limit).

You're able to add HTML coding here to make this really stand out.

Once you're done, click on the [Save and continue](#) button.

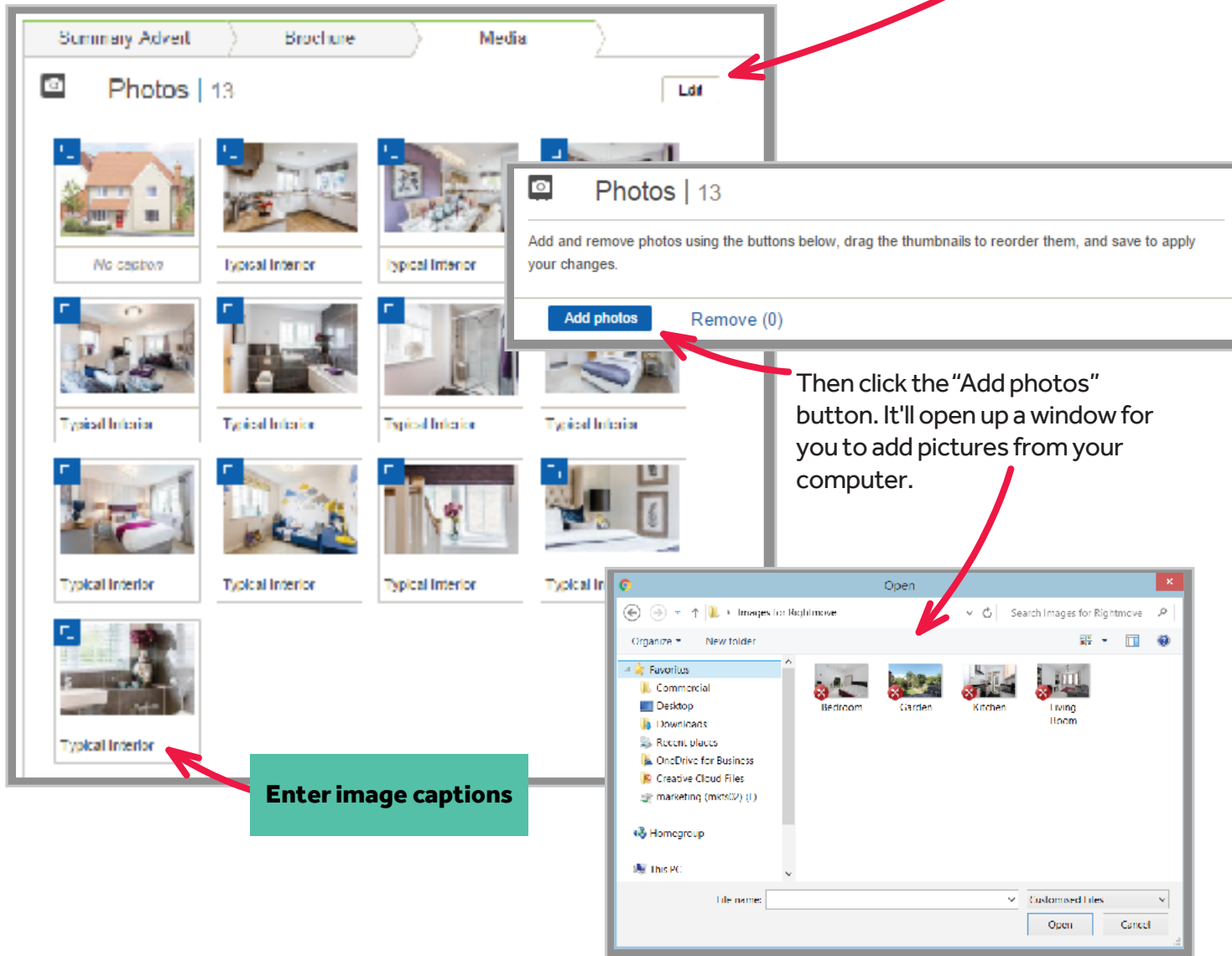
Adding photos, floorplans and brochures can be done from the Media tab.

Summary Advert	Brochure	Media
 Photos 0		
 Floorplans 0		
 Additional media (e.g. virtual tours) 0		
 Brochures 0		
 EPC/PEAs 0		

Adding a new property - photos

To add your best photos to your property listings, click on the "edit" button on the media tab.

Top tip: the optimum size for Hi Res images is 1024x683 and for Lo Res is 660x440.



The screenshot shows the 'Media' tab in the Rightmove interface. At the top, there are tabs for 'Summary Advert', 'Brochure', and 'Media'. Below these, there's a 'Photos | 13' header with an 'Edit' button. A grid of photo thumbnails is displayed, each with a caption like 'No caption' or 'Typical Interior'. A red arrow points to the 'Edit' button. A callout box highlights the 'Add photos' and 'Remove (0)' buttons. Another red arrow points to the 'Add photos' button with the text: 'Then click the "Add photos" button. It'll open up a window for you to add pictures from your computer.' Below this, a Windows file explorer window is shown, displaying a grid of photo thumbnails labeled 'Bedroom', 'Garden', 'Kitchen', and 'Living Room'. A red arrow points from the 'Add photos' button to the file explorer. A green callout box with the text 'Enter image captions' points to the caption field under a photo thumbnail in the main interface.

