THE FREE HTML
PROPERTY TEMPLATE
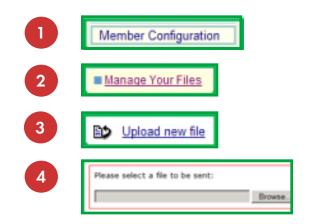
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AAXSYS

for assistance call

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!!!!!!!!!

this free tool automatically pulls property info into an html template to email to guests, post on community websites, or print for private catalogs
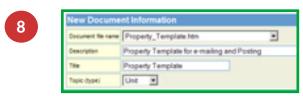
Using A Template To Create Individual Property Description Docs Automatically

to get started
using your Aaxsys template (see above) - or - using your own existing html template...

upload the template from your computer

1   go to "member configuration"
2   select "manage your files"
3   select "upload new file"
4   select the drive on your computer where your template is stored
5   click on "send"

add the template to your Aaxsys documents

6   go to "member configuration" and click on "document list"
7   click on "add a new document" and click on down arrow for document file name
8   write a document description, give it a title, and select unit type
9   click on "add"

automatically convert the template into an individual property doc to print or email

10   click on "view & edit unit information" from your main menu and "proceed"
11   select the unit you wish to access and click on it's property code # (or click "edit" to make changes in html)
12   in the top menu click on "open documents" and your template displays automatically!
13   from here you can:
     a   "select" to view for printing;
     b   send as an "email" or as an attachment to an email
     c   "modify" using html code

1 Member Configuration

2 ■ Manage Your Files

3 Upload new file

4 Please select a file to be sent: [   ] Browse...

5 Send

6 ■ Document list

7 Add a new document

8 New Document Information
Document file name: Property_Template.htm
Description: Property Template for e-mailing and Posting
Title: Property Template
Topic (type): Unit

9 ADD

10 Units / View and Edit Unit Information

11 Current Units
Unit code | Pictures | Address | Crosstreets
| Yes | 575 6th Ave | Market

Current Units
Crosstreets | Neighborhood | City | Bed | Bath | Action
Market | Gaslamp | San Diego | 2 | 2 | Edit Del

12 ■ Open documents

13 Available Documents
...tion | File name | Topic | Actions
...s for Marketing | Property_Profile.htm | PROPERTY | Select Email Modify

Island Surf, 1993 S. Kihei Rd, Kihei
2BR / 2BA.
For reservations, more information and pictures click here
More pictures

Description
Condo - Kihei, HI
2 bedroom, 2 baths condo well appointed.
Beautifully upgraded with many improvements. One of the best units in complex with full sunset and ocean views. Pack your bags, this unit is fully furnished and ready to move into. Walk to shops,

Send to: [barak.obama@usa.com] From: [bill.clinton@pastusa.com]
☑ Send as attachment
Type your message in the box below:
Barak,
Here is the accommodation we discussed. Please view more pictures and extra amenities. This is the perfect place for you! Thanks a lot. Bill

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www.aaxsys.com

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