



# Dashboard

Client Guide to Navigating Pixilink Solutions

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## Pixilink Dashboard

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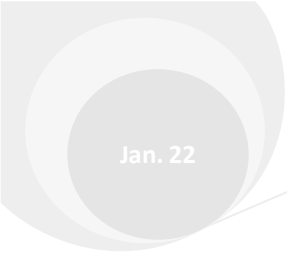


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## Introduction



Welcome to **Pixilink Solutions**, *your one stop shop for all your real estate advertisement needs!* Page | 4

**Mission Statement:** To provide you with the best technology and the most attentive service at affordable and competitive prices. Whether you need a Feature Sheet, a Virtual Tour, 3D Floor plans or an entire website developed, we will be the your one-stop-shop.

Dedicated to your Real Estate Advertisement Needs – so come and shop with us!

### Help In Navigating this Document:



*You will notice a couple things in this document*

<- CTRL + Right Click on the blue arrow icon will direct you to the table of contents page.

Click CTRL + Right Click on any of the underlined items in the table of contents page will take you to the following indicated sections.

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Table of Contents for <i>Pixilink Solutions</i> Client Website	
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## Registering with Pixilink Solutions



1. Click **Login/Sign-Up** bar



2. *Login/Sign-Up* pop-up window will populate. Fill in all the necessary information.



## Registering with Pixilink Solutions - Continued

- Once necessary information is filled out, an email is sent to your personal email box. This should now appear in your mailbox within 1-3 minutes. Press **F5**, on keyboard if your email has not yet refreshed to show new email from Pixilink Solutions.
- In your *email*, click on the browser link

Page | 6



- Clicking link will populate a new window. Account Information window will appear in a new browser. Please fill out remaining information to get started in placing orders.

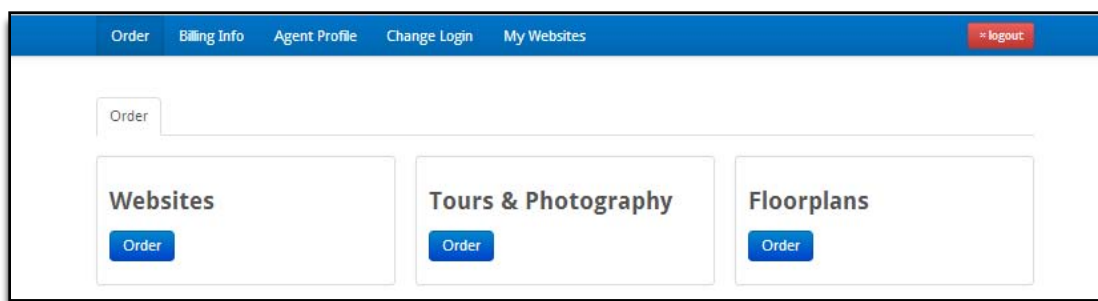
A screenshot of the "Account Information" form on the Pixilink Solutions website. The form is titled "Account Information" and is divided into several sections. The first section contains fields for Email, First Name, Last Name, and Mobile. The second section is titled "Postal Billing Address" and contains fields for Street 1, Street 2, City / Province / PCode, and a dropdown for Country. The third section is titled "Agent Information" and contains fields for Real Estate Board, Brokerage, Agent ID, Website, and a Profile Photo upload button. The fourth section is titled "Social Media URLs" and contains fields for Facebook URL, Twitter URL, LinkedIn URL, and Google+ URL. At the bottom of the form is a "Sign Up" button.

## Registering with Pixilink Solutions – Continued

6. You can **now** choose an order with Pixilink Solutions from the following Categories;

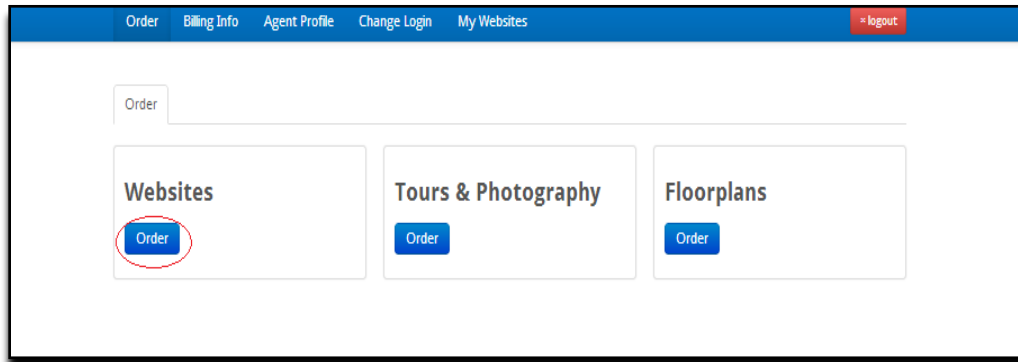
- Websites.
- Tours & Photography.
- Floor Plans.

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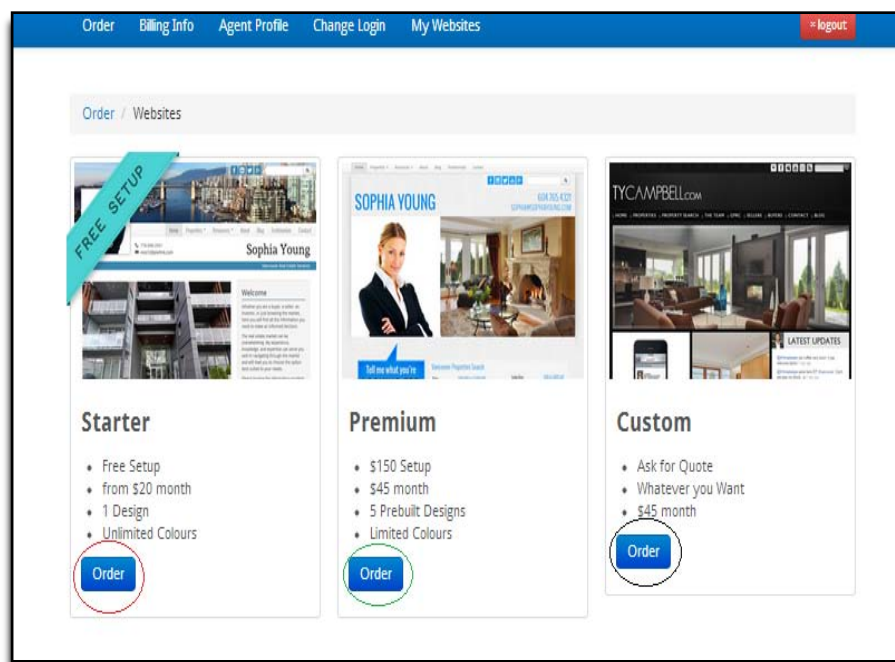
## Placing a Websites Order

1. In the Order menu, click on a Websites **Order** button.



2. Choose following type of website.

- If choosing Starter;
  - i. Under **Starter** package box, click **Order** button (Example Only: circled in **red**)
  - ii. Go to Step 3.
- If choosing Premium;
  - i. Under **Premium** package box, click **Order** button (Example Only: circled in **green**)
  - ii. Go to process, **Placing a Websites Order (Premium Content)** on Page 10.
- If choosing Custom;
  - i. Under **Custom** package box, click **Order** button (Example Only: circled in **black**)





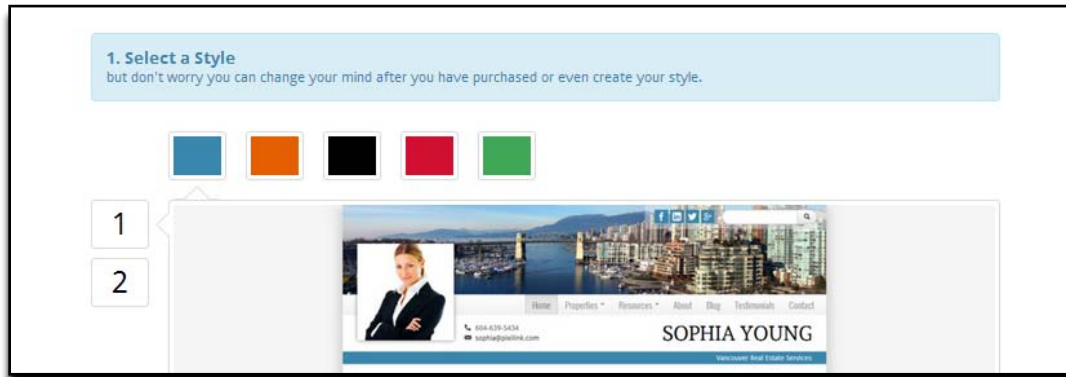
## Placing a Websites Order - Continued

### Placing a Websites Order (Starter Package)



Page | 9

- Starters Website Builder Window will appear in the browser.  
In the **Select a Style** menu, select by clicking on the *colour* boxes to apply the right style to feature on your site.



