

my.PREVISITE

User Guide

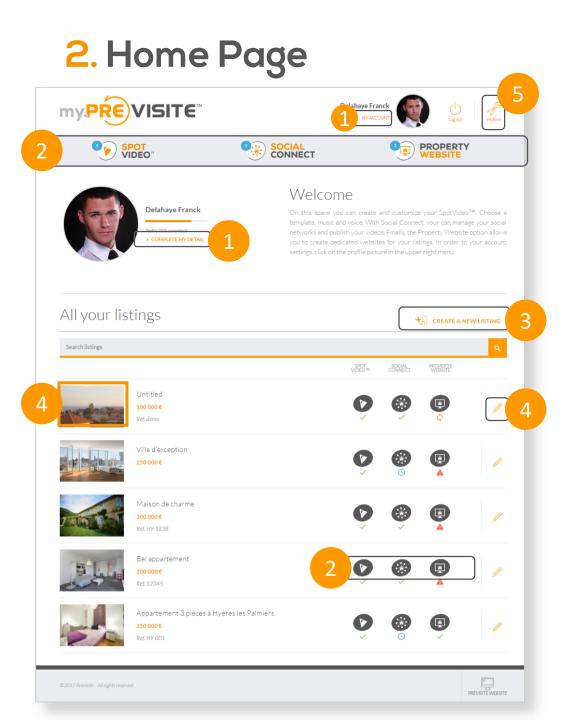
1. Using a computer Log into the My.Previsite platform

Visit the online platform :

http://my.previsite.com/login

Enter your username and password to log in

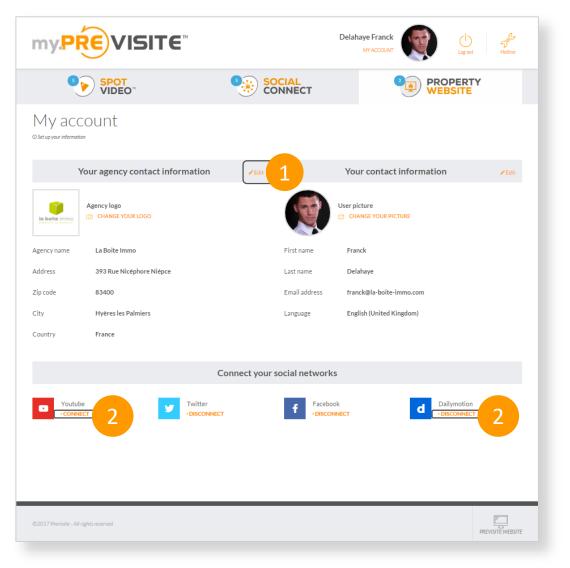
m	y.PREVISITE	
	Welcome	
Login Password		



From My.Previsite's home page, you can access multiple features:

- 1. Complete / Edit your profile information
- Access various tools: Spotvideo[™], SocialConnect, or Property Website
- 3. Create a new listing
- 4. View or customize already created listings
- 5. Contact Support

3. Complete / Edit your profile



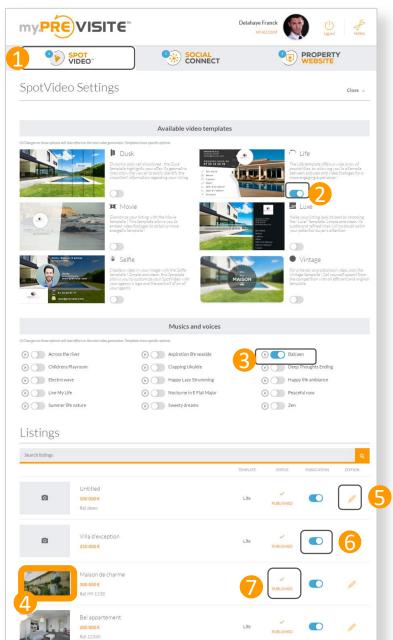
- 1. From My account's tab, click on "**Edit**" to modify or fill in information about :
- \checkmark Your office
- \checkmark Your profile
- To connect or disconnect your personal accounts and pages, click on "Connect" and/or "Disconnect". Your listing videos will then be automatically shared on those sites!

3. Complete / Edit your profile

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3	SPOT VIDEO [™]		OCIAL DNNECT		
My acco	ount				
Yo	ur agency contact information	×Close		Your contact informatio	n ×Close
	Agency logo O CHANGE YOUR LOGO			User picture CHANGE YOUR PICTURE	
Agency name	La Boite Immo		First name	Franck	
Address	393 Rue Nicéphore Niépce		Last name	Delahaye	
Zip code	83400		Email address	franck@la-boite-immo.com	
City	Hyères les Palmiers		Password		
Country	France	=	Language	English (United Kingdom)	٥
	Ci	ancel Save	2		Cancel Save 2
		Connect your	social network	5	
CONNEC	T Twitter	IECT	f Faceboo		Dailymotion DISCONNECT
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- 1. Fill in your details and those of your office
- 2. Once you have made your changes, click on "Save"

4. Spotvideo™/ Manage your video



- 1. In the **SpotvideoTM** section, you can customize your listing videos
- 2. Choose the template of your videos
- **3.** Select a background music
- 4. View your videos by clicking on the image
- 5. Edit your listings
- 6. Publish / Unpublish your videos
- 7. Check the status of your videos:
 - 1. Published 🗸
 - 2. Unpublished 🕓
 - 3. Pending publication 🏠
 - 4. Publication error 🛕

5. Edit your video SpotvidéoTM 1/5

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۲	SPOT VIDEO		CIAL NNECT	Ģ			
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	Listing ty	ре	Φ	Ce bien a été importé p	sar CloneImport et ne	peut pas être e	nodiħė
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Transaction type Price	Sale \$229,000		Property type	Terrain			
		Listing	Internet				
		Listing p	ictures				
© This picture is too small	000p+1533pr	no o top small 106kps / 768ga	О Пала и Правич		This and potential		
		Locat	tion				
Street address	0 Route 9		Zip code	12804			
City	Queensbury		Country	United States	of America		
		Listing	detail				
Description : 1 acre lot v isible location just Sout	with 156' of frontage on Route 9. Zi th of the Great Escape	oned highway commercial int	tensive. Survey available	 Zoning allows for a 	pproximately a 10	,000 SF build	ling. Grea
		Spot Vid	eo™		1		Z Ede
	4	Template: Dusk Status :- Published D: COPYLINK E ENVOYERMEEMALE FACEBOOK Y TWITTER	2 • GOOGLEPILUS • PI	VTEREST in LINKEDIN	3	+ Un	publish
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r FACEBOOK		* Publish	YOUTUBE				dish
TWITTER		* Publish	O Not publis	hed N		 Put Unput 	eblésh
Publication							

- 1. Edit your video **Spotvidéo™**, you can customize the video (musics, footage videos...)
- 2. Copy the video's link
- 3. Send the video by email
- 4. Share the video on your social network

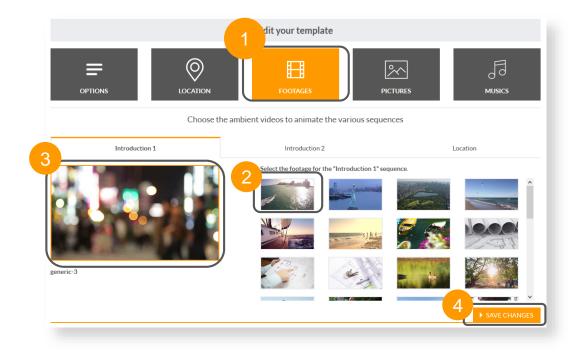
5. Edit your video Spotvidéo™ 2/5

- **1**. Select your video 's template
- 2. In the **Options** section, you can set the features to display (Reference, Location, Price, EPD/GG...)
- **3.** Save changes

			Select your	template		
1		Dusk	Annual and a second sec	← Life • WATCH	HE SEA	Movie
		Luxe		Selfie WATCH	MAISON	Vintage • WATCH
	210 M	Bubble WATCH		Square		
			Edit your	template		
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	Prix	No Yes	Surface	No 🚺 Yes	3	SAVE CHANGES

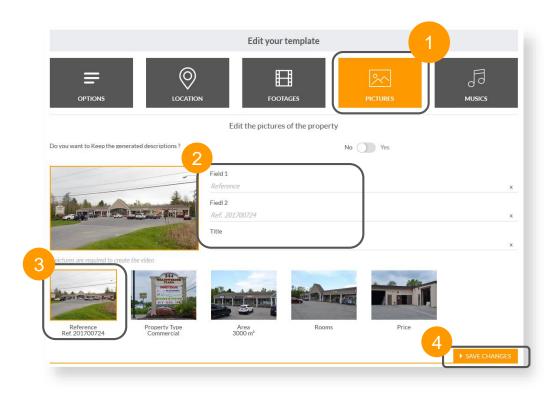
5. Edit your video Spotvidéo™ 3/5

- 1. In the **Footages** section, you can choose atmospheres for animating the different sequences
- 2. Select the footage video
- 3. Click and watch the video
- 4. Save changes



5. Edit your video SpotvidéoTM 4/5

- 1. In the **Pictures** section, you can choose and customize the property's pictures
- 2. Customize the picture's title
- 3. Select the pictures
- 4. Save changes



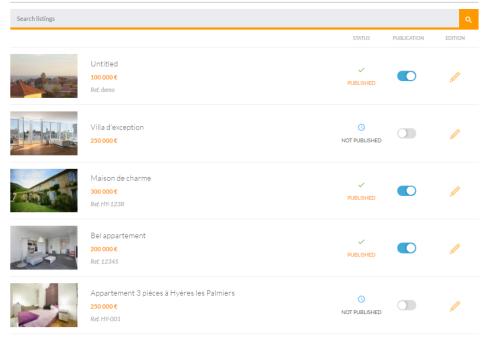
5. Edit your video SpotvidéoTM 5/5

- 1. In the **Musics** section, you can choose the footage music and the voice over
- 2. Add music
- 3. Select music
- 4. Click and listen to music
- 5. Add voice-over
- 6. Save changes

		Edit your template	1	
OPTIONS		FOOTAGES	PICTURES	F3 MUSICS
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Do you want to add music ? The music	vill be played during the whole video	0.	No 💽 Yes 🧲	
Across the river	Aspiration life	e seaside 🕑 🔵 Balca	en 🕑	Childrens Playroom
Clapping Ukulele	Deep Though	ts Ending Electr	ro wave	Happy Lazy Strummin
Happy life ambiance	Nocturne in E	Flat Major Peace	ful now	Summer life nature
Sweety dreams	☑ Zen			
Do you want to add a voice-over ?		-3	No Yes 5	
				► SAVE CHANG

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SPOT VIDEO"		2 💽 P	PROPERTY VEBSITE
F Facebook ▲ Page Not connected © You have not yet connected your Facebook pa	Youtube A Net connected ge to your Myprovisite account. Facebook requires that a pr Do you have a facebook page Yes No		Dailymotion ruser accounts.

Listings

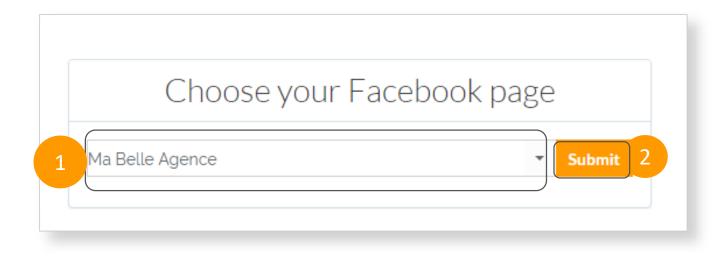


- 1. In the **SocialConnect** section, manage your social networks and the listings which are shared there
- 2. Click on "Yes" to connect your Facebook Page on your my.Previsite account
- 3. If you don't have a Facebook account and/or a Facebook Page you'll access a tutorial by clicking on "**No**"

facebook sun up		
1		
	Log into Facebook	
	mabelleagence@gmail.com	
2		
	Log In	3
	Forgot account? · Sign up for Facebook	
	Not now	

- 1. You'll be redirected to Facebook login page
- 2. Enter your Facebook username and password to log in
- 3. To finish, click on "Log in"

- 1. Select your Facebook Page
- 2. Click on « Submit » to continue



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	Elle	Bel appartement 200 000 € <i>Ref.</i> 12345			PUBLISHED	• /

