Contents

- 1. Admin Login
- 2. Contact Information
- 3. Company Logo
- 4. Change Password
- 5. Edit Web Page
 - 5.1 Edit Banner
 - 5.2 Edit Agent Name, Mobile Number, Title and Company Name on the banner
 - 5.3 Edit Photo on the banner (Only for old template)
 - 5.4 Edit Menu bar

Add New Menu Button

Add New Submenu

Edit Menu Entry

Edit Content

Toggle Visible

Delete Menu Entry

- 6. Edit Product
 - 6.1 Add Featured Product
 - 6.2 Change to Plasma TV Ratio / Change to Normal Photo Ratio Display
 - 6.3 Toggle Visible
 - 6.4 Edit Product
 - 6.5 Delete Product
 - 6.6 View Product
 - 6.7 Edit Order
 - 6.8 Add Picture

Generate Template

Slide Show Photos

Slide Show Skin Selection (Only for new template e.g. "big banner s00001")

Preview Website

Additional:

How to insert a YouTube video in RealSutra

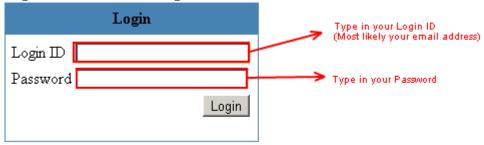
Admin Login

1) Select the "login" button on the bottom left of the page.



2) Enter your Login ID and Password at the "Login" page. Then select the "Login" button.

Login for Realsutra Web Engine!



3) You will proceed to the "Service" page.



Contact Information

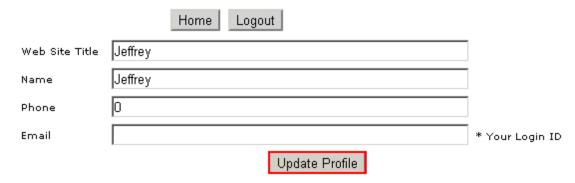
1) First select the "Contact Information" on the "Service" page.



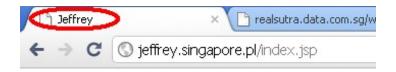
2) You will proceed to a form, fill up all the field. (* Take note that the first field will change the "Web Site Title" and the last field will change "Your Login ID")



3) Then select the "Update Profile" button to update your profile.



4) The changes will now display on the website.

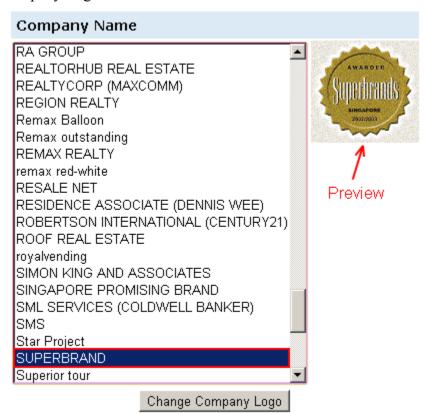


Company Logo

1) First select the "Company Logo" on the "Service" page.



2) Next choose your "Company Name", the logo will preview on the top left side. Then select the "Change Company Logo" button.



3) The company logo will display on the top of the left menu bar.



Change Password

1) First select the "Change Password" on the "Service" page.



- 2) Enter the new password on both "Password" and "Retype Password" fields.
- (* Take note that passwords in both fields must be same.) Then select the "Update Password" button to proceed.



3) The new password had updated successful when it show "Update successfully".

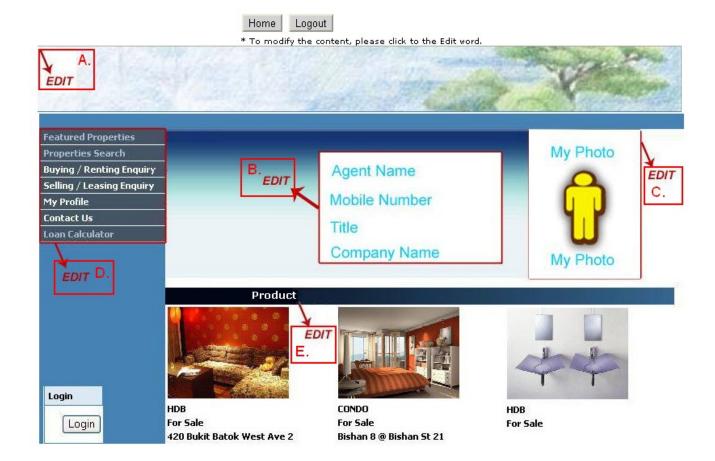


Edit Web Page

1) First select the "Edit Web Page" on the "Service" page.



