

On-Site.com — Online marketing suite quick start guide

Floor Plans Add New Floor Plan

The Granite

Details
 2 Bed/2 Bath 1000 sqft Available
 \$650 - 750/mo \$150 - 350 Deposit

[Hide Floor Plan Amenities and Photos](#) Edit Details

Amenities

Amenity	Custom Name	Edit	Delete
Additional Storage	Big Closet		
Balcony			
Cable Ready			
Large Closets			
Microwave			
Refrigerator			
View			

Add Amenity

Photos

Click the edit pencil to rename any amenity.

Click to add a caption.

Uncheck the box to hide photos. Click and drag to rearrange.

Add Photo

Step 1: Add your floor plans

- After logging in click **Websites > Change Other Info/Advanced Options**.
- Click the **Floor plans** tab.
- Click **Add New Floor Plan** or click **Edit Details** to change an existing floor plan.
- Enter the floor plan information. If the floor plan is currently available, check the box indicating such.
- Click **View Floor Plan Amenities and Photos**.
- Click **Add Amenity** to add amenities specific to that floor plan.
- Click **Add Photo** to add photos specific to that floor plan.

Descriptions & Specials

Description: For apartment rentals ranging from one to three bedrooms, the Bedrock Apartments is the premier living destination. Offering the finest interior and exterior appointments in all the San Francisco Bay Area. The Bedrock Apartments ideal South Bay location, just minutes from downtown Mountain View and a mere 30 minutes from San Francisco, offers supreme convenience for either work or pleasure. Contact our highly experienced and professional staff at Bedrock Apartments today.

Unit Amenities Description: Only in select units.

Community Amenities Description: The Bedrock Apartments offer a distinctive selection of amenities, selected to enhance the living experience of the residents.

Ad Tag Line: Bedrock Apartments---Premier Apartment L

Web Site Title: Bedrock Apartments

Current Specials: Zero deposit on leases signed before April 1st!

Specials Expiration Date: April 1 2011

Please make sure to include an expiration date on your special. This will protect you from customers wanting specials that have already expired. If the price of your rent already includes the current rent, then specify that the current rent does already include the discount given. This special will also show up as web coupon on your website.

Save [cancel](#)

Changes the marketing name for your property.

If you enter a special, remember to set an expiration date.

Step 2: Property description and specials

- Click the **Description & Specials** tab. All the basic information you enter here will appear on your website's homepage.
- Use the **Unit** and **Community Amenities Description** fields to enter notes or disclaimers that will appear alongside the list of amenities on your website.
- The **Ad Tag Line** appears on every page of your site, so make it something memorable.



We're here to help. Call **866 266 7483** or click the question mark in the upper right corner for instant support options.

Step 3: Leasing office contact information

- Click the **Leasing office** tab.
- Enter the **Contact Information** for your property.
- Enter the **Hours of Operation**.
- Enter **Auto Response Text** to be sent whenever a prospect emails your property or uses the **Contact Us** form on your website. If you don't enter a response then the default response will be used.

Leasing Office

Contact Information

Contact Name:

Address*:

City*:

State*:

Zip*:

Direct Phone Number*:

This should be your contact phone number. This number remains private. Your complimentary 800 tracking number is (866) 923-5210 x [redacted]

Email*:

This should be your contact email. This email remains private. You can add multiple email addresses if you wish. Just separate each email address with a comma (",").

Leasing Office is on site.

Hours of Operation

Monday:

[Copy Monday's Hours to Tues - Fri](#)

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Comments:

Email Auto Response

Auto Response Text:

The Email Auto Response will be placed at the top of any Auto Response emails sent when a potential resident contacts the property.

Notice: Email Auto Response

If YOU DO NOT enter a Email Auto Response the default response text will be:

Thank you for your interest in Bedrock Apartments.

Our community team has received your request and will follow-up with you shortly. If you would like to reach us right away, please call our office at (866) 923-5210 x 671. For your convenience we've included some basic information about our community in this email.

We look forward to assisting you.

Best regards, Bedrock Apartments

Leads will be forwarded to the phone number and email entered here, unless you're using On-Site guest cards, in which case they'll appear under **Recent Guest Cards**.

Leasing office on site? Check here if so.

If Tuesday — Friday hours are the same as Monday hours, click here.

Unit Amenities

Amenity	Edit	Delete
Air Conditioner (Central)		
Cable Ready		
Ceiling Fan		
Custom_1		
Custom_10		
Custom_11		
Custom_2		
Custom_3		
Custom_9		
Fireplace (Wood)		
Large Closets		
Private Balcony		
Refrigerator		
View		

Click the edit pencil to rename any amenity.

