

New Update

# Property Panorama Agent Dashboard Guide



Property Panorama

Available Now for All  
Property Panorama Users

# Agent Dashboard Guide

## Index

Click on the Item You Wish to Learn More About

The dashboard interface includes a top navigation bar with links for Home, InstaView, ADtensify, News, Contact, About Us, and Education, along with a user profile for John Doe. A left sidebar contains menu items: Dashboard, Store, Account, My Listings, Statistics, and Settings and Syndication. The main content area features a 'Digital Portfolio' card for John Doe, a 'Store' card, a grid of three property listings, and three action cards at the bottom: 'Sharing & Social Media', 'Custom Tour', and 'Account Activity'.

**Property Panorama** Home InstaView ADtensify News Contact About Us Education John Doe

**Dashboard**

- Store
- Account
- My Listings
- Statistics
- Settings and Syndication

**Digital Portfolio**

John Doe  
RE/MAX Above & Beyond  
MY REAL ESTATE CO.

Upgrade Promote

Your Digital Portfolio URL:  
AgentLyst.com/realestate/id/7c2m4s

**Store**

Store

123 Main Street  
Mentor, OH 44057

456 Main Street  
Mentor, OH 44057

789 Main Street  
Mentor, OH 44057

Licensed Promote

View More Listings

**Sharing & Social Media**

Set Up Syndication

**Custom Tour**

Create Tour

**Account Activity**

View recent/upcoming payments, transactions, and announcements

View Activity



# Agent Dashboard Guide

## Navigation

- 1 Top Menu:** You can use the top bar to navigate through the public pages on the Property Panorama site
- 2 Left Menu:** The vertical menu on the left allows you to access all of the pages within your Property Panorama Account
- 3 Quick Access Panel:** Clicking on your name/photo in the upper right allows you to log in/out and provides access to the most popular pages

The screenshot displays the Property Panorama Agent Dashboard. At the top, a navigation bar includes links for Home, InstaView, ADtensify, News, Contact, About Us, and Education, along with a user profile for John Doe. A left-hand menu is highlighted with a green border, listing Dashboard, Store, Account, My Listings, Statistics, and Settings and Syndication. The main content area features a 'Digital Portfolio' section for John Doe, RE/MAX Above & Beyond, with a 'Store' button and a 'Promote' button. Below this, three property listings are shown, each with a 'Licensed' and 'Promote' button. A 'View More Listings' button is located below the listings. At the bottom, there are three sections: 'Sharing & Social Media' with Facebook, X, and YouTube icons; 'Custom Tour' with a plus sign icon; and 'Account Activity' with a link to view recent/upcoming payments, transactions, and announcements.



# Agent Dashboard Guide

## Dashboard Home - Part 1

- 1 Digital Portfolio:** View, Edit, Share, and Promote your Digital Portfolio Agent Landing Page. From this box, you can also update your profile picture and company logo by clicking the respective images, as well as Share, Edit, and View Statistics.
- 2 Store:** Access and upgrade your Property Panorama Products, including InstaView and ADtensify Digital Advertising.
- 3 Listings:** Easily promote and manage your active listings with quick access to your Tour, Linking Page, Tour Manager, Statistics, and PDF flyer.

The screenshot shows the Property Panorama Agent Dashboard Home page. At the top, there is a navigation bar with the Property Panorama logo on the left and links for Home, InstaView, ADtensify, News, Contact, About Us, and Education on the right. A user profile for John Doe is visible in the top right corner. The main content area is divided into several sections:

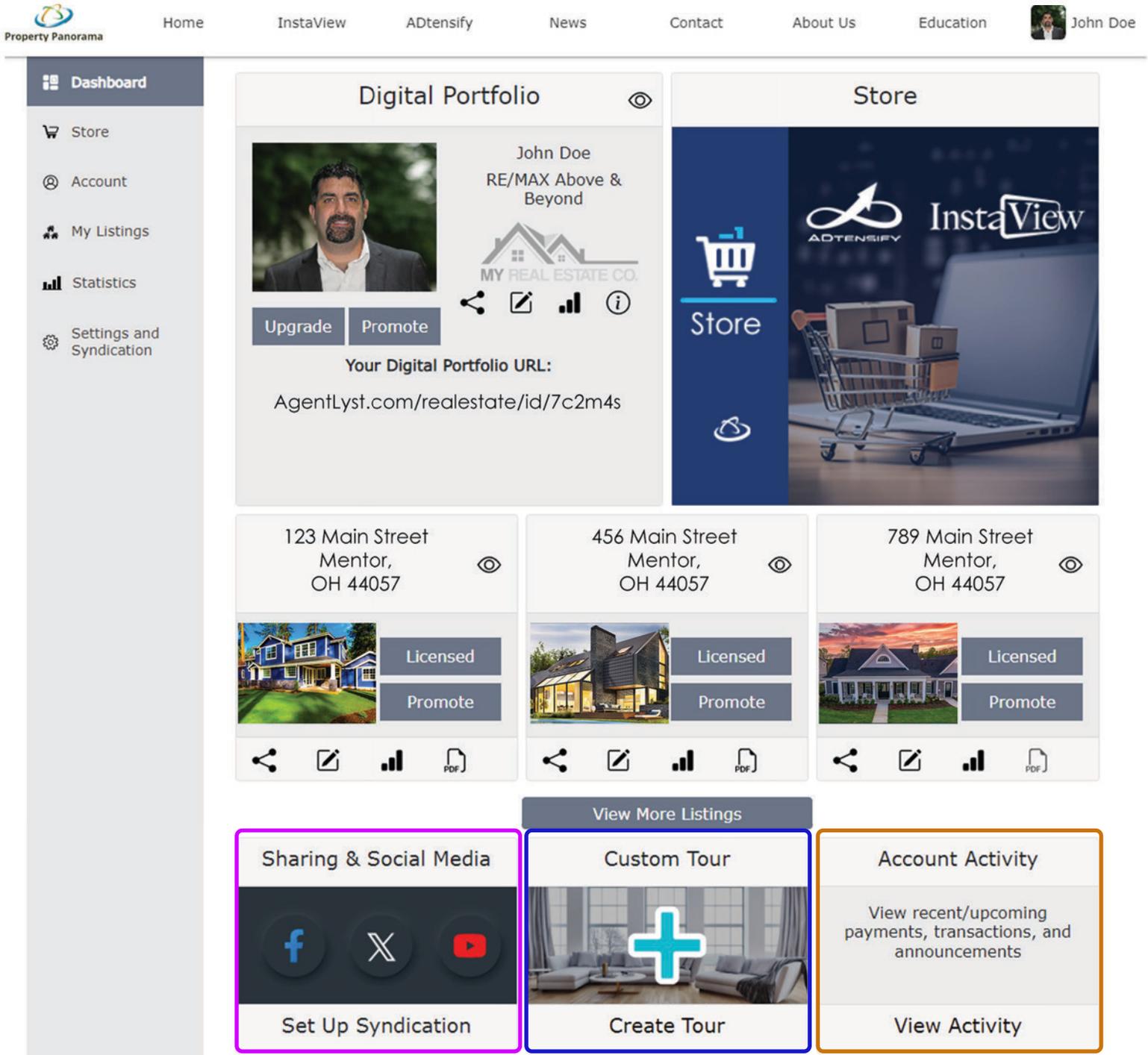
- Digital Portfolio:** A box containing a profile picture of John Doe, his name, and his company, RE/MAX Above & Beyond, MY REAL ESTATE CO. It includes buttons for 'Upgrade' and 'Promote', and a 'Your Digital Portfolio URL:' field with the value 'AgentLyst.com/realestate/id/7c2m4s'. There are also icons for share, edit, view statistics, and information.
- Store:** A box featuring a shopping cart icon, the ADtensify logo, and the InstaView logo. It shows a shopping cart filled with boxes next to a laptop.
- Listings:** A grid of three property listings, each with a photo, address, location, and 'Licensed' and 'Promote' buttons. The listings are: 123 Main Street, Mentor, OH 44057; 456 Main Street, Mentor, OH 44057; and 789 Main Street, Mentor, OH 44057. Each listing also has share, edit, view statistics, and PDF flyer icons.
- View More Listings:** A button to view more listings.
- Sharing & Social Media:** A section with Facebook, X, and YouTube icons and a 'Set Up Syndication' button.
- Custom Tour:** A section with a large plus sign icon and a 'Create Tour' button.
- Account Activity:** A section with the text 'View recent/upcoming payments, transactions, and announcements' and a 'View Activity' button.



