

# eConcept Property

## Admin Panel Guide version 2.26

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## Login Page

When the login page appears, enter the username and password that you were given when you first purchased the package.

Once entered, click the Login button to log into the system.

If you have forgotten what these login details are or you are experiencing difficulties in logging in, please contact our support department at [support@eConcept.co.uk](mailto:support@eConcept.co.uk).

## Admin Panel Layout

The Admin panel layout is split into 3 sectors, which are:

- a) The Header sector: this sector provides you with a Home link to the Main Menu, status information of who is logged in and a 'Log out' link to log you out of the system.
- b) The Navigation sector: this sector provides a list of links to enable you to navigate round the entire Admin panel.
- c) The Main Body sector: this sector displays all of the necessary Admin pages to enable you to add, update or remove various aspects of the system.

Please note that in order to use this admin panel you must use an industry-standard web browser such as Internet Explorer or Safari and you **must** have JavaScript and Cookies enabled.

## General Setup > Company Details

This section incorporates all of the core setup parameters that you need to setup before you start to populate and use the rest of the system.

As you may have more than one outlet promoting and selling your clients' properties, this section also allows you to enter details for a primary and secondary company/outlet.

A breakdown of these parameters for the Primary Company is as follows:

**Company Name:** the full name of your primary company needs to be entered into here.

**Address 1 & 2, Town, County, Postcode:** these fields are for your primary company's address.

**Tel:** this is for your primary company's telephone number.

**Fax:** this is for your primary company's fax number.

**Email:** this is for primary email address and will be used throughout your system, eg customer enquiries will be sent to this email address.

**Web Title Text:** when a potential customer adds your web site to their Favourites/Bookmarks, the text that is in this field is the text that will be displayed. The text in this field should really be no more than 100 characters long, including spaces and punctuation.

**Meta Description:** the text that is in this field will be embedded into your web site to assist in the promotion of your web site through the search engines. The text in this field should really be no more than 200 characters long, including spaces and punctuation.

**Meta Keywords:** the text that is in this field will be embedded into your web site to assist in the promotion of your web site through the search engines. The text in this field should be no more than 200 characters long and should be a list of alphanumeric keywords (no other characters) separated by commas.

**Site Logo:** this drop-down menu displays all of the pictures that you have uploaded (via the Picture Library > General Pics section) and upon selecting one of these pictures you will instruct the system to display this picture at the top left of each page in your web site.

**Max no. of Beds:** this drop-down menu enables you to specify the number of beds that the potential customer can specify as search criteria via the For Sale and To Let search facility.

**Contacts Style:** this drop-down menu enables you to choose whether to show a summarised or detailed version of the Contacts page.

**Latest News Style:** this drop-down menu enables you to choose whether to show a static news reel, whereby the visitor clicks through the news articles at their leisure, or an animated version, whereby the news articles are automatically cycled into view.

**Mortgage Calculator:** this drop-down menu enables you to choose whether or not to display this guide in the Property Information section of any property for sale.

A breakdown of these parameters for the Secondary Company is as follows:

**Company Name:** if applicable, the full name of your secondary company/outlet needs to be entered into here.

**Address 1 & 2, Town, County, Postcode:** if applicable, these fields are for your secondary company/outlet's address.

**Tel:** if applicable, this is for your secondary company/outlet's telephone number.

**Fax:** if applicable, this is for your secondary company/outlet's fax number.

**Email:** if applicable, this is for your secondary company/outlet email address.

## **General Setup > Menu Items**

This section enables you to show or hide various sections and facilities of the front-end of the system. A breakdown of the modifiable parameters is as follows:

**Display:** this Yes/No drop-down menu enables you to specify whether or not a Menu Item should be displayed and used on your web site.

## General Setup > Locations

This section enables you to create a list of locations that your company covers so that you can attribute them to your properties (via the General Setup > Properties section) to enable potential customers to find a list of properties pertaining to a particular location. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg L001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Name:** this is the actual name of the location, which will be displayed on your web site, eg Sheffield, Worksop, Derby, etc.



