

# Welcome to [medicalview.com.au](http://medicalview.com.au)

Thank you for choosing medicalview for your advertisement. Medicalview is an advertising medium that is marketed directly to the Healthcare sector - ensuring your advertisement is hitting the target market. This website is available to Agents and private advertisers alike. No subscription is required.

A property sales or leasing advertisement is \$330.00 including GST for 6 months. You can pay using your credit card via PayPal allowing you to upload and publish your property advertisement immediately, or if this option is not available to you, please contact us to pay using either EFTPOS or we can arrange an invoice for you.

Please note - the Healthcare jobs page and the property page have separate pathways. Please read on for instructions on how to place an ad for PROPERTY ADS only.

## In this document:

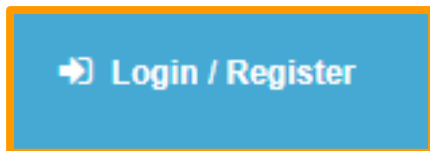
How To Place A Property Ad.....	2
Step 1 Register with medicalview.com.au.....	2
Step 2 Log on to medicalview.com.au .....	3
Step 3 Set up your profile and contact information .....	3
Step 4 Draft your property listing .....	6
Step 5 Preview and edit your property ad.....	9
Step 6 Pay for and activate your property listing.....	10

# How To Place A Property Ad

## Step 1 Register with medicalview.com.au

**Hint** – If you have already registered for a medicalview.com.au account, please go to step 2.

- > On the home page, click the Login/Register button on the top right hand corner of the page:



- > Enter your desired username, your email address, tick the I am not a robot box and then click the blue register button:

Do not have an account? [Register here](#)

Username \*

Email \*

I'm not a robot



reCAPTCHA  
[Privacy](#) · [Terms](#)

Register

- > You will receive an email confirming your username and password, the following message will appear:

Registration complete. Please check your e-mail.

Please also check your junk mail as sometimes it can appear there.

## Step 2 Log on to medicalview.com.au

- > If you have just registered as a medicalview.com.au user, enter your username and password and click the Log In button:
- > If you are an existing user, on the home page, click the Login button on the top right hand corner of the page:




- > Enter your username and password, tick the I am not a robot box and click the orange Log In button:

Already a Member? Log in here.

Username \*

Password \*

I'm not a robot   
reCAPTCHA  
Privacy - Terms



Connect with:



## Step 3 Set up your profile and contact information

- > Now that you are logged in, you will be returned to the homepage. Click on the profile button on the top right hand corner of the page:

- > Fill in your name and contact information:


## Name


Username	<input type="text"/>	Your username cannot be changed.
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Nickname (required)	<input type="text"/>	
Display name publicly as	<input type="text"/>	▼


## Contact Info

E-mail (required)	<input type="text"/>
Website	<input type="text"/>
Mobile Number	<input type="text"/>
Office Number	<input type="text"/>
Fax Number	<input type="text"/>

- > Fill in your Profile Biography and change your password if desired:  
We recommend just filling in the password field with the password of your choice.



[Change](#) 

[Remove](#) 

**Rectangular**

- Profile image should have minimum width of 210px and minimum height of 210px.
- Make sure to save changes after changing the image.

**First Name**

**Last Name**

**Display Name \***

**Email \***

**Password** ( Fill it only if you want to change your password )

**Confirm Password**

- > Once your profile is complete, click the orange Save Changes button:

[Save Changes](#)

- > The following message will appear:

[Save Changes](#)

**Profile information is updated successfully!**

## Step 4 Draft your property listing

- > Click on the **Submit Property** button on the top right hand corner of the page:



- > Fill in your property's details and description using the fields on the page.
- > The Property Title field will be used as the heading for your listing:

### Property Title

- > On the top right hand side of the page, enter the property's address to enable map functionality in the listing:

### Address

Find Address

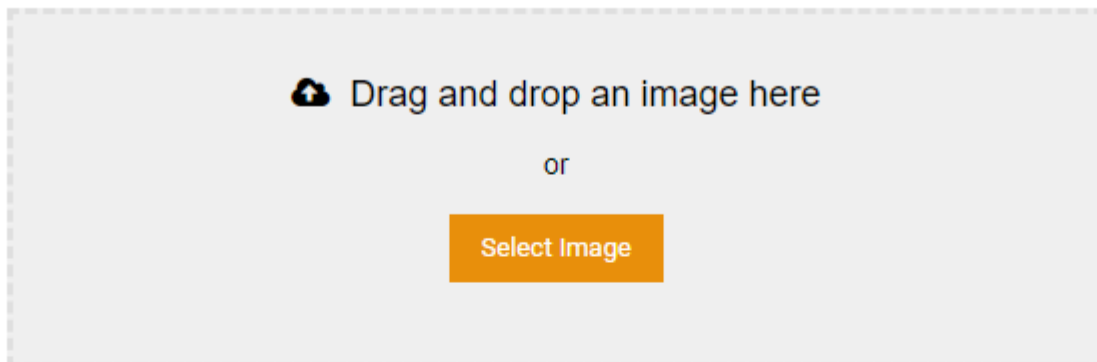


- > The Property Description field will form the body of your advertisement text. Please choose from the menu bar to format your text. Please include your name and contact details in this section.

