



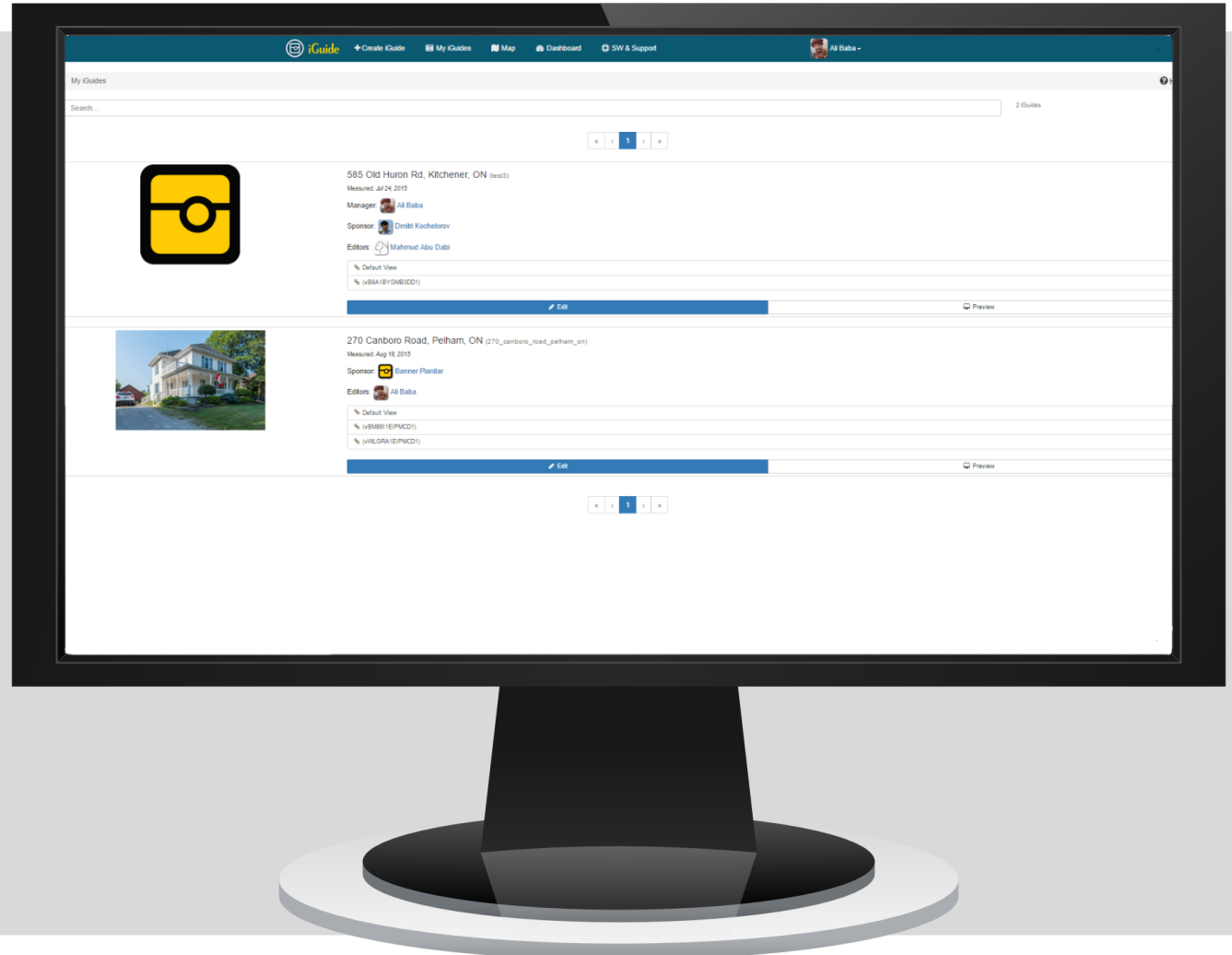
iGUIDEPortal

WELCOME

This simple tools allow you to effortlessly manage your iGuides in one place!

### FEATURES INCLUDE:

- 1 Create a Custom Branded Banner
- 2 Edit your iGuide Display Settings
- 3 Rename Rooms and Floor Labels
- 4 Disable Panoramic Views
- 5 Deactivate Entire Floors
- 6 Organize your Picture Gallery
- 7 Lock Sold Properties





iGUIDE Portal

# CREATE AGENT BANNER

Branding appears on the iGuide, PDF floor plans & feature sheets

## YOU HAVE THE OPTION TO:

1 Click on your Profile Picture and select "Settings"

2 Use our branded banner formats

Fill in the detail fields

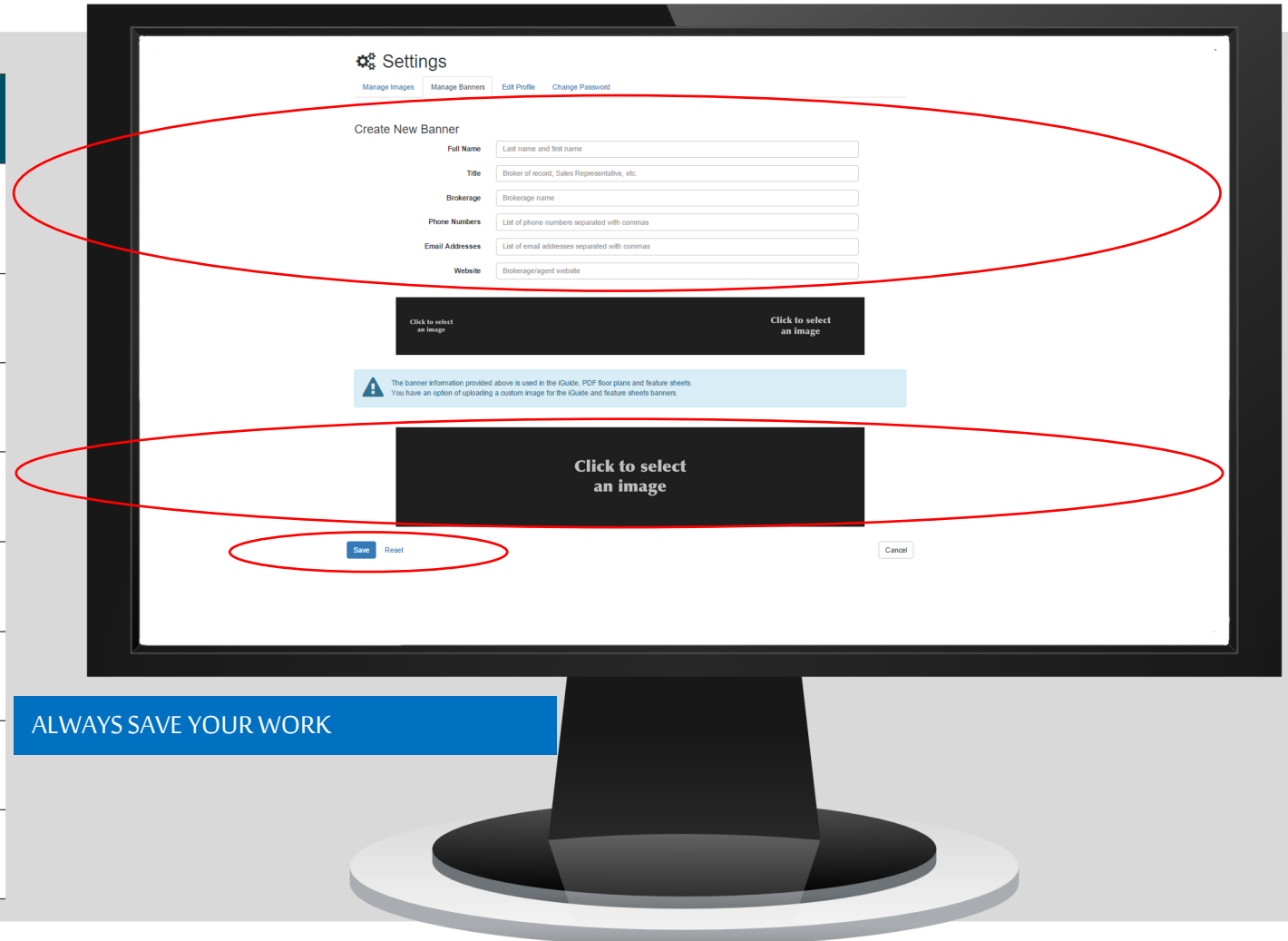
Select headshot and logos

**OR**

3 Upload a custom branded banner

Create custom banner

Upload to your iGuide Portal



ALWAYS SAVE YOUR WORK

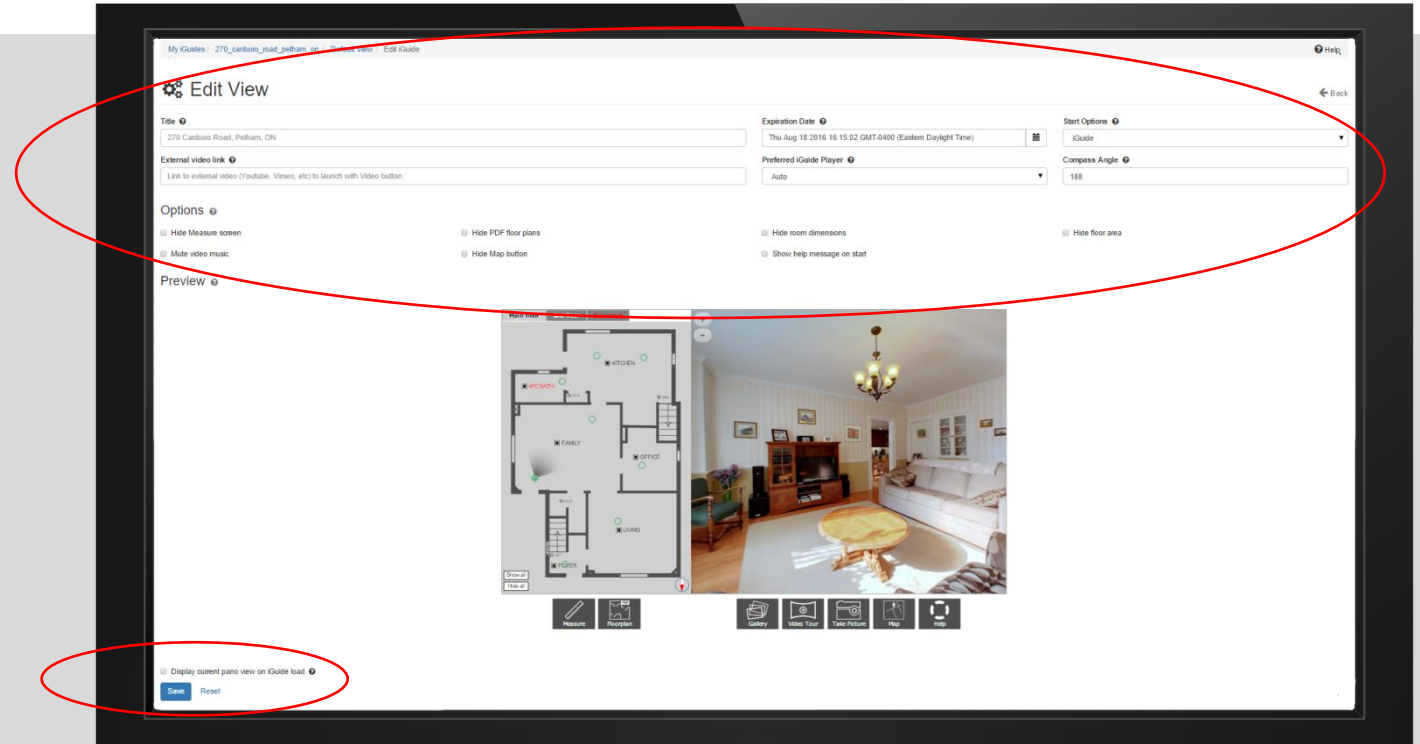


# EDIT YOUR DEFAULT iGUIDE VIEW SETTINGS

We have provided a number of options to customize your iGuide Settings

