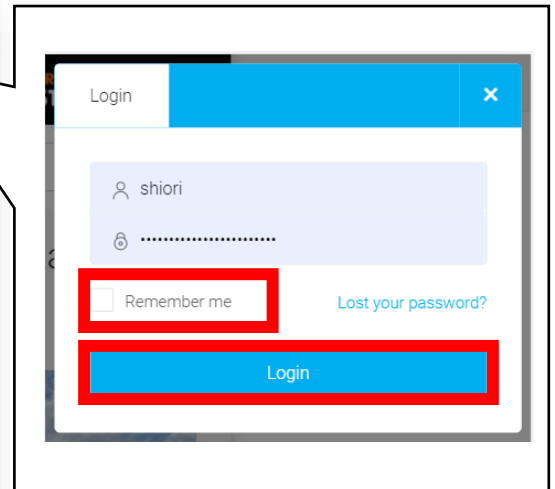
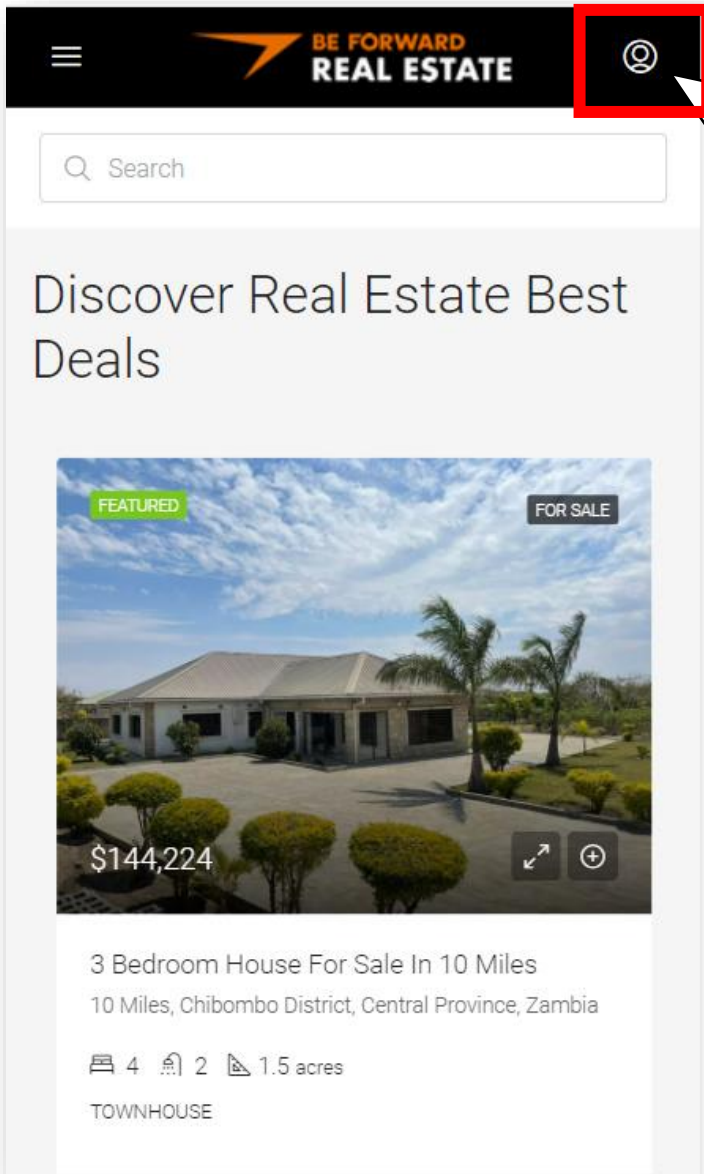




BE FORWARD Real Estate Zambia User Manual (Smartphone ver.)

Log In

<https://real-estate-zambia.beforward.jp/>



Enter Your Username and Password received by Email.

Check for “Remember me” to remember your login info.

If the log in box keeps appearing repeatedly, refresh the page on browser.