# Agent Dashboard Guide

## Dashboard Home - Part 2

- 1 Sharing and Social Media:** Set up your automatic syndication to  Facebook,  X (Twitter),  YouTube, and  LinkedIn.
- 2 Custom Tour:** Need a tour for a listing not in the MLS? Easily create one from scratch!
- 3 Account Activity:** View and manage your active subscriptions and upcoming payments.



Property Panorama Home InstaView ADtensify News Contact About Us Education John Doe

**Digital Portfolio**

John Doe  
RE/MAX Above & Beyond  
MY REAL ESTATE CO.

Upgrade Promote

Your Digital Portfolio URL:  
AgentLyst.com/realestate/id/7c2m4s

**Store**

123 Main Street  
Mentor, OH 44057

456 Main Street  
Mentor, OH 44057

789 Main Street  
Mentor, OH 44057

View More Listings

**Sharing & Social Media**

Set Up Syndication

**Custom Tour**

Create Tour

**Account Activity**

View recent/upcoming payments, transactions, and announcements

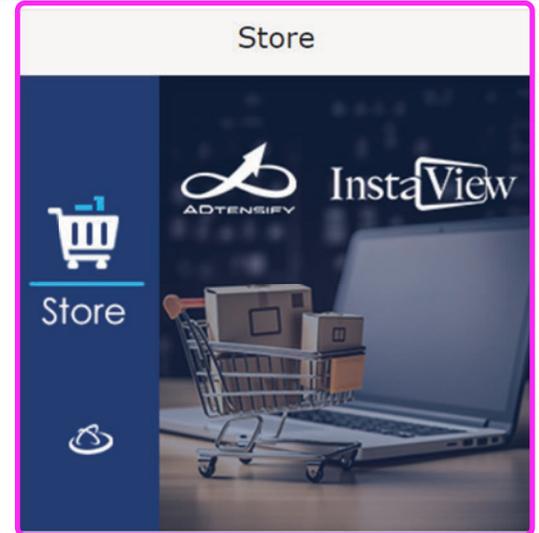
View Activity

Click the Sections to Learn More!

# Agent Dashboard Guide

## Store

- 1 Access:** You can access the Store from your *Dashboard* at anytime by clicking the Store box, or by selecting it from the left hand navigation
- 2 Navigation:** At the top of the Store Page, you can quickly access your current campaigns, licenses, purchase history, billing information, and items in your cart
- 3 InstaView:** The InstaView section of the store allows you to purchase upgrades for individual listings, or for your entire account!
- 4 ADTensify Listing Campaigns:** Advertise your listing on the most popular web sites and social media, including Facebook and Instagram!
- 5 ADTensify Agent Campaigns:** Promote Your Business and brand with an Agent campaign that focuses on driving you more new clients from the web and social media, once again including both Facebook and Instagram when teamed with ADTensify+.



[Store Home](#) [My Tours](#) [ADTensify Campaigns](#) [Current Licenses](#) [Purchase History](#) [Billing Information](#) [Cart \(0 items\)](#)

**InstaView**

Virtual Tours and Digital Marketing

[Order Now](#)

The world leading InstaView Virtual Tour platform gives your listings a fully automated marketing solution!

**ADTENSIFY**

1 Week Free with Multi-Week Campaign

Listing Campaigns

[Order Now](#)

Promote your listing across the Internet and Facebook to increase traffic and generate more qualified leads!

**ADTENSIFY**

Agent Campaigns

[Order Now](#)

Promote yourself and build your brand on the Internet and Facebook with automated digital advertising!



# Agent Dashboard Guide

## Account

**1 Account:** From your Account Page, you can view and adjust your personal details, contact info, and add testimonials from your best clients!

**Don't worry, all changes on this page are saved automatically!**

*Note: Greyed out fields must be edited within the MLS, and will automatically update in 1 hour.*

- Dashboard
- Store
- Account**
- My Listings
- Statistics
- Settings and Syndication

### Personal Info

Username:

First Name:

Last Name:

Email:

Website:

Biography:

Phone Number:  Phone Type:  Primary

### Office Info

Office Name:

Office Website:

### Marketing

Slogan:

### Testimonials

Name:

Content:

Name:

Content:



# Agent Dashboard Guide

## Tour Manager - Listing Info

**1 Access From Dashboard:** Click the  icon on your **Dashboard** or **My Listings Page** to Access the Tour Manager for your Listing

**2 Listing Info:** The first page within the Tour Manager is the Listing Info tab, which gives you access to the details and description of your property.

