



Not Your Ordinary Virtual Tour![™]

Designated Administrator Quick Reference Guide

This Quick Reference Guide is just a series of brief instructions for getting several common VisualTour Administrator tasks completed without going into details about the assorted options.

Office Management

1. Click OFFICE MANAGEMENT, and then click ADD in the upper right.
2. Enter the office information accordingly. The office title is usually the city name of the office's location. Click SAVE in the upper right.
3. To make changes to the office click edit/delete to the right of the office title. Make the appropriate changes and click SAVE in the upper right.
4. To delete an office click DELETE in the upper right.

Agent Management

1. Click AGENT MANAGEMENT, and select ADD AGENT in the drop-down menu in the upper right.
2. Enter the agent's first name, last name, select the appropriate office from the drop-down menu, and click NEXT.
3. Scroll down to the section "The following fields will be used when viewing a tour." Enter the agent's Pager Email Address (the email to the agent's cell phone to receive text messages generated from the PAGE ME feature on the tour.) Please note: If you leave this field blank, the PAGE ME feature will be disabled. Enter the agent's website address, if applicable. Make changes under CONTACT INFO if needed.
5. WEBMASTER INFORMATION is optional; you'd enter a secondary email address for new tour notification emails.
6. To upload your agent's photo from this page click AGENT PHOTO, and browse for it on your computer. Click FINISH when done.
7. To edit information on an already entered agent, click AGENT MANAGEMENT, and then click VIEW next to the agent.
8. Select EDIT AGENT in the drop-down menu in the upper right, and make the changes.
9. The VIEWER LAYOUT in the drop-down menu allows you to upload a personalized banner, edit/add phone contact information, and enable/disable features on the tour viewer.

Agent Photo

1. To upload your agent's photo click AGENT MANAGEMENT.
2. Click VIEW next to the agent.
3. Click the drop-down menu in the upper right and select EDIT AGENT.
4. Click AGENT PHOTO, and BROWSE for the agent photo. Please note: The picture should be 100 x 140 pixels.
5. Once located click OPEN and click UPLOAD.
6. To remove the agent photo click REMOVE.

Auto Linking Setup

1. To establish automatic linking to any of the given websites or Multiple Listings Services click SETUP.
2. Please read the information provided about the specific website, check PLEASE AUTOMATICALLY LINK MY VISUALTOURS...on the bottom of the page if you agree to have your tours linked. Please note that for some websites tours will only be linked if you're a customer of the website.
3. Linking tours to Realtor.com: A \$19.95 fee applies UNLESS you are a REALTOR.com Showcase Listing Enhancement customer.
4. The auto linking sites you select will be enabled when your agents upload their tours.

EMAIL MY AGENTS

1. Utilize this feature to blast email all VisualTour account holders within your brokerage.
2. Click SEND after you composed the email.

My Tours

1. MY TOURS on the broker account displays all tours uploaded from agents within your brokerage. Click the photo to view the tour.
2. The tour edit options are located to the left of the photo. Options include INFO (edit/view the tour info), PHOTOS (add/edit/view photos on the tour, edit/view the flyer or to add hotspots), LINK (linking instructions), and DELETE (permanently remove the tour). Please note: Once the tour is deleted there is no way to get it back.
3. DETAILS to the right of the page allows you to track detailed information on how many times a tour has been viewed, how many times to tour has been emailed, the agent has been emailed, etc. To email or print this report, click EMAIL or PRINT in the upper right.

Viewer Layout

1. The banner image will appear on all of your tours. Please email your company logo to graphics@VisualTour.com. The logo will be placed on the left portion of the banner to allow you up to 3 lines of text on the right. Each line should not contain more than 50 characters. Please provide the text to the graphics department in your email.
2. You have the option to add your own banner by clicking ADD and then BROWSE to locate the image on your computer. The banner image must be 468 x 60 pixels and should be a JPEG or GIF image type. The banner can consist of the company logo, company slogans, address, and/or phone numbers.
3. Banner URL is what website the banner will link to when clicked on. Please enter your company website address (e.g. <http://www.mywebsite.com>).
4. Check DISABLE AGENT BANNER if you choose to have the same banner on all tours. Do not check DISABLE AGENT BANNER if you choose to allow your agents to upload their own.
5. The graphics department will choose the most suitable viewer skin to match the company logo. To change the viewer skin click CHANGE, and SELECT your preference.
6. Check DISABLE AGENT SKIN if you choose to have the same skin on all tours. Do not check DISABLE AGENT SKIN if you choose to allow your agents to pick their own.
7. Add/edit phone contact information under CONTACT OPTIONS. This information will be displayed next to the agent photo when the tour is being viewed. Please note: The agents will have the option to change these numbers to their own.
8. Please specify which viewer you prefer under VIEWER TYPE. Please note: The Flash viewer has a minimal loading time.
9. To set your tours to automatically start and go through the scenes, check AUTOPLAY ON START under VIEWER OPTIONS.
10. Changing the settings under GLOBAL SETTINGS will change ALL of your existing tours. If you would prefer to change the Duration, Pan Speed, Pano Start, or Transition Effect for an individual tour, do so from the Photos page of that tour (My Tours -> Photos -> Edit). To change the music file for an individual tour, do so from the Info page for that tour (My Tours -> Info).