Create a Listing

Create a Listing

<https://real-estate-zambia.beforward.jp/add-new-property/>

The image shows a mobile application interface for 'BE FORWARD REAL ESTATE'. At the top, there is a black navigation bar with a hamburger menu icon on the left, the company logo in the center, and a profile icon on the right. The profile icon is highlighted with a red square. Below the navigation bar is a search bar with a magnifying glass icon and the text 'Search'. The main content area features a large heading 'Discover Real Estate Best Deals' and a featured property listing. The listing includes a photo of a house with a 'FEATURED' badge and a 'FOR SALE' badge. The price '\$144,224' is displayed below the photo. The listing details are: '3 Bedroom House For Sale In 10 Miles', '10 Miles, Chibombo District, Central Province, Zambia', '4 bedrooms, 2 bathrooms, 1.5 acres', and 'TOWNHOUSE'. On the right side, a red callout box highlights the 'Create a Listing' option in the user profile menu. Other options in the menu include 'Favorites', 'Saved Searches', 'Invoices', 'My Profile', and 'Log Out'.

Save As Draft

Remember to click this button to save information as Draft when leaving this page.

Description

Property Title:

Include brief introduction of the property. Include Type and Location.

Content:

Content should include descriptions in a paragraph followed with details such as unique and attractive points for the customers.

Type:

Choose from Options

Status:

Choose from Options

The screenshot shows the 'Create a Listing' form in the BE FORWARD REAL ESTATE system. The form is titled 'Create a Listing' and has a 'Save as Draft' button. The form is divided into several sections: 'Description', 'Property Title *', 'Content', 'Type *', and 'Status *'. The 'Description' section has a 'Description' label. The 'Property Title *' section has a text input field containing '2 Bedroom Semi-Detached Flat For Rent In Libala S'. The 'Content' section has a 'Content' label and a rich text editor with 'Visual' and 'Text' tabs. The rich text editor has a toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, and Link. The content area contains the text: 'This is a very spacious and beautiful 2 bedroom flat for rent in Libala South along Greg Lungu road. It comes with:'. Below this text is a bulleted list: '• Modern fittings', '• Inbuilt kitchen units', '• Master en-suite', '• Wardrobes', and '• Bore-hole'. The 'Type *' section has a dropdown menu with 'Apartments' selected. The 'Status *' section has a dropdown menu with 'For Rent' selected.

BE FORWARD
REAL ESTATE

Create a Listing

Save as Draft

Description

Property Title *

2 Bedroom Semi-Detached Flat For Rent In Libala S

Content

Visual Text

Paragraph B I

-
-

 “

-

-
-
-

This is a very spacious and beautiful 2 bedroom flat for rent in Libala South along Greg Lungu road.
It comes with:

- Modern fittings
- Inbuilt kitchen units
- Master en-suite
- Wardrobes
- Bore-hole

DIV

Type *

Apartments

Status *

For Rent

Price

Sale or Rent Price:

The default price is ZMW.
Enter the number for ZMW price.
Exclude texts or signs; "\$" "/" "."

After the Price (Optional):

For Rental Properties, enter "/Month"
For Sale Properties, no need to enter.
If preferred, USD price can be entered here as well. (e.g. USD 300/Month)

Media

Photos:

Upload at least 4 photos including the following.

Exterior Photos

(Whole House View, Parkway, Yard, etc.)

Interior Photos

(Kitchen, Dining Room, Living Room, Bathroom, Bedroom, etc.)

Photo Upload Rules:

- ★Cover Image should be the whole house view.
- ★No Cut Off Photos
- ★No Slanted/Sideway Photos
- ★Properties with nice photos could be advertised on our Facebook page for Free!

Minimum Photo Size: W1,440 x H900px

Maximum File Size: 30MB

See next page for good photo example.

Price

Currency

ZMW

Sale or Rent Price *

Enter the price

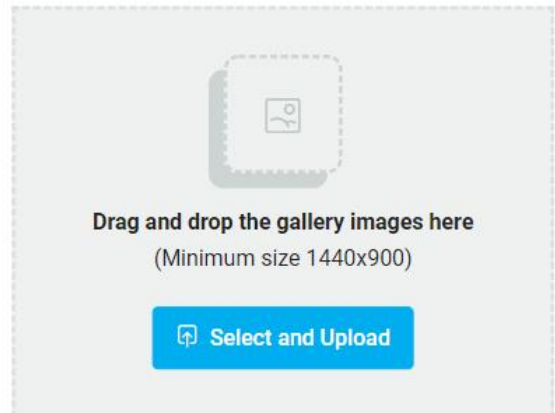
After The Price

Enter the after price

For example: Monthly

Media

Drag and drop the images to customize the image gallery order.



