Manage Your Properties

Move your mouse over the **My Properties** option on the header bar and click **Manage Your Properties** option to manage property specifics.

A list of your properties grouped by type (**Owner, Tenant, Agent**) will be presented along with information about any agents or tenants who are currently allocated to the property.

Click on a property to view the Detailed Property View for that location.

Move your mouse over the **Operations** button associated with a property to reveal a menu.
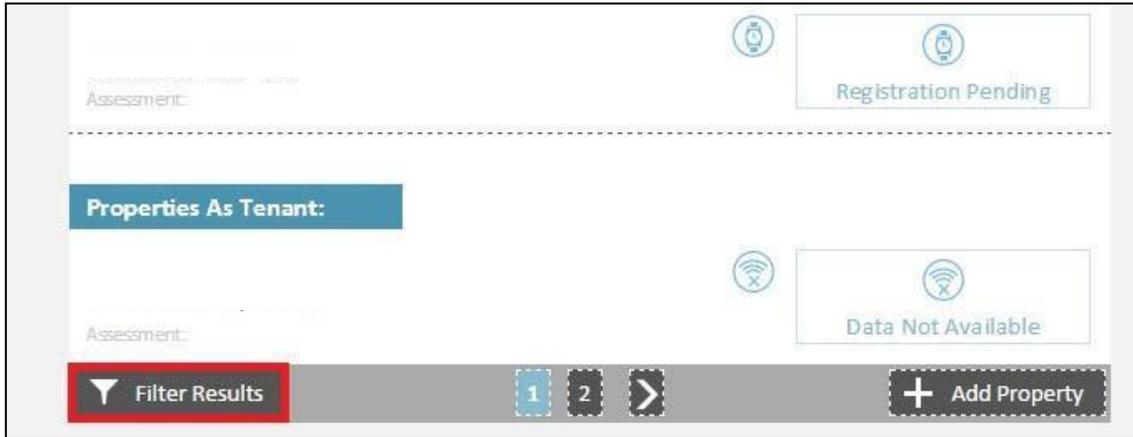

Filter Results

Results can be filtered to assist users with a large number of properties to search for a specific property or subset of properties. Click **Filter Results** to view the filtering options available. A popup window will be displayed with options to filter the properties displayed.

- **Include only ACTIVE properties**. This will only include properties that have been registered and are still active within your profile (haven't been deleted).
- **Include only INACTIVE properties.** This will only show those properties that have been deleted and the option to access old data for 30 days has been checked.
- **Include both ACTIVE and INACTIVE properties.** This will include all active properties and will also include those that have been deleted and the option to access old data for 30 days has been checked.

Filter by Street Name -This will restrict the properties displayed by street.
Filter by Suburb -This will restrict the properties displayed by suburb.

 - To reset the filter options to their starting point, click **Reset to Default**.

 - Click the **Apply Filter** button to filter the properties displayed by the criteria supplied.

 - Click **Cancel** to close the filter popup window.