

Open for Inspection

AdCompose can now be used for Open for Inspection listings in 3 easy steps.



Enter your new Open for Inspection properties.



Update the times of any properties already loaded.



Open for Inspection times are updated by the deadline.

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.



ENTERING AN OFI LISTING

Enter the property address and 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 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 made.

OPEN FOR INSPECTION

MMtest

[Home] [Edit Profile] [Log Out]
Logged in as xxmalcolmtstxx

Bendigo Advertiser
Update OFI Entry

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

IMPORTANT
Make sure the open time running
is for the current week, do not
alter the time for the following
week before the export time.

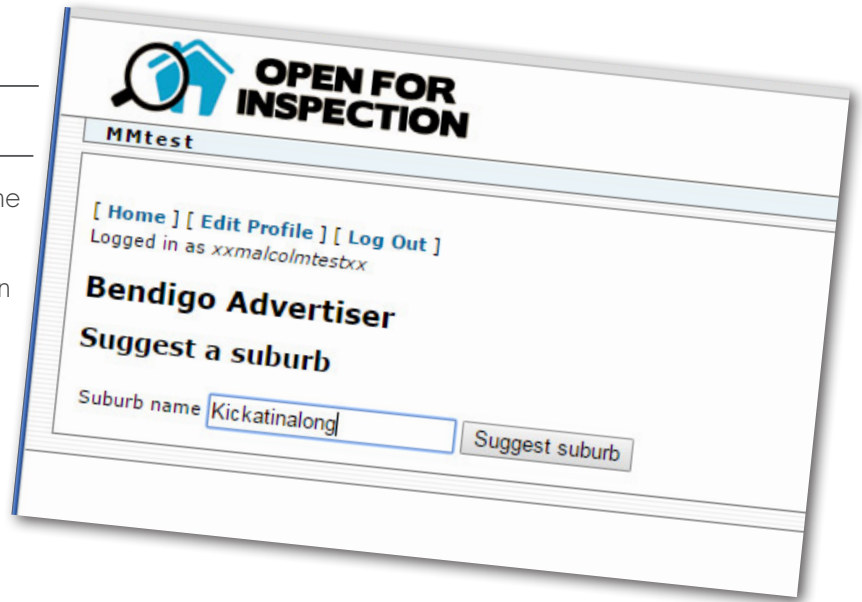
OPEN FOR INSPECTION

SUGGEST A SUBURB

Click on the Suggest suburb button and type in the Suburb or Estate name.

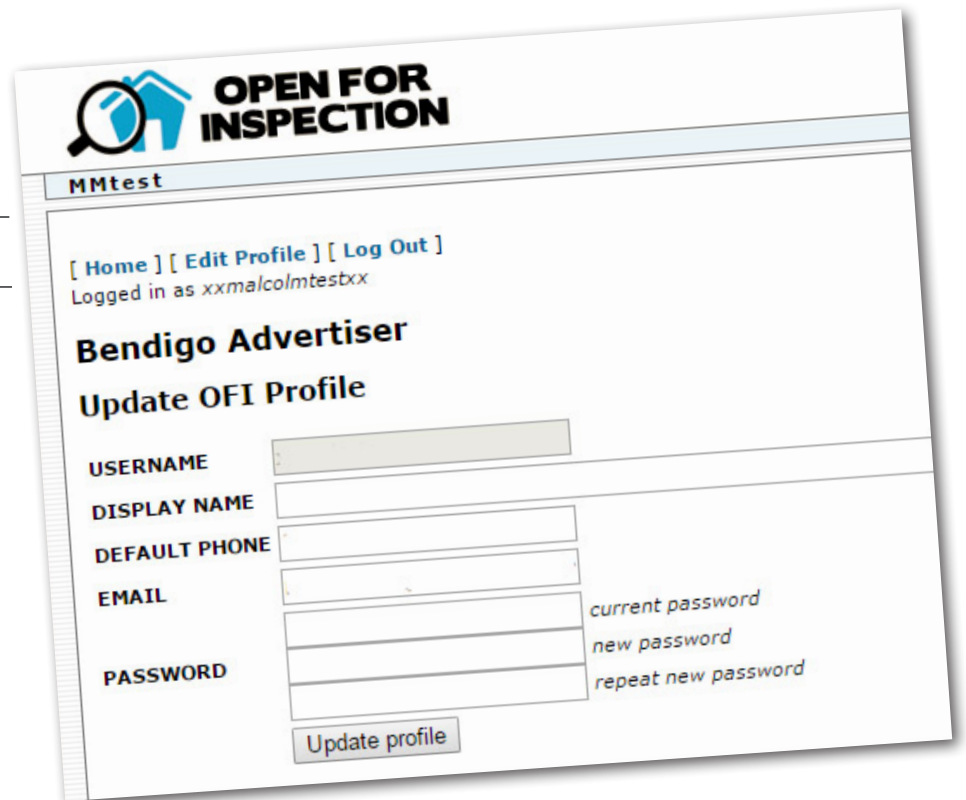
Please note, Estate names should be an extension of the suburb.

E.g., Suburbia, Green View Estate



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.



REMEMBER
The system generate the file at the set time. Entires that do not have the correct time will not be included.