

ADCOMPOSE USER GUIDE

*The quick and easy way to
create your advertising*

This guide will cover
AdCompose Green, Promo Uploads,
Agents Choice & Open For Inspections

NAVIGATION

AdCompose Green	2
Promo Uploads	19
Agents Choice	23
Agent Choice Business Rules	25
Open For Inspection	26

ADCOMPOSE GREEN

LOGGING IN

To begin we first visit the AdCompose site.
<http://www.adcomposegreen.com.au>

The home page will appear where you will be asked to type in your login details.
We recommend using Google Chrome, Firefox or Safari when using AdCompose.



LOGIN DETAILS

SITE NAME:

CLIENT NAME:

USERNAME:

PASSWORD:

Note:

You will receive your login details from the Adcompose Helpdesk prior to Adcompose Training. Please keep this information some where safe

CREATING A PROPERTY

Use the New Property Wizard to create your property then enter the address, upload images, enter the property details and create modules. Create properties in AdCompose as part of your office listing process.



To begin, click on the Properties tab. Then click on the New Property Wizard button, this will take you on a 4 step process.

STEP 1

Enter the Street Number, Street Name and Suburb, This will be the name of the property in AdCompose as well as providing the address details in the modules.

Click on the Next Step button to create the property.



Naming:

Some characters may cause loading issues. Please avoid using double quotation marks and special characters such as back slashes (\).

STEP 2

Click on the Upload Image button to add images to this property



Click on the Browse or Choose File button to navigate to the image on your local computer or server. Once the image has been selected, choose the upload option for this group of images then click on the Upload Images button. Images can be added to the property at any time

IMAGE TYPES

DIGITAL

Use the digital images option if you are using your office digital camera. The AdCompose colour enhancement will optimise the image for printing.

PROFESSIONAL

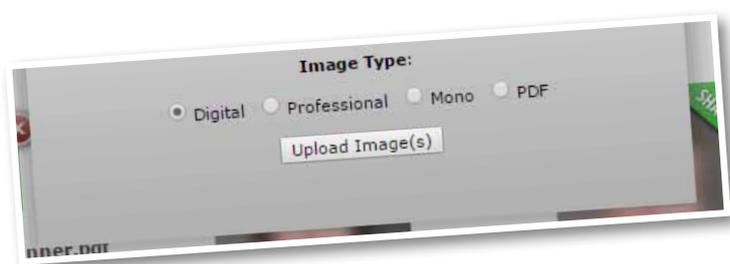
If you use a professional photographer, they should have colour adjusted and sharpened the image. In some cases, the digital option may provide better results. Please ensure images are RGB (Red, Green & Blue colour levels)

MONO

Only use the mono button when uploading line drawings, maps and QR codes. Any images uploaded using this option will be converted to black and white

PDF

This option is predominantly used for floorplans, but is also used for uploading PDF files that are used as Promo advertising.



Note:

The colour adjustment will not fix very dark images and shadow areas. The quality of the image loaded into AdCompose is the responsibility of the user. Over saturated images can print poorly.

STEP 3

The property information is used to populate module templates when a new module is created. Enter the information required in each field, if it is not used in any modules there is no need to enter any information for that field.

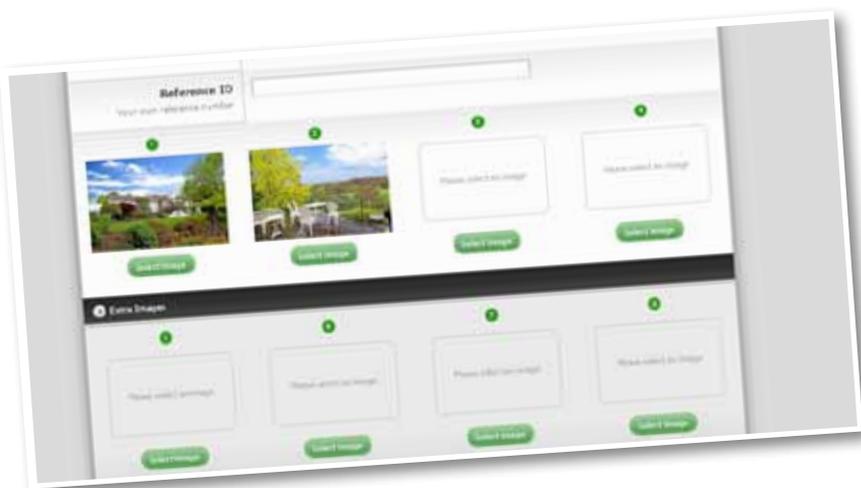


The address details can be altered here if they need to be corrected.

SELECTING IMAGES

Select the order for the images to appear in the modules, Image1 is usually the main picture. Click on the Select Image button to display the uploaded images.

If more than 4 images are required for a module template, click on Extra Images to display images 5 to 8. You can also place corner flags, banners & QR codes here if required.



DETAILS

Enter the bed, bath and car information if these are used in the modules.

Click to expand extra details to show further options such as the study, pool, tennis court, etc. options.

Bedrooms	<input type="text" value="4"/>
Bathrooms	<input type="text" value="2"/>
Car Bays	<input type="text" value="2"/>
<input type="button" value="Extra Details"/>	

HEADINGS & DESCRIPTION

Add a heading and description. More heading and description options are available under the Extra Descriptions drop-down.

Copy and paste from Word or another program with headings and descriptions.

Heading 1 <small>The main heading</small>	<input type="text" value="Great Location"/>
Heading 2 <small>An alternate heading</small>	<input type="text"/>
Description <small>copy for this property</small>	<input type="text" value="Ximus elest eos alignis milibus doloremodit minum que voluptatem volere ipsam rerumqui doluptur? Qui unt endaeest ionsenes ipis dolupti ullore, ullabor porrum que simaigo ommolor eribus, officium sime asped eatatem valoribus dolupta temquis vid quae velit fugitius, fugitius,"/>

BULLET POINTS

Add bullet points. Enter the text only, the bullet point will appear automatically. More bullet points are available under the Extra Bullets drop-down.

Bullet Points	<input type="text" value="Ugia doluptam aut eariti resersp erspero"/>
	<input type="text" value="doluptatiae eume ammodit. idus exple cus"/>
	<input type="text" value="nimolore commas apitat.es nimus commo officus"/>
	<input type="text" value="quacis eture. velit haruptaeae de volectu nost"/>
	<input type="text" value="ditator arant molut re nis dolorem dolor maio"/>
	<input type="text" value="xolor sincilia re por rem ut autem est"/>
<input type="button" value="Extra Bullet Points"/>	

SALE TYPE, PRICE, AUCTION & OPEN HOME

Enter Sale Type (For Sale or Auction) and the Price or Action Details.

Enter the open home date and time, or By appointment.

Price	<input type="text" value="\$567,000"/>
Sale Type	<input type="text"/>
Auction Date	<input type="text"/>
Auction Time	<input type="text"/>
Auction Terms	<input type="text"/>

Open Home Date	<input type="text" value="Sat"/>
Open Home Time	<input type="text" value="1-1.30pm"/>

Note:

If the property has no open date or time place the words By Appointment in its place. Put the word **By** in the **Open Home Date** text box and **Appointment** in the **Open Home Time** text box.

AGENTS DETAILS

Add sales agent information. To select a photo, click on the Select Image button and choose the photo from the Shared Images. Additional Sales Rep information is located in the Additional Sales Representatives Details drop down section.



OFFICE DETAILS

Enter the office details if these are used in the modules. Then Click on the Next Step button.



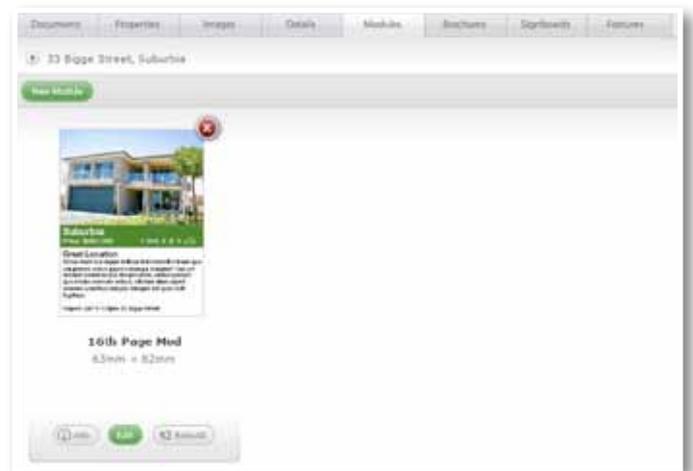
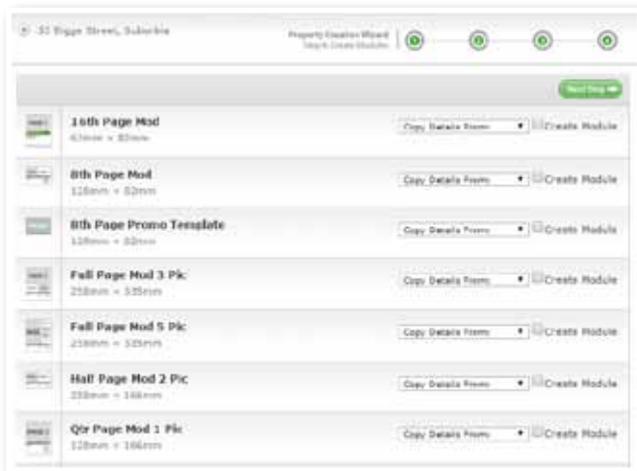
STEP 4

Select the modules required by placing a tick next to the template. Select a maximum of 2 templates required. More can be created at a later date.



Click on the Next Step button to create the modules and see the preview.

A bigger proof of the module can be seen through the PDF Preview function. Click on the thumbnail of the module to open up a new tab in the browser, a bigger version of the module will appear.



PDF Preview:

When viewing modules in PDF Preview images will appear in low resolution form, this is to save on download time. Images will display in high resolution when advertising is sent through to print.

Note:

Please ensure pop up blocker is not activated on your browser.

DOCUMENTS

The Documents tab shows all the current ads. New documents can be created here from the ad sizes available. This is a work in progress folder and once the ad has been approved and delivered, it is removed from view.

PDF Preview can also be used to view bigger proofs of the document.

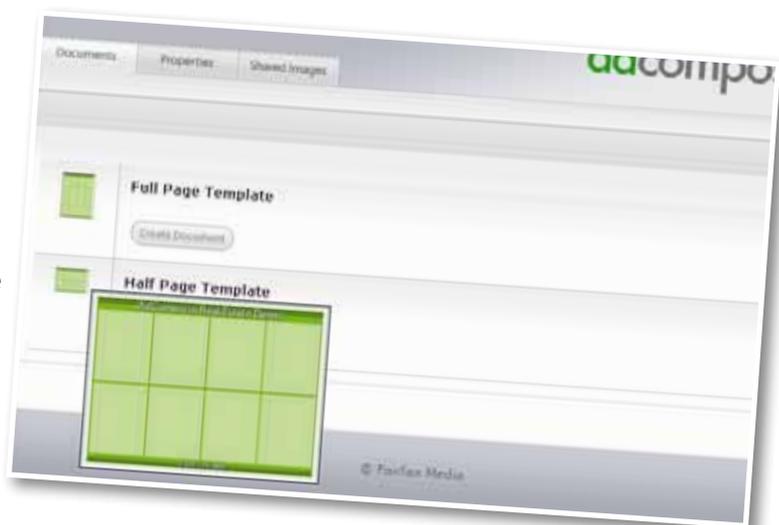


NEW DOCUMENT

Click on the New Document button to create a new Document or Ad.

Select the template from the list that matches the size of the ad booking. Hover the mouse over the preview to see an enlarged preview.

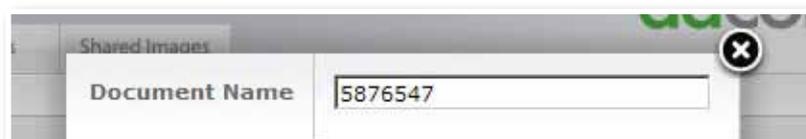
Click on the Create Document button.



NAMING THE FILE

Click on the Information button below the preview  to display the document properties. The name of this file should be the advertisement ID or booking number supplied by the publication. Type in the new name for the document and click on the Close button. .

It is VITAL that you place your booking number on the document to ensure it reaches the correct newspaper and appears in print as scheduled.



ADDING MODULES TO A DOCUMENT

Click on the Edit Button below the preview. Select the property from the drop down menu. The modules created for this property are displayed. Select the module by clicking on the Import button. Drag the module into place and it will snap to the guides.

Repeat the process until the page is complete. Modules can be added and removed at any time. Click on the Save button to rebuild the page.

To delete a module you don't wish to use, double click on the module and a Remove button will appear.



SENDING THE AD

BOOKING NUMBER

Booking numbers are supplied by the publisher which ensures ads are delivered to the correct booking. Change the document name to the booking number supplied for this ad. Multiple documents booked will have different booking numbers.

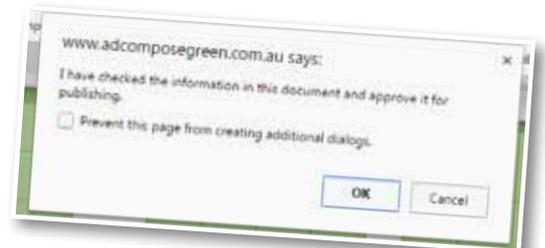
CHECK THE AD

Ensure that the ad has been approved before sending. Check that all modules are correct and up to date. If modules have not been updated, click on the Rebuild button to refresh the page.

Open the Info window and click on the Send button to release the ad for printing.

SEND CONFIRMATION

Click on the OK button to approve the ad. It will now be released for publishing and disappear from view.



MANAGING PROPERTIES

PROPERTIES LIST

The Properties tab displays all the properties currently stored in AdCompose.



Property Buttons:

Click Edit Property button to make changes to the property details. Click on the word **Images** to go to the Images for this property. Click on the word **Modules** to go to the modules for this property.

SEARCH FOR A PROPERTY

When there are lots of properties stored use the Filter Properties utility to find a property. Type in some characters that are in the property name or the Reference ID of the property.

Example: Type in suburbia, this will display all the properties listed in suburbia.



You can also find properties by street name. Just begin typing the street name and the properties that match the characters will be displayed.

Example: Start typing 'king', this will list the properties in King Street but also 'Hacking'.

To return to all properties, click on the Properties tab.

ACTIVE PROPERTY

When a property is selected it becomes the Active Property and the address is displayed below the tabs at the top of the screen.



Additional tabs appear and the active property address is displayed under the tabs.

DETAILS

The Details tab displays the current details in each field for text and images for this property.

UPDATING DETAILS

To update details for the property, make the changes and then click on the Save button at the bottom of the page.

PROPERTY NAME

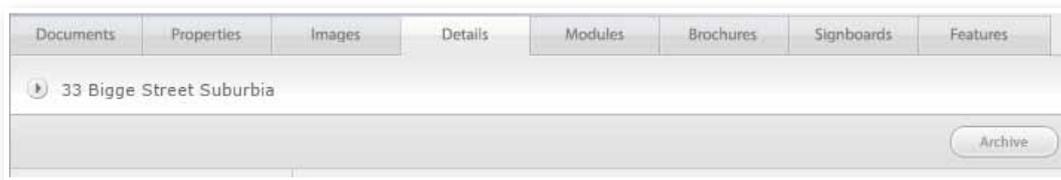
The street number, street name and suburb identify the property in the system. To change address details go to the Details tab.

Note:

This will NOT update information in modules that have already been created until they are rebuilt.

ARCHIVING A PROPERTY

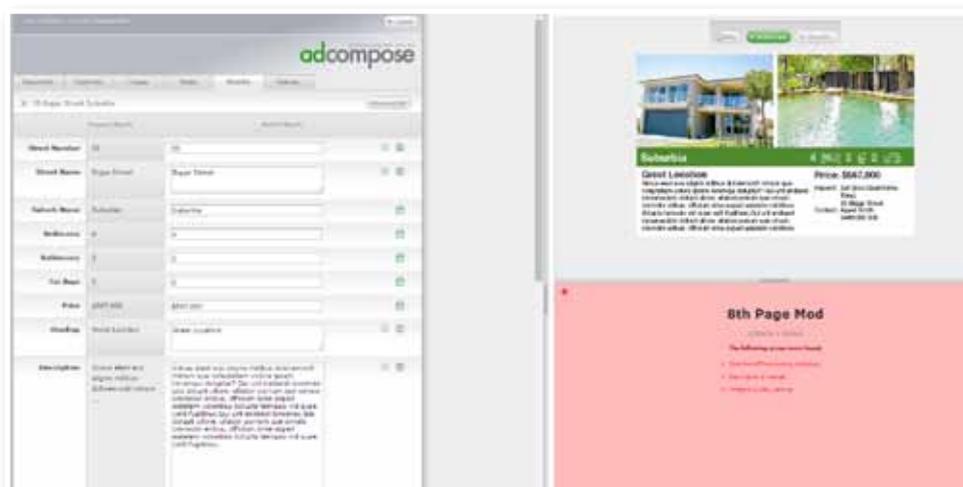
Once a property has been sold or removed from sale it can be archived. To archive a property, click on the edit button from the property list. The Archive button is at the top right of this screen.



To recover an archived property, phone the AdCompose Helpdesk. If properties have been archived for more than 100 days then it will be deleted from the system and cannot be retrieved.

MODULE EDIT PAGE

Make changes to the text or images and press the Rebuild & Save button to update the preview.



UPDATING TEXT

There are two options for updating text which relate to the Property Level information or the Module level information.

PROPERTY LEVEL - information that is entered on the Details page, this information will populate any new module created unless the 'copy from' feature is used.

MODULE LEVEL - information that is entered for the selected module only.

GLOBAL CHANGE

The Global Change icon  appears when the field will change only the information in the module. This means it will only change details in the module. If the check box is ticked, when the Rebuild & Save button is pressed, it will update the Property Details as well. The updated details are then available for other modules for that property.

UPDATES PROPERTY

This is displayed when the field is to be altered at the property level. Any changes made to this field will automatically be updated in Property Details as well as the module that is being edited.

NAVIGATION

SLIDE PANELS

There are 2 panels that can be collapsed and expanded, the errors panel and the preview panel. Hover over the dark grey part of the bar and it will turn orange, click on this to collapse the panel. Similarly, below the preview, the errors panel can also be collapsed in the same way. To restore the panel, click again and the panel will reappear.

The bar can also be dragged to suit the module preview size.



PREVIEW

If the preview does not fit in the window, roll the mouse wheel to scroll up and down.

BUTTONS

These buttons are located above the preview. The preview is also an active link to open a PDF of the module.



INFO

Open the info panel to change the name of the module if required.

VIEW FILE

Click on the View File button to show an actual size preview. This is helpful for large modules such as full and half page.

BUILD & SAVE

This button updates the preview and acts as a save button for any changes that have been made to the module.



ERROR PANEL

IMAGE ERRORS

Image errors occur if the resolution in the image is not sufficient for the size of the box it is placed in. If an image error occurs, upload a higher resolution image. Web images are usually not large enough.

TEXT ERRORS

If there is too much text placed in a text box an overset error will occur. Delete some of the text to fit in the text box.

METADATA ERRORS

If a field has been left blank a metadata error will occur. Either fill in the field or apply the **_None** Style if it is not required through the Advanced Edit panel.

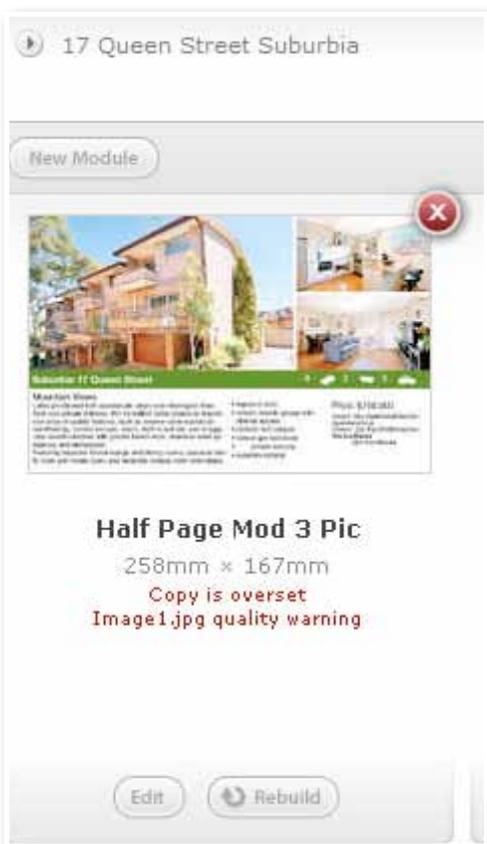


EDITING MODULES

MANAGING IMAGES

REPLACING AN IMAGE

Images can be different in each module if required.



SELECT THE MODULE

To crop or move an image within the image frame, select the module and click on the Edit button.

Click on the Select Image button to display all the images for this property. Choose the image and click on the Select Image button to accept the change.

Image cropping can be done here.

Click the Build & Save button for the module to update.

IMAGE CROPPING

Cropping can be applied to each image in each module if required.

Most of the time the image placement will not need altering.

If the image is too low quality for this size module, the background will turn red and the crop size will be displayed.

Click on the Select Image button to accept the changes.

To close without changes, click the Close button .

UPDATE MODULE ON THE DOCUMENT

When viewing the Document this error will show which module has been updated



Close the Info window and click on the Rebuild button underneath your document to update.

SHARED IMAGES

Shared images are images or graphics that are not related to one specific property, such as agents photos, corner flags and banners.

UPLOAD A SHARED IMAGE

Shared Images can be uploaded by clicking on the Shared Images tab and selecting Upload Image.

Only Jpeg or PDF files can be uploaded, corner flags and banners need to be created by your local AdCompose support.



Note:

Flags and banners are created by the AdCompose Helpdesk. Email your request by the alterations deadline for your publication.

DELETING IMAGES

Images that are no longer required can be deleted. Images that are used as part of a module or ad cannot be deleted from the system.

EDITING MODULE IMAGES

First, upload the images required into the Images tab.

To replace an image within a module, edit the module by clicking on the Edit button and scroll down to the images section of the module information as shown.

Click on the Select Image button located below the image to be altered. The screen displays the images available for this property. Choose the image by clicking on the Select Image button and apply cropping if required.



INSERTING A CORNER FLAG OR BANNER

To add or change a corner flag or banner on a module, click on the Edit button below the module preview. Scroll down to the section displaying the flags and banner.

Click on the Select Image button and select the flag or banner required from the Shared Image



If the banner is not required when the module is advertised again, replace the image with the _No Banner graphic.

MANAGING DOCUMENTS

DOCUMENT INFO

Click on the Info button below the document preview to display the contents of this document.

The document info also displays the document name which can be altered here. Click on the Close Button  to accept the change.

PROPERTIES

Click on the info button  below the document. A list of property modules that are placed on this page are displayed here. Modules that have been updated can be seen here



REMOVING MODULES

To remove a module from the Ad, double click on the preview and click on the Remove button.



OUT OF DATE MODULES

If a module has been altered after being placed in a Document, the module is said to be Out of Date. A warning with the module information is displayed under the Document preview.

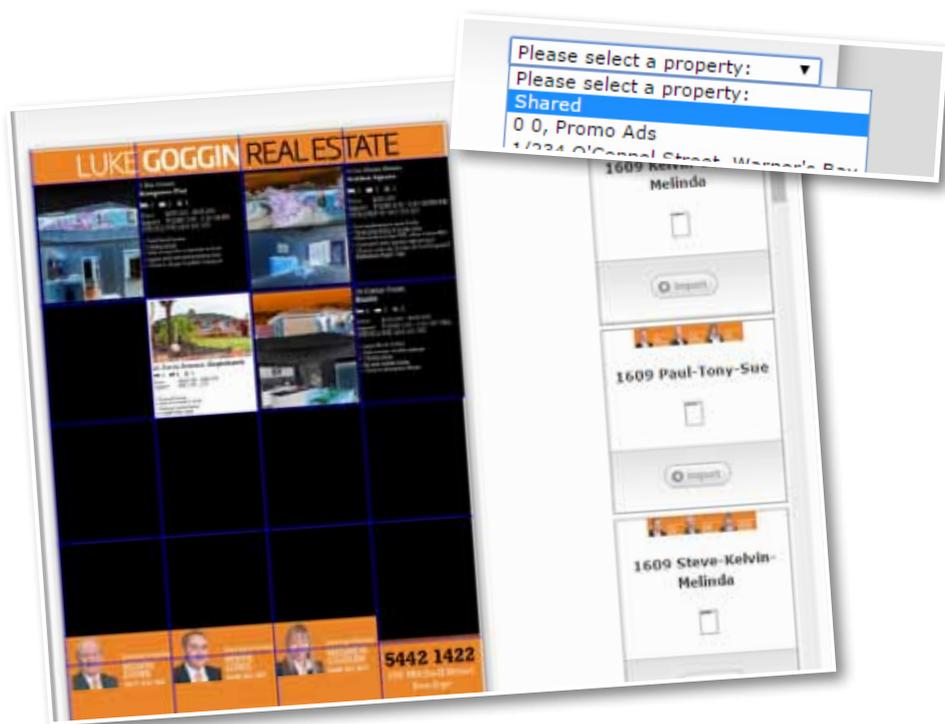
Rebuild the document to update the module. The info window shows which property has been altered.



SHARED MODULES

Shared modules are modules that are not specific to one property or listing. These could be module-sized staff footers, or duty banners. Select the Shared folder from the properties drop-down menu.

Import and drag the module in the same way as placing property module.



MANAGING MODULES

EDITING MODULE TEXT

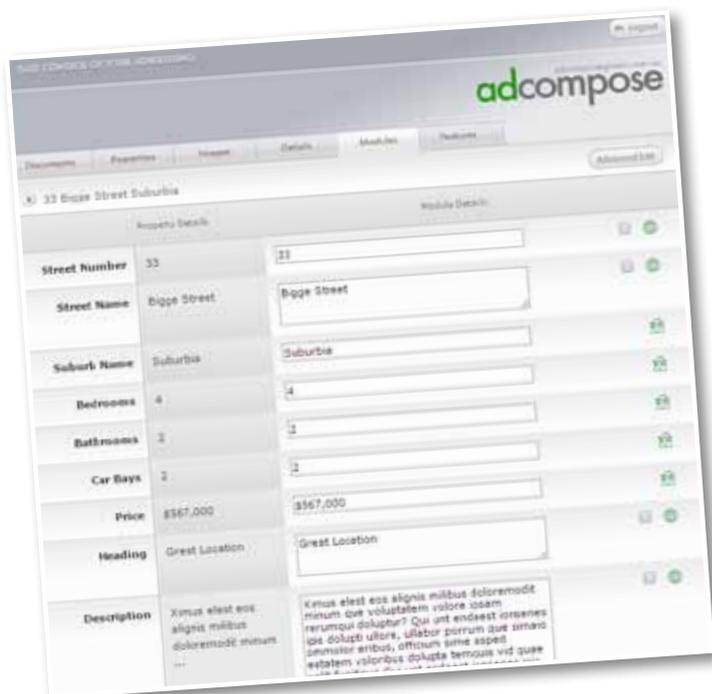
Each module can have separate information from the property details. Click on the Edit button below the module preview to display the Module Details.

The details are displayed as shown below with the Property Details displayed on the left and the Module Details displayed on the right.

Alter the text by typing the new information in the box. When all the changes have been made, click on the Rebuild & Save button above the module proof. This module now has different text to the property details.

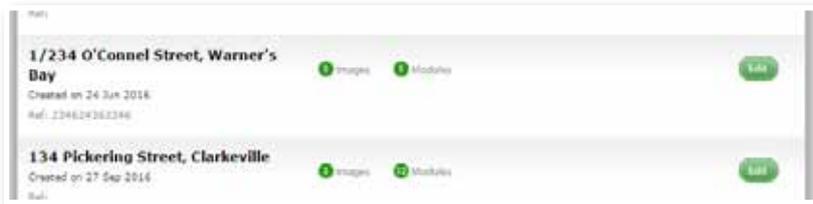
Note:

Price changes are made at the Property level and will update in all modules when they are rebuilt. Changes made to fields in the property details will not affect text in modules that can be edited at the module level.



CREATING ADDITIONAL MODULES

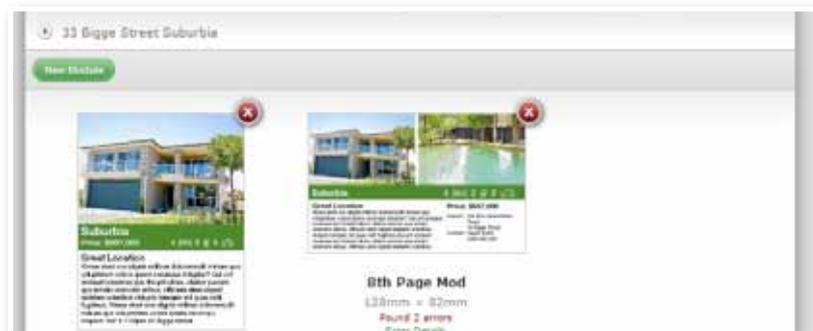
Once the property has been created and the information has been added, the modules can be created. Click on the Modules button  for the property to display any modules that have been created.



To create a new module, click on the New Module button to show the list of templates available. To fill the module with the Property Details, click on the Create Module button. To fill the module with the same information as another module use the Copy Details From drop down box to select the module you want to copy from.



The module will now build with the information and build the new module, ready to be placed on a document.



ADVANCED MODULE EDITOR

AdCompose has an advanced module editing function. Lines of text or graphics can be deleted or turned off when they are not required for that particular property. This function is not available for all clients.

The Style Line Editor option allows access to delete a line or text element, change the text in a line as well as change the style applied to the text. The line could be permanent text, such as the word Auction or Sale or it could be the tag associated with it.

In this example the same module can be used either for Sale or Auction just by deleting the unwanted text. The difference being Sale has the Price and no Auction Details and the Auction has Auction Details and no Price.

Remove the lines that are not required by clicking on the delete symbol  to delete them permanently. Alternatively select the NONE style from the dropdown menu to turn them off

For Sale - remove Auction details



Auction - remove Price details



CHANGING THE STYLE OF TEXT

To change the style of text, for example the description may have 3 different sizes available, in this example Description 9pt, 10pt and 12pt. If the text does not fit at 12pt the size can be changed to 10pt by selecting the style as shown. If text is not needed then the style can be changed to NONE to make it invisible on the module as shown above.



OBJECT DELETE FUNCTION

Select the module and click on the Edit button, then click on the Advanced Edit button. In some templates there is an option to remove boxes to suit particular listings. This could be to remove bed, bath and car icons that are not required on land for sale modules or removing banners that are not required on some modules. If this option is available, a Delete button will appear on the left. Click on this button and the whole box will be deleted.



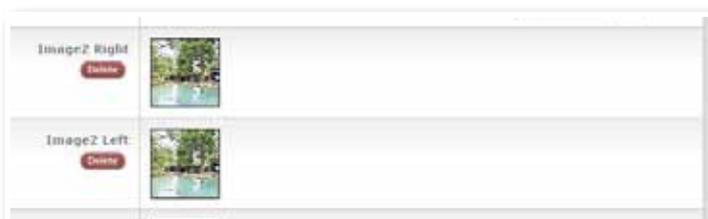
INSERT IMAGES

For multiple locations of inset images in a template as shown, the position that is not required can be deleted. In some cases the inset may cover an important part of the property.

In this case, the image covering the garage door on the left is the best position for the inset picture. Choose the image on the right to delete and click on the Advanced Edit button to save the changes.



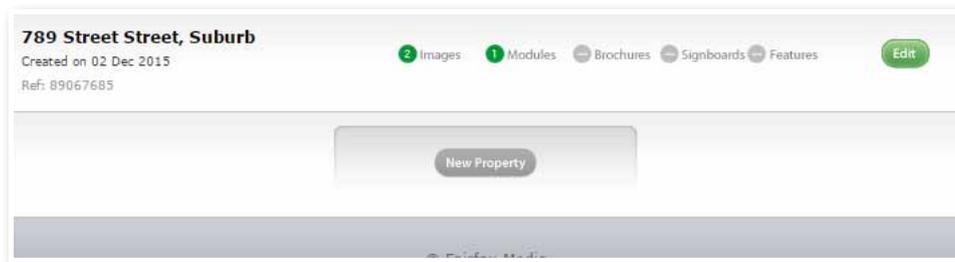
If objects or text are inadvertently deleted, create a new module and start again.



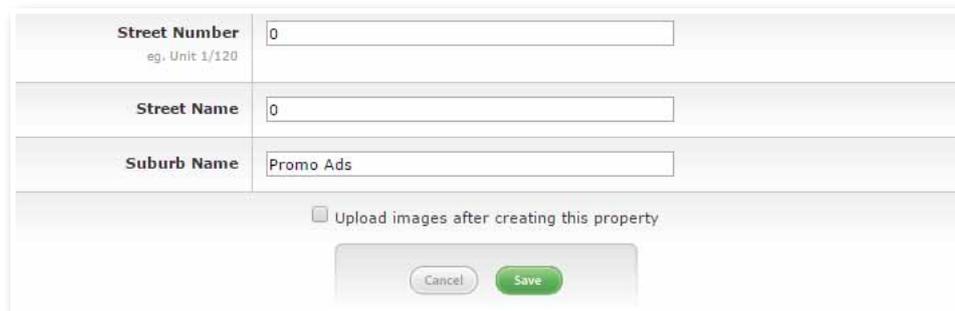
PROMO UPLOADS

CREATING A FOLDER

Click on the Properties Tab and then scroll to the bottom of the page and click on the New Property button .



Enter the Street Number "0", Street Name "0" and Suburb Name "Promo Ads" and then click on the Save button. This will ensure easy access to your promo modules. You only need to create the Promo Ads folder once.

A screenshot of a form for creating a new property. The form has three input fields: 'Street Number' with the value '0' and a sub-label 'eg. Unit 1/120', 'Street Name' with the value '0', and 'Suburb Name' with the value 'Promo Ads'. Below the input fields, there is a checkbox labeled 'Upload images after creating this property' which is currently unchecked. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

UPLOAD YOUR PDF

SPECIFICATIONS

DO NOT upload promo ads created from Word, Powerpoint or Publisher. These may cause your ad to fail preflight or appear incorrectly.

PDF's generated out of Indesign with fonts outlined or embedded are required.

Always ensure that you have ascertained the correct size of the promo from the templates within your account.

ADCOMPOSE PROMOS

Promo ads that have been created for you by the AdCompose Team are ready to upload when you have approved the ad. The version that has been emailed to you is the correct specification to upload.

YOUR IN-HOUSE DESIGNED PROMOS

If you are creating your own promo ads or they are created by a designer for you, they may be suitable to upload. Promo ads created from InDesign are best. DO NOT upload promo ads created from Word, Powerpoint or Publisher. These may cause your ad to fail preflight or appear incorrectly. These promo ads are the clients responsibility to ensure they print correctly.

CHOOSING THE CORRECT SIZE

The size of each module in mm can be found from the Module Templates list. This is displayed when choosing a new module.



UPLOADING

Use the same method for uploading images for a property.

Select the Images for your 0,0 Promo Ads folder, then click on the Upload Image button.

Choose your image and select the PDF option. This will allow a PDF to be uploaded.

All of your uploaded Promo Ads will be stored here.



Naming:

If you are creating your own promo ads name them with the size and date so they are easy to find. This will also help identify the correct module size

CREATE A MODULE

SELECTING THE MODULE TEMPLATE

From your 0,0 Promo Ads folder, create a new module from the Promo Templates available. This example shows an 8th Page Promo template. Note that it is the same size as the 8th page Mod. These templates will fit to your current grid.

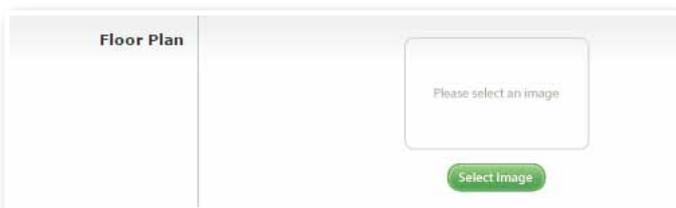


Click on the New Module button.



Promo Ads Module Templates:
If the size you require is not available, please email the helpdesk and the size will be created for you. This will now be in your module templates library.

Click on the Edit button.
Only the image for FloorPlan will be shown.



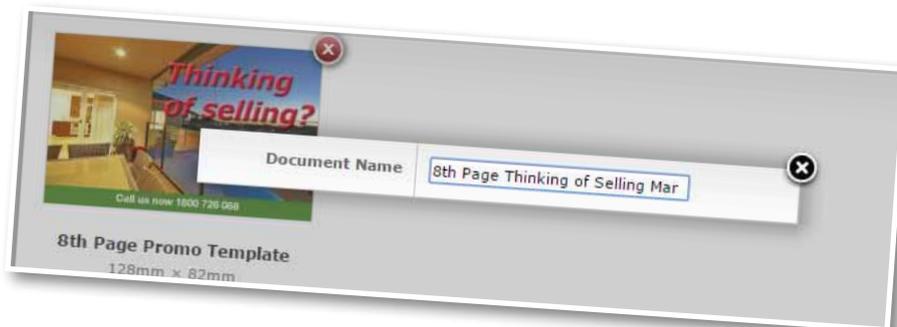
Click on Select Image and choose the Promo Ad that you wish to load and click on the save button.

RENAMING THE PROMO AD MODULE

Click on the Info button below the Promo Ad module.

Type in the new name for the module, including the size, description and date for easy reference.

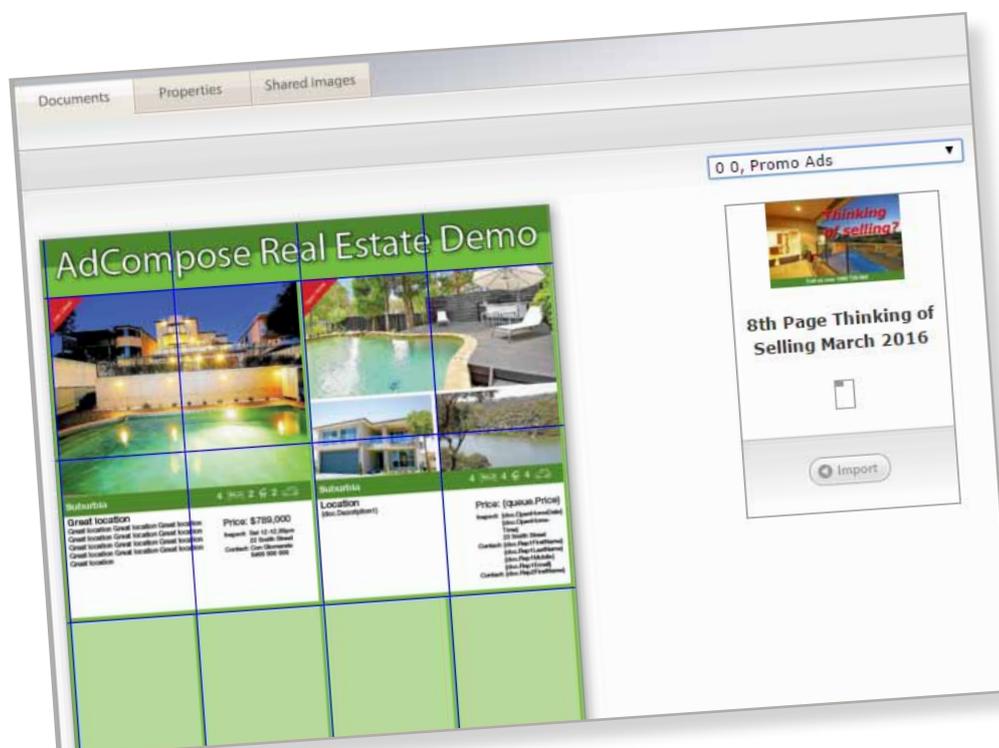
Click on the close button.



PLACING THE PROMO ON THE DOCUMENT

Now the promo ad is ready to be placed on the document.

Use the same process as you would for placing a property module.



AGENTS CHOICE

PREPARING YOUR COPY

Each editorial will require around 150 words and either one or two photos, depending on the space available. The copy should be filed under three sub-headings:

LIFESTYLE	(50 words - what does the property offer the buyer/young family/older couple etc)
FEATURES	(50 words - what makes this property special)
LOCATION	(50 words - the best aspects of living here - close to schools, shops, parks etc)

Copy should be factual and comply to editorial standards. It should be written in full sentences, avoiding common real estate abbreviations eg spell out walk-in wardrobe, don't say WIR.



SMITHTOWN
12 Smith Street
\$480,000 - \$500,000

Agent: AllCompass Real Estate Phone: Bob Jones 0542 587 524
Open for inspection: Saturday 1 - 1.30pm Domain ID: 2012146328

Lifestyle: Presenting a surprising sense of space and myriad quality appointments, this impressively refurbished residence will suit any buyer's lifestyle, from families to executive couples.

Features: The immaculately presented house is the perfect combination of contemporary style and heritage. A classic Victorian, it has been freshly painted outside and generously renovated throughout. The result is a free-flowing, functional layout that seamlessly blends old-world beauty and modern style. Original fireplaces and high ceilings are among the charming period features. Gas central heating and evaporative cooling maintain the climate.

Location: The centrally located property is a short walk from Ballarat's central business district, shopping, schools and public transport options. Parklands are also nearby giving the whole family the opportunity to get outside with nature.

5 2 2

In addition each editorial will include a factbox:

This information will already be in your property details

SUBURB

STREET ADDRESS

PRICE - Auction properties can replace the price with the word Auction. Auction details are not permitted in the Agent's Choice.

BED, BATH AND CAR SPACES

AGENT NAME AND PHONE NUMBER

DOMAIN ID (REFERENCE NUMBER FOR DOMAIN ONLINE SEARCH)

OPEN FOR INSPECTION TIME - If no open time scheduled, insert By Appointment

HOW TO

In the same way that a property module is created, an Agent's Choice editorial can be created.

Select the property for the Agent's Choice and select the Feature Tab.

Click on the New Module button and a list of the available sizes will be displayed.

Select the size that was provided by your sales rep and create the feature.



Edit the feature in the same way that modules are edited.

When complete, rename the Agent's Choice with the number provided.

From the Info button click on send to deliver the feature.