- 2) You will proceed to the "Edit Web Page Menu" page.
- A.) Edit Banner.
- B.) Edit Agent Name, Mobile Number, Title and Company Name on the banner.
- C.) Edit Photo on the banner.(Only for old template)
- D.) Edit Menu bar.
- E.) Edit Product.



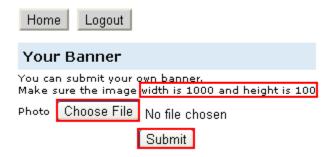
Edit Banner

- 1) Select "A." on the "Edit Web Page Menu" page.
- 2) Next you can choose to submit your own banner by select the "Submit Your Banner" link on the top or use our default banner by select the "Set" button beside the preview banner picture.



Submit Own Banner

- 1) If you submit your own banner, *note that for old template it must be 1000 width x 100 height but for new template width must be 1000 however height can be vary.
- 2) Select the "Choose File" button to browse and choose the picture from your computer, then select the "Submit" button to proceed.



3) If submit is successful, the picture will display under the "Current Banner".



Default Banner

1) Select the "Set" button that is next to the default banner that you favor.

Banner Submit Your Banner



2) A pop out will inform you that the banner has changed successfully.



3) The picture will display under the "Current Banner".

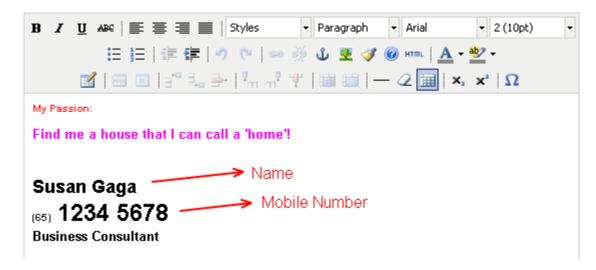
Banner

Current Banner



Edit Agent Name, Mobile Number, Title and Company Name on the banner

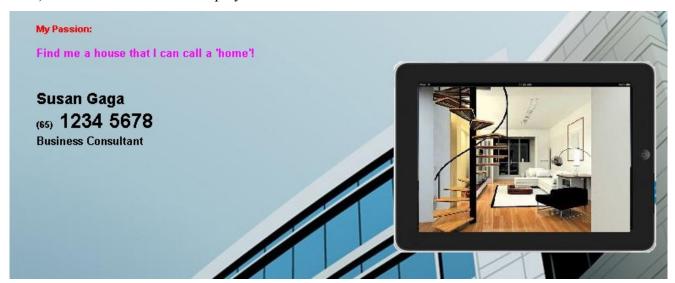
- 1) Select "B." on the "Edit Web Page Menu" page.
- 2) Enter the agent name, mobile number, title, company name or any other information on the empty field.



3) Select the "Save" button after you had enter all the information.



4) The information will display on the banner.



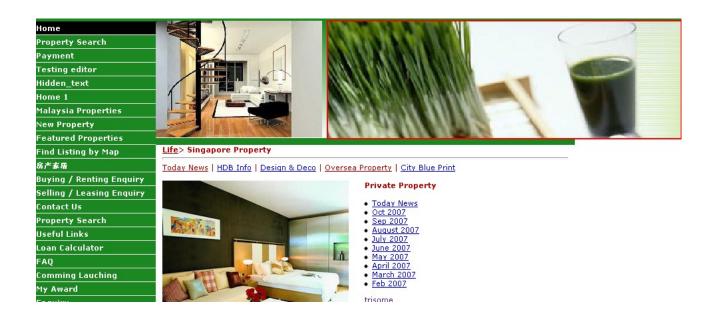
Edit Photo on the banner (Only for old template)

- 1) Select "C." on the "Edit Web Page Menu" page.
- 2) Select the "Choose File" button to browse and choose the picture from your computer. Then select the "Upload File" button to proceed.



