

Excel sheet terminology

With the increasing number of regions and types of properties we are able to accept, it is important the excel sheet provided is filled in correctly for a number of reasons, if it isn't, the following can happen,

Apart from us not being able to upload it, and sending it back.

Properties can appear in the completely wrong area, (i.e. Berlin, Thailand)

Pictures will not appear, or can appear incorrectly,

Prices will appear incorrectly due to wrong currency terms being used,

We won't be able to allocate enquiries to you if the Country, Region and Town fields are incorrect or missing.

Do's and Don'ts

Do print a copy of this before you start.

Only one property per line.

Do fill in the Country, Region and Town fields for each property, especially if you sell in a number of areas.

Your reference number

This **must** be unique for each property, if you are putting an off plan development in the sheet, with a number of different options, do it like this.

	A	B	C	D	E	F	G	H
1	Country	Region	Town	Your reference	Your currency	Price	Bedrooms	Bathroom
2	Spain	Andalucia	Marbella	Sol y Mar Towers 0	EUR	100000	0	1
3	Spain	Andalucia	Marbella	Sol y Mar Towers 1	EUR	150000	1	1
4	Spain	Andalucia	Marbella	Sol y Mar Towers 2	EUR	200000	2	2

Give each variation a separate number.

Note: that the price field is the starting price, if you want to mention it is a starting price, put "starting from" in the description field.

Currency field

In here you need to put the relevant ISO currency code, if you are not sure what it is, you can find it at http://www.oanda.com/site/help/iso_code.shtml

Price field

Numbers only! No £ \$ or any other currency symbols. **No** “k” to represent thousands, and **no** punctuation.

i.e. the price is 250500

Not 250,500 or 250.500 or 250500.00 or any other kind of method of entering numbers.

Beds and Baths **MUST** be whole numbers, we know that many developers build 2 bed 2.5 bath properties, the point is the feed won't accept it, and your sheet will be returned.

Descriptions

As much as possible within reason, ideally 2 to 3 paragraphs, the more the client sees, the more it will draw them in.

Do not insert any code, of any kind, (html/JavaScript etc.) this will result in instant rejection.

Image URL's

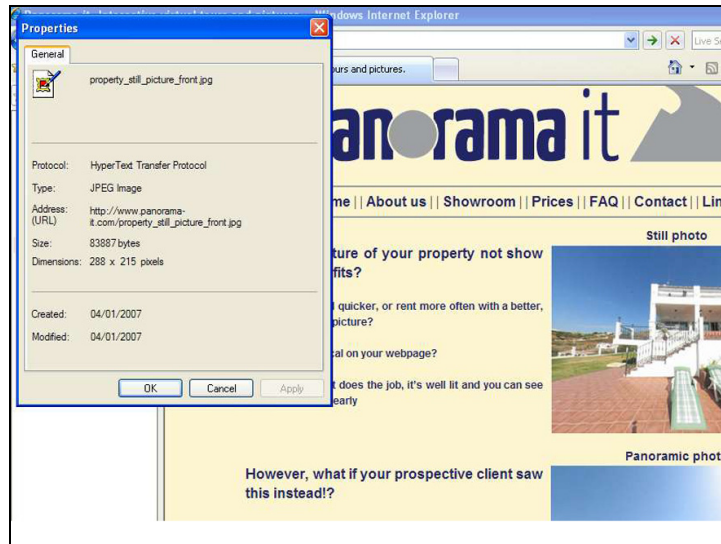
The image url, is the web address for the picture, as it is found on your page. If you are doing this manually as opposed to extracting from a database, the following will demonstrate.

Pictures to be a sensible size, no thumbnails, it is better they are too big, our server will resize them. If they are too small, your properties will be removed, and the sheet returned.
(Ideal size is about a quarter of your screen size)

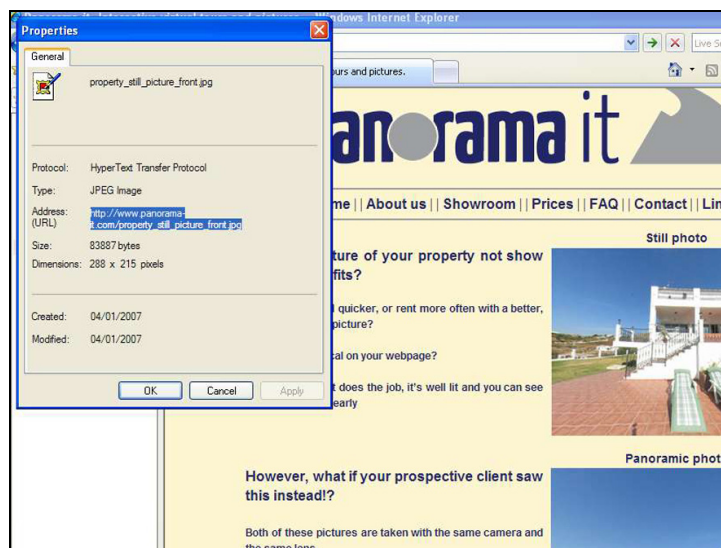
First, go to your own webpage. When you can see the picture you want to use, right click on it, you will see a menu appear like this:-



Then, left click on “properties” you will see a new window open:-



Then Highlight and copy the Address (URL)



Then paste into the Imageurl. Repeat for each picture.

Please note:- we can only take normal images, no flash, or java based images, the image itself has to be hosted by you on a site somewhere for us reference it, so bare this in mind when making major changes to your own site.

We will be creating, very shortly, an on-line validation tool, this will enable you to check your sheet before you send it, and will tell you where any mistakes are. Until then, we will adjust the first sheet you send to us and send it back to you. If you then use that as your “master” copy from then on to make any additions or changes.