Step 4: Add your community and unit amenities

- Click the **Amenities** tab.
- Click to add **Community Amenities** (shared/exterior) or **Unit Amenities** (apt/interior).
- Click the amenity to be added then click the green arrow to add.

Hold the **Control** key while clicking to add multiple amenities at once.

Add Unit Amenity

Available Amenities:

- Additional Storage
- Air Conditioner (Window)
- Alarm**
- BBQ / Picnic Area
- Balcony
- Carport
- Controlled Access
- Courtyard
- Dryer (Electric)
- Dryer (Gas)**
- Fireplace (Gas)
- Furniture Packages Available
- Garage
- Handrails
- Heat (Electric)
- Heat (Gas)

Amenities to Add:

- Dishwasher
- Disposal

Press and hold Control + Click to select multiple items.

TIP... Create custom amenities by adding **Custom_1** through **Custom_12**, then clicking the edit pencil to rename.

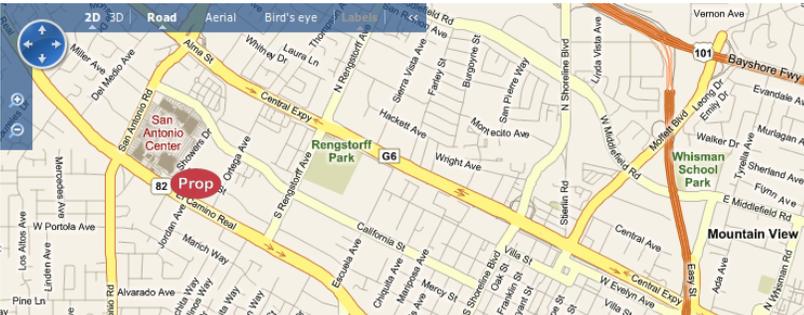
Click and drag the **Office** button on the map below to set the exact location of the leasing office.
(By default the leasing office is in the exact same location as the property.)

Click and drag the **Prop** button on the map below to set the exact location of the property.

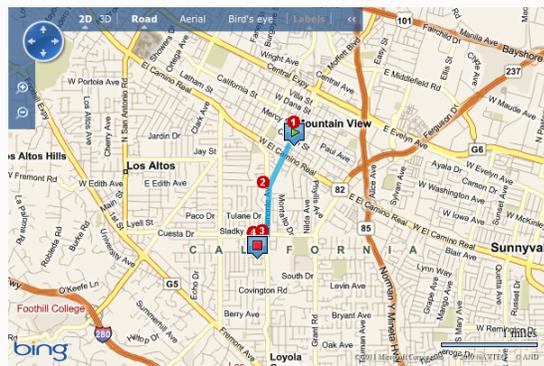
Click and drag the **Start** button on the map below to set the starting location of the default driving direction.

Location

Map Location:



Directions



From address: Enter your address here

Get Directions!

1. Depart Castro St toward Mercy St - (0.1 mi)
2. Make a U-turn at Mercy St - (0.7 mi)
3. Turn left onto Miramonte Ave - (0.5 mi)
4. Turn right onto Cuesta Dr - (0.1 mi)
5. Turn left onto Plaza Ct - (0.1 mi)
6. Arrive at Plaza Ct on the left - (0.0 mi)

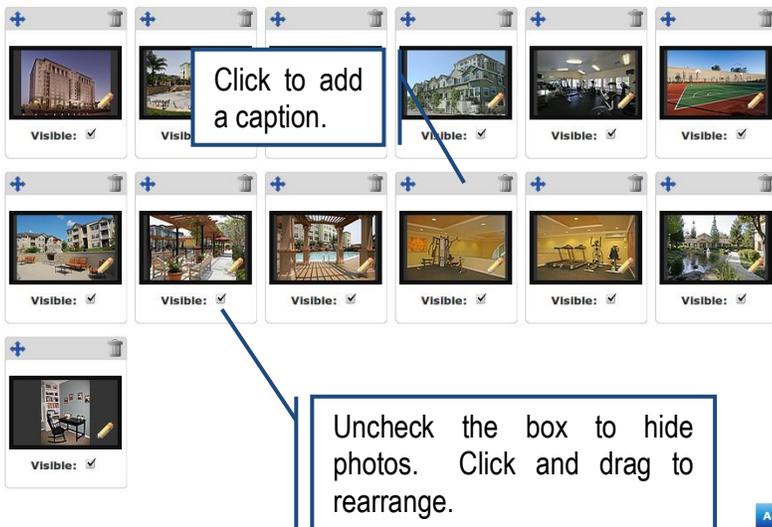
Step 5: Set your property's location

- Click the **Location** tab.
- Drag and drop the icons to set the location of your property, leasing office and default starting point for driving directions.
- Click the magnifying glass icon to zoom in and pinpoint icon placements.
- You can verify that the driving directions are correct by checking the **Directions** page on your website.