Click on the star icon to select the cover image.

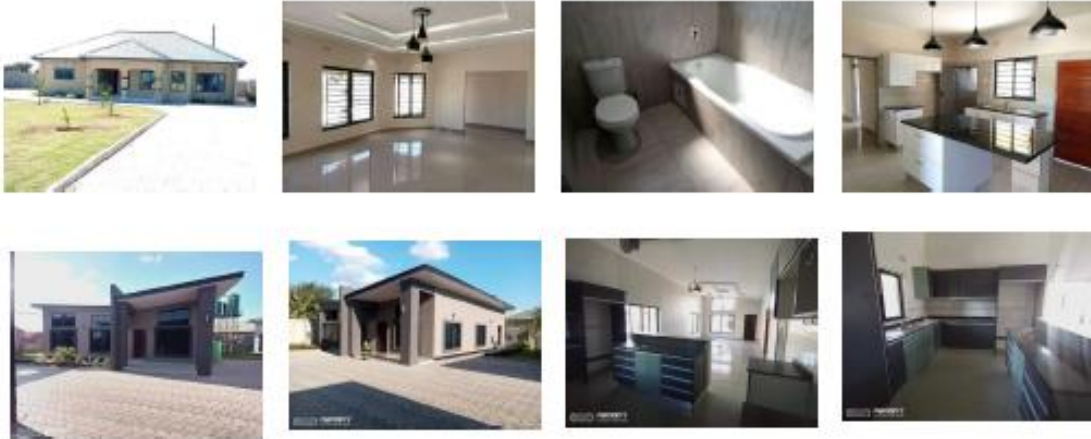


Good Photo Example

The photo must be in Landscape (Horizontal) size.

Photos should capture the object in the middle of the photo.

For photos inside rooms, please try to take the photo from the corner to capture as much space as possible in the room.



Bad Photo Example

Bad photos include cut-off, slanted, sideways, blurry, unclear, and stretched photos. Portrait (Vertical) sized photos will be cut off on the property page.



Details

Enter numbers in each field.

Bedrooms:

Enter Number of bedrooms.

Bathrooms:

Enter Number of bathrooms.

Area Size (Sq Mt):

Enter the number of property/building size. Enter number only.

Land Area (Sq Mt):

Enter the size of the property land. Enter number only.

Details

Bedrooms

Only digits

Bathrooms

Only digits

Area Size

Only digits

Size Postfix

For example: Sq Ft

Land Area

Only digits

Land Area Size Postfix

For example: Sq Ft

Features

Check boxes for all available features.

Features

<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Aluminum Framed Windows
<input type="checkbox"/> Automated Gate	<input type="checkbox"/> Barbeque
<input type="checkbox"/> Bedroom	<input type="checkbox"/> Bore Hole
<input type="checkbox"/> Burglar Bars	<input type="checkbox"/> Carport
<input type="checkbox"/> D.S.T.V.	<input type="checkbox"/> Electric fence
<input type="checkbox"/> Fully Furnished	<input type="checkbox"/> Garage
<input type="checkbox"/> Gardener	<input type="checkbox"/> Generator
<input type="checkbox"/> Gym	<input type="checkbox"/> Laundry
<input type="checkbox"/> Lawn	<input type="checkbox"/> Microwave
<input type="checkbox"/> Office rooms	<input type="checkbox"/> Pantry
<input type="checkbox"/> Paved Yard	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Sauna	<input type="checkbox"/> Security
<input type="checkbox"/> Study Room	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> TV Cable	<input type="checkbox"/> Wall Fence
<input type="checkbox"/> Washing Machine	<input type="checkbox"/> Water Tank
<input type="checkbox"/> WiFi	<input type="checkbox"/> Window Coverings
<input type="checkbox"/> Wire fence	

Location

Address:

Enter Property Address. Don't have to be exact, but have brief location similar to "Area" below.

