



Help Center MANUAL

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Create Website / Wizard Step 1

This is one of the most important parts of your website. The information here must be accurate so buyers can easily find your property. Next we will explain in detail every field on this page.

Street address(required field) = the street address of the property.

City(required field) = the city where the property is located.

State(required field) = the state where the property is located.

Zip(required field) = the zip code.

Listing Title 1 = the 1st title of the website.

Listing Title 2 = the 2nd title of the website.

Price = the price of the property or you can check the "do not show the \$ sign" checkbox to insert other words such as Auction Today, etc.

Display the Map = choose whether or not to display an area map of the property location.

Display your Photo = choose whether you want to display your photo or not on the website (your photo is the one that you've uploaded in "Your Details" section).

Display your Phone Number = choose whether you want to display your phone number or not on the website (your phone number is the one that you've added in "Your Details" section).

Display your Toll Free Phone Number = choose whether you want to display your toll free phone number or not on the website (your toll free phone number is the one that you've added in "Your Details" section).

Display your Fax Number = choose whether you want to display your fax number or not on the website (your fax number is the one that you've added in "Your Details" section).

Display your Contact email address = choose whether you want to display your contact email address or not on the website (your contact email address is the one that you've added in "Your Details" section).

Display your Website link = choose whether you want to display your website link or not on the website (your website link is the one that you've added in "Your Details" section).

Display your "More Info" page = choose whether you want to display your "More info" page or not on the website (your "More Info" page is the one that you've added in "Your Details" section).

Display on Featured Listings page = choose YES if you want this website to show up on the **Featured Listings** page on every website that you create. One reason for choosing NO is when the website is not finished and you want to show it only when you're done editing it.

Property Listing Date & Expiration Date (for RE Agents Only)

Property Listing Date = the date you've added the listing; you can use the mini calendar by clicking on the calendar icon to the right of the date field.

Property Listing Expiration Date = the date your listing will expire; you can use the mini calendar by clicking on the calendar icon to the right of the date field.

After you've completed this step, click **SAVE/NEXT** to save the changes or **CANCEL** to discard them.

Edit - Listing Features / Wizard step 2

This page will explain in detail the **Website Wizard Step 2/Features** page. Features are important because by using them you can highlight the details of your property. Next we'll go through all the input fields on the features page.

Title = this is the title of the features list that will be displayed on your website on top of the features; default is "Property Features", but you can write anything you want. Example: "One of a kind property."

Feature # = enter the feature's name. Example: "Beautifully landscaped private back yard." You can also change text attributes such as background colors by using the controls provided in this section.

Show this feature only to registered users = check this box if you wish this feature to be available only to registered users.

Add new feature button = click this button if you wish to add more features

After you've finished adding the features, click **SAVE/NEXT** to save the changes or **CANCEL** to discard them .

Edit Property Details / Wizard Step 3.1

This page will explain in detail the **Website Wizard Step 3.1/General Property Details** page, the first step on adding the Property Details. This section will contain specific information about your property. You have the option to disable this page or require the website visitor to register to view the details. Next we'll go through all the input fields on this page.

Do not show the details page = check this box if you don't wish to show the property details page on your website.

Show the details page only to registered users = check this box if you want to show the details page only to registered users.

General Information

Property Type = type in the type of the property. Example: Residential.

MLS # = type in the MLS (Multiple Listing Service) number if you have one.

Lot Size = type in the lot size. For example: 133 x 135.

Zoning = type in the zone code. For example: R1.

Cross Street = type in the closest major cross street to help locate property address.

Map Book Page = the page number from the Map Book.

APN = type in the Assessors Parcel Number[s]. If there is more than one, separate each with a comma.

School District = type in the primary school district[s].

Building Information

Year Built = type in the year of construction or N/A if land. You can use any text that is appropriate for this section.

Floor Area = type in the living area in sq. ft.

Style= type in the basic style of property. Example: Custom, ranch, English Tudor, Mediterranean, etc.

Roof Type= type in the roofing material[s] such as comp., ceramic, fiberglass,

redwood shingle, etc.

Air Conditioning= type in Yes/No if there is Air Conditioning. You can also write any relevant text here.

Heating/Ventilation = type in Yes/No if there is Heating/Ventilation. You can also write any relevant text here.

Water= type in the type of the water system. Example: private well, municipal, etc

Sewer = type in the correct descriptions such as: septic, city, municipal, etc.

