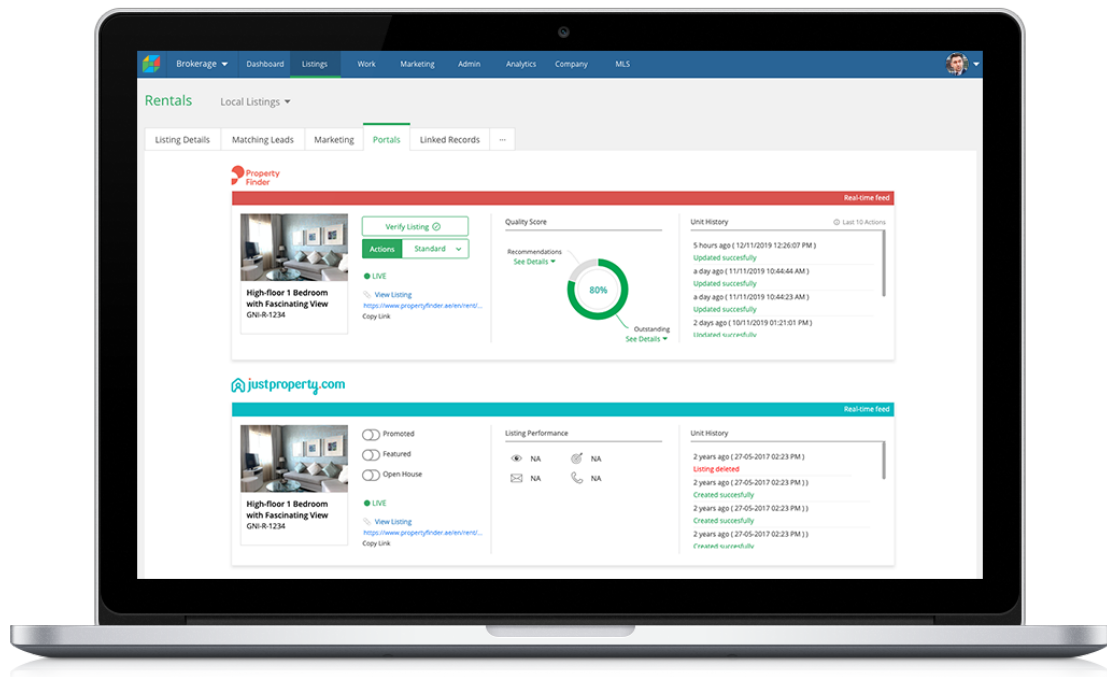


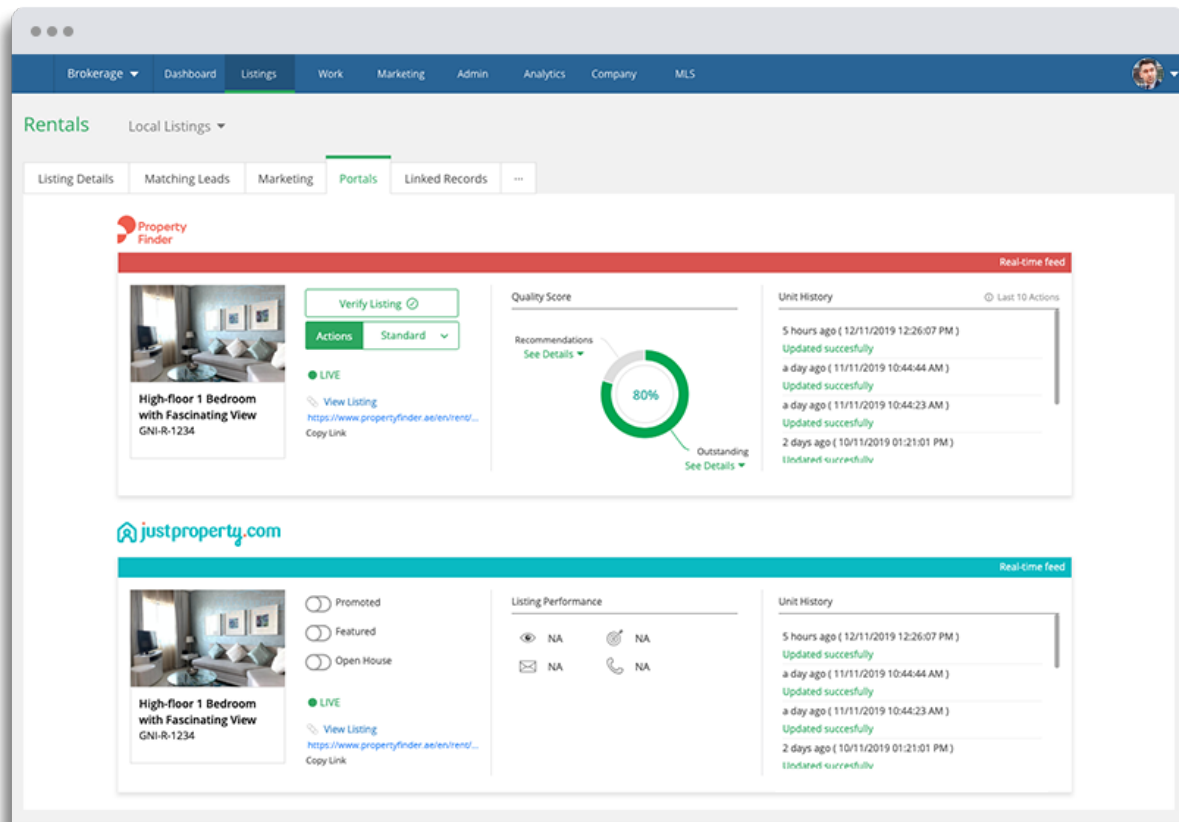


# Real-Time Data Feeds to Property Finder

## Instruction Manual



## Overview



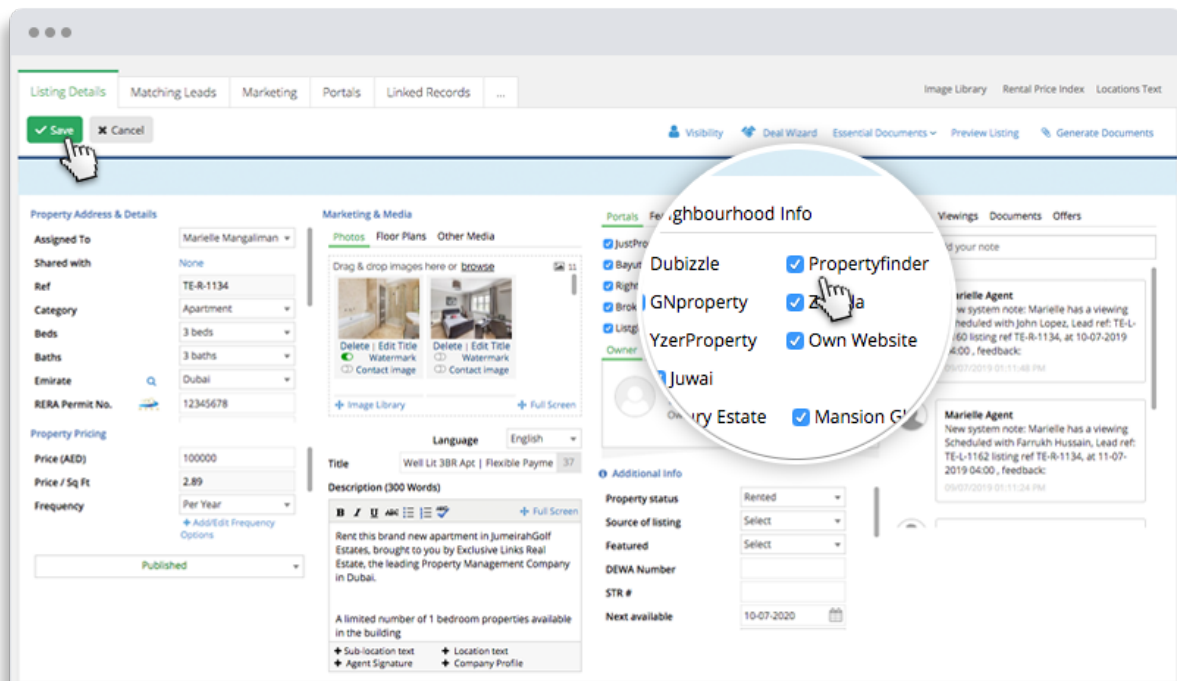
Here you will learn the following:

1. [How the real-time listing feature to Property Finder works via a fully integrated API](#)
2. [How to see the listing URL from Property Finder, sent back in real-time to PropSpace](#)
3. [How to set your listings as Premium or Featured within PropSpace](#)
4. [How to submit documents for Property Finder verification from PropSpace](#)
5. [How to see the Property Finder \*\*listing status\*\* \(whether it is verified and published\) and the Property Finder \*\*listing type\*\* \(standard, featured or premium\) on PropSpace](#)
6. [How to see the Property Finder Quality Score and take appropriate action to amend your listing based on the Quality Score feedback](#)
7. [How to see the history of when updates were sent to Property Finder.](#)

## 1. How the Real-time listing feature to Property Finder works via a fully integrated API

PropSpace now feeds data to Property Finder in real-time via an API.

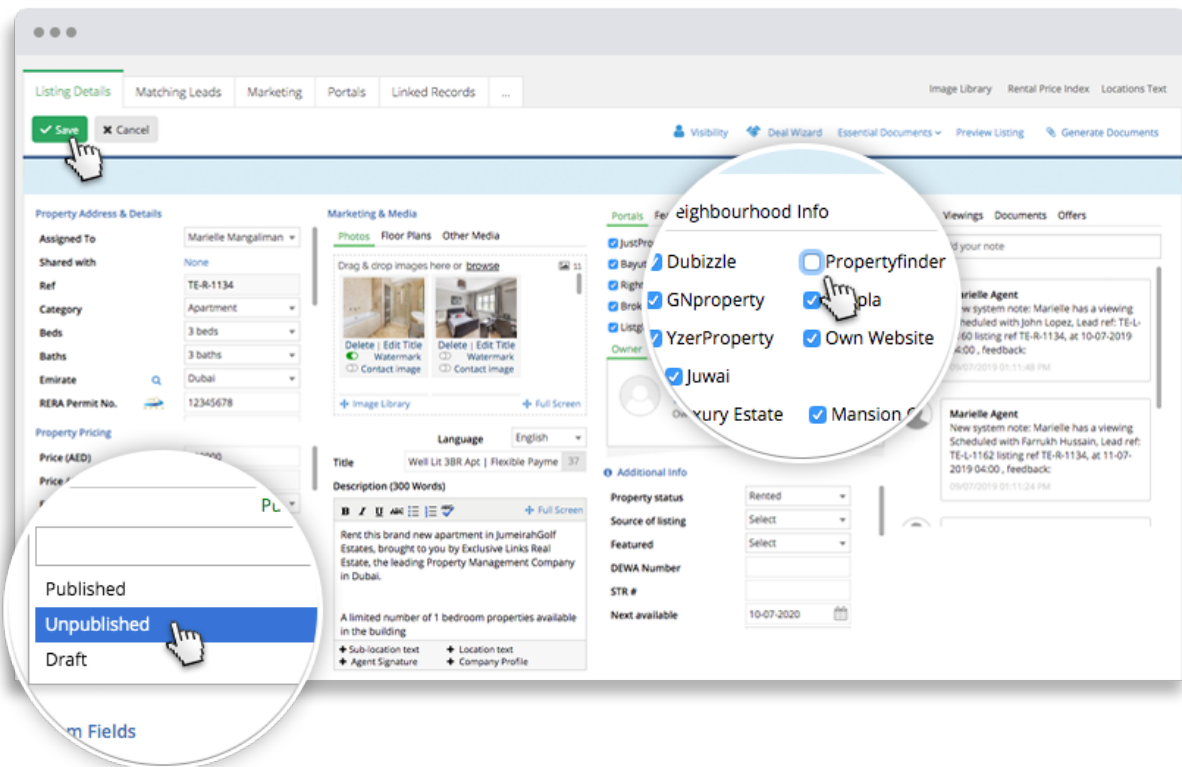
To the end user, nothing changes in the way you add listings to PropSpace. You simply enter your listing data as normal from the PropSpace Listings Screens, select which portals you wish to advertise the listing on and click Save.



Behind the scenes, as soon as you click the Save button, PropSpace makes a call directly to Property Finder and in real-time the listing will appear on Property Finder.

This is a huge improvement to make your listings appear online so much faster.

Similarly if you wish to remove a listing from Property Finder you simply uncheck the Property Finder option or unpublish the listing completely on PropSpace and again in real-time the listing will be removed from Property Finder.

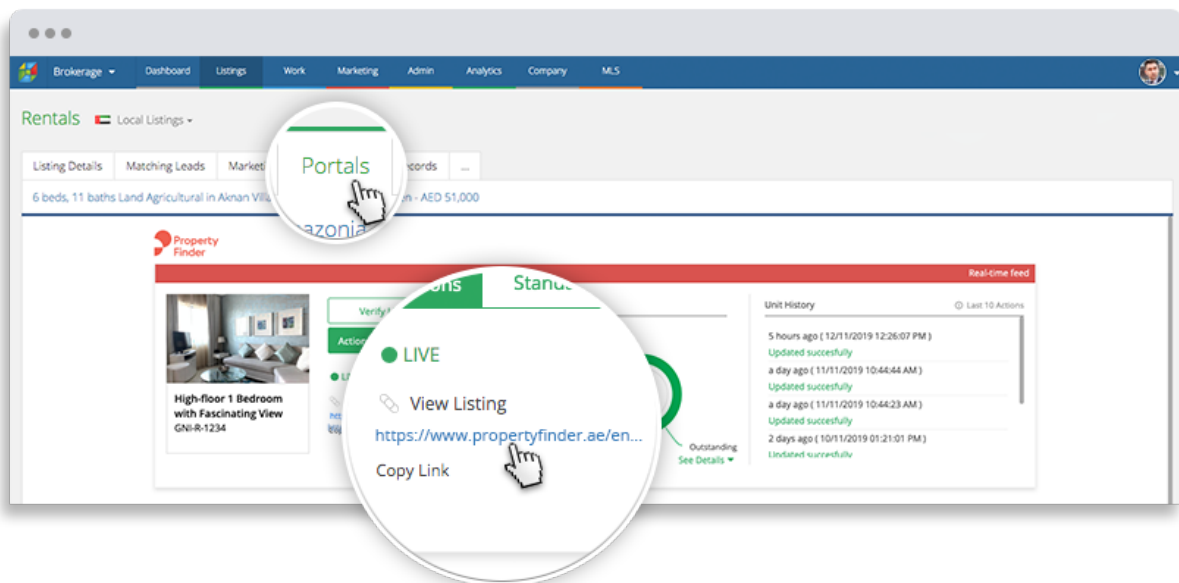


## 2. How to see the listing URL from Property Finder, sent back in real-time to PropSpace

Once you have saved a listing (and set it to Published with the Property Finder option ticked on the portals box) you can navigate to the Portals tab on the listing screen and you will see the live URL for your listing on Property Finder. Click on the URL to see the property on Property Finder.

Previously when submitting a property to Property Finder from PropSpace there was no quick and easy way to find your listing on Property Finder.

Now for your convenience and to save lots of time, you can see the listing **immediately** as soon as you click the save button in PropSpace!



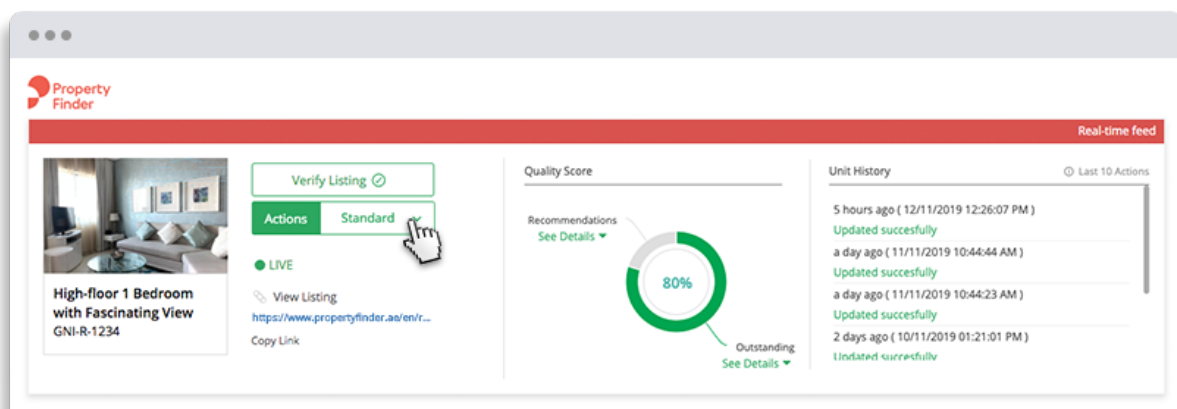
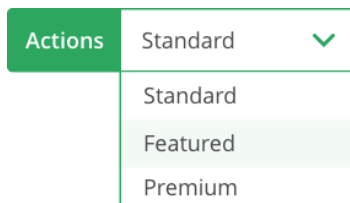
### 3. How to set your listings as Premium or Featured within PropSpace

Once your listing has been saved and published on Property Finder, go to the Portals Tab on the listing screen and click on the Actions button. This will display a drop down menu with three options:

- a) Standard
- b) Featured
- c) Premium

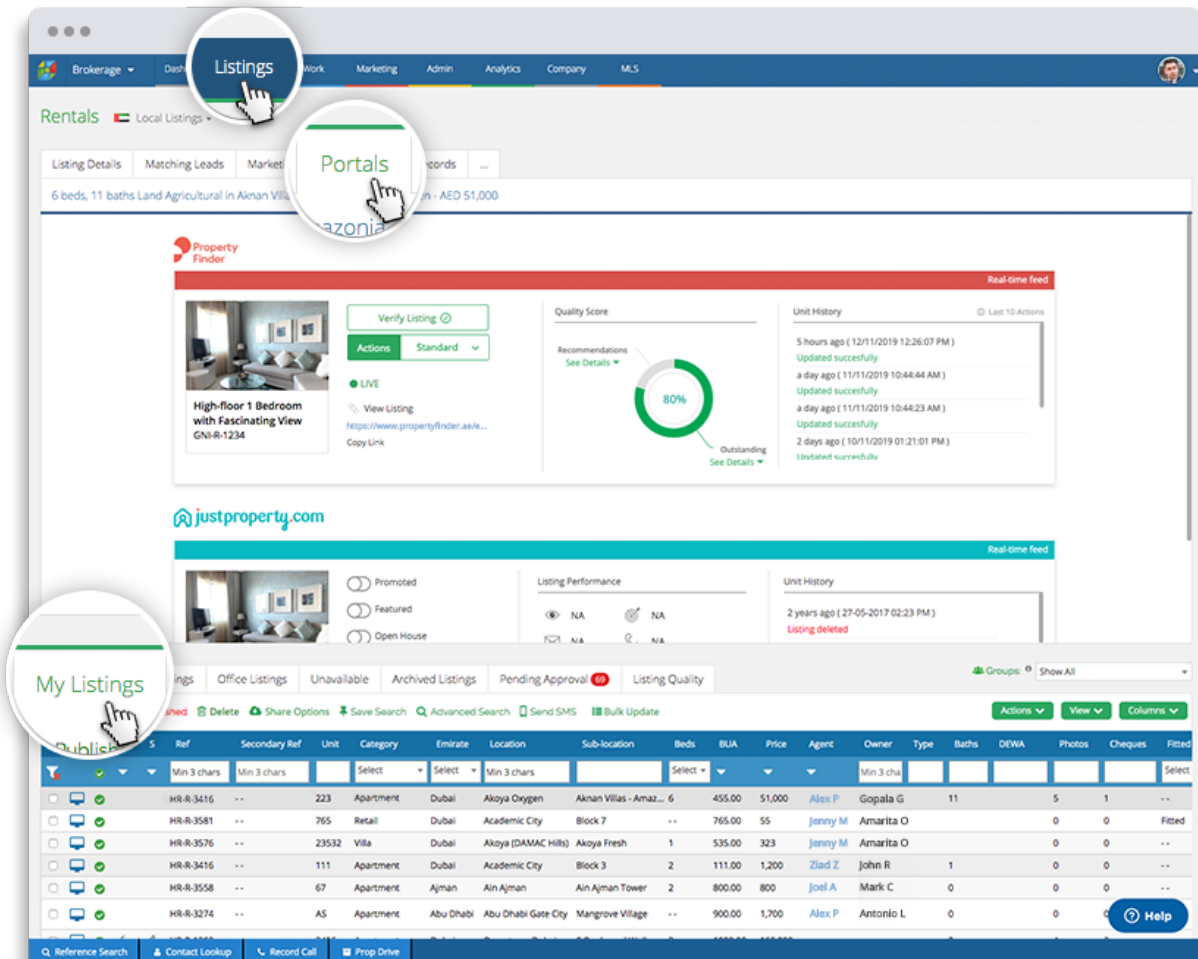
As soon as you have selected an option, there is no need to click Save - it will immediately update the status on Property Finder. To check that the action updated the record on Property Finder, simply click the URL link and you will see that immediately the listing has changed status from Standard to Featured or Premium.

