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.

| Apps | | 0.000 | - Aucom | pose (| en.com.au/ | OFI/ |
|------------------------|------------------|-------------|----------|---------------|------------|------|
| | 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 | PRICE \$567,000 | BEDS 4 | BATHS 2 | cars 2 | PHONE 0418199856 | DATE (D/M/Y) 31/8/2015 | TIME 1:00PM - 1:30PM | |
| (select all) Delete entries new entry >> Ascot | 45 Jones Dr | \$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 ▼ |
| 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. | 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

