PUBLIC OPERATIONAL GUIDE

Developments Setup (Residential and Commercial)

Audience	Builder customer and sales team
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Purpose

Use this guide to set up a development from start to finish. Every development follows the same ordered steps in the left menu. A development appears on your public website only when it is approved, linked to the website and the website is published.

Tip: The Continue and Back buttons at the bottom of every page follow the menu order, so you can work straight down the list.

1. The steps, in order

- Identity & overview: name, type, positioning, address, possession date and description.
- Project highlights: short points that make the project stand out.
- Configurations & pricing: the home or unit types and how each is priced.
- Amenities: shared facilities, with up to four featured.
- Gallery & media: photos and the cover image.
- Location: map link, overview and nearby landmarks.
- FAQs: questions buyers ask, with visibility set for the public site.
- Documents: brochure, floor plans and other project documents.
- Legal & RERA: optional builder-supplied registration details.
- Review & approve: the internal review that makes the development eligible for a website.

2. Keep to the limits

- Highlights need at least one (Luxury needs three). Titles are short.
- The gallery needs at least one image and one cover, with up to ten (Luxury needs eight).

- Amenities are chosen from the approved list plus a few custom ones. Amenity and highlight text cannot contain prices, offers, approvals or contact details.
- Each configuration needs its pricing choice and a pricing acknowledgement.

3. Documents

- Upload each PDF to the Media Library first, then link it on the Documents page.
- Categories are Floor plan, Brochure and Project document. A floor plan links to one of your saved configurations.
- Access can be Direct download, or Ask for name and mobile first. The second option needs the enquiry form to be switched on.
- Documents show on the public development page in the Floor plans & documents panel once they are visible, the development is approved and linked, and the website is published again.

4. Legal & RERA is optional

You can add the state, a registration number, a public link, a validity date and a note, and you can attach a certificate PDF. IND EstatePilot does not verify any of it, so enter only facts you are entitled to publish. Editing optional legal details on an approved development does not send it back for approval.

5. Read the progress

The six boxes at the top group the steps into phases, and the menu shows each step's status. Amenities shows Added once you have chosen amenities. Gallery & media shows its own percentage. A development is ready for review when every required step is complete.

6. Approve, link and publish

- Complete Review & approve so the development is approved.
- Open the website, then Developments, and link the development to it.
- Turn on Featured developments in the Home builder if you want projects shown on the Home page.
- Run the website review and publish. See the Review, Publish and Go Live guide.

Support and escalation

Use the configured public Support contact for workflow questions. Do not send customer information, passwords or secure links.

Before a commercial launch

Terms, Privacy and Support content still needs approved legal text, support ownership and production configuration outside this guide. This guide is operational guidance, not legal advice.

Use only the current visible IND EstatePilot workflow and the responsible support process. This guide does not replace legal, compliance, security or external platform decisions.