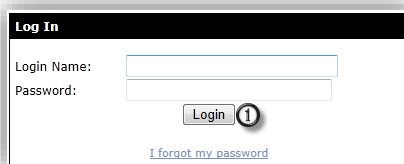


rDesk Website Configuration

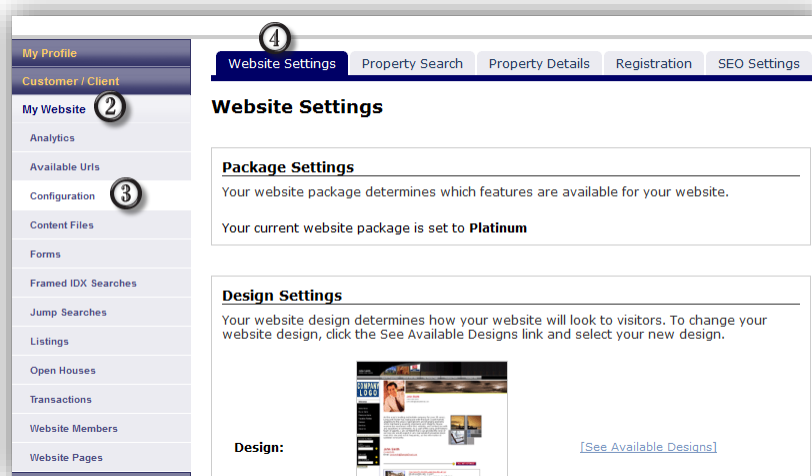
How to Change Your Website Settings for the Agent

You can customize your package, design, and image settings, to personalize the look and feel of your website. You can also revise your contact information, website and social networking URLs, Quick Search fields (if enabled) and your Featured Listing location on your website.

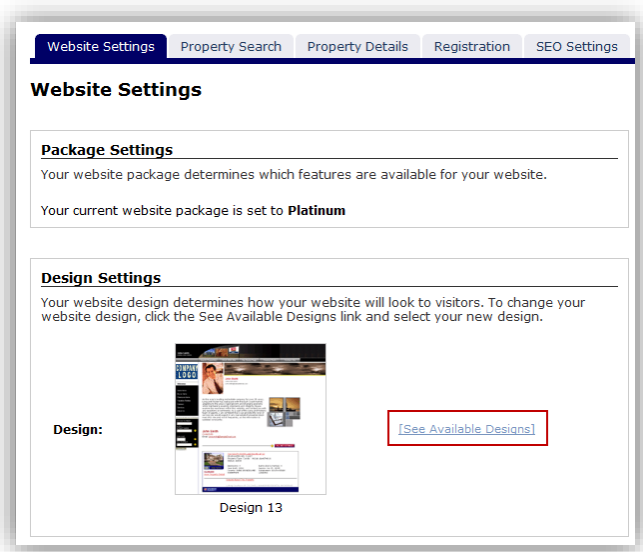
- 1) Login to Admin



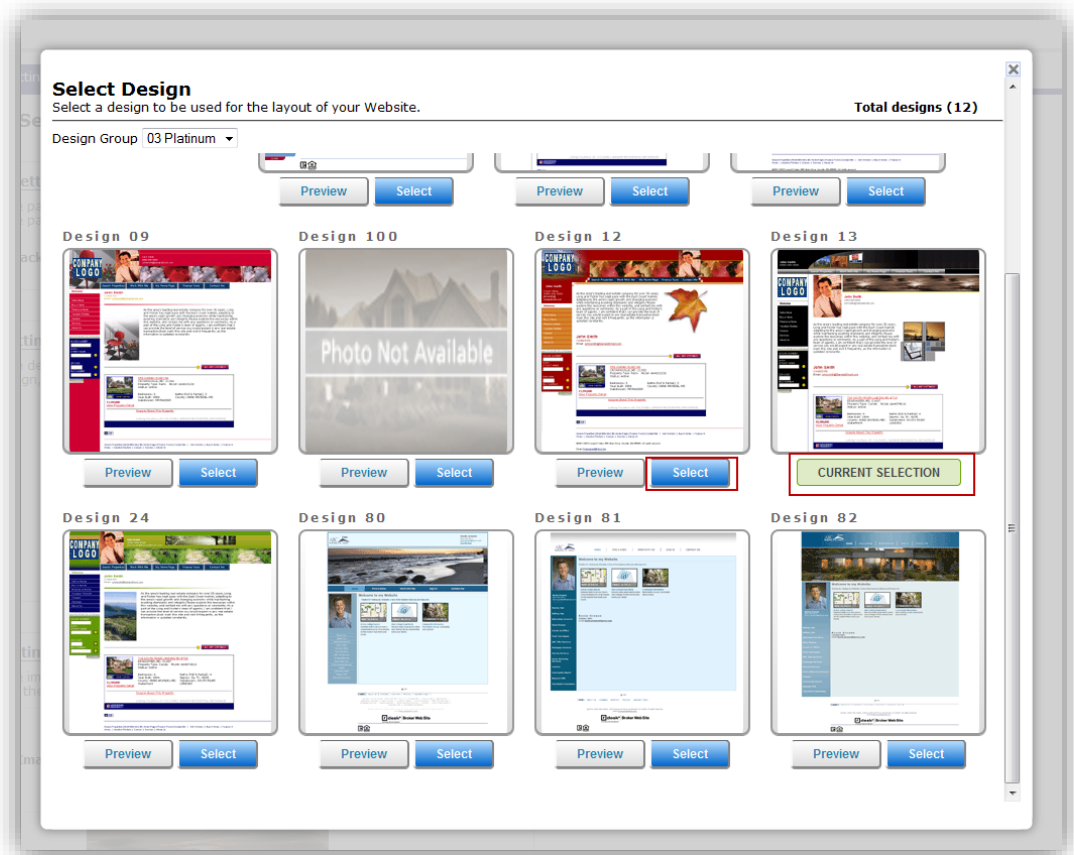
- 2) Click **My Website**
- 3) Click **Configuration**
- 4) Go to the **Website Settings** tab



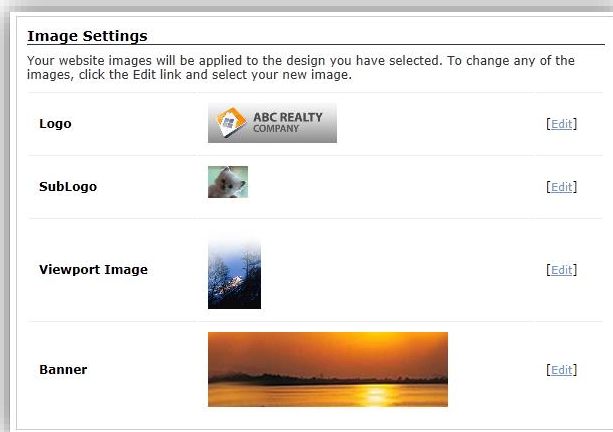
- a. To change your website design, under **Design Settings**, click **See Available Designs**



- i. Choose your design, by clicking on the **Select** button under your desired design
- ii. The selected design will have a **Current Selection** note below it
- iii. Click **Submit**



b. Under **Image Settings**,



i. To change your **Logo**, click **Edit**

1. Click the left and right arrows to scroll through the available Logos
2. Choose your Logo, by scrolling to the image you want displayed
3. Click **Submit**

4. OR click **Browse** to select a Logo from your hard drive, click **Upload**
5. Click **Delete**, to delete an existing Logo
6. Click **Cancel** to close the window and revert back to the current Logo

Note: If you have only one image, you will not be able to delete it.

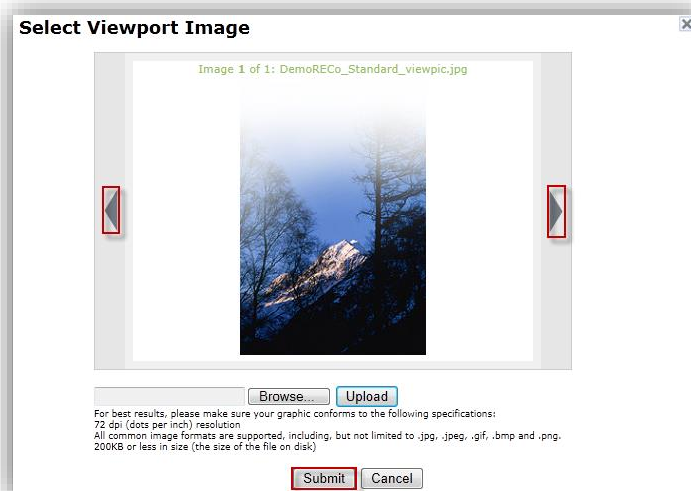


- ii. To change your **SubLogo** (which is located above your photo and under the website logo), click **Edit**
 1. Click the left and right arrows to scroll through the available SubLogos
 2. Choose your SubLogo, by scrolling to the image you want displayed
 3. Click **Submit**
 4. OR click **Browse** to select a SubLogo from your hard drive, click **Upload**
 5. Click **Cancel** to close the window and revert back to the current SubLogo