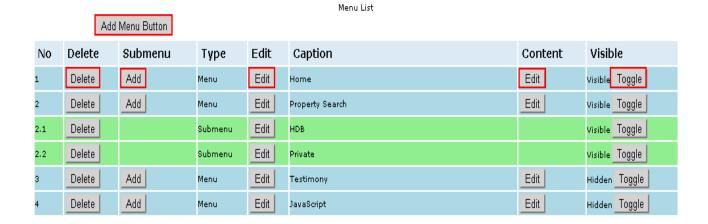
3) If the upload is successful, the picture will display next to the "Current Photo" and also on the banner.





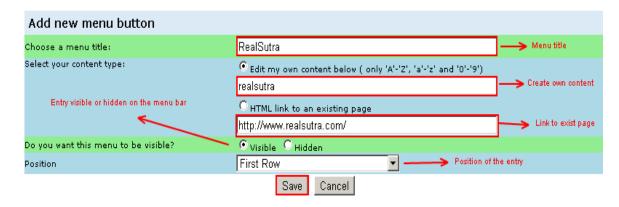
Edit Menu bar

- 1) Select "D." on the "Edit Web Page Menu" page.
- 2) You will proceed to a "Menu List" page where you are able to do a lot of functions.
 - "Add Menu Button"
 - "Delete" Menu Entry
 - "Add" Submenu
 - "Edit" Menu Entry
 - "Edit" Content
 - "Toggle" Visible



Add New Menu Button

- 1) Select the "Add Menu Button" button at the top of the "Menu List".
- 2) Fill in the fields, choose whether link to exist page or create own content for the content type and visible or hidden for that entry, select the position of the menu entry. (* Take note that if you create own content file name must not used before.)
- 3) Select the "Save" button to proceed.



4) The new menu entry will now display at the "menu list" and menu bar.

Add Menu Button Visible Delete Submenu Edit Caption Content No Type Delete Add Menu Edit RealSutra Edit Visible Toggle Add Edit Home Edit Visible Toggle Delete Menu Add Edit Edit visible Toggle Delete Menu Property Search

Menu List



Add New Submenu Button

- 1) Select the "Add" button under the "Submenu" column of the "Menu List".
- 2) Fill in the fields, choose whether link to exist page or create own content for the content type and visible or hidden for that entry, select the position of the submenu entry. (* Take note that if you create own content file name must not used before.)
- 3) Select the "Save" button to proceed.



4) The new submenu entry will now display at the "menu list" and menu bar.

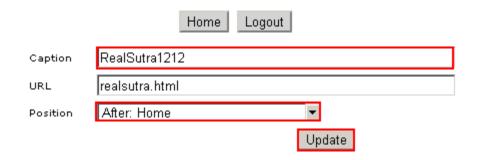


No	Delete	Submenu	Туре	Edit	Caption	Content	Visible
1	Delete	Add	Menu	Edit	RealSutra	Edit	Visible Toggle
1.1	Delete		Submenu	Edit	ReAlSuTrA		Visible Toggle



Edit Menu Entry

- 1) Select the "Edit" button under the "Edit" column of the "Menu List".
- 2) You are able to change the Caption and Position of the menu/submenu entry but not for the URL. Then select the "Update" button to proceed.

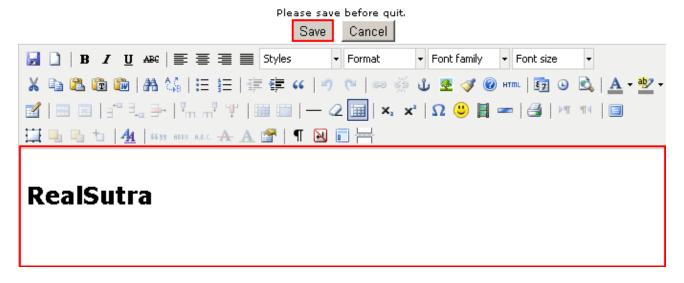


3) The changes will display at the "menu list" and menu bar.



Edit Content

- 1) Select the "Edit" button under the "Content" column of the "Menu List".
- 2) Fill in the content in the empty field, then select the "Save" button to proceed.



3) The changes will display at the website.



Toggle Visible

Toggle is change the menu entry from visible to hidden or hidden to visible. By hidden, it means the menu entry will not display at the menu bar, but the content and information are still in the "menu list".

