

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.

The screenshot shows the 'Add New Property' form in a web application. The interface includes a top navigation bar with links for Home, Properties, Agents, Services, About Us, and News, along with a user profile and a 'Submit Property' button. A left sidebar contains navigation options like Dashboard, Analytics, My Properties, Add Property, Published, and Pending Review. The main content area is titled 'Add New Property' and features a search bar and tabs for Basic, Gallery, Video, Features, and Agent & Reviewer. The 'Basic' tab is active, showing a 'Property Title' field, an address field with a map of Manila, Philippines, and a 'Property Description' field with a rich text editor. Below these are several input fields for property details: Sale or Rent Price, Price Prefix Text, Price Postfix Text, Property ID, Type, Status, Location, Bedroom, Bathroom, Garages or Parking Spaces, Area, Area Postfix, Lot Size, Lot Size Postfix Text, and Year Built. A note at the bottom states: 'Note: Your featured properties are at limit. You can Change/Update your subscription to manage your limits.'

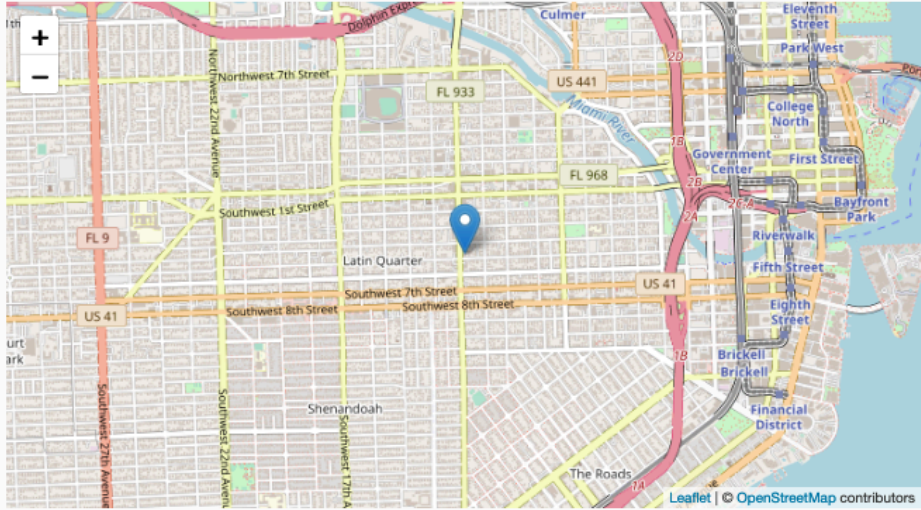
Provide Location on Google Map

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

Property

- Basic Information
- Location on Map**
- Gallery Images
- Floor Plans
- Property Video
- Agent Information
- Energy Performance
- Misc
- Homepage Slider
- Top Banner

Property Location on Map



Drag the map marker to point property location. Address field given above can be used to search location.

Property Address

Leaving it empty will hide the map on property detail page.

Hide map on property detail page and listings lightbox?

Yes No

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.

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Home > My Properties > Add New Property

Add New Property

Search Properties

Basic **Gallery** Video Features Agent & Reviewer

Property Images 0/48

Drag and drop up to 48 images

or

[Browse Images](#)

* Minimum required size is 1240px by 720px having 4:3 or 16:9 aspect ratio.
* Mark an image as featured by clicking the star icon, otherwise first image will be considered featured image.

Change Gallery Type

Property Attachments 0/15

Drag and drop up to 15 attachments

or

[Browse Attachments](#)

Floor Plans

Floor Name

Floor Plan Image * Minimum width is 770px and height is flexible. [Select Image](#)

Description

Floor Price (Only digits)

Price Postfix

Floor Size (Only digits)

