

Remax Admin Tool Manual

- Agents 2
 - Uploading Pictures 2
 - Picture Naming Convention 2
 - No Picture Available 2
- Homes of Distinction 2
 - Uploading Pictures 2
 - Picture Naming Convention 2
 - No Picture Available 2
- Adding an Agent Guidelines 3
- Adding a Home Guidelines 4
- Agents – Sample Screen Shot 5
- Homes of Distinction – Sample Screen Shot 6

Agents

Uploading Pictures

The page design is setup for the recommended default size of 150 pixels wide x 190 pixels high. The default directory for Agent Picture upload will be automatically set in your FTP program to point to the below directory.

FTP location for images - ../../web/images/agents

Picture Naming Convention

I would recommend the following naming convention for your agent pictures. Below is an example for an agent : John Wolfe

Picture: wolfe_john.jpg

No Picture Available

If you do not enter a picture reference the default Remax Balloon picture will appear.

Homes of Distinction

Uploading Pictures

The pictures are setup for the default size your camera takes (397 pixels wide x 298 pixels high). The thumbnail display with autosize the images (100 pixels wide x 75 pixels high). The default directory for Home Picture upload will be automatically set in your FTP program to point to the below directory.

FTP location for images - ../../web/images/homes

Picture Naming Convention

I would recommend the following naming convention for your home pictures. You are allowed 1 main house view and 6 others that will auto thumbnail that are click able to a larger picture. Below is an example for house address : 65 Delamere

Main Picture : 65delamere_main.jpg
Other Picture 1 : 65delamere_pic1.jpg
Other Picture 2 : 65delamere_pic2.jpg
Other Picture 3 : 65delamere_pic3.jpg
Other Picture 4 : 65delamere_pic4.jpg
Other Picture 5 : 65delamere_pic5.jpg
Other Picture 6 : 65delamere_pic6.jpg

No Picture Available

If you do not enter a picture reference for the Main Picture a No Photo Available picture will appear. If you not enter a reference for any Other Pictures, there will be no display for any empty references.

Adding an Agent Guidelines

Below are field descriptions. There is also a screen shot following these for reference.

Field	Input	Description	Example
First Name	Text	Any combination of letters and numbers	Randy
Last Name	Text	Any combination of letters and numbers	Huitema
Designation	Text	Any combination of letters and numbers	Website Designer
Agent Years	Number	Any combination of numbers	5
Bus Number	Text	Any combination of letters and numbers	519-273-0990
Fax Number	Text	Any combination of letters and numbers	519-273-0990
E-Mail	Text	Any combination of letters and numbers	randy@webtraits.ca
Website URL	Text	Input the URL for the video link	http://www.webtraits.ca
Agent Image	Reference	Input text to match named picture	huitema_randy.jpg
Districts	Text	Any combination of letters and numbers	Stratford, Waterloo
Specializations	Text	Any combination of letters and numbers	Web Database Implementation
Other Interests	Text	Any combination of letters and numbers	Sports
General Info	Text	Any combination of letters and numbers	Live in Stratford.
Awards (all)	Selection	Select any of the awards that the agents has. The design is setup that each agent should have at least the Miracle Award (programming purposes)	

Adding a Home Guidelines

Below are field descriptions. There is also a screen shot following these for reference.