1) Select the "Toggle" button under the "Visible" column of the "Menu List".

Menu List

Add Menu Button

No	Delete	Submenu	Туре	Edit	Caption	Content	Visible
1	Delete	Add	Menu	Edit	Home	Edit	Visible Toggle
2	Delete	Add	Menu	Edit	RealSutra1212	Edit	Visible Toggle
2.1	Delete		Submenu	Edit	ReAlSuTrA		visible Toggle

Menu List

Add Menu Button

No	Delete	Submenu	Туре	Edit	Caption	Content	Visible
1	Delete	Add	Menu	Edit	Home	Edit	Visible Toggle
2	Delete	Add	Menu	Edit	RealSutra1212	Edit	Hidden Toggle
2.1	Delete		Submenu	Edit	ReAlSuTrA		visible Toggle

Visible Hidden



Delete Menu Entry

1) Select the "Delete" button under the "Delete" column of the "Menu List".

Before

Menu List

Add Menu Button

No	Delete	Submenu	Туре	Edit	Caption	Content	Visible
1	Delete	Add	Menu	Edit	Home	Edit	Visible Toggle
2	Delete	Add	Menu	Edit	RealSutra1212	Edit	Visible Toggle
2.1	Delete		Submenu	Edit	ReAlSuTrA		visible Toggle
3	Delete	Add	Menu	Edit	Property Search	Edit	Visible Toggle

After

Menu List

Add Menu Button

No	Delete	Submenu	Туре	Edit	Caption	Content	Visible
1	Delete	Add	Menu	Edit	Home	Edit	Visible Toggle
2	Delete	Add	Menu	Edit	Property Search	Edit	Visible Toggle

Edit Product

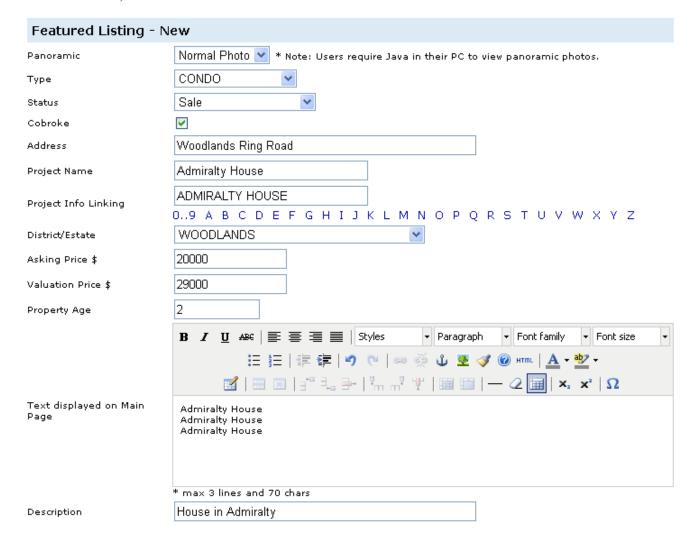
- 1) Select "E." on the "Edit Web Page Menu" page.
- 2) You will proceed to a "Featured Product Listing List" page where you are able to do a lot of functions.
 - "Add Featured Product"
 - "Change to Plasma TV Ratio" / "Change to Normal Photo Ratio" Display
 - "Toggle" Visible
 - "Edit" Product
 - "Delete" Product
 - "View" Product
 - "Edit" Order

			A	dd Featured Product 🛭 F	ront Page Display R	atio Ch	ange to Plasma	a TV Ratio				
Ref. No.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
4817	HDB	Rent	55	Queens		0	0	3	True	Tonale	Edit Delete View	Edit
3868	HDB	Sold	9			0	0	1	True	Tonnle	Edit Delete View	Edit
3867	HDB	Sale	9			0	0	1	True	Toggle	Edit Delete View	Edit
3866	HDB	Sale	4			0	0	1	True	Tonnla	Edit Delete View	Edit
3857	CONDO	Sale	14	nature	somewhere veryfar	0	0	1	True		Edit Delete	Edit

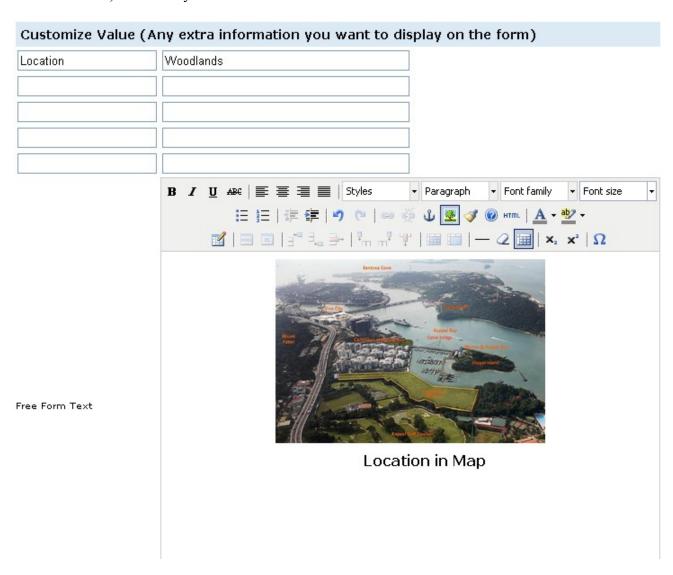
Featured Product Listing List - Unlimited Properties!

Add Featured Product

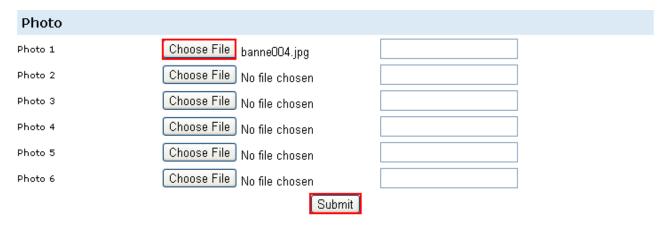
- 1) Select the "Add Featured Product" button at the top of the "Featured Product Listing List".
- 2) Then fill in the relevant information.



3) Fill in any additional information.

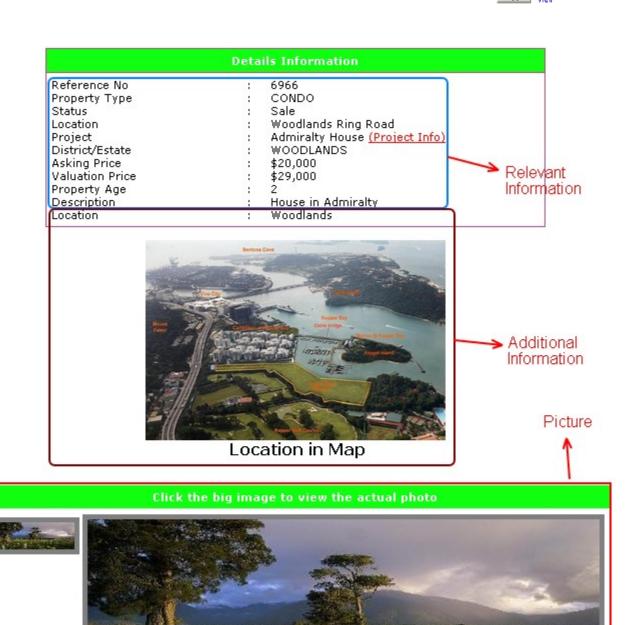


4) Select the "Choose File" button to browse and choose the picture from your computer. Then select the "Submit" button to proceed.



5) The product will display at the "Featured Product Listing List" and the website.

Ref. No.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
6966	CONDO	Sale	1	Admiralty House	Woodlands Ring Road	20,000	29,000	1	True	I Oddie I	Edit Delete View	Edit
4817	HDB	Rent	61	Queens		0	0	3	True	I oddie I	Edit Delete View	Edit

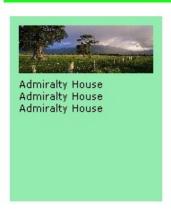


Change to Plasma TV Ratio / Change to Normal Photo Ratio

1) You are able to change the front page display ratio by either select the "Change to Plasma TV Ratio" or "Change to Normal Photo Ratio" button at the top of the "Featured Product Listing List".

Normal Photo Ratio

Click the image for details







Plasma TV Ratio

Click the image for details



Admiralty House Admiralty House Admiralty House



Queen for rent.



Toggle Visible

Toggle is change the product from visible to hidden or hidden to visible. By hidden, it means the product will not display at the website, but the content and information are still in the "Featured Product Listing List".

1) Select the "Toggle" button under the "Visible" column of the "Featured Product Listing List".

Ref. No.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
6966	CONDO	Sale	1	Admiralty House	Woodlands Ring Road	20,000	29,000	1	True	Toggle	Edit Delete View	Edit
4817	HDB	Rent	61	Queens		0	0	3	True	Visible Toggle	Edit Delete View	Edit
Ref.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
6966	CONDO	Sale	1	Admiralty House	Woodlands Ring Road	20,000		1	True	Tonale	Edit Delete View	Edit
4817	HDB	Rent	61	Queens		0	0	3	True	Visible Togalo	Edit	Edit

Visible

Click the image for detail







Hidden

Click the image for detail



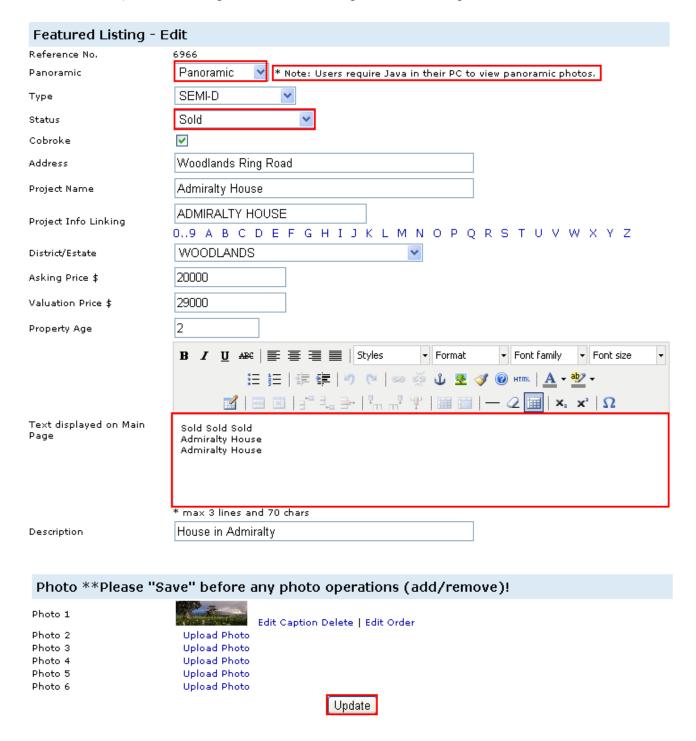




Queen for rent.

Edit Product

- 1) Select the "Edit" link under the "Action" column of the "Featured Product Listing List".
- 2) Do the changes and select the "Update" button to proceed.



3) There are 2 ways to display the picture, "Normal Photo" and "Panoramic". (* Take note that users require Java to view panoramic photos)

Normal Photo

Click the big image to view the actual photo





Panoramic

If panoramic is not displayed correctly, please click here to donwload Java Runtine





4) Status like "Sold" or "Rent" or etc will display on main page.

Before After



Admiralty House Admiralty House Admiralty House



Sold Sold Sold Admiralty House Admiralty House

Delete Product

1) Select the "Delete" link under the "Action" column of the "Featured Product Listing List".

				Add	Featured Product Fro	ont Page Display Ra	atio Cha	ange to Normal	Photo Rat	io			
	Ref. No.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
	4817	HDB	Rent	61	Queens		0	0	3	True	Toggle	Edit Delete View	Edit
	3868	HDB	Sold	10			0	0	1	True	Tonale	Edit Delete View	Edit
	6966	SEMI-D	Sale	28	Admiralty House	Woodlands Ring Road	20,000	29,000	1	True	Innania	Edit Delete View	Edit
•	3867	HDB	Sale	10			0	0	1	True	Innania	Edit Delete View	Edit
	3866	HDB	Sale	4			0	0	1	True		Edit Delete	Edit

Featured Product Listing List - Unlimited Properties!

			Add	Featured Product Fro	ont Page Display Ra	tio Cha	ange to Normal	Photo Rat	io			
Ref. No.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
4817	HDB	Rent	61	Queens		0	0	3	True	Innanie	Edit Delete View	Edit
3868	HDB	Sold	10			0	0	1	True	Innanie	Edit Delete View	Edit
3867	HDB	Sale	10			0	0	1	True	Innale	Edit Delete View	Edit
3866	HDB	Sale	4			0	0	1	True	Toggle	Edit Delete View	Edit

Featured Product Listing List - Unlimited Properties!

