



# VIRTUAL VISIT

## Software **instructions**

# 1. Using a computer

## 1.1 Logging into the platform



The image shows a screenshot of the PREVISITE login interface. The page has a blue header with the PREVISITE logo. Below the header is a light gray login form. The form contains a 'Login' field with the text 'tvalente', a 'Password' field with seven black dots, and a 'Forgot Password?' link. A green 'Submit' button is located below the password field. To the right of the 'Submit' button is a checkbox labeled 'Remember me' with the subtext 'Do not use on public computers'. Below the login form is a section titled 'Sign in with your account. (Please allow popup for Facebook)' which contains two buttons: 'Facebook' with the 'f' logo and 'Google' with the 'g' logo.

After transferring pictures from your camera onto your computer, visit the online platform <http://www.previsite.net>

Enter your username and password to log in.

# 1.2 Designing a new virtual tour

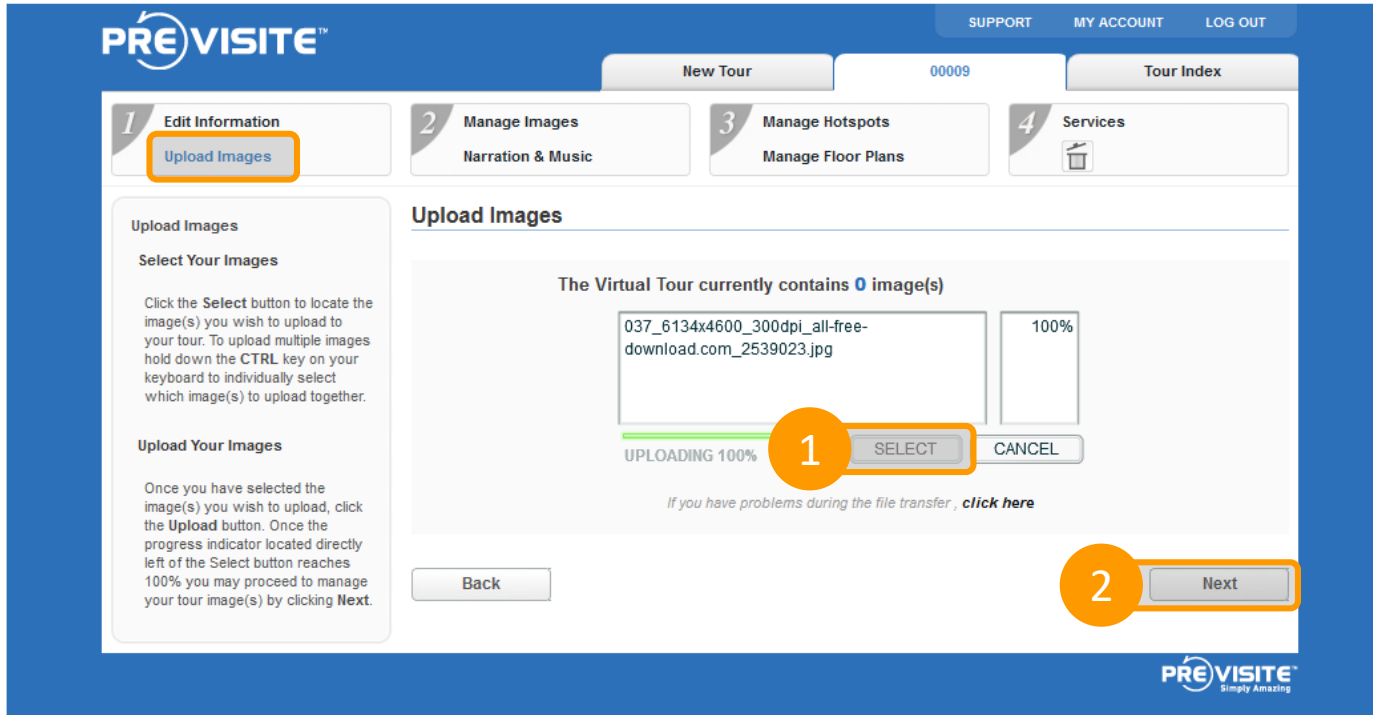
The screenshot shows the 'PREVISITE' interface for creating a new virtual tour. At the top, there are navigation links for 'SUPPORT', 'MY ACCOUNT', and 'LOG OUT'. Below this is a 'New Tour' button (callout 1) and a 'Tour Index' link. A sidebar on the left contains 'Edit Information' (callout 1) and 'Upload Images'. The main content area is titled 'Modify information' and includes tabs for 'Sale', 'Rental', 'Seasonal rental', and 'Lifetime Mortgage'. The 'Reference' field (callout 2) is highlighted with a red circle and contains the value '00009'. The 'Listing status' is set to 'ACTIVE'. The 'Title' field contains 'Beautiful house near the seashore'. The 'Price (EUR)' field contains '320000'. The 'Property type' is set to 'House'. The '# rooms' field contains '5'. The 'Surface area m²' field contains '98'. The 'City' field contains 'Aix-en-Provence', the 'State' is 'Bouches-du-Rhône', the 'Post Code' is '13100', and the 'Country' is 'France'. The 'Consommation d'énergie' field contains 'kWh ep/m².an' and the 'Emissions de gaz à effet de serre' field contains 'kg eqCO2/m².an'. At the bottom, there is an 'Optional fields' link and a 'Save' button (callout 3).

Click “New Virtual Tour”.

Fill in the form. The tour’s Reference Number is the only required field.

Then click “Save”.

# 1.3 Downloading pictures



Click “Browse” to select pictures stored on your computer.

Click “Next” once the photos have been downloaded at 100%.

# 1.4 Managing pictures

The screenshot shows the PREVISITE web application interface. At the top, there are links for SUPPORT, MY ACCOUNT, and LOG OUT. Below that, there are tabs for New Tour (00009) and Tour Index. The main navigation menu includes: 1. Edit Information (Upload Images), 2. Manage Images (Narration & Music, highlighted in orange), 3. Manage Hotspots (Manage Floor Plans), and 4. Services. The 'Manage Images' section is active, showing a list of images with their names and a star icon. The images are: '037 6134x1000 300d', 'Fotolia 1029704 L', 'Fotolia 29550763 M', 'Fotolia 4639115 Sub:', and 'couch-flat-home-245'. A 'Next' button is highlighted in orange at the bottom right. The interface also includes a sidebar with instructions for Name, Order, Deleting an Image, and Advanced Options.

You can manage pictures you have downloaded: rename them, move them or delete them.

Then click “Next” to add a soundtrack to your tour.

# 1.5 Adding sound

The screenshot shows the 'PREVISITE' web interface for editing a virtual tour. The top navigation bar includes 'SUPPORT', 'MY ACCOUNT', and 'LOG OUT'. Below this, there are tabs for 'New Tour' (with ID 00009) and 'Tour Index'. The main content area is divided into four numbered steps: 1. Edit Information (Upload Images), 2. Manage Images (Narration & Music), 3. Manage Hotspots (Manage Floor Plans), and 4. Services. The 'Narration & Music' section is highlighted with an orange box and a '1' callout. It contains a list of background music options, with 'Dubliftment' selected (indicated by a green checkmark). Below the list is a 'stop' button and a progress bar. The 'Record narration' section is highlighted with an orange box and a '2' callout. It includes a 'Text to Speech' option and a 'record' button. At the bottom right, the 'Next' button is highlighted with an orange box and a '3' callout. The PREVISITE logo is visible in the bottom right corner.

If you wish, you may choose a soundtrack to accompany your virtual tour.

We offer a list of atmospheres, but you may also record your own voice or choose a computer voice.



Then click “Next” to add your plans.

# 1.6 Adding hotspots

## a. Hotspot picture

The screenshot displays the PREVISITE 'Manage Hotspots' interface. At the top, there are navigation options: 'New Tour', '00009', and 'Tour Index'. Below this, there are four main sections: '1 Edit Information Upload Images', '2 Manage Images Narration & Music', '3 Manage Hotspots Manage Floor Plans', and '4 Services'. The 'Manage Hotspots' section is active, showing a large image of a living room. A white square hotspot is overlaid on the image, with a red circle '2' in the center and a red circle '1' pointing to the square. Below the main image is a gallery of four images: 'Living room', 'Swimming pool', 'Living room', and 'Outdoor t'. A red circle '3' is over the 'Swimming pool' image. The interface includes a sidebar with instructions, a top navigation bar with 'New Tour', '00009', and 'Tour Index', and a bottom bar with 'Back' and 'Next' buttons.

