Editing a Property

1. Click **View/Edit Property** for a particular property.

2. You will arrive at the View Property page. Click 'Edit' for the General section as shown below.

3. You will arrive at the Edit Property page. Simply edit the details as required, and click UPDATE PROPERTY at the bottom once you are done. If you have sold the property, simply change the Status to 'Sold' and you can enter the sold price details.
NOTE: If the property type is a block of units, an additional 'Unit Block Details' section will be made visible, where you can edit specific unit information.

4. Your property details will be updated.