


HOW TO USE PROPERTY NEWS

To view the Property News database point to TABLES and click on PROPERTY NEWS from the drop down menu.

The database will appear as a series of records. Asterisks in each of the green column headings denote whether that field is searchable, and clicking on each one arranges contents ascending or descending - signified by an upward or downward pointing triangle respectively.

The Search Bar will accept any names, dates or terms and has options for entering multiple terms. The page selection buttons will move through pages of batched records - one page up or down, or to the beginning and end of the whole database or selection. There are also options to export data to Word or Excel files.

To view an individual record, click the magnifying glass button on the extreme right hand side of each one. 




The column names of a record's table are:


- Column 1 – **Reference No (*)** – this is our database's running record number.
- Column 2 – **Reference Text (*)** – this SEARCHABLE number is a composite of abbreviations denoting the advert's publication and property supplement, date, page number, and a sequential alphabetical letter denoting distinction from any other items about Marden on that page.


For example, the advert with reference KM/Kent Homes/18/5/12/8A is from the Kent Homes supplement of the Kent Messenger on 18th May 2012 and the FIRST on page 8 – denoted by the suffix 'A'. It is a property for sale by Radfords for £310 000.


The advert with a similar reference, of KM/Kent Homes/18/5/12/8B has the suffix 'B'. This signifies the

SECOND advert on that same page and is one is for another property, again by Radfords but for £595 000. You can search by the whole or part of the reference number.

- Column 3 – **Date (*)** - the advert's date.
- Column 4 – **Name (*)**, **Road (*)**, **Area (*)** - the area as specifically as possible.
- Column 5 – **Agent (*)** - the estate agent.
- Column 6 – **Price (*)** - the price and whether for sale, rent or auction.
- Column 7 -  - clicking on this will show you the individual record.
- Column 8 -  - for editors only.
- Column 9 -  - for editors only.

 Clicking on this symbol at the top of the page enables you to print the information as an Excel file.

 Clicking on this symbol at the top of the page enables you to print the information as a Word file.

 Clicking on this symbol at the top of the page enables you to print the information as an Excel CSV file (comma separated values).