## General Setup > Styles

This section enables you to create a list of house styles so that you can attribute them to your properties (via the General Setup > Properties section) to enable potential customers to find a list of properties pertaining to a particular style of house. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg S001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Name:** this is the style name, which will be displayed on your web site, eg Cottage, Bungalow, Flat, etc.

## General Setup > Price Bands

This section enables you to create a list of price bands that your web site will display in such as the For Sale and To Let sections. These price bands will enable the potential customer to define a start and end at price range and find properties in this defined range. In order to assist, the system already contains a general list of these price bands, however you can add, update or remove as many price bands as you wish. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg PB001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Price Band:** this field is used 'behind the scenes' as part of the property search system and is for your actual sale or rent price band, eg 10000, 200000, 350.00, 500.00, etc. It is not shown on your web site.

**Price Caption:** this field is the one that is displayed on your web site and can either be the same value as your price band entry, eg 10000, 350.00, etc, or a more descriptive comment, eg Below 50,000, Above 2 Million, 350.00 per month, 75.00 a week, etc.

**Type:** this drop-down menu enables you to stipulate whether the price band is applicable to the For Sale section or the To Let section.

## General Setup > Properties

This section enables you to enter the general information relating to the properties that you wish to display on your web site.

Please note that this is the first part of a two part process when creating a property in the system. This section allows you to enter the core information first and then in the Picture Library > Property Pics section you can attribute multiple pictures and notes to these properties.

A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg P001, S265PS (a postcode), 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Road:** this field is for the road on which the property resides.

**Location:** this drop-down menu enables you to specify the general location of this property, which is used in conjunction with the search facilities in your web site.

**Style:** this drop-down menu enables you to specify the general style of this property, which is used in conjunction with the search facilities in your web site.

**No. of Beds:** this drop-down menu enables to specify how many beds are in this property, which is used in conjunction with the search facilities in your web site.

**Price:** this field is for the selling or rental price of this property.

**Type:** this drop-down menu enables you to stipulate whether the property is applicable to the For Sale section or the To Let section.

**Status:** this drop-down menu enables you to stipulate the current status of this property, eg under offer, sold, back on the market, etc.

**Property of the Week:** this drop-down menu enables you to flag whether or not this property should be shown as the Property of the week.

**Display:** this drop-down menu enables you to hide or show this property on your web site.

## General Setup > Contacts

This section enables you to create a list of contacts so that people can see and contact various members of your staff. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg C001, 001, SHA (a person's initials), etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Name:** this is the actual name of the contact and will be displayed on your web site, eg Stephen H Alsop, etc.

**Title:** this is for the job title of this contact, eg Mortgage Advisor, Rental Administrator, etc.

**Tel:** this field is for the telephone number of this contact.

**Email:** this field is for the email address of this contact and is used internally by the system to enable a customer to send an email to this contact. The email address is not actually displayed on the web site.

**Picture Upload:** this enables you to upload a picture of the contact so that you can display it on your web site.

To upload a picture, click the Browse button which is adjacent to the upload field. This will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that the your pictures should be either a JPEG (accepted photo picture standard) or GIF file, have a display size of no more 108 x 89 pixels and a physical size of no more than 70KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

**Description:** this field can be used to add a small narrative of who this contact is and what they do.

**Sort Order:** this drop-down menu enables you to categorise the order in which your contacts are displayed on your web site.

**Display:** this drop-down menu enables you to hide or show this contact on your web site.

Please note that in the event that you wish to update the picture of a particular contact you can use the 'Update Picture' menu of the Contacts section to do this. A breakdown of the parameters in this menu is as follows:

**Code:** this drop-down menu enables you to select the Contact that you wish to update with a new picture..

**Picture Upload:** this enables you to upload a new picture of the contact so that you can display it on your web site. Please note that this facility follows the exact same process and guidelines as if you were uploading a Contact picture as a new entry.