City:

Choose from Options.

Area:

Choose from Options.

Map

Make sure the address above is correct, and [Click the Blue button](#) to pin the address on a map.

Latitude and Longitude will be entered automatically.

Location

Address

City *

Area

Map

Drag and drop the pin on map to find exact location



Place the pin in address above

Latitude

Longitude

Private Note(Non-Public)

Enter a private memo for your self.

Property Settings

Leave both as "No".

Submit Property

You will receive an Email for new listing submitted.

Then, please wait to receive another Email for an approval.

Private Note

Write private note for this property, it will not display for public.

Property Settings

Do you want to mark this property as Yes No featured?

The user must be logged in to view Yes No this property?

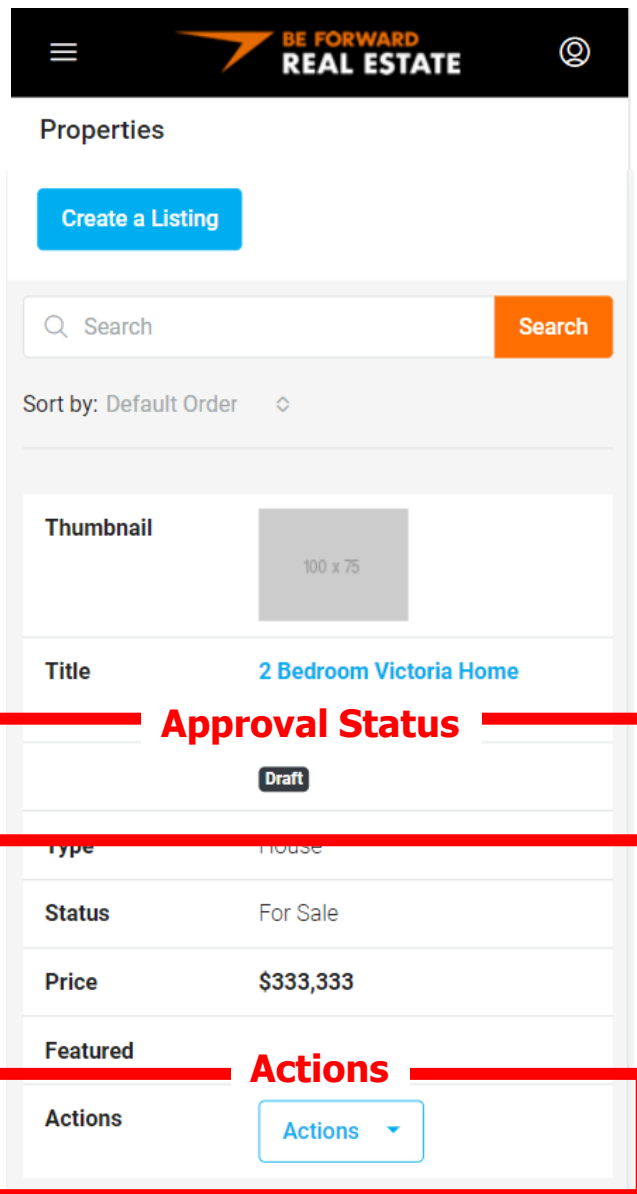
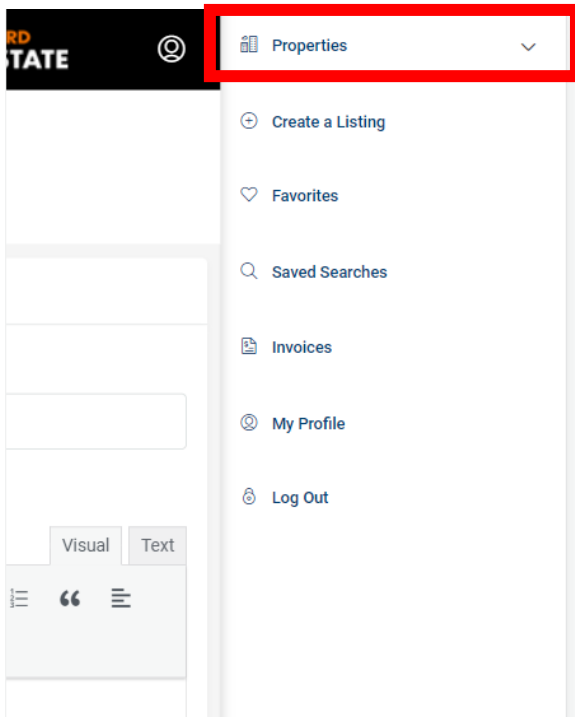
Disclaimer

