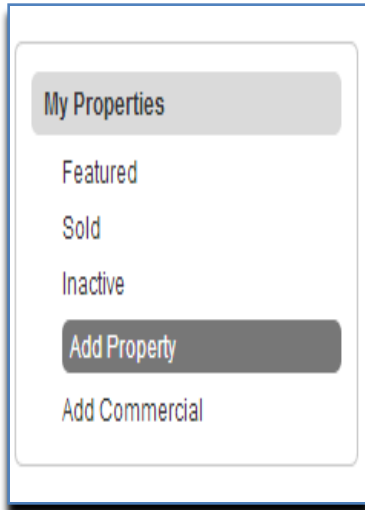


Client Account Tracking Index



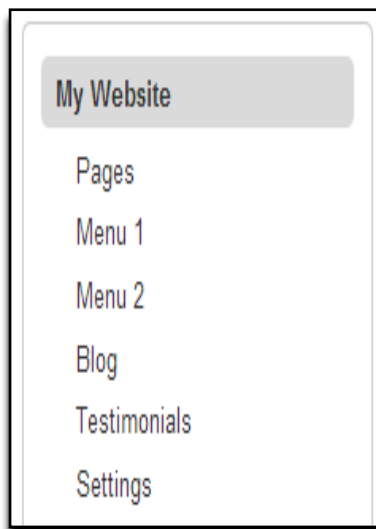
My Properties Menu

1. [My Featured Listings](#) (Featured)
 - a. [Ribbons](#)
 - b. [Add Reciprocities](#)
2. [My Sold Listings](#) (Sold)
 - a. [Change Sold Property Ribbon](#)
3. [Inactive](#)
4. [Add Property](#)
5. [Add Commercial](#)



My Details Menu

6. [My Details Menu](#)



My Website Menu

7. [Pages](#)
 - a. [Add new page](#)
 - b. [Edit existing page](#)
8. [Menu](#)
 - a. [Edit labels](#)
 - b. [Link to blog article or offsite in menu](#)
 - c. [Add a page to a menu](#)
9. [Blog](#)
 - a. [Add or edit new post](#)
10. [Testimonials](#)



Client Account Tracking – Navigating My Properties Menu

My Properties Menu - **Featured Listings** (General Information)

1. Layout will look like *My Featured Listings* example screenshot on the right.
2. As the client, you can update the following areas:
 - Off-market Properties Tab (green indicated box).
 - Currently uploaded Featured listings
 - Reciprocity Listings
 - Upload Reciprocity Listings

Note: My featured Listings Page shows current listing(s) that are uploaded directly from MLS.

My Featured Listings

Please update the following off-market properties

Please update your off-market properties below as either "sold" or "not sold" and click "submit"

211 - 7431 Blundell Road
\$205,000
MLS# V984632
No Ribbon

35 - 9288 Knefer Ave
\$555,000
MLS# V963247
No Ribbon

Reciprocity Listings

13 7249 LANGTON RD
\$490,000
MLS# V980054
delete

38 5820 DOVER CR
\$475,000
MLS# V981091
delete

11 11160 KINGSGROVE AV
\$329,000
MLS# V975543
delete

Add Reciprocity Listing



Client Account Tracking – Navigating My Properties Menu Continued

My Properties Menu –Featured Listings – Ribbons

Page | 3

(General Information)

3. **Ribbons** are customizable side banners that appear on the featured property listing pictures.



Example 1: Ribbon with Featured Listing

Example 1: Ribbon with Featured Listing (Left Blank)

4. **Ribbon Properties** is the drop down menu where the client can edit the Ribbon or mode feature. (Shown in example 2)

5. The client can choose to customize the Featured Listings with the following **Ribbons** or mode options to use:

- Ribbon

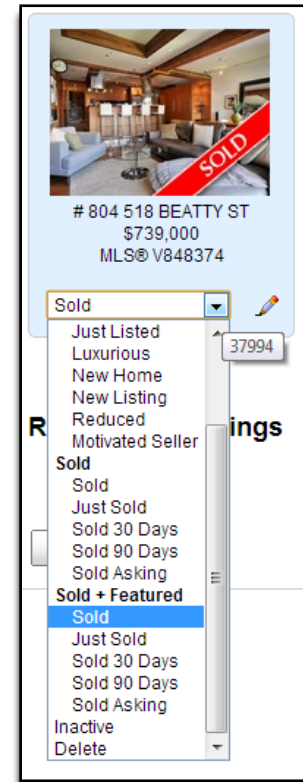
- For Sale;**

- No Ribbon (Will not show side banner)
 - Assignment
 - Coming Soon
 - Contemporary
 - Just Listed
 - Luxurious
 - New Home
 - New Listing
 - Reduced
 - Motivated Seller

- Sold;**

(Will **not** show up in **Featured Listings**)

- Sold
 - Just Sold
 - Sold 30 Days
 - Sold 90 Days
 - Sold Asking



**Example 2:
Ribbon Properties**



Client Account Tracking – Navigating My Properties Menu Continued

Sold and Featured;

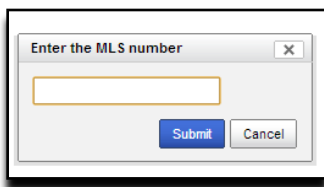
(Will now show up in **Featured Listings**)

- Sold
- Just Sold
- Sold 30 Days
- Sold 90 Days
- Sold Asking
- Deactivate
 - Hides listing from Online View
- Delete
 - Deletes permanently from Featured Properties

Page | 4

My Properties Menu – My Featured Listings – **Add Reciprocity** (Procedure)

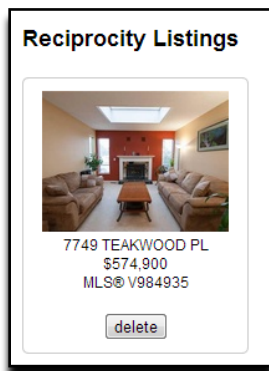
1. Click on **Add Reciprocity** Tab.
MLS Number screen populates.



Example 5: MLS Screen

Note: Reciprocity Listings are used to show other Real Estate Agent listings. Great idea for **new** Real Estate Agents starting out without any listings.

2. Add reciprocity asks for MLS Number (i.e: V9788232)
Reciprocity Listing will populate. Show

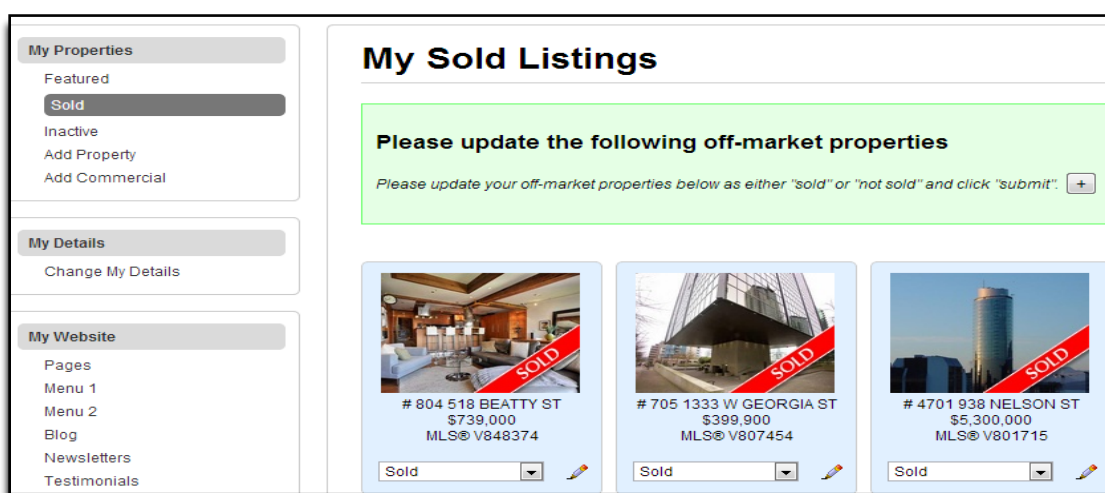


Client Account Tracking – Navigating My Properties Menu Continued

My Properties Menu – My Sold Listings (Procedure)

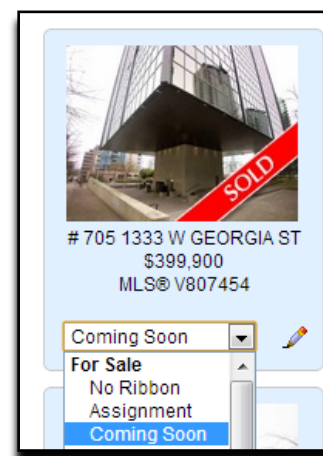
Page | 5

1. In My Properties Menu, click **Sold** option.
2. All Sold MLS searches will display on left hand page.
(As shown below.)