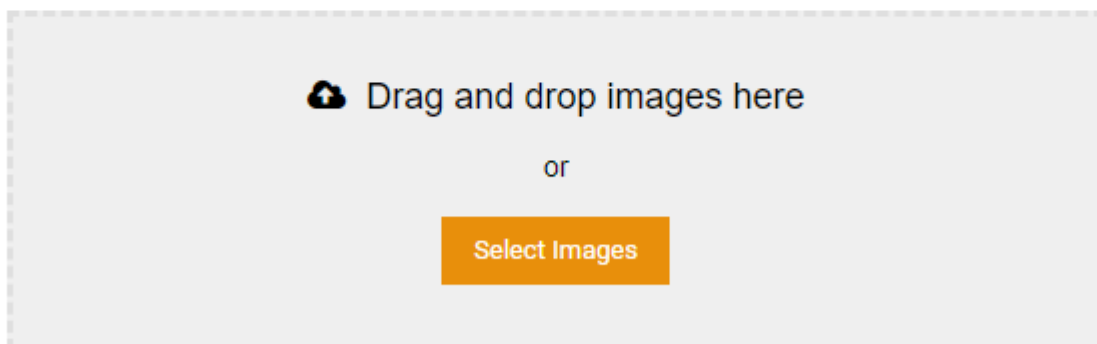


- > Upload logos and images – Logos are optional and appear on the home page only in the right hand corner of the advertisement. Files need to be a square or rectangular in shape and preferably small in size.
- > The process for uploading a logo or image is the same. Click on the Select Image button and this will take you to your files menu Choose the image you want and then click on this to insert it into the post. Or you can drag and drop if you prefer.

### Company Logo



### Images



\* An image should have minimum width of 770px and minimum height of 386px.

\* You can mark an image as featured by clicking the star icon, Otherwise first image will be considered featured image.

**Hint** – make sure image files not too large and landscape photos are preferred.

- > Select the features relevant to your property:

## Features

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 2 Stories                  | <input type="checkbox"/> Administrative Services     | <input checked="" type="checkbox"/> Air-conditioning |
| <input checked="" type="checkbox"/> Central Heating | <input checked="" type="checkbox"/> Disabled Access  | <input type="checkbox"/> Emergency Exit              |
| <input checked="" type="checkbox"/> Fire Alarm      | <input checked="" type="checkbox"/> Internet Cabling | <input type="checkbox"/> Lift                        |
| <input type="checkbox"/> Office Services            | <input checked="" type="checkbox"/> Onsite Parking   | <input checked="" type="checkbox"/> Phone Lines      |
| <input type="checkbox"/> Secretarial Services       | <input type="checkbox"/> Staff Room                  | <input type="checkbox"/> Wifi                        |

- > Next please fill in the Contact Information details for any enquiry to go to.

### Property Enquiry Contact Information

Name

Brenda Atkin

Phone Number

0400 777 087 or 1300 795 611

Email Address

brenda@medicalview.com.au

### Message to the Reviewer

Submit Property

- > You can also leave any additional information for a [medicalview.com.au](http://medicalview.com.au) reviewer if you wish to make additional changes:

### Message to the MedicalView Reviewer

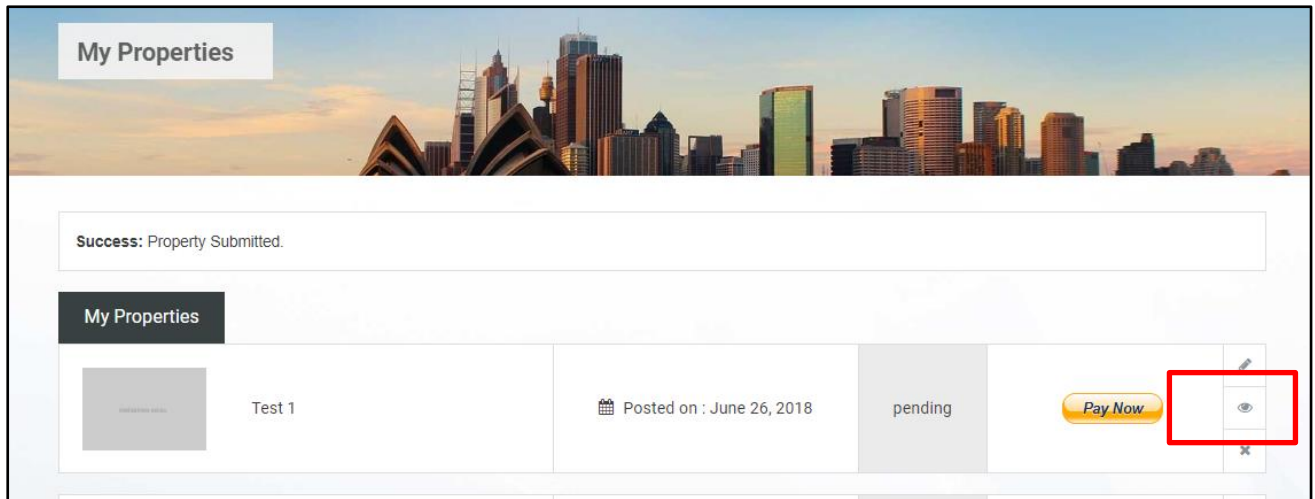
- > Once you have reviewed the information you have added in to your property listing, click the orange Submit Property button:

Submit Property

**Hint** – The next section will deal with how to preview, edit and activate your listing.

- > By submitting the Property – you will then be directed to the “My Properties” page – where you can preview the advertisement before you publish it.





## Step 5 Preview and edit your property ad

- > Click on the “**eye icon**” on the right to preview the advertisement. This is how the listing will appear if it was to be published without any further changes.
- > You can also access the advertisement once it is submitted via the “My Properties” option on the menu bar at the top right of the home page screen.



- > To preview your ad, make sure you are in My Properties and click on the eye icon, to the right of the Pay Now button, and a preview of your listing will open in a new tab:
- > If you are happy – click out of this page and return to My Properties to the Pay Now button to publish.



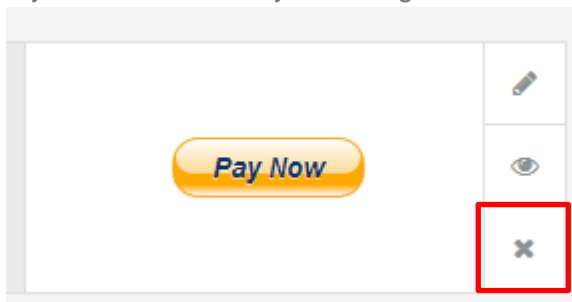
- > If you wish to make changes to your listing you can return to the editing stage by clicking the pen icon:



This will take you back to the submit property page. You can overwrite/update any information you entered and then just lick the update property button to save the changes.



- > If you wish to delete your listing, click the X icon:



- > If you are happy with your listing, please proceed to the Payment Step.

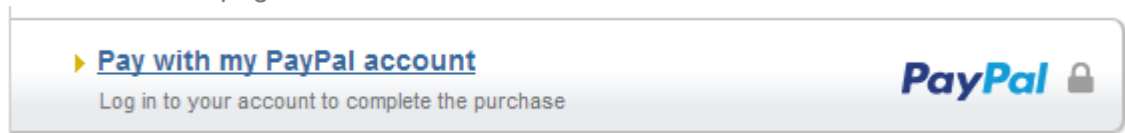
## Step 6 Pay for and activate your property listing

Medicalview.com.au offers two convenient online payment channels that will allow you to activate and publish your listing instantly.

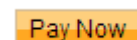
- > To pay for and activate your listing online, click the Pay Now button on the My Properties page:



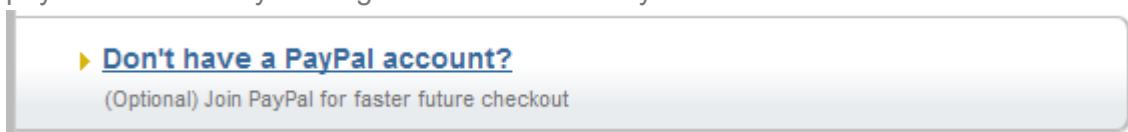
- > To pay using Pay Pal, click the Pay with my PayPal account button on the top right hand side of the page.



- > Follow the PayPal prompts an then click the Pay Now button to confirm payment:



- > If you do not have a PayPal account, you can pay online using our secure credit card payment function by clicking the Don't have a Pay Pal account? Button:



- > Enter in your credit card and billing information then click the Pay button to confirm payment:

Pay

- > Once confirmed, your property will be automatically published on the [medicalview.com.au](http://medicalview.com.au) site.

## OPTION 2

If PayPal or Credit Card are not suitable payment options for you, contact us on **1300 795 611** or via [info@medicalview.com.au](mailto:info@medicalview.com.au) and we will be happy to assist you so that other payment options can be organised and your property can be published as soon as possible.

If you have any questions please email us at [info@medicalview.com.au](mailto:info@medicalview.com.au)

Or call 1300 795 611