## MODIFY GENERAL SETTINGS:

- 1 Select Edit Default View>General Settings>Edit
- 2 Change the title for your iGuide
- 3 Insert external video links
- 4 Select your iGuide start position
- 5 Customize your button options
- 6 Expire sold or closed listings



ALWAYS SAVE YOUR WORK



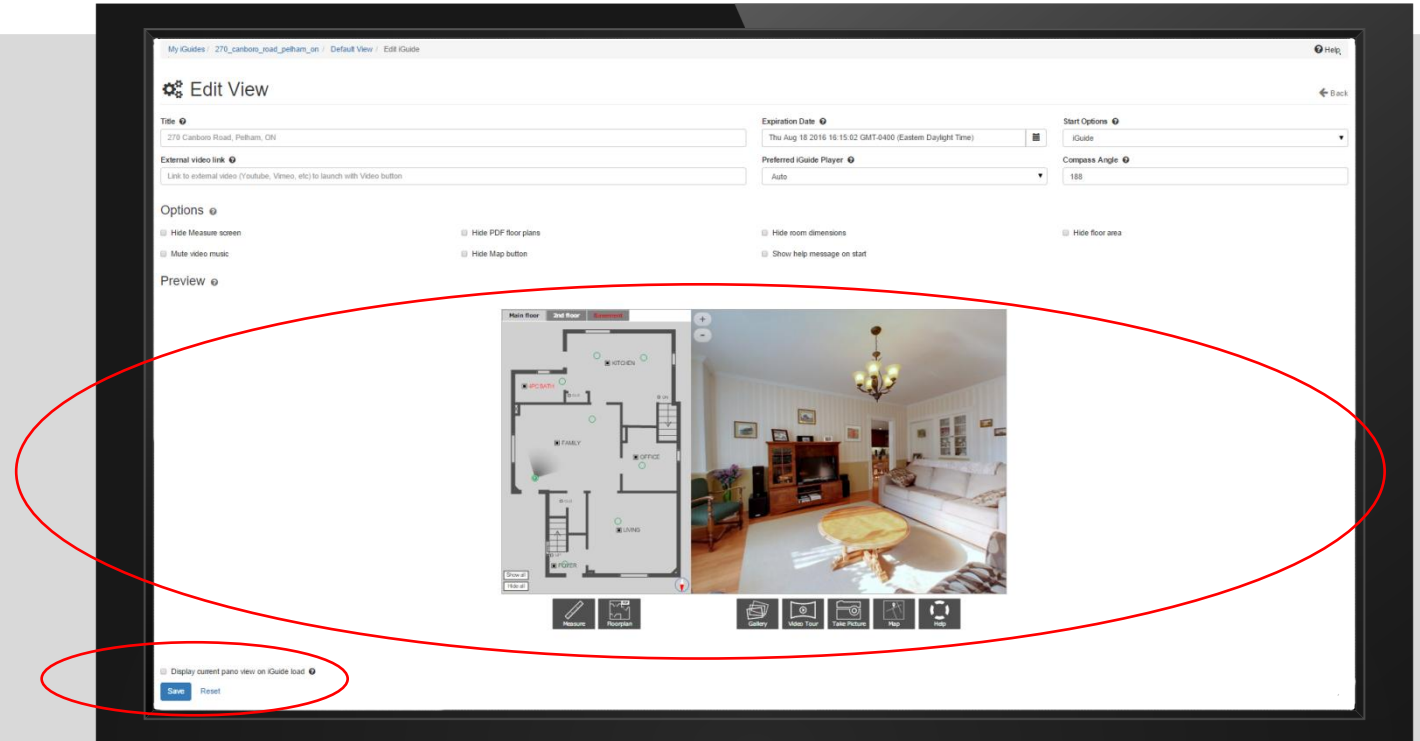
# EDIT YOUR DEFAULT iGUIDE VIEW SETTINGS