Garage= type in Yes/No. You can also write any relevant text here. Example: Two (2) Car.

Foundation= State the type of foundation[s] such as: slab on grade, concrete, crawl space, basement foundation, etc.

After you've finished making the changes, click **NEXT** to save the changes and go the **Website Wizard Step 3.2/Property Details - Rooms** or **CANCEL** to discard them.

Edit Property Details / Wizard Step 3.2

This page will explain in detail the **Website Wizard Step 3.2/Property Details - Rooms** page, the second step on adding the Property Details. Next we'll go through all the input fields on this page.

Number of Bedrooms = enter total number of Bedrooms.

Number of Bathrooms = enter the total number of Bathrooms.

Room Name = enter data as BR:1 20x19, MSTR Bath" 20x15, etc. Usually the room name, then the dimensions along with a brief description.

Room Description = enter a short description of the room. This field is optional.

If you want to add more rooms, click on the **Add New Room** button.

After you've completed this step, please click the **NEXT** button to save and go to the third (and last) step of the **Property Details** page.

Edit Property Details / Wizard Step 3.3

This page will explain in detail the **Website Wizard Step 3.3/Property Details - Amenities** page, the third (and last) step on adding the Property Details. Next we'll go through all the input fields on this page.

Do not show the amenities for this property = check this box if you don't want to have the amenities section displayed on the Property Details page.

Amenity= type any relevant text. For example: Pool.

If you wish to add more amenities please click on the **Add New Amenities** button.

When you've completed this step click on the **NEXT/SAVE** button to save the changes.

Edit Page Content / Wizard Step 4

This page will explain in detail the **Website Wizard Step 4/Page Content**. In this section you can write as many texts as you'd like. For example: advertise your property, describe each feature, let people know your schedule, etc. Next we'll go through all the input fields on this page.

Title= this is the title of the document. You can choose the color of this title by clicking on the first "color selection" box and choose a color, the background color by clicking the second "color selection" box. To align the title choose the desired alignment from the select box (default to Left). You can also choose if this text will be available to registered users or to every visitor by selecting **Yes/No** next to the **Registered Only** label.

Text = you can type in any information you want.

Notice: for security reasons some users will see an advanced editor instead of a simple text box. These are **trusted** users, meaning they have already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

After you've completed this step, click on **SAVE/NEXT** to save the changes or **CANCEL** to discard.

Edit Images / Wizard Step 5

This page will explain in detail the **Website Wizard Step 5/Property Images**. Next we'll go through all the input fields on this page.

Upload Image File = click the Browse button to find the image that you want to upload.

Description = type in the a relevant description of the image you're about to upload.

Click the green **Upload** button. At this point the page will reload and you'll be able to see a thumbnail of the image you've just uploaded below the upload box.

Notice: for security reasons some users will see a second upload box. These are **trusted** users, meaning they have already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

If you're a **trusted user** and wish to upload more images at the same time, you must create a zip archive containing the images you wish to upload and use the second upload box (**Upload ZIP archive**). Please note that by uploading a zip file, the images inside the archive do not have a description, and you must add it after the upload has finished.

On the second half of this page you'll see the list of the uploaded images. The order in which you see them on this page is the exact order they will show up on your website. To change the order, just change the number inside the box on top of each image and click the red **Save Ordering** button. At this point the page will reload and you'll see the images in the order you've chosen.

To add or edit the description of any image you must click on the link under each image, a box will pop up and you can edit the description. A red **No Description** means the image has no description.

You will notice that each image also has a check box. This check box is used in relation with the buttons and the bottom of the page: **Delete, Registered Only** and **Unregistered**.

If you wish to **hide** some of the images from unregistered users, check the boxes of these images, then check the **Registered Only** box and click on the green **GO** button for the changes to take effect. Please note that at least one images must be set to Unregistered. The status of each image is shown in box of

each image. For example: Registered: Yes

To change an image or more from **Registered** to **Unregistered**, check the boxes of these images, then check the **Unregistered** box and click the green **GO** button for the changes to take effect.

To **Delete** one or more images check the boxes of these images, then check the **Delete** box and click on the green **GO** button.

The last option on this page is the slide show. You can choose whether the slide show should start on page load or not by checking/un-checking the **Auto-Start Slideshow when page loads** box.

After you've completed this step, click **DONE/NEXT**.