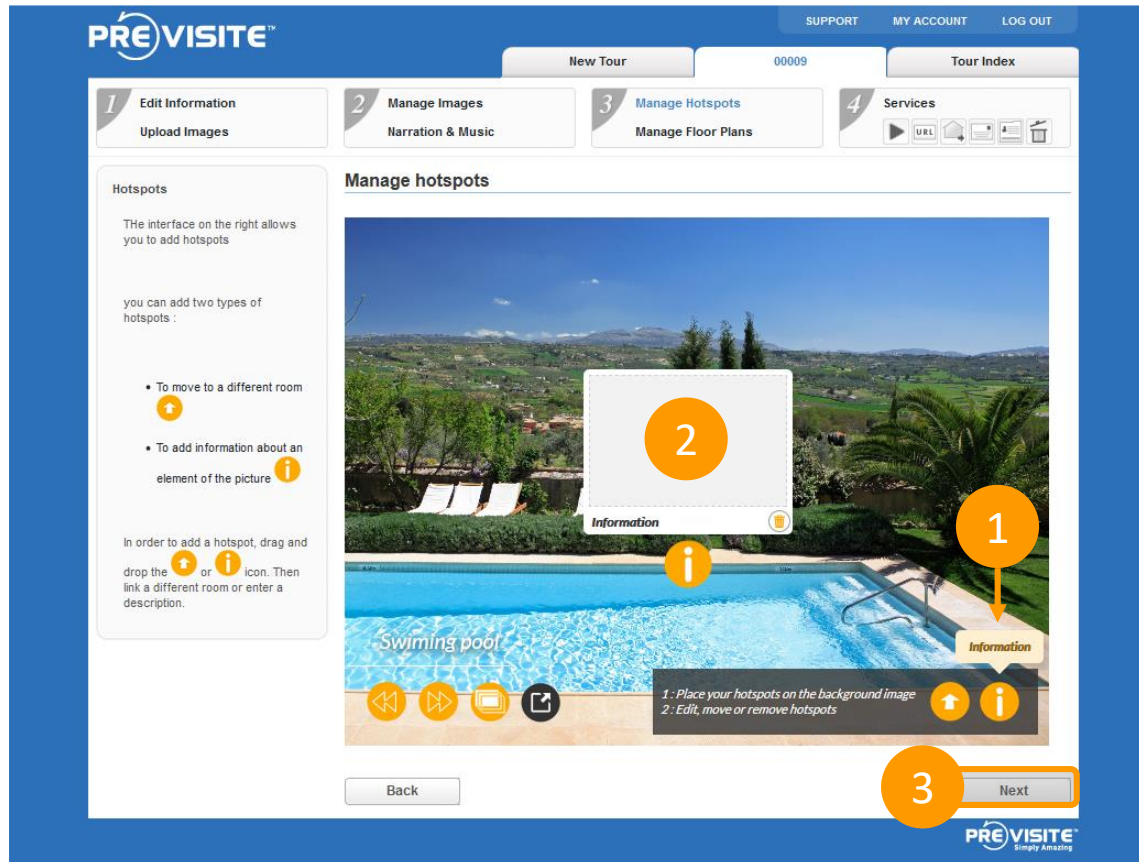
Add Hotspots to travel between various rooms.

1. Click the  icon and slide it onto the picture to add a change of place. Place it onto the right spot to change rooms.
2. Click the middle of the square to add a picture.
3. Your photo gallery  has automatically opened. Click the photo you wish to pair it with.


Simply click the  icon to delete a Hotspot.  
By clicking the  icon, you gain access into the new room.

# 1.6 Adding hotspots

## b. Hotspot text



Adding areas of information onto your various rooms.

1. Click the  icon and slide it onto the picture to add a text box.

2. Type your content in the text box (description, link...) and validate it by pressing the “Enter” button on your keyboard.

3. Click the Next button.

Simply click the  icon to delete a text box.



# 1.7 Managing plans

**PREVISITE™**

SUPPORT MY ACCOUNT LOG OUT

New Tour 00009 Tour Index

1 Edit Information Upload Images

2 Manage Images Narration & Music

3 Manage Hotspots Manage Floor Plans

4 Services

Create Floor Plans

Upload a floor plan by clicking the **Browse** button and selecting a floor plan image file in .jpg, .jpeg or .pdf format.

Confirm your upload by clicking **Upload** to complete the import process.

1

Create Floor Plans

2

4

3

Upload Manage

You already have a floorplan image, upload it

Choose a floorplan title

Floor plan 2

Select floor plan image

Parcourir...

Upload

\*required

Already Uploaded

Floor plan 1

Back Next

**Manage**

**Column 1 :** Select the floor plan on which you want to add hot spots. The selected floor plan appears on the right (Column 3).

**Column 2 :** Select an image in the second column. It becomes light blue.

**Column 3 :** On the floor plan, click on the specific place where you want to place a hot spot (where the picture was taken). Choose the right hot spot angle (depending on how you took the picture). It appears on the floor plan.

Repeat steps 2 and 3 of this process to create additional hot spots on your floor plan.

Repeat the whole process to create hot spots on another floor plan.

If you have created areas to regroup pictures, only steps 1 & 2 are needed.

To change the place of an existing hot spot, you have to remove it.

To remove a hot spot: click the hot spot to select it, the image appears in small format. Click the red cross on the top of the image, then click OK. The hot spot is removed and the image that was linked to it becomes available again in Column 2.

To remove all hot spots from a floor plan at once, select the floor plan in the column 1 and click #IMG\_CLEAN# located above."

**PREVISITE™**  
Simply Amazing

If you have JPG or PDF plans, you can upload them to your tour.

Name your plan, then click “Browse” to retrieve the plan, then “Transfer”.

Once your plans have been uploaded, click the “Manage” tab.

# 1.7 Managing plans

The screenshot shows the 'Manage Floor Plans' interface in the PREVISITE system. The interface is divided into several sections:

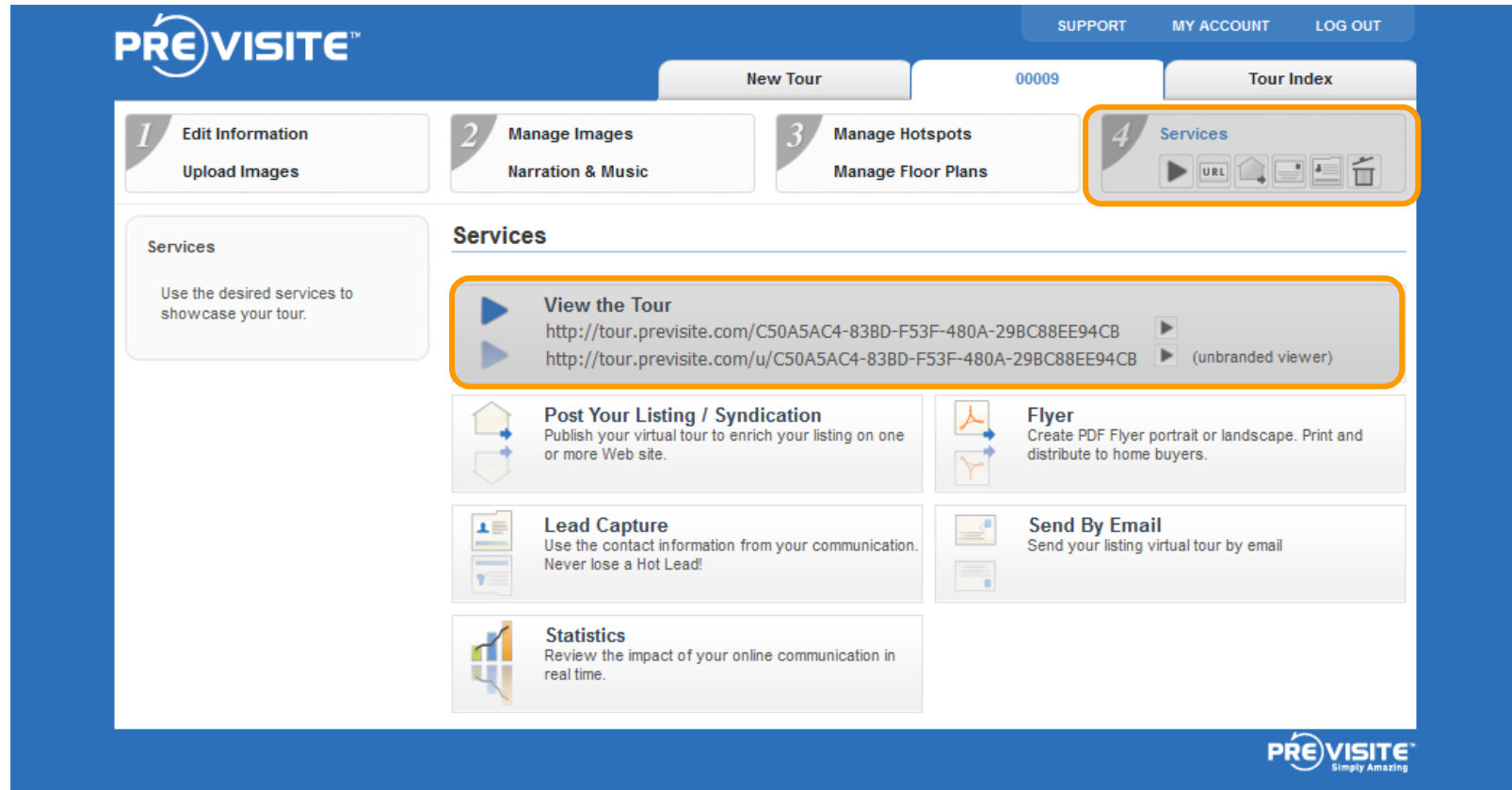
- Navigation:** 'New Tour' (00009) and 'Tour Index' buttons are at the top.
- Steps:** A progress bar shows four steps: 1. Edit Information, 2. Manage Images, 3. Manage Hotspots, and 4. Services. Step 3, 'Manage Floor Plans', is highlighted.
- Left Panel:** Contains instructions for 'Create Floor Plans' and 'Manage'. It explains how to upload a floor plan, confirm the upload, and how to manage hotspots by selecting floor plans, images, and placing them on the plan.
- Main Area:** Titled 'Create Floor Plans / Areas', it features three columns:
  - Column 1:** 'Floor Plan / Area' - A list of floor plans. One plan is selected and highlighted in yellow. A callout '1' points to the 'EDIT' button in the top right corner of this column.
  - Column 2:** 'Tour Images' - A list of images. One image is selected and highlighted in blue. A callout '2' points to this image.
  - Column 3:** 'Floor plan 1' - A floor plan diagram with a hot spot placed on it. A callout '3' points to the hot spot. Below the diagram, it says '5 free images left'.
- Bottom:** 'Back' and 'Next' buttons. A callout '4' points to the 'Next' button.

In the “Plans” column, choose a plan and then select a picture from the “Photos” column. Finally, click the area of the plan that matches the picture, while specifying which way faces which.

You can edit the plan (rename or delete it) by clicking “Change” on the top right-hand corner.

Click “Next” once you have positioned all the pictures.

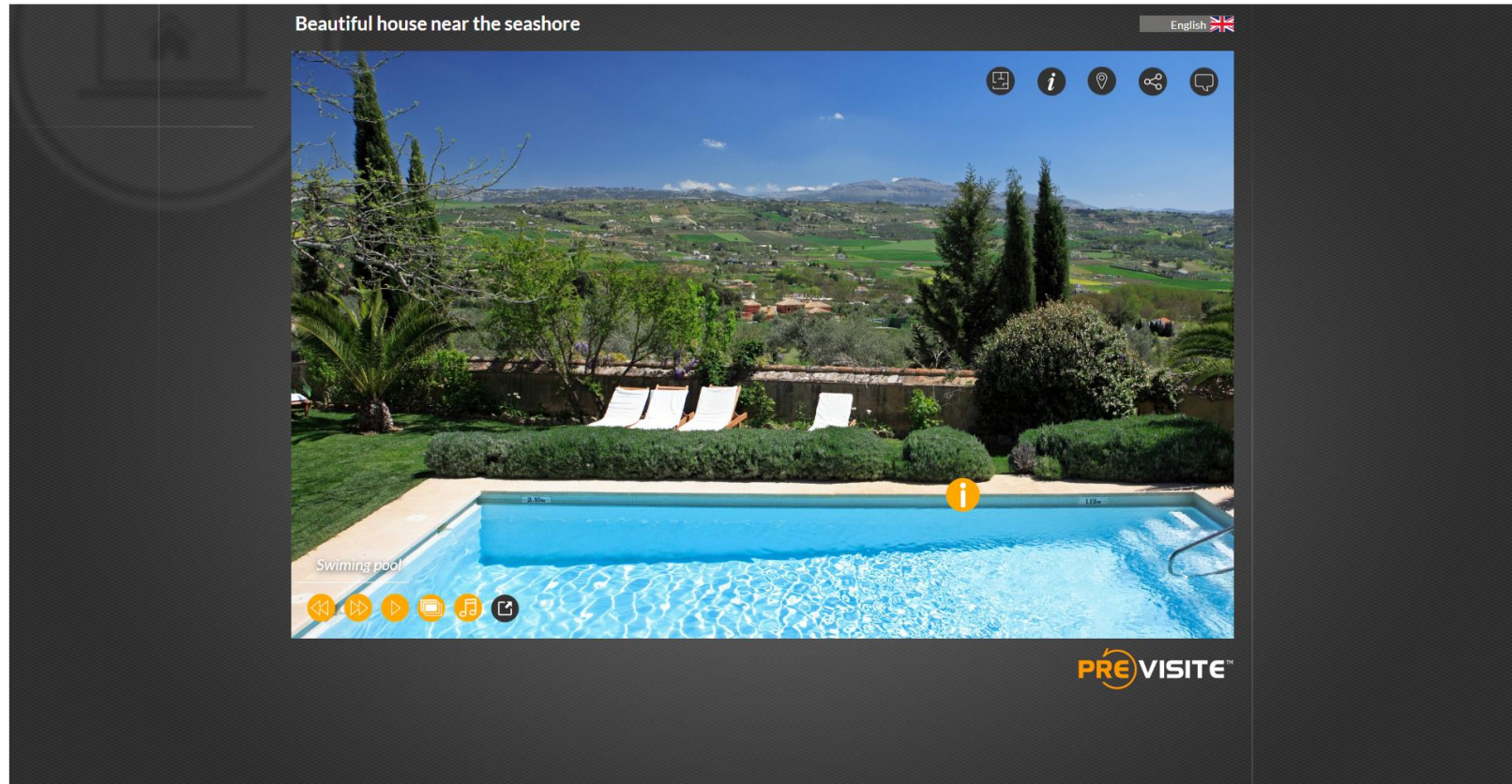
## 2. Using Previsite services



The screenshot displays the Previsite web application interface. At the top, the Previsite logo is on the left, and navigation links for 'SUPPORT', 'MY ACCOUNT', and 'LOG OUT' are on the right. Below the logo, there are tabs for 'New Tour' (with the ID '00009') and 'Tour Index'. A horizontal menu contains four numbered tabs: '1 Edit Information' (with 'Upload Images' below it), '2 Manage Images' (with 'Narration & Music' below it), '3 Manage Hotspots' (with 'Manage Floor Plans' below it), and '4 Services' (which is highlighted with an orange border and contains icons for play, URL, home, list, and trash). Below the 'Services' tab, a 'Services' sidebar on the left contains the text: 'Services' and 'Use the desired services to showcase your tour.' The main content area, also titled 'Services', features several service cards: 'View the Tour' (with two play icons and two URLs: 'http://tour.previsite.com/C50A5AC4-83BD-F53F-480A-29BC88EE94CB' and 'http://tour.previsite.com/u/C50A5AC4-83BD-F53F-480A-29BC88EE94CB (unbranded viewer)'); 'Post Your Listing / Syndication' (with a house icon and a plus sign); 'Flyer' (with a PDF icon and text: 'Create PDF Flyer portrait or landscape. Print and distribute to home buyers.');

The “Services” tab enables you to view your new virtual tour and enjoy Previsite’s range of services: diffusion, emailing, statistics, etc.

### 3. Previewing your tour



Preview your tour to check the final result.

If need be, you may correct certain elements by returning to the editing process.

# 4. Using a mobile device

## 4.1 Downloading the mobile app

Download the free VirtualVist app on the AppStore for your iPad or iPhone or on Play Store:

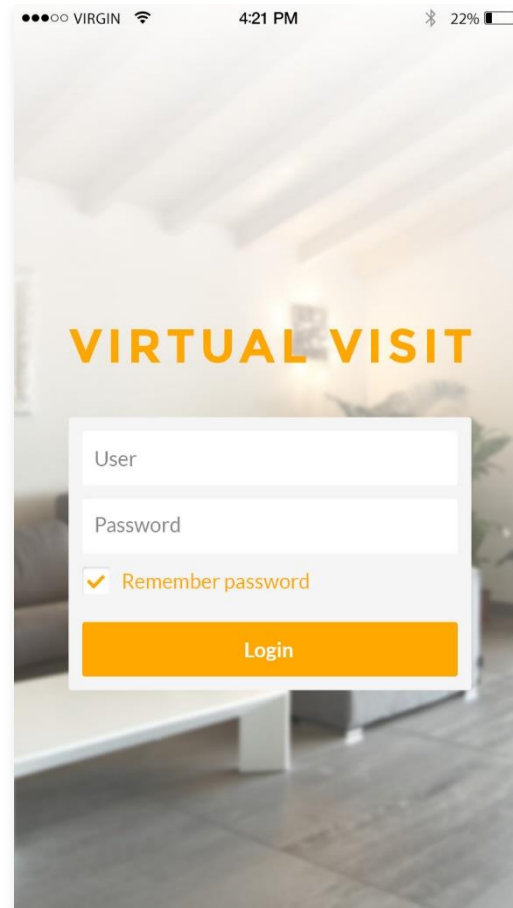


<http://www.previsite.com/app>

Once you have installed it, open the app and enter your username and password. If you do not have your login information at hand, contact our support team at [hotline@previsite.com](mailto:hotline@previsite.com)

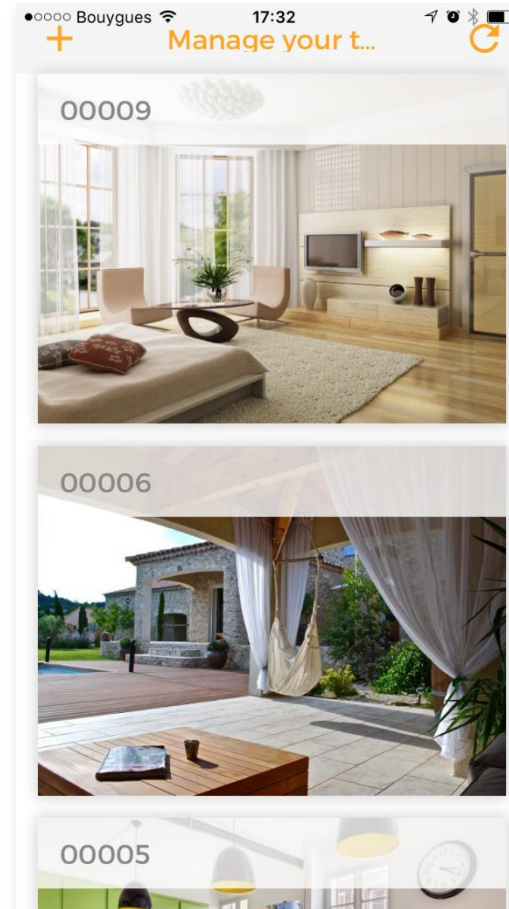
## 4.2 Creating a virtual tour using a mobile device

Enter your username and password which Previsite have provided.



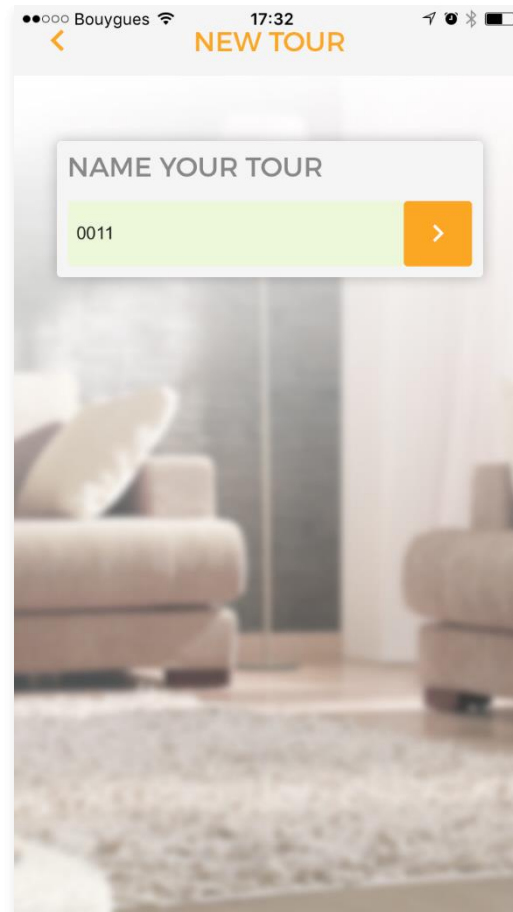
## 4.2 Creating a virtual tour using a mobile device

To create a new virtual tour, click + on the top left-hand corner.



## 4.2 Creating a virtual tour using a mobile device

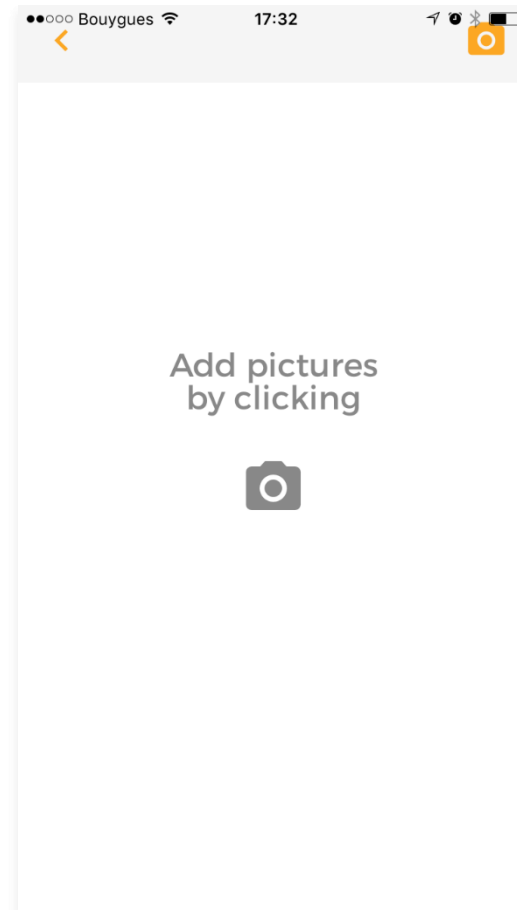
Name your tour then click the arrow.





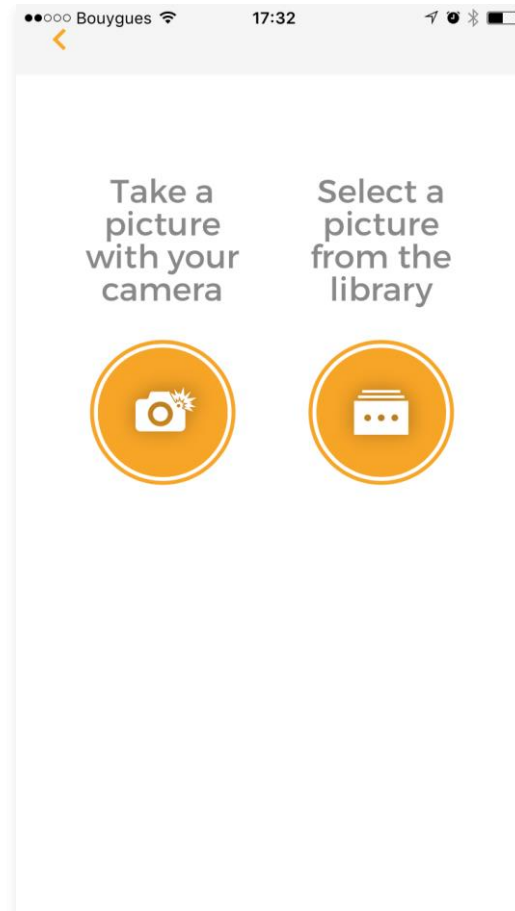
## 4.2 Creating a virtual tour using a mobile device

Add photos to your tour by clicking the camera icon in the centre.



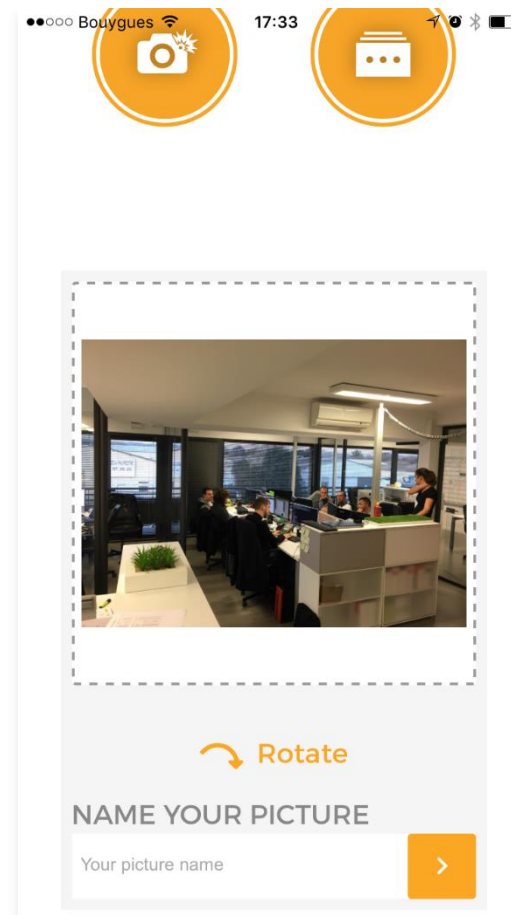
## 4.2 Creating a virtual tour using a mobile device

Click Import a photo to retrieve photos stored on your smartphone.



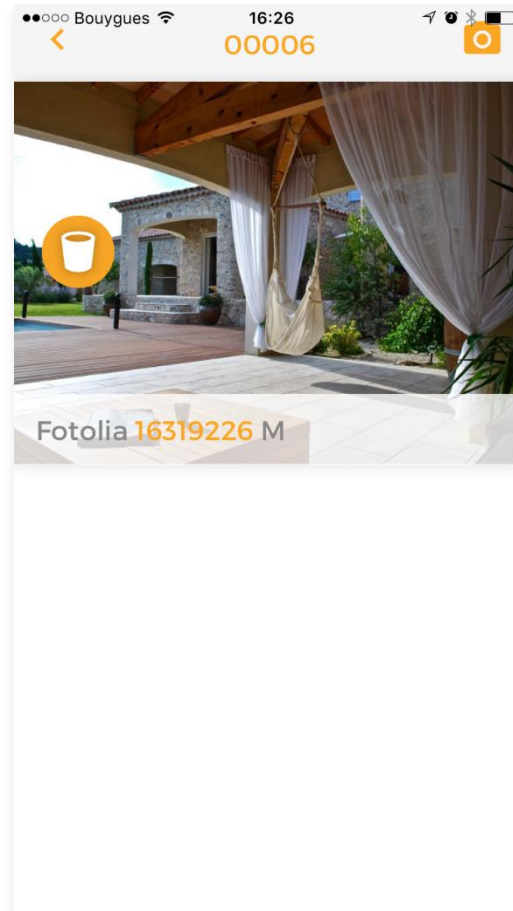
## 4.2 Creating a virtual tour using a mobile device

Name your photo then click the arrow to transfer it.



## 4.2 Creating a virtual tour using a mobile device

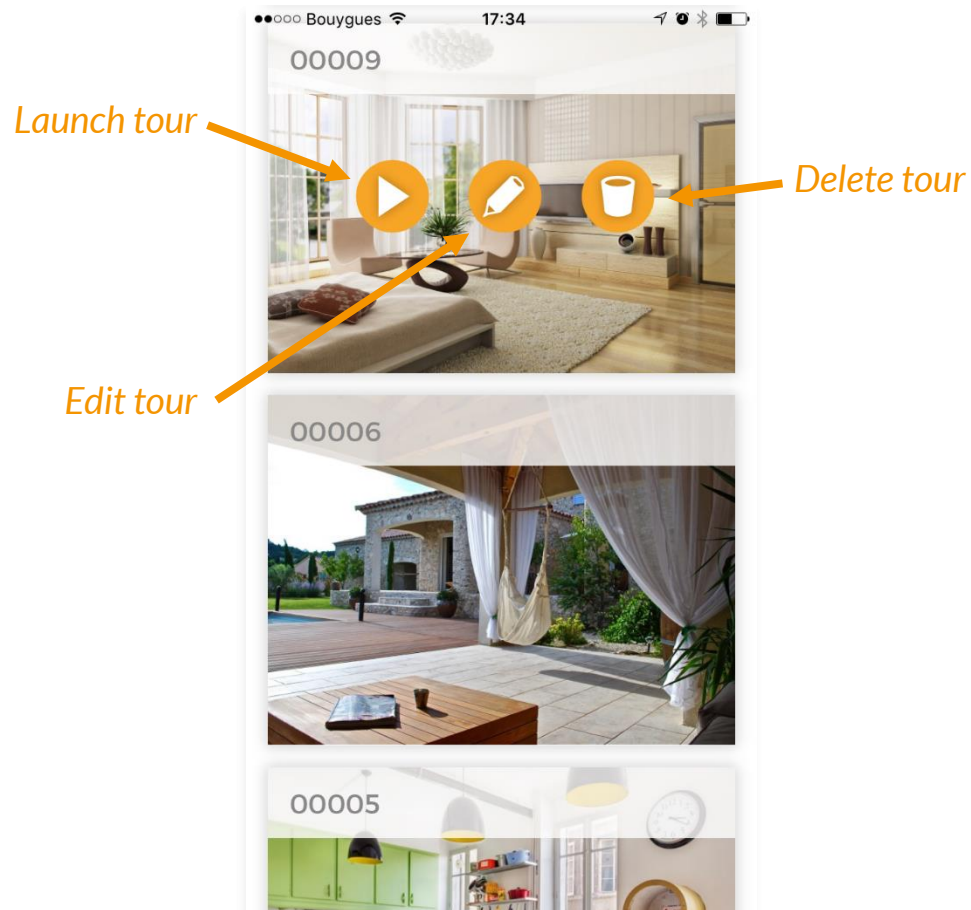
To delete it, you can click the recycle bin icon.



## 4.2 Creating a virtual tour using a mobile device

To add further visuals to your tour, click the camera icon on the top right-hand corner.

In the “Manage your tours” section, you can at any time launch your virtual tour, edit and change the tour or delete it.





The Previsite team thanks you for your business and support and remains at your disposal via email at [support@previsite.net](mailto:support@previsite.net)