



USER GUIDE

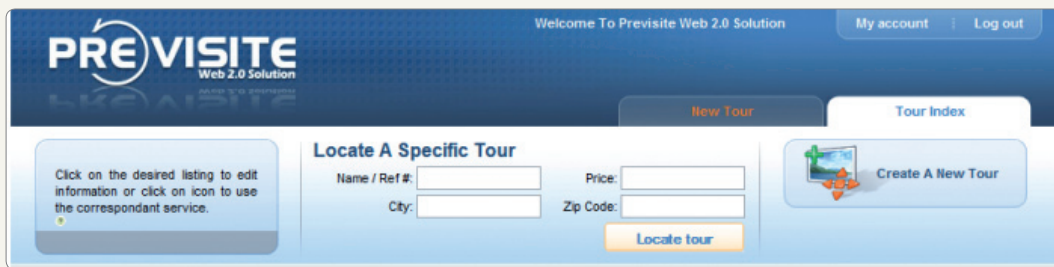
Customer Support: [supportus@previsite.com](mailto:supportus@previsite.com) - tel: 877-261-8555



## Home page: «Tour Index»

The main page (Tour Index) is divided in two areas

### 1 - «The Header»



### Create a new Tour

If you haven't created any tour(s) yet, or if you would like to create a new one, click on «**New Tour**» tab or «**Create a new tour**» button.

The  $\tilde{A}@cWUhY'5'GdYwJ\ddot{U}W'Hc\ i\ f\tilde{A}$  search engine.

Use the  $\tilde{A}@cWUhY'5'GdYwJ\ddot{U}W'Hc\ i\ f\tilde{A}$  area as a search engine to search and find an existing tour.

Fill in at least one field.

The more fields you fill in, the more specific the answers will be.

To perform a search, fill in the field(s), and click on: [Locate tour](#). The search engine will display a list of the properties matching the criteria and you'll be able to access further options.

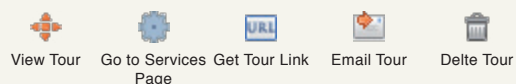
### 2 - List of Tours: «List of Tours»

To sort out your virtual tours, click on the title of the column. Your tours are instantly sorted out according to this criteria. To change the sorting order, click again on the title of the column. By default, the tours are sorted out according to their last modification date.

Tour Name / Ref	Price	Address	City	ZipCode	Date Modified	Modified	Images	Services
12106083521240	\$ 15,000			10021	05-30-2008	0-2008	10	
12101315781240	\$ 2,595			10011	05-30-2008			
12058465001240	\$ 9,000			10024	05-17-2008		6	
12096074441240	\$ 9,000			10011	05-12-2008	7-2008	11	
12077457481240					05-07-2008			
12100114161240					05-07-2008		9	
11999140841240					01-10-2008			
11998182251240					01-09-2008		5	
11998078791240					01-08-2008		7	
							11	

A whole set of services is available for each virtual tour:

These services are represented by icons at the end of each line.



**Note that:** if only is available for a tour, it means that you haven't added any pictures to the tour yet. Only 12 tours are displayed at one time. To view the other tours from your list, use either the arrows or the numbers to browse other pages. The number of

tours in the list appears between brackets on the top left, above the list.

To select a tour from your list and edit its information, click on the tour name or reference number. 000001

#### Remarks:

If you have performed a search with the «Locate a Specific Tour» search engine, the main area will only display the tours matching your search criteria. To go back to your complete list, click on «Tour Index».

If you click elsewhere on the line of the tour you wanted to select, you'll directly have access to the tour's «Services» page.