## General Setup > Latest News

This section enables you to create mini-adverts of your latest news and offers in your field of work. These mini-adverts are displayed on the left-hand side of your Home page to obtain the maximum effect. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg ADV01, N001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Title:** this is for the title of your news, eg New Mortgage Rates, Finance Services, etc. If required, you can change the colour of all or certain words/letters in this title using the following commands:

[R]this is some text[/R] - encapsulating text within the [R] and [/R] commands will displayed the text in red.

[B]this is some text[/B] - encapsulating text within the [B] and [/B] commands will displayed the text in blue.

If you do not encapsulate any words/letters in these commands then the Skin's default text colour will be used.

**Article:** this is for the actual news article, eg Interest rates have dropped for the 3rd month in a row, We offer free mortgage advice, etc. If required, you can change the colour of all or certain words/letters in this article using the following commands:

[R]this is some text[/R] - encapsulating text within the [R] and [/R] commands will displayed the text in red.

[B]this is some text[/B] - encapsulating text within the [B] and [/B] commands will displayed the text in blue.

If you do not encapsulate any words/letters in these commands then the Skin's default text colour will be used.

**Valid Until:** this series of drop-down menus enables you to specify how long the news article will be shown before it automatically expires. This is an essential feature for those who wish to advertise services for a time limited period, but don't want to keep going back into the system to remove these adverts when they are set to expire.

**Display:** this drop-down menu enables you to show or hide a news advert from your web site.

## General Setup > Links

This section enables you to maintain your own list of associated web links, so that you can trade web links with other parties and ultimately increase your own web site's presence on the Internet. A breakdown of the creation parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg LINK01, L001, 001, etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Name:** this is for the title of the web site, eg eConcept Web Solutions, Astra Accounts, etc.

**URL:** this is for the web address link (URL) to the web site, eg [www.eConcept.co.uk](http://www.eConcept.co.uk), [www.AstraAccounts.co.uk](http://www.AstraAccounts.co.uk), etc. Please note that there is no need to add the 'http://' to the beginning of this web address link.

**Description:** this field can be used to add a small narrative of who or what this web site is about.

## Picture Library > General Pics

This section enables you to upload any number of pictures to the Admin Panel so that you can use them in various areas of your web site, eg for your site logo. A breakdown of the upload parameters is as follows:

**Picture Upload:** clicking the Browse button that is adjacent to the upload field will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that the your pictures should be either a JPEG or GIF file, have a display size of no more than 400 x 300 pixels and a physical size of no more than 70KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.



## Picture Library > Property Pics

This section enables you to upload any number of property-related pictures to the Admin Panel and attribute these pictures (with individual narrative) to the properties that you have created via the General Setup > Properties section.. A breakdown of the upload parameters is as follows:

**Code:** this can be any unique alphanumeric code that you wish to use, eg PIC001, 001, P01PIC1 (a combination of the property code it relates to and a picture code), etc. Please adhere to using letters and numbers for your codes and do not use special characters such as ?, %, &, etc.

**Title:** this is the descriptive title for this particular picture and will be displayed on your web site, eg Kitchen, Rear Garden, Master Bedroom, etc.

**Property:** this drop-down menu enables you to select which property this picture relates to.

**Picture Upload:** this enables you to upload a picture of the property so that you can display it on your web site.

To upload a picture, click the Browse button which is adjacent to the upload field. This will open up your computer's standard open dialogue window and allow you to navigate and select the appropriate picture to upload.

Please note that the your pictures should be either a JPEG (accepted photo picture standard) or GIF file (accepted line art standard for such as plans and drawings), have a display size of no more than 400 x 300 pixels and a physical size of no more than 70KB. Please note that these size stipulations are not a limitation of the system, more a guide on how to present your pictures correctly and provide your potential customers with quicker site access.

**Description:** this field can be used to add a narrative of what this picture is depicting.

**Default Picture:** this drop-down menu enables you to specify whether or not this particular picture is the default picture for the property, ie do you wish this to be the picture that is shown in the search results for this property.

