



Account User's Guide

Welcome to VirtualviewHomes.com User Guide for Commercial Accounts.

This Guide was created to help you navigate through the many account functions.

This guide is designed for Commercial Accounts only. This guide is frequently reviewed and updated to accommodate and illustrate any Site upgrades.

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Slide Shows are published within 24 hours after Images and Text have been submitted

Your Account Main Page

Overview of Main Account page.

The screenshot shows the VirtualviewHomes.com account page in a Windows Internet Explorer browser. The page features a blue header with the site logo and navigation links. A user profile picture is shown in the top right. The main content area is divided into a 'Quick Purchase Menu' and an 'Account Maintenance' section. Below these is an 'Orders' table with columns for Order Date, Order ID, Tour ID, Product Name, Order Status, and Manage. The 'Manage' column contains gear icons representing different order statuses: red for Pending, blue for Published, and grey for Canceled. Numbered callouts (1-6) point to the Quick Purchase Menu, Member Photo, Order ID, Account Maintenance menu, Order ID, and Gear Icons respectively.

Order Date	Order ID	Tour ID	Product Name	Order Status	Manage
11/20/2010	36	20100	Enhanced Slide Show	Pending	
11/15/2010	29	20097	Enhanced Slide Show	Published	
11/15/2010	28	20096	Free Slide Show	Published	
11/12/2010	27	20095	Enhanced Slide Show	Published	
11/12/2010	26	20094	Enhanced Slide Show	Canceled	
11/08/2010	25	20093	Enhanced Slide Show	Pending	
11/08/2010	24	20092	Free Slide Show	Published	
11/03/2010	22	20090	Free Slide Show	Pending	
11/02/2010	21	20089	Free Slide Show	Pending	
11/01/2010	20	20088	Free Slide Show	Pending	
11/01/2010	19	20087	Free Slide Show	Pending	

- 1) **Quick Purchase Menu** – Use this menu to for all Commercial Account Pricing.
- 2) **Member Photo** – This is the photo that will be displayed on the Search Results page of VirtualviewHomes.com for all your listings.
- 3) **Order ID Number** – Click here to a copy of your Order Receipt.
- 4) **Tour ID Number** – Click here to open and Manage this Tour purchase.
- 5) **Account Maintenance menu** – Use this menu to manage your account.
- 6) **Gear Icons:** means Order is Pending; means Order has been Published; means Order has been Canceled.

About the Quick Purchase Menu & Account Maintenance Menu






The **Quick Purchase** Menu contains the most up-to-date pricing for Commercial Accounts. The Gray Bar is reserved for future Special Offers. As a Business/Commercial User of Virtualviewhomes.com, you must purchase from this menu in order to receive the correct pricing.

Use the **Account Maintenance** Menu to access the areas necessary to manage your account. Click on one of the 5 self titled menu options to navigate and modify information as needed.

Quick Purchase Menu

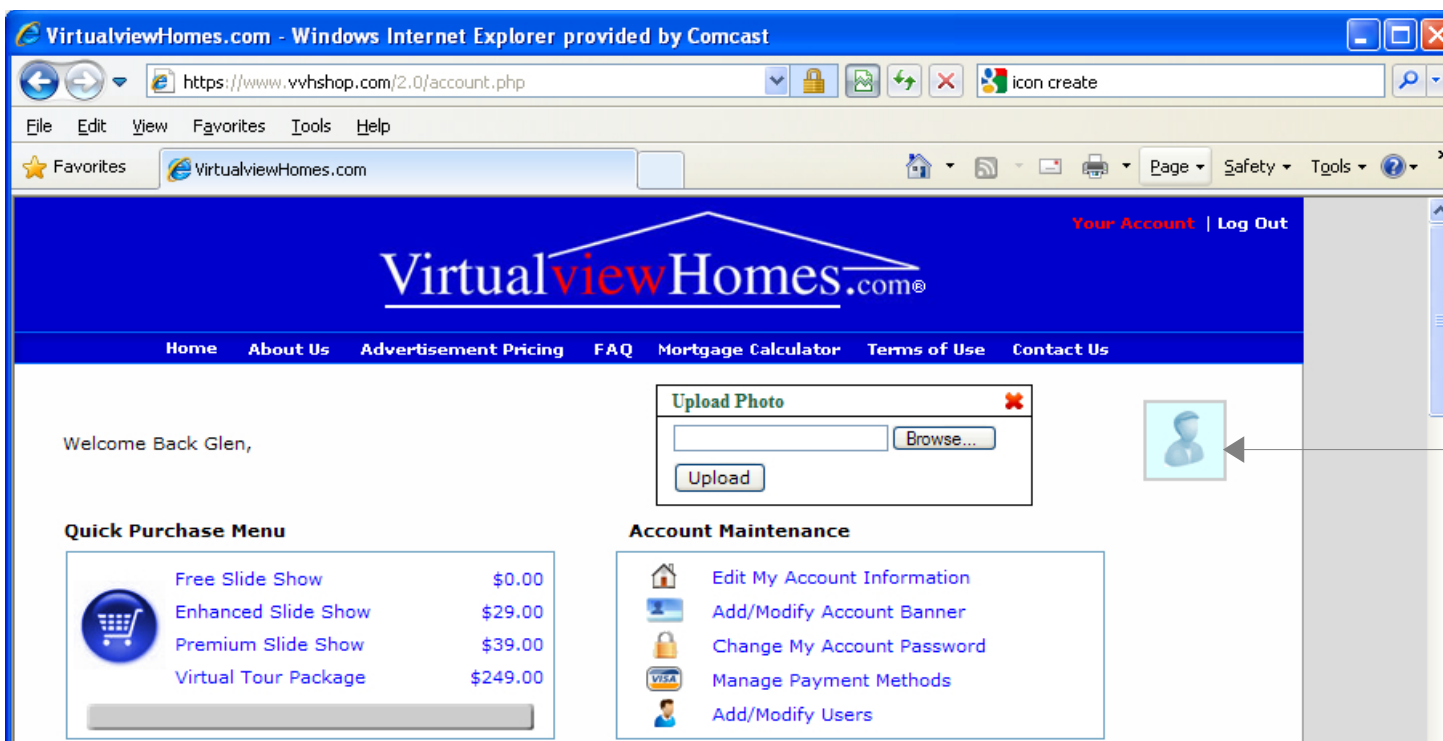
	Free Slide Show	\$0.00
	Enhanced Slide Show	\$29.00
	Premium Slide Show	\$39.00
	Virtual Tour Package	\$249.00

Account Maintenance

	Edit My Account Information
	Add/Modify Account Banner
	Change My Account Password
	Manage Payment Methods
	Add/Modify Users

How to Upload Your Account Picture for Search Results Page

To Upload your photo, click the on icon indicated below. This is the photo that will be visible on the Search Results page for all your listings on the VirtualviewHomes.com site.

