

Real Estate Portal Manual

~: Developed By :~



Table of Contents

1 Website Modules – Proposed Sitemap

| | |
|--|---|
| 1.1 Homepage | 3 |
| 1.2 Online Booking Request (User Registration) | 3 |
| 1.3 Browse Projects | 3 |
| 1.4 Property Alerts | 4 |
| 1.5 View Properties for Sell / Buy / Lease | 4 |
| 1.6 Admin Login (Content Management) | 4 |
| 1.7 Live Support | 5 |
| 1.8 Other Links | 5 |
| 1.8.1 Location Map | 5 |
| 1.8.2 Newsletter Modules | 5 |
| 1.8.3 Contact Us | 5 |
| 1.8.4 Sitemap | 5 |
| 1.8.5 Currency Converter | 5 |
| 1.8.6 Area Converter | 5 |

2 Administrative CMS & Portal Management Solution

6

1 Website Modules – Proposed Sitemap

| Sr. No. | Items |
|---------|---|
| 1.1 | Home Page |
| | <p>We emphasize on the homepage in any such projects as it increase the insight of the users at first go, hence we will be delivering to you:</p> <ol style="list-style-type: none"> A quick loading and a creative design with well organized information structure. Easy to understand navigation with standard buttons, hyperlinks and panels. Soft images and smooth flash animations. |
| 1.2 | Online Booking Request (User Registration) |
| | <p><u>Registration Form</u></p> <ol style="list-style-type: none"> To get the detail information about the property, one must login as online member of the website and to login user need to register. Although primary information can be shown on search and for further details such as Description, Features and Amenities and financials its is suggested to be shown to registered members only so you can also study the business coming from the website investment. For booking the property, an online booking form will be provided to the customers and once the booking is completed, an email intimating the web admin about the booking will be sent. The web administrator will be able to see the list of online booking request in the application in various ways such as date, property name, city, customer ID, name, contact etc. Customer will be provided with a workspace to review the booking order that he / she has generated and its status. The check availability feature of the property will also be provided. The registered members can only be able to get the property alerts that must be set them in the "Alerts" section. <p><u>Forgot Password</u></p> <ol style="list-style-type: none"> Nevertheless this is an imperative feature that will be provided without any question. The password will be only sent to the user email that has been captured at the time of registration. |
| 1.3 | Browse Projects |
| | <p><u>Multiple Ways of browsing / listing properties</u></p> <p>User will be able to browse the properties by following ways and that can be drilled down in ascending order:</p> <ol style="list-style-type: none"> Purpose (e.g. Buying, Renting, Selling) Project Cost Type (e.g. Commercial, Living) <p>Note : Above list is just exemplary and will be provided as per the need of the customer during the project discussions.</p> |

| | | | |
|--|---|--|---|
| 1.4 Property Alerts | | | |
| | <p><u>Auto Alerts</u></p> <ol style="list-style-type: none"> a. Once the user has registered and opted for alert by setting up the parameters, this application will be sending the auto alerts directly to the Inbox of the users. b. We will also provide a link for the users to click and see the particular page. That will help to know that how many and which users are coming back as a result of alerts. c. Alerts can be scheduled by the users like weekly, daily or monthly. | | |
| 1.5 View Properties for Sell/Buy/Lease | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ol style="list-style-type: none"> 1. International 2. Apartments 3. Villas 4. Lands </td> <td style="width: 50%; padding: 5px;"> <ol style="list-style-type: none"> 5. Buildings 6. Penthouses 7. Office/Retail </td> </tr> </table> <p>a. This Section will display the listing of properties of above types that are available.</p> <p>b. The properties can also be filtered by projects, cost and other database fields identified at the time of system study.</p> <p>c. The details of each property unit can be updated using the back-end application.</p> | <ol style="list-style-type: none"> 1. International 2. Apartments 3. Villas 4. Lands | <ol style="list-style-type: none"> 5. Buildings 6. Penthouses 7. Office/Retail |
| <ol style="list-style-type: none"> 1. International 2. Apartments 3. Villas 4. Lands | <ol style="list-style-type: none"> 5. Buildings 6. Penthouses 7. Office/Retail | | |
| 1.6 Admin Login (Content Management) | | | |
| | <ol style="list-style-type: none"> 1. Adding users. 2. Inquiry Reports 3. Inventory Reports 4. Booking Reports and Status. | | |
| | <p><u>Description</u></p> <ol style="list-style-type: none"> a. This section is only managed by the admin of the website. b. To add the listing (text + images) in the website/portal admin must login to the application engine with proper authentication. c. Once added it can't be removed by them but they can make it de-activated. d. The admin can receive the inquiry submitted by the customers in their workspace and can sent the acknowledgment before they call the customer. e. Creation of users / agents and their respective rights is in the hands of admin. f. Addition of general information like News, careers, newsletters will also be part of admin rights only. g. Admin will be able to view certain reports (need to finalize) such as inquiry reports & acknowledgment, Status of property reports etc. h. The workspace helps the admin to keep track of all the activities like inquiries date wise. | | |

| | |
|--|--|
| 1.7 Live Support | |
| | <p>Description</p> <ul style="list-style-type: none"> a. To provide this feature, we will be integrating one of the popular Live Support Solution with your website. b. Customer support software will allow your web site visitors to instantaneously communicate and interact with your customer service personnel. Your support representative assists the visitor by providing information, links, graphics, or even guiding the user through your web site. c. You will be able to track your site visitors in real-time, know who's on your site and doing what and for how long. Identify hot lead and reach for your customers by proactively inviting them to chat. d. Tracking which representatives attended which calls, the average times per session, busy requests and even collect custom date from surveys sent to your customers. |
| 1.8 Other Links | |
| <ul style="list-style-type: none"> 1.8.1 Location Map 1.8.2 Newsletters Module 1.8.3 Contact Us | <ul style="list-style-type: none"> 1.8.4 Sitemap 1.8.5 Area Converter 1.8.6 Currency Converter |

2 Administrative CMS & Portal Management Solution

- ❖ Content Management Solution is a standard way of handling sites with huge contents, functionalities and online services.
- ❖ We also offer a very practical solution developed in-house to manage the content of a business oriented or a portfolio oriented websites or portals.
- ❖ It also provides a *wyswyg* text editor to create the content page and add text and pictures, which are already saved in a central repository.
- ❖ Multiple users can manage it with specific control defined by the administrators.
- ❖ Sessions and security controls are place and password-tampering policies are embedded too.
- ❖ Update the portal without the help of your vendor from a standard web-browser.
- ❖ Add new contents to the specified sections. It is easy to use, particularly important with non-technical users.
- ❖ There is no software to install on the users' computer; all the functionality of the system is provided through their web browser.
- ❖ New users can be added anytime, enabling the number of users to grow with the demands of your organization.
- ❖ Training is simple and short – reducing time, effort and cost.