Choose a Template / Wizard Step 6

This page will explain in detail the **Website Wizard Step 6/Choose a Template**. On this page you get to choose how your website is going to look. Select the template from the list of templates by checking the box under the desired template. To view the template in more detail click on the template thumbnail and a box will pop up with a detailed view.

Click **SAVE/NEXT** after you've selected the template to save, or **Cancel** to discard changes.

Multimedia / Wizard Step 7

This page will explain in detail the **Website Wizard Step 7/Multimedia**. On this page you get to choose whether a video file should play or not on your website along with any background music.

For video playback you have 4 choices:

- Video Recording
- Video Upload (trusted users only)
- Video Script (trusted users only)
- Global Video (your details page)

The first 3 options are available on this page, and the last one, **Global Video**, is available for trusted users in the **Your Details** section.

Notice: for security reasons some users are considered **trusted** users, meaning they have already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

At the bottom of the Multimedia page you have the **Multimedia Settings** where you can chose which video player your website should load, as well if the player should auto-play on page load or not. You can choose if the background music should auto-play on page load or not. To alter these settings just click the desired setting and wait until the page reloads.

When you're done with this section click **DONE/NEXT**.

Related help sections:

- [Video Recordings](#)
- [Video Upload](#)
- [Video Script](#)
- [Background Music](#)
- [Global Video](#)

Multimedia Recordings

This page will explain in detail the **Recordings** page on the **Multimedia** section. On this page you can record yourself using your webcam directly from this page. You don't need any recording software, but you need to have your webcam connected/installed to your computer and should have the Flash Player installed. 90% of all computers already have Flash Player installed, but if you're one of these 10% that don't have Flash Player installed on your computer please click on the **Get Flash Player** image to install it.

http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash&promoid=BUIGP

Now that you have the Flash Player installed, we'll explain how the recording works:

- Click on the **Record** button and then if you are asked to allow our website to access your webcam hit **Allow** and the recording starts and you should see yourself on a small window.
- You can record up to 3 minutes after the recorder stops. If your video is shorter than 3 minutes click the **Stop Recording** when you want to stop it.
- When the recording stops the **Play** button will become active and you can view your video.
- If you're not satisfied by your recording you can hit the **Record** button to start over.
- When you are satisfied with your video click the **Save** button and the recording will be saved.
- The page will reload and you will be able to view your recording in the player above the recorder (**Current Recording**).

Click **Done** at the end of the page to end this step.

*Please note that you must click the **SAVE** button before you click the **DONE** button in order to save your new recording.

Multimedia - Video Script

This page will explain in detail the **Video Script** page on the **Multimedia** section. On this page you can drop in a video script from services such as YouTube or Google Videos.

Notice: for security reasons this section is for **trusted** users only. A trusted user is a user that has already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

To add a video script, just drop the code from YouTube, Google, or other video in the **New Video Script** box and click the **SAVE** button. Next you will be taken back to the **Multimedia** page where you can view the video in the **Video Script** section

Multimedia - Video Upload

This page will explain in detail the **Video Upload** page on the **Multimedia** section. On this page you can upload a video file to be played on your website.

Notice: for security reasons this section is for **trusted** users only. A trusted user is a user that has already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

Please note that you can only upload **flv (Flash Video)** files.

To upload a video file, click on the **Browse** button to find the desired file and then click on the green **Upload File** button. Once you've clicked the upload button a pop up box should appear showing you the progress bar of your upload. This part can take a couple of minutes based on the file size and your internet connection.

After the upload finishes wait for the page to reload. It might take up to 1 minute or more depending on file size, so be patient. At this point you will be taken back to the **Multimedia** page where you can view the video file you've just uploaded in the **Video Upload** section.

If you wish to change the video clip with another one, just repeat the steps above. A new video file will overwrite the old one.

Multimedia - Background Music

This page will explain in detail the **Background Music** page on the **Multimedia** section. On this page you can choose which background music should play when the page loads.

You can preview each track by clicking on the **Play** button on the right of every track.

To choose one of the music files just check the desired music track and then click on the **SAVE** button. Next you will be taken back to the **Multimedia** page.

Upload Documents / Wizard Step 8

This page will explain in detail the **Website Wizard Step 8/Upload Documents**.

You can use this section to upload documents such as: CC&R's, Termite Report, Certifications, blank forms, etc.

You can select whether or not a document should be available to unregistered users or only to those that have an account on your property website.

Acceptable document upload formats are RTF, DOC and PDF the later of which should be used whenever it is necessary to eliminate the ability to edit content of the downloaded file.

To upload a file, click on the **Browse** button to find the desired file, then give a name to this document by filling in the **Document Name** field and select whether this document should be available to unregistered users or just to registered users by selecting the appropriate check box next to the **Registered Only** label. To complete the upload you must click the **Upload** button. The upload might take up to a minute or more depending on file size and your internet connection.

When the upload completes you should see the uploaded files under the upload form.

You can **delete** one or more uploaded files by clicking on the **X** icon on the right of each file.

You can **edit** the name of the files and the registered state of each file by clicking on the edit icon on the left of the delete icon.

Click **DONE/NEXT** when you've completed this step.

ViewPoint™ Images

This page will explain in detail the **ViewPoint™ Images** section.

Our ViewPoint™ Interactive Image Assignment System allows you the ability to establish directional views related to interior/exterior images, floorplans, street maps. Select any image that you've uploaded then click the arrow which provides the selected view from that angle. **Example:** To see the view outside a kitchen window; first click the image of the kitchen then the arrow with the angle pointing outside the kitchen. The area outside the kitchen window will be displayed in a new image.

On this page you will be able to view all of the ViewPoint™ images that you've created.

To create a new ViewPoint™ Image click the **New** button, or if you want to edit an existing one you must click the **Edit This Section** link corresponding to the desired ViewPoint™ image.

If you want to delete a ViewPoint™ Image you must click the **X** icon corresponding to the ViewPoint™ image that you want to delete.

Add/Edit ViewPoint™ Images

This page will explain in detail the process of creating ViewPoint™ Interactive Image Assignment System.

Our ViewPoint™ Interactive Image Assignment System is giving you the means to pinpoint the location on a floorplan or map where the photo has been taken.

Next we will explain in detail how you can create a ViewPoint™ Interactive Image Assignment System.

First you must upload an image of the floorplan or map, and choose a name for it. After you click the **Upload** button the page will reload showing you the image you've just uploaded. It is preferred to upload a picture taken as landscape, otherwise the image will get rotated 90° clockwise.

Note: by uploading a new image on an existing ViewPoint™ image, the newly uploaded image will overwrite the old one and the old ViewPoint™ image selection will be deleted.

Once you've uploaded the floorplan/map image, you can start assigning photos to it using arrows. To do that you must follow these easy steps:

- From the list of available images located under the floorplan image select a image.
- Select the ViewPoint™ arrow.
- Select the desired location on the floorplan/map by clicking on that location.
- Click on the **Add Selection** to add your selection to the selections list.
- Repeat steps 1 through 4 for every image that you want to assign to the floorplan/map.

Finally click on the **SAVE** button located at the bottom of the page.

If you would like to change the name of the ViewPoint™ image just change it from the input field located above the floor-plan/map image.

To have the ViewPoint™ image available just for the registered users you must check the appropriate checkbox under the name input field. By default every ViewPoint™ image you create is available to everyone.

Another feature of our ViewPoint™ Interactive Image Assignment System is that you can create it but not have it available on the property feature (Example: its not complete). To do this you must check the appropriate checkbox under the **Published** section. By default every ViewPoint™ image that you create is published.

Don't forget to click the **SAVE** button for the changes to take effect.

Your Details

This page will explain in detail the **Your Details** page.

Please note that the information on this page is global, and it will be available for every website that you create.

On this page you can add/edit your **contact information, company details** (if applicable), and the **more info** page. This area may be left blank if you are a homeowner. You can also upload **your photo**, your **logo**, and if you are a **trusted** user you can upload the **global video**.

Notice: for security reasons some users are considered **trusted** users, meaning they have already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

Related help sections:

- [Contact Details](#)
- [Change Your Password](#)
- [Edit Company Details](#)
- [More Info Page](#)
- [Change Photo](#)
- [Change Company Logo](#)
- [Upload Global Video](#)

Edit Your Contact Details

This page will explain in detail the **Contact Details** page on the **Your Details** section.

Please **note** that the information on this page is used globally on every website that you create.

Next we will explain in detail every field on this page.

Name (required field) = this is the name you've entered when you registered. This name will be displayed on every website that you create if you choose. Change the name only if it's necessary.

Email (required field) = this is the email address you've entered when you've registered. Note that this email address is used only in relation with your account on **Preferred Homes Online**, it won't show up on any website that you create, except the case when you use the same email address in the **Contact Email Address** field. This is the email address that we'll be using to contact you if necessary, and you'll be using it if you forget your password. So this is your **account email address**. Change this email address only if it's necessary.

User name(required field) = this is the that you've entered when you've registered, and is the user name that you're using to login into your account on **Preferred Homes Online**. Change the user name only if it's necessary.

User type = select **agent** or **homeowner**. If you are a real estate agent [or auctioneer] additional menu items will be displayed.

Phone Number = enter your area code and phone number. This number is displayed on your property website.

Toll Free Phone Number = enter your toll free phone number (if you have one) otherwise leave this area blank.

Fax Number = enter your area code and fax number.

Contact Email Address= this is your contact email address. This is the email address that will receive emails from your websites. Example: when somebody registers or sends you an email using the contact form on your websites.

SMS Email Address = this is an alternate email address that will receive the same emails as the **Contact Email Address**. You can use an SMS text message address here. Obtain your SMS address from your cellular provider. Note that

this SMS address will not be displayed anywhere on your websites, so it remains private. However, contact information will be sent to your cell phone within seconds of a contact form request from your website.

Website = enter your website address if you have one.

Other Listings link = enter the link to a website that has your other listings; leave it blank if you do not have such a link.

Click the **SAVE** button to save the changes or **CANCEL** to discard them.

Edit the Company Details

This page will explain in detail the **Company Details** page on the **Your Details** section.

Please note that the information on this page is used globally on every website that you create.

Next we will explain in detail every field on this page.

Company Name = enter the company name

Street address = enter the street address of your company.

City = enter the city.

State = choose the state.

Zip = enter the zip code.

Phone Number = enter your company area code and phone number so that potential clients can contact you.

Toll Free Phone Number = enter your company toll free phone number (if you have one) so that potential clients can contact you.

Fax Number = enter your company area code and fax number.

Website = enter your company website address.

Click the **SAVE** button to save the changes or **CANCEL** to discard them.

Change Your Password

This page will explain in detail the **Change Your Password** page on the **Your Details** section. Change the password only if necessary.

Next we will explain in detail every field on this page.

Current Password (required field) = for security reasons we ask you to first type your current password.

New Password (required field) = type in your new password.

Re-type New Password (required field) = for security reasons we ask you to retype your new password. What you type in the **New Password** and the **Re-type New Password** fields must match exactly.

Click **SAVE** to save the changes or **CANCEL** to discard them.

Note: You can improve the security of your password when you use a combination of at least six characters and numbers. Keep your password in a safe place and do not share it with others.

Change Your Photo

This page will explain in detail the **Change Your Photo** page on the **Your Details** section. On this page you can upload the image that will be displayed on your websites.

To upload your image just click on **Browse** to find the image file you want to use as your image and then click **Upload**. At this point the page should reload and your image should be displayed on top of the upload form.

If you wish to change your image just repeat the steps above. The new image will automatically overwrite the old image.

Click **DONE**.

*Please note that this image is used globally and will be displayed on every website if you choose.

Change Your Logo

This page will explain in detail the **Change Your Logo** page on the **Your Details** section. On this page you can upload the logo image that will be displayed on your websites.

To upload your logo image just click on **Browse** to find the image file you want to use as your logo and then click **Upload**. At this point the page should reload and your logo should be displayed on top of the upload form.

If you wish to change your logo image just repeat the steps above. The new logo will automatically overwrite the old image.

Click **DONE**.

*Please note that this image is used globally and will be displayed on every website if you choose.

Edit the More Info Page

This page will explain in detail the **Edit the "More Info" Page**. In this area you can write information about yourself, your company etc.

Notice: for security reasons some users will see an advanced editor instead of a simple text box. These are **trusted** users, meaning they have already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

Write the text in the **"More Info" Page** textbox/advanced editor.

Click **SAVE** to save the changes or **CANCEL** to discard them.

Upload Global Video

This page will explain in detail the **Upload Global Video** page on the **Your Details** section. On this page you can upload a global video file to be played on your websites.

Notice: for security reasons this section is for **trusted** users only. A trusted user is a user that has already bought at least one website. There are a couple of advantages being a trusted user; trusted users have access to the advanced editor, can upload zip files containing images (instead of uploading one image at a time), upload video files, etc.

Global Video means that you can use this video file on every website if you choose.

Please note that you can only upload FLV (**Flash Video**) files.

To upload a video file, click on the **Browse** button to find the desired file and then click on the green **Upload file** button. Once you've clicked the upload file button a pop up box should appear showing you the progress bar of your upload. This part can take a couple of minutes based on the file size and your internet connection.

After the upload finishes wait for the page to reload. It might take up to a minute or more depending on file size, so be patient. At this point the page will reload and you'll be able to watch the video file under the **Current Global Video File** on this page.

If you wish to exchange the video clip with another one, just repeat the steps above. A new video file will overwrite the old one.

Click **BACK** to go back to **Your Details** page

Manage Contacts

This page will explain in detail the **Manage Contacts** page. To get to this page, go to the **Account Manager** and choose Manage Contacts from the Contacts section.

On this page you will see the list of your purchased websites. You will also find how many registered users there are for a particular website and how many emails you've received from your website.

To see the contacts list/received emails for a particular website you must click on the **address** of that website. Example: **1433 N. Van Ness, Fresno CA 93728.**

Contact List

This page will explain in detail the **Contact List** page on the **Manage Contacts** section.

On this page you will have access to all the contacts associated with each individual property website.

For each of the listed contacts you can easily find out if they are registered or unregistered. You'll also see exactly how many emails have been sent to you through the website's contact form.

Additionally, you can easily send individual emails by clicking on the **Send** link next to each contact, or you can send the same email to multiple contacts by selecting them and clicking on the **Send Email** button!

To view emails received from each contact, simply click on the envelope icon next to each contact name. If the envelope has a red X on it this means you have not received an email from that particular contact.

You can delete one or more contacts by selecting them and clicking on the **DELETE** button.

Send Email Page

This page will explain in detail the **Send Email** page on the **Manage Contacts** section.

On this page you'll be able to send individual/multiple emails to your contacts. If you navigated to this page by clicking on the **Send** link [next to a contact in the list of email addresses] you'll see only one email address; this is because you've chosen the one contact. However, if you're on this page as a result of selecting more than one contact [and clicking on the **Send Email** button] then you should see a complete listing of email addresses where your message will be sent when you click on the send button.

If for some reason you wish to remove one or more email addresses simply uncheck the emails you want to delete.

To send your email message, type your name and email address along with a subject. Now enter your message details in the area provided and click **Send**. Click on **Cancel** to return to the contacts list page.

If you wish to personalize your email, you can use the special tags in the subject or body of your email.

Special tags available for this page:

- [NAME] will be replaced with the person's name by our system.
- [WEBSITE] will be replaced with the website's link by our system.

Email List

This page will explain in detail the **Email List** page on the **Manage Contacts** section.

On this page you'll see every email that a contact has sent you by using the contact form on your website.

If you choose to send an email to this contact, just click the **Send email** link.

Auto-Responders

This page will explain in detail the **Auto-responders** page. To get to this page, go to the **Account Manager** and choose auto-responders from the Contacts section.

On this page you can view the email auto-responders. These auto-responders will be sent when a visitor registers or uses the contact form/feedback form/listings request form on any of your websites.

Please note that the auto-responders already have a default text, but if you wish to personalize them or turn them off please read further.

On this page you can see if the auto-responder emails are turned **ON** or **OFF** (default is **ON**) and you can see all of the auto-responders.

To edit the auto-responders settings or edit the auto-responders text you must click on the **Edit Auto-responders** button.

You can use special tags inside the subject and email text to insert the website link or the subject of the email the visitor has used in the contact form.

Allowed special tags for the auto-responders:

- [WEBSITE] - will be replaced by the website name. Example: www.123StreetName.com
- [SUBJECT] - will be replaced by the subject of the email the visitor has used in the contact form. Example: Proposal
- [NAME] - will be replaced by the name of the person who registered or used the contact form.

*If you'll be using special tags, don't forget to include the brackets:

- WEBSITE is incorrect.

- [WEBSITE] is the correct way to write a special tag.

Edit Auto-Responders

This page will explain in detail the **Edit Auto-Responders** page on the **Contacts** section.

This function automatically communicates to your website visitor by generating an instant email reply when that person has sent you a contact from any of your websites. The reply will contain specific details like the name of the person who sent the message . . . read on!