View Product

- 1) Select the "View" link under the "Action" column of the "Featured Product Listing List".
- 2) It will show a preview of the product page.

Property Information

: 6966 Reference No Property Type : SEMI-D Status : Sale Address : Woodlands Ring Road : Admiralty House Project District/Estate : WOODLANDS Asking Price : \$20000 Valuation Price : \$29000 Property Age : Woodlands Location Description : House in Admiralty



Location in Map

Property Images





Edit Order

- 1) Select the "Edit" link under the "Order" column of the "Featured Product Listing List".
- 2) You are able to change the position of the product. Then select the "Update" button to proceed.



3) The changes will display at the "Featured Product Listing List" and the website.

Ref. No.	Prop. Type	Status	No Visited	Project	Address	Price \$	Valuation \$	No. Photo	Cobroke	Visible	Action	Order
4817	HDB	Rent	61	Queens		0	0	3	True	Tonnle	Edit Delete View	Edit
3868	HDB	Sold	10			0	0	1	True	Tonale	Edit Delete View	Edit
6966	SEMI-D	Sale	28	Admiratu House	Woodlands Ring Road	20,000	29,000	1	True	Tonale	Edit Delete View	Edit



Add Picture

1) First select the "Add Picture" on the "Service" page.



2) Next select the "Add Photo" link which is at the top left side of the page.



3) Select "Choose File" button to browse and choose the picture at your computer, fill in the "Caption" field for the name of the photo. Then select the "Submit" button.



4) The picture had successful added if the caption appear on the left menu bar, select the caption and the preview of the picture will appear on the left. Select the "Delete" button if you want to remove the picture.

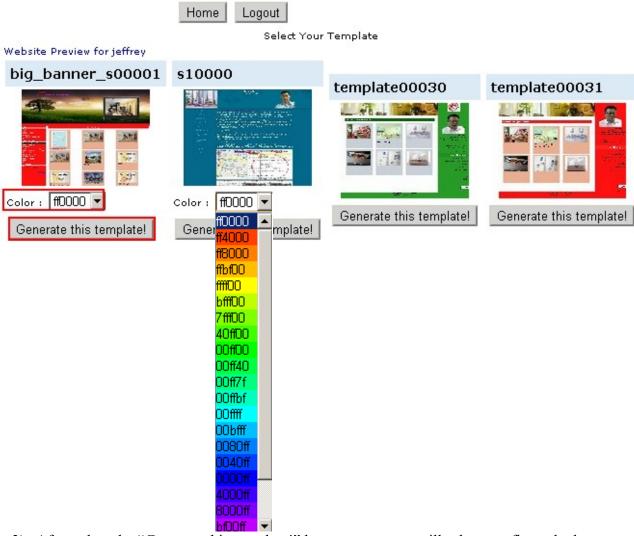


Generate Template

1) First select the "Generate Template" on the "Service" page.



2) Next select the template that you favor, you are able to customize the color by select on the drop down list (Only for new template e.g. "big_banner_s00001"). Then select the "Generate this template!" button to proceed.



3) After select the "Generate this template!" button, a pop out will ask to confirm whether you want to change the template? Select "OK" to proceed.



4) After select "OK", another pop out will inform you that the template had been generated. Select "OK" to proceed.



5) Select the "Website Preview" link on the top left side of the page to preview the changes.



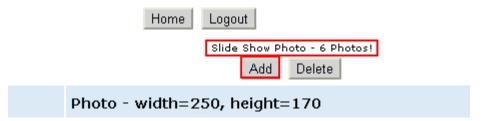


Slide Show Photos

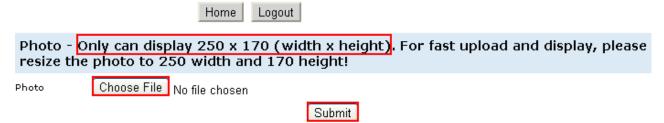
1) First select the "Slide Show Photos" on the "Service" page.