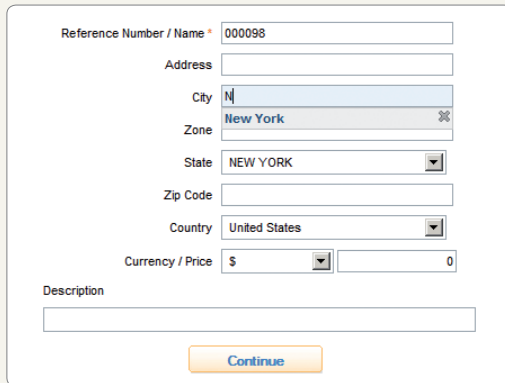


## Step 1: Content

### 1 - Edit Information Page

«b`h\]g'dU[Y'mc ið''ÜbX'c ih' \c k'hc'YX]h]bZcf a Uh]cb'UVc ih'h\Y'bYk'hc i f' mc i' UfY'WfYUh]b[»

Fill in at least the first field (*Reference number/ Name*). For optimal utilization, fill as many fields as you can. Note that the more fields you fill in, the better your tours will be sorted and located on the search engine. We suggest that you fill in at least the price and zip code fields.



**Reference number / Name:** By default, a reference number is assigned to your new tour. For example, your first tour will be named «000001». Either

you keep this reference number, or put the MLS reference number.

**Address:** Giving the exact address is useful to locate the property on the «*Interactive Map*» service of the viewer.

**City:** The cities you use the most appear in a menu under the field. Click the desired city to automatically fill in the field.

**Zone:** A short description in the viewer.

**State:** Choose from the drop-down menu.

**Price:** Write the price without space and comma, the price will automatically appear correctly.

**Description:** The information provided here will be displayed on the viewer.

Once finished, click : [Continue](#)

#### Note that:

you can't shape the text. Give as many details as you can on the property: lot-size, square feet, number of rooms, garden, swimming-pool, exposure, facilities... Your description is not limited in size.



## Step 2: «Upload and Manage Images»

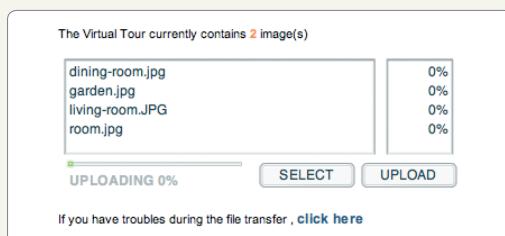
### 1 - Image Upload

«b`h\]g'dU[Yz'gY'YWh'UbX' id' cUX'] a U[Yg'hc'WfYUhY' mc i f' j]fh i U' hc i f' H\YfY'UfY' & kUm g'hc' i d' cUX' mc i f'] a U[Yg.

#### Image selection

- Click on «**Select**» button.
- Browse your computer to locate the images you have uploaded from your digital camera.
- Make a selection and then click «**Open**».

#### Upload



Once you have completed your selection, click «**Upload**» button. To stop the process, click «**Cancel**» button.

Next to each image you see its upload percentage. When upload is complete, you must see a **100%**. A progress bar also shows the global uploading process.

#### Remarks:

You can only create virtual tours using .jpeg or .jpg images. To pick up several pictures, press the Ctrl button and click on each name. Use the Ctrl + A command to select all the images from a folder. In case you have trouble selecting your images, click on the link below the uploader. This will take you to another uploading interface in which you will be able to select the images you want to upload one by one. You can only upload 10 images at once. To upload more, repeat this step.



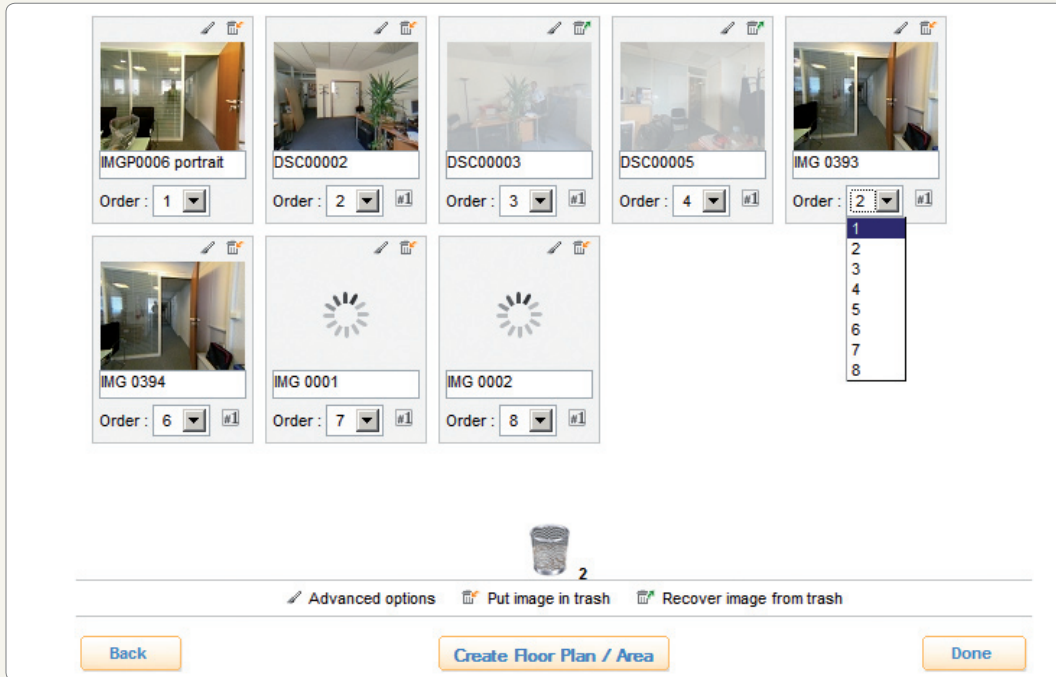
The higher the definition of your images, the longer the upload will be.

When upload is completed, you will be automatically redirected to the «**Image Management**» page.

You can come back to this step to add more images at any time by clicking «**Image Transfer**» on the header.

## 2 - Image Management


Bch]WY'h\Uh'mc i f'Ùg\YmY']aU[Yg'\UjY'VYYb'dfcWYggYX'Vm'h\Y'DfYj]g]hY'hcc'.mc i'bc k'\UjY'Zi''']aU[Yg''BUaYz'cfXYf'h\Y'a'UbX'UWWYgg'gdYW]ÙW'UWh]cbg'Zcf'YUW\']aU[Y'






### Name Images


Type the name in the field under each image. By default, the name displayed is the name of the «.jpeg» file. For example if the picture of the kitchen is saved as IMG\_0051.jpeg on your computer, you can rename it to Kitchen.

### Order Images

Change order of appearance by clicking on the drop-down menu under each image. If you click the button , it will set this image directly on top of the list.

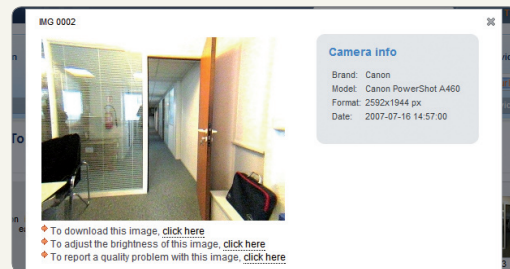
### Put image in trash / Recover image from trash

To delete an image, click . The image becomes «greyish» and  turns into . This indicates that the image has been put in the trash. A trash icon appears at the bottom of the screen with the number it contains.


To restore an image from the trash, click  on the top of the image. To permanently delete all images in the trash, click on the trash and OK.

### Advanced options

To access advanced image options, click  on the



top right of the image. Now you see your image and several options listed below. Information on the camera is provided on the right.

**Download the image:** right-click the  icon and select «Save link as».

**Change the image brightness:** By default the brightness level is at 100. Slide the pointer to the right to have a brighter image, on the left for a darker one. You can also write a number between 50 and 200 in the field. The higher the number, the brighter the image. On the left, you can see the image's changes. Once you are pleased with the result, click «Save changes» button.

**Reprocess the image:** If the image hasn't been detected properly at the upload, you can try again by clicking on «Reprocess» button.

**Report a quality problem with the image:** Write in the field the quality problem you are facing (at least 20 characters). Our hotline will receive your message and solve the problem as soon as possible. Once you are done with «Image Management», you can either add one or several floor plans (click on «Add Úccfd'UbÄ button), or click «Done» button to move directly to the services section.

## Step 3: Create and Manage Floor Plans

### 1 - Create Floor Plans / Area

I gY'Úccf'd'Ubg'hc'\')[\'][\h'mc'if'j]fhiU'hc'if'UbX'[]jY' Ub'ja aYfg]jY'gYbgY'cZ'h\Y' dfcdYf'fm'Vm'WfYUhb[\ 'ch' gdc'gZcf'mc'if'jaU[Yg'

To create a floor plan:

- Enter the name of your floor plan in the first field.
- Select your floor plan from your computer by using the «Browse» button and click «Open».
- Click «Create».

Once uploaded, the floor plan appears on the screen.

To transfer several floor plans, repeat these actions

as many times as you want.

If you have uploaded several floor plans, you can name and order them following the same instructions as in «Upload Tour Images».

To delete a floor plan, click . The floor plan becomes «greyish» and turns into . This indicates that the floor plan has been thrown away. A trash icon appears at the bottom of the screen with the number of images it contains. To recover a floor plan, click on the top of the image. To permanently delete all floor plans in the trash, click on the trash icon and OK.

Click on «Next» button to move to the «Manage Floor Plans» page.

#### Remarks:

Large floor plans will be automatically resized. If your floor plan has too many details, they might not be displayed properly because of the reduced police size. Use areas to create groups of images. For example: Garden, Swimming pool, View from bedroom, View from the street, First Floor, Basement, Community Amenities... In this case, only fill in the first field (Floor plan / Area name) and directly click «Create» button. The group of images you have just created will be displayed as a cube instead of a floor plan image.



### 2 - Manage Floor Plans

I gY'h\]g'dU[Y'hc'WfYUHy'\ch'gdc'gZcf'mc'if'Úccf'd'UbfgL''9UW'\ch'gdch'jg'']b\_YX'hc'Ub'jaU[Y'UbX'fYdfYgYbhg'jh'g' g\cch]b[\Ub[Y'

- **Column 1:** Select the floor plan on which you want to add hot spots. The selected floor plan appears on the right (*Column 3*).
- **Column 2:** Select an image in the second column. It becomes light blue.
- **Column 3:** On the floor plan, click on the specific place where you want to place a hot spot (*where the picture was taken*). Choose the right hot spot angle (depending on how you took the picture). It appears on the floor plan.

To create additional hot spots on your floor plan:

- Repeat steps 2 and 3 of this process.

To create hot spots on another floor plan:

- Repeat the whole process.


If you have created areas to regroup pictures,

- only steps 1 & 2 are needed.


To change the place of an existing hot spot, you have to remove it.

To remove a hot spot:

- Click the hot spot to select it, the image appears in small format;
- Click the red cross on the top of the image;
- Then click OK. The hot spot is removed and the image that was linked to it becomes available again in Column 2.

To remove all hot spots from a floor plan at once, select the floor plan in the column 1 and click  located above.

**Remarks:**

An image can only be linked once to a hot spot. The images that have not been linked to hot spots will be automatically displayed in the «Other Areas» section on the viewer. There are 8 different hot spots, each corresponding to a different view angle. The number of remaining pictures appears on the right bottom, under the floor plan. A legend is available (symbolized by a ) to explain the different status of the images according to their color.

