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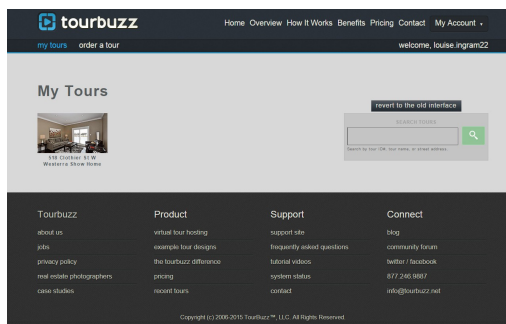
An Overview of Your Agent Panel

There are two versions of the agent panel. One that requires a login and one one that does not. They both offer similar options but look different. Below, we'll go through the panel that requires you to log in.

Login

You can log in using the link in the email letting you know your tour has been published. You can also login at <http://tourbuzz.net/login>.

You'll need your username and password – if you aren't sure what these are, ask me.



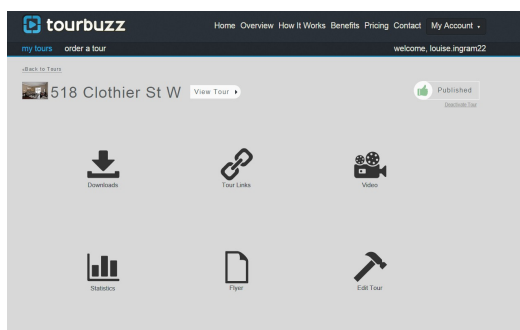
Once logged in you'll see a list of your current tours, links that say 'my tours' and 'order a tour', and over to the top right a drop down menu called 'My Account'.

There is also a button that says 'revert to old interface' – this takes you to the other version of your agent panel.

Under 'My Account' you can update your Profile settings and connect your YouTube channel (if you have one) for automatic publishing of your tours.

My Tours

Click on the tour that you want to work with. You'll be taken to a screen that looks like this:



Each of these icons is an option you can choose depending on what you want to do.

- Downloads
- Tour Links
- Video
- Statistics
- Flyer
- Edit Tour

Downloads

Here you can download your images in two ways -

- As a bulk download of them all (select which sizes you want) that's made into a .zip file
- Individual images in your choice of sizes
- Sizes are: Small (640x480 pixels) Large (1500x1000 pixels) and MLS (size varies depending on which MLS is selected for the tour but approx 500x400 pixels)

Tour Links

This page gives you all the links for your tour in multiple formats, a link, the code to embed the tour in a webpage, and also a QR code* as:

- Branded (with your branding visible and links to map, flyer etc.)
- Unbranded (your branding not included, but other links still visible)
- Simple Layout (no branding or links visible)
- Gallery (a simple page displaying images only)

- Custom Links (this lets you choose what displays and which image the tour starts with)
- There is also the choice to download the tour for offline viewing, i.e. You could put it on a CD, or show it on a laptop with no internet connection.

* QR code: machine-readable code consisting of an array of black and white squares, typically used for storing URLs or other information for reading by the camera on a smartphone.

Video

You can request a YouTube video from this link.

Statistics

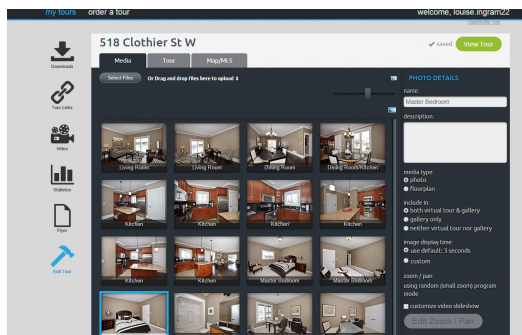
- Turn off or on the Statistics emails for current tour
- Add extra emails that you'd like the stats sending to your client for example
- View the statistics for the current tour

Flyer

- Drag and drop images into the flyer
- Add content for the flyer
- Preview, Save and Download a pdf of the flyer

Edit Tour

This is the big one! Here's where you can make all the changes that will affect how your virtual tour displays. You'll see three tabs – **Media**, **Tour**, and **Map/MLS**. Lets go through them one at a time.



Media

From this tab you can

- Add more images
- Change image order – through 'drag & drop'
- Add / change room names & details
- Choose whether an image displays in the tour or not
- Set the display time for each image
- Turn on/off panning and zooming
- Customize panning and zooming

Tour

This tab shows what your tour currently looks and sounds like. You can make changes to the overall tour here as opposed to working with separate images. There are three buttons:

Tour Info

- Add headings 1, 2 and a description for the tour

Media

- Select your music
- Choose image display time
- Select slideshow transitions
- Choose whether the tour should autoplay or not
- Turn pan and zoom off and on
- Select which pan and zoom option you want
- Set speed at which panoramas should spin
- Set panorama viewing options

Menu Links

These are the links that display along with your branding information for each tour. You can select which ones you want to display from the list provided, i.e. Schools, walk score or a link to your other tours.

Map/MLS

- Reset your map location if it is incorrect
- Add an MLS number
- Change the address details for your tour

You'll notice there is also a 'deactivate tour' link – you can choose to deactivate the tour once the property sells.

These are all ways you can make your virtual tours stand out with added information and different display options.

I can make even more changes!

There are changes I have access to that you don't – if you'd like any of them let me know, I can :

- Change the design of your tour (to see other available designs look under the **Product** heading at the bottom of your agent panel and click the 'example tour designs' link)
- Set whether your branding and links show all the time or whether they are hidden until the 'info' link is clicked
- Change the colours that are in your current design
- Add a second realtor to a listing
- Often I can get some custom coding done if there are tweaks you need – i.e. Second phone number to show in your branding or other small changes.

If there is something you need that you don't see please ask me – it may be something I can help you with.

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Virtual Tours – Panoramas – YouTube Videos – Custom Url's – Custom Feature Sheets – 100% Satisfaction Guarantee