Images

Photos [Logo](#)

Property Photos



Step 6: Upload photos and logo

- Click the **Images** tab.
- Click **Add** then select the appropriate photo from your computer. Note that photos must be gif, jpeg or png format.
- If you have a property logo, you can also upload that here by clicking **Logo**.

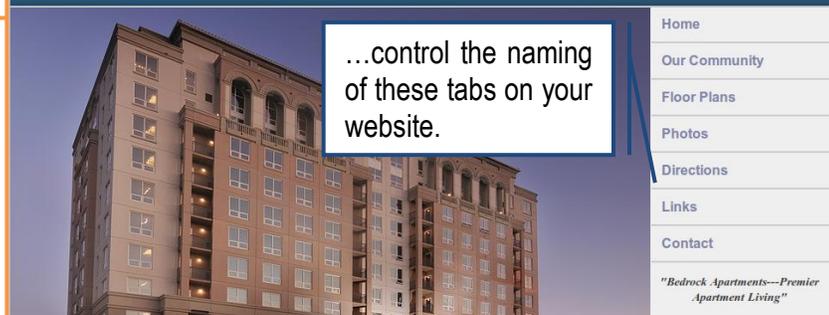
Step 7: Customize your website's appearance

- Click the **Website Template** tab.
- Theme & Style Assignment** is used to select the overall appearance of your website. First select a **Theme** from the drop down menu then use the green arrows to browse the available **Styles** for that theme.

You can click **Preview** at any time to see how a selected theme & style will appear.

- Custom Tab Names** is used to rename the navigation tabs that appear on your website. However, search engines use these tab names to rank your website. Changing them frequently could have a negative effect on how your website ranks.

Bedrock Apartments..



- Website Display Options** is used to control the way unavailable floor plans display on your website. You can hide them, show them, or just hide the prices.

Step 8: More information

Parking					
Type	Assigned	Monthly Fee	Number of Spaces	Edit	Delete
Attached Garage	Yes	\$10	1		

[Add](#)

Pet Policies							
Type	Allowed	Count	Weight	Deposit	Monthly Fee	Edit	Delete
Fish	Yes	1	10	\$200	\$15		

[Add](#)

Application Information	
Apartment(s) Description / Fees	
Apartments:*	<input type="text" value="75"/>
Lease Term (in months):*	<input type="text" value="12"/> - <input type="text" value="24"/>
Floors:	<input type="text" value="2"/>
Year Built:	<input type="text" value="1999"/>
Remodel Year:	<input type="text" value="2009"/>

Utilities				
Type	Service Level Included in Rent	Edit	Delete	
Broadband Internet	Included in rent			
Water	Included in rent			
Sewer	Included in rent			
Trash	Included in rent			

[Add](#)

Services				
Name	Distance To	Comment	Edit	Delete
Rydell High (High School) www.fakehighschool.edu				
Route 66 (Highway)	1.5 miles	Convenient highway access.		
St. James (Park)		Spacious playground and plenty of bbq pits.		

[Add](#)

Important Links	
Facebook	
Yelp	
Google Search	

[Add](#)

Extra Content					
Name	Shortname	Type	Hidden	Edit	Delete
Our Property Brochure	propbroch	Property Brochure	No		

[Add](#)

Audit History			
Previous 1 2 3 4 Next			
Object	User	Action	Date
Property Website Extra File	ctuna	destroy	Mon 04/18/11 09:29 AM
Field Changed	From	To	
Type	brochure		
Description	Word document.		
Hidden	false		
Name	Our Property Brochure		
Short Name	propbroch		
Object	User	Action	Date
Property Website Extra File	ctuna	update	Mon 04/18/11 09:24 AM
Field Changed	From	To	
Name	Property Brochure	Our Property Brochure	
Short Name	Our Property Brochure	propbroch	

- Under the **More...** tab, there are a number of sub-tabs to complete.
- Enter the **Parking** arrangement at your property. Specify the type of parking (attached, garage, surface lot, etc.)
- Enter the policy for **Pets** at your property. Specify which pet types are allowed as well as any fees or deposits required.
- Under **Application Information** enter the number of units at your property, available lease terms, application fee and other general information; all of which will appear in the **Info & Policies** section of your website.
- Specify which **Utilities** and what portion is covered by your property as a percentage or in dollars.
- Enter information about local area **Services** such as schools, public transportation, parks, etc. You can even include links to vendor websites.
- Enter **Important Links** that may be of interest to your prospects and residents. The first two links will appear on your website homepage.
- Upload **Extra Content** such as a property brochure.
- Use the **Property Audit History** page to view a complete list of all changes/edits made to your website.

Awesome Apartments Show All | Show Closed

Date Create	Current Status	Address	Unit Number	Description	Actions
04/18/2011 01:40:PM	New	123 Fake St.	11	My water heater is broken. I can't take a cold shower.	Details Print
04/18/2011 01:38:PM	New	123 Fake St.	6	There are ants in my kitchen.	Details Print
02/18/2011 12:42:PM	New	123 Fake	1	I spilled ice cream on my carpet. Please help.	Details Print

[Add Maintenance Request...](#)

Click to view/edit a request.

New Newsletter

Title: *

Active: Yes No

Letter Body:

Your Community Newsletter Vol. IV No. 11

Things You Need to Know About

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur quis purus enim, non posuere ipsum. Fusce id neque sem, in commodo nunc. Cras id ante sit amet ante trincidunt hendrerit eget non felis. Phasellus sit amet dolor at est aliquam cursus sit amet a neque. Nam porta, felis eu volutpat malesuada, neque augue porttitor ligula, sed ultrices tortor metus ut enim. Morbi sed orci nec lectus suscipit laoreet. Nullam quis nibh odio, eu vestibulum tortor. Aliquam augue felis, pellentesque vitae pretium sed, blandit vel est. Maecenas odio mauris, fringilla vitae lobortis faucibus, gravida ultricies erat. Cras varius nisi et nibh placerat non interdum libero viverra. Vestibulum dolor lectus, aliquet quis aliquet ac, rhoncus a mi.



Proin nec ipsum magna. Quisque dignissim adipiscing vehicula. Nulla sit amet quam tortor, blandit eleifend massa. Praesent facilisis, eros vitae feugiat consequat, metus justo fermentum mi, quis hendrerit arcu ipsum ut risus. Aenean a nisi dui. Ut sit amet justo dapibus risus sollicitudin adipiscing. Praesent porttitor ligula vitae tellus rhoncus id fermentum enim facilisis. Proin non metus sit amet enim bibendum adipiscing eu id dui. Praesent ut ligula condimentum quam facilisis tempor nec ac felis. Nunc vel eros tellus, ac ultrices orci magna. Nunc eget purus orci. Rhoncus ante tellus, et laoreet tortor. Suspendisse aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Suspendisse sit amet sem neque, eu sodales magna. Maecenas semper vulputate arcu nec scelerisque. Vestibulum scelerisque, lectus eu varius fermentum, urna felis rutrum turpis, consequat mollis

arcu magna rutrum mauris. Nullam dignissim sodales tempus. Ut et arcu nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque nunc magna, rutrum et mattis et, accumsan ac leo.

File Attachment: No file chosen

Create a newsletter...

...or upload an existing newsletter.

Step 9: Resident portals

- If your website has **Resident Portals** enabled then click the **Resident Portals** tab.
- To manage your maintenance requests click the **Maintenance Request** sub-tab then click **View Maintenance Request**. Here you can view, modify or change the status of any existing request. You can also submit your own request here.
- Click **Add Newsletter** to create a community newsletter using the built-in editor or upload an existing newsletter.

<< Previous Month April Next Month >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Add Event...	2 Add Event...
3 Add Event...	4 Add Event...	5 Add Event...	6 Add Event...	7 Add Event...	8 Add Event...	9 Add Event...
10 Add Event...	11 Add Event...	12 Add Event...	13 Add Event...	14 Add Event...	15 Add Event...	16 Add Event...
17 Add Event...	18 Add Event... Community Tax Day BBOQ removed	19 Add Event...	20 Add Event...	21 Add Event...	22 Add Event...	23 Add Event...
24 Add Event...	25 Add Event...	26 Add Event...	27 Add Event...	28 Add Event...	29 Add Event...	30 Add Event...

Click to add, edit or remove an event.

- Click **Community Calendar** to schedule an event on your community calendar or edit/delete an existing event.
- Any changes you make to maintenance requests, newsletters and the community calendar will be immediately visible to residents when they log-in to their **Resident Portals** account.

TIP... You can also access the **Resident Portal** pages from the **Websites** drop down menu at the top of any page.