Size Postfix

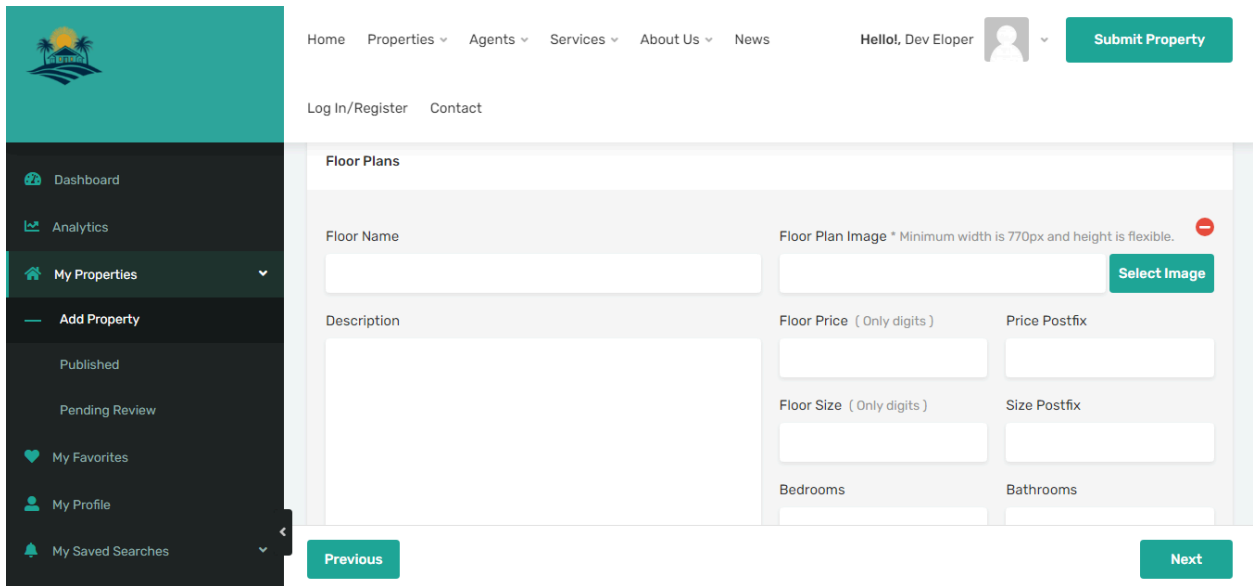
Bedrooms

Bathrooms

[+ Add More](#)

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.



The screenshot shows a web dashboard with a teal header and a dark sidebar. The main content area is titled "Floor Plans" and contains a form with the following fields:

- Floor Name:** A text input field.
- Floor Plan Image:** A text input field with a "Select Image" button and a red minus icon. A note below it says "Minimum width is 770px and height is flexible."
- Description:** A large text area.
- Floor Price (Only digits):** A text input field.
- Price Postfix:** A text input field.
- Floor Size (Only digits):** A text input field.
- Size Postfix:** A text input field.
- Bedrooms:** A text input field.
- Bathrooms:** A text input field.

Navigation buttons "Previous" and "Next" are located at the bottom of the form.

Add Video Tour and Virtual Tour

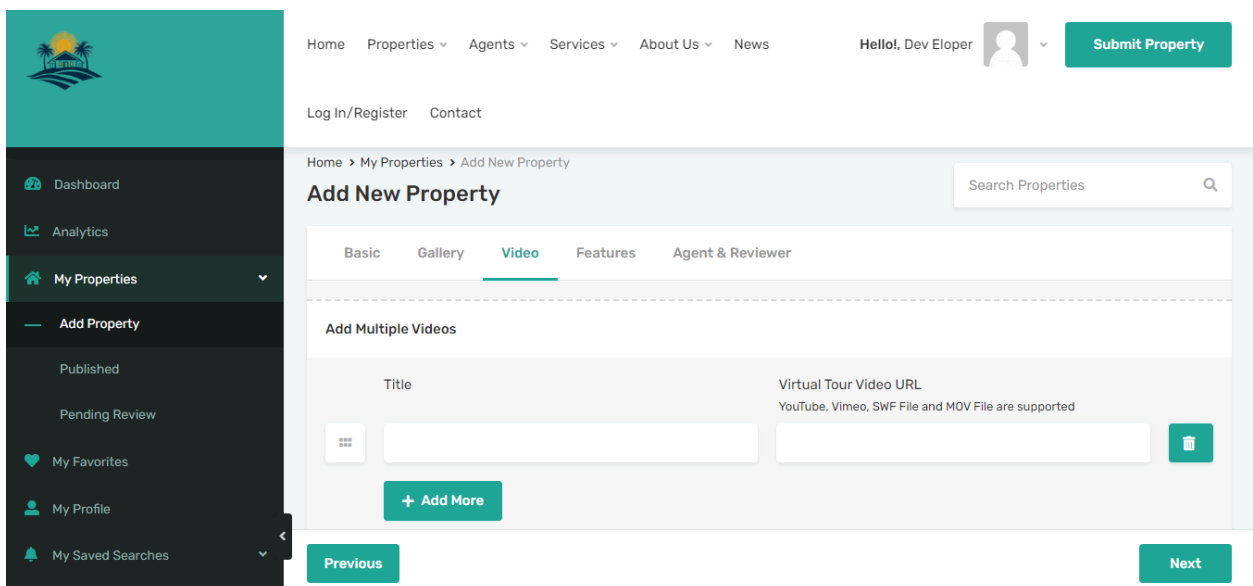
If your property has a virtual tour video, it is recommended to upload the video on Vimeo or YouTube and provide its URL here, along with a related screenshot or property photo.

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.



The screenshot shows the "Add New Property" form with the "Video" tab selected. The form includes a search bar and navigation tabs: "Basic", "Gallery", "Video", "Features", and "Agent & Reviewer".

The "Add Multiple Videos" section contains:

- Title:** A text input field with a grid icon on the left.
- Virtual Tour Video URL:** A text input field with a note: "YouTube, Vimeo, SWF File and MOV File are supported" and a trash icon on the right.

A "+ Add More" button is located below the input fields. "Previous" and "Next" navigation buttons are at the bottom.