Please note that in the event that you wish to update a particular property picture you can use the 'Update Picture' menu of the Property Pics section to do this. A breakdown of the parameters in this menu is as follows:

**Code:** this drop-down menu enables you to select the property picture that you wish to update with a new picture..

**Picture Upload:** this enables you to upload a new picture for this property picture so that you can display it on your web site. Please note that this facility follows the exact same process and guidelines as if you were uploading a property picture picture as a new entry.

## Page Templates > About us

This section enables you to construct an 'About us' page on your web site. A breakdown of the creation parameters is as follows:

**Picture 1:** this drop-down menu displays all of the pictures that you have uploaded (via the Picture Library > General Pics section) and upon selecting one of these pictures will instruct the system to display this picture in the About us section of the web site.

**Picture 2:** this drop-down menu has the same functionality as Picture 1 and is used purely as a secondary picture option for the About us section of the web site.

**Picture 3:** this drop-down menu has the same functionality as Picture 1 and is used purely as a secondary picture option for the About us section of the web site.

**Picture 4:** this drop-down menu has the same functionality as Picture 1 and is used purely as a secondary picture option for the About us section of the web site.

**Picture 5:** this drop-down menu has the same functionality as Picture 1 and is used purely as a secondary picture option for the About us section of the web site.

**Picture 6:** this drop-down menu has the same functionality as Picture 1 and is used purely as a secondary picture option for the About us section of the web site.

**Page Text:** this is for the actual content of the About us page. It can contain text and the following special commands:

`<B>this is some text</B>` - encapsulating text within the `<B>` and `</B>` commands will make the text bold.

`<I>this is some text</I>` - encapsulating text within the `<I>` and `</I>` commands will make the text italic.

`<U>this is some text</U>` - encapsulating text within the `<U>` and `</U>` commands will make the text underline.

`[TITLE]this is some text[/TITLE]` - encapsulating text within the `[TITLE]` and `[/TITLE]` commands will convert the text into an in-built title style.

`[PIC1 LEFT]` - placing this command in your 'Page Text' will display the picture you have selected as 'Picture 1' and left justify this picture.

`[PIC1 CENTRE]` - placing this command in your 'Page Text' will display the picture you have selected as 'Picture 1' and centre justify this picture.

`[PIC1 RIGHT]` - placing this command in your 'Page Text' will display the picture you have selected as 'Picture 1' and right justify this picture.

`[PIC1 INLINE]` - using this command will allow you to display pictures in between text, eg The quick brown fox `[PIC1 INLINE]` jumped over the lazy dog.

These 4 x [PIC..] commands are also applicable for Picture 2, 3, 4, 5 and 6, which means that to display for example picture 5 in the centre of your page would simply need a command of [PIC5 CENTRE].

[PAD]xx[/PAD] - this command enables you to create a space between text and/or in-line pictures. This space is measured in pixels and the size of this space is defined by the integer that you put between the command tags, eg:

[PIC2 INLINE] [PAD]50[/PAD] [PIC4 INLINE]

This will put 50 pixels between picture 2 and picture 4.

## **Page Templates > Financial Services**

This section enables you to construct a 'Financial Services' page on your web site.

As the creation process of this page template currently follows along the same lines as the 'About us' template in Page Templates > About us, please refer to this section for guidance.

## **Page Templates > Disclaimer**

This section enables you to construct a company disclaimer, which will be used in various areas of your web site.

As the creation process of this page template currently follows along the same lines as the 'About us' template in Page Templates > About us, please refer to this section for guidance.

Please note that the picture facility that is shown in this 'Disclaimer' section is for a future update and is currently not functional in this particular section.

## **Reports > Site Statistics**

This section enables you to see how many potential customers have looked at the properties on your web site over time. These statistics are automatically maintained by the system and as they start to grow you will be able to filter them by using the Quick Find Code, Keywords and Period filters.

Should the need arise for you to remove a particular period of statistics from this ongoing report, eg January 2005, this can be done via the 'Delete Stats' menu.