*Note: Most of this info is pulled directly from the MLS, and automatically updates every hour, 24/7*

123 Main Street  
Mentor,  
OH 44057 



Licensed

Promote

- Dashboard
- Store
- Account
- Tour Manager**
- Listing Info**
- Photos
- Theme
- Effects & Audio
- Preview
- Linking
- My Listings
- Statistics
- Settings and Syndication

### Listing Information

Price:

Tour identifier:

Listing Type:

Display on Agent Profile:

### Address

Address Line 1:

Address Line 2:

City:

State or Province:

Postal Code:

Country:

Display Google Map:

Save

### Listing Description

Unbranded Description:

3 bedroom colonial with covered front porch. Comfortable living room with fireplace and built ins. Access to backyard through the dining room. Kitchen cabinets have been updated and there is a nice amount of counter space. Home has 9' ceilings and wide wood trim. 2 of the bedrooms have larger closets. With a little repair to fencing, back yard

Branded Description:

Access to backyard through the dining room. Kitchen cabinets have been updated and there is a nice amount of counter space. Home has 9' ceilings and wide wood trim. 2 of the bedrooms have larger closets. With a little repair to fencing, back yard can be fully fenced. Basement has a toilet and lots of storage. This home has the feel of a much newer home!

Flyer Description:

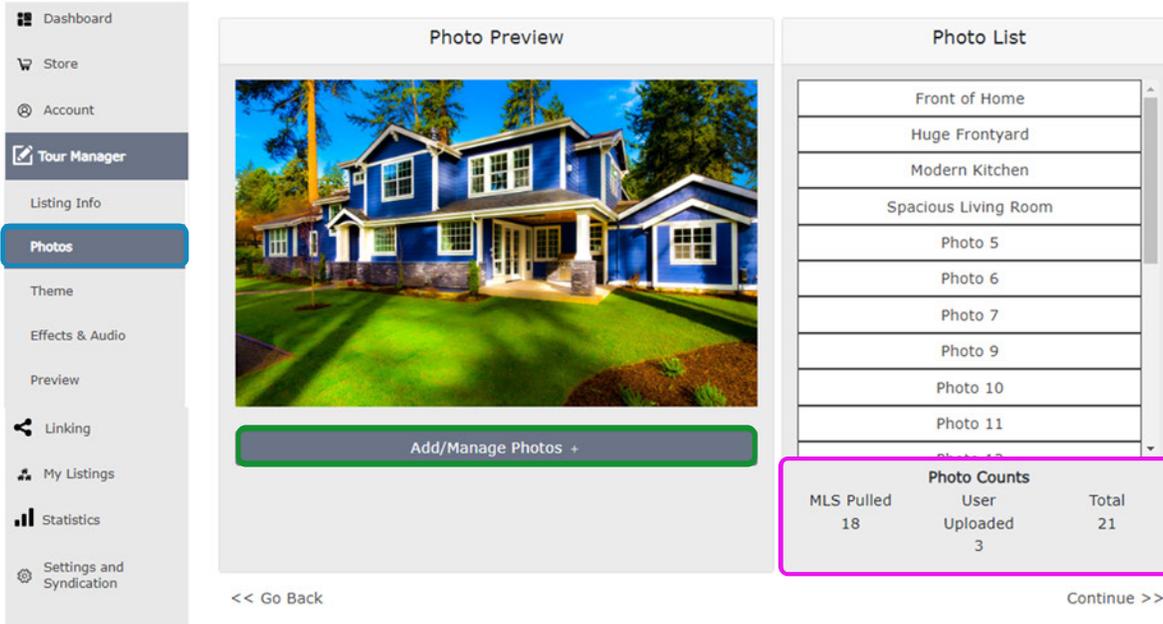
3 bedroom colonial with covered front porch. Comfortable living room with fireplace and built ins. Access to backyard through the dining room. Kitchen cabinets have been updated and there is a nice amount of counter space. Home has 9' ceilings and wide wood trim. 2 of the bedrooms have larger closets. With a little repair to fencing, back yard



# Agent Dashboard Guide

## Tour Manager - Photos

**1 Photos:** Photo Preview lets you view the images attached to your Virtual Tour



The screenshot shows the 'Photo Preview' interface. On the left is a sidebar menu with options: Dashboard, Store, Account, Tour Manager, Listing Info, Photos (highlighted), Theme, Effects & Audio, Preview, Linking, My Listings, Statistics, and Settings and Syndication. The main area is split into two panels. The left panel, titled 'Photo Preview', displays a large image of a blue house with a green lawn. Below the image is a green button labeled 'Add/Manage Photos +'. The right panel, titled 'Photo List', shows a scrollable list of photo titles: Front of Home, Huge Frontyard, Modern Kitchen, Spacious Living Room, Photo 5, Photo 6, Photo 7, Photo 9, Photo 10, and Photo 11. Below the list is a 'Photo Counts' table:

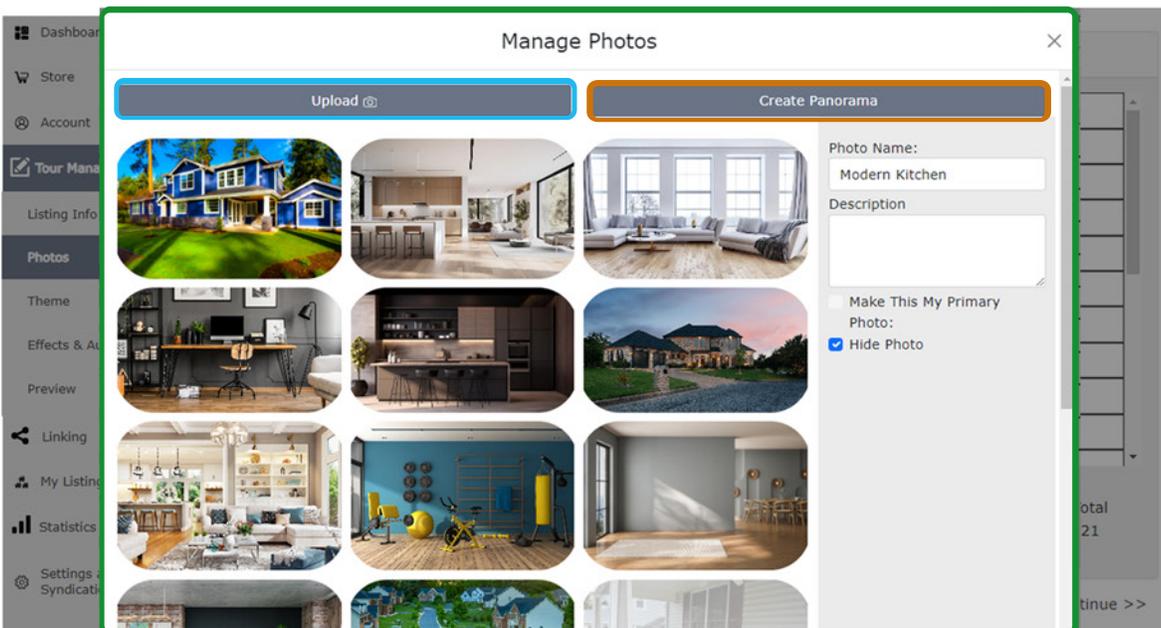
| Photo Counts |               |       |
|--------------|---------------|-------|
| MLS Pulled   | User          | Total |
| 18           | Uploaded<br>3 | 21    |

At the bottom of the interface are navigation buttons: '<< Go Back' on the left and 'Continue >>' on the right.

