To add a new property, go to **Dashboard → My Properties → Add Property**

Add *Property Title* and *Property Description*

Add Basic Information

Add basic information about the property, e.g., price, area, beds, baths, garages, etc.

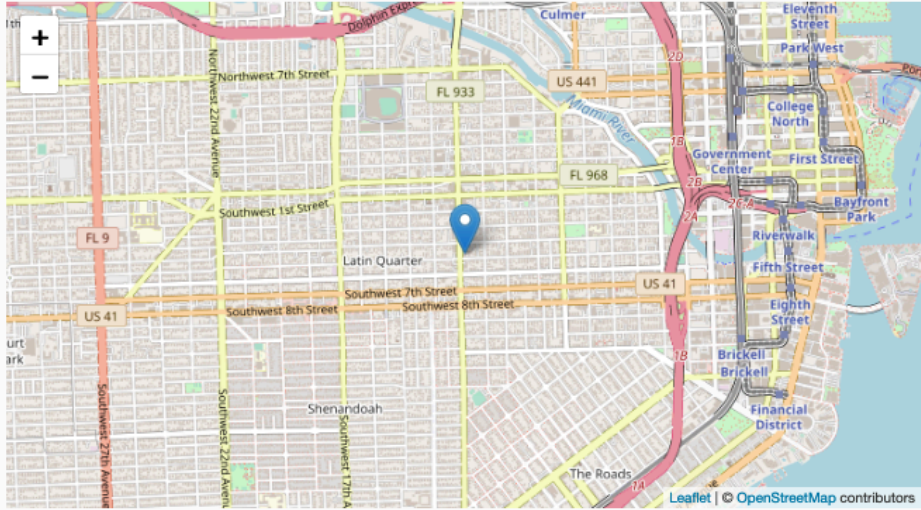# Provide Location on Google Map

Enter the property address and drag the Google map pointer to the correct location.

Add Gallery Images

Provide images for the property gallery.

Note: Images should have a minimum size of 1240px by 720px. Larger images will be cropped automatically. A minimum of 2 images are required to display the gallery.
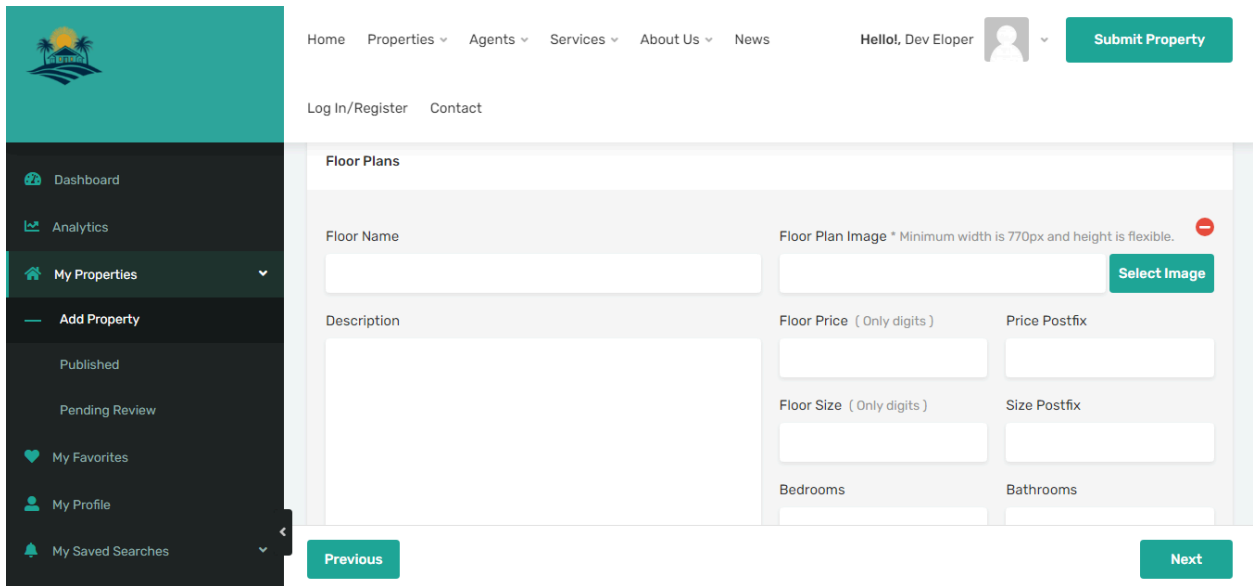
Add Floor Plans

