



OPEN FOR INSPECTION

TAKE CONTROL OF YOUR ADVERTISING

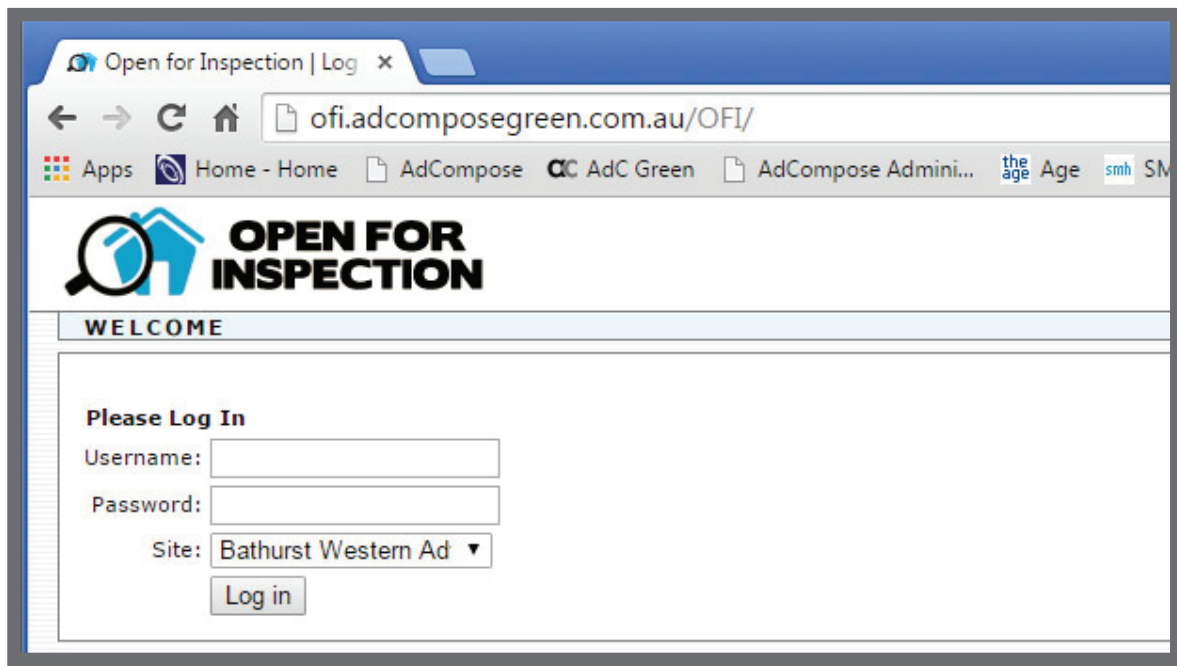
AdCompose can now be used for Open for Inspection listings in 3 easy steps.

- Enter your new Open for Inspection properties.
- Update the times of any properties already loaded.
- Ensure open for Inspection times are updated prior to the deadline.

LOGGING IN

Open a new browser window and go to
ofi.adcomposegreen.com.au

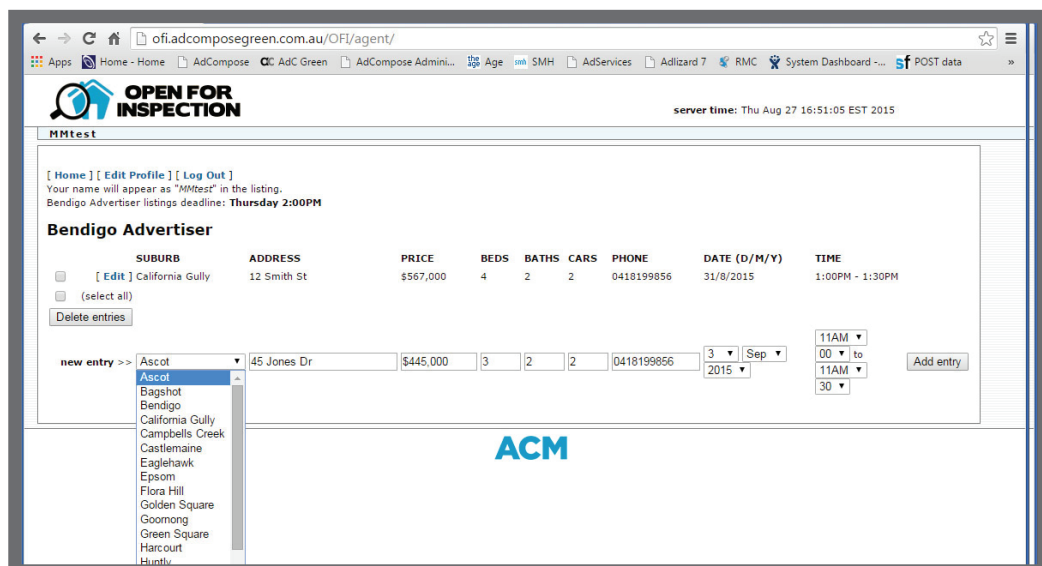
Enter the username and password that has been provided and select your publication.