**Please note - you need to have Featured or Premium credits as part of your Property Finder contract. If you try to make a Property Featured or Premium without any credits available, then PropSpace will display an error message.**

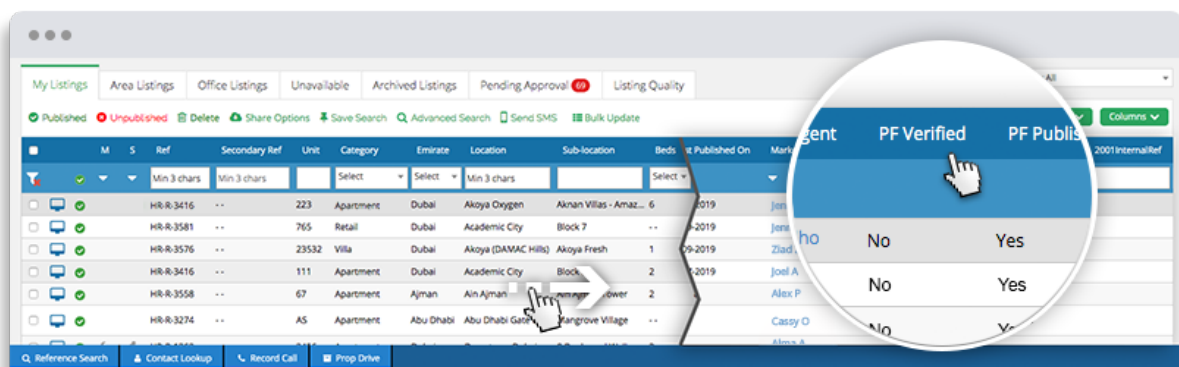


## 4. How to submit documents for Property Finder verification from PropSpace

Once you have submitted and published a listing to Property Finder from within PropSpace, select the listing you wish to verify and click on the Portals tab.



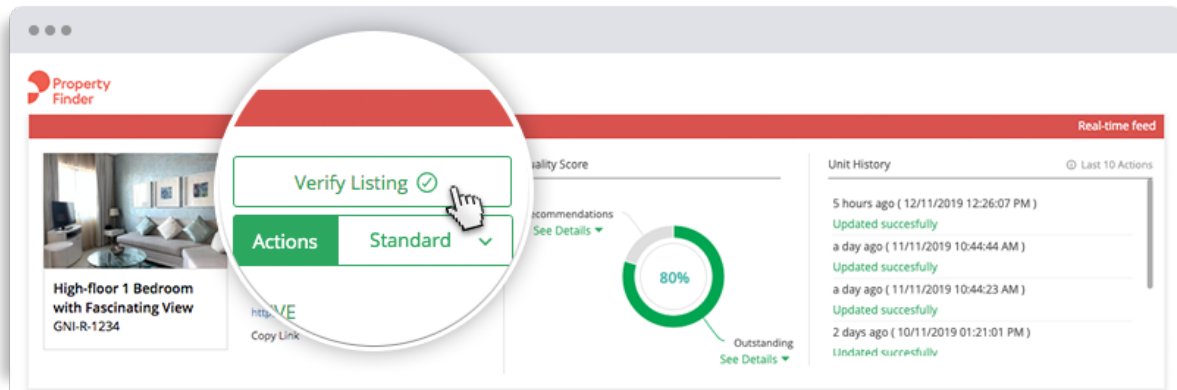
The screenshot shows the PropSpace interface with the 'Listings' tab selected. A callout points to the 'Portals' sub-tab. Another callout points to the 'My Listings' button. The main content area shows a listing for 'High-floor 1 Bedroom with Fascinating View' with a 'Verify Listing' button and a 'Quality Score' of 80%.



The screenshot shows the PropSpace interface with the 'My Listings' tab selected. A callout points to the 'PF Verified' column header. Another callout points to the 'Yes' button in the 'PF Verified' column for a specific listing.

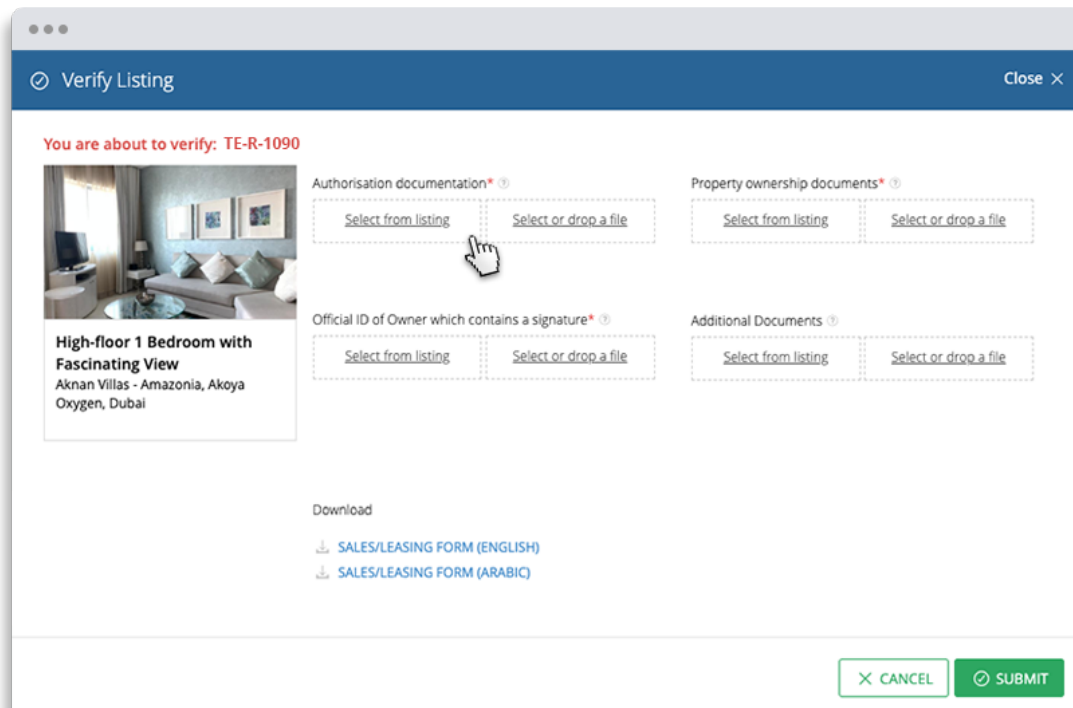
M	S	Ref	Secondary Ref	Unit	Category	Emirate	Location	Sub-location	Beds	Published On	Agent	PF Verified	PF Published	2001InternalRef
		HR-R-3416	--	223	Apartment	Dubai	Akoya Oxygen	Aknan Villas - Amaz...	6	2019	Jenny M	No	Yes	
		HR-R-3581	--	765	Retail	Dubai	Academic City	Block 7	--	2019	Jenny M	No	Yes	
		HR-R-3576	--	23532	Villa	Dubai	Akoya (DAMAC Hills)	Akoya Fresh	1	2019	Ziad Z	No	Yes	
		HR-R-3416	--	111	Apartment	Dubai	Academic City	Block 3	2	2019	Joel A	No	Yes	
		HR-R-3558	--	67	Apartment	Ajman	Ain Ajman	Ain Ajman Tower	2		Alex P	No	Yes	
		HR-R-3274	--	AS	Apartment	Abu Dhabi	Abu Dhabi Gate City	Mangrove Village	--		Cassy O	No	Yes	

2. When you have chosen a listing to verify, click the **Verify Listing** button.




3. A pop-up window will appear to attach the required documents for verification. You have two options to add documents:

- 'Select from Listing'**: this option allows you to select the appropriate documents that you have already uploaded into PropSpace and send them to Property Finder.
- 'Select or Drop a file'**: this option allows you to upload the documents needed for verification from your computer.







