



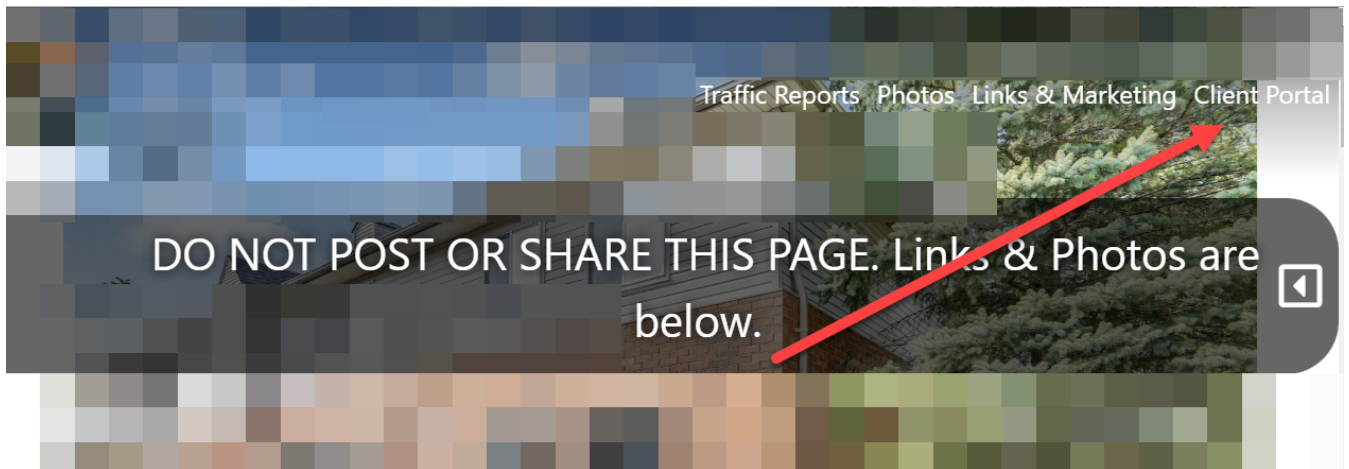
## Easily Manage Your Real Estate Listings with BIG PICTURE 360

We are excited to introduce you to our revolutionary solution for managing your listings details.

BIG PICTURE 360 has adopted a user-friendly Agent Portal that enables you to access and manage all aspects of your listings through one convenient platform.

### Here's a step-by-step guide for getting started:

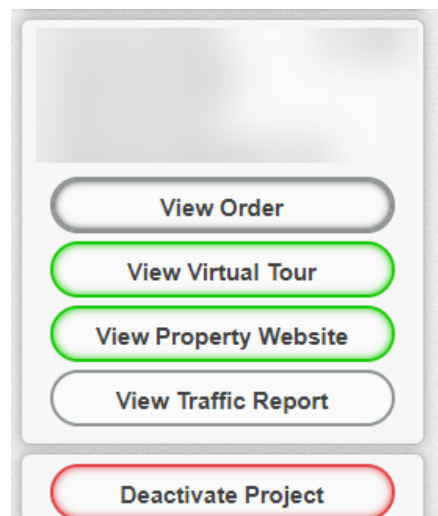
1. To access your Agent Portal, simply click the project link provided in the email you receive from BIG PICTURE 360. This will take you directly to the listing details web page where you will find a **Client Portal** menu item marked with a red arrow (see screenshot provided). Click this link to open the Agent Portal Web Page.



2. Within the Agent Portal, you will find a **Project Settings** panel which offers a range of features to help manage and customize your listings. We have provided a brief overview of these features below.

- **Media Manager:** Effortlessly change the order of listing images, add titles and descriptions to media files, manage media files separately for branded and non-branded listing pages.

- **Information:** Manage the property web page's title and description, update listing status as needed (e.g., "Coming Soon", "For Sale", "Vacation Rental"),



and modify property details such as the number of bedrooms, bathrooms, parking spots, square footage, lot size, etc. Additionally, add information like School District, Year Built, Listing Price, MLS number, and more. You can also append your own PDF file to the listing.

- **Amenities:** Enhance your listing web page by adding Appliances, interior, exterior, and community amenities.

- **Lead Capture Settings:** Customize settings to efficiently collect visitor information from your listing web page, and view the captured leads details.

- **Traffic Report Settings:** Add extra email addresses to send weekly traffic reports, and preview these reports 24/7 with detailed information on web page visitors and individual media file views.

- **Project Links and Deactivation:** Conveniently access all your project links, download project files, and deactivate your projects whenever needed.

If you have any questions or need assistance in navigating the Agent Portal, please do not hesitate to contact the BIG PICTURE 360 team. We are always here to support you in maximizing your real estate success.

Get started today and unlock the full potential of your real estate listings with BIG PICTURE 360's Agent Portal!

e: [info@bigpicture360.ca](mailto:info@bigpicture360.ca)

t: 647-640-7557

[www.bigpicture360.ca](http://www.bigpicture360.ca)