My Properties Menu – My Sold Listings – **Change Sold Property Ribbon** (General Information)

Important! If property ribbon is changed in the Ribbon drop down menu and the option is selected in Subsection **For Sale**, The Sold listing will disappear from My Sold Properties and placed in property listing as **"My featured Listings."** If Property is placed into Sold and Featured from My Properties



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Client Account Tracking – Navigating My Properties Menu Continued

My Properties Menu – **Inactive** (General Information)

Page | 6

1. In **My Properties** menu, click **Inactive** Option.
Shows Inactive properties placed as inactive.

My Properties Menu – **Property** (General Information)

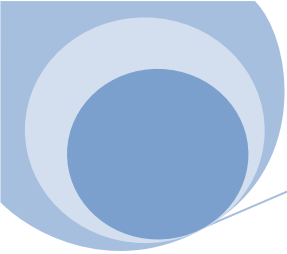
1. In **My Properties** menu, click **Property** Option.
2. Can override MLS listings and add in properties that you have sold with other realtor group or real estate agent.

My Properties Menu – **Commercial** (General Information)

1. In **My Properties** menu, click **Commercial** Option.

Note: MLS will **not** add Commercial Properties. Real Estate Agents will need to add in their own commercial properties. Please note that we also current do not provide commercial floor plans.





Client Account Tracking – Navigating My Details Menu

My Details Menu – **Change My Details** (General Information)

Page | 7

1. In **My Details** Tab, click **Change My Details**.
2. Change My Details information will appear to the right.

My Details

ID	<input type="text" value="2"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Agency	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Province	<input type="text"/>
Postal Code	<input type="text"/>
Phone	<input type="text"/>
Direct	<input type="text"/>
Cellular	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
Basic File Upload	<input type="radio"/> Yes <input checked="" type="radio"/> No

Note: Client will be able to update the following information that appears on their website.
(Information left blank)



Client Account Tracking – Navigating My Website Menu

My Website Menu – Page

Page | 8

1. In **My Website** Tab, click on **Pages**.
Pages (Page) will populate in the main window.

Pages			
Add New Page			
Title	Excerpt	Type	Date
About Us	As a REALTOR, I am dedicated to selling your house or finding you the dream home you are searching f	About Us	26th Mar 2013
Blog		Blog	26th Mar 2013
Buyers and Sellers	Buyers When you buy a home the steps to a successful purchase are very important, after all this is	Buyers and Sellers	26th Mar 2013
Contact		Contact	26th Mar 2013
Featured Properties		Featured Properties	26th Mar 2013
Home Evaluation		Home Evaluation	26th Mar 2013
Links	Real Estate: Realtylink.orgrealtor.caBC Assessment AuthorityCanadian Real Estate AssociationMultiple	Links	26th Mar 2013
Listing Search		Listing Search	26th Mar 2013
Market News		Market News	26th Mar 2013
Mortgage Calculator		Mortgage Calculator	26th Mar 2013
Mortgage Rates		Mortgage Rates	26th Mar 2013
Property Map Search		Property Map Search	26th Mar 2013
Sold		Sold	26th Mar 2013
Testimonials		Testimonials	26th Mar 2013
Welcome	Whether you are a buyer, a seller, an investor, or just browsing the market, here you will find all	Welcome	26th Mar 2013
New Development	New Development page Content coming soon!		26th Mar 2013
2 Days Advantage	Receive New Listings 2 days before MLS.ca [simpleform subject="sign up to get 2 days advantage" mess		26th Mar 2013
Open House This Week	Open House content Content coming soon!		26th Mar 2013

Here you can create a new page or edit an existing one.



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Client Account Tracking – Navigating My Website Menu

My Website Menu – Add New Page

1. In **Pages**, click on **Add New Page**.

This window will populate. Edit your content.

Page | 9

Add New Page

Your Page's Title (On the actual page)

Heading

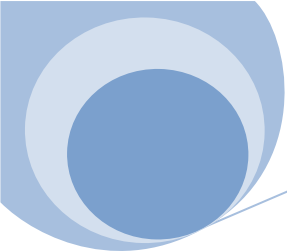
Content

Write your content here

Here you upload pictures from your desktop

Once information has been filled out and uploaded. Scroll to the bottom and update this portion.





Client Account Tracking – Navigating My Website Menu

My Website Menu – Add New Page Continued.

1. Fill in the information below and **click on Save**.

Your page will now appear online.

Click on the page again in pages.