Removing a photo

It's easy to remove a photo. All you need to do is hover your cursor over the photo you want to remove and click on the "X" in top right hand corner of the image.



Adding an new property - additional media

Under the photo section you'll see where you can add additional floorplans, brochures and marketing material.

Add a floorplan, either by adding a saved file or by adding an external link

Link to videos - you can embed them from YouTube or Vimeo

Follow the same steps for brochures and EPCs

Previewing and saving

Once you've finished uploading your media, you can preview the property by clicking on the "Preview" button on the right hand side of the page.




Choose to make the property Live

"Save" publishes the property onto Rightmove

To get your listings noticed and give you the best chance to find a buyer quickly, there are a number of things that we recommend that you do.

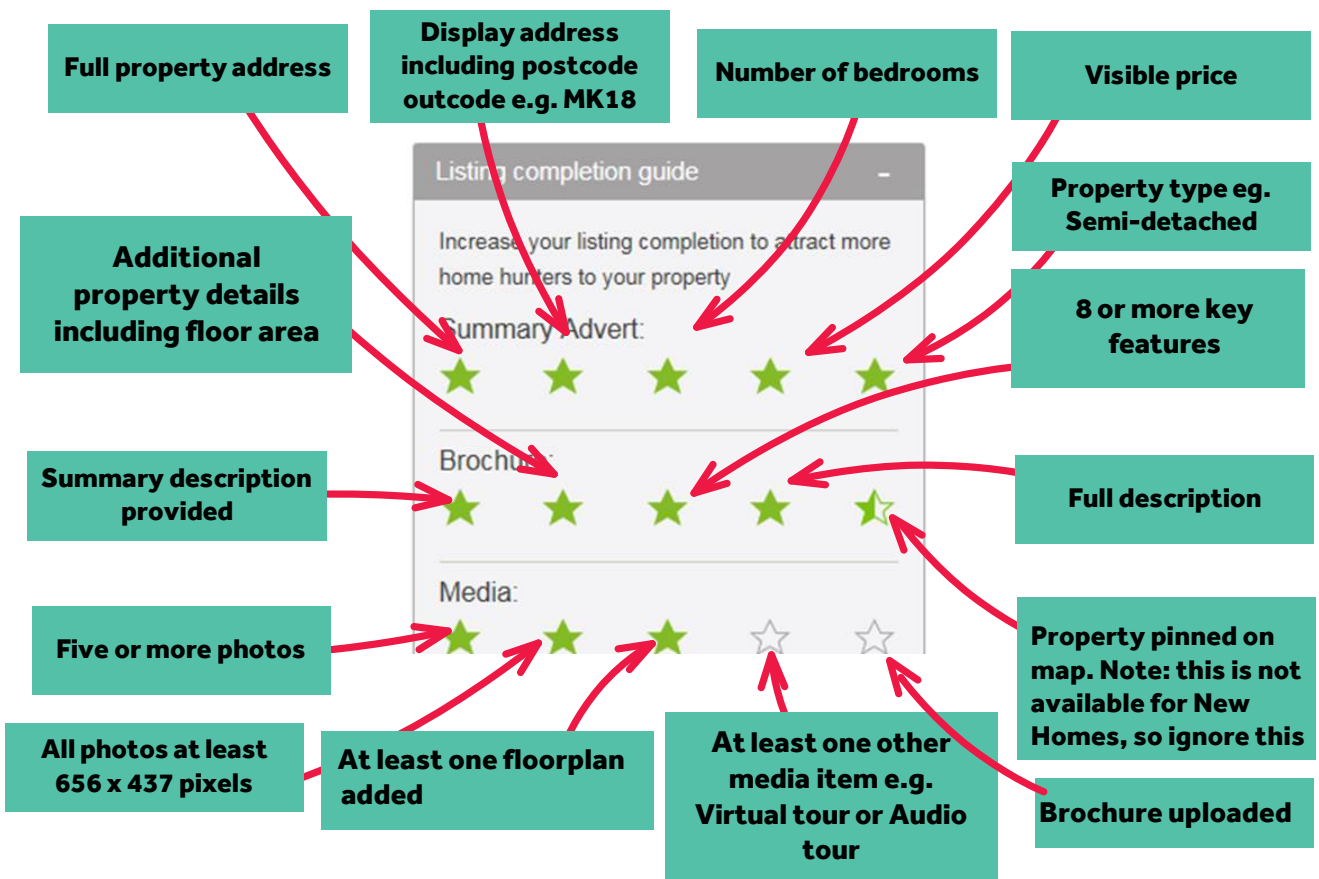
Our listing star guide is designed with this in mind. It's there to give you a guide on how to create the most successful listing, by using a star rating for each section of your listing.

Here's what the different stars mean:

-  Criteria for this feature has not been met
-  Some of the criteria has been met
-  All of the criteria for this feature has been met

As you input the property data, the stars will change in real time.

Please note: You do not need to have a full star on every feature to make a property live on Rightmove. This is for guidance only.



**For more information
on Rightmove Admin
contact your
Account Manager
or call
01908 712 366**

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