

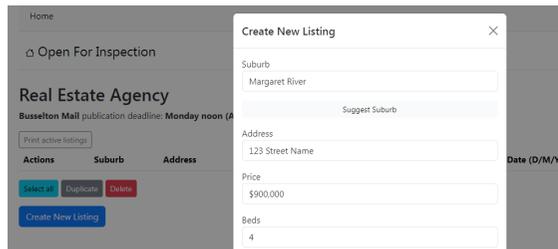
OPEN FOR INSPECTIONS

ofi.adcompose.com.au

1

ENTERING A LISTING

Login using your provided username & password.



Click the Create New Listing button and fill in the details for your property. Select Suburb from dropdown menu. The price field can contain a price range, the word Auction and a date & time, POA, EOI or Tender. Select the Start Time and End Time from the pop up calendar/clock. Then select Create Listing.

- If the property is open on multiple days, check the Edit box and Duplicate the entry and adjust the additional time as required.
- No need to re-enter existing properties, if you have entries in a previous week simply edit the Start/End Time of the listing
- If the suburb is not available, use the 'Suggest a Suburb' button
- Please delete any Sold properties
- All active entries for the week will appear in black.

2

PROOF YOUR INPUTS

Print active listings

Click on the button to proof what will be included for the weeks OFI page.

Real Estate Agency

Busselton Mail publication deadline: Monday noon (AEST)

Print active listings

Actions	Suburb	Address	Price	Beds	Baths	Cars	Phone
<input type="checkbox"/> Edit	Margaret River	123 Street Name	\$900,000	4	2	2	0412 345 678
<input type="checkbox"/> Edit	Margaret River	123 Street Name	\$900,000	4	2	2	0412 345 678

Select all | Duplicates | Delete

DEADLINES

Busselton Mail publication deadline: **Monday noon (AEST)**

Deadline times are shown in Australian Eastern Standard Time (AEST) for your publication. As this is an automated system, deadlines must be strictly adhered to.

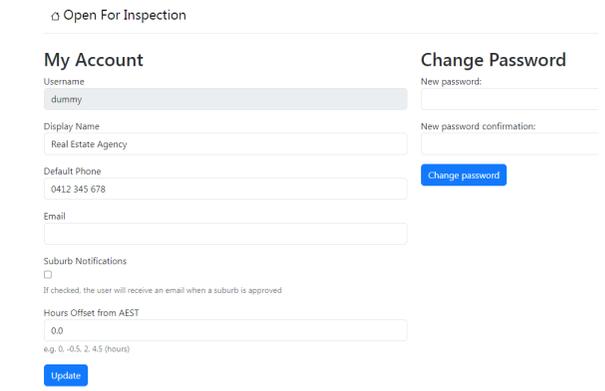
- No manual additions or alterations can be added after deadline

3

PROFILE

Update Account Details

Click on My Account to update your email address and to change password when required.



ACM

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- Use Reset Here on main login page if you have forgotten your password or contact our Help Desk on 1300 726 088 or adcompose@austcommunitymedia.com.au