Website Control Panel

Guide to updating your property website
Website Control Panel

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How to use your control panel

Each property has the ability to change and or update information that is displayed on their property website thru a very simple to use control panel. Information like what is displayed below. Any specials you might run, any of the apartment or community features can all be updated thru this control panel that you have access to. Below is an example of the properties listing page that shows the features that you are able to update.

To get to the control panel you will need to access the home page on www.amcllc.net and login using your email address and password. Once you have logged in you are taken to the main intranet page.
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Clicking the Website Help Desk link on the left will bring up different help desk options that are available to each property.

To edit different aspects on your website click Website Admin under Property Information.

This link will redirect you to your properties control panel where you can edit almost everything on your website.
Updating Property Listing

To update anything that is displayed on the listing page of www.amcapartments.com or amcllc.net you will click the property link.
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This will bring up a list showing your property.

By clicking the little paper and pencil icon this will take you into a form where you can update property info.
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You have the ability to edit the description, Price range, Unit type, Special, Hours, Pet Policy, Directions, Apartment features, and Community features.

The form above allows you to edit the information that is listed on the pages shown below.
When editing property features you will need to choose the feature you want to include from the Unassociated box by simply clicking on it.
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Click the right arrow to add the feature to the “Associated” box.

You can even select multiple at one time by holding down the Ctrl key on your keyboard and clicking the features you want to add then choosing the arrow to move the features to the Associated box.

You can remove features by doing the opposite of the above.

After you have made all of the changes needed to this screen simply click the save button.

![Save button]
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Property Website

If you have a property website set up thru AMC you can also edit the website from this control panel.

Clicking the property web template link listed below will take you to a form similar to the one you use to edit the property listing shown above.

This will bring up a form that will allow you to edit various sections of your property website.
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Most of the changes made in the form above will adjust the home page of your website shown below.

**Home Page**
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Custom Page

Each site has the ability to create their own custom page to display anything they would like. Below is an example site display different surveys that are available for the property. Using the form shown above you will create/update this page.
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**Amenities Page**

Any updates that are needed for this page are made using the property link discussed at the beginning of this guide. You are able to edit the Description, Apartment Features, Community Features, and Office Hours.

Please refer to the first section to see how to update those areas.
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Floor Plans Page
Clicking the property floorplans link listed below will take you to a form similar to the one’s you have seen so far.

If they are floor plans listed for your property you will see a listing of floor plans similar to what is displayed above.

If you would like to edit a floor plan you can click the small pencil and paper icon. If you would like to remove a floor plan you can click the small paper icon to the right of the edit icon.

Editing a floor plan is very simple, once you have clicked the edit icon on the right for the floor plan you would like to edit you will be take to a screen similar to what is display below.
Adding the actual floor plan image is very simple. Clicking browse button show below lets you search for a particular photo you would like to upload.
Unit Availability

One of our newest additions to our new AMC Template is the ability to display real-time unit availability that pulls directly from AIM. We also have the ability to add your screening company to our unit availability page and have the resident apply directly online.
To answer a few questions that you are probably having:

1. Our unit availability only displays 3 units. So, if your property has a unit that has 5 available the website will only display 3. We want to be able to inspire a feeling of urgency so that the potential resident will be more inclined to call.

2. The unit availability displays the longest sitting vacant units.

Disclaimer:
This system is live and pulls instantly from AIM. Please be very wary of your current rent rates that are displayed in AIM and make sure to be updating and checking your rent rates very frequently.