- Once *style* has been selected, under Select a Style menu, proceed to **Select your Monthly Plan** Menu.
- Choose following type of Monthly Plan;
  - If choosing **\$20** Option;
    - Click on the indicated white box. (Example Only: circled in **black**)
  - If choosing **\$45** Option;
    - Click on the indicated white box. (Example Only: circled in **red**)

2. Select your Monthly Plan		
	\$20	\$45
Automatic Listing Management	✓	✓
MLS® Property Map Search	×	✓
Reciprocity Searches	×	✓
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<div>Purchase</div>		

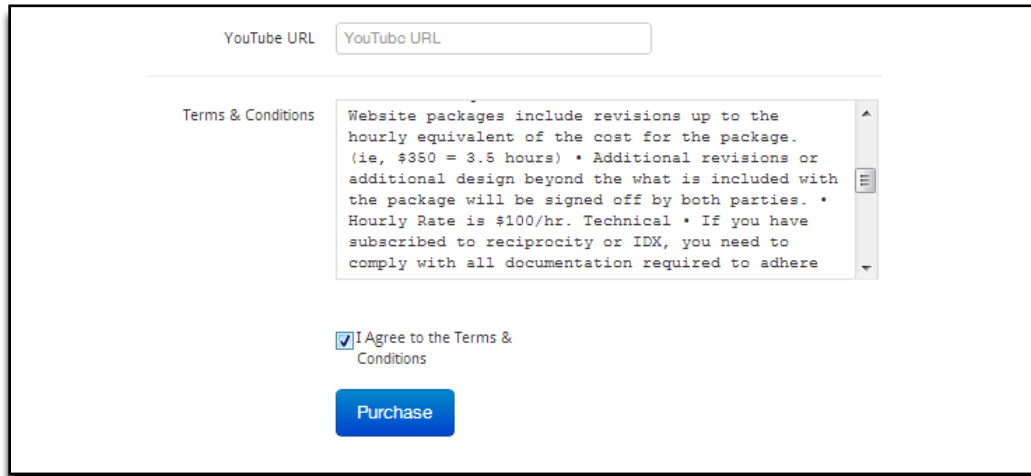
- After choosing monthly plan field, click **Purchase** button.  
Will populate new window within browser called **Confirm Order**.



## Placing a Websites Order – Continued

7. Check all necessary fields (same as account information).

Proceed to bottom of page and click on **I agree on Terms & Conditions box**.



The screenshot shows a form with a 'YouTube URL' field at the top. Below it is a 'Terms & Conditions' section with a text area containing the following text: 'Website packages include revisions up to the hourly equivalent of the cost for the package. (ie, \$350 = 3.5 hours) • Additional revisions or additional design beyond the what is included with the package will be signed off by both parties. • Hourly Rate is \$100/hr. Technical • If you have subscribed to reciprocity or IDX, you need to comply with all documentation required to adhere'. Below the text area is a checkbox labeled 'I Agree to the Terms & Conditions' which is checked. At the bottom of the form is a blue 'Purchase' button.

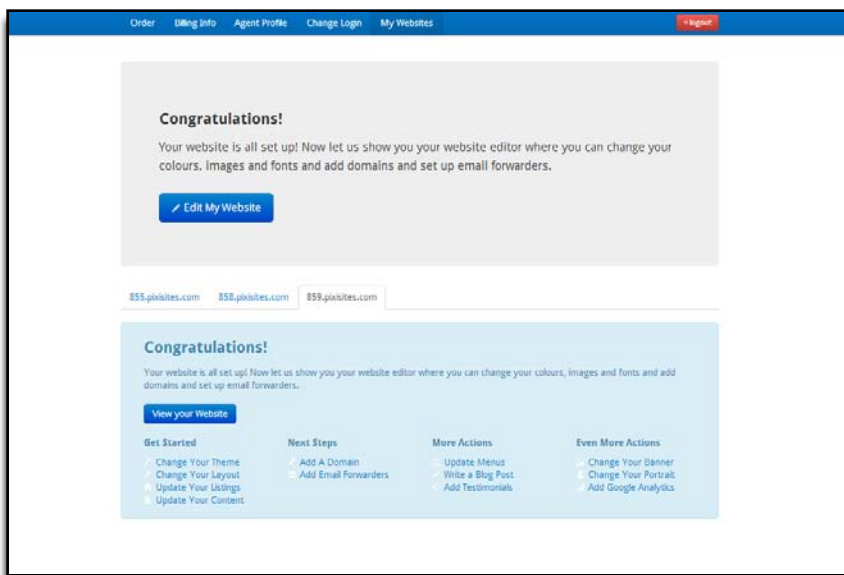
Page | 10

8. Click **Purchase** button.

*Congratulations Content* will populate in browser window.

9. Click on **Edit my Website** button to proceed in editing newly purchased **Starter** Website.  
(For more regarding editing a starter website – proceed to Edit My Start Website hyperlink)

10. To edit your new site, go to process, **Website Editor (Starter)** on page 13.  
End process.



## Placing a Websites Order

### Placing a Websites Order (Premium Package) \*



1. Premium Website Builder Window will appear in the browser.

In the **Select a Style** menu, select by clicking on the style boxes to apply the right style to feature on your site

Page | 11

1. Pick Your Design	
	<b>Design 1</b> <a href="#">Order</a>
	<b>Design 2</b> <a href="#">Order</a>
	<b>Design 3</b> <a href="#">Order</a>
	<b>Design 4</b> <a href="#">Order</a>

2. Monthly Plan	
Automatic Listing Management	<b>\$45</b> ✓
MLS® Property Map Search	✓
Reciprocity Searches	✓

3. Add Ons

3. Purchase

2. Once *style* has been selected, under Select a Style menu, proceed to select your Monthly Plan Menu.
3. Choose following type of Monthly Plan;
  - If choosing **\$20** Option;
    - I. Click on the indicated white box. (Example Only: circled in **black**)
  - If choosing **\$45** Option;
    - I. Click on the indicated white box. (Example Only: circled in **red**)

	\$20	\$45
Automatic Listing Management	✓	✓
MLS® Property Map Search	✗	✓
Reciprocity Searches	✗	✓

[Purchase](#)

4. Click **Purchase** button.



## Placing a Websites Order



### Placing a Websites Order (Custom Package) \*

1. Custom Website Builder Window will appear in the browser.  
In the **Select a Style** menu, select by clicking on the style boxes to apply the right style to feature on your site

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#### 1. Pick Your Design

**Design 1**

Order

**Design 2**

Order

**Design 3**

Order

**Design 4**

Order

#### 2. Monthly Plan

	<b>\$45</b>
Automatic Listing Management	✓
MLS® Property Map Search	✓
Reciprocity Searches	✓

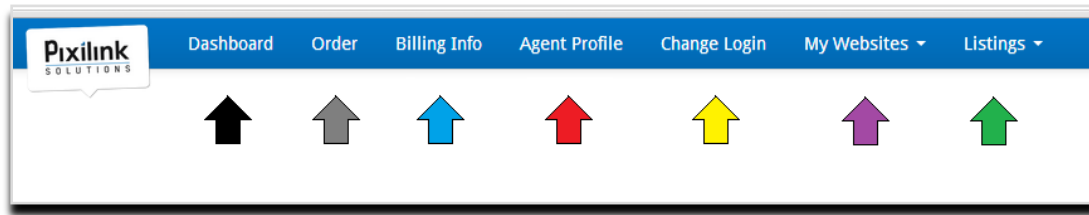
#### 3. Add Ons

#### 3. Purchase





## Pixilink Menu Bar



In Pixilink Solutions Website, the *Pixilink menu bar* will have 7 options to choose from:

- **Dashboard** (shown in example only with **Black** arrow)
  - Navigates user to the Edit Website menu.
- **Order** (shown in example only with **gray** arrow)
  - Navigates user to the Order page. Here you can order Websites, Floor plans, and Media.
- **Billing Info** (shown in example with **blue** arrow)
  - Navigates user to the Billing page. Here you can fill out necessary billing information to complete order.
- **Agent Profile** (shown in example with **red** arrow)
  - Navigates user to the Agent Profile page. Here you can fill information about yourself, brokerage, and upload a profile picture.
- **Change Login** (shown in example with **yellow** arrow)
  - Navigates user to change login information. Here you can change password information.
- **My Websites**(shown in example with **purple** arrow)
  - Navigates user to the various purchased Pixilink websites. Here you can choose the website you wish to view or edit.
- **Listings** (shown in example with **green** arrow)
  - **Navigates user to the various Listings on their Page.**

