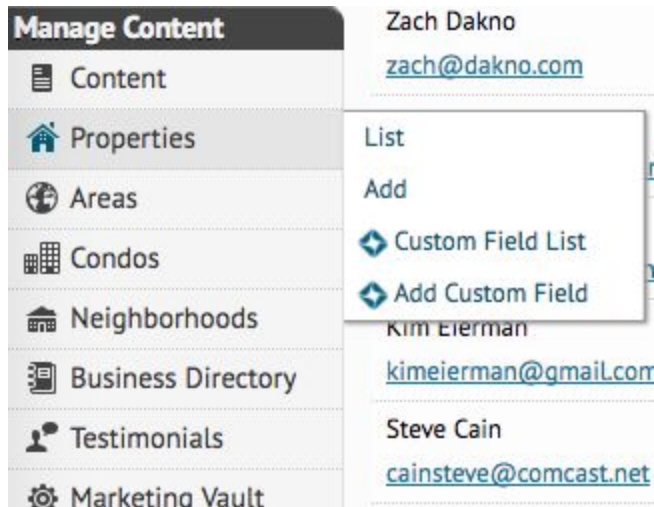


## Things That Cannot Be Changed

- **Menu:**
  - Story - Jump link to the first yellow section
  - Details - Jump link to the first purple section
  - Location - Jump link to the Location section with the watermark logo in the background
  - Gallery - Jump link to the section now called "Shadow Brook Gallery" but will always be propertyname gallery.
  - Contact - Jump link to the contact form at the bottom of the page
  - Key Resources - Jump link to the 2nd purple section titled Key Resources
- **Banner**
  - Google+ -  
<https://www.google.com/#q=mark+seiden+real+estate&lrd=0x89c2bf5d1c6106ef:0xbdd50b005cc7bded,1>
  - Trulia -  
<https://www.trulia.com/profile/mark-seiden-agent-briarcliff-manor-ny-zgcvdy7f/reviews>
  - Zillow - <http://www.zillow.com/profile/Mark-Seiden/#reviews>
  - Facebook -  
<https://www.facebook.com/pg/Mark.Seiden.Real.Estate.Team/reviews/>
  - Youtube -  
<https://www.youtube.com/watch?v=lazbJthGyWY&list=PLFSx-25VRI5YtyqM-LslUhOB6nsYBgPF>
  - BBB -  
<http://www.bbb.org/new-york-city/business-reviews/real-estate/mark-seiden-real-estate-inc-in-briarcliff-ny-87184/customer-reviews>

## How to Update for A New Property

1. Log into <http://www.homeman.net/admin>
2. Click Add Under the Property Module



3. In the section “Page URL” put in the property name (if there are two words put a - between them, ex: shadow-brook
4. Put in the street number, name, city, state, zip, property type, and geocode (automatic) like the image below

**Property Location**

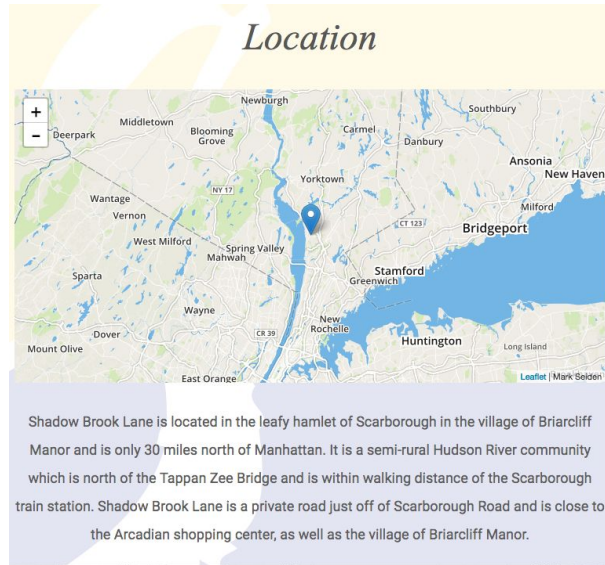
Street Number	<input type="text" value="21"/>
Street Name	<input type="text" value="Shadow Brook Lane"/>
City	<input type="text" value="Briarcliff Manor"/>
State	<input type="text" value="New York"/>
Zip	<input type="text" value="10510"/>
Property Type	<input type="text" value="House"/>

5. Leave the fields neighborhood, price, MLS number, flooring, garages, flooring, construction, roof, style, watermark text, expiration date, and featured alone.
6. Put appx sq ft in (do not include commas or periods). The comma will be automatically put in. This will displayed at the top of the page on top background image of the home.
7. Acres put in the numbers (decimal points are allowed). This will displayed at the top of the page on top background image of the home.
8. Put in the link for the virtual tour link here that is going to be displayed in the top menu on the button “interactive floorplan”
9. Put in the number of bedrooms in its respective field. This will displayed at the top of the page on top background image of the home.

10. Put in the number of bathrooms and half bathrooms in their respective fields. 5 bathrooms and 4 half-baths will appear as 5.4 This will displayed at the top of the page on top background image of the home.

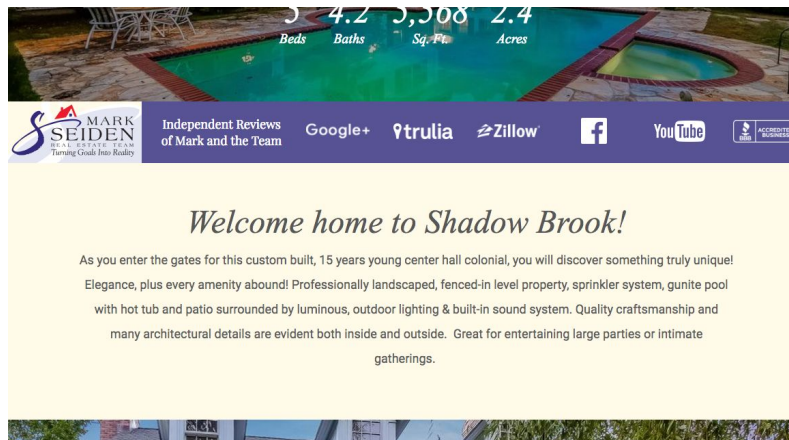
11. In the custom fields section put in the 3D walkthru link and drone photography link. These will be where the buttons at the top of the page link to

12. In the field location copy, here is where you will input the copy that will display in this area:

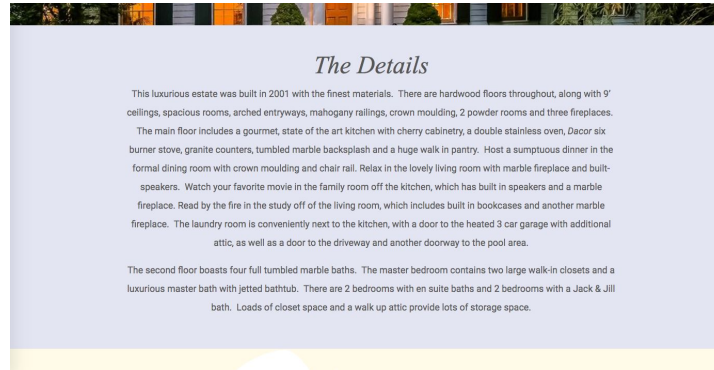


13. In the field “property name” please fill in the name of the property as this will be dynamically pulled into text in the foreground of the image at the top as well as the gallery name

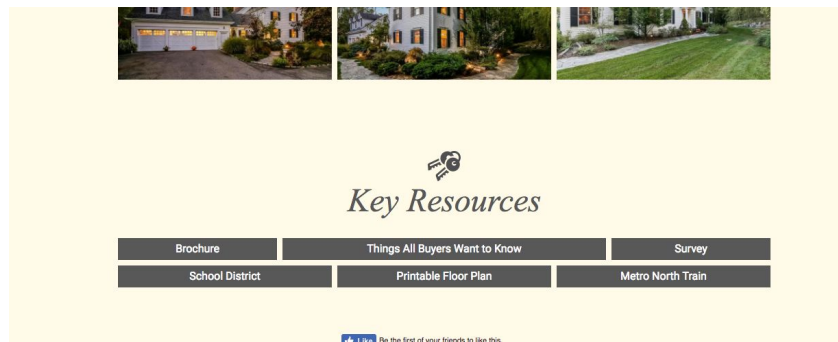
14. Fill in the copy in the “Property Description” field, it will be displayed here:



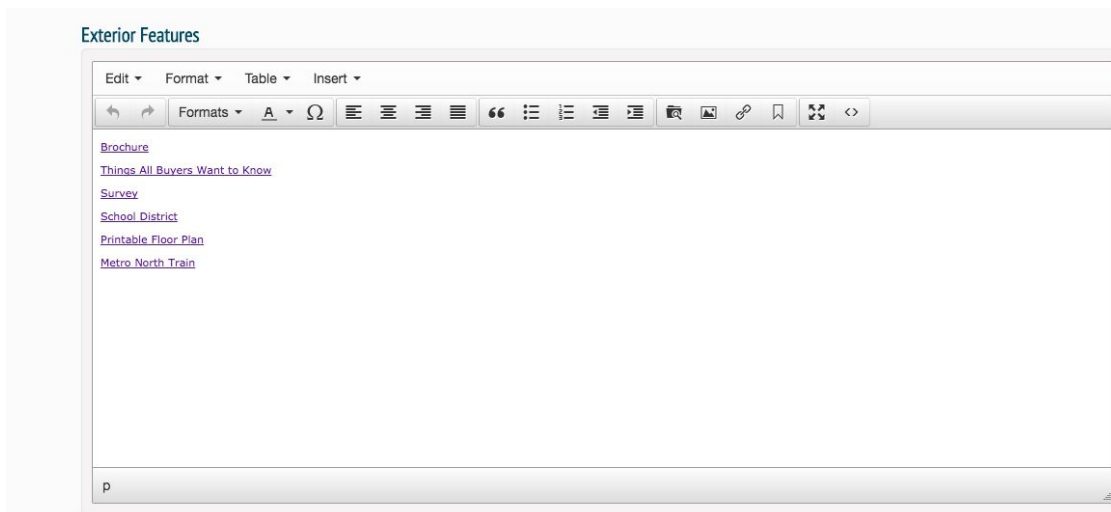
15. Fill in the copy in the “Interior Features” field, it will be displayed here:



16. In the exterior features section, this is where you put in the names and links for the buttons to be displayed in this section:



Put in the links like this:



Click the icon that looks like a folder with a magnifying glass that when you hover it says “insert file.” Once in there, click the icon that says upload, then click “add files,” select the file you want the button to link to, hit okay and then upload. After it is done uploading, click close. Make sure the file you uploaded is checked and then hit insert. You will see a line item now with the file name in blue with a line underneath it.

Now highlight the text, and click the icon that looks like a chain. Leave the URL field alone, but change the field “text to display” to be what you want the button to display and then in the field

target, click the dropdown and select “new window” and hit ok. Proceed to do this with all the buttons that need to open up a file in a new window.

For the buttons that are linking to an outside website follow these instructions:

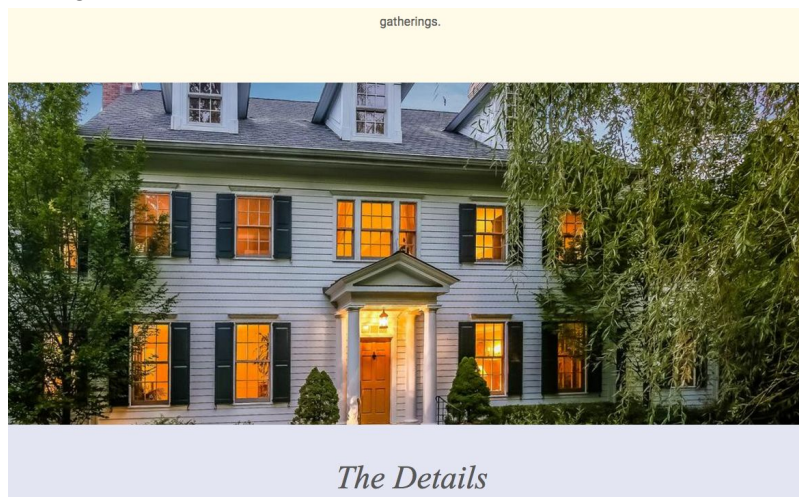
Type out the text you want the button to display, highlight the text, click the chain icon. Then put in the URL in the field URL and make sure in the field “target” you click the dropdown and select new window.

17. Adding the images. **THE PLACEMENT OF THE IMAGES IS IMPORTANT**. Upload all 29 images (has to be 29 images). You can drag and move the images around as the images in these spots will be located in these places. Moving left to right 1-29:

1. Will be the image in the header



2. Will be the image above “The Details” and below “The intro text”



3-5 Will be the images directly above the text *Ú[ ]^!c Áæ ^ Gallery*