A screenshot of a web browser showing the login page for 'Open for Inspection'. The browser's address bar displays 'ofi.adcomposegreen.com.au/OFI/'. The page features a logo with a magnifying glass over a house icon and the text 'OPEN FOR INSPECTION'. Below the logo is a 'WELCOME' banner. The main section is titled 'Please Log In' and contains three input fields: 'Username:', 'Password:', and 'Site:'. The 'Site:' dropdown menu is set to 'Bathurst Western Ad'. A 'Log in' button is positioned below the 'Site:' dropdown.

ENTERING AN OFI LISTING

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



A screenshot of the 'Open for Inspection' agent dashboard. The page shows a 'Bendigo Advertiser' section with a table of listings. The table has columns for SUBURB, ADDRESS, PRICE, BEDS, BATHS, CARS, PHONE, DATE (D/M/Y), and TIME. A 'new entry' button is located below the table. A dropdown menu is open, showing a list of suburbs including Ascot, Bagshot, Bendigo, California Gully, Campbells Creek, Castlemaine, Eaglehawk, Epsom, Flora Hill, Golden Square, Goomong, Green Square, Hartcourt, and Huntly. The 'ACM' logo is visible at the bottom of the page.

ENTERING AN OFI LISTING

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.

If the property is open on multiple days, click the Duplicate Entry button and change the date and time to add the additional opens.

If you wish to delete entries, simply tick the box of the properties to be deleted and select Delete Entries.

All active entries will appear in a bolder font. Properties not open on the week of the export will be greyed out to avoid confusion.

Batemans Bay Post listings deadline: Friday 2:00 PM

view agent >> First National R/E View agent

	SUBURB	ADDRESS	PRICE	BEDS	BATHS
<input type="checkbox"/>	[Edit] Sunshine Bay	46 & 48 Freycinet Drive	\$599,000 each	3	2
<input type="checkbox"/>	[Edit] Catalina	58 Riverview Crescent	\$479,000	4	2
<input type="checkbox"/>	[Edit] Surf Beach	12/692-696 Beach Road	\$325,000	2	1
<input type="checkbox"/>	[Edit] Surf Beach	197 George Bass Drive	\$830,000	4	2
<input type="checkbox"/>	[Edit] Surf Beach	4 Hilltop Crescent	\$490,000 - \$520,000	3	2
<input type="checkbox"/>	[Edit] Sunshine Bay	5 Hunter Place	\$659,000	4	2
<input type="checkbox"/>	[Edit] Catalina	5b Sanctuary Place	\$865,000	4	3
<input type="checkbox"/>	[Edit] Malua Bay	19 Euroka Avenue	\$399,000	3	1
<input checked="" type="checkbox"/>	[Edit] Surfside	76 Palana Street	\$535,000	3	2
<input type="checkbox"/>	[Edit] Catalina	27 Riverview Crescent	\$359,000	3	1
<input type="checkbox"/>	[Edit] South Durras	15 Benandra Road	\$690,000 - \$720,000	4	2
<input type="checkbox"/>	[Edit] Lilli Pilli	3 Fairview Drive	\$849,000	3	2
<input type="checkbox"/>	[Edit] Catalina	127 Country Club Drive	\$385,000	3	1
<input type="checkbox"/>	[Edit] Malua Bay	15 Iluka Avenue	\$550,000	3	1
<input type="checkbox"/>	[Edit] Denham Beach	10/2c Graydon Avenue	\$1,075,000	3	2
<input type="checkbox"/>	(select all)				

Delete entries Duplicate entries

new entry >> Akolele

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 | Upd...

ofiadcomposegreen.com.au/OFI/agent/edit.jsp?entryid=27736

Apps Home - Home AdCompose AdC Green AdCompose Admini... Age SMH

OPEN FOR INSPECTION

MMTest

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

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

ACI

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

IMPORTANT

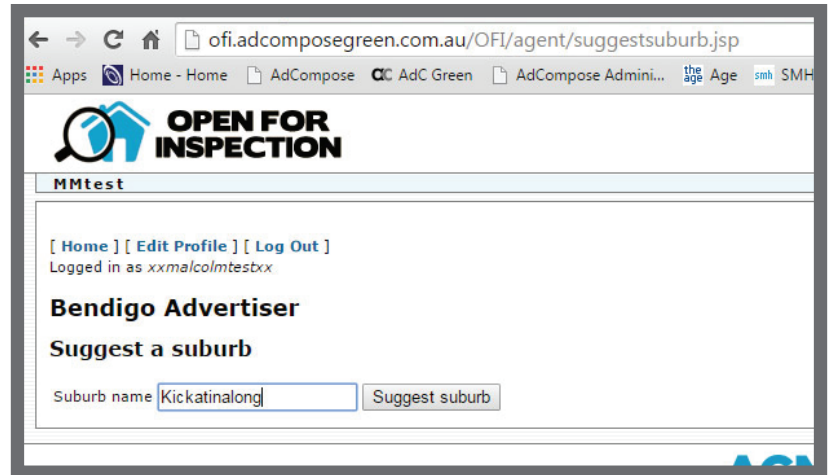
Make sure the open time you edit is for the current week, do not alter the time for the following week before the export deadline time*

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



The screenshot shows a web browser window with the URL `ofi.adcomposegreen.com.au/OFI/agent/suggestsuburb.jsp`. The page header includes the 'OPEN FOR INSPECTION' logo and a user profile bar for 'MMtest'. Below the header, there are links for '[Home]', '[Edit Profile]', and '[Log Out]', followed by the text 'Logged in as xxmalcolmtstxx'. The main heading is 'Bendigo Advertiser' with the sub-heading 'Suggest a suburb'. At the bottom, there is a text input field labeled 'Suburb name' containing the text 'Kickatinalong', and a 'Suggest suburb' button.

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.



The screenshot shows the 'Update OFI Profile' page. The header is identical to the previous page. The main heading is 'Bendigo Advertiser' with the sub-heading 'Update OFI Profile'. Below this, there are several input fields: 'USERNAME', 'DISPLAY NAME', 'DEFAULT PHONE', and 'EMAIL'. The 'PASSWORD' section includes three fields labeled 'current password', 'new password', and 'repeat new password'. At the bottom, there is an 'Update profile' button.




WANT TO PRINT OFF YOUR ACTIVE LISTINGS?

Click on the Print Active Entries and only those properties open for the current export week will be displayed.

Busselton Mail listings deadline: Monday 10:00AM

Busselton Mail

view agent >>  **View agent**

Print active entries

	SUBURB	ADDRESS	PRICE	BEDS	BAT
<input type="checkbox"/>	[Edit] Vasse	5 Kathleen Crescent	E28DS	4	2

COMPLETING YOUR OPEN TIMES

Once you've entered or edited all of your open for inspection times for the coming week they will appear in a bolder font. 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 from the portal.

NO MANUAL ADDITIONS OR ALTERATIONS CAN BE DONE BY THE HELPDESK AFTER DEADLINE AS THIS IS AN AUTOMATED PORTAL.

REMEMBER

The OFI system generates the file based on the details you enter. Entries that do not have the correct time detail will not be included.