Assign Agent Information

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

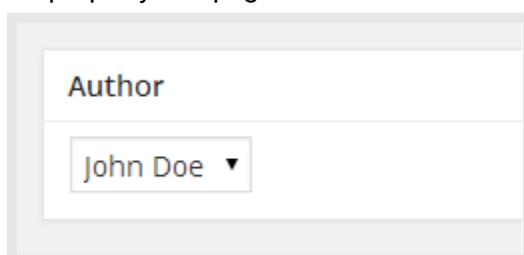
The screenshot shows the 'Add New Property' form with the 'Agent & Reviewer' tab selected. The form includes a search bar for properties, a breadcrumb trail (Home > My Properties > Add New Property), and a navigation menu with options like Basic, Gallery, Video, Features, and Agent & Reviewer. The main form area contains a question 'What to display in agent information box?' with three radio button options: 'None (Agent information box will not be displayed)', 'My profile information. (Edit Profile Information)' (which is selected), and 'Display agent(s) information.'. Below the selected option is a dropdown menu labeled 'Select agent(s)' with 'No Agent Selected' chosen. There is also a text area for 'Message to the Reviewer' and a checked checkbox for 'Accept Terms & Conditions before property submission.'

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.

The screenshot shows a web application interface with a teal header and a dark sidebar. The main content area is a form for adding property details. At the top, there is a navigation bar with links for Home, Properties, Agents, Services, About Us, and News. A user profile is shown as 'Hello, Dev Eloper' with a dropdown arrow and a 'Submit Property' button. Below the navigation, there are links for 'Log In/Register' and 'Contact'. The sidebar on the left contains a menu with items: Dashboard, Analytics, My Properties (selected), Add Property, Published, Pending Review, My Favorites, My Profile, and My Saved Searches. The main form area has a 'Select Color' button and a text input field. Below this, there is a section titled 'Energy Performance' with four input fields: 'Energy Class' (set to 'None'), 'Energy Performance (Example: 100 kWh/m²a)', 'EPC Current Rating' (set to 'None'), and 'EPC Potential Rating'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

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[Select Color](#)

You can add a property label to display on property thumbnails. Example: Hot Deal Set a label background color. Otherwise label text will be displayed with transparent background.

Energy Performance

Energy Class	Energy Performance (Example: 100 kWh/m²a)
None	<input type="text"/>
EPC Current Rating	EPC Potential Rating
None	<input type="text"/>

[Previous](#) [Next](#)

Add/Select Property Features


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

The screenshot shows the 'Add New Property' form in the 'Features' tab. The form is divided into several sections:

- Additional Details:** A table with two columns: 'Title' and 'Value'. There is a '+ Add More' button below the table.
- Features:** A grid of 16 checkboxes for various property features:
 - 2 Stories
 - Central Heating
 - Fire Alarm
 - Jog Path
 - Next to busy way
 - 26' Ceilings
 - Dual Sinks
 - Fire Place
 - Laundry Room
 - Swimming Pool
 - Bike Path
 - Electric Range
 - Home Theater
 - Lawn
 - Central Cooling
 - Emergency Exit
 - Hurricane Shutters
 - Marble Floors
- Property Label Text:** A text input field with a placeholder: 'You can add a property label to display on property thumbnails. Example: Hot Deal'.
- Label Background Color:** A 'Select Color' button with a note: 'Set a label background color. Otherwise label text will be displayed with transparent background.'
- Energy Performance:** A section with four input fields:
 - Energy Class (dropdown menu, currently set to 'None')
 - Energy Performance (Example: 100 kWh/m²a)
 - EPC Current Rating
 - EPC Potential Rating

Add/Assign Property Types

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

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Property ID

Type

Status

Location

Bedroom

Bathroom

Garages or Parking Spaces

Area

Area Postfix

Lot Size

Lot Size Postfix Text

Year Built


Note: Your featured properties are at limit. You can [Change/Update](#) your subscription to manage your limits.

Previous
Next

<https://philippinepropertyhub.com/dashboard/?module=properties&submodule=...>

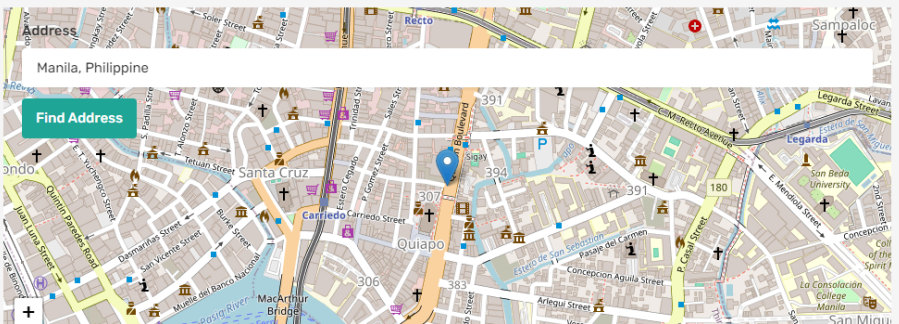
Add/Assign Property Locations

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

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Log In/Register Contact

Address



Previous
Next

Add/Assign Property Statuses

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

Property Status ^

For Sale

For Rent

[Add New Property Status](#)

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.

Attributes ▲

Parent

Apartment Building Having 35 Ap ▼

Order

0

Publish the property once it is ready.