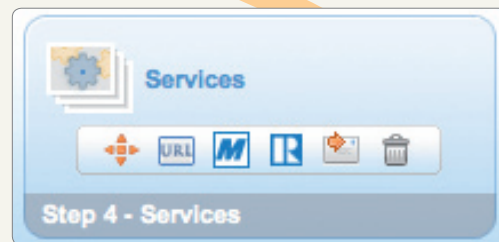


## Step 4: Using the Services

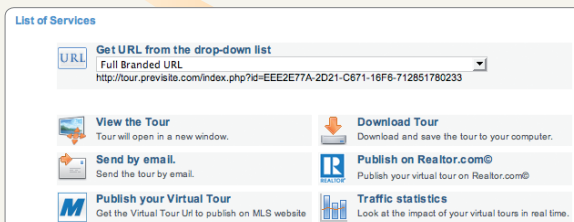
H\YfY'UfY' ' ' a YUbg' cZ' i h] ]n]b [ 'h\Y'GYf j]WYg'U jUj'UV'Y.



- At the end of each line in the «Index Tour» page to the far right.



- Once you have selected the listing, in the header under «Services»: using the icons



- After you have uploaded the images, on the bottom right you can select the Services tab.

## URL Get the fully branded URL

Get the fully branded URL of the tour; which will include your contact information, image and logo if you have uploaded one, and your photo, description, map and contact tabs.

Just copy and paste this URL to use it like any other.

You also have access to the specific URL for iFrame integration if you need it.



The screenshot shows a dropdown menu with the title "Get URL from the drop-down list". The selected option is "Full Branded URL" with a corresponding URL: "http://tour.previsite.com/index.php?id=C1B8E642-ADF2-DBE2-CDFA-90B0917A310C".

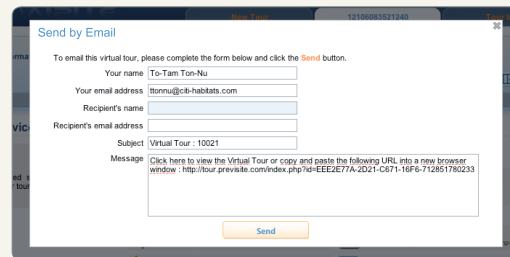
## View the Tour:

Once your Virtual tour is done, click on this icon to open the tour in a new window.

If you are not satisfied with the results, simply go back to the previous steps (*header*) and upload images and floorplans again.

## Email Tour:

Enter the recipients email address; in the message box below the URL you can include a message to the recipient. An email will automatically be sent with the URL link included.



The screenshot shows a "Send by Email" form with the following fields: "Your name" (To: Tam Ton-Nu), "Your email address" (ttonnu@clb-habats.com), "Recipient's name", "Recipient's email address", and "Subject" (Virtual Tour : 10021). There is a "Message" field with a pre-filled text: "Click here to view the Virtual Tour or copy and paste the following URL into a new browser window : http://tour.previsite.com/index.php?id=EEE2E77A-2D21-C671-16F6-712851760233". A "Send" button is at the bottom.

## Download Tour:

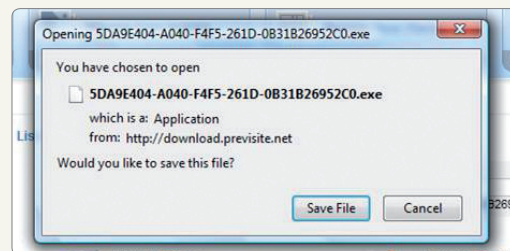
Download and save the tour on your computer.

Use this option if you would like to save the Virtual Tour to your PC and thus be able to view it without being connected.

A dialog box opens, asking you permission to save an exe file to your PC. Just click ok and browse your PC to choose a folder where you want to save the virtual tour.

To open the tour, just double click on the file, it will open automatically. Now you have access to all the

options from your Virtual Tour.



The screenshot shows a Windows file dialog box titled "Opening SDA9E404-A040-F4F5-261D-0B31B26952C0.exe". It displays the file name "SDA9E404-A040-F4F5-261D-0B31B26952C0.exe" and identifies it as an "Application" from "http://download.previsite.net". It asks "Would you like to save this file?" with "Save File" and "Cancel" buttons.