**High-floor 1 Bedroom with Fascinating View**

Aknan Villas - Amazonia, Akoya Oxygen, Dubai

**You are about to verify: TE-R-1090**

Authorisation documentation\*

Select from listing

☐ Doc3453-ABB.pdf
 ☐ Doc123-AHSD.pdf
 ☐ IMG3453-ABB.jpg
 ☒ IMG3453-ABB.jpg
 ☒ IMG-ABB.jpg
 ☐ IMG-545.jpg
 ☐ Doc2344-ABB.pdf

Select or drop a file

Doc-AR-ABB-345.pdf

IMG-TH-ABB-345.pdf

Property ownership documents\*

Select from listing

PropDoc-354AC-2.pdf

Select or drop a file

Additional Documents

Select from listing

Doc-4565-JDG-342.pdf

Doc-2224565-JKG-342.pdf

Select or drop a file

Doc-4565-JDG-342.pdf

Doc-2224565-JKG-342.pdf

Download

[SALES/LEASING FORM \(ENGLISH\)](#)  
[SALES/LEASING FORM \(ARABIC\)](#)

**SELECT FILES**

**Close**

**Cancel** **Submit**

4. Click the Submit button



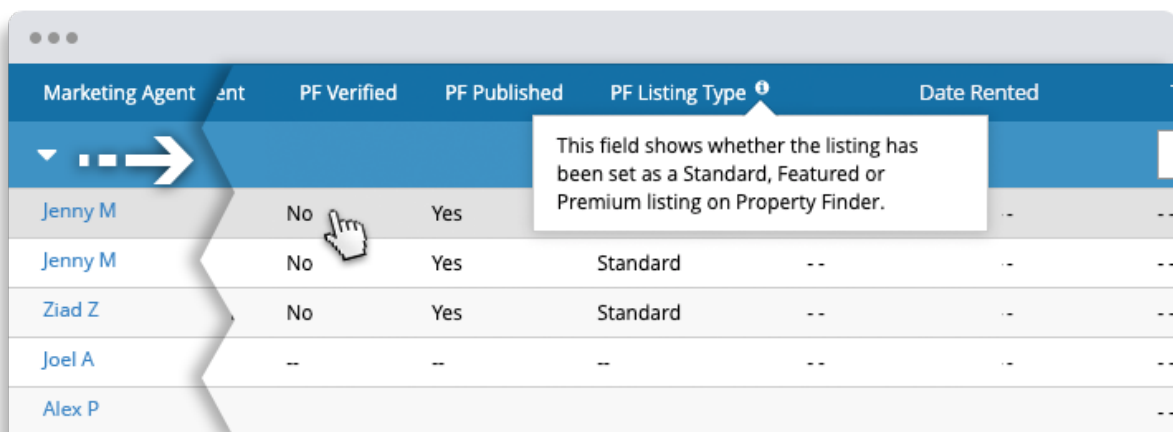
5. Now the documents you selected have been sent to the Property Finder listing verification department. They will manually check the documents you have submitted and when they approve the listing as verified you will be able to see the status of the listing in PropSpace has been set to **"PF Verified"**.

You will also be sent a system email from PropSpace confirming when your listing has been verified.

## 5. How to see the listing status - whether it is Verified, Published and the type of listing on Property Finder (standard, featured or premium)

Once a listing has been selected on the bottom table, you can easily find the status of that listing (whether it is verified or not) by checking the new columns that have now been added to your PropSpace table: **PF Verified**, **PF Published** and **PF Listing Type**.

Note: Scroll further right across the data table until you find these new columns.

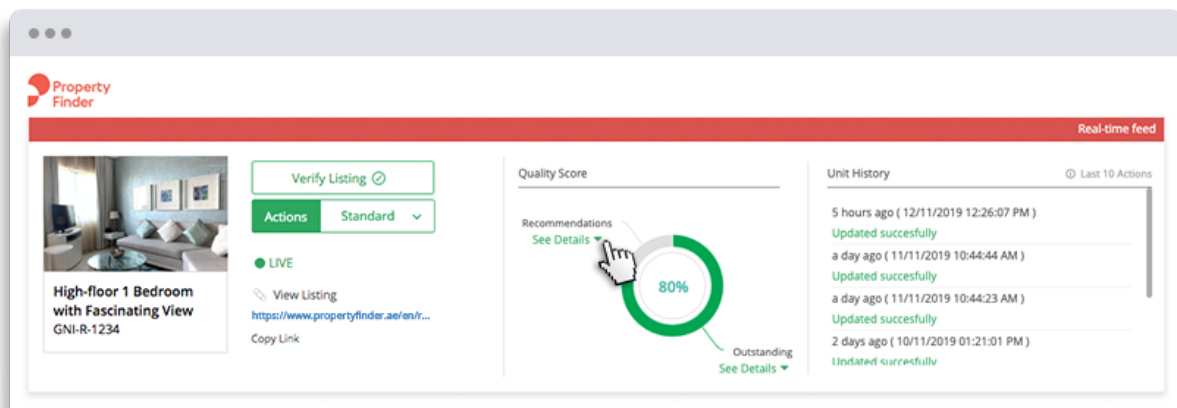


Marketing Agent	PF Verified	PF Published	PF Listing Type	Date Rented
Jenny M	No	Yes		--
Jenny M	No	Yes	Standard	--
Ziad Z	No	Yes	Standard	--
Joel A	--	--	--	--
Alex P				--