Page | 10

Path: p

Permalink

Page Title

Keywords

Description

Header Image

Parent

Position

Order

save delete

Type in your pages name that will appear on search engines. You can call it the same as your title.

Add keywords in here for SEO purposes if needed

Add Description

Choose File No file chosen

Legacy item from old system. No need to use as we now have menus for clients to organize pages.

2. To Preview the new page, click on preview Page at the top right.

3. This page is now live. Once you are satisfied with the new page, organize this page in [My Menu's section](#).



Client Account Tracking – Navigating My Website Menu

My Website Menu – Edit Existing Page

1. In **Pages**, click on any of the pages shown in blue.

Your identified page to edit will now populate.

Page | 11

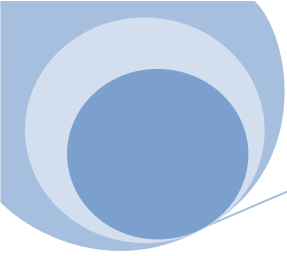
Pages

[Add New Page](#)

Title	Excerpt	Type	Date
About Us	As a REALTOR, I am dedicated to selling your house or finding you the dream home you are searching f	About Us	26th Mar 2013
Blog		Blog	26th Mar 2013
Buyers and Sellers	Buyers When you buy a home the steps to a successful purchase are very important, after all this is	Buyers and Sellers	26th Mar 2013
Contact		Contact	26th Mar 2013
Featured Properties		Featured Properties	26th Mar 2013
Home Evaluation		Home Evaluation	26th Mar 2013
Links	Real Estate: Realtylink.orgrealtor.caBC Assessment AuthorityCanadian Real Estate AssociationMultiple	Links	26th Mar 2013
Listing Search		Listing Search	26th Mar 2013
Market News		Market News	26th Mar 2013
Mortgage Calculator		Mortgage Calculator	26th Mar 2013
Mortgage Rates		Mortgage Rates	26th Mar 2013
Property Map Search		Property Map Search	26th Mar 2013
Sold		Sold	26th Mar 2013
Testimonials		Testimonials	26th Mar 2013
Welcome	Whether you are a buyer, a seller, an investor, or just browsing the market, here you will find all	Welcome	26th Mar 2013
New Development	New Development page Content coming soon!		26th Mar 2013
2 Days Advantage	Receive New Listings 2 days before MLS.ca [simpleform subject="sign up to get 2 days advantage" mess		26th Mar 2013
Open House This Week	Open House content Content coming soon!		26th Mar 2013



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Client Account Tracking – Navigating My Website Menu

My Website Menu – Menu's

1. In **My Website** Tab, click on **Menu**.

Page | 12

Menu will populate in the main window.

Top Menu

add menu

< remove >

Home

add

< remove >

Properties

Featured Properties

Property Search - Map

Property Search - Listing

Sold

add

This will almost always be a title and not a link

< remove >

Resources

Buyers & Sellers

Home Evaluation

Market News

Mortgage calculator

Mortgage Rates

add

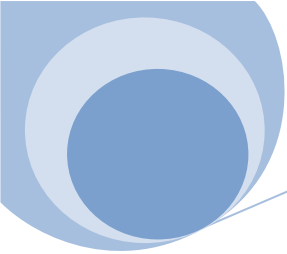
< remove >

About

add

These will be links to pages you have created, pixilink or ones linking to other sites (added by you).





Client Account Tracking – Navigating My Website Menu

My Website Menu – Edit Menus

1. In **Menu's**, click on **Add New Menu** button.
This page will populate (as shown below)

Page | 13

General:

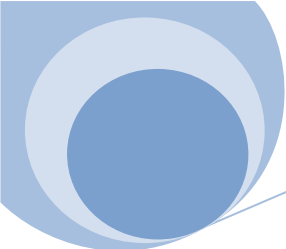
For Editing Labels:

The screenshot shows a dialog box with three tabs: 'Label', 'Custom', and 'Pages'. The 'Label' tab is selected. Inside the dialog, there is a text input field containing the word 'Properties'. Below the input field, a red warning message states: 'This will only become a label. Does not link anywhere and organizes your menus links'. At the bottom right of the dialog, there are three buttons: 'cancel', 'delete', and 'save'.