Provide floor plan details. The **Floor Plan Image** and the **Floor Name** are the two essential details you must add, or the floor section will not show on the property details page.
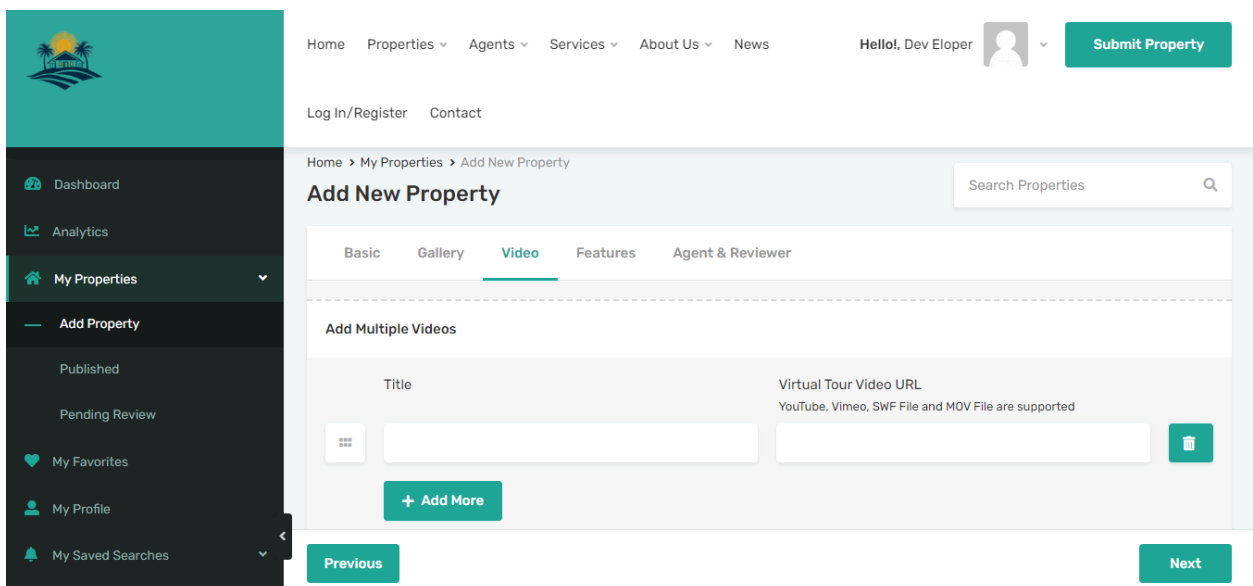

Add Video Tour and Virtual Tour

If your property has a virtual tour video, it is recommended to upload the video on Vimeo or YouTube and provide its URL here, along with a related screenshot or property photo.

Property Photo is essential because if no property photo is assigned to the video, it will not be shown. You can add multiple virtual tour videos by clicking the **+ Add more** button.

You can also add a 360 Virtual Tour of your property using an iframe tag. For example, the following code will add a 360 virtual tour from matterport.com to your property.

```
<iframe src="https://my.matterport.com/show/?m=aSx1MpRRqif&play=1" width="100%"
height="100%" allowvr="" allowfullscreen="allowfullscreen"></iframe>
```

You can also use the iPanorama 360 WordPress Virtual Tour Builder plugin to build custom virtual tours and then put the property-related `iPanorama` short-code in the **360 Virtual Tour** box.

Assign Agent Information

Choose the information you want to display in the Agent's Information section.

Difference Between Author Profile Information and Agent's Information

From the visitor's point of view, there is no difference, and information for an agent and author will be displayed similarly.

From the website admin's point of view, an author is a site user/member who logs in to the website and adds a property using the admin side (if their role is the author or above) OR adds a property from the front end property submission page (if their role is a subscriber). An agent is a custom post type. Any user with a role equal to or above the author role can add those agents to the database and assign properties to those agents later. So, it is a flexible feature that can be used to suit your needs.

1. **None** will hide the agent's information box.
2. **Author profile information** will display the Author (user who added the property) information. You can configure your user information from the edit profile page (check the related documentation section for details of setting up the front-end profile edit page).
   If you have adequate rights, you can also modify the author from the Author meta box on the property edit page.
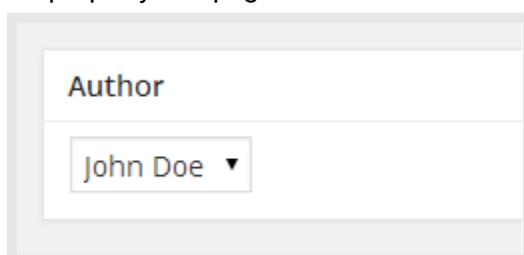
3. **Display agent's information** will display the selected agent's information. You can add the agent from **Dashboard → Agents → Add New**.

Energy Performance

You can add a property **Energy Performance Certificate** details in this section. This information will display with a visual energy class graphic.

Add/Select Property Features

You can choose or add **Property Features** from the related meta-box displayed below.

Add/Assign Property Types

You can choose or add **Property Types** from the related meta-box displayed below.

Add/Assign Property Locations

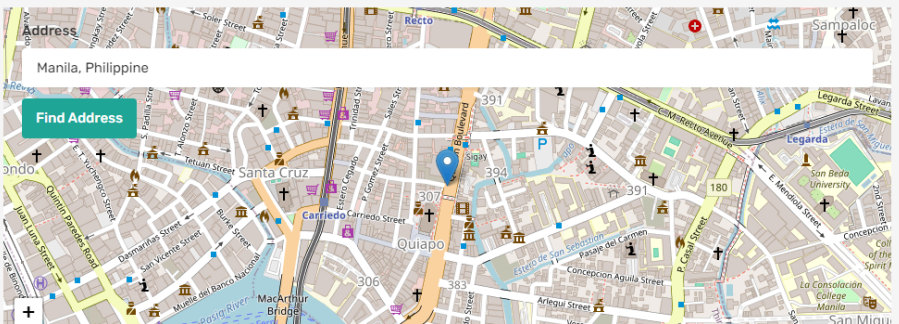You can choose or add **Property Locations** from the related meta-box displayed below.

Add/Assign Property Statuses

You can choose or add **Property Statuses** from the related meta-box displayed below.

Assign Parent Property

If this property is a sub/child property of another property, you can select the **Parent Property** from the related meta-box displayed below.

Publish the property once it is ready.