

# Obeo Members Area Help

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## 1. Order a new tour

- a. New Customers, [click here](#)
- b. Returning customers, [click here](#)

## 2) Add/change details or ad copy for existing tour

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click "Login"
- c. enter login/pw
- d. On the Members area page, select the tour you want to edit under "step 1"
- e. In step 2, select Action, choose "Edit tour details/information"
- f. push go button
- g. On the general details page, enter the MLS # (when you have it) and all other important information about the listing. List price, beds, baths, etc.. MLS# creates link from REIL and realtor.com to Obeo tour.
- h. Notice the following tabs/pages across that top that give you more options to provide info about the listing. Descriptions- This is where you enter the ad copy and other marketing text describing your property. The "Brief Headline" and "Remarks" show up on the main page of your Obeo tour. The "Additional Tour Remarks" show up only on the details page.
  1. More details- detailed property features. This data is not required. Many choose not to fill this in.
  2. Feature List- Bullets show up on tour in Details page.
  3. Open House- This data shows on the main page of the Obeo tour. Disappears from tour after date passes. You do not need to remember to delete open house hours.
  4. Audio/Music- This tab is where you set up the background music of your choice (no charge) or where you order an Audio tour where we read your script using a professional voice.
  5. Status- Check comments regarding the photography set up for your tour. Find out realtor.com status. Etc.
  6. Options- More options on features regarding this listing.

### 3) Remove or re-order photos

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click "Login"
- c. enter login/pw
- d. On the Members area page, select the tour you want to edit under "step 1"
- e. In step 2, select Action, choose "Remove/Rename Photos & Rooms"
- f. push go button

### 4) Download full resolution pictures

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click "Login"
- c. On the Members area page, select the tour you want to edit under "step 1"
- d. In step 2, select Action, choose "Download High-Resolution photos"
- e. push go button
- f. From here, you can download pics one at a time, or down load the entire set in a zip file.

### 5) Create an Obeo virtual tour web address that has embedded information about where the user is being referred from. This will allow you to better understand how you are driving traffic to your Obeo Virtual Tour, which in turn will make you more informed on the return of your marketing efforts.

#### Option 1:

Locate your 6 digit Obeo tour ID. It's in the links provided to you in the auto email.

Come up with a text string that you will recognize as a referring source. For example, if you want to link to your Obeo Tour from your website, you might use the text "my\_website".

Use the following naming convention, swapping out "tour\_ID" and "referring\_source"

[www.obeo.com/Public/Viewer/Default.aspx?ID="tour\\_ID"&refurl="referring\\_source"](http://www.obeo.com/Public/Viewer/Default.aspx?ID=)

example, [www.obeo.com/Public/Viewer/Default.aspx?ID=230787&refurl=my\\_website](http://www.obeo.com/Public/Viewer/Default.aspx?ID=230787&refurl=my_website)

#### Option 2

Open a browser and get to your Obeo tour any way you know how.

Once there, append to the end the following: &refurl=(text that identifies referring source here)

Or, if you already see a tracking tag on the end, just replace the text after the =

test the string you have created in a new browser window to make sure it works. If successful, copy the entire url and provide it as the forwarding link from your source.

If problems, email us and we'll help you out.

## 6) Update Listing to Pending or Sold

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click "Login"
- c. enter name and pw
- d. On the Members area page, in the "Manage Virtual Tours" section under step 1, select the tour in question.
- e. In step 2, select Action, choose "ADD BANNER to main photo"
- f. Push go button
- g. Select the banner you'd like.
- h. Push the "Save" button at the bottom of the page.

## 7) Add Change details for Agent profile

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click "Login"
- c. Under contact info section in the top middle, select "Edit Information"
- d. If you have an assistant or website administrator that needs to know about your new tours, add them to the webmaster email line so they will get copied.
- e. Change your pw if you'd like something more secure
- f. Modify/add bio
- g. Don't upload picture. Instead send any new/updated image to Todd Sears. Getting the right size image can be tricky. Quality is low if you upload a large image file and let the website shrink the size.
- h. Click save, then Member area to return to Member Area
- i. Click on the linked word "Website" to see what your profile page will look like. This is the place a user goes when they click on your image while in the virtual tour.

## 8) Add Virtual tour link to MLS listing on MLSListings.com.

- a. Log onto [www.mlslistingspro.com](http://www.mlslistingspro.com)
- b. Click on Agent Tools
- c. Click on Listing Virtual Tour Link
- d. Type in your MLS# and Click Next
- e. Type in or Paste the URL Address of the Virtual Tour and click OK (See step 5 above for creating tracking tag)
- f. Click the link that says Display mls: (MLS#) in [mlslistings.com](http://mlslistings.com)

### 9) Make payment for Virtual Tour or additional service

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click “Login”
- c. On the right side under “Options,” select “Make Online Payment”
- d. On payment page, fill in tour ID if known, select items to be totaled, and confirm total = desired amount.
- e. Continue and follow instructions.

### 10) View Stats on how many visitors your Obeo tour has attracted, and where they are coming from.

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click “Login”
- c. On the Members area page, select the tour you want to edit under "step 1"
- d. In step 2, select Action, choose "Statistics Report"
- e. push go button
- f. You can drill on each month to see the report by day. The count of visitors to the “Main Exterior Photo” is essentially the # of unique visitors your tour has had. We don’t use cookies, so if the same person comes back twice, they are counted twice.

### 11) Save Obeo flyer template file to your hard drive for modifications in Microsoft Word

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click “Login”
- c. On the Members area page, select the tour you want to edit under "step 1"
- d. In step 2, select Action, choose "Print Property Flyer”
- e. Select template from choice of 4 and click on it.
- f. On resulting page, from browser level menus, chose File-> Save As
- g. Choose a location on your computer or network you’ll remember. Choose a file name, and leave the default Save as type equal to “Web Page, complete (\*.htm,\*.html)”
- h. Open MS Word and then open the htm document you saved in step 8 above.
- i. With minor reformatting, you should be able to make changes and additions to your flyer before printing.

### 12) Customize Obeo viewer

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click “Login”
- c. enter login/pw
- d. In the “Contact Info” box, click “customize Obeo Tours” link.
- e. Using the tabs General, Navigation, Photo Options, you can change the default colors and behavior of all Obeo tour, or you can change the behavior of any one tour viewer using the “Tour Specific” tab.

### 13) View Invoices and Payment History

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click “Login”
- c. enter login/pw
- d. On right side, click “Payment History”
- e. To see invoice detail, click on Ref ID field.

### 14) Add disclosure statements or other important documents to your Obeo tour

- a. [www.obeopics.com](http://www.obeopics.com)
- b. On the left side, under Members Area, click “Login”
- c. enter login/pw
- d. On the Members area page, select the tour you want to edit under "step 1"
- e. In “step 2 Select Action”, choose “Add Important Documents”
- f. Click the go button
- g. Create a Name for the document. Eg Property Disclosure
- h. Select the Browse button to find the document on your computer. There is a 5MB size limit. Have your tech person help you make a .pdf file that is less than this size.
- i. Click the Add File button.
- j. You’ll find the document in your tour, in the tools menu, in the Important Documents folder.

### 15) To Replace the “Print Brochure Link” in the Obeo tour to point to a custom brochure you have developed. visit: [www.obeopics.com/brochure\\_link.pdf](http://www.obeopics.com/brochure_link.pdf)