Properties

Manage Your Properties

<https://real-estate-zambia.beforward.jp/my-properties/>

You can check on Approval Status, and change the Availability Status of each listings. In order to maintain quality of your listing, please make sure to "Delete" properties that are no longer available.



Approval Status:

Draft - Properties saved as draft

Pending – Properties submitted and pending approval.

Approved – Properties approved and posted on website.

Actions:

Click "Actions" to

- Edit
- Delete
- Duplicate
- Put on Hold

Please make sure to "Delete" properties that are no longer available.

My Profile

My Profile

<https://real-estate-zambia.beforward.jp/my-profile/>

BE FORWARD REAL ESTATE

Search

Discover Real Estate Best Deals

FEATURED **FOR SALE**

\$144,224

3 Bedroom House For Sale In 10 Miles
10 Miles, Chibombo District, Central Province, Zambia

4 2 1.5 acres

TOWNHOUSE

- Create a Listing
- Favorites
- Saved Searches
- Invoices
- My Profile**
- Log Out

Introduce Yourself.

Complete your profile with as much information as possible for more engagements with customers.

View Public Profile

Click to view the public page customers will see.

Upload Profile Picture:

Please use a Company Logo, or a real photo of your self. No random images or icons that's does not represent real estate.

User Name

Will remain as it is. Not changeable after registration.

Email

Will remain as it is. Not changeable after registration.

Select Your Public Name

Select from suggested options.

Agency Name

Enter Agency or Company Name.

Mobile

Enter Your Mobile Phone Number.

Whatsapp

Enter Your Whatsapp Phone Number.

About me

Introduce about you, your agent, and specialties!

About me

Visual Text

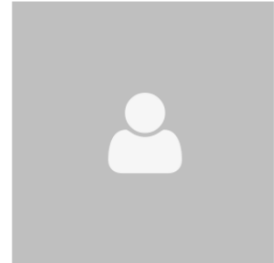
Paragraph **B** *I*

Update Profile

My Profile

[View Public Profile](#)

Information



[Update Profile Picture](#)

Minimum size 300 x 300 px

Username

shiori

Email

bfortanzaniaazizi@gmail.com

Select Your Public Name

shiori tsuchiya

Agency Name

Supervisor

License

Enter your license

Mobile

Enter your mobile phone number

WhatsApp

Enter your whatsapp number with country code

Phone

Enter your phone number

Fax Number

Enter your fax number

Language

English, Japanese

Address

Enter your address

Service Areas

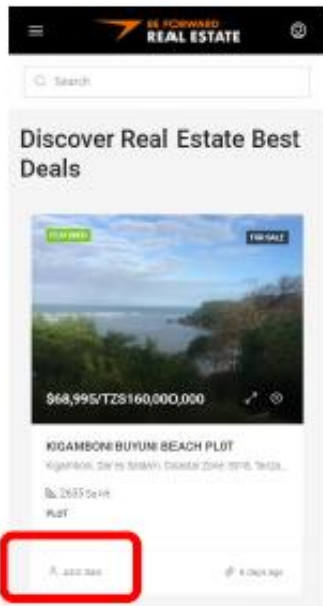
Enter your service areas

Specialties

Enter your specialties

How You will be Found and Seen.

Customer will find you from Property Page, where Call and Email buttons will be displayed at the bottom. From Contact Information, customers can visit your Profile Page.




Click to View Profile



Contact Information

Contact Information [View Language](#)

 **Azizi Said**
+255 694 936 349

Enquire About This Property

Name
Enter your name

Phone
Enter your Phone

Email
Enter your email

It's a

Click to View Profile