Field	Input	Description	Example
Home Owner	Text	Just for reference in admin tool, does not show on any live pages	Randy Huitema
Home Address	Text	This field is required	250 Brunswick
Home City	Text	Any combination of letters and numbers	Stratford
Home Province	Text	Any combination of letters and numbers	Ontario
Home Postal	Text	Any combination of letters and numbers	N5A 3M4
Agent	Selection	This information is gathered from the Agents list found in the Agent database	John Wolfe
MLS#	Number	Any combination of numbers	4564654
Home Status	Text	Select one of the radio buttons, default is For Sale	For Sale
Home Price	Text	Any combination of numbers and , and .	\$ 120,000
Home Taxes	Text	Any combination of numbers and , and .	\$ 1,200
Home Type	Text	Any combination of letters and numbers	Residential
Home Style	Text	Any combination of letters and numbers	2 Storey
Bedrooms	Number	Any combination of numbers	3
Bathrooms	Number	Any combination of numbers	2
Basement	Selection	Select one of the radio buttons, default is No	Finished
Lot Size	Text	Any combination of letters and numbers	160 x 100
Heating	Text	Any combination of letters and numbers	Natural Gas
Exterior	Text	Any combination of letters and numbers	Brick
Garage	Selection	Select one of the radio buttons, default is No	Yes
Driveway	Selection	Select one of the radio buttons, default is blank	Private
Main Pic	Reference	Input text to match named picture	65delamere_mainpic.jpg
Pic 1	Reference	Input text to match named picture	65delamere_pic1.jpg
Pic 2	Reference	Input text to match named picture	65delamere_pic2.jpg
Pic 3	Reference	Input text to match named picture	65delamere_pic3.jpg
Pic 4	Reference	Input text to match named picture	65delamere_pic4.jpg
Pic 5	Reference	Input text to match named picture	65delamere_pic5.jpg
Pic 6	Reference	Input text to match named picture	65delamere_pic6.jpg
Video Tour	Reference	Input the URL for the video link	http://www.webtraits.ca
Basement Room Descriptions	Text	Any combination of letters and numbers	Rec Room (10x10), Bathroom (7x5), Utility Room (8x8)
Level 1 Room Descriptions	Text	Any combination of letters and numbers	Kitchen (10x10), Dining Room (7x5), Living Room (8x8)
Level 2 Room Descriptions	Text	Any combination of letters and numbers	Master Bedroom (10x10), Bathroom (7x5), Spare Bed Room (8x8)
Features	Text	Any combination of letters and numbers	Large back yard, close to downtown.
Other Details	Text	Any combination of letters and numbers	New cable line run from main switch.

Agents – Sample Screen Shot

Main Admin Menu	Go Back One Screen	Logout
---------------------------------	------------------------------------	------------------------

Agent Information - Add An Agent

First Name	<input type="text"/>	Awards	
Last Name	<input type="text"/>	Miracle:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Designation:	<input type="text"/>	President:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agent Years:	<input type="text"/> (number)	Executive:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Bus Number:	<input type="text"/>	100%:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fax Number:	<input type="text"/>	Hall of Fame:	<input type="radio"/> Yes <input checked="" type="radio"/> No
E-mail:	<input type="text"/>	Platinum:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Website URL:	<input type="text"/>	Lifetime:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Agent Image:	<input type="text"/>		
Districts:	<input type="text"/>		
Specializations:	<input type="text"/>		
OtherInterest:	<input type="text"/>		
GeneralInfo:	<input type="text"/>		

[Click Here to Add Agent](#)

Homes of Distinction – Sample Screen Shot

Home Information - Add A Home
***Required Field**

Home Owner:	<input type="text"/>	Agent*:	<input type="text" value="Andy Veldman"/>
Home Address:*	<input type="text"/>	Home Status:	<input checked="" type="radio"/> For Sale <input type="radio"/> Sold
Home City:	<input type="text"/>	MLS #:	<input type="text"/> (number)
Home Province:	<input type="text"/>	Home Price:*	\$ <input type="text"/> (\$ 500,000)
Home Postal:	<input type="text"/>	Home Taxes:	\$ <input type="text"/> (\$ 5,000)
Home Type:	<input type="text"/>	Lot Size:	<input type="text"/>
Home Style:	<input type="text"/>	Heating:	<input type="text"/>
Bedrooms:	<input type="text"/> (number)	Exterior:	<input type="text"/>
Bathrooms:	<input type="text"/> (number)	Driveway:	<input checked="" type="radio"/> Private <input type="radio"/> Shared
Basement:	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Finished	Garage:	<input checked="" type="radio"/> No <input type="radio"/> Single <input type="radio"/> Double <input type="radio"/> 2 Car
Main Pic:	<input type="text"/>	Pic 4:	<input type="text"/>
Pic 1:	<input type="text"/>	Pic 5:	<input type="text"/>
Pic 2:	<input type="text"/>	Pic 6:	<input type="text"/>
Pic 3:	<input type="text"/>	Video Tour:	<input type="text"/>

Basement Room Descriptions:

Level 1 Room Descriptions:

Level 2 Room Descriptions:

Features:

Other Details: