

Getting Started

User Guide



Creating your Account

Adding a Listing

Tuesday, August 17, 2010

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OVERVIEW

Findspace is a website designed specifically to make it easier to find Commercial Real Estate.

If you are an end user and looking for new Offices etc the process is very stressful and takes far too long to complete, mainly due to incomplete information and inadequate search tools available on the many website out there.

The goal for Findspace is to have all Commercial Real Estate viewable on our site. We hope to achieve this by keeping our site totally open and independent. Private Sellers, Property Companies and Real Estate Agencies are all treated the same.

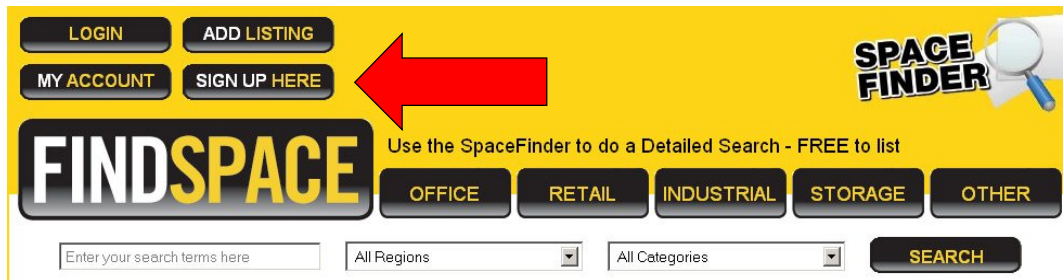
Our site is 100% focused on Commercial Real Estate. You will not find any houses, cars or household items. You will also find the **SpaceFinder** search tool gives you the ability to build a search string to exactly match what you are after, it really is that good.

There are a number of Listing Plans (some being FREE) so there is no logical reason not to list on Findspace, and we have so many search options available we have had to write a separate guide to cover them all. The plans are:

- **Keep it Simple** – Our base and Free Plan (to the end of 2010)
- **Add More Value** – If you wish to add extra detail to your listing and raise its priority to appear at the top of lists
- **Get me Out There** – If you want maximum exposure and wish to have your listing appear on the home page and on top of every list
- **Tickle Me** – To list properties that are *Not for Sale*, so you can gauge interest without displaying any information that could identify the property. FREE to use.
- **Data Feed** – Used exclusively when we are importing data through our API (Agency Property Interface)

ACCOUNT TYPES

Before you can add listings to Findspace you must first create an account.



Depending upon your circumstances, one of our Account Types will be the right one for you.



A **Private Seller** is designed for an individual marketing a property(ies) under their own personal name. You can add as many listings as you like but you can only have one contact person.

A **Real Estate Agent** is deemed to be a Licensed Real Estate Agent working for a Real Estate Agency. Multiple Agents can exist within one Agency. A person can also use this option to register as a **Contact** for a Property Investor. All listings are marketed under the Agency or Company name.

A **Real Estate Agency** is deemed to be a Licensed Real Estate Agency operating under the REA Act 2008. An Agency can have multiple Branches and multiple Agents. A Branch Administrator account is automatically created to manage the account and Agents.

Property Investors are private firms marketing their own properties under their Company Name. A Property Investor can have multiple Branches and multiple Contacts. A Branch Administrator account is automatically created to manage the account and Agents.

The Real Estate Agency and Property Investor structures are identical in operation. The only difference being a Real Estate Agency must display the fact they are a Licensed Real Estate Agency under the REA ACT 2008 against all listings.

To add an Agent/Contact to a Real Estate Agency/Property Investor use the Real Estate Agent sign up option.

VERIFYING YOUR ACCOUNT

Once you have created your account you will have to verify your e-mail address before you can Add a Listing. You should check your e-mails for a link to authorize your account. By clicking on **MY ACCOUNT** you will be taken to your **DASHBOARD**.

If you see the message highlighted below then you will not be able to add a listings as you have not verified your e-mail address. You can resend another verification code if need be.

DASHBOARD



Manage Account

You may also login to the following user's accounts:

The following page will display all of your current listings on the site: <http://www.findspace.co.nz/browse?user=402>

You can also setup ClientSpace, the ability to display your FindSpace listings on your website, [find out more here](#).

Your Current Listings

Search listings: Any status

No listings found

Sorry, you cannot add listings until you have verified your email address.
You can resend the verification email by [clicking here](#) .



Your Personal Details

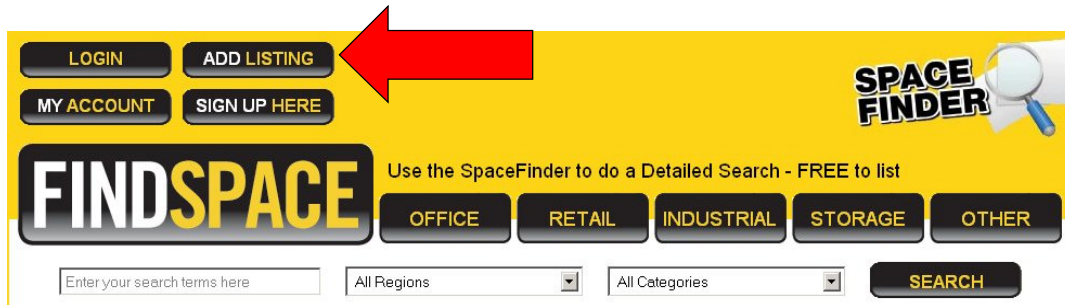
Name: Angeline Jolie
Agency: Brad Pitt Real Estate (MREINZ)
Branch: Brad Pitt Christchurch
Cellphone: (021) 999-8526
Email: angeline@findspace.co.nz
Photo:

Logo: Brad Pitt Real Estate (MREINZ)

Update: [My personal details](#)
[Change my password](#)
[My favourites](#)
[My settings](#)

ADDING A LISTING

You can Add a Listings from within your **DASHBOARD** or by clicking on



The screenshot shows the top navigation bar of the SpaceFinder website. It features a yellow background with several buttons: 'LOGIN', 'ADD LISTING', 'MY ACCOUNT', and 'SIGN UP HERE'. A large red arrow points to the 'ADD LISTING' button. To the right is the 'SPACE FINDER' logo with a magnifying glass icon. Below the navigation bar is the 'FINDSPACE' logo and the text 'Use the SpaceFinder to do a Detailed Search - FREE to list'. There are five category buttons: 'OFFICE', 'RETAIL', 'INDUSTRIAL', 'STORAGE', and 'OTHER'. At the bottom of the navigation bar is a search form with a text input field labeled 'Enter your search terms here', two dropdown menus for 'All Regions' and 'All Categories', and a 'SEARCH' button.

You have a choice of Listing Plans to choose from. Just click on each one to get a full description of how each differs.

Select a Plan

Step 1: Select a plan

Choose a plan: *

Keep it Simple

Add More Value

Get me Out There

Tickle Me

Plan Details:

Keep it Simple is our base plan which is **FREE until the end of 2010** and has the following features

- A maximum of 5 photos
- A maximum of 6 attributes
- Short Description only (256 characters)
- The listing must be renewed every 28 days
- You can upgrade to either of the other plans at any time

Listing Details

Depending upon what Plan you select, this will make various screens open up as you enter your property's details. The more information you enter the better as this allows prospective customers to make informed decisions.

Step 2: Listing details

Items marked with a * are mandatory and must be completed.

The Floor Area Breakdown section is unique to Findspace and allows you to break your property into its current structures. This is invaluable information and our **SpaceFinder** search tool allows prospective customers to search for a property with these area splits.

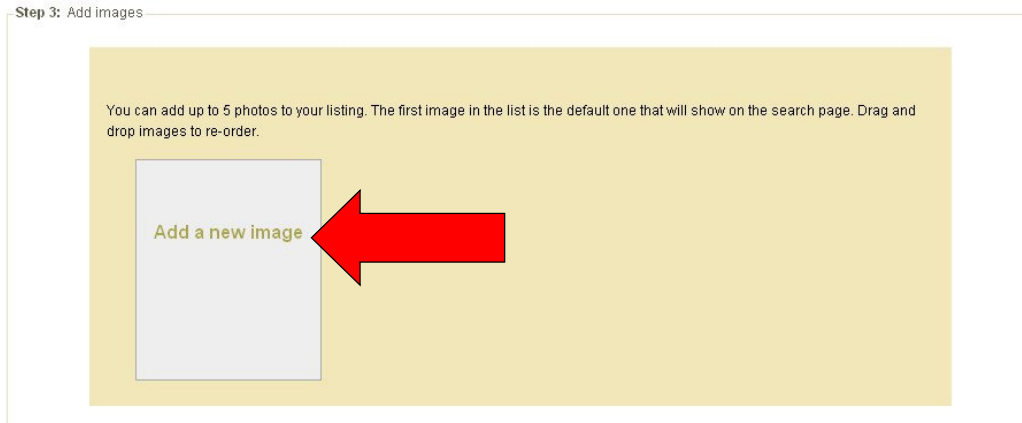
If your property is split into multiple functions then we suggest you work out the various sizes and enter them accordingly.

Floor area breakdown: *	Office area:	<input type="text" value="52"/> m ²	Warehouse:	<input type="text" value="52"/> m ²
	Mezzanine:	<input type="text"/> m ²	Showroom:	<input type="text"/> m ²
	Retail:	<input type="text"/> m ²	Residence:	<input type="text"/> m ²
	Canopy:	<input type="text"/> m ²	Storage:	<input type="text"/> m ²
	Other:	<input type="text"/> m ²	Total Floor Area:	104 m²

Total Floor Area is calculated based on the figures you enter into the appropriate fields.

Add Images

Depending upon what Plan you have selected will determine how many images you can add. Just click on **Add a new Image** to bring up a browse box. Select your image and save. You can drag and drop your images so that the one appearing on the Top/Right corner is the default display.

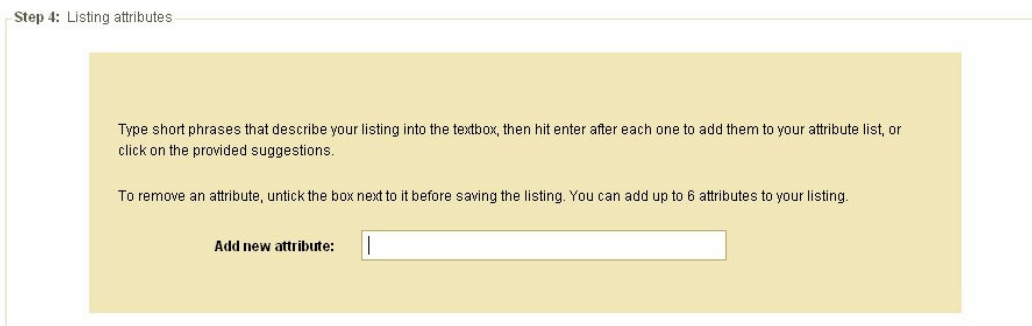


Listing Attributes

Listing Attributes are short one line statements that highlight special features of your property. Just start typing and a list will display of previously entered items. You can select one from the list or type your own. Just press ENTER after each one to add it.

Examples could be:

- Close to motorway
- 3 phase power
- High roller doors
- TelstraClear Cabled
- Alarmed



Google Maps

Just click in the Address Field to copy your property's address. Preview the Map to ensure it is correct, if not try changing the address slightly to get it closer to where your property is. This information is also used for Google Street View.


You do not need to include any Unit or Level information, just the Street Address.

Step 5: Google map


For your map to work correctly, you must enter a valid street address in the box below. Leave blank if you don't want a google map.

Map address:

Map preview:





Once completed just click  to save your listings and to be taken to the Payment Screen.

If you selected a Free Plan the listings will be posted live immediately. If the Plan requires payment you will be taken to the following screen.

TOP UP ACCOUNT FOR

Current details

Listing title	56 b, Tauranga, 5263
Listing status	Pending payment
Listing plan	Add More Value (\$15)
Your account balance	\$0.00 credit

Payment

If you have chosen a free plan, just click on the "Make payment" button and your listing will be made live. No funds will be deducted from your account.

Pay for:

Payment method:

Here you can either pay for your listing by Credit Card or by Account. At any time you can Top Up your account under your **DASHBOARD**, see the next section.

Findspace does not hold any Credit Card details and uses an independent third party to process credit card transactions.

MY DASHBOARD

In order to access your **DASHBOARD** you must first Login to Your Account.

Click on **MY ACCOUNT** which will take you directly to your **DASHBOARD** once you login.

DASHBOARD

Manage Account



You may also login to the following user's accounts: Cameron Diaz (Brad Pitt Real Estate (MREINZ))

The following page will display all of your current listings on the site: <http://www.findspace.co.nz/browse?user=405>

You can also setup ClientSpace, the ability to display your FindSpace listings on your website, [find out more here.](#)


Your Current Listings

Search listings: Any status

	56 b, Tauranga, 5263 [Office Space] Status: <i>Pending payment</i> - Expiry: 0000-00-00 Plan: <i>Add More Value</i> - Listing Views: 0	edit make payment withdraw DELETE
	Tickle Me: City Centre, Christchurch, 8011 [Office Space] Status: <i>Active</i> - Expiry: 2010-10-05 Plan: <i>Tickle Me</i> - Listing Views: 180	edit upgrade withdraw DELETE

[Add New Listing](#)

Your Personal Details

Name: Cameron Diaz
Agency: Brad Pitt Real Estate (MREINZ)
Branch: Brad Pitt Christchurch
Cellphone: (123) 459866
Email: cameron@findspace.co.nz
Photo: 

Logo: Brad Pitt Real Estate (MREINZ)

Update: [My personal details](#)
[Change my password](#)
[My favourites](#)
[My settings](#)

Your Account Details

Balance: \$0.00 credit
[Top up account](#)
[Transaction history](#)

The first two items marked above are:

1. A URL link to all your listings on Findspace. You can add this to your e-mail signature or add to your business cards. If anyone uses this link it will take them to your listings
2. A link to your **ClientSpace** code. **ClientSpace** is a Free feature available from Findspace that allows us to push all your data back to your own website. This means that you listings can appear on multiple sites (that you manage) but you only have to maintain them on Findspace.
 - Please refer to the **ClientSpace** User Guide on how to set this up.
 - You can view samples sites at:
www.workspace.co.nz
www.commercialrealestatenewzealand.co.nz
www.mcintoshrealty.co.nz

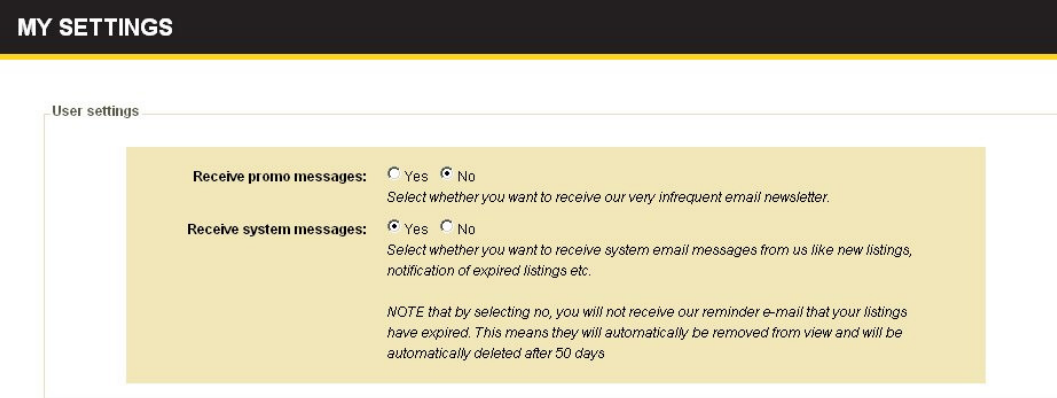
The above screen provides an overview of your listings. You can use the **Search listings** box to search by Keyword (e.g. address) or restrict the view to the options available under **Any Status**.

These options are:

- Pending Paid (paid listing that has not been paid for yet)
- Expired (all listings expire every 28 days)
- Active (is visible on the site)
- Completed (not in use currently)
- Withdrawn (has been withdrawn but still on the system, not visible to the public but you can still view the listing within the Dashboard)

Under **Personal Details** you can change your **personal details**, **change your password**, **view your favorites** (searches and bookmarks) and manage **Settings** in respect to System Generated Messages.

Under **My Settings** you will find this screen:



The screenshot shows a section titled "MY SETTINGS" with a yellow header. Below it, there is a "User settings" section. It contains two radio button options: "Receive promo messages:" with "No" selected, and "Receive system messages:" with "Yes" selected. Below these are explanatory notes and a warning note.

MY SETTINGS

User settings

Receive promo messages: Yes No
Select whether you want to receive our very infrequent email newsletter.

Receive system messages: Yes No
Select whether you want to receive system email messages from us like new listings, notification of expired listings etc.

NOTE that by selecting no, you will not receive our reminder e-mail that your listings have expired. This means they will automatically be removed from view and will be automatically deleted after 50 days

Under **User Settings** you can elect to turn off/on settings for our E-mail Newsletter and any **System Generated Messages**, such as notification of your expired listings.

By default all our listings are Automatically Expired every 28 Days. This is done to ensure we only have current data on Findspace, and not listings that have been filled.

You will receive an e-mail reminder once your listing has expired and all you need to do is click on the **Re-List** button in order to make your listings Active for another 28 days.

WARNING – If you select NO to System Messages then you will not receive any reminders that listings have expired. This means they will automatically be removed from View and will automatically be deleted after 50 days.

We strongly recommend that you DO NOT TURN OFF system messages.

Maintain your Account Balance

If you are uploading paid listings then your account must be in credit before a listing goes live.

Your Account Details


Balance:	\$0.00 credit
	Top up account 
	Transaction history

You can pay for individual listings as you go or top up your account as a lump sum.

TOP UP ACCOUNT FOR BRAD PITT CHRISTCHURCH

Top up account for Brad Pitt Christchurch

Current balance:	\$0.00 credit
Top up amount:	<input type="text"/>



No Credit Card details are stored by Findspace. We use an independent third party to handle credit card payments.