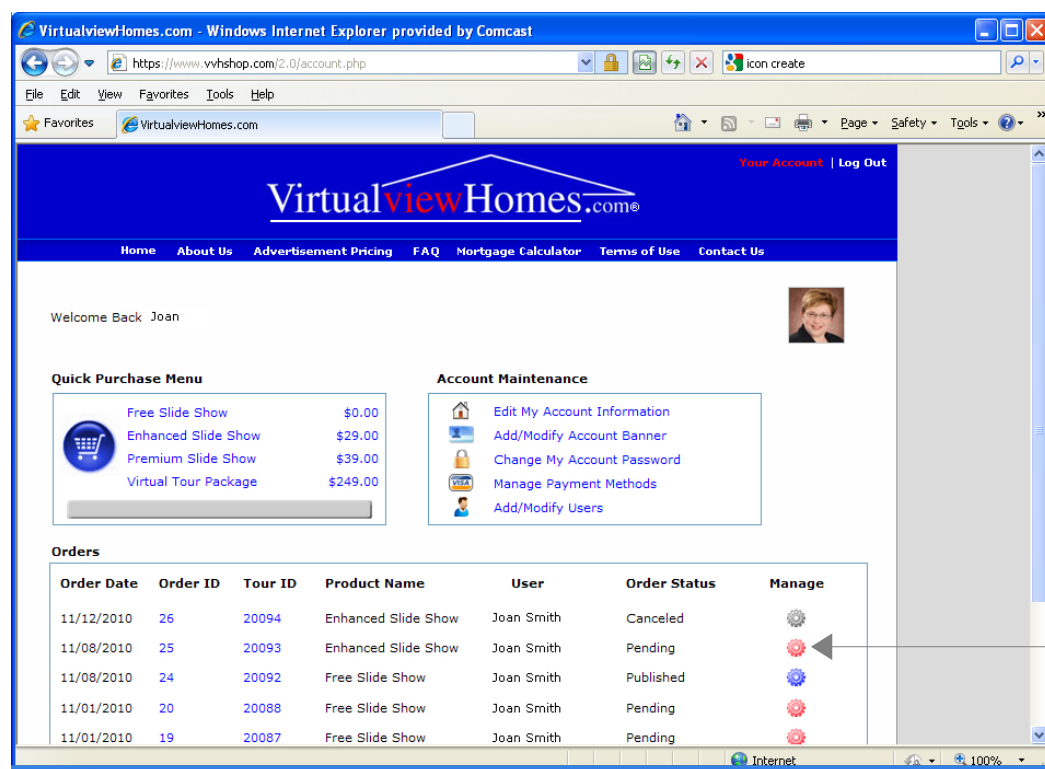


The screenshot shows the VirtualviewHomes.com account page. At the top, there is a navigation bar with links: Home, About Us, Advertisement Pricing, FAQ, Mortgage Calculator, Terms of Use, and Contact Us. Below the navigation bar, there is a 'Welcome Back Glen,' message. To the right of the message is an 'Upload Photo' dialog box with a 'Browse...' button and an 'Upload' button. Below the dialog box, there are two main menu sections: 'Quick Purchase Menu' and 'Account Maintenance'. The 'Quick Purchase Menu' lists four options: Free Slide Show (\$0.00), Enhanced Slide Show (\$29.00), Premium Slide Show (\$39.00), and Virtual Tour Package (\$249.00). The 'Account Maintenance' menu lists five options: Edit My Account Information, Add/Modify Account Banner, Change My Account Password, Manage Payment Methods, and Add/Modify Users. A blue person icon is located to the right of the 'Upload Photo' dialog box, and an arrow points to it from the text 'Click this Icon to open the Upload Dialogue box'.

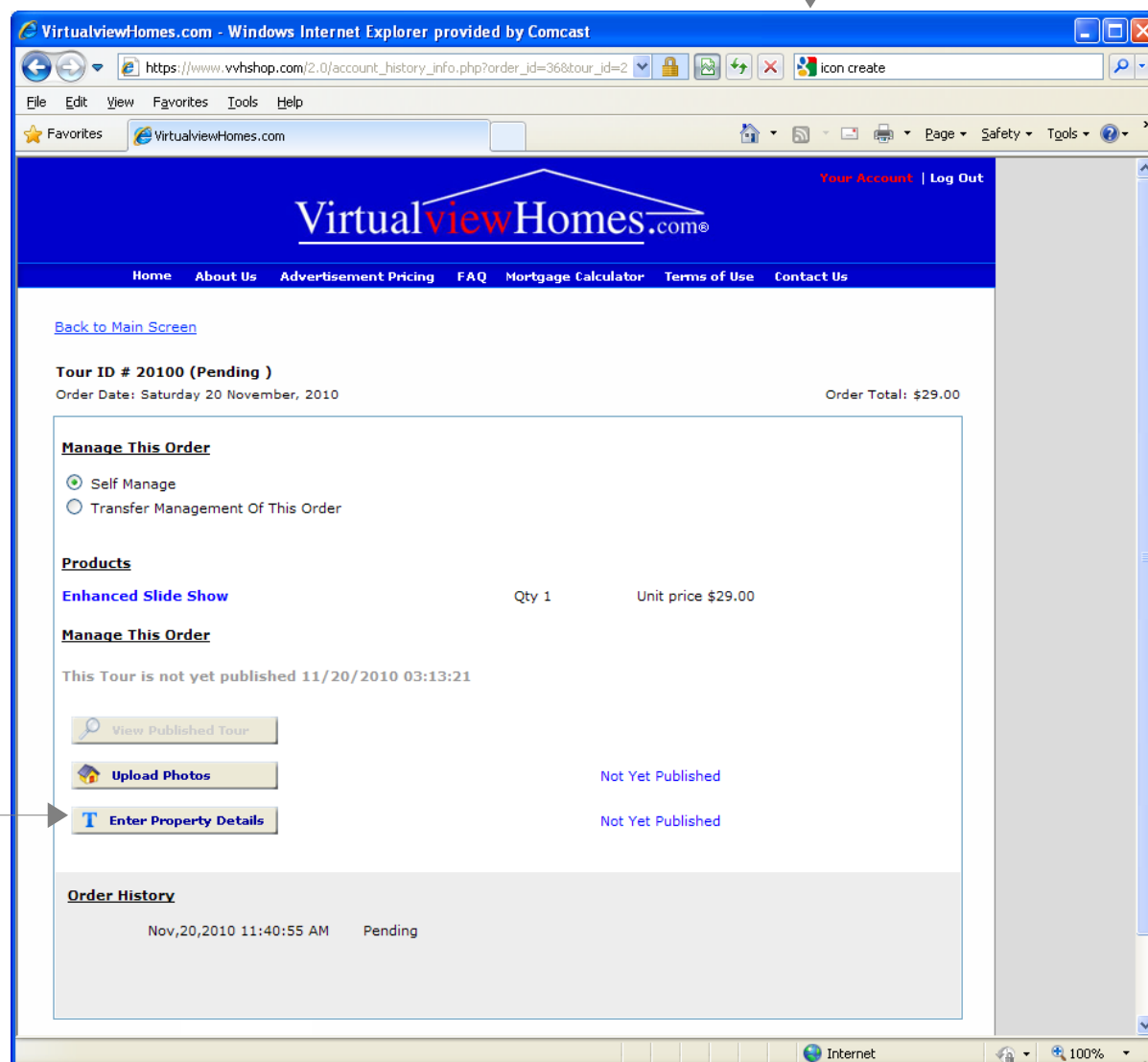
Click this Icon to open the Upload Dialogue box

How to Upload your Slide Show Photos

Click the Manage Icon to open the Tour Management page, then click the **Upload Photos** button and select the pictures you want to upload.