On this page you will be able to edit your email auto-responder text. Auto-responder messages are sent when a visitor registers or uses the contact form on any of your websites. We advise that you don't turn the auto-responders **off**.

To turn the auto-responders **ON** or **OFF** check the appropriate box.

Next you can edit the auto-responders for the next 4 situations:

- **Auto-responder when somebody registers**
- **Auto-responder when somebody uses the contact form**
- **Auto-responder when somebody uses the feedback form**
- **Auto-responder when somebody uses the listings request form** (if you've selected **Agent** from the **Contact details** in the **Your Details** section)

You can use special tags inside the subject and email text to insert the website link or the subject of the email the visitor has used in the contact form.

Allowed special tags for the auto-responders:

- [WEBSITE] - will be replaced by the website name. Example: www.123StreetName.com
- [SUBJECT] - will be replaced by the subject of the email the visitor has used in the contact form. Example: Proposal
- [NAME] - will be replaced by the name of the person who registered or used the contact form.

*If you'll be using special tags, don't forget to include the brackets:

- WEBSITE is incorrect

- [WEBSITE] is the correct way to write a special tag

For example you could write:

RE: [SUBJECT]

Dear [NAME],

Thank you for viewing my property at [WEBSITE]. I'll be contacting you as soon as I return to the office.

Sincerely.

your name or signature

When you're done editing, click **SAVE** to save the changes or **CANCEL** to discard them.

Payment

This page will explain in detail the first step of the **Payment** process. On this step you'll have to choose the type of website you want and you'll be able to fill in a coupon code that will give you a discount if you have one.

On the first section of this page you'll see your website's information such as the template, property address, title 1, title 2, the date you've created it and also the date when you last updated it. You can click **Edit This Website** if you want to change certain parts of it, or you can move down the page to the **Select Website Type** section to complete your purchase.

When selecting the type of your website, you have (3) options which will be discussed in detail below:

- **Desired Domain Name**
- **Your Domain Name**
- **Desired Subdomain Name**

Desired Domain Name

Select this option if you don't want to purchase the domain name from any domain name registrar companies, and would like us do it for you. This is the **recommended** choice because it will save you time and it's less confusing.

If you choose this option, check the corresponding box for **Desired Domain Name** and type in the desired domain name, and choose between **.com**, **.us**, **.net**, **.org** and **.info**. The fees for these choices are shown next to each choice. Example: **.com** \$9.95

Please note that the desired domain name that you've typed might be unavailable, so based on your input we will search for a very similar domain name which will be used instead.

Your Domain Name

Choose this option if you want to use your own domain name. If you don't have one you must go to your preferred domain name registrar company and buy one.

If you choose this option, check the corresponding box for **Your Domain Name** and type in the domain name in the input field next to the check box. The fee for

this option is displayed on the right of the input field.

NOTICE: if you choose to use your own domain name you will need to update your DNS settings by contacting the Domain Registrar you used to register your domain name, or logging into their control panel and changing the Name servers to:

Primary Name server
NS1.WEST-DATACENTER.NET
69.36.161.11

Secondary Name server
NS2.WEST-DATACENTER.NET
69.36.161.12

If you fail to do this your website **WILL NOT** work.

Desired Sub-Domain name

This is the less expensive option. Choose this option if you want to have your website on a sub-domain on **preferredhomesonline.com** or **anyaddr.com**

If you choose this option, check the corresponding box for **desired sub-Domain name** and type in the sub-domain name in the input field next to the check box. The fee for this option is displayed on the right of the input field. Please type in only the name of the sub-domain and choose the domain that will host your sub-domain from the select box below the input field.

Example: if you type **123anystreet** and choose **preferredhomesonline.com** your website's address will look like this:

123anystreet.preferredhomesonline.com

Coupon Code

If you have a coupon code, please fill it in and you will get a discount. If you do not have a coupon code, leave this field empty.

After you choose the type of your website and fill in the coupon code (if you have one) you should click the **NEXT** button to go to the **Review Your Order** page.

Review Your Order

This page will explain in detail the **Review Your Order** page, the second step of the **Payment** section.

Please check to make sure that your order is complete. To **complete your purchase** you must first read the **Terms and Conditions** and then check the box that you've read and agree with our terms and conditions, then click the **NEXT** button to complete your purchase.