- 1. Your Facebook Page is now connected to your **my.Previsite account**
- 2. You can check the number of "likes" of your page
- 3. Here you'll find all messages received from your Facebook page
- 4. View the last publications of your page
- 5. To disconnect your Facebook account, click on "**Disconnect** "

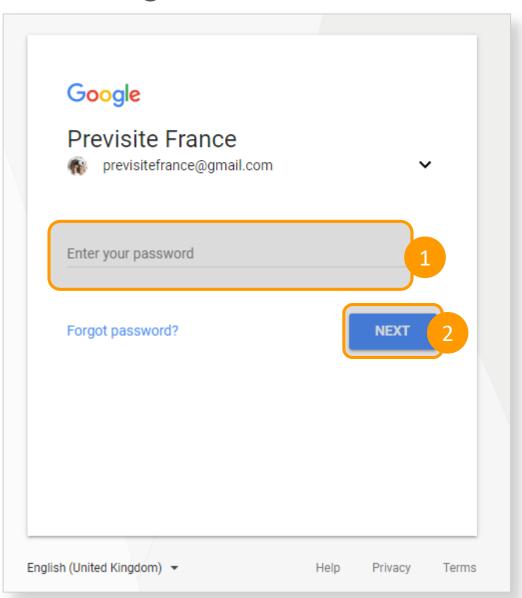
2

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FLE	Bel appartement 200 000 € Ref. 12345			V PUBLISHED		/
	Appartement 3 pièces à Hy 250 000 € Ref. HY-001	vères les Palmiers		S NOT PUBLISHED		/

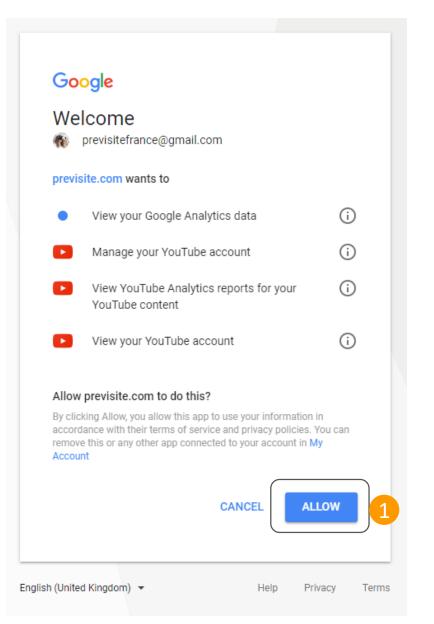
- 1. In the **SocialConnect** section, manage your social networks and the listings which are shared there
- 2. Click on "**Yes**" to connect your Youtube account with your my.Previsite account
- 3. If you don't have a Youtube account you'll access a tutorial by clicking on "**No**"

Google 1 Sign in			
to continue to previsite.com			
Email or phone			2
More options		NEXT	3

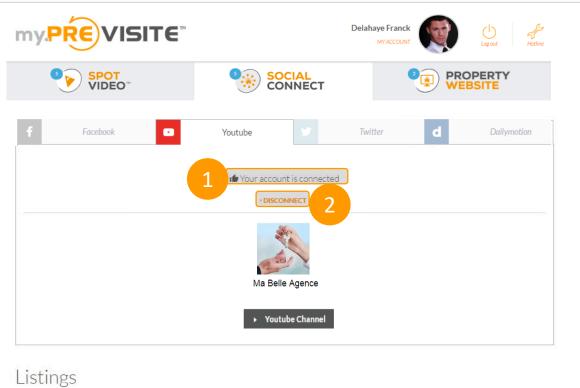
- 1. You are redirected to Google login page
- 2. Enter your Youtube email address or your phone number
- 3. Click on "**Next**" to move through the next step



- 1. Enter your Youtube password
- 2. To finish, click on "**Next**" to move through the next step



