

# PROPERTY MANAGEMENT SYSTEM

## User Guide

### THE 4-1-1 ON THIS USER GUIDE:

The Governor's Office of Economic Development's (GOED) website was created with you in mind! One of the purposes of the website is to provide an easily accessible way for you to post and update properties that are for sale or lease in your community. To introduce you to the website we've created this User Guide with FAQs. Please read on to learn how to list and maintain your properties and maximize their saleability.

### WHY SHOULD I UPDATE THE WEBSITE?

- Free advertising
- Information instantly updated
- GOED regional reps direct Site Selectors & Business Prospects to the website
- Promote your community through available buildings and land

### HOW DO I REGISTER?

In order to submit, edit and remove properties from the website you must be registered. Follow these instructions if you need to register or skip to the "How do I update the website" instructions if you have already registered with the system.

1. Go to the GOED website:  
<http://www.SDreadytowork.com>.
2. Click on the **Available Properties** link. This will bring you to the property search page.
3. Next, click on the **Add/Edit Properties** link in the right-hand navigation pane. This will bring you to the add/edit page.
4. To register click on the **Register** link located below the submit button. This will direct you to the Registration page.
5. Once you have typed your contact information hit the **Register** button and a confirmation screen will pop up. After your information has been reviewed you will receive an email indicating that you have been given access to the Property Management System.

#### KEY WEBSITES

**Governor's Office of Economic Development Home Page**

<http://www.SDreadytowork.com>

**Property Search Page**

<http://www.SDreadytowork.com/Property/search.aspx>

**Property Management System Log-In**

<http://www.SDreadytowork.com/Property/login.aspx>

### HOW DO I UPDATE THE WEBSITE?

1. Go to the GOED Property Management Log-In Page. <http://www.SDreadytowork.com/Property/login.aspx>. Once you have successfully logged-in you will be directed to the Property Management System home page.
2. Use the menu on the left side of the page to navigate through the site. Click on **Property Management** in order to Add, Edit or Delete properties.

### MY PROPERTY IS ALREADY LISTED ON THE SITE, HOW DO I EDIT IT?

In order to update a property that was posted to the website prior to your registration, you must obtain editing rights for that specific property. This is a safeguard to prevent others from accidentally updating properties they are not affiliated with. Please contact the site administrator to obtain editing rights.

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### ARE THERE ANY GUIDELINES FOR POSTING PICTURES OR MAPS OF MY PROPERTY?

There can be a total of 4 images posted to the site for each property listed, enabling you to show several different views of your property. The size limit for each image is 50 kb as images larger than this slow the website and make it more difficult for prospects to view your properties. Please note, you will not be able to upload photos larger than 50kb. If you need help resizing photos, please contact the GOED and we can help.

### CAN CUSTOMERS SEARCH FOR MY PROPERTIES?

Prospective businesses can search for properties using Location, Price, Size and Classification criteria. To ensure that your property is presented when customers use the search function please accurately supply the required information (see box to the right for required information).

### I'M NOT COMPUTER SAVVY...HOW CAN MY PROPERTIES BE ADDED OR UPDATED WITHOUT USING THE SYSTEM?

Properties can be added by downloading, completing and submitting one of the forms available at:

<http://www.SDreadytowork.com/Property/forms.asp>

Once you have requested that your property be added to the site, it is your responsibility to make sure the information you supply is up to date. Please remember to check the site occasionally to verify that your property information is current.

When requesting that a property be added/edited please allow a few days for the information to be posted to the website. If you would like to have information posted immediately please register and use the Property Management System.

### CAN I HYPERLINK TO THE GOED WEBSITE FROM MY SITE?

Yes. The GOED website is a free service to help promote the sale and lease of your properties. Please feel free to: hyperlink to the website or to a PDF of a property spec sheet from your website; provide hyperlinks in emails to customers and colleagues; save the PDF to your computer and email it to customers and colleagues; post the property spec PDF on your website; and use the PDFs in information requests.

### I STILL HAVE MORE QUESTIONS...WHO CAN I CONTACT?

Contact the site administrator, Jenny Ondell, via email at [jennifer.ondell@state.sd.us](mailto:jennifer.ondell@state.sd.us) or phone 1-800-872-6190.

#### MINIMUM INFORMATION REQUIRED\* TO LIST A PROPERTY

##### Buildings

Building Name

Address

City

Building Classification

Available Square Feet

Sidewall Height

Data Available

Site Acres

Acres Available for Growth

##### Land

Park/Land Name

Location

City

Site Classification

Available Acres

*\*The system will not accept submissions without this information*