

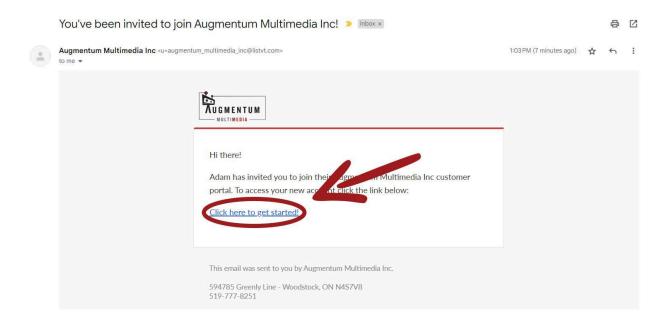
AUGMENTUM MULTIMEDIA CLIENT PORTAL

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CREATING YOUR ACCOUNT:

You will receive an email from us to join our customer portal.



Click the link in the email that say "Click here to get started"

Enter your first and last name and set a password for your account.

*Your account username is your email address.

LOGIN PAGE:

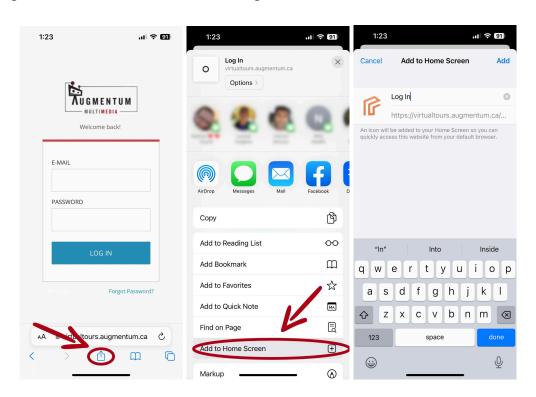
Please bookmark this login page for your convenience.

https://virtualtours.augmentum.ca/account/

You can also click the login link located at the bottom of our website:

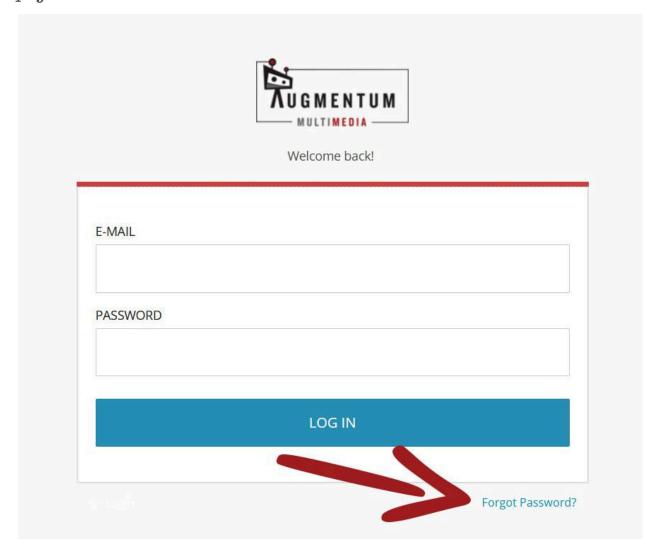


On Safari on your iPhone, you can also add a link to your homescreen by clicking the share button and choosing "Add to Home Screen"



FORGOT YOUR PASSWORD:

If you forgot your password, click the "Forgot Password?" button on the login page.

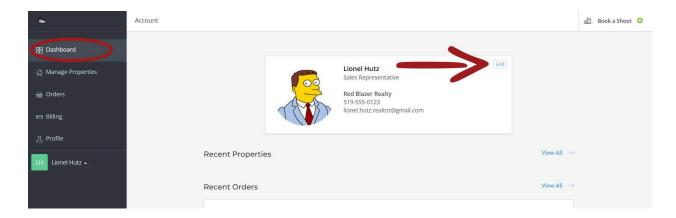


You will receive an email with instructions on how to reset your password.