We have provided a number of options to customize your iGuide Settings

## MODIFY VISUAL SETTINGS:

- 1 Change your floor labels
- 2 Change your room labels
- 3 Resize your room label fonts

*(Double click label to change)*



ALWAYS SAVE YOUR WORK



# EDIT YOUR DEFAULT iGUIDE VIEW SETTINGS

We have provided a number of options to customize your iGuide Settings

## DISABLE PANORAMIC VIEWS:

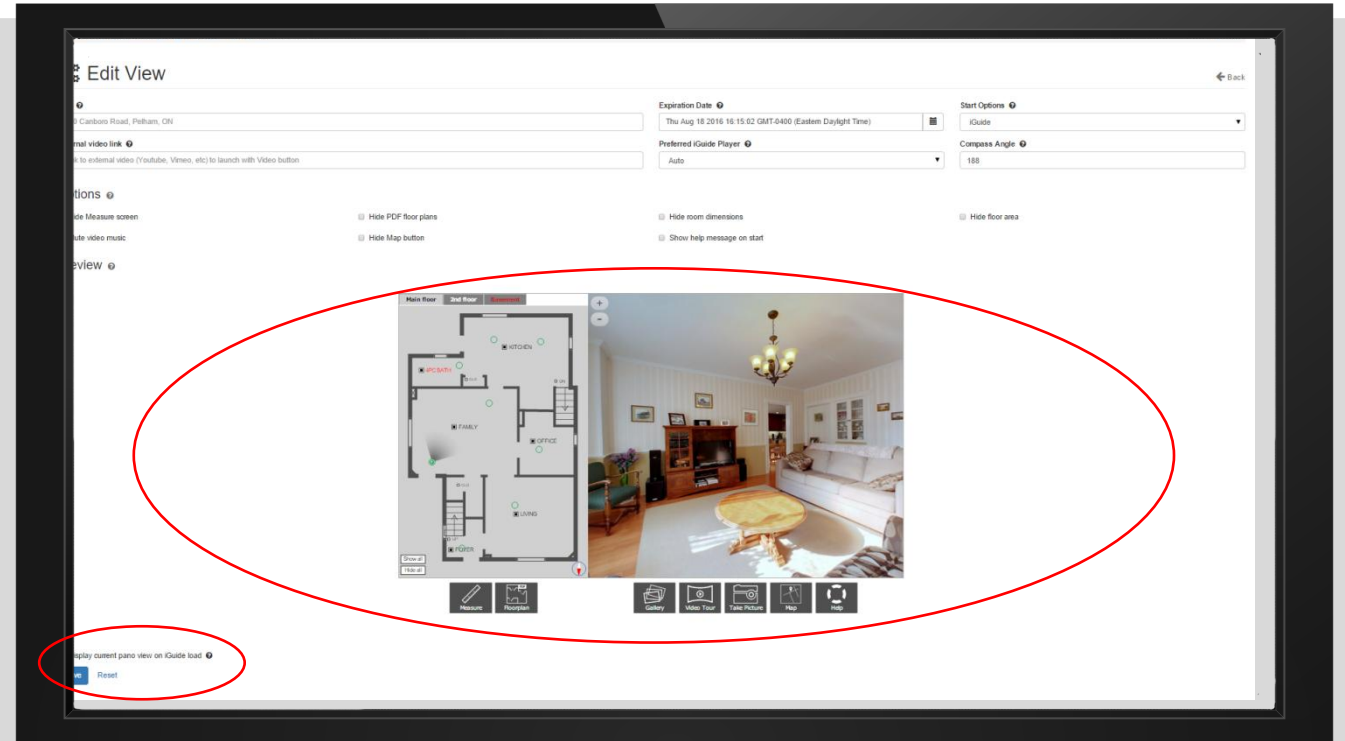
Double click to turn off a panoramic view

*(Panoramic views will turn red when off)*

## DEACTIVATE WHOLE FLOORS:

Double click to turn floor view off

*(Labels will turn red when off)*



ALWAYS SAVE YOUR WORK

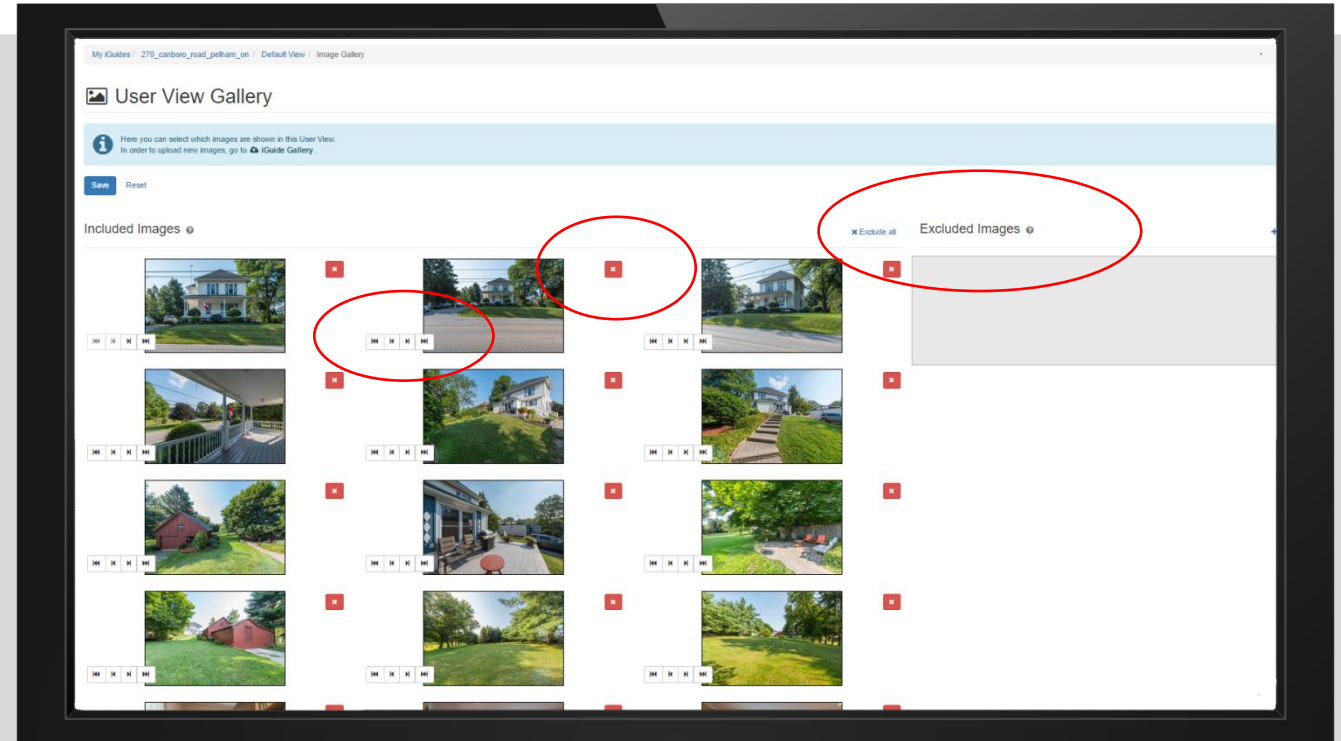


# ORGANIZE YOUR IMAGE GALLERY

We have provided a number of options to customize your iGuide Settings

## OPTIONS FOR IMAGE GALLERY:

- 1 Select Edit Default View>Gallery>Edit
- 2 Change the order of images
- 3 Exclude images from the gallery
- 4 Excluded images appear in the excluded images box