1. Click on "Allow" to continue





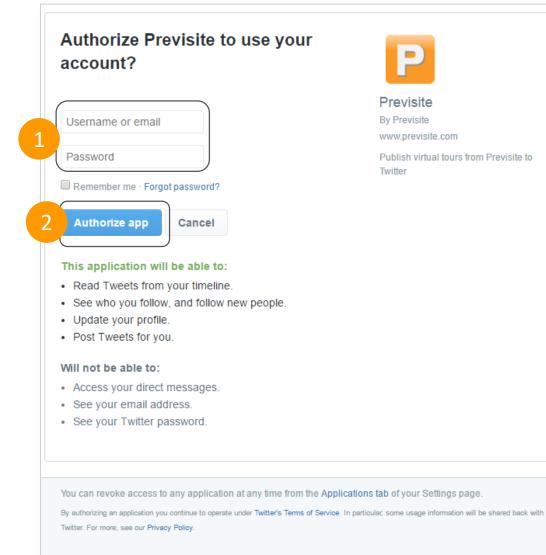
- 1. Your Youtube account is now connected to your my.Previsite account
- 2. To disconnect your Youtube account you have to click on "Disconnect"

8. Manage Social Connect / Twitter

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	Untitled 100 000 € Ref. demo			PUBLISHED		
	Villa d'exception 250 000 €			NOT PUBLISHED		
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- 1. In the **SocialConnect** section, manage your social networks and the listings which are shared there
- 2. Click on "**Yes**" to connect your Twitter account to your my.Previsite account
- 3. If you don't have a Twitter account you'll access a tutorial by clicking on "**No**"

8. Manage Social Connect / Twitter



Enter your username and

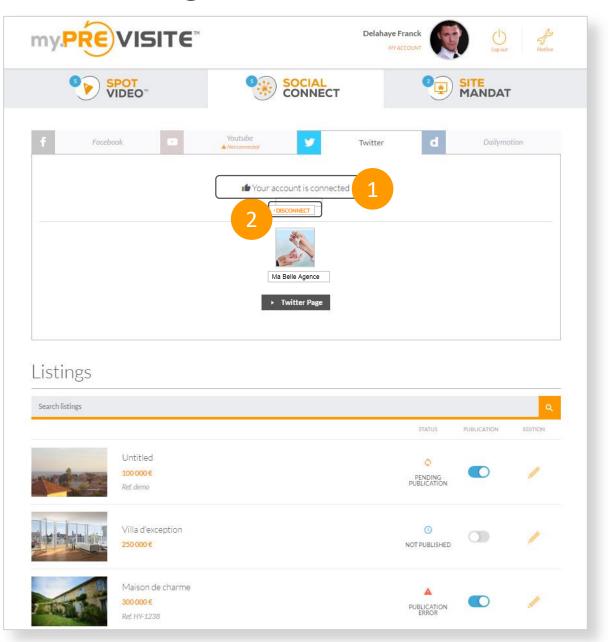
2. Click on "Authorize app" to

password to log in

continue

1.

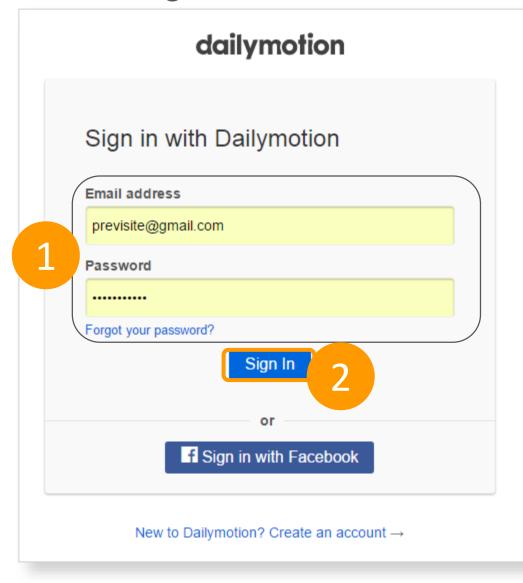
8. Manage Social Connect / Twitter



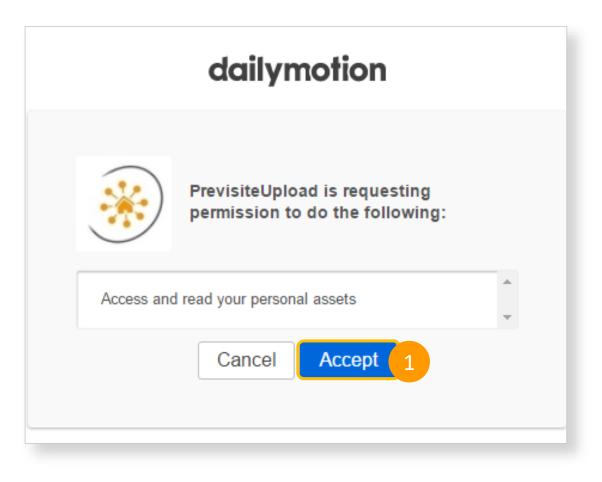
- 1. Your Twitter account is now connected to your my.Previsite account
- 2. To disconnect your Twitter account you have to click on "Disconnect"

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³ <mark>∢</mark> ∨	DEC 1 SOCIAL CONNECT	2	PROPERTY WEBSITE
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	Appartement 3 pièces à Hyères les Palmiers 250 000 € <i>Ret</i> Hi ^c 001	O NOT PUBLISHED	
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- 1. In the **SocialConnect** section, manage your social networks and the listings which are shared there
- 2. Click on "Yes" to connect your Dailymotion account to your my.Previsite account
- If you don't have a Dailymotion account you'll access a tutorial by clicking on "No"



- 1. Enter your Email address and password
- 2. Click on "Sign In" to continue

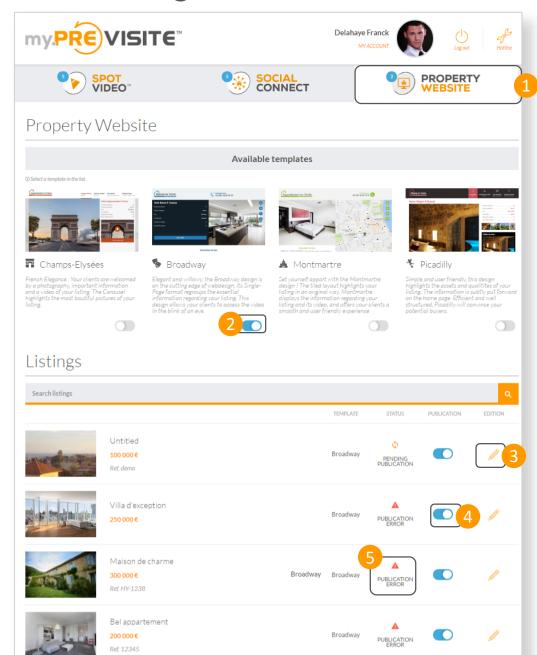


1. Click on "Accept" to continue

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	Appartement 3 pièces ; 250 000 € <i>Ref.</i> HY-001	à Hyères les Palmiers		(S) NOT PUBLISHED		/
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- 1. Your Dailymotion is now connected to your my.Previsite account
- 2. To disconnect your Dailymotion account you have to click on "Disconnect"

10. Manage my "Property Website"



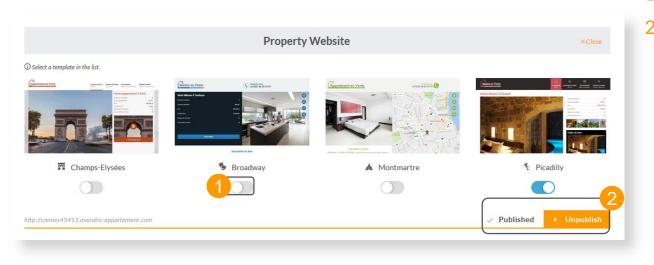
- 1. In the **Property Website** section, you can create sites dedicated to your listings
- 2. Choose the template of your Property Website
- 3. Edit your listings
- 4. Publish / Unpublish your videos here
- 5. Check the status of your listings:
 - 1. Published 🗸
 - 2. Unpublished 🕓
 - 3. Pending publication 🗘
 - 4. Publication error 🛕

10. Manage my "Property Website" 1/2

	Property Website	∠ Edit	1
<image/>	Modèle : CHAMPS-ELYSEES Statut : O Pending publication C COPY LINK		2

- Edit your **Property Website**, select your template
- . Copy the link of your property Website
- . Share your property website on your social network

10. Manage my "Property Website" 2/2



- 1. Select your property website's template
- 2. Publish and unpublish your property website



TEAM

The Previsite team thanks you for your business and support. We remain at your disposal via email at <u>support@previsite.com</u>