

Quick Start Guide

New Dashboard Features

Post Your Listing

Scheduled ads for the day now appear in a color coded **posting ribbon** that indicates the status of your post.

Quick Report

View your daily, weekly and monthly posting performance at-a-glance in the Quick Report section of the Dashboard.

Posting Options

Option 1 - Click on any posting time in the **Post Your Listing** Box.

Option 2 - Click the **post** button next to any Floorplan.

Contact Us EL CENTRO APARTMENTS | Log out

RapidSoft Dashboard Property Images Titles Schedule Reports Profile

Post Your Listing!
YOU HAVE POSTED 0 OF 3 ADS TODAY! + Add Posts - Remove Posts

1 07:00 AM Ready 2 11:45 AM Pending 3 03:15 PM Pending

Quick Report
0% COMPLETED TODAY
PROGRESS LAST 7 DAYS 0%
PROGRESS LAST 30 DAYS 1%

FLOORPLANS UNITS **Posting Option 1** Modify Prices **Posting Option 2**

Floorplan Name	Bed/Bath	Area	Rent	Available	Posted On	Action
Aspen 1x1	1 x 1	798 ft ²	\$1050 - \$1345	<input checked="" type="checkbox"/> Yes	Feb 27 - 12:31 PM	Select Action <input type="button" value="Post"/>
Cypress 3x2	3 x 2	1276 ft ²	\$1430 - \$1845	<input checked="" type="checkbox"/> Yes	Jan 31 - 04:17 PM	Select Action <input type="button" value="Post"/>
Ash 1x1	1 x 1	689 ft ²	\$1025 - \$1315	<input checked="" type="checkbox"/> Yes	Jan 30 - 08:16 AM	Select Action <input type="button" value="Post"/>
Birch 2x2	2 x 2	1111 ft ²	\$1230 - \$1540	<input checked="" type="checkbox"/> Yes	Jan 18 - 08:41 AM	Select Action <input type="button" value="Post"/>
Bayberry 2x2	2 x 2	1029 ft ²	\$0	<input type="checkbox"/> No	Nov 03 - 08:42 AM	Select Action <input type="button" value="Post"/>
Azaela 1x1	1 x 1	819 ft ²	\$0	<input type="checkbox"/> No	Jun 15 - 03:39 PM	Select Action <input type="button" value="Post"/>

Showing 1 to 6 of 6 entries

POSTING ACTIVITY
No postings have been made recently

V - Verified U - Unverified E - Expired

Quick Start Guide

Post an Ad from the Dashboard

Option 1

Click on the **scheduled time** from the posting ribbon in the **Post Your Listing** box. You may click on any ad before the scheduled time, if you are ready to post it.

Note: If you start a post before the scheduled time, an email reminder will be not sent to you at that time.

Post Your Listing!
YOU HAVE POSTED 0 OF 3 ADS TODAY! + Add Posts - Remove Posts

1 07:00 AM Ready → 2 11:45 AM Pending → 3 03:15 PM Pending

0% COMPLETED TODAY

PROGRESS LAST 7 DAYS 0%

PROGRESS LAST 30 DAYS 1%

Option 2

In the Floorplans area, locate the floorplan that you wish to post, and click the **Post** button.

Note: If you have a lot of floorplans, use the sort function at the top of each column to locate the floorplan you wish to post.

FLOORPLANS UNITS Modify Prices

Floorplan Name	Bed/Bath	Area	Rent	Available	Posted On	Action
Aspen 1x1	1 x 1	798 ft ²	\$1050 - \$1345	<input checked="" type="checkbox"/> Yes	Feb 27 - 12:31 PM	Select Action Post
Cypress 3x2	3 x 2	1276 ft ²	\$1430 - \$1845	<input checked="" type="checkbox"/> Yes	Jan 31 - 04:17 PM	Select Action Post
Ash 1x1	1 x 1	689 ft ²	\$1025 - \$1315	<input checked="" type="checkbox"/> Yes	Jan 30 - 08:16 AM	Select Action Post
Birch 2x2	2 x 2	1111 ft ²	\$1230 - \$1540	<input checked="" type="checkbox"/> Yes	Jan 18 - 08:41 AM	Select Action Post
Bayberry 2x2	2 x 2	1029 ft ²	\$0	<input type="checkbox"/> No	Nov 03 - 08:42 AM	Select Action Post
Azaela 1x1	1 x 1	819 ft ²	\$0	<input type="checkbox"/> No	Jun 15 - 03:39 PM	Select Action Post

Showing 1 to 6 of 6 entries

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Option 3

In the Floorplans area, select Post from the Action dropdown menu.

Note: The post button will change to gray once a floor plan has already been posted that day



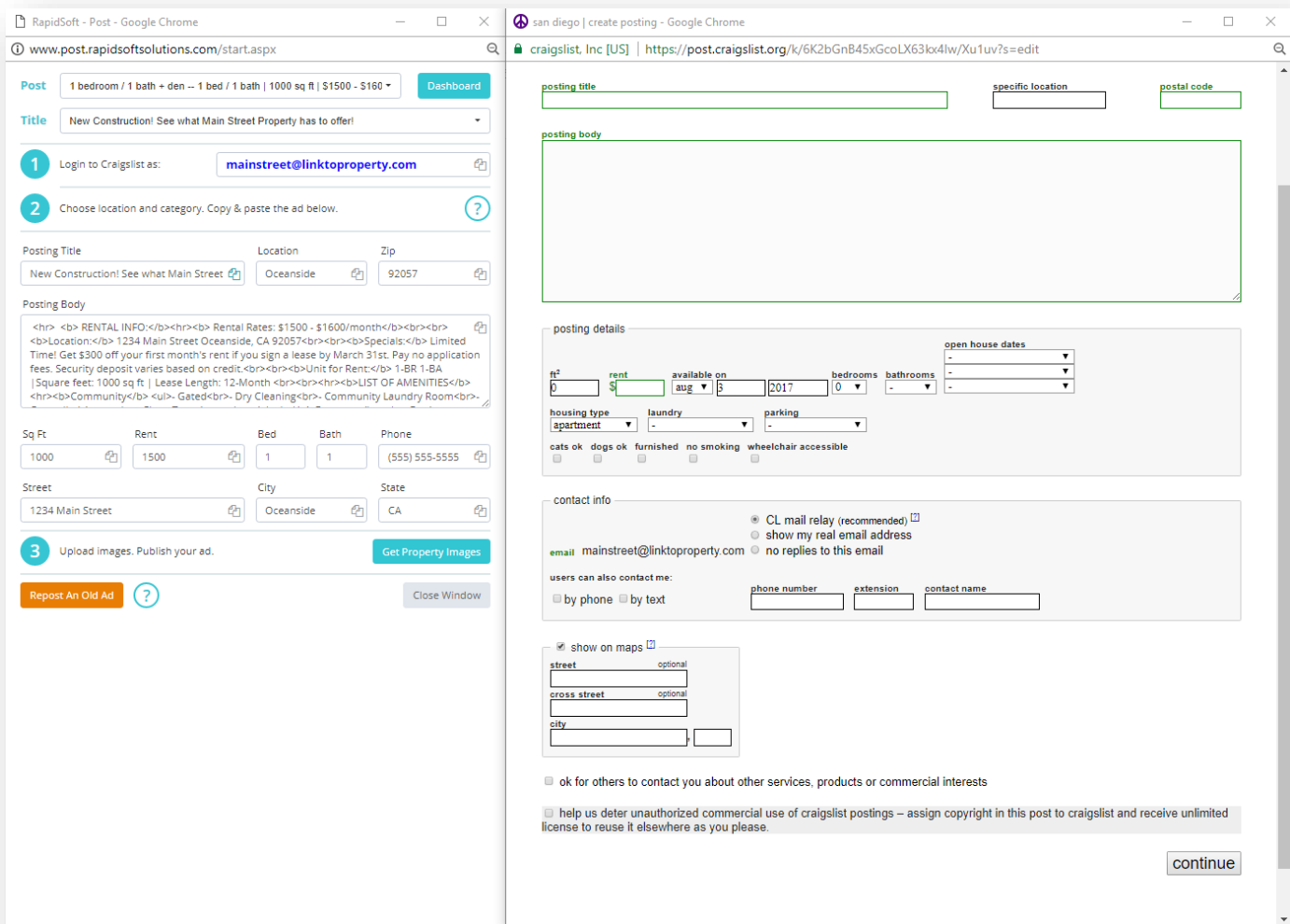
Floorplan Name	Bed/Bath	Area	Rent	Available	Posted On	Action
Aspen 1x1	1 x 1	798 ft ²	\$1100 - \$1345	<input checked="" type="checkbox"/> Yes	Mar 13 - 01:05 PM	Select Action
Cypress 3x2	3 x 2	1276 ft ²	\$1430 - \$1845	<input checked="" type="checkbox"/> Yes	Jan 31 - 04:17 PM	Select Action
Ash 1x1	1 x 1	689 ft ²	\$1025 - \$1315	<input checked="" type="checkbox"/> Yes	Jan 30 - 08:16 AM	Edit
Birch 2x2	2 x 2	1111 ft ²	\$1230 - \$1540	<input checked="" type="checkbox"/> Yes	Jan 18 - 08:41 AM	Post
Bayberry 2x2	2 x 2	1029 ft ²	\$0	<input type="checkbox"/> No	Nov 03 - 08:42 AM	Post

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Copy and Paste Your Template

Use the Pop-Up Windows as Usual

After choosing one of the 3 posting options, two pop-up windows will appear side by side. Your template will appear on the left and Craigslist will appear on the right. Click the **Go** button on the Craigslist page to start your post. Use the **Copy** symbol in each field to select the posting information.

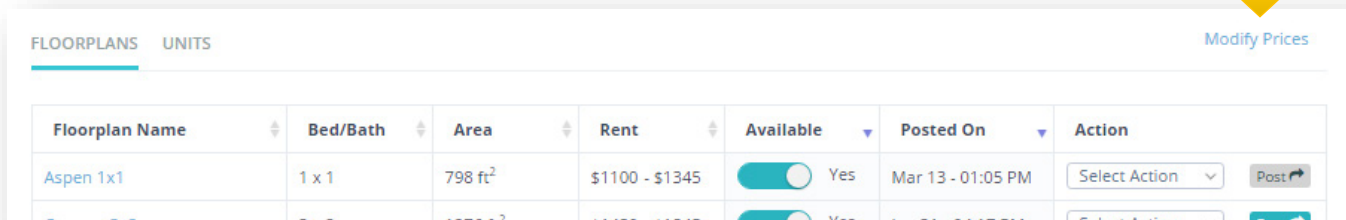


Quick Start Guide

How to Edit Floorplan Pricing

To Edit Rent Pricing for All Floorplans

To access all Rent fields, click the **Modify Prices** link.