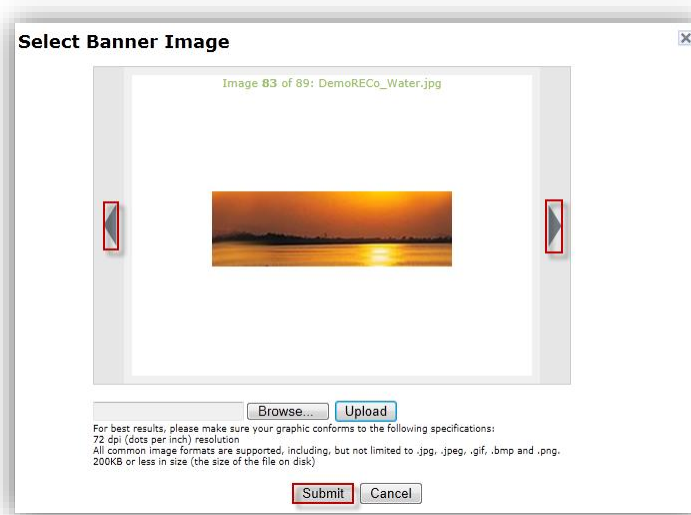
iii. To change your **Viewport Image**, click **Edit**

1. Click the left and right arrows to scroll through the available Viewport Images
2. Choose your Viewport Image, by scrolling to the image you want displayed
3. Click **Submit**
4. OR click **Browse** to select a Viewport Image from your hard drive, click **Upload**
5. Click **Cancel** to close the window and revert back to the current Viewport Image



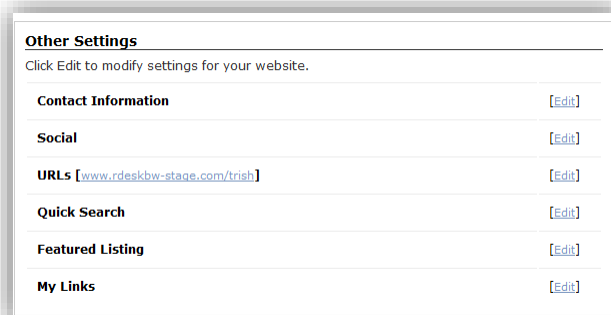
iv. To change you **Banner**, click **Edit**

1. Click the left and right arrows to scroll through the available Banner Images
2. Choose your Banner Image, by scrolling to the image you want displayed
3. Click **Submit**
4. OR click **Browse** to select a Banner Image from your hard drive, click **Upload**
5. Click **Cancel** to close the window and revert back to the current Banner Image



Note: The recommendation for the size of images is 72 dpi resolution, 200KB or less. This is detailed in the overlay when you click Edit.

- c. Under **Other Settings**,



- i. To change your **Contact Information**, click Edit

Note: The asterisk () indicates it is a required field.*

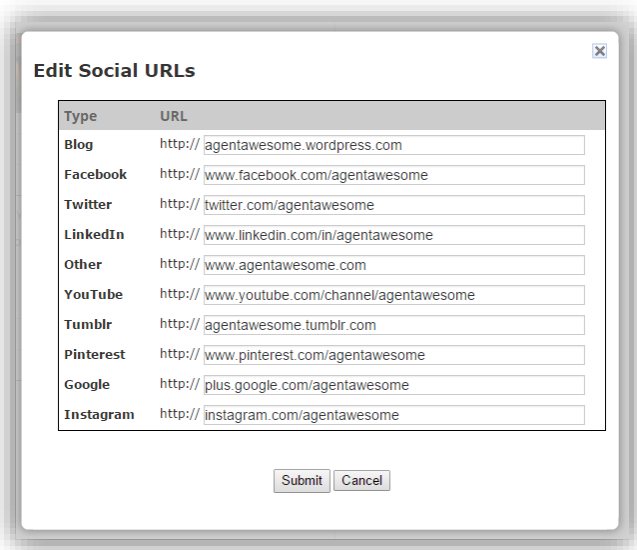
1. Enter your **Marketing (Display) Name**
2. Choose your **Displayable Name** from the dropdown list
3. Choose your **Preferred Phone** from this dropdown list
4. Choose your **Display Email** from the dropdown list
5. Choose your **Destination Email** from the dropdown list

Note: The values available in the dropdown lists are from your User Summary Information, under My Profile. See [How to Edit Your Profile](#) for additional information.


6. Enter the title for your **All My Listings** text
7. **Professional Profile**
 - a. Enter in the text box your Professional Profile information
 - b. When you edit or create content for a webpage, use the token displayed in the Info Icon information below
 - i. Your Professional Profile information will then display on that page

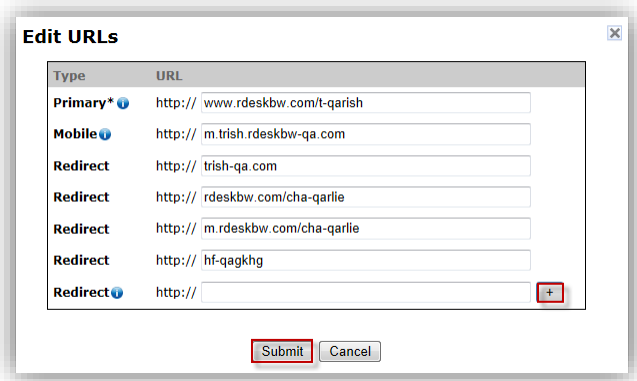
Notes: For a complete list of all Available Tokens, go to Layouts in the Help site.

8. To change your **Social** networking URLs, click **Edit**



9. Enter the URL to your social networking address
 - a. All of these will be displayed underneath your photo on your website including your Blog URL
10. Click **Submit**
- ii. To change your **URLs** (which may not be available based on your company's settings), click **Edit**
 1. The **Primary URL** is the address to your website
 2. The **Mobile URL** is the address to your mobile site
 3. The **Redirect URL** redirects visitors to your primary website address from another website(s)
 - a. To add additional Redirect URLs, click the plus (+) icon
 4. Click **Submit**

Note: The  icon is an Info Icon. When you hover over, helpful hints are provided.



- iii. To change your **Quick Search** fields, click **Edit**
 - 1. Enter the **Label** name for the **Search Field**
 - 2. Check the box under **Displayed**, to display on your website
 - 3. Click **Submit**

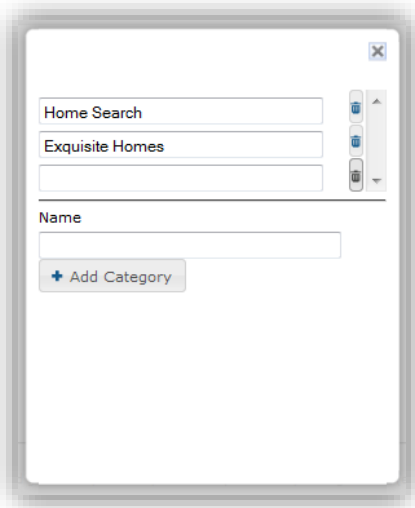
Search Field	Label	Displayed
Address	Address	<input checked="" type="checkbox"/>
Street	Street	<input checked="" type="checkbox"/>
City	City	<input checked="" type="checkbox"/>
State	State	<input checked="" type="checkbox"/>
Zip	Zip	<input checked="" type="checkbox"/>
MLS number	MLS number	<input checked="" type="checkbox"/>
Agent Last Name	Agent Last Name	<input checked="" type="checkbox"/>

- iv. To change your **Featured Listing** location, click **Edit**
 - 1. Choose **Enabled** or **Disabled** by selecting the button
 - 2. Choose **Top** or **Bottom** from the dropdown list
 - 3. Click **Submit**

Featured listing module:

Position:

- d. To alter your **My Links** widget, click **Edit**
 - i. Clicking the **Manage categories** button
 - ii. Enter the name for the new category in the Name field and click **Add Category**.
 - iii. When you are finished, click the close “x” icon in the upper right



- iv. Click the **Add Link** button



- v. Enter the name that you would like to appear on your website, the URL, and select the category that you would like this link to appear in
- vi. You can also create categories here if you need to by simply adding the category name and clicking the plus button
- vii. Choose to open in this link in the same window/tab, or a new window/tab
- viii. Click the **Save Link** button

All form fields are required.

Name

Example: Homes with a view

Url

Example: http://www.mywebsite.com or /Listing /ProcessJumpSearch.aspx?JumpSearch=12345

Categories

Select All Categories

Home Search Search

 +
 Add a new category

Target

_self - same window or tab

_blank - new window or tab

ix. Move your mouse over a link to Edit or Delete the link

- My Profile
- Property Tools
- Customer / Client
- My Website**
- Analytics
- Available Urls
- Configuration
- Content Files
- Forms
- Framed IDX Searches

[View Top Categories](#)

Links

+ Add Link
Manage categories
Display 10 links per page
Search all columns:

	Name	Url	Categories	Target
<input type="checkbox"/>	Homes with a view	http://www.rdeskbw.com/trish/Listing/ListingSearch.aspx	Home Search	Same window
	Edit Delete			

Showing 1 to 1 of 1 links
First Previous 1 Next Last

- x. You can select this collection of categories and links to display as a widget on your website. The simply select “Website Links” from the widget token generator on the desired page.
- xi. Any time that more categories or links are added to your My Links widget, your website will be automatically upated. Each My Links widget is custom per website. Changes made on one agent’s website will apply to their website only.
- e. To view your changes, click **Preview**
- f. Make sure to check your revisions by going to your website (you can find your website URL by going to **Website Pages**, and click on the **Web Address** link at the top)

See [How to Change Top Navigation](#) for information on the Top Navigation section. This can be found in our by clicking on the [Help](#) link (next to My Profile) and selecting Agent Tools, Website Admin.



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