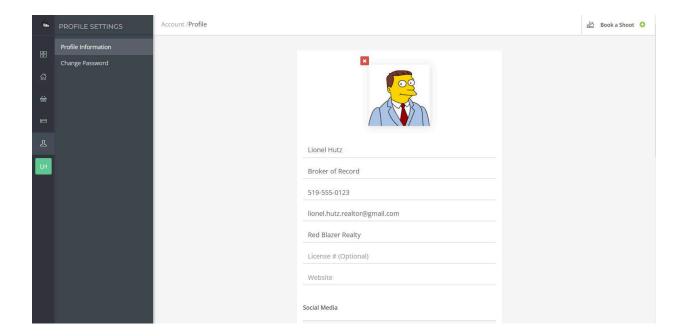


EDITING YOUR PROFILE:

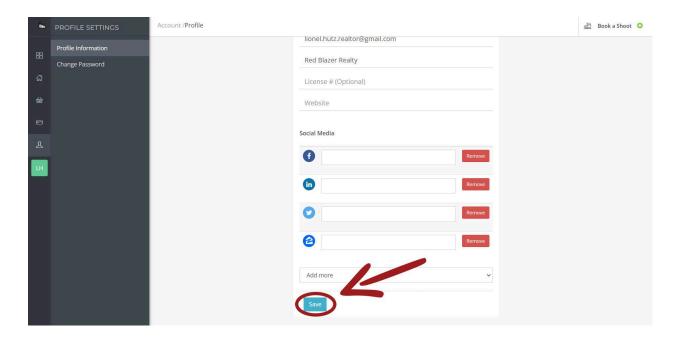
If you notice a mistake on your profile, click the "Edit" button located next to your profile on the Dashboard screen.



You can edit the information on your profile such as your name, title, contact information, and social media links.



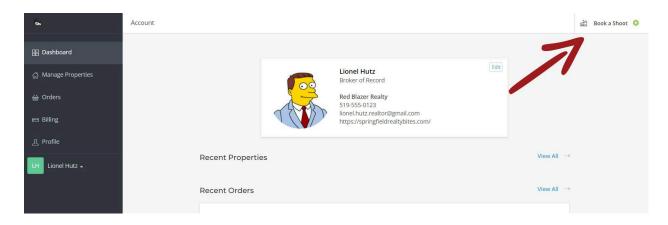
Be sure to click the save button at the bottom of the page to ensure your changes are made.



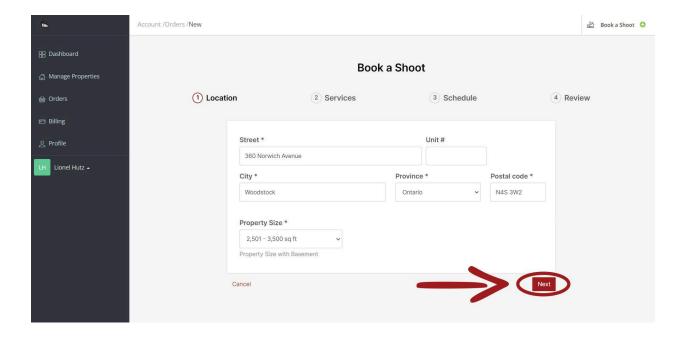


BOOKING A SHOOT:

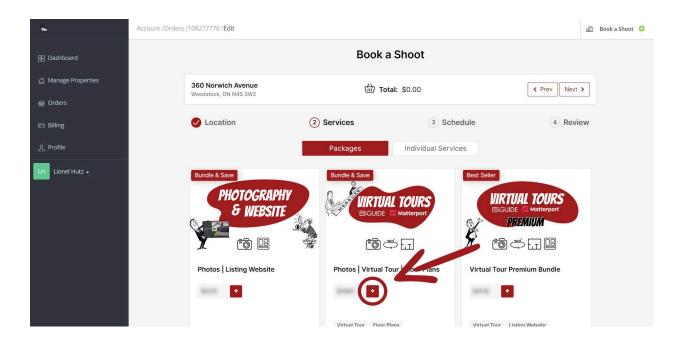
You can book a shoot when logged into your account by clicking the "Book a Shoot" button at the top right hand corner of the page.



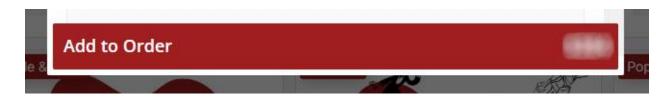
Fill in the property address and approximate square footage in the appropriate fields and click "Next"



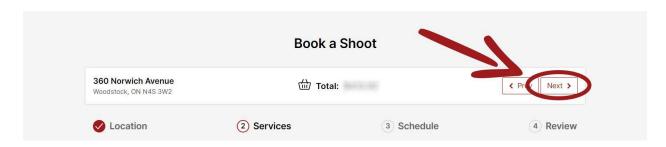
Choose your desired package or individual services by clicking on the plus (+) button beside the price.



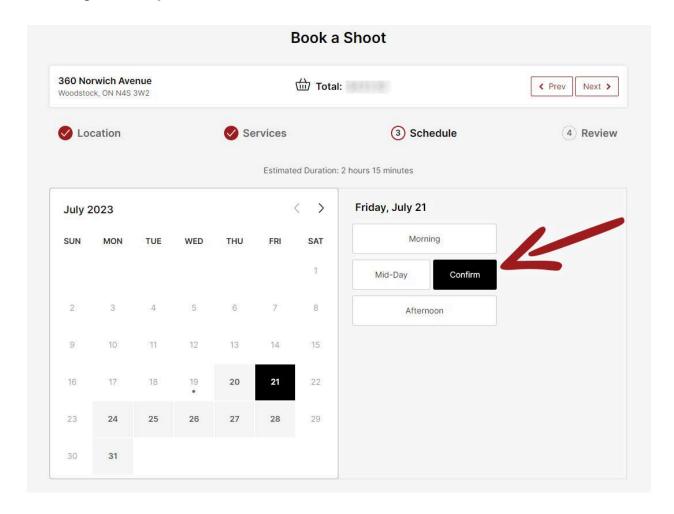
Answer any questions that appear in the pop-up and click "Add to order"



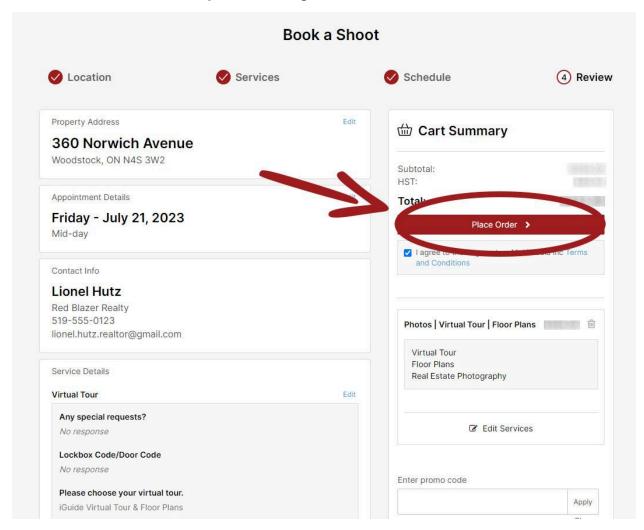
Once you have made all your selections, click "Next"



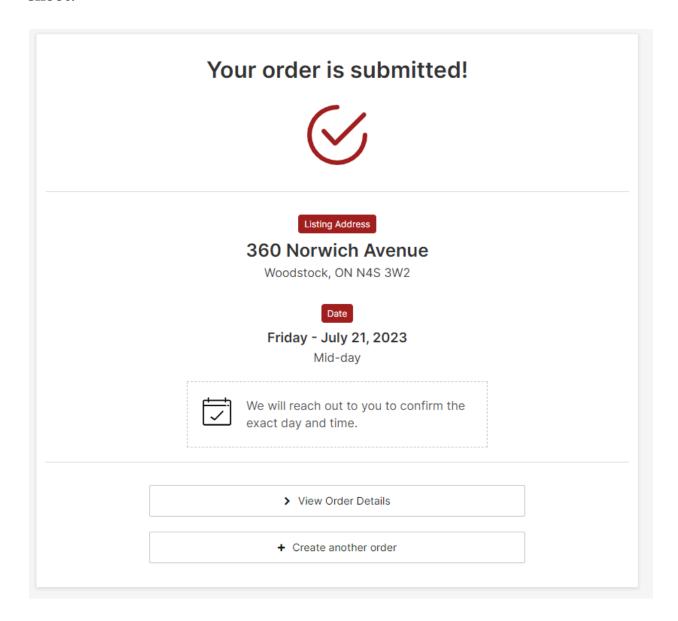
Choose your desired photoshoot date from the calendar. Choose either Morning, Mid-day, or Afternoon and click "Confirm"



Once you have selected a date and hit confirm, you will be greeted with the order summary screen. Here, agree to the terms and conditions and click "Place Order" to confirm your booking date.

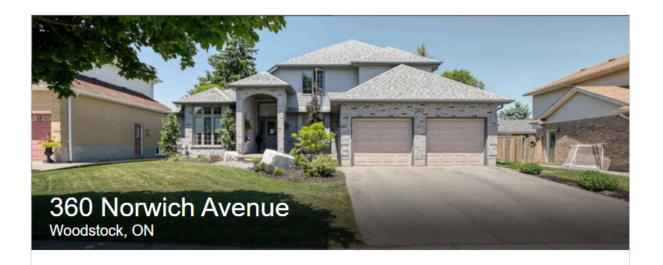


You will receive a confirmation message and email. Keep an eye on your email as you will receive a confirmation email for the exact time and date of the shoot.



VIEWING AND EDITING YOUR PROPERTY INFORMATION:

When your property is ready to be viewed, you will receive an email with a link to login to the back end of the site.



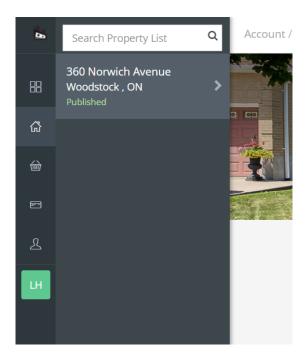
Hi Lionel!

You've been given access to a new property website for 360 Norwich Ave.

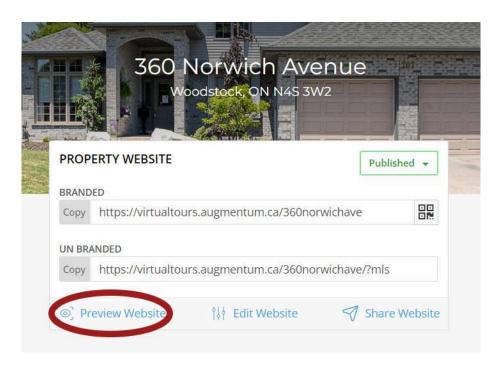
Click here to login and view your new website.

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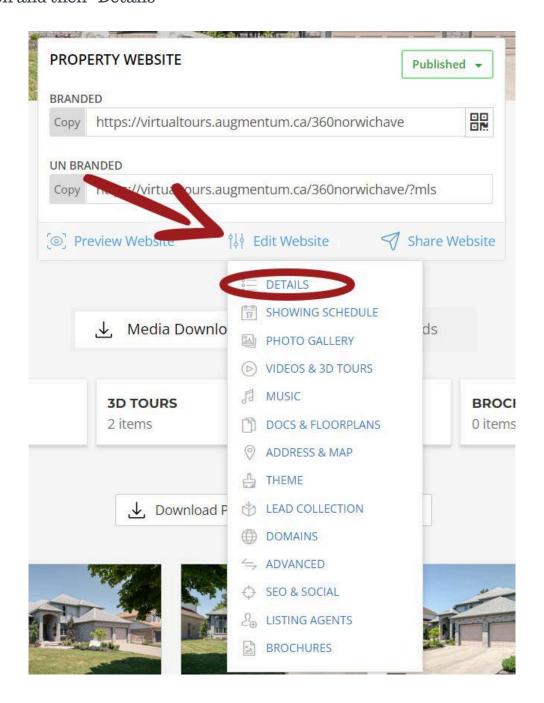
After logging in, you can manage your properties on the left hand side of the page.



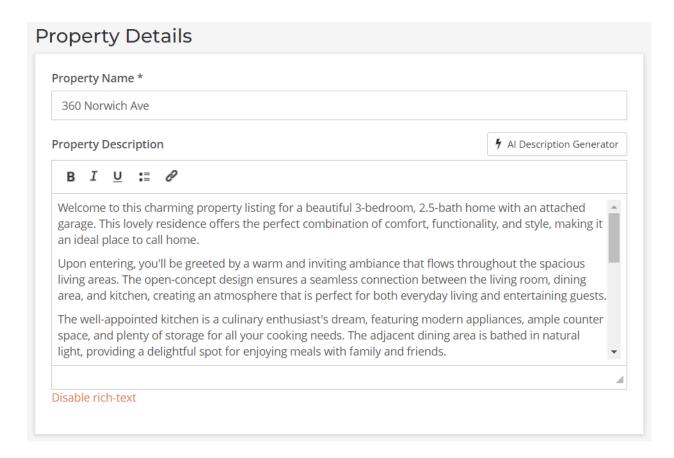
To view the property landing page, click on the "Preview Website" button



To edit the property description and listing details, click on the "Edit Website" button and then "Details"



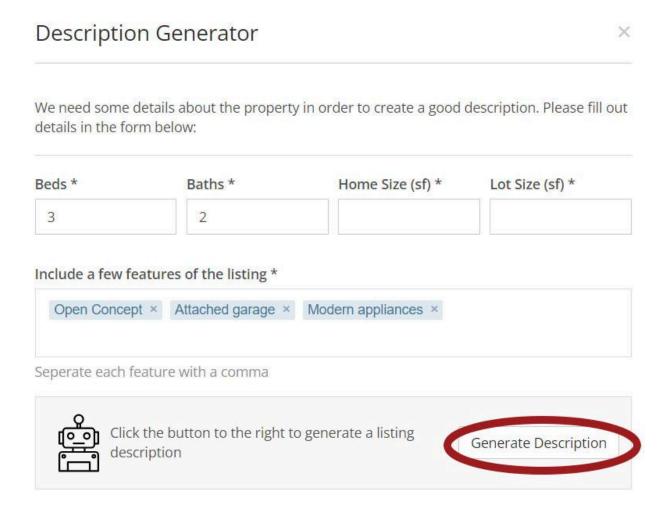
Here, you can add the property description and edit the address if necessary:



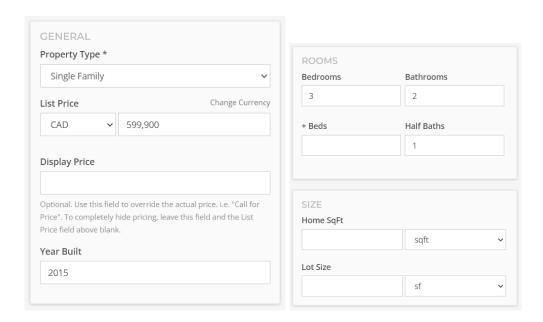
You can also use the AI Description Generator to help write a property description



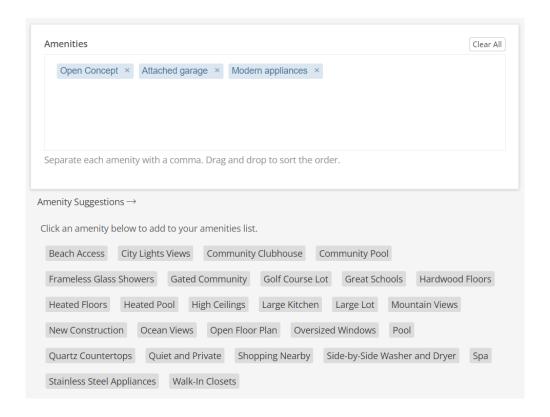
Simply add the number of beds and baths, square footage, and any key details and click "Generate Description"



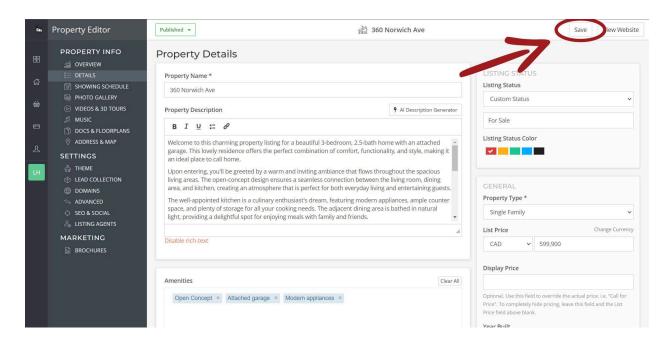
Under Property Details, you can also edit the property type, list price, year built, number of beds and baths, square footage, and lot size.



You can also highlight any features of the property you would like in the "Amenities" box

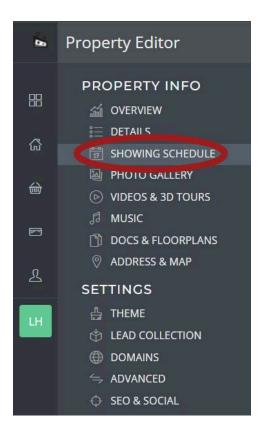


Be sure to click "Save" after making changes to your property information.

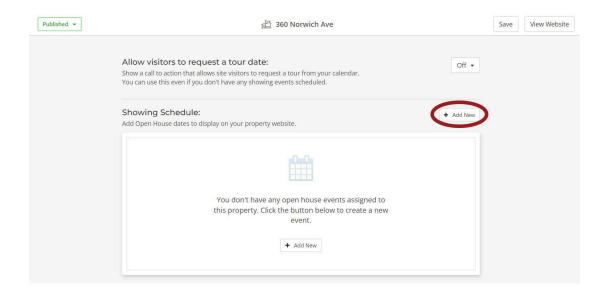


OPEN HOUSE:

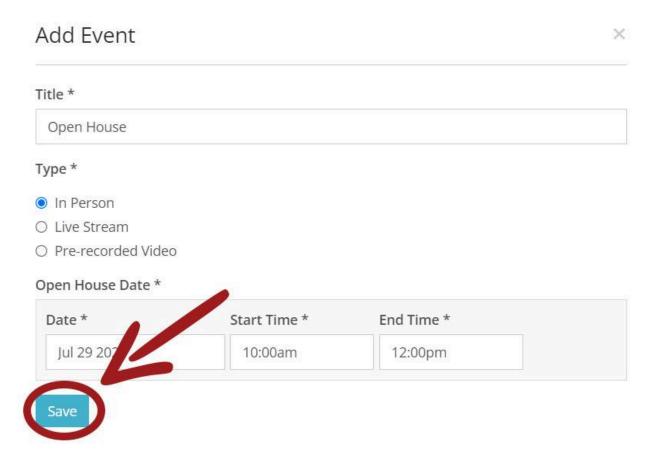
If you would like to advertise an open house for the property, click on "Showing Schedule" on the left side of the screen.



Click the "Add New" button to add an open house date.



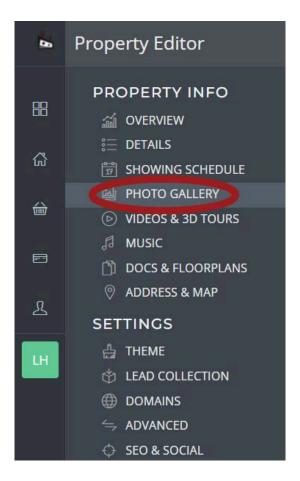
In the box that appears, input the date and time of the open house and if it is an in-person or virtual event.



Be sure to click "Save" to ensure your settings are changed.

PHOTO GALLERY:

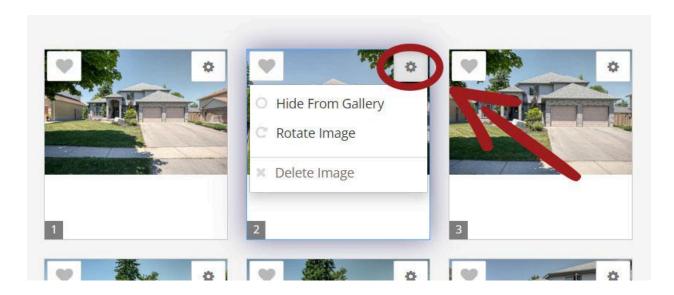
To edit the order of the images, add captions, delete images or add new ones, click the "Photo Gallery" button on the left side of the screen.



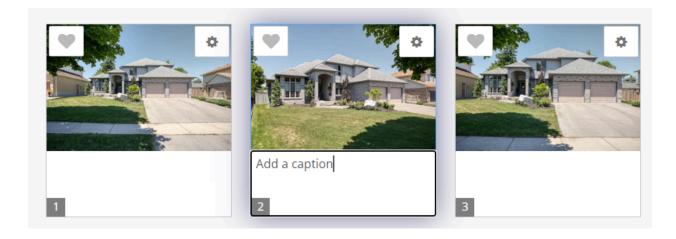
You can upload new images by dragging and dropping them into the box pictured below.



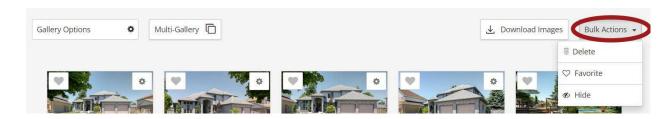
You can also hide the individual images from the gallery, or delete them by clicking the gear in the top right corner of the image



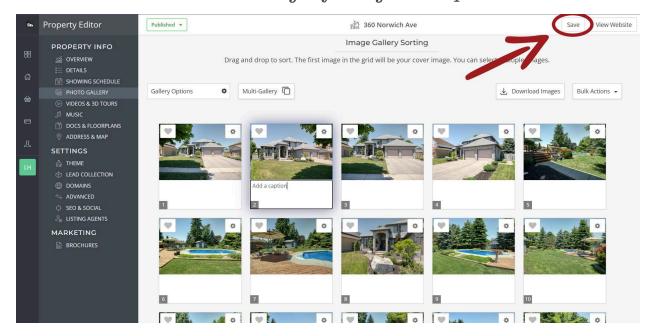
You can also add a caption by typing in the white box below the images.



If you need to delete multiple images at once, you can click the "Bulk Actions" dropdown menu.



Be sure to click "Save" after making any changes to the photos section.



MORE QUESTIONS?

Contact us at $\underline{info@augmentum.ca}$ for more information or if you have any questions. We're here to help!