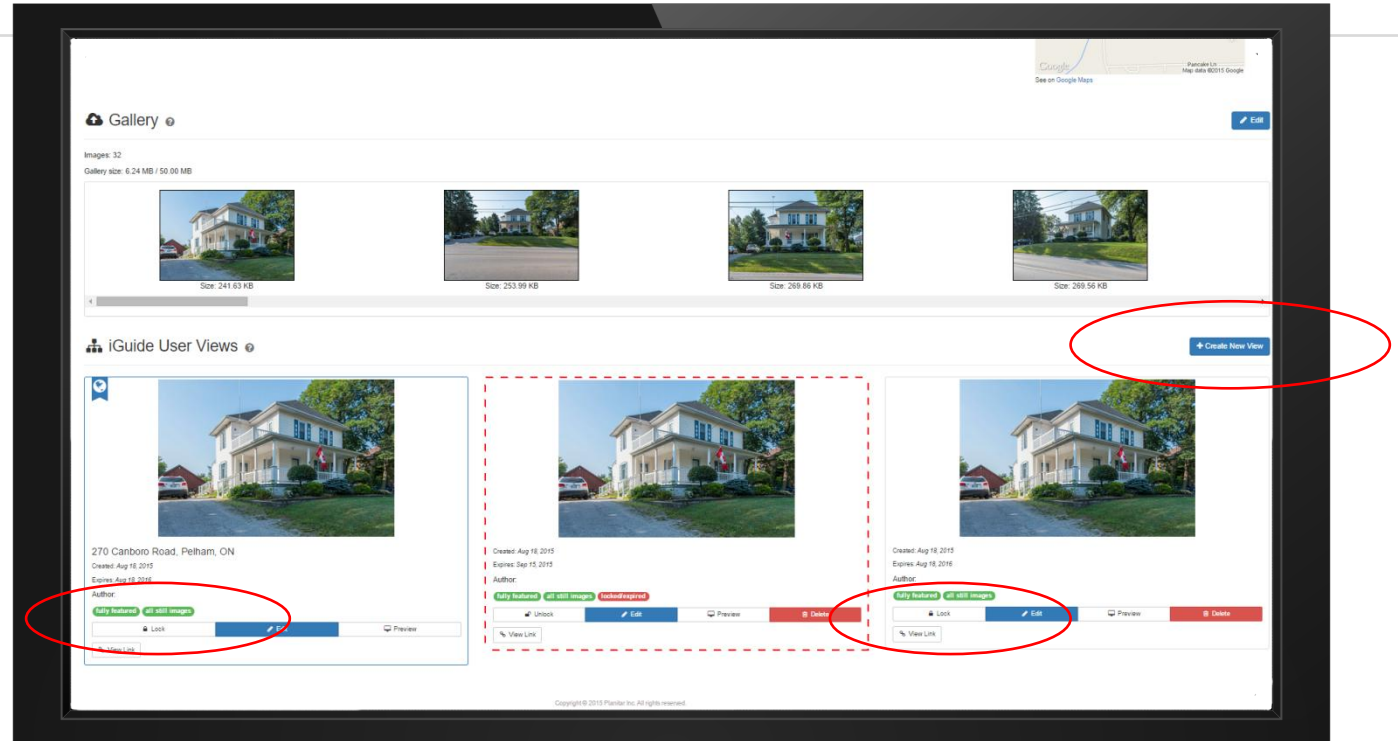




When a property is sold or you want to delist, you can provide users with private access.

## TO LOCK A PROPERTY AND CREATE PRIVATE VIEWS:

- 1 Select "iGuide User Views"
- 1 Create a new view
- 2 Lock the original view
- 3 View and copy new view link
- 4 Share new private link with users



Now you are ready to try customizing your own iGuides.