For creating a link to a page or to a blog article/category you've created on your site:

The screenshot shows the same 'Edit Menus' dialog box, but with the 'Custom' tab selected. On the left side, there are two radio buttons: 'Label' (which is circled in red) and 'URL' (which is circled in blue). To the right of these buttons, there are two text input fields. The first field is labeled 'Name your link' in red text and is empty. The second field is labeled 'Add in your URL address' in blue text and contains the text 'http://'. At the bottom right of the dialog, there are three buttons: 'cancel', 'delete', and 'save'.



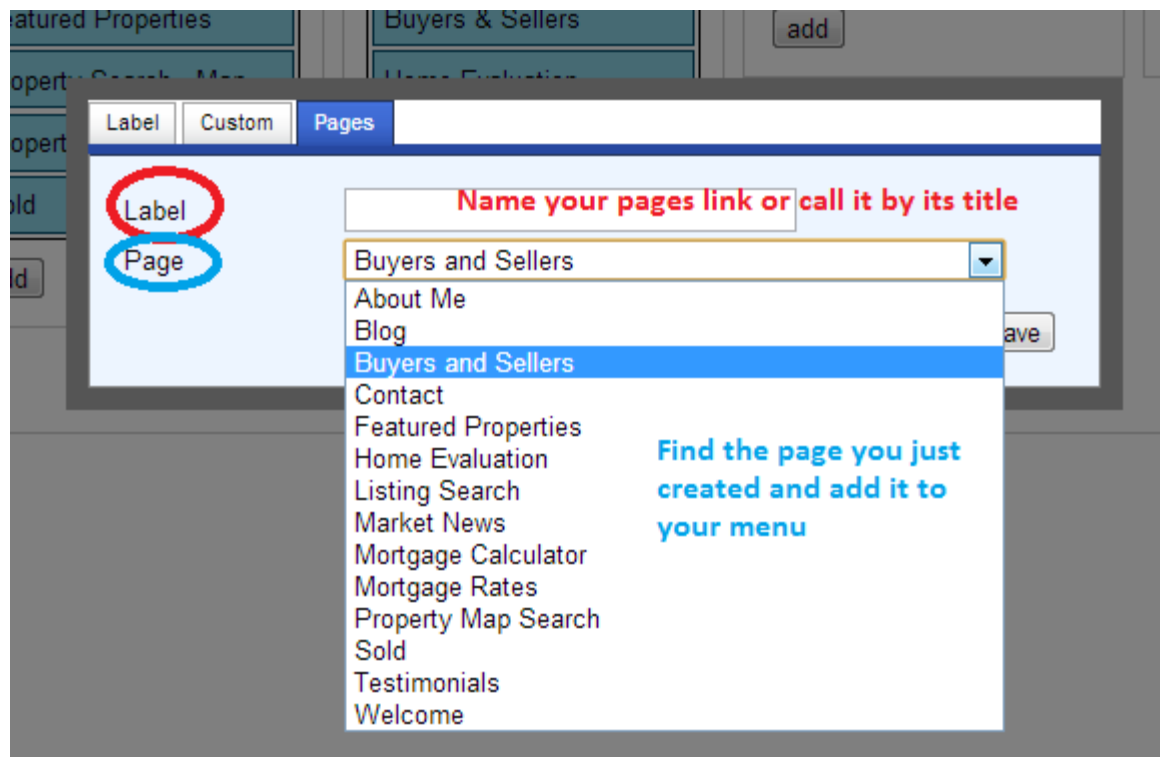


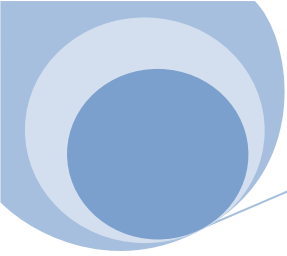
Client Account Tracking – Navigating My Website Menu

My Website Menu – Edit Menus

For adding in new pages you’ve just created!

Page | 14





Client Account Tracking – Navigating My Website Menu

My Website Menu – Blog

1. In **My Website** Tab, **click** on **Blog**.
Blog Page will populate in the main window.

Page | 15

My Blog

Click Here to add new post

Add New Post

Date	Title
15-03-2013	New Listing 1344 128a Street, Surrey, BC
04-03-2013	New Listing # 105 9333 ALBERTA RD, Richmond, BC

Click on any of these to edit current post



Client Account Tracking – Navigating My Website Menu

My Website Menu – Add New Post (Blog)

1. In **Blog**, click on **Add New Post** button.
This page will populate (as shown below)

Page | 16

Add New Post

Published: 01-05-2013

Title

Category

Content

Add title you want displayed on the page

or new

Select or type in Category of post.

New Listings

Recently Sold

Paragraph

Font Family

Font Size

HTML

This is where you upload pictures from your computer

2. Once identified items are filled in click on publish (**yes**) and click on **Save** button.



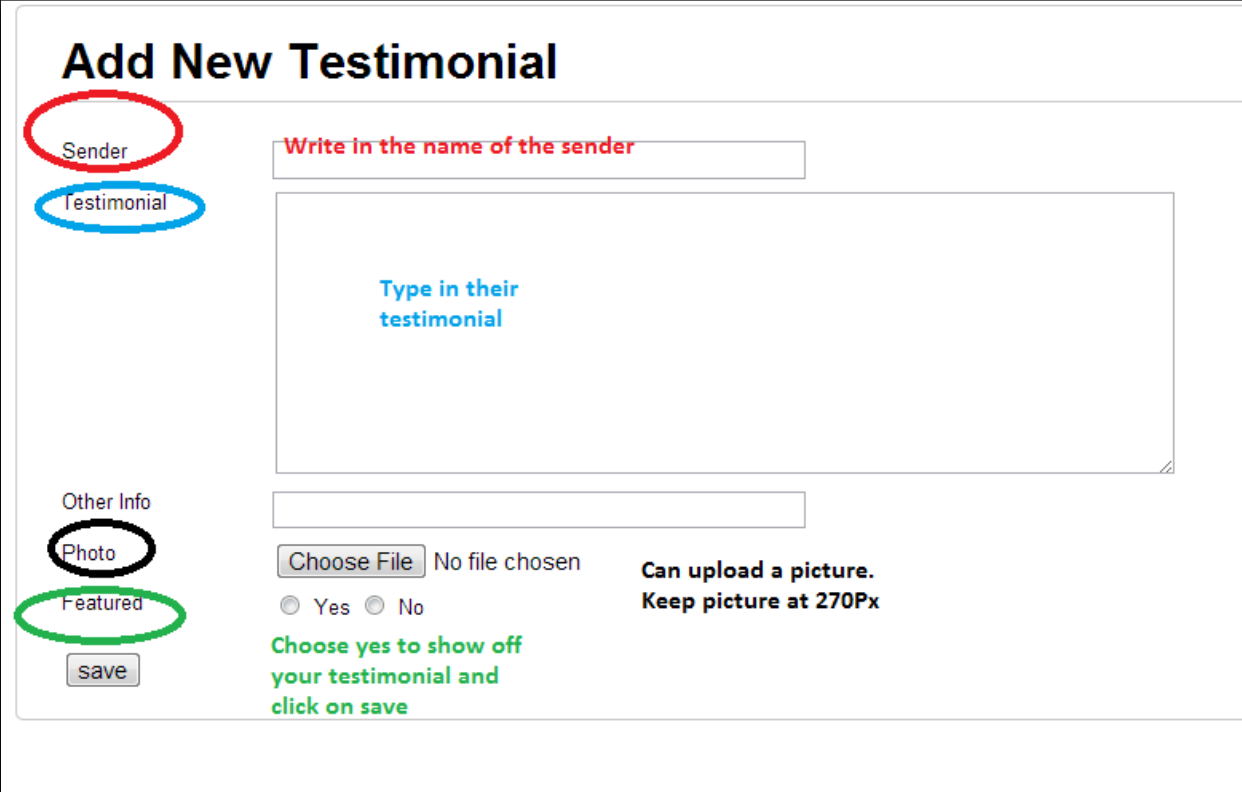
Client Account Tracking – Navigating My Website Menu

My Website Menu – Testimonials

1. In **Testimonial**, click on **Add New Testimonial** button.

This page will populate (as shown below)

Page | 17



The screenshot shows a web form titled "Add New Testimonial". On the left side, there is a vertical menu with four items: "Sender", "Testimonial", "Other Info", and "Photo". The "Testimonial" item is highlighted with a blue oval. Below this menu, there are three more items: "Photo" (circled in black), "Featured" (circled in green), and a "save" button. The main content area of the form contains a text input field with the placeholder text "Write in the name of the sender" (in red), a large text area with the placeholder text "Type in their testimonial" (in blue), and a smaller text input field. Below these fields, there is a "Choose File" button, the text "No file chosen", and a section for "Can upload a picture." with radio buttons for "Yes" and "No". At the bottom, there is a green instruction: "Choose yes to show off your testimonial and click on save".

2. Once identified items are filled in **click on publish (yes)** and **click on Save** button.