Manage Icon, opens this window



Upload Photos button

Click the "**Browse**" button and upload your photos. Be sure to upload **ALL** images prior to pressing the "**Submit**" button! Once the "**Submit**" button is pressed the images will be **Locked** and you must pay \$2.50 to unlock any image you wish to replace. If you are unable to upload ALL photos, simply click "**Save, Do Not Submit**" button to save your existing uploads.

Please allow 24 hours for your photos to be reviewed and published online.

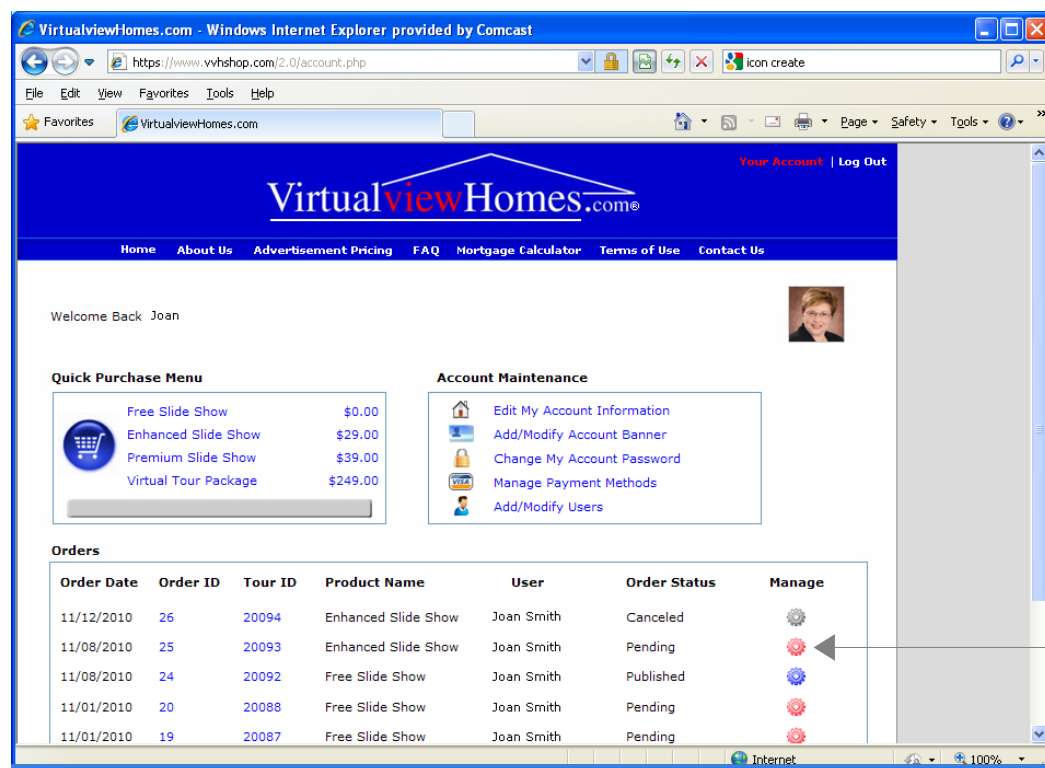
Upload Photo Window (for Enhanced Slide Show)

The screenshot shows a web browser window titled "VirtualviewHomes.com - Windows Internet Explorer provided by Comcast". The address bar shows the URL: https://www.vvshop.com/2.0/account_history_info_manage_images.php?order:. The page content includes a navigation menu with links: Home, About Us, Advertisement Pricing, FAQ, Mortgage Calculator, Terms of Use, and Contact Us. The main content area displays "Tour ID 20100" and "Date: Saturday 20 November, 2010". A status message indicates "8 images remaining for upload". Below this, there is a form with 8 rows, each labeled "Image 1" through "Image 8". Each row contains a text input field, a "Browse..." button, and an "Upload" button. At the bottom of the form, there are three buttons: "Cancel", "Save, Do Not Submit", and "Submit". The footer of the page contains a horizontal menu with links: HOME, PRODUCTS & SERVICES, FREQUENTLY ASKED QUESTIONS, OUR POLICIES, ABOUT US, and CONTACT US. The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

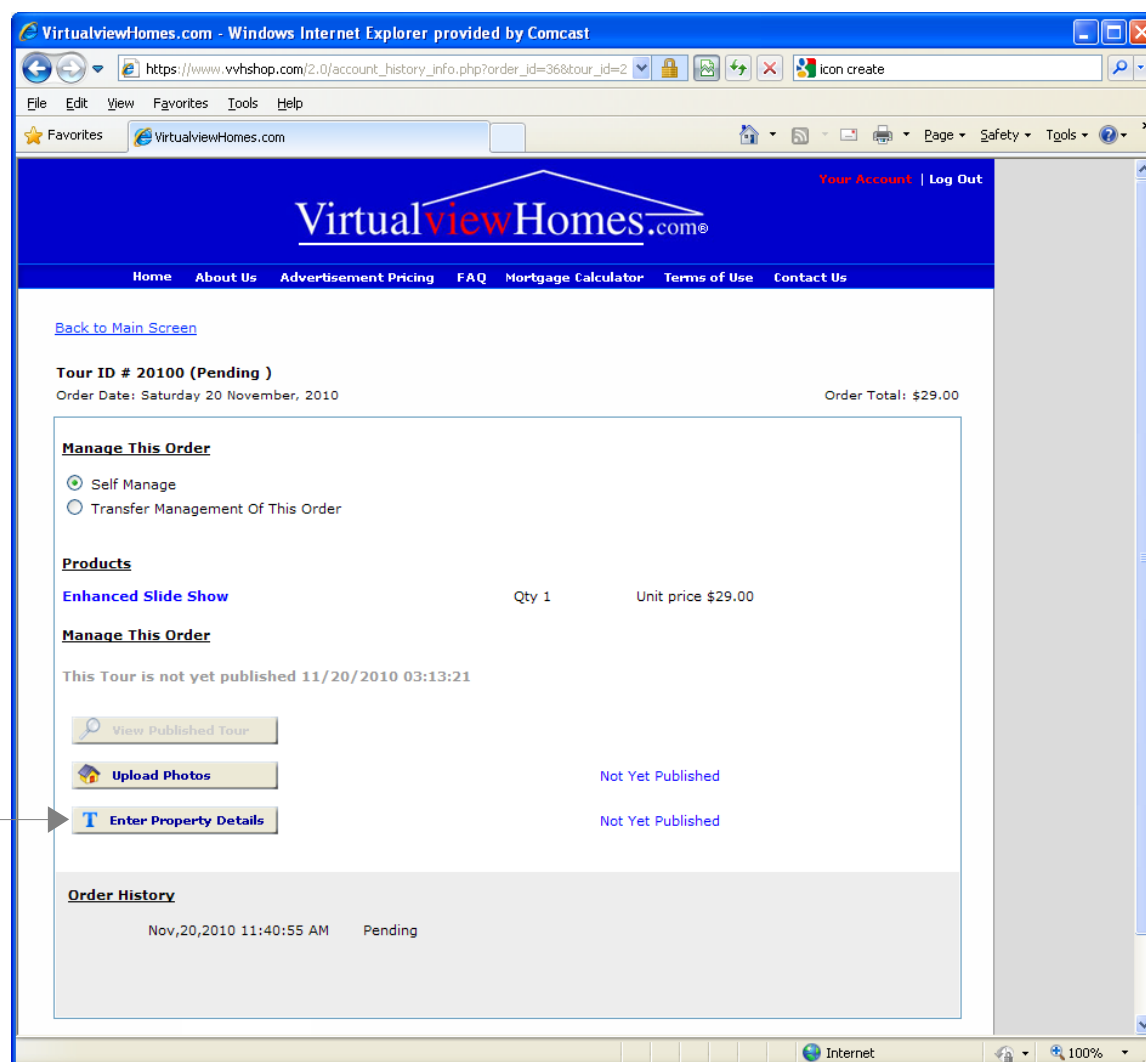
Upload/Modify your Slide Show text

Click the Manage Icon to open the Tour Management page, then click the **Upload Photos** button and select the pictures you want to upload.

Enter the description of the properties by completing the fields. If you are unable to complete all the information, simply click the **Save, Do Not Submit** button and continue later. This page allows for unlimited updates even after the **Submit** button is pressed



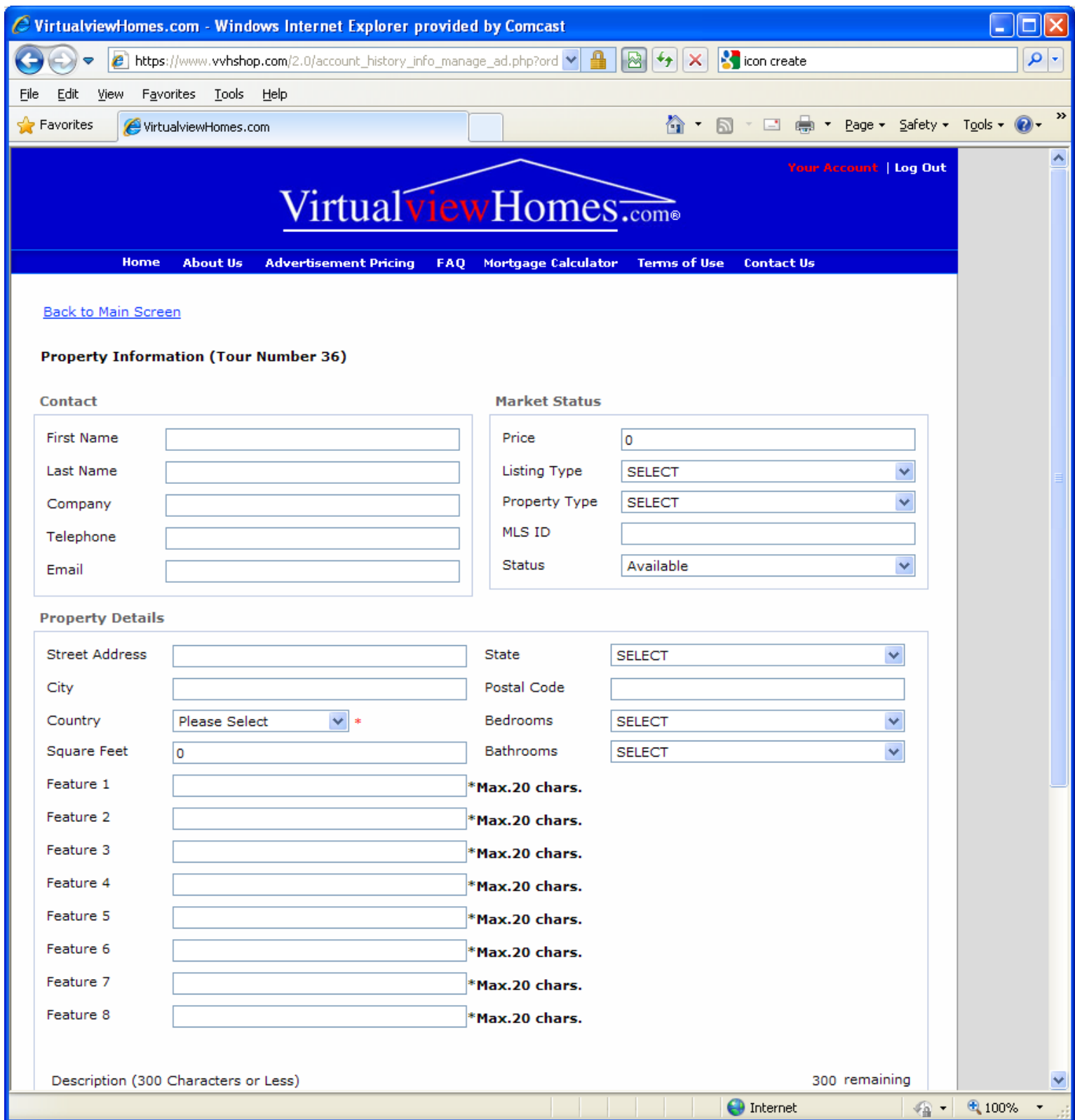
Manage Icon, opens this window



Enter Property Details button

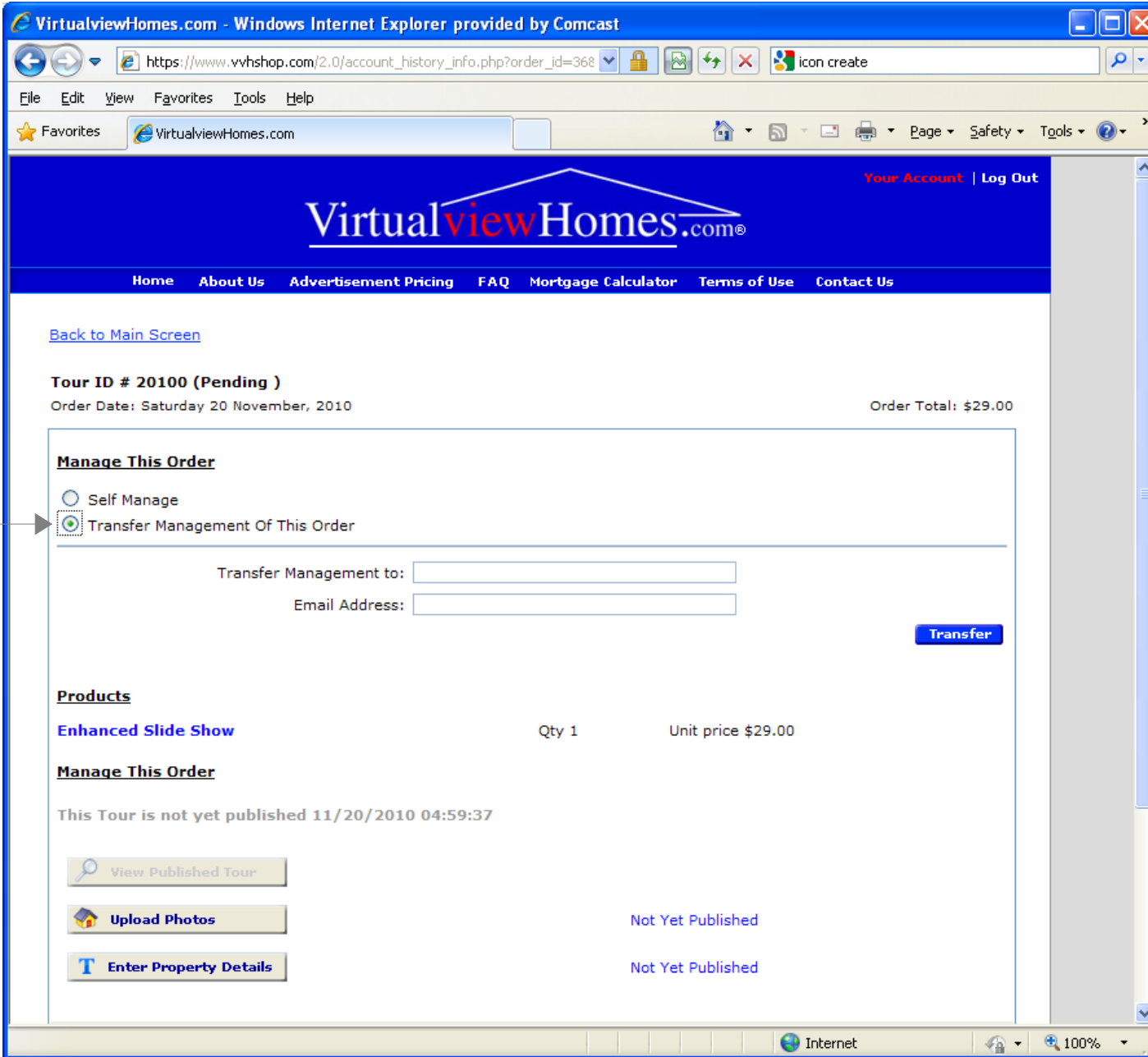
Upload Property Details Window

Screen-shot of Property Information Page. Property Inf can be submitted and updated as often as you wish, you must allow 24 hours for update requests to be reviewed and published online.



Transfer Management of an Order

Transfer Management of an Order is an exclusive function of VirtualviewHomes.com that allows you to transfer an Order to another person. Simply select the "**Transfer Management of This Order**" option and enter the Name and Email Address of the new User. The new User will receive an email with login credentials to manage the transferred Order.



The screenshot shows a Windows Internet Explorer browser window displaying the VirtualviewHomes.com website. The browser's address bar shows the URL: https://www.vvhshop.com/2.0/account_history_info.php?order_id=368. The website header includes the VirtualviewHomes.com logo and navigation links: Home, About Us, Advertisement Pricing, FAQ, Mortgage Calculator, Terms of Use, and Contact Us. The main content area displays the following information:

- Tour ID # 20100 (Pending)**
- Order Date: Saturday 20 November, 2010
- Order Total: \$29.00

The **Manage This Order** section contains two radio button options:

- Self Manage
- Transfer Management Of This Order

An arrow points to the selected option with the text "Select this option". Below the options are two input fields:

- Transfer Management to:
- Email Address:

A blue **Transfer** button is located to the right of the input fields.

The **Products** section shows:

Product Name	Qty	Unit price
Enhanced Slide Show	1	\$29.00

Below the products section, the text reads: "This Tour is not yet published 11/20/2010 04:59:37". There are three buttons:

- View Published Tour
- Upload Photos (Not Yet Published)
- Enter Property Details (Not Yet Published)

The browser's status bar at the bottom shows "Internet" and "100%".

About Your Custom Account Banner

Below is a screen shot of the placement of your Custom Ad Banner. The Banner promotes your business by giving you maximum exposure on ALL your tours. The is a GREAT way to promote your own company and your own website! Since you can post direct links to your tours virtually anywhere, you will also be posting your banners!

More Banner details:

- 1) Custom made for your Business in Flash® format
- 2) Contains 4 Rotating Slides
- 3) Appears on ALL your tours
- 4) Links back to your Website when clicked
- 5) A GREAT WAY TO PROMOTE YOUR COMPANY ONLINE

The screenshot shows a Windows Internet Explorer browser window displaying a real estate listing page. The browser title is "Slide Show #10286 - Tequesta, FL - Windows Internet Explorer provided by Comcast". The address bar shows the URL: <http://www.virtualviewhomes.com/SlideShowNewTEST.asp?ListingID=10286>.

The page content includes:

- VirtualviewHomes.com** logo at the top left.
- Buttons for "3D Floor Plan", "Print Flyer", "Send Link", and "Contact".
- A large image of a house with a swimming pool.
- A "VIEW COUNTER" showing "00308".
- Property details on the right:
 - PRICE: \$389,000** and **Tequesta, FL**
 - Single Family Home, 3 Bedroom(s)/3 Bath(s)
 - "Beautiful Mediterranean Custom 3/3/3 plus Den 2230 Sq Ft Home" built in 2004. Patio Pool excellent for Outdoor Entertaining. Large Cul de sac lot. Energy Efficient Upgraded Insulation and Double Paned Argon Gas Windows. Stainless Steel Appliances and Granite Counters. Italian 18" Tile. Open-Light.
 - Features list:
 - Model Condition Home
 - A rated schools.
 - Pool Cabana Bath.
 - Juno Beaches 5 Min.
 - Safe Cul de sac lot.
 - Energy Efficient.
 - PBG Mall 10 Min.
- A custom slide show banner at the bottom right for **ABC Realty**, featuring a photo of a man and the text:
 - Always Professional Service**
 - Help You Get Pre-Qualified!
 - Attention to Detail!
 - Professional Staging Advice!

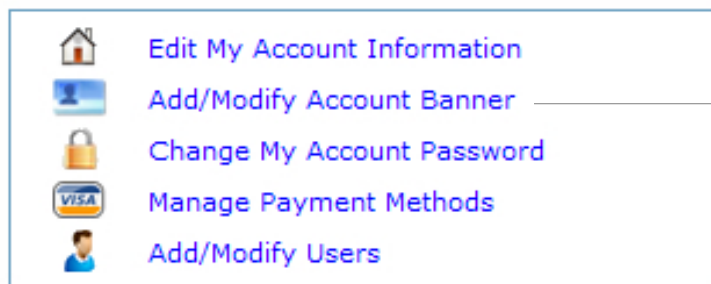
An arrow points from the text "Custom Slide Show" to the ABC Realty banner.

How to Add/Modify Your Account Banner

Your Custom Banner is created by our graphic designers, however, you must provide the required Images & Text needed.

From the Account Maintenance menu, select **Add/Modify Account Banner**. Click on the **Create Button** to open the banner Manager page.

Account Maintenance



Create

Please note that due to spacing and design limitations that it is not always possible to include ALL text. Our Professional designers will edit your text to create the most visually appealing and informative banner. However, we recommend that you limit the text per frame so your Banner is more attractive and easier to read.

VirtualviewHomes.com

Home About Us Advertisement Pricing FAQ Mortgage Calculator Terms of Use Contact Us

Back to Main Screen Back to Banner Management

* Required information

Add/Modify Account Banner

Logo/Trademark Browse... Upload

Company Slogan :

Link to company website :

Frame 1 Browse... Upload

This text in Frame 1 Title :

Frame 2 Browse... Upload

This text in Frame 2 Title :

Frame 3 Browse... Upload

This text in Frame 3 Title :

In the Blue area Upload your Company Logo/Trademark image
Company Slogan and Link to your Website

For Frames 1 through 3, upload your images and text.

Profiting from your Banner Space

There is no limitation or requirement pertaining to the Banner Space on ALL your paid Tours! You can sell this space to friends, relatives or businesses in related industries. The more tours you have published, the more exposure you have to sell! Since there are 4 rotating panels, you can use this ad space and simultaneously sell the other panels to up to 3 other companies!

It is part of our service to build the Banners you request. Once you have paid to publish your tour, whatever you decide to sell your Banner Space for is entirely up to you! Yes! You can make a profit advertising with us!



The Banner Space on ALL your paid Slide Shows are yours to Use and/or Sell as long as the ad is in compliance with our company policies. We reserve the right to refuse any material we find objectionable or offensive in any manner.