**2 Photo Counts:** See how many photos came from the MLS or were uploaded manually

**3 Add/Manage Photos:** Easily Upload, hide, and describe your listings photos. With drag and drop tools, you can easily re-order the photos to your liking. Don't forget, you can easily create panoramic photos, as well!

*Note: Photos added or updated in the MLS will automatically update in your Property Panorama account every hour.*



The screenshot shows the 'Manage Photos' interface. At the top are two buttons: 'Upload' and 'Create Panorama'. Below is a grid of photo thumbnails. On the right is a form for editing a photo:

Photo Name: Modern Kitchen  
Description: [Empty text area]  
Make This My Primary Photo: [Unchecked]  
 Hide Photo

At the bottom right, there is a 'total 21' label and a 'Continue >>' button.



# Agent Dashboard Guide

## Tour Manager - Theme

- 1 Theme Editor:** Fully customize your Branded Virtual Tour to match your company colors or personal preference.
- 2 Save Your Work:** Make your next listing easier, and set your theme to be automatically applied to your future listings!

Change theme



The screenshot displays the 'Change theme' interface. On the left is a sidebar with the following sections:

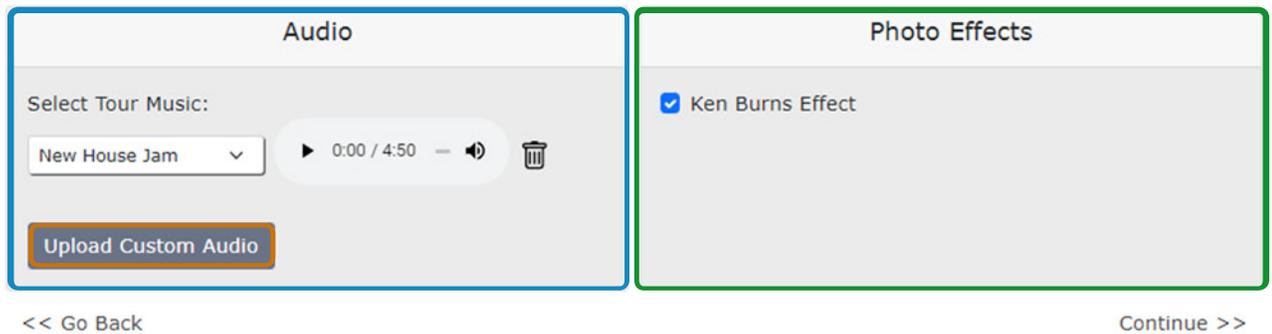
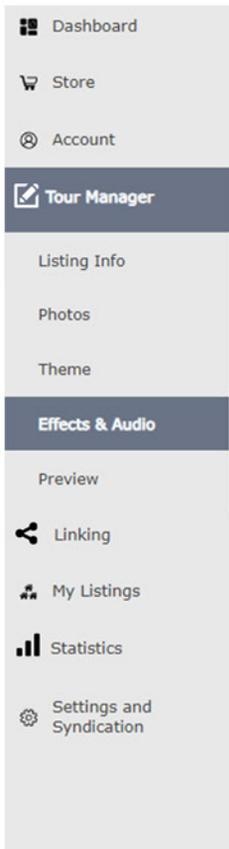
- Select A Theme:** A dropdown menu labeled 'Current Theme'.
- Customize Your Colors:** A section titled 'How to Edit Your Colors' with three steps:
  - Step One:** 'Any area with an icon can be adjusted by first selecting the icon.' (Illustrated with a hand clicking a color icon).
  - Step Two:** 'Then, using the colorpicker interface, adjust the color. *Advanced editing:* Use the RGB and # inputs for precise color adjustments.' (Illustrated with a hand using a color picker).
  - Step Three:** 'Once you've decided on the new color scheme press Save at the bottom. Pressing Cancel will change your tour back to its original colors.'
- Save Settings / Undo Changes:** A section with a checkbox 'Set Tour Default For:' set to 'All Tours'. Below it, a message states: 'There are no current changes. You are currently using the grey theme.' At the bottom of this section are 'Save' and 'Undo Changes' buttons.

The main preview area shows a virtual tour of a blue house. At the top, it displays 'Preview' and listing details: '60 Akers Ave, Akron, OH 44312', '\$129,000 | 1416 Sq. ft | 3 Bedrooms | MLS #: 4357628', and a 'FOLLOW THIS LISTING' button. The tour interface includes a 'Front of Home' label, a navigation sidebar with various icons, and a bottom bar with 'My Real Estate Co.', a 'Contact Me' button, and the agent's name 'John Doe RE/MAX Above & Beyond'. A 'Save' button is also visible in the bottom right corner of the preview area.

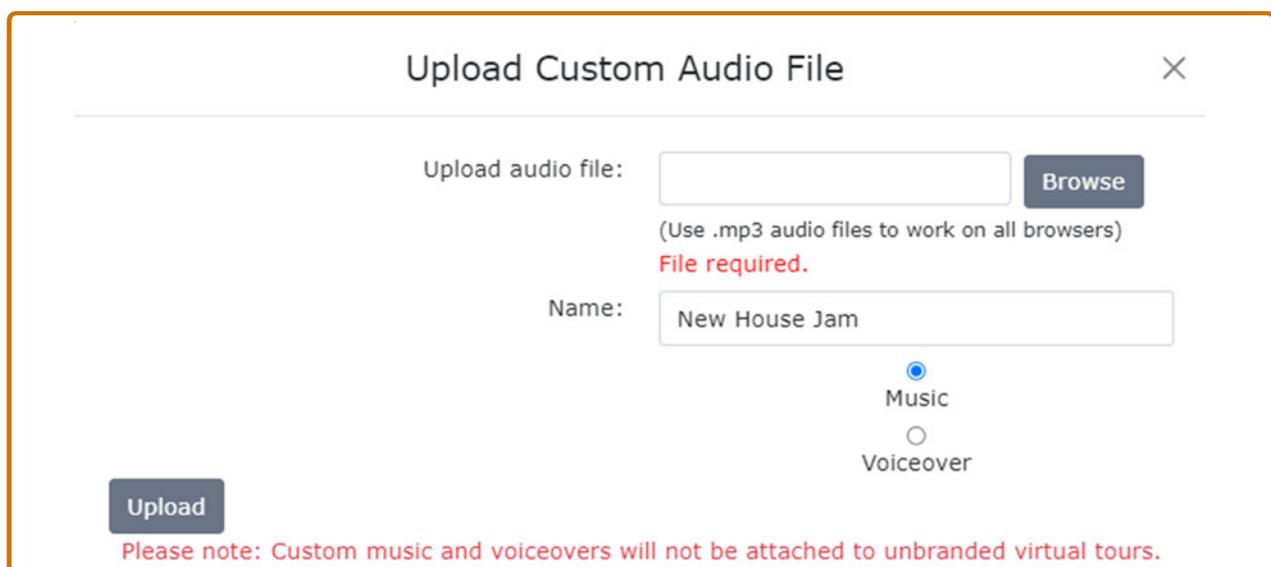


# Agent Dashboard Guide

## Tour Manager - Effects & Audio



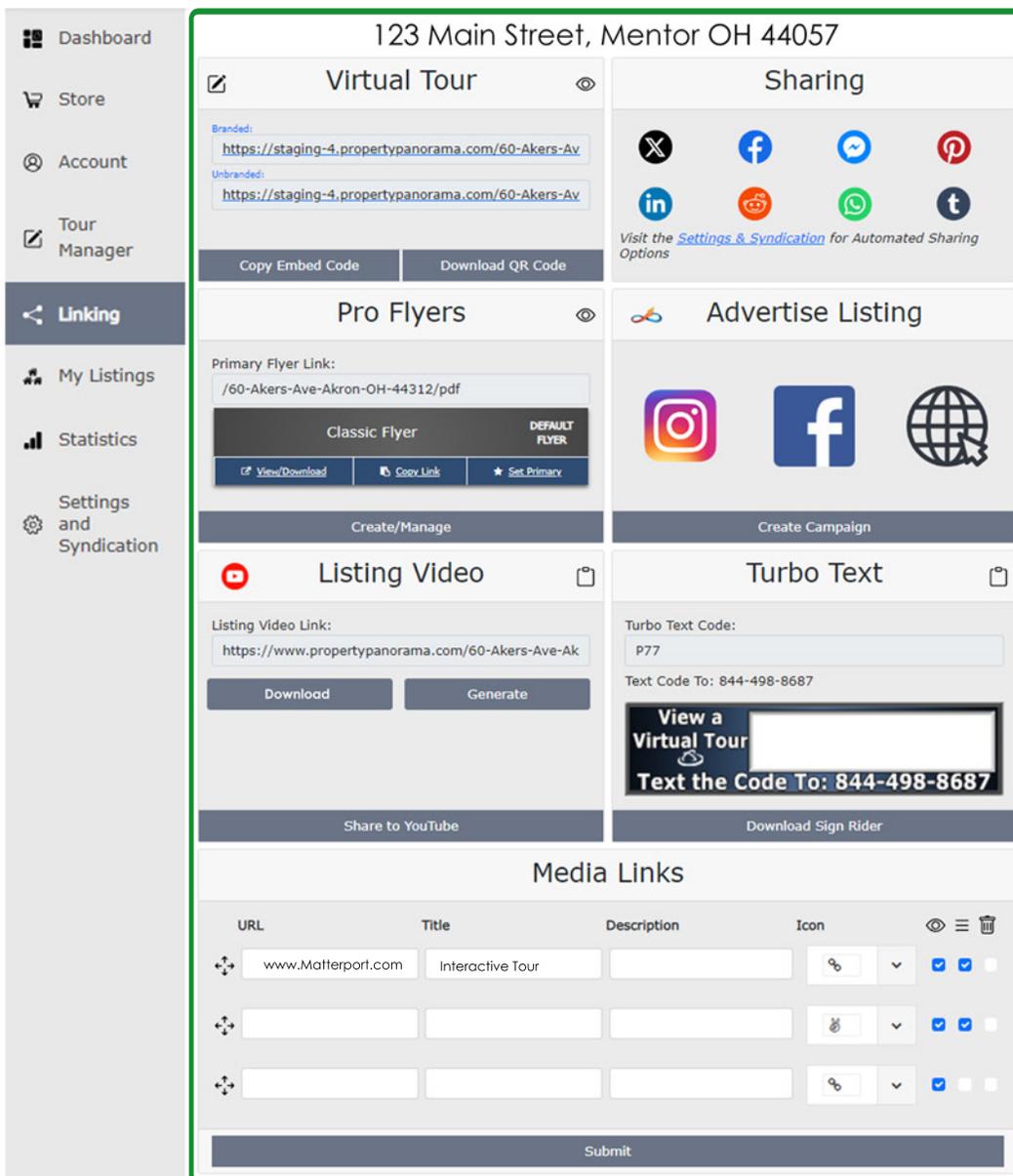
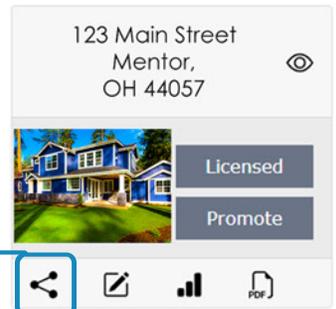
- 1 Audio:** Select from dozens of music selections to help your listing stand out from the crowd, or upload your own!
- 2 Photo Effects:** With the “Ken Burns Effect” ON, your photos will have a smooth sliding transition when displayed on your Virtual Tour.
- 3 Custom Audio:** Upload your own custom music or voiceover to add an extra personal touch and captivate potential buyers. **Pro Tip:** “Music” will play on a loop, while “Voiceovers” will play through only one time.  
*Note: Custom Music requires appropriate permissions/licenses for commercial use.*



# Agent Dashboard Guide

## Linking Page

**1** **Access From Dashboard:** Click the Linking Page Icon on your *Dashboard* or *My Listings Page* to Access the Linking Page for your Listing



**Virtual Tour**

Branded: <https://staging-4.propertypanorama.com/60-Akers-Av>

Unbranded: <https://staging-4.propertypanorama.com/60-Akers-Av>

Copy Embed Code | Download QR Code

**Sharing**

Visit the [Settings & Syndication](#) for Automated Sharing Options

**Pro Flyers**

Primary Flyer Link: /60-Akers-Ave-Akron-OH-44312/pdf

Classic Flyer | DEFAULT FLYER

View/Download | Copy Link | Set Primary

Create/Manage

**Advertise Listing**

Create Campaign

**Listing Video**

Listing Video Link: <https://www.propertypanorama.com/60-Akers-Ave-Ak>

Download | Generate

Share to YouTube

**Turbo Text**

Turbo Text Code: P77

Text Code To: 844-498-8687

View a Virtual Tour | Text the Code To: 844-498-8687

Download Sign Rider

**Media Links**

| URL  | Title            | Description | Icon | Visibility                          | Actions                             |
|--|------------------|-------------|------|-------------------------------------|-------------------------------------|
| <a href="http://www.Matterport.com">www.Matterport.com</a> | Interactive Tour |             |      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |                  |             |      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |                  |             |      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Submit

**2**

**The Linking Page** allows you to:

- Advertise your listing
- View and share your Tour
- Syndicate to social media
- Create Flyers and Videos
- Share your Turbo Text Code
- Add Additional Media to your Branded Tour
- Generate, download, and upload your Mp4 Listing Video to your YouTube Channel

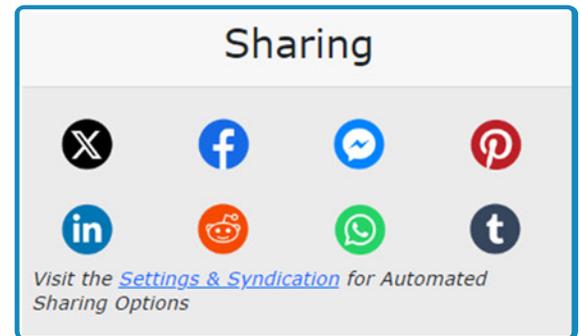
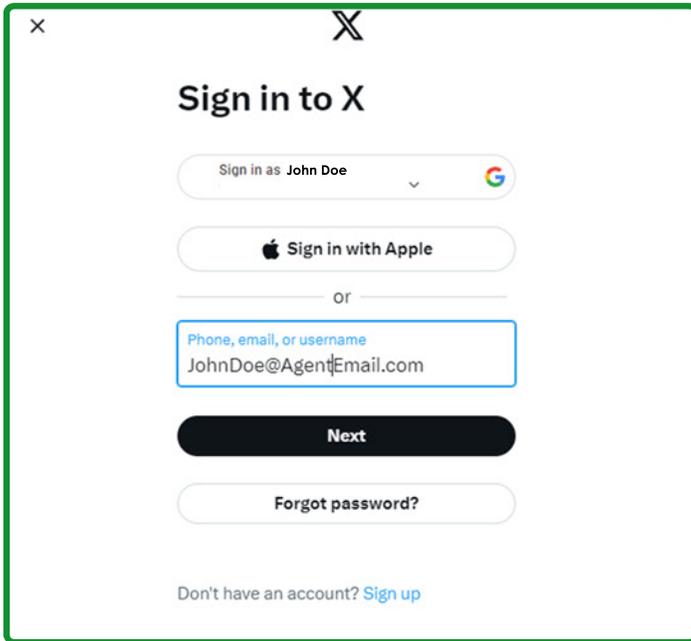
**Watch Video**



# Agent Dashboard Guide

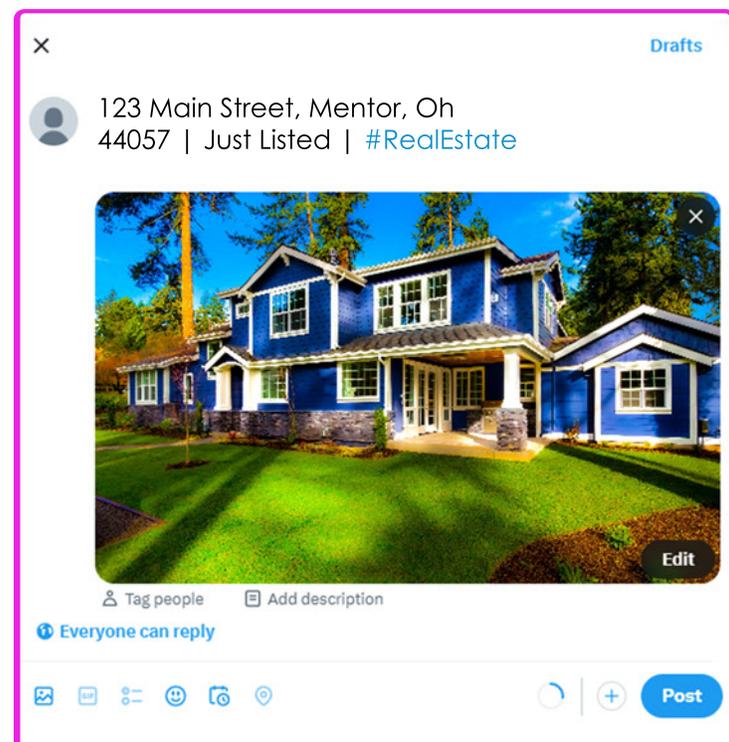
## Linking Page - Social Media Sharing

- Sharing:** Select a social media site by clicking on the icon within the SHARING section of the Linking Page.



- Log In:** If you are not already logged into your selected social media platform, you will be prompted to do so automatically.

- Approve and Post:** Once logged in, you will be directed to your selected site with your new post pre-populated. From here, you can add an image, update the description/text, or utilize any of the other features offered by the social media platform.



# Agent Dashboard Guide

## Settings & Syndication - Part 1

- 1 Settings and Syndication:** Opt in and manage your notifications, listing video generation, and automatic social media syndication to your favorite sites.
- 2 Syndication Settings:** Turn on your Video Generation and syndication to YouTube, Facebook, X (Twitter), and LinkedIn.
- 3 Notifications:** Easily manage which notifications you receive, and where they go
- 4 Account Status:** Choose whether your InstaView products are Public on the web, Private and only visible to you, or deactivate your account entirely.

**Dashboard**

- Dashboard
- Store
- Account
- My Listings
- Statistics
- Settings and Syndication**

### Syndication Settings

| Yes                              | No                               |  |  |
|----------------------------------|----------------------------------|--|--|
| <input checked="" type="radio"/> | <input type="radio"/>            |  | Automatically generate virtual listing videos  |
| <input type="radio"/>            | <input checked="" type="radio"/> |  | Sign in to your Google Account to authorize and enable the automatic upload of listing videos to your YouTube Channel  |
| <input checked="" type="radio"/> | <input type="radio"/>            |  | Automatically post updates to Facebook Pages when a tour is initially created for one of your listings or if the price of any of your listings changes       |
| <input type="radio"/>            | <input checked="" type="radio"/> |  | Automatically post updates to X (formerly Twitter) when a tour is initially created for one of your listings or if the price of any of your listings changes |
| <input type="radio"/>            | <input checked="" type="radio"/> |  | Automatically post updates to LinkedIn when a tour is initially created for one of your listings or if the price of any of your listings changes             |

### Notifications

| Email                 |                                  |  |
|-----------------------|----------------------------------|--|
| Yes                   | No                               |  |
| <input type="radio"/> | <input checked="" type="radio"/> | You will no longer receive marketing updates.              |
| <input type="radio"/> | <input checked="" type="radio"/> | You will no longer receive InstaView notifications.        |
| <input type="radio"/> | <input checked="" type="radio"/> | You will no longer receive the quarterly newsletter.       |
| <input type="radio"/> | <input checked="" type="radio"/> | You will no longer receive training webinar announcements. |
| <input type="radio"/> | <input checked="" type="radio"/> | You will no longer receive training webinar updates.       |
| SMS                   |                                  |  |
| <input type="radio"/> | <input checked="" type="radio"/> | SMS Notifications  |

### Account Status

**YOUR ACCOUNT IS: PUBLIC**

Your virtual tours are viewable on the internet, and can be managed on a per listing basis from the Home or My Listings pages, using the PUBLIC/PRIVATE setting.

[Manage Status](#)

### Notification Settings

Notification Email:

SMS Notification Number:

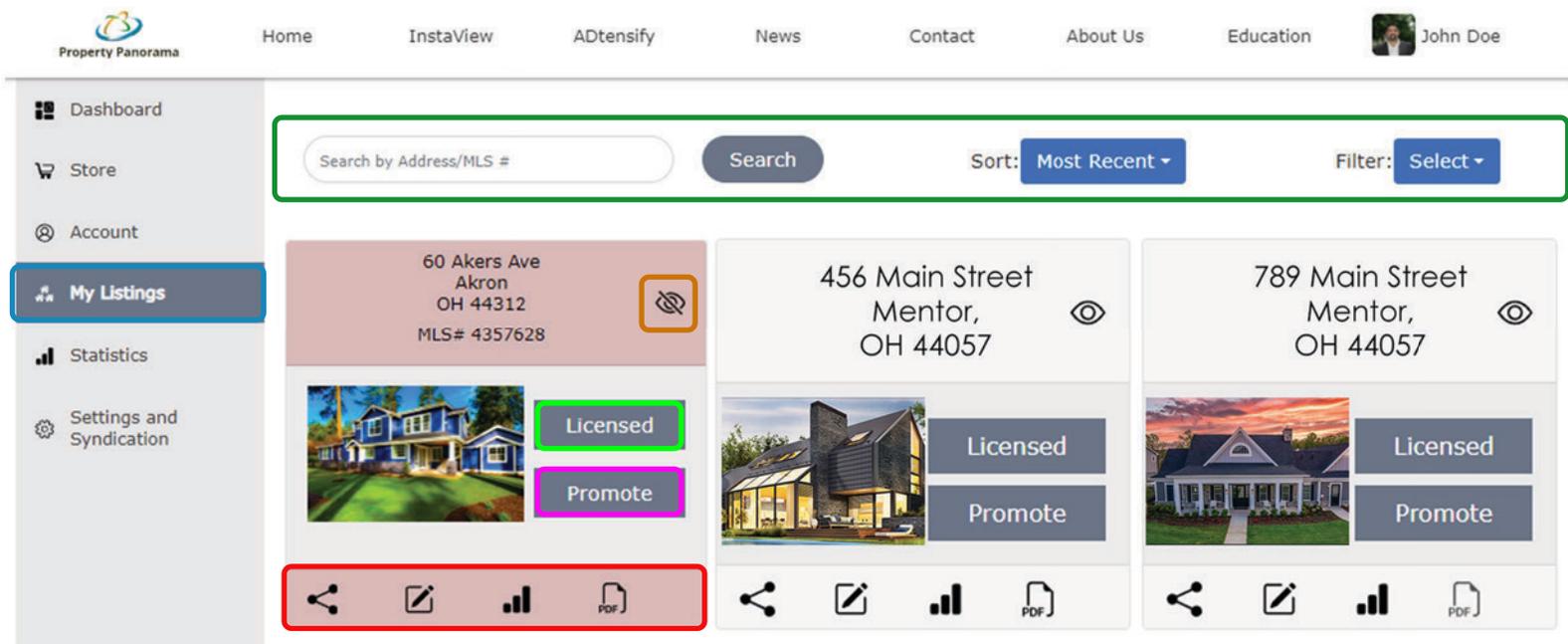




# Agent Dashboard Guide

## My Listings

- 1 Access:** The My Listings Page can be accessed by clicking the My Listings button below your active listings on the Dashboard, or at anytime within the left hand navigation.
- 2 Search and Filters:** Search for a specific listing by Address or MLS Number, or sort and filter the list to show only the listings you want to see.
- 3 Listings:** Using the same tools from the Dashboard, you can easily promote and manage your active listings with quick access to your Tour,  Linking Page,  Tour Manager,  Statistics, and  PDF flyer.
- 4 License Status:** The License Status Button will display LICENSED or UPGRADE to show whether or not that listing has upgraded InstaView features, or is utilizing only the free features, in which case it can be upgraded within the Store.
- 5 Promote:** Easily create an ADTensify Listing campaign to promote your property on the most popular web and social media sites.
- 6 Visibility:** Manage the status of the Virtual Tour for your selected listing.  = Your tour is publicly available on the internet.  = Your tour is private and available only within your Property Panorama account. Private tours are also highlighted in red.



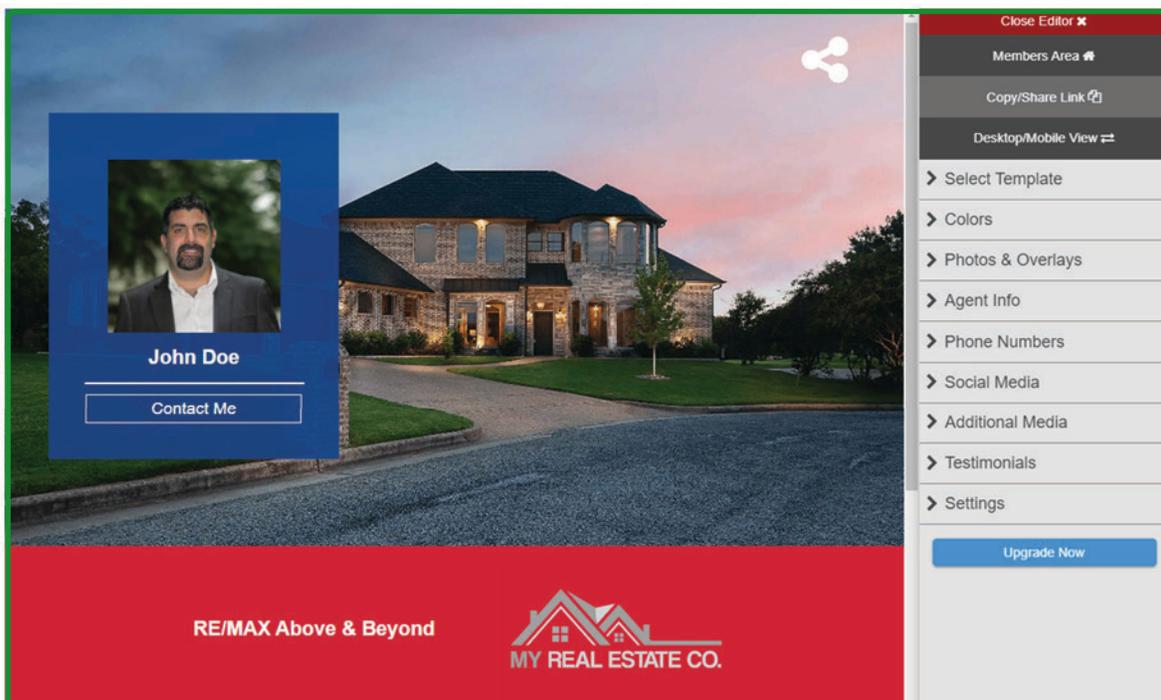
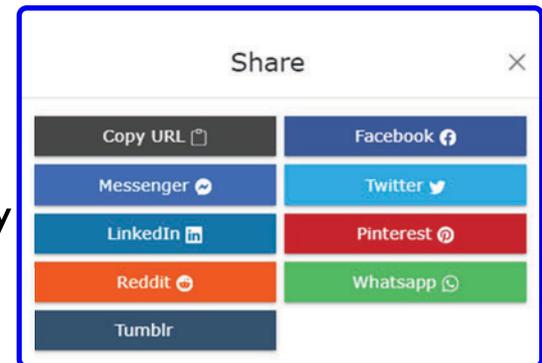
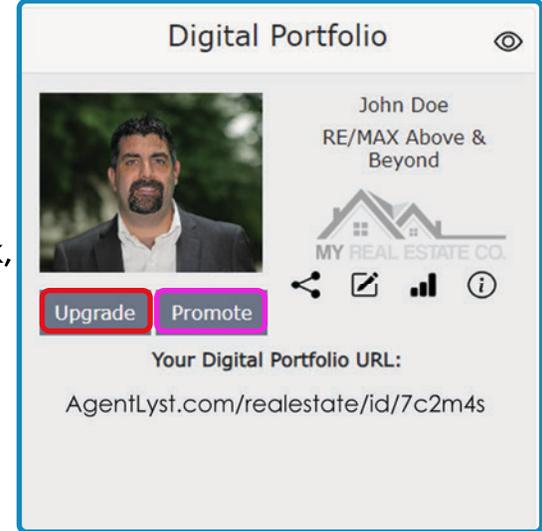
The screenshot shows the 'My Listings' page in the Property Panorama dashboard. At the top, there is a navigation bar with links for Home, InstaView, ADTensify, News, Contact, About Us, and Education, along with a user profile for John Doe. A left-hand navigation menu includes Dashboard, Store, Account, My Listings (highlighted), Statistics, and Settings and Syndication. The main content area features a search bar with the text 'Search by Address/MLS #', a 'Search' button, a 'Sort: Most Recent' dropdown, and a 'Filter: Select' dropdown. Below the search bar, three listing cards are displayed. The first card, for '60 Akers Ave Akron OH 44312 MLS# 4357628', is highlighted with a red border and includes a 'Licensed' button (highlighted in green) and a 'Promote' button (highlighted in pink). The other two cards, for '456 Main Street Mentor, OH 44057' and '789 Main Street Mentor, OH 44057', also show 'Licensed' and 'Promote' buttons. Each card includes a property image and a set of icons for sharing, tour management, statistics, and PDF generation.



# Agent Dashboard Guide

## Digital Portfolio

- 1 Digital Portfolio:** Your Digital Portfolio gives you a unique landing page to highlight your business, brand, and all of your active listings.
- 2 Share:** Click the  Share icon immediately syndicate your Digital Portfolio to social media sites like Facebook, X, LinkedIn, Reddit, Pinterest, and many more!
- 3 Edit:** Click the  Edit icon to view and customize the look, feel, and content on your Digital Portfolio.
- 4 Upgrade:** If you haven't already upgraded your account, the Upgrade button will guide you through the process to make sure your portfolio and listings have the best tools available!
- 5 Promote:** Once you have your Digital Portfolio set up the way you like it, advertise it online with and ADTensify Agent Campaign!



# Agent Dashboard Guide

## Statistics

- 1 Listing Stats:** View and share the performance of your InstaView Virtual Tours and ADTensify Listing Campaigns
- 2 Agent Stats:** View and Share the performance of your Digital Portfolio and ADTensify Agent campaigns
- 3 Leads:** Leads received through your InstaView products will remain in your account and at your fingertips.

The screenshot shows the 'Listing Stats' section of the dashboard. On the left is a sidebar with navigation options: Dashboard, Store, Account, My Listings, **Statistics** (with 'Listing Stats' selected), Agent Stats, and Settings and Syndication. The main content area features a search bar with the text 'Search by Address/MLS #', a 'Search' button, a 'Sort: Most Recent' dropdown, and a 'Filter: Select' dropdown. Below these are three property cards:

| Address         | Hits  | Leads |
|-----------------|-------|-------|
| 789 Main Street | 76    | 7     |
| 456 Main Street | 413   | 23    |
| 123 Main Street | 1,708 | 40    |

Each card includes a property image, a 'View Stats' button, and a small bar chart icon.

The screenshot shows the 'Agent Stats' section of the dashboard. The sidebar is identical to the previous screenshot, but 'Agent Stats' is selected. The main content area is split into two tabs: 'Digital Portfolio' (active) and 'ADTensify Agent Campaigns'. Under 'Digital Portfolio', there is a donut chart showing 'Hits: 3,812' and a line graph showing leads over time. The line graph has data points for 2024-01-02, 2024-01-09, 2024-01-12, 2024-01-15, 2024-01-17, and 2024-01-19. The 'ADTensify Agent Campaigns' tab shows 'Leads: 133' in a highlighted box.