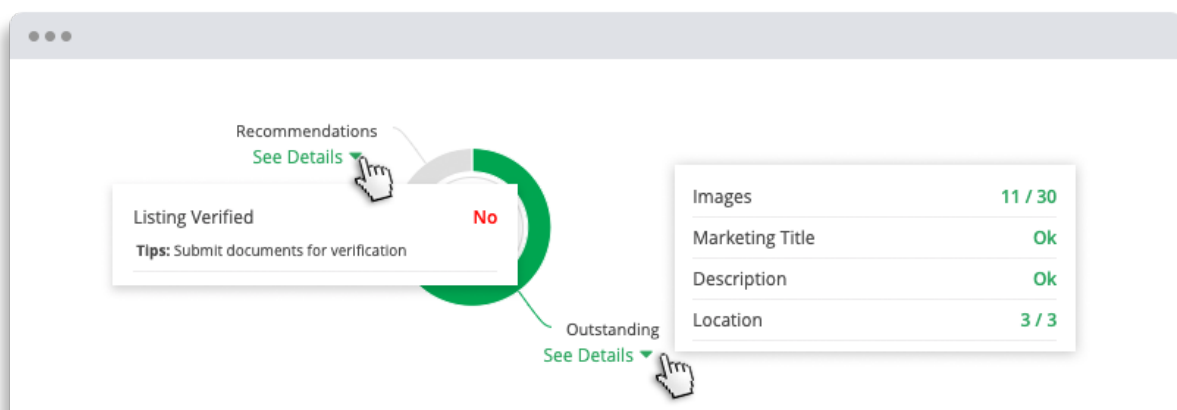
## 6. How to see the Property Finder Quality Score and take appropriate action to amend your listing based on the Quality Score feedback

In addition to the PropSpace listing quality score that you see on the main listings screen, we have now also incorporated the Property Finder Quality Score into PropSpace so you can see exactly what score your listing has received from Property Finder.

As soon as you send a listing to Property Finder, the quality score it received is sent back to PropSpace in real time and you can see recommendations directly from Property Finder as to how you can improve the quality of your listing.

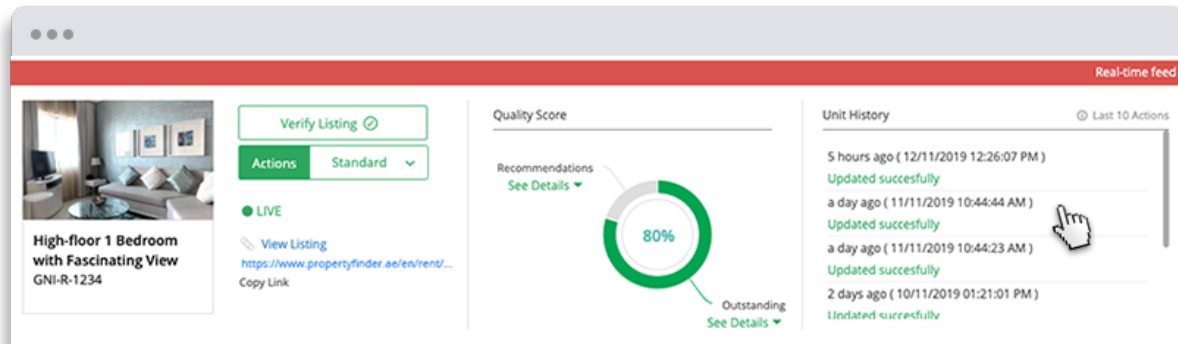


To see the recommendations to improve your overall score, click on 'See Details' dropdown button.



## 7. How to see the history of when updates were sent to Property Finder.

A simple Property Finder unit history has also been incorporated on the portals tab to allow you to see all the previous requests that were sent to Property Finder from PropSpace along with a date and time stamp.



The screenshot shows a web interface for a property listing. On the left, there is a thumbnail image of a bedroom and the text "High-floor 1 Bedroom with Fascinating View GNI-R-1234". To the right of the image are buttons for "Verify Listing" (with a checkmark icon), "Actions" (with a dropdown arrow), and "Standard". Below these is a "LIVE" status indicator, a "View Listing" link with a URL, and a "Copy Link" button. In the center, there is a "Quality Score" section with a circular progress indicator showing 80%. The progress bar is green, and the text "Recommendations See Details" is above it. To the right of the progress bar, the text "Outstanding See Details" is visible. On the far right, there is a "Unit History" section with a "Last 10 Actions" link. The history list shows five entries, each with a timestamp and the status "Updated successfully". A mouse cursor is hovering over the second entry.

Timestamp	Status
5 hours ago ( 12/11/2019 12:26:07 PM )	Updated successfully
a day ago ( 11/11/2019 10:44:44 AM )	Updated successfully
a day ago ( 11/11/2019 10:44:23 AM )	Updated successfully
2 days ago ( 10/11/2019 01:21:01 PM )	Updated successfully

For any queries about the real time data feeds from PropSpace to Property Finder, please email: [support@prop.space](mailto:support@prop.space) or call us on +971 4 420 1044