## M Publish your virtual tour

Use this service to retrieve an unbranded URL to employ for your MLS Association's website.

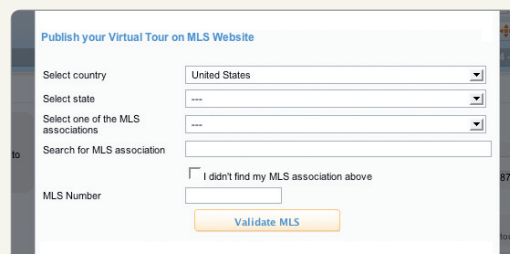
First, select your state, then select your MLS Association from the drop down menu box.

You will then enter the MLS number and click Validate MLS.

The URL provided will be an unbranded tour to copy and paste into your MLS Association's website.

If you are unable to find your MLS Association, simply check the *À- XjXbDh ÛbX' a m' A @G 5ggcWjUjcb' above* and click Validate MLS. You will still have

the capability of receiving an unbranded URL. If this is the case, please notify Customer Support at **877-261-8555** to add your Association to the list.



The screenshot shows a form titled "Publish your Virtual Tour on MLS Website". It includes dropdown menus for "Select country" (United States), "Select state" (---), and "Select one of the MLS associations" (---). There is a "Search for MLS association" text input field. Below it, there is a checkbox "I didn't find my MLS association above" and an "MLS Number" text input field. A "Validate MLS" button is at the bottom.



## Publish your Virtual Tour to Realtor.com via Picture Path:

Use this service to publish a listing directly on realtor.com

The address and MLS number of the listing will appear which you will then click «**Post to Realtor.com**». If you have subscribed for enhanced listings through Realtor.com the tour will publish directly to Realtor.com and you will see a pop up window verifying the action has been completed and successfully published.

Be sure to carefully enter the address and MLS number on the listing as this is what the systems reads to determine if it matches the listing on **Realtor.com** and is in fact an enhanced listing or not.

If you do not have enhanced listings through **Realtor.com**, you will receive a message in a pop

up window notifying you the address and MLS number do not register as an enhanced listing. In this case you will be directed to PayPal in which you will follow the steps and pay the \$19.95 fee.

Once this has been completed the tour will automatically be sent to **Realtor.com**.

Publish '12058465001240'.

MLS number:

Street:

City:

State:

Zip code:

[Post to REALTOR.com®](#)



## Traffic Statistics:

View the impact of your virtual tour in real time: examine how many people have visited your tour in the last 5 periods. Select the month from the drop-down menu: days, weeks, months.

You have all the details (*views & percentage*) per page, per image, per website, etc.

If you click on the XLS icon, it automatically creates an Excel export with the statistics from all your virtual tours.

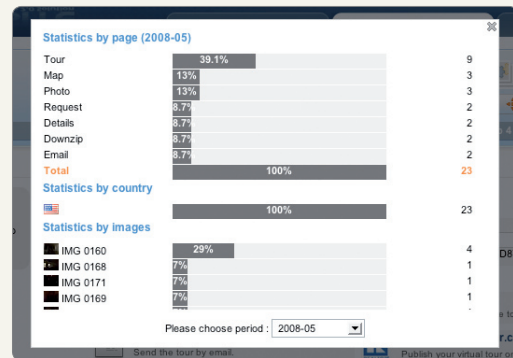
**Note that you can directly access some services from the List of Tours page.**

Only a few services are displayed and these are the most used

- Direct access to «**View the Tour**» service.
- Direct access to the full services page containing the whole set of services.
- Direct access to the drop down menu containing the URL of the Virtual Tour.



Direct access to the «**Send by email**» screen if you click this icon, a message reading «**Do you really want to delete this tour**» will appear. Click the «**OK**» button to delete the entirety of the tour including all images, floor plans, hotspots, etc. Please note that once you have clicked the «**OK**» button you are unable to recover the Virtual Tour.



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