

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.

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ENTERING AN OFI LISTING

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

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ofi.adcomposegreen.com.au | Helpdesk 1300 726 088 | adcompose@fairfaxmedia.com.au

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.

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 make.



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

*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

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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.

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Bendigo Ad	vertiser	
Update OFI P	rofile	
USERNAME	19-59 -	
DISPLAY NAME		
DEFAULT PHONE		
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		current password
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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.

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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.

