

## rDesk Website Configuration

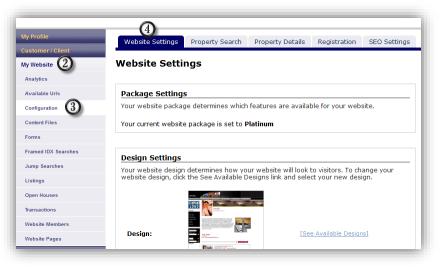
## How to Change Your Website Settings for the Agent

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.

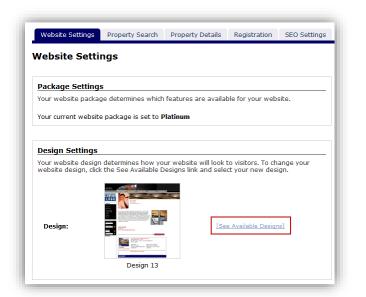
1) Login to Admin

Log In		
Login Name:		
Password:		
	Login 1	

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



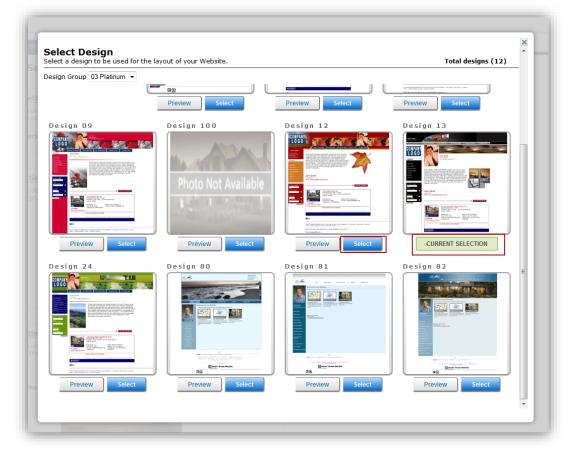
a. To change your website design, under Design Settings, click See Available Designs



- 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

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b. Under Image Settings,

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our website images will be applied to the design y nages, click the Edit link and select your new imag	ou have selected. To change any of the le.
Logo ABC REALTY	[Edit]
SubLogo	[Edit]
Viewport Image	[Edit]
Banner	[Edit]

- 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.

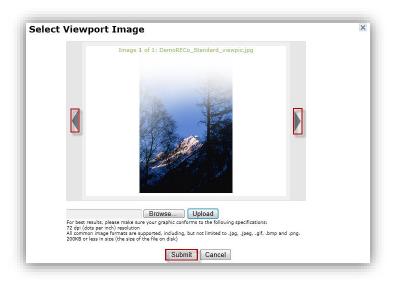
Select Logo	,	×
	Image 7 of 9: 9100002_7237_logo.gif	
For bast 72 dpi ( All com 200KB c	Browse Upload Delete results, please make sure your graphic conforms to the following specifications: dots per (nch) resolution non image formats are supported, including, but not limited to .jpg, .jpeg, .gif, .bmp and .png. r less in size (the size of the file on disk) Submit Cancel	

- 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



elect SubLogo		>
	Image 2 of 2: 9100002_7255_cat22.jpg	
72 dni (dote per in	Browse Upload Nesse make sure your graphic conforms to the following specifications: rch) assolution: formats are supported, including, but not limited to .jpg, .jpeg, .gif, .bmp and . ize (the size of the file on disk)	png.

- 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

	Image <b>83</b> of 89: DemoRECo_Water.jpg	
		]
72 dni (dots per	Browse Upload please must are your graphic conforms to the following specifications: pe formats are supported, including, but not limited to .jpgjpeggifbmp and .png. site (the size of the file on dis).	

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.

- Other Settings

   Click Edit to modify settings for your website.

   Contact Information
   [Edit]

   Social
   [Edit]

   URLs [www.rdeskbw-stage.com/trish]
   [Edit]

   Quick Search
   [Edit]

   Featured Listing
   [Edit]

   My Links
   [Edit]
- c. Under Other Settings,

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



Contact Field	Information	Displayed
Marketing (Display) Name*	Trish Woodgate	
Displayable Name*	Legal & Marketing Name 💌	
Preferred Phone*	949-681-4799 (Direct Office)	
Display Email*	trish.woodgate@realestatedigital.com	
Destination Email*	trish.woodgate@realestatedigital.com 💌	
All My Listings Link Text	My Listings	N
Display Prior Sales Link		
Professional Profile	This is my professional profile!	<u> </u>

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 <u>How to Edit Your Profile</u> 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



Туре	URL
Blog	http:// agentawesome.wordpress.com
Facebook	http:// www.facebook.com/agentawesome
Twitter	http:// twitter.com/agentawesome
LinkedIn	http:// www.linkedin.com/in/agentawesome
Other	http:// www.agentawesome.com
YouTube	http:// www.youtube.com/channel/agentawesome
Tumbir	http:// agentawesome.tumblr.com
Pinterest	http:// www.pinterest.com/agentawesome
Google	http:// plus.google.com/agentawesome
Instagram	http:// instagram.com/agentawesome

- 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.

Туре	URL
Primary* 🕡	http:// www.rdeskbw.com/t-qarish
Mobile 🕡	http:// m.trish.rdeskbw-qa.com
Redirect	http:// trish-qa.com
Redirect	http:// rdeskbw.com/cha-qarlie
Redirect	http:// m.rdeskbw.com/cha-qarlie
Redirect	http:// hf-qagkhg
Redirect 🕡	http://



- 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	
Street	Street	
City	City	
State	State	
Zip	Zip	
MLS number	MLS number	
Agent Last Name	Agent Last Name	<b>V</b>

- 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 Note: Depending on the layout of your homepage, the Featured Listing "Top of Homepage" position may not be supported. If this is the case, please use the "Bottom of homepage" position			
Featured listing module:	Enabled		
Position:	Top Top Bottom		
Sul	omit Cancel		

- 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



	>
Home Search	<b>a</b> 1
Exquisite Homes	
Name	
+ Add Category	

## iv. Click the Add Link button

My Profile Property Tools Customer / Client My Website	View Top Categories          * Add Link       * Manage categories       Display       10       * links per page Search all columns:								
Analytics	Name	▲ Url		٥	Categories		۰	Targe	t •
Available Urls			There are	no links to displa	ау				
Configuration	i Delete selected	Showing 0 to 0	0 of 0 links			First	Previous	Next	Last
Content Files									
Forms									

- 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





lame lomes with a view	
lomes with a view	
xample: Homes with a view	
Irl	
http://www.rdeskbw.com/trish/	/Listing/ListingSearch.aspx
xample: http://www.mywebsite. ProcessJumpSearch.aspx?Jump	
Select All Categories	
Select All Categories	1
_	h
Home Search Search	•
_	•
Home Search Search	h
Home Search Search	+
Home Search Search	+ or tab
_	h

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

My Profile Property Tools Customer / Client	ØL	inks					Vi	ew T	Top Cat	eqories
My Website	+ Add	d Link 🗰 Mar	nage cate	egories Display 10 - links per p	bage	Search all colum	nns:			
Analytics		Name	•	Url	۰	Categories		۰	Targe	et 🔹
Available Urls		Homes with a	view	http://www.rdeskbw.com/trish/Listing /ListingSearch.aspx		Home Search			Same windo	
Configuration										
Content Files	Del	ete selected	Showin	ng 1 to 1 of 1 links		First	Previous	1	Next	Last
Forms										
Framed IDX Searches										



- 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 <u>How to Change Top Navigation</u> 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.

