## OPEN FOR INSPECTION



# 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.

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	INS	PEN SPEC	FOR			
WELCO	ME					
Please Lo Username:						
Password:						
Site:	Bathur Log in	st Weste	ern Ad 🔻			
	Log in					

#### ENTERING AN OFI LISTING

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

						serv	er time: Thu Aug 27 1	6:51:05 EST 2015	
Mtest Home][Edit Profile][Log Out] ur name will appear as " <i>MMtest</i> " in tl endigo Advertiser listings deadline: T									
endigo Advertiser SUBURB	ADDRESS 12 Smith St	<b>PRICE</b> \$567,000	BEDS 4	BATHS 2	cars 2	PHONE 0418199856	DATE (D/M/Y) 31/8/2015	<b>TIME</b> 1:00PM - 1:30PM	
(select all) Delete entries new entry >> Ascot	<ul> <li>45 Jones Dr</li> </ul>	\$445,000	3	2	2	0418199856	3 ▼ Sep ▼ 2015 ▼	11AM V 00 V to 11AM V 30 V	Add entry
Ascot Bagshot Bendigo California Gully Campbells Creek Castlemaine			Fair	ax Regional M	Aedia				
Eaglehawk Epsom Flora Hill Golden Square Goornong Green Square Harcourt									
Huntly Ironbark Jackass Flat									

Helpdesk 1300 726 088





TAKE CONTROL OF YOUR ADVERTISING

## OPEN FOR INSPECTION

#### 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	Image: Whitest       Image: Whitest         Image: Whitest       Image: Whitest Witest W
	Bendigo Advertiser
Click on the edit button next to the OFI listing.	Update OFI Entry
Make the alterations for the next open home. Price alterations can also be done here.	SUBURB California Gully  California Gully California Gull
Click on the update entry button when all the edits have been make.	PRICE       \$567,000         BEDS       4         BATHS       2         CARS       2         PHONE       0418199856         DATE (D/M/Y)       31 ▼       Aug ▼       2015 ▼
<b>IMPORTANT</b> Make sure the open time running is for the current week, do not alter the time for the following week before the export time.	DATE (D) N) (D) (D) (D) (D) (D) (D) (D) (D) (D) (D

ofi.adcomposegreen.com.au

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### **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



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COMPOSE

	MMtest				
DIT PROFILE	[ Home ] [ Edit Profile ] [ Log Out ] Logged in as xxmalcolmtestxx				
u can update your details at any e. Click on the Edit Profile link,	Bendigo Advertiser				
ke the alterations required and k on the Update Profile Button.	Update OFI Profile				
	DISPLAY NAME DEFAULT PHONE				
	PASSWORD	current password new password repeat new password			

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

adcompose@fairfaxmedia.com.au Fairfax Media