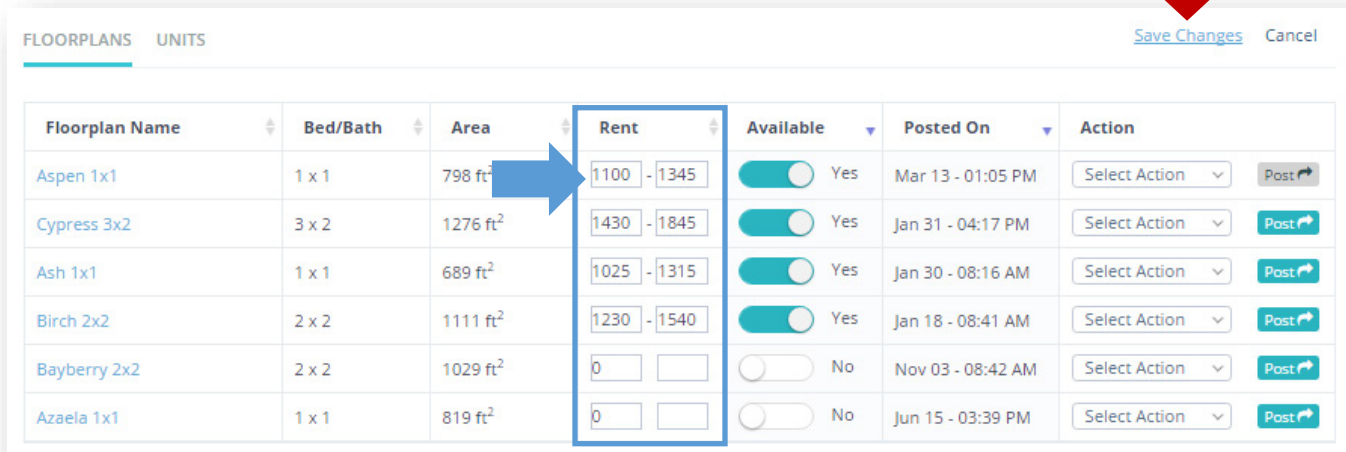


FLOORPLANS UNITS Modify Prices

Floorplan Name	Bed/Bath	Area	Rent	Available	Posted On	Action
Aspen 1x1	1 x 1	798 ft ²	\$1100 - \$1345	<input checked="" type="checkbox"/> Yes	Mar 13 - 01:05 PM	Select Action Post
Cypress 3x2	3 x 2	1276 ft ²	\$1430 - \$1845	<input checked="" type="checkbox"/> Yes	Jan 31 - 04:17 PM	Select Action Post


Tabbing through Rent Pricing Edits

All the floorplan **Rent** Pricing fields will open for quick and easy editing. Place your cursor in the **Rent** field and start typing. You may move through pricing fields quickly using your **Tab** key.



FLOORPLANS UNITS Save Changes Cancel

Floorplan Name	Bed/Bath	Area	Rent	Available	Posted On	Action
Aspen 1x1	1 x 1	798 ft ²	<input type="text" value="1100"/> - <input type="text" value="1345"/>	<input checked="" type="checkbox"/> Yes	Mar 13 - 01:05 PM	Select Action Post
Cypress 3x2	3 x 2	1276 ft ²	<input type="text" value="1430"/> - <input type="text" value="1845"/>	<input checked="" type="checkbox"/> Yes	Jan 31 - 04:17 PM	Select Action Post
Ash 1x1	1 x 1	689 ft ²	<input type="text" value="1025"/> - <input type="text" value="1315"/>	<input checked="" type="checkbox"/> Yes	Jan 30 - 08:16 AM	Select Action Post
Birch 2x2	2 x 2	1111 ft ²	<input type="text" value="1230"/> - <input type="text" value="1540"/>	<input checked="" type="checkbox"/> Yes	Jan 18 - 08:41 AM	Select Action Post
Bayberry 2x2	2 x 2	1029 ft ²	<input type="text" value="0"/> - <input type="text"/>	<input type="checkbox"/> No	Nov 03 - 08:42 AM	Select Action Post
Azaela 1x1	1 x 1	819 ft ²	<input type="text" value="0"/> - <input type="text"/>	<input type="checkbox"/> No	Jun 15 - 03:39 PM	Select Action Post

 Rent price updated successfully!

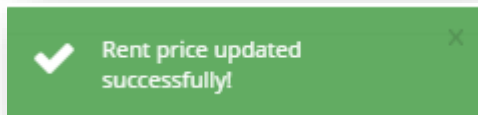
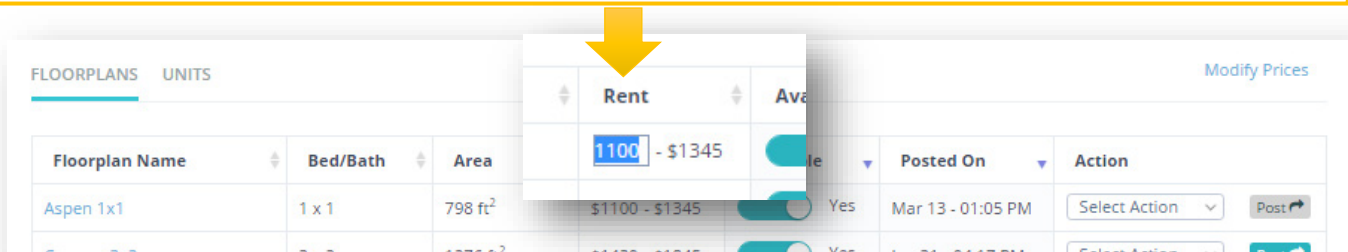
Save Rent Pricing Edits

When you are finished updating the Rent Pricing fields, click the **Save Changes** link and a confirmation message will appear.

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To Edit Rent Pricing for One Floorplan

You may also click directly onto any price to edit an individual pricing field with your mouse. Type over the current pricing with the new pricing. Click anywhere else on the screen to save your changes. A confirmation message will appear when updates are saved.

