



Welcome to Holiday Homes Network!

To help you getting started, we have put together some simple instructions on how to set up your properties. You will find more information in "help & Support" section within the website.

Step 1: Login into the control panel

The screenshot shows the "Owners Login" section of the website. At the top, there are navigation links: "Site map", "Terms & conds", "Privacy", and "About us". Below these are three buttons: "FEATURED HOMES", "OWNERS LOGIN" (which is circled in red), and "RESOURCES". The "Owners Login" form contains an "Email address:" field with "testing@test.com" and a "Password:" field with "*****". A "Login" button is positioned below the password field. At the bottom of the form, there is a link: "»Forgot my password". A disclaimer at the bottom of the form reads: "By accessing, you are accepting the [owners terms and conditions](#) of advertising."

Sign in using the email and password included with the confirmation email. You will now be in the control panel, within "My Account" section'.

Step 2: Complete your personal details

The screenshot shows the "Account details maintenance" page. At the top, there are navigation buttons: "HOME", "MY ACCOUNT", "MY PROPERTIES", "SERVICE", and "HELP & SUPPORT". On the left side, there is a sidebar with links: "Summary.", "Owner Details." (circled in red), and "Statistics.". The main content area is titled "» Account details maintenance" and contains a form with the following fields: "Title:" with a dropdown menu showing "Mr"; "First name:" with "John" and a "required" label; "Last name:" with "Smith" and a "required" label; "Company:" with "Sun Real Estate"; "Address:" with "x"; "Town / City:" with "v"; and "State:" with "x".

Click on "Owner Details" and complete all your personal details. This is what the visitors will see as contact details for the booking enquiries.

Step 5: In "MY PROPERTIES" section, add a new property

Site map | Terms & conds | Privacy

HOME MY ACCOUNT **MY PROPERTIES** SERVICE HELP & SUPPORT

Property m

Add New.
Full list.

» Account User code HUS-717B
Mr John Smith - Trial user - Free advertisement

» Add new property

Basic Information

Property Name :

Type : Apartment

Keywords: (Tick what applies)

City/Town Near the sea Golf course B&B
 Rural/Village Riverside Fishing Cat
 Mountain Countryside Skiing Self

Description: (max 250 words)


Click on "Add new", fill in the form with all the property details and click submit.

Step 7: Set Pictures

Account Sum

» Account User code HUS- Selected pro
Mr John Smith - Trial user - Free advertisement Beautiful Cottage in Co

» Set pictures



The villa

Add picture

File path Browse...

Photo Name Upload

Adjust Contrast

Make sure that the SELECTED dropdown list (top right of the screen) shows the property that you are working in. Then click on "set pictures" and [browse] - type a photo name and click [UPLOAD].
 NOTE: The size of the pictures should be under 1Mb and there is a limit of FOUR pictures per property.

Step 8: Set rates

Property manager

» Account User code HUS-7178 Selected property
Mr John Smith - Trial user - Free advertisement Beautiful Cottage in Co

» Rental Rates

From Date	To Date	Price per week	
1st of January - 16th of February		€850	Delete
17th February 22nd April		€950	Add

Step 9: Preview and modify it until you are happy

» Account User code HUS-7178 Selected property
Mr John Smith - Trial user - Free advertisement Beautiful Cottage in Co

NOTE: This is EXACTLY the way our visitors will see your property, so feel free to modify the property details until you are happy with the way it looks.

» Apartment in Sax Costa Blanca - Azahar

Beautiful Cottage in Costa del Sol
Paso de Gracia, Sax, Alicante, Spain

This awesome cottage has some stunning views to the valley of Vinalopo.



Step 10: In Full list, ENABLE your property to start LISTING it.

HOME MY ACCOUNT MY PROPERTIES SERVICE HELP & SUPPORT LOGOUT

Account Summary

» Account User code HUS-7178 Selected property
Mr John Smith - Trial user - Free advertisement Beautiful Cottage in Co Go

Name	Ref	Created	Expires	Views	Status	Add
Beautiful Cottage in Costa del Sol	p9487	24-Apr-05	04-Jul-05	1	Listed	

Click on the [disabled] button to start listing the property.

Key Note: The key functions to managing your account/property are on the left hand side.

Note: If you wish to add more just click on 'Add New' on the left hand side and follow the steps again.

HAPPY ADVERTISING.

If you have any further problems then please contact us by e-mail;
contact@adchor.com

Best Wishes,

HolidayHomesTeam