2) Next select the "Add" button on the top. (* Take note that the slide show only can contain maximum of 6 photos.)



3) Select the "Choose File" button to browse and choose the picture at your computer. (* Take note that the picture must be 250 width x 170 height.) Then select the "Submit" button to proceed.



4) The picture had successful added if the picture appear below.



Slide Show Skin Selection (Only for new template e.g. "big_banner_s00001")

1) First select the "Slide Show Skin Selection" on the "Service" page.



2) Select the skin that you favor, and select the "Apply This" button.



3) The slide show and the slide show skin will display at the top right side of the page.



Preview Website

1) First select the "Preview Website" on the "Service" page.



2) Then it will pop out one new tab and show the preview of your website.



How to insert a YouTube video in RealSutra



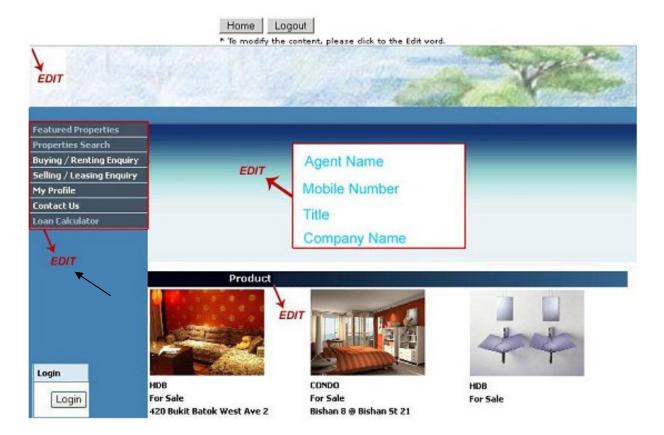
- 1. Click on "Share"
- 2. Click on "Embed"
- 3. Copy all the text in the box

Next, go to RealSutra and click on "Edit Web Page"



Next, click on "Edit" for menu column

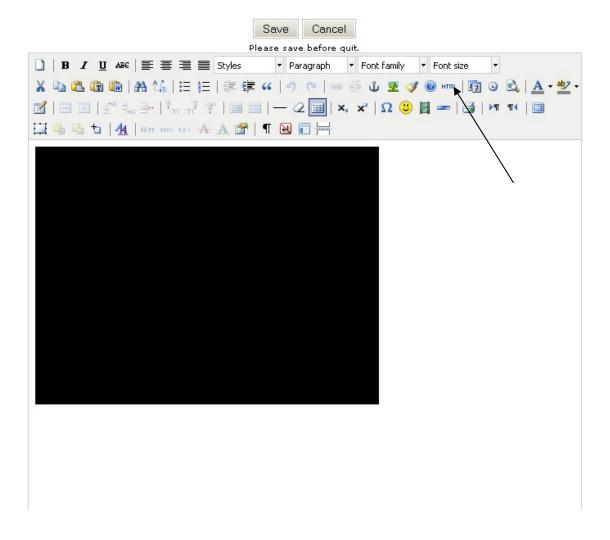
9. Preview Website



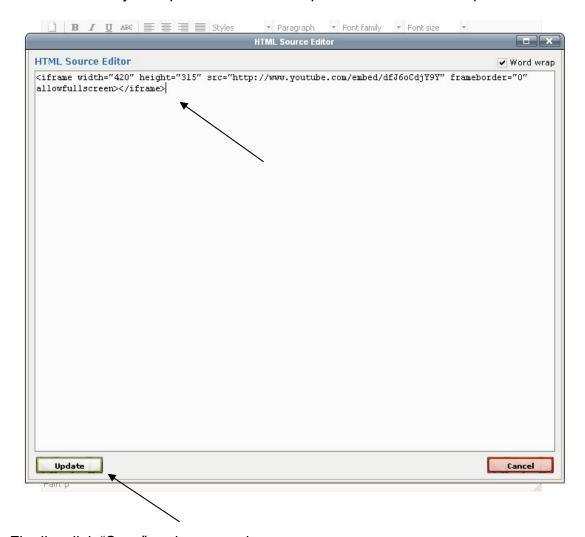
Next, click on "Edit" for the page you want the video to be inserted



Next, click on the "html" as shown below



"Paste" the text you copied earlier from step 3 above then click "Update"



Finally, click "Save" and you are done.