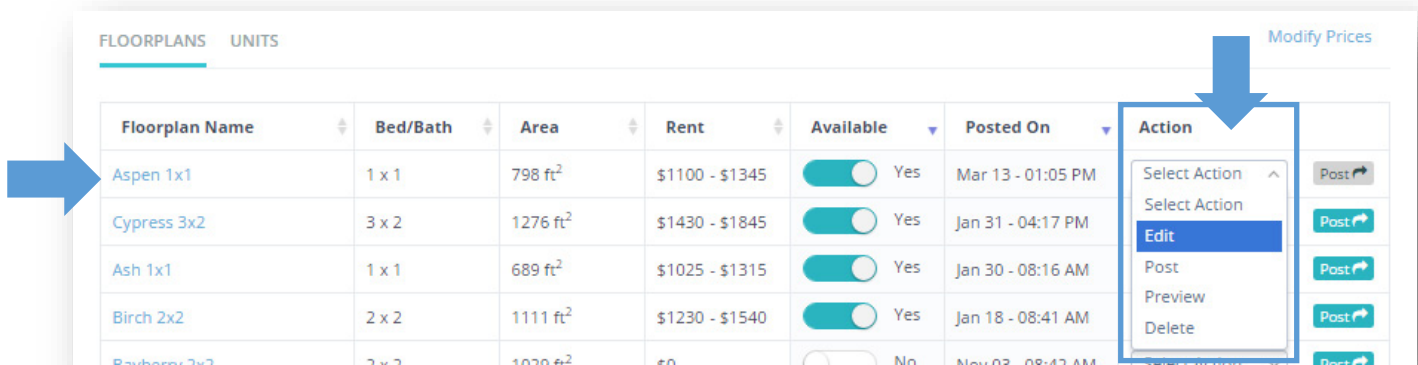


How to Edit All Floorplan Information

Floorplan Area Edit Options

Option 1: Click on the Floorplan Name.

Option 2: Choose Action > Edit.



Quick Start Guide

Floorplan Specials

To edit pricing, specials, and more, click in any field to edit the information.

New Feature for Specials! Specials may be set for a time period or you may apply the same special to all floor plans.

Click **Save and Continue** to save changes.

- To access another section (Amenities, Images, Titles) click the Section number. (Example: **2 Amenities**)
- To exit, click the **Cancel** button.

ASPEN 1X1 - STEP 1 OF 5

1 Details 2 Amenities 3 Images 4 Titles 5 Preview

Floorplan Details

Floorplan Name	Aspen 1x1	Deposit Amount	0
Bed / Bath	1 1	Deposit Options	<input type="checkbox"/> Call for Deposit
Sq Ft	798 0		<input type="checkbox"/> Deposit Varies
Rent	1100 1600		<input type="checkbox"/> Based on Credit

Specials

Special: Get one month's rent free if you sign by March 30

Special Begins: 03/13/2017 Ends: Apply to All Floorplans

Description

Description: Apartment prices may change on a daily basis due to availability.

Cancel Save and Continue

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Post Status - Tracking Update

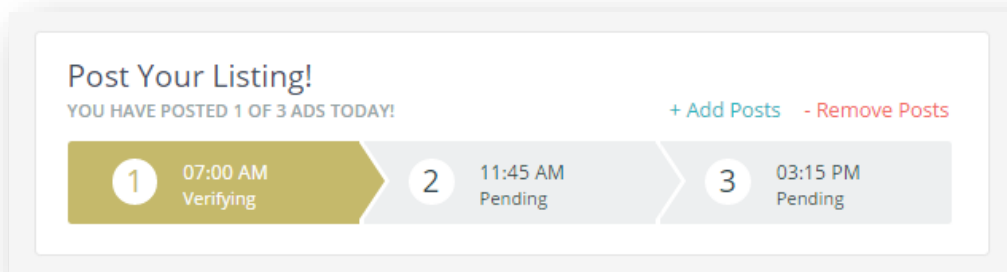
New Color Coded Ribbon Feature

Verifying Status

Once a post has been started, RapidSoft will wait for your ad to be verified by receiving a posting confirmation email from Craigslist. Until the confirmation is received, the ad will remain in gold **Verifying** status.