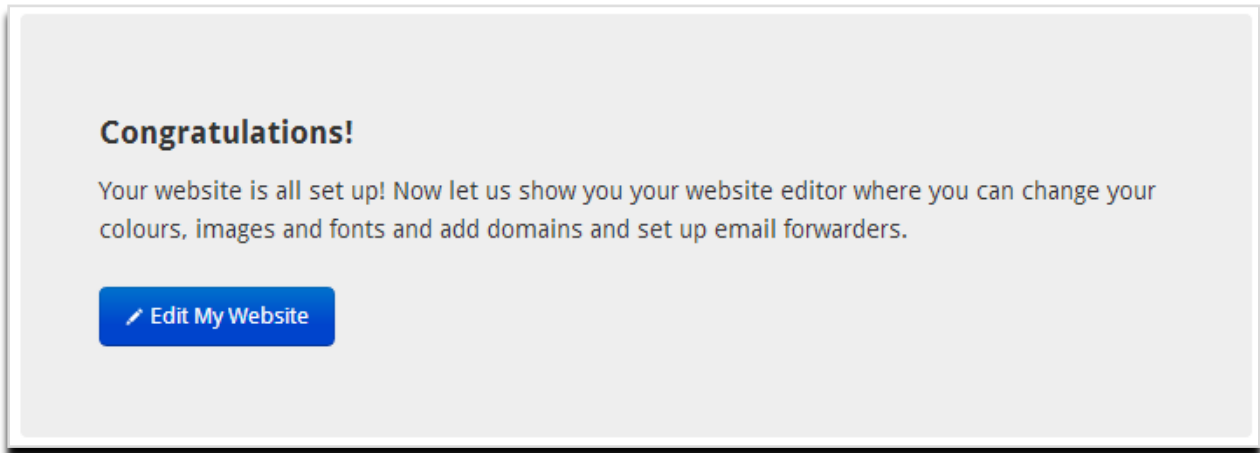
This function currently displays

    - Featured
    - Sold
    - Inactive
    - Add Property
    - Add Commercial
  - **This function takes user back to the CAT interface menu.**



## Edit Website (Starter and Premium)

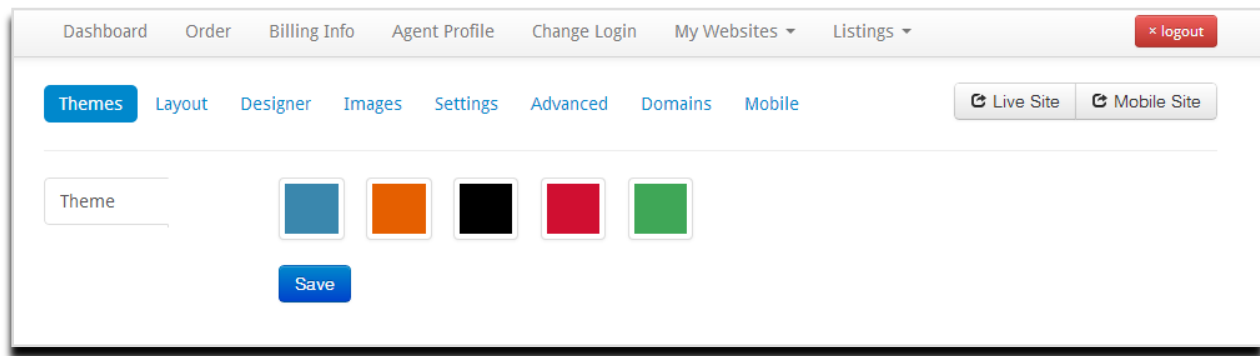
1. Click on **Edit My Website** button.



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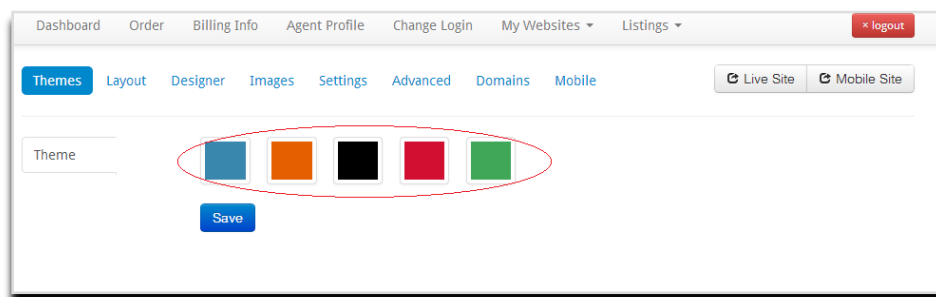
### Edit Website (Starter and Premium) – Navigate Themes

2. In current browser, **Website Editor** window will populate.



3. In **Themes** menu, click on one of the 5 theme type boxes (circled in **red** –example only) to preview type of theme.

Once identified theme has been chosen, click **Save** button.



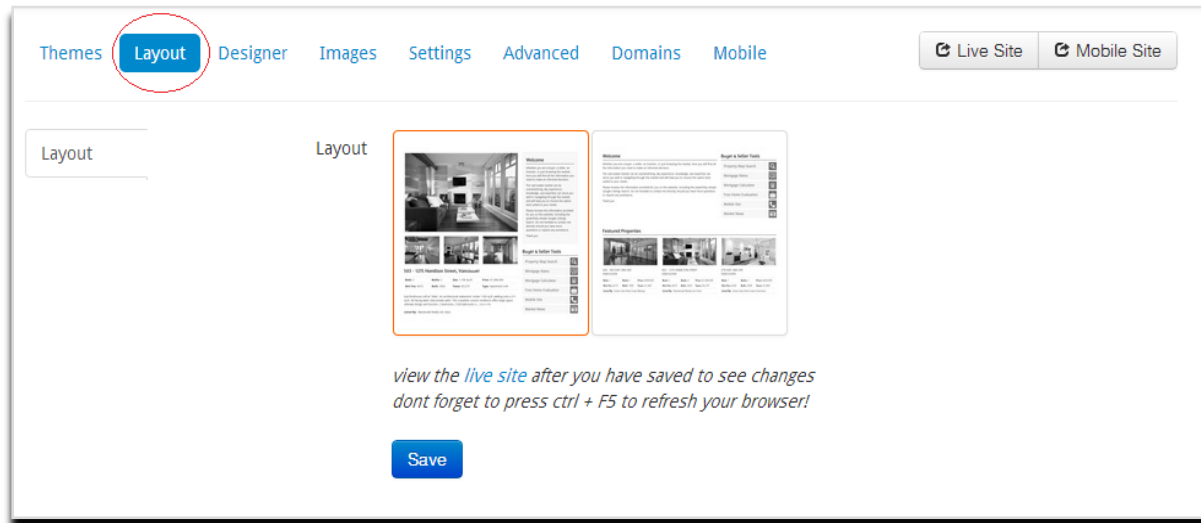
## Edit Website (Starter) – Continued



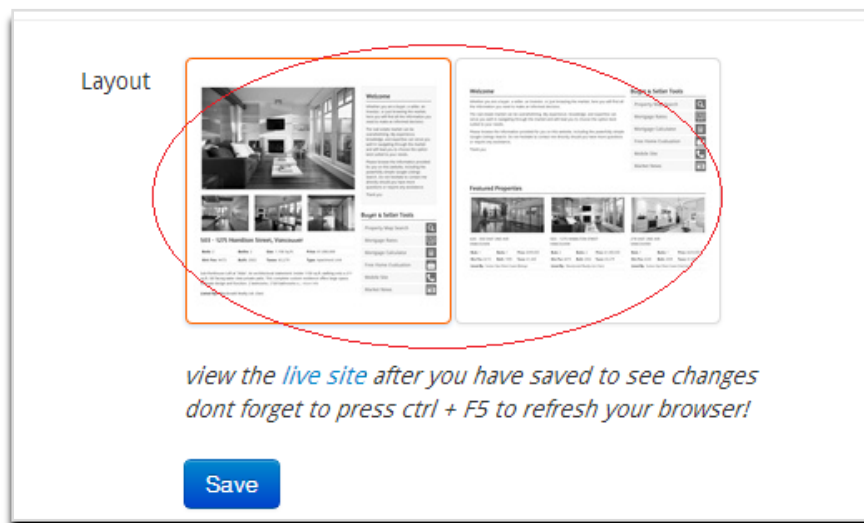
### Edit Website (Starter and Premium) – Navigate Layout

4. In *design menu bar*, navigate to layout by clicking on **Layout** tab.

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5. In layout menu, click on highlighted gray boxes which preview a layout of a page. Choose page style. (Circled in **red** –example only)



6. Once identified layout has been chosen, click **Save** button.

**Note:** You can preview layout after saving by clicking the italicized **live site** in layout. Also if you have added additional widgets – your layout will not change.



## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Designer

8. In *design menu bar*, navigate to Design by clicking on **Designer** tab. (Circled in **black** –example only).

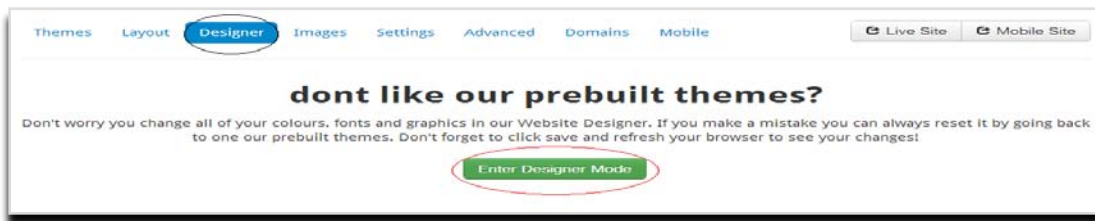
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Choose one of the following;

- For first time use;
  - Click on button, **Enter Designer Mode**. (Circled in **red** – example only).
  - Continue to step 9.
- Already clicked on Designer Mode;
  - Continue to step 9.

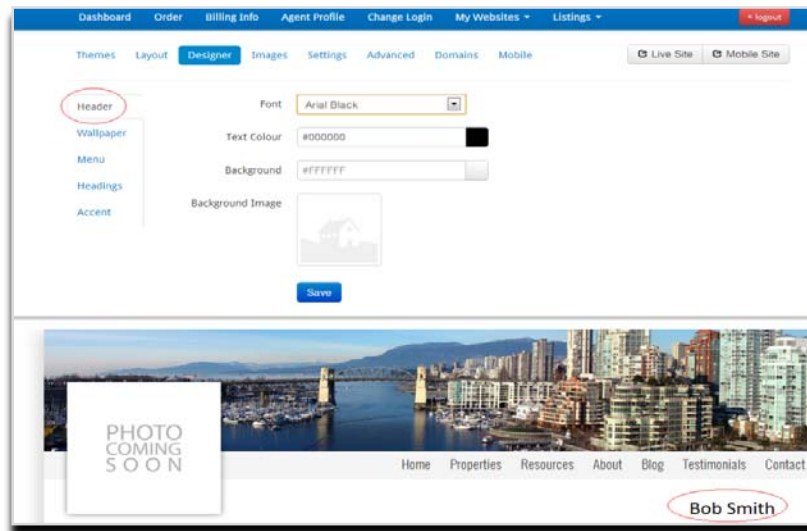


### Edit Website (Starter and Premium) – Navigate Designer – Header



9. In Designer menu, click on left hand menu, option **Header**. (Circled in **red** –example only)  
Click on drop down menu, for the following indicated field types:

- Font.
- Text Colour.
- Background.
- Background Image.



10. Once identified layout has been chosen, click **Save** button.





## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Designer – **Wallpaper**

11. In Designer menu, click on left hand menu, option **Wallpaper**. (Circled in **red** –example only)  
Click on drop down menu, for the following indicated field types:
- Colour.
  - Background.
  - Repeat.

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The screenshot shows the 'Designer' menu in the top navigation bar. The left-hand menu has 'Wallpaper' circled in red. The main content area shows settings for 'Wallpaper': 'Colour' is set to '#FFFFFF', 'Background' is set to a house icon, and 'Repeat' is set to 'repeat'. A 'Save' button is at the bottom.

12. Once identified wallpaper/background has been chosen, click **Save** button.

### Edit Website (Starter and Premium) – Navigate Designer – **Menu**

13. In Designer menu, click on left hand menu, option **Menu**. (Circled in **red** –example only)  
Click on drop down menu, for the following indicated field types:
- Text Colour.
  - Background.

The screenshot shows the 'Designer' menu in the top navigation bar. The left-hand menu has 'Menu' circled in red. The main content area shows settings for 'Menu': 'Text Colour' is set to '#FFFFFF' and 'Background' is set to '#FFFFFF'. A 'Save' button is at the bottom.

14. Once identified fields have been chosen, click **Save** button



## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Designer – Headings

15. In Designer menu, click on left hand menu, option **Headings**. (Circled in **red** –example only)  
Click on drop down menu, for the following indicated field types:
- Font Text.
  - Text Colour.

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The screenshot shows the 'Designer' menu in the top navigation bar. On the left sidebar, the 'Headings' option is circled in red. The main content area displays settings for 'Font' (set to 'Arial') and 'Text Colour' (set to '#FFFFFF'). A blue 'Save' button is located below the 'Text Colour' field.

16. Once identified fields have been chosen, click **Save** button.

### Edit Website (Starter) – Navigate Designer –Accent

17. In Designer menu, click on left hand menu, option **Accent**. (Circled in **red** –example only)  
Click on drop down menu, for the following indicated field types:
- Accent Colour.

18. Once identified fields have been chosen, click **Save** button.

The screenshot shows the 'Designer' menu in the top navigation bar. On the left sidebar, the 'Accent' option is circled in red. The main content area displays the 'Accent Colour' field set to '#FFFFFF'. A blue 'Save' button is located below the field.

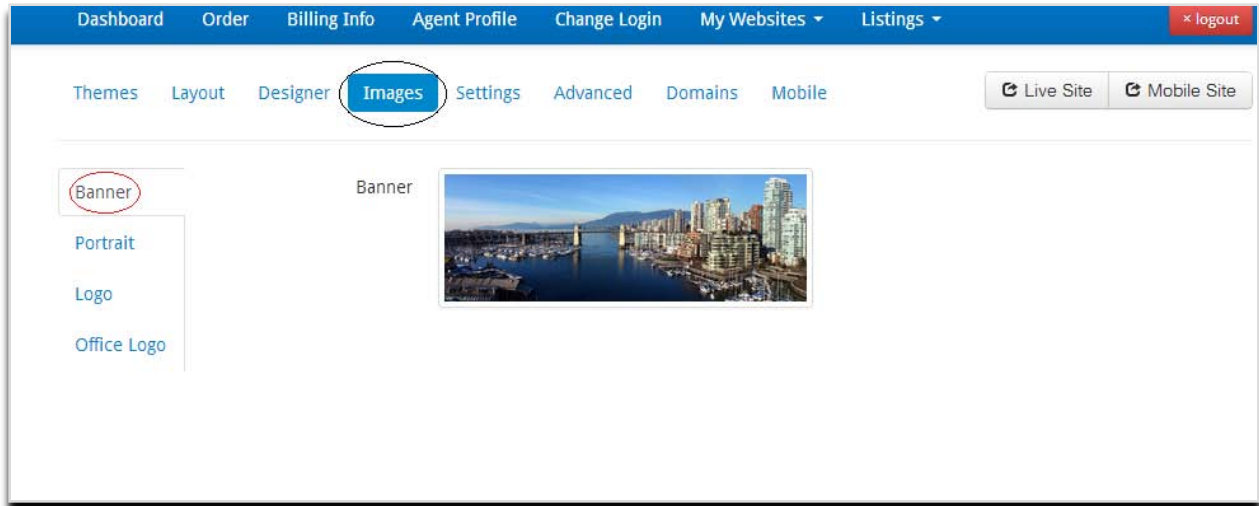


## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Images

19. In *design menu bar*, navigate to Images by clicking on **Images** tab. (Circled in **black** –example only).

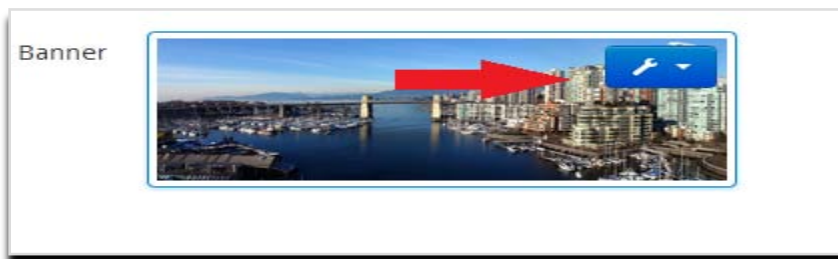
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### Edit Website (Starter and Premium) – Navigate Images – Banner

20. In Images menu, click on left hand menu, option **Banner**. (Circled in **red** –example only above).

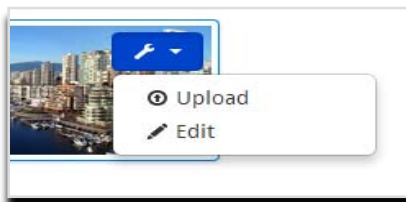
21. Scroll mouse over default banner picture, **blue edit box** icon will appear. (Large **red** error pointing at icon – example only).



22. Click on **blue edit box**, click the following drop down menu options:

Choose one of the following;

- For uploading;
  - I. Click on option, **Upload**.
  - II. Go to step 23.
- For editing;
  - I. Go to step -- .

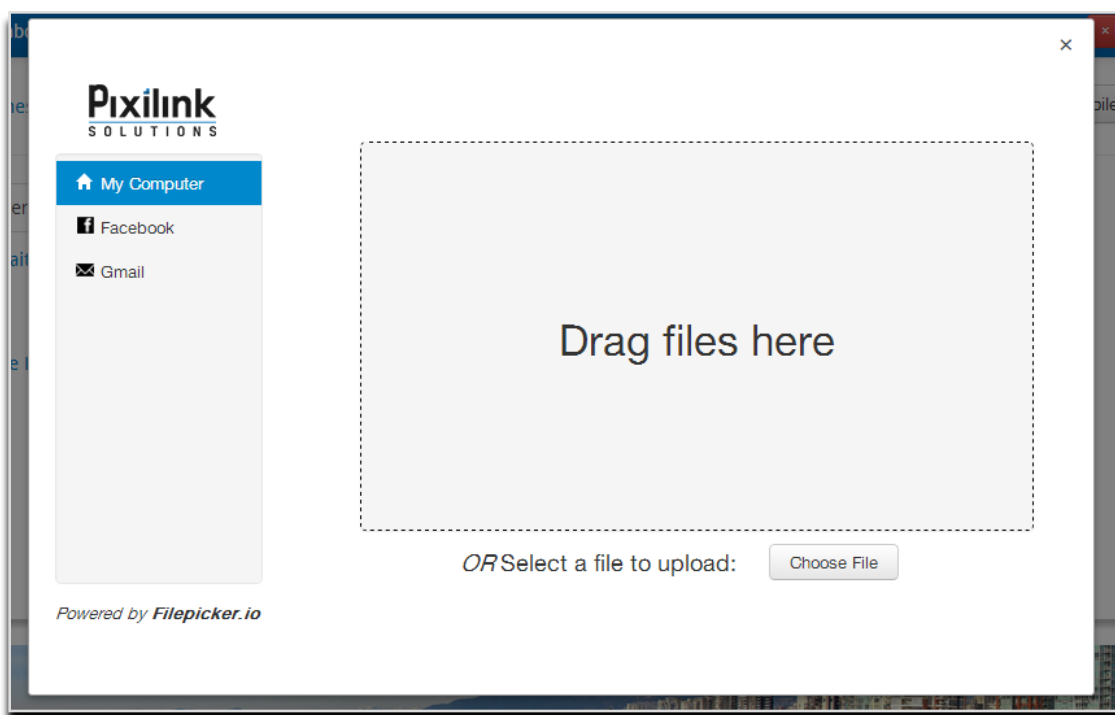


## Edit Website (Starter) – Continued

Edit Website (Starter and Premium) – Navigate Images – **Banner (Upload)**

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23. **Upload** window will populate.



24. Specify location of picture by clicking, choose image from My Computer, Facebook or Gmail. This will now load banner onto page.

Proceed to edit photo (Go to Step 25.)



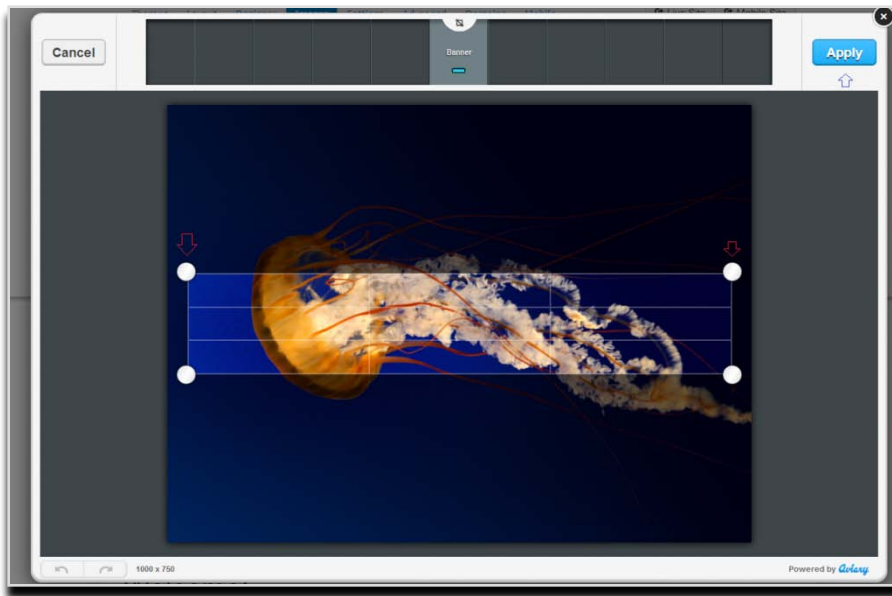
## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Images – Banner (Edit)

25. Click on option, **Edit**. (Make sure you go back to blue edit box if you just recently uploaded a new picture)

**Edit** window will populate

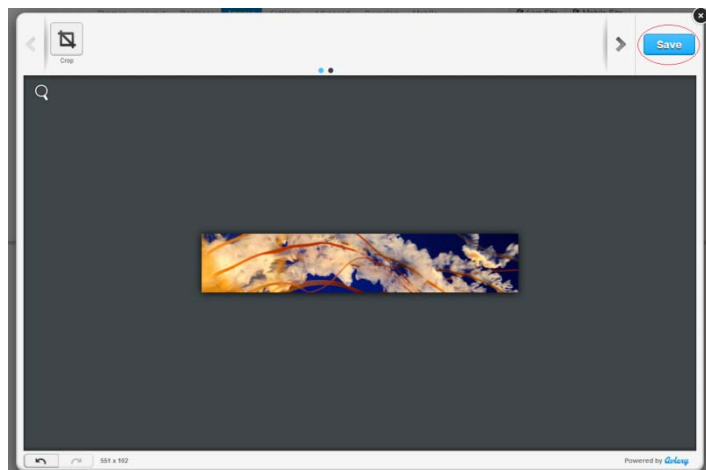
26. Click on crop icon top (left) button and now adjust anchors to crop photos by clicking.



(**Red** error pointing at white adjustment anchors – example only).



27. Click on **Apply** button in the top left corner.
28. Picture will now show as cropped. Click on **Save** button at top left hand corner. (Circled in **red** –example only above). **Edit** window will close.

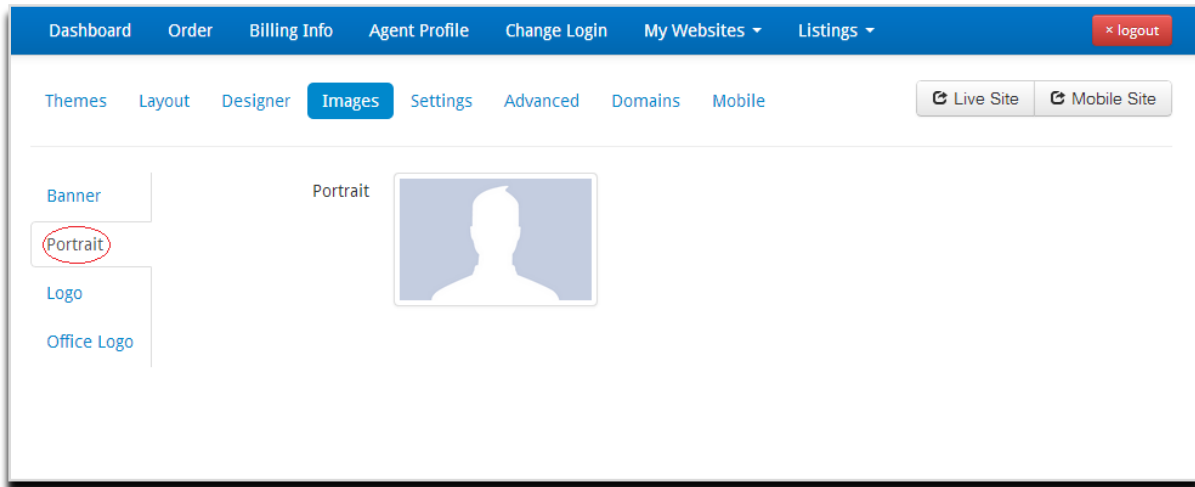


## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Images – Portrait

29. In Images menu, click on left hand menu, option **Portrait**. (Circled in **red** –example only)

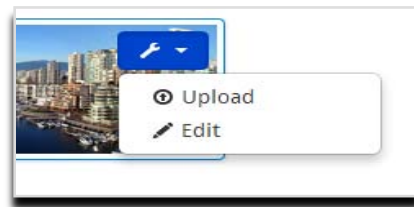
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30. Click on **blue edit box**, click the following drop down menu options:

Choose one of the following;

- For uploading;
  - I. Click on option, **Upload**.
  - II. Go to step 32.
- For editing;
  - I. Go to step –

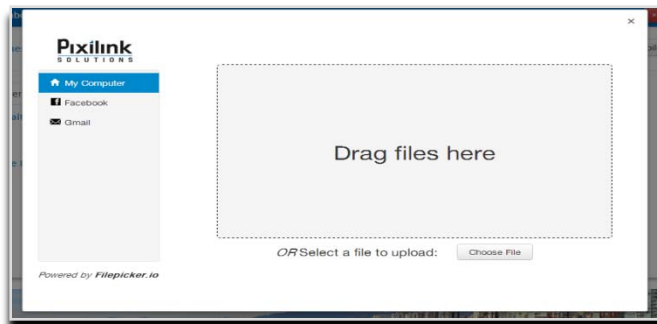


### Edit Website (Starter and Premium) – Navigate Images – Portrait (Upload)

31. **Upload** window will populate.

Specify location of picture.

32. By clicking, choose image from My Computer, Facebook or Gmail. This will now load portrait onto page.



## Edit Website (Starter) – Continued

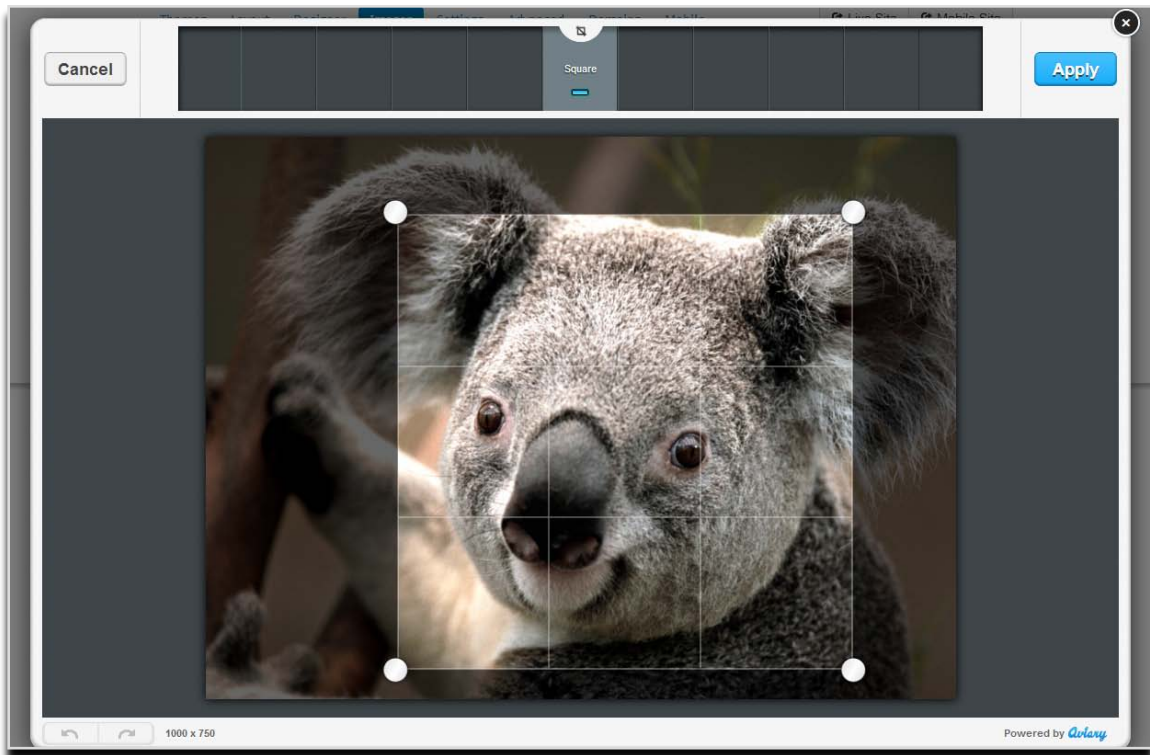
### Edit Website (Starter and Premium) – Navigate Images – Portrait (Edit)

33. Click on option, **Edit**. (Make sure you go back to blue edit box if you just recently uploaded a new picture)

**Edit** window will populate

Click on crop icon top (left) button and now adjust anchors to crop photos by clicking.

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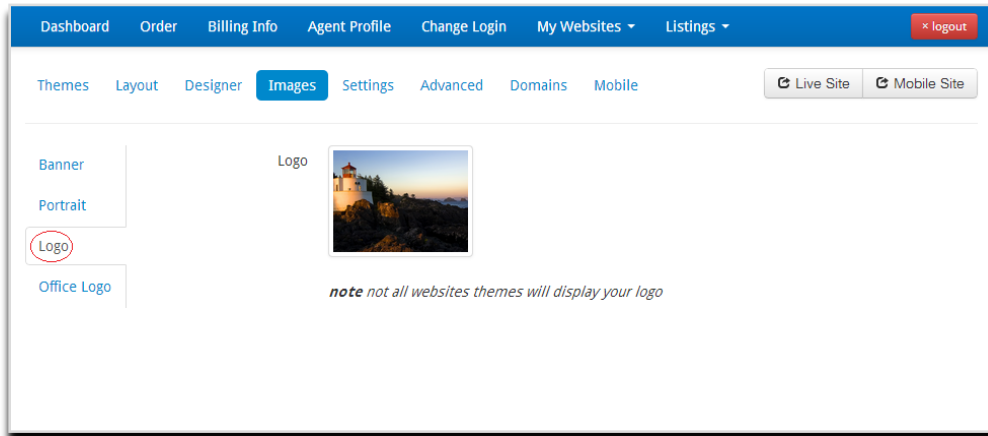


## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Images – Logo

34. In Images menu, click on left hand menu, option **Logo**. (Circled in red –example only)

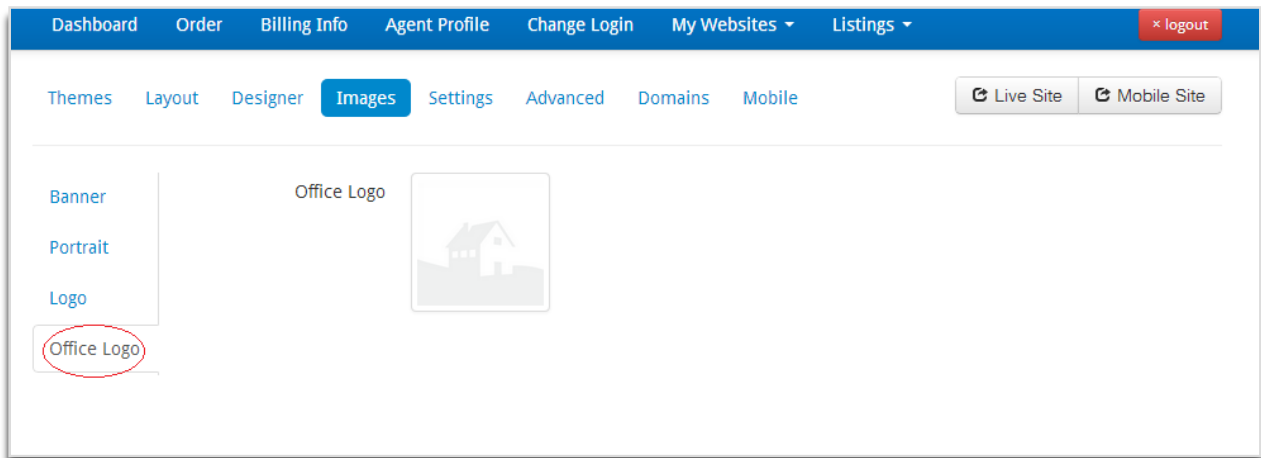
Page | 24



35. Continue same upload process for images.

### Edit Website (Starter) – Navigate Images – Office Logo

36. In Images menu, click on left hand menu, option **Office Logo**. (Circled in red –example only)



37. Continue same upload process for images.





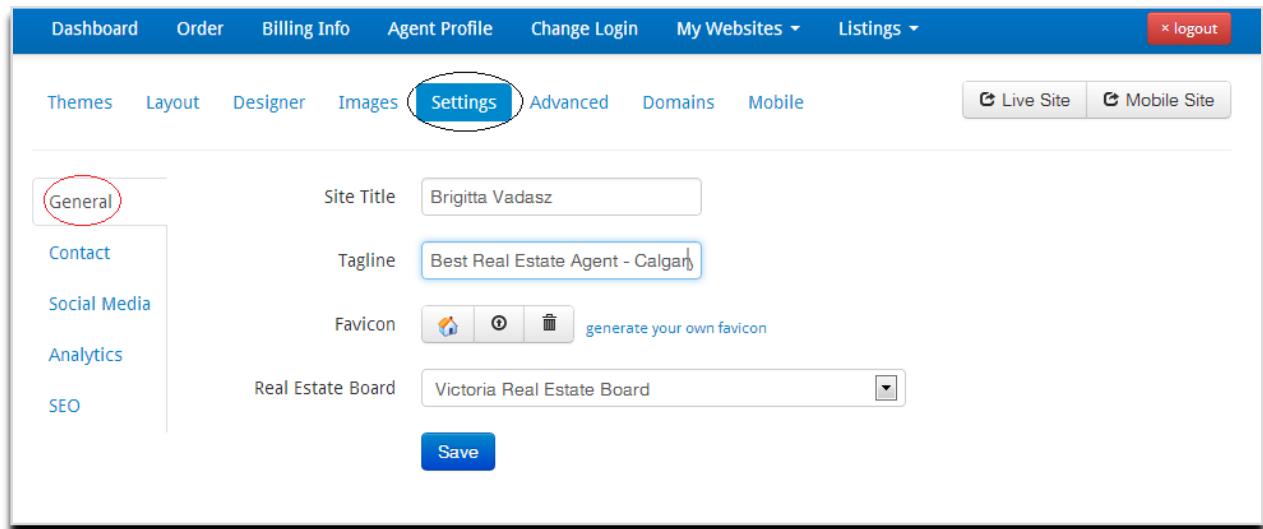
## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate **Settings**

38. In *design menu bar*, navigate to Images by clicking on **Settings** tab. (Circled in **black** – example only)

In **Settings**, click on left hand menu, option **General**. (Circled in **red** –example only)

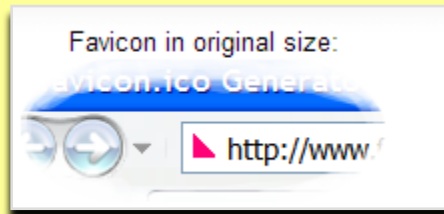
Page | 25



### Edit Website (Starter and Premium) – Navigate Settings - **General**

- 39. Next to **Site Title** field, right-click and fill in the necessary information. i.e. “Bob Smith”
- 40. Next to **Tagline** field, right-click and fill in the necessary information. i.e.” *Best Real Estate Agent Motto.*”
- 41. Next to Favicon, click on any of the 3 buttons or 1 option (to create your own Favicon) for your Pixilink Site.

**Note: Favicon** is a tiny image that displays next to your sites URL



- 42. Specify **Real Estate Board** by clicking on the drop down next to menu.
- 43. Click **Save** button.



## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Settings – **Contact**

44. In **Settings**, click on left hand menu, option **Contact**. (Circled in **red** –example only)

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45. Fill out the following five contact areas by right-clicking on the empty slots:

- a. Email
  - Type in email address. I.e. *Bobsmith@gmail.com*
- b. Email Cc
  - Type in secondary email address.
- c. Phone Number.
  - Type in primary contact number.
- d. Office Number for clients to call.
  - Type in business contact number.



The screenshot shows the Pixilink dashboard with the following elements:

- Top Navigation Bar:** Dashboard, Order, Billing Info, Agent Profile, Change Login, My Websites, Listings, and a red 'logout' button.
- Sub-Menu:** Themes, Layout, Designer, Images, **Settings** (circled in blue), Advanced, Domains, Mobile. There are also 'Live Site' and 'Mobile Site' buttons.
- Left Sidebar:** General, **Contact** (circled in red), Social Media, Analytics, SEO.
- Contact Form:**
  - Email:** brigitta@pixilink.com
  - Email Cc:** Email Cc
  - Phone:** Phone
  - Office Phone:** Office Phone
- Buttons:** A blue 'Save' button is located at the bottom of the form.

46. Click **Save** button.

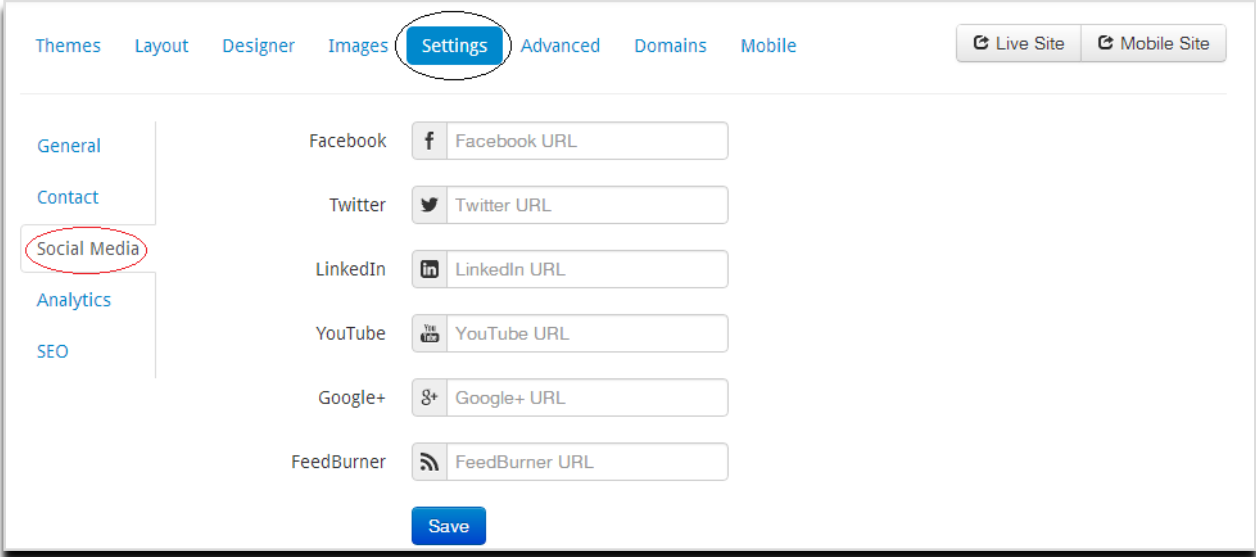


## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate Settings –**Social Media**

47. In **Settings**, click on left hand menu, option **Social Media**. (Circled in **red** –example only)

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The screenshot shows the 'Settings' page of a website editor. The top navigation bar includes 'Themes', 'Layout', 'Designer', 'Images', 'Settings' (highlighted with a blue circle), 'Advanced', 'Domains', and 'Mobile'. On the right, there are buttons for 'Live Site' and 'Mobile Site'. The left sidebar contains a menu with 'General', 'Contact', 'Social Media' (circled in red), 'Analytics', and 'SEO'. The main area displays social media settings for Facebook, Twitter, LinkedIn, YouTube, Google+, and FeedBurner, each with a text input field for the URL. A 'Save' button is located at the bottom center.

48. Fill out the following 6 social media personal site URL's by right-clicking on the empty slots:

- a. Facebook;
  - Type in Facebook URL.
- b. Twitter;
  - Type in Twitter URL.
- c. LinkedIn;
  - Type in LinkedIn URL
- d. YouTube;
  - Type in YouTube URL (your personal channel for clients).
- e. Google+
  - Type in Google+ URL.
- f. FeedBurner
  - Type in FeedBurner URL.

49. Click **Save** button.

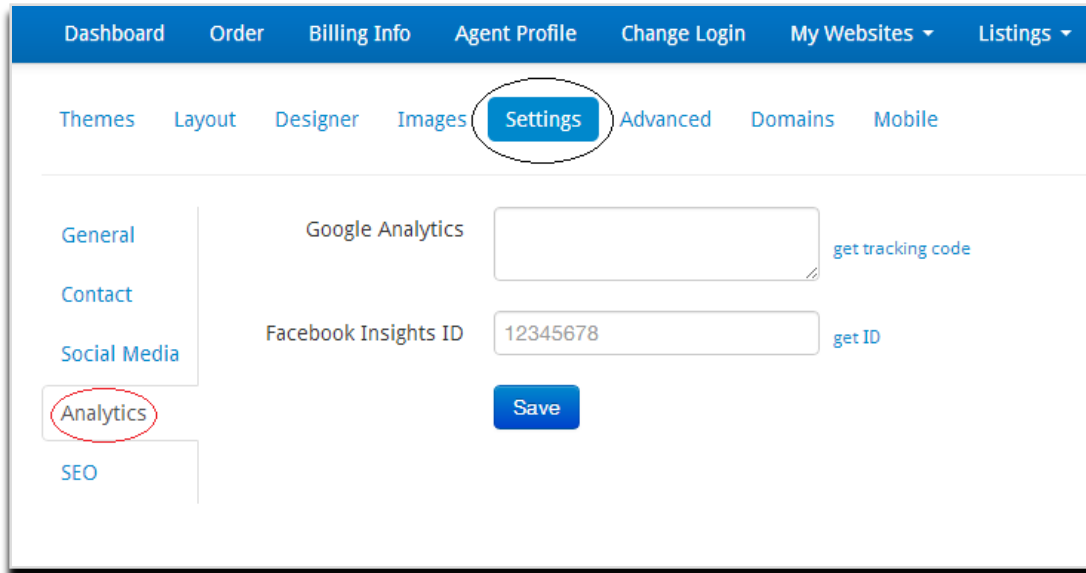


## Edit Website (Starter) – Continued

Edit Website (Starter and Premium) – Navigate Settings – **Analytics**

50. In **Settings**, click on left hand menu, option **Analytics**. (Circled in **red** –example only)

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51. Get tracking code or ID from Google or Facebook Insights.

Click **Save** button.

**Note:** These tools assist the content owner by providing the necessary information in who is viewing your site right now, the client's location and what content they are viewing. This can give you an idea as to which pages are the most popular

\* I.T. Remember – keep **unique data on your site**. Google prioritizes your information now using unique data information and not “common search words.” So update your blog and keep your site away from general content. Generated Reciprocity or listings in the blog do **not** count.

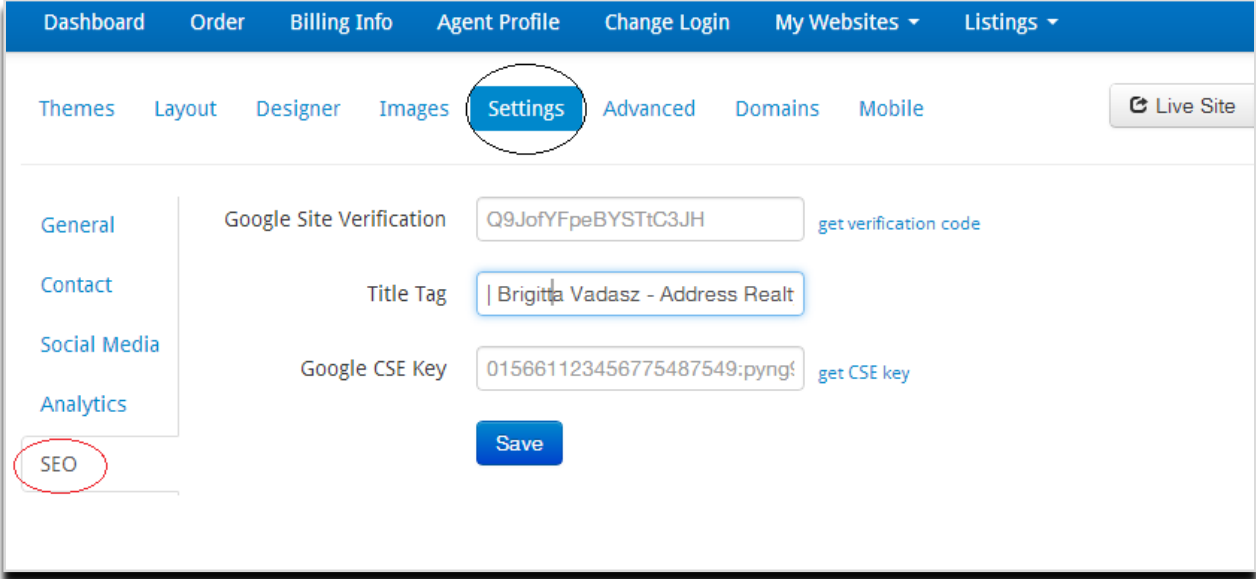


## Edit Website (Starter) – Continued

Edit Website (Starter and Premium) – Navigate Settings – **SEO**  
(**Search Engine Optimization**) (More information\*)

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52. In **Settings**, click on left hand menu, option **SEO**. (Circled in **red** –example only)



The screenshot displays the Pixilink Solutions dashboard. At the top, a blue navigation bar contains links: Dashboard, Order, Billing Info, Agent Profile, Change Login, My Websites, and Listings. Below this, a secondary navigation bar includes Themes, Layout, Designer, Images, Settings (circled in blue), Advanced, Domains, and Mobile. A 'Live Site' button is located on the right. On the left, a vertical menu lists General, Contact, Social Media, Analytics, and SEO (circled in red). The main content area shows the 'Settings' page with fields for Google Site Verification (Q9JofYFpeBYSttC3JH), Title Tag (Brigitte Vadasz - Address Realt), and Google CSE Key (015661123456775487549:pyng!). Each field has a 'get' link next to it. A blue 'Save' button is at the bottom.



## Edit Website (Starter) – Continued

### Edit Website (Starter and Premium) – Navigate **Advanced**

53. In *design menu bar*, navigate to Images by clicking on **Advanced** tab. (Circled in **black** – example only below).

54. Fill out items. Click **Save** button.

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### Edit Website (Starter and Premium) – Navigate **Domains**

55. In *design menu bar*, navigate to Domains by clicking on **Domains** tab. (Circled in **black** – example only below).

56. In **Domains**, click on left hand menu, option **Domains**. (Circled in **red** –example only)

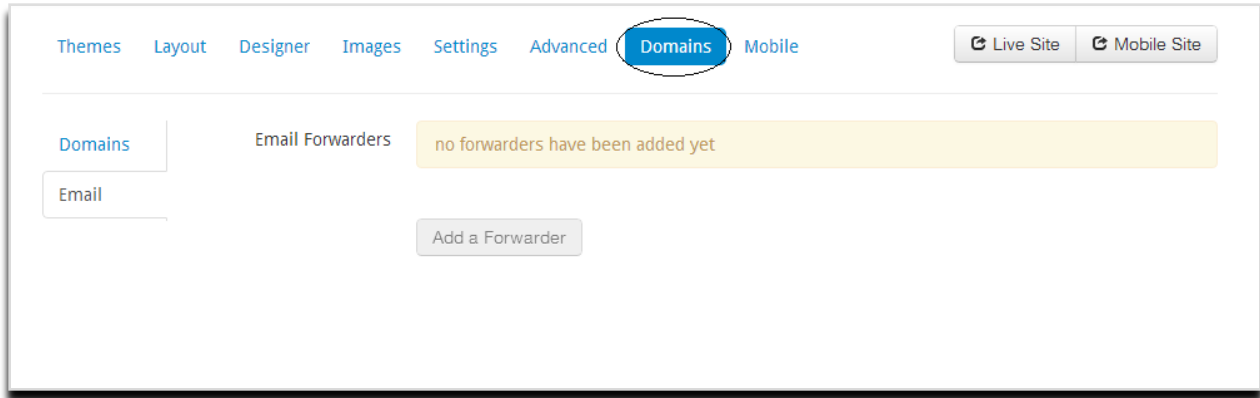


## Edit Website (Starter) – Continued

Edit Website (Starter and Premium) – Navigate Domains – **Email**

57. In **Domains**, click on the left hand menu, options **Email** (Circled in red – example only)

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58. Click **Add a Forwarder** button. Enter in *email address* of the agent who will review your emails while you are on an absence or leave. This will automatically save on your features.