AGENTS CHOICE BUSINESS RULES

Agents Choice modules are a complimentary editorial space that is allocated to our valued customers. They are set up with guide lines that need to be followed by all agents, all content must be filled out correctly, no additional information will be accepted. Please find below an outline of the requirements for Agents Choice:

SUBURB & STREET ADDRESS TO BE PLACED ON THESE LINES NO HEADINGS

PRICE / AUCTION DETAILS ONLY NO HEADINGS OR OFI TIMES TO BE PLACED HERE

BODY COPY (Lifestyle, Features, Location) NO BULLET POINTS, LISTS, DASHES OR OTHER CHARACTERS. MUST BE FULL FLOWING SENTENCES WITH NO ABBREVIATIONS AND ALL THREE SUBHEADINGS MUST BE VISIBLE.

OFFICE INFORMATION NO OTHER INFORMATION OTHER THAN SALES REP AND CONTACT DETAILS.

IMAGES NO INSET IMAGES, INCLUDING INSET IMAGES ON AERIAL SHOTS. NO LOGOS OR WATER MARKS. MAKE SURE IMAGES ARE HIGH RESOLUTION. IF YOU DO NOT HAVE HIGH RES IMAGES, PLEASE SELECT AN ALTERNATE PROPERTY

REFERENCE ID THIS IS FOR THE DOMAIN REFERENCE ID AND NO OTHER IF THE PROPERTY IS NOT ON THE DOMAIN WEBSITE THEN REPLACE WITH A SPACE BAR FROM YOUR KEYBOARD TO REMOVE THE INFORMATION. IF YOU DO NOT USE DOMAIN.COM, PLEASE ALERT THE HELPDESK AND THEY WILL ADJUST THE TEMPLATE TO SUIT THIS FIELD.

BED / BATH / CAR IF THE LISTING IS LAND PLEASE USE A - OR 0 IN THE FIELDS

Agent's Choice modules that are submitted that are non-compliant with these rules will not be sent to print.

Domain Agent's Choice



ALFREDTON
11 Cottesloe Place
\$515,000 - \$535,000

Agent: PRD Nationwide Phone: Ray Brown 0409 988 809
Open for inspection: Sat 1.00 - 1.30PM Domain ID: www.domain.com.au/2012986677

Lifestyle: Sophisticated, spacious and superior fittings, three words that describe this magnificent 30 square home in the well respected area of Alfredton. An upmarket home which will suit those wishing to step up to the next level of living or ideal as a classy investment property.
Features: Visually striking, the wide entry with 10ft ceilings takes you through to the impressive display of ceramic tiles and a warm white palette in the kitchen, dining and family area, which is flanked by a formal lounge/dining room and a large 6 x 4.8m sun filled living room.
Location: Positioned just metres away from the Ballarat Golf Club and a handy strip of convenience stores; this property also provides a short drive to various sporting and schooling options, along with an easy connection to the Western Freeway.

4 2 2

OPEN FOR INSPECTION

LOGGING IN

Open a new browser window and go to:

ofi.adcomposegreen.com.au

Enter the username and password that has been provided and select your publication.



ENTERING AN OFI LISTING

On the home page, select the suburb from the dropdown menu.



Enter the property address and if space is tight use abbreviations for St, Rd, Pl.
The price field is limited to 20 characters.

Acceptable entries:

- \$679,000
- Auction
- Tender
- EOI
- POA
- \$345,000 - \$355,000

Enter a mobile number if required. The default office number will be used if no mobile number is entered here.

Select the date, start and finish times from the drop down menus.
Then click on the Add Entry button.

EDITING AN ENTRY

Click on the edit button next to the OFI listing.

Make the alterations for the next open home. Price alterations can also be done here.

Click on the update entry button when all the edits have been make.

Important:

Make sure the open time you edit is for the current week, do not alter the time for the following week before the export deadline time.

Export deadline time is displayed in the top left corner of the home screen.

The screenshot shows a web browser window with the 'OPEN FOR INSPECTION' logo at the top. Below the logo, the user is logged in as 'xxmalcolmtstbxx'. The main heading is 'Bendigo Advertiser' and the sub-heading is 'Update OFI Entry'. The form contains the following fields:

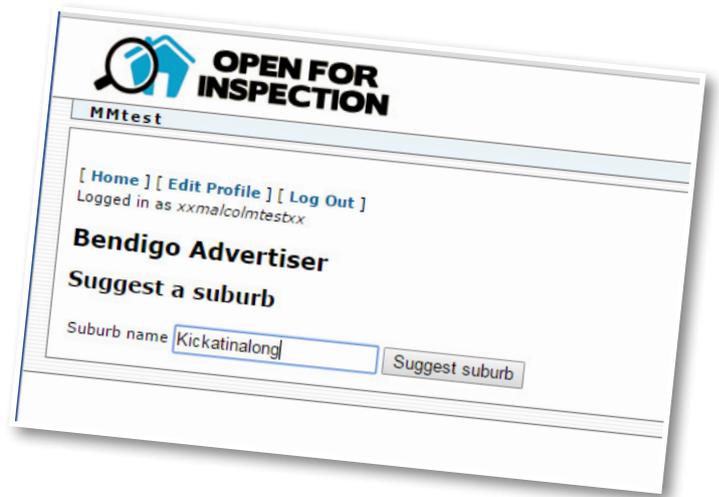
- SUBURB: California Gully (dropdown menu)
- ADDRESS: 12 Smith St
- PRICE: \$567,000
- BEDS: 4
- BATHS: 2
- CARS: 2
- PHONE: 0418199856
- DATE (D/M/Y): 31 (dropdown), Aug (dropdown), 2015 (dropdown)
- START TIME: 1PM (dropdown), 00 (dropdown)
- FINISH TIME: 1PM (dropdown), 30 (dropdown)

An 'Update entry' button is located at the bottom of the form.

SUBURB NOT LISTED

Click on the Suggest suburb button and type in the Suburb or Estate name.
Please note, Estate names should be an extension of the suburb.
E.g., Suburbia, Green View Estate

it will take a few minutes for the newly suggested suburb to appear in the drop down box.



EDIT PROFILE

You can update your details at any time. Click on the Edit Profile link, make the alterations required and click on the Update Profile Button.



COMPLETING YOUR OPEN TIMES

Once you've entered or edited all of your open for inspection times for the coming week (you will see them listed on your screen), there is no need to submit or send the open times, if they're in the list and have the date for the upcoming week we will have them when we output the data when building the open for inspection page.