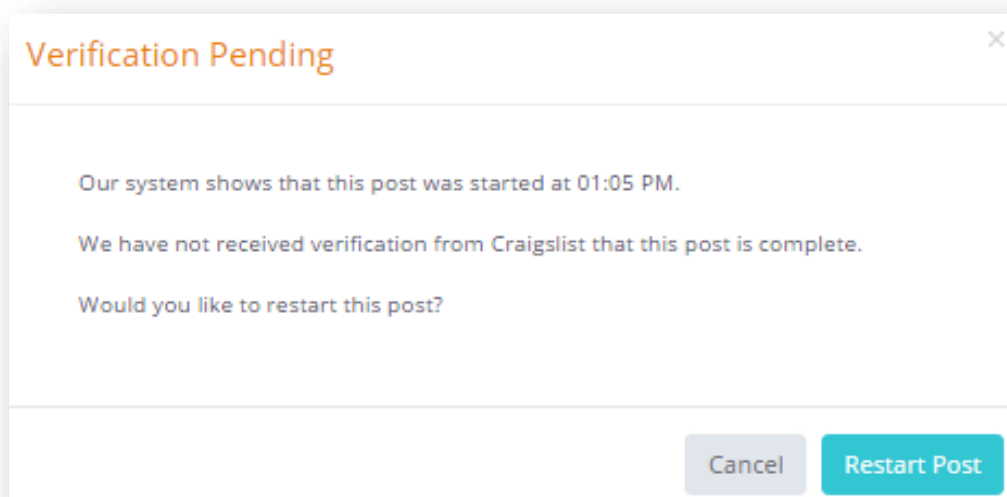
Pending Status

Posting reminders that have not been sent appear in gray in Pending status. You may click a pending ad ahead of time to initiate a new post.



Verification Pending

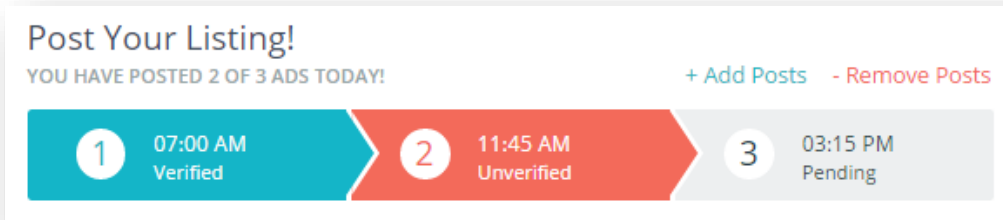
If a user tries to click on an ad that was recently started, a warning message will appear that the ad was already attempted and that **Verification** is **Pending**.



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Verified Status

A completed post that has been **Verified** will change color to blue and be marked as **Verified** on the Posting ribbon.

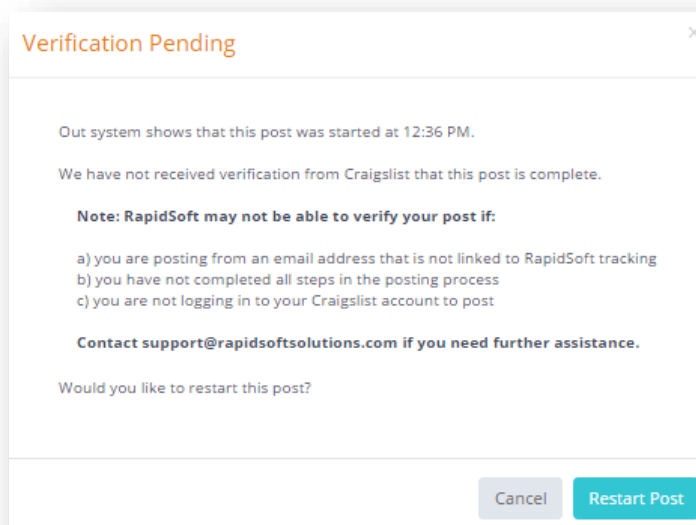


Unverified Status

If a long period of time passes and no confirmation email is received, the ad status changes to red and **Unverified**.

Verification Pending

If a user clicks on an ad that is unverified, a warning message will appear asking you to check if you are using the correct tracking account or if you've completed all the steps required by Craigslist.



Technical Support

A detailed User Guide will soon be available. For assistance with your account, contact **RapidSoft Support!**

Phone: (619) 752-4929 **Email:** support@rapidssoftsolutions.com

Hours: Monday – Friday 8 a.m. – 5 p.m. (Pacific)