

PowerSites™

by AgencyLogic



one Property, one Website, one Solution

**The AgencyLogic PowerSites 4.0 PowerOffice
Ver 1.0
January, 2007**

Table of Contents

The AgencyLogic PowerOffice System.....	3
The PowerOffice Menu.....	5
Sales Activity.....	6
Manage Users.....	7
Add New User.....	8
Edit User Information.....	9
Remove User.....	9
Licensing.....	10
Purchase Office Licenses.....	10
Assign or Revoke Licenses.....	12
Understanding your License Count.....	13
Document Management.....	15
Administration.....	16
Company Details.....	16
Payment Details.....	17
Registration Link.....	17
PowerSite Designs.....	18
Getting Further Help.....	19
Custom Designs.....	19

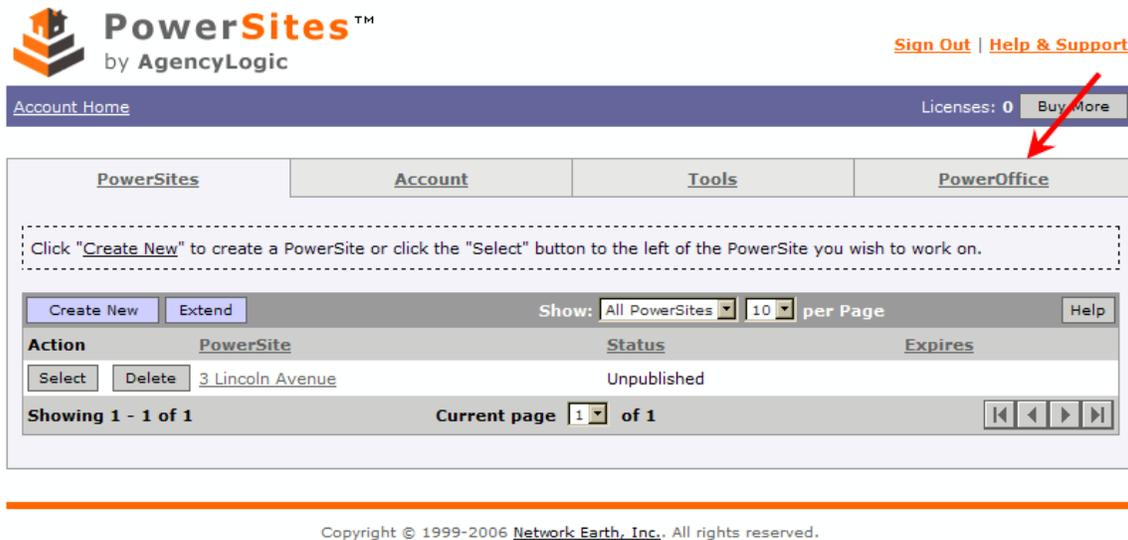


The AgencyLogic PowerOffice System

If your Brokerage has purchased a “custom design” (designed specifically for your Brokerage by AgencyLogic’s team of web designers), all of the PowerSites associated with the Brokerage *may* now have this custom look and feel. It’s your decision: you may also give your agents access to *both* the custom design(s) and the standard designs. Our Technical Support Staff can assist you with this.

If your Brokerage has not purchased a custom design, the designs selected by each individual user will continue to be used.

Your usual PowerSite Administration screen, pictured below, will have a new **PowerOffice** tab.



PowerSites **PowerSites**™ by AgencyLogic [Sign Out](#) | [Help & Support](#)

Account Home Licenses: 0 [Buy More](#)

PowerSites Account Tools **PowerOffice**

Click "[Create New](#)" to create a PowerSite or click the "Select" button to the left of the PowerSite you wish to work on.

[Create New](#) [Extend](#) Show: [All PowerSites](#) [10](#) per Page [Help](#)

Action	PowerSite	Status	Expires
Select Delete	3 Lincoln Avenue	Unpublished	

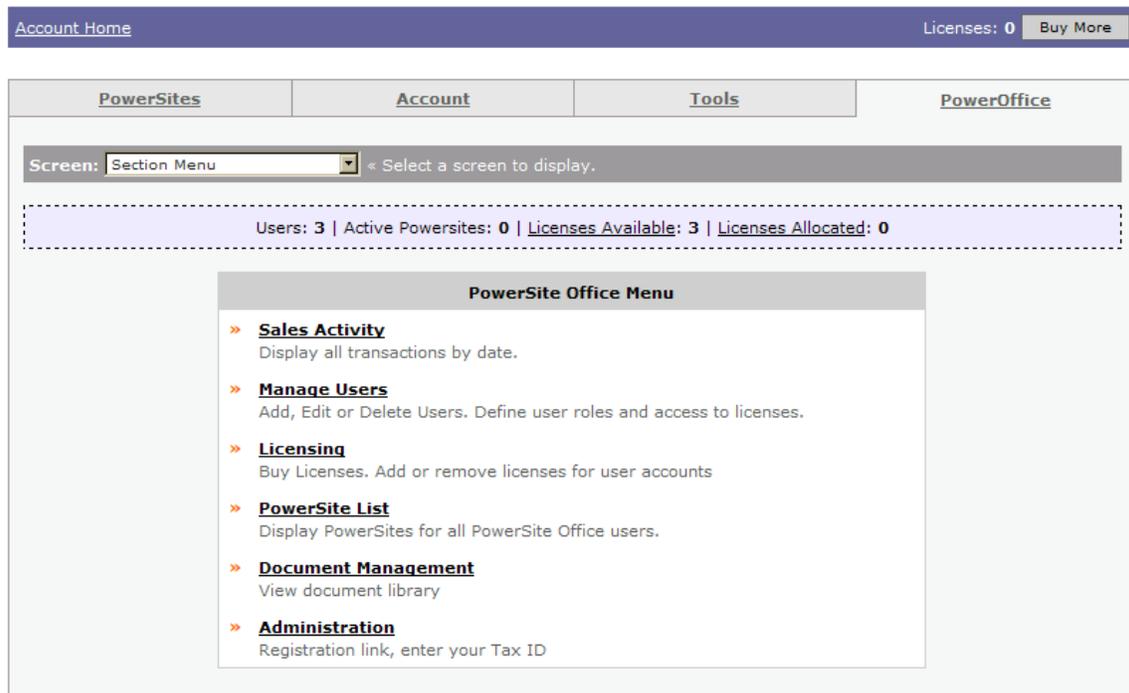
Showing 1 - 1 of 1 Current page 1 of 1

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To access your PowerOffice Menu, click the **PowerOffice** tab; or to create a new PowerSite click the **Create New** button.

The PowerOffice Menu

When you click on the **PowerOffice** tab, the following menu appears:



The screenshot shows the PowerOffice interface. At the top, there is a dark blue bar with 'Account Home' on the left and 'Licenses: 0 Buy More' on the right. Below this is a navigation bar with four tabs: 'PowerSites', 'Account', 'Tools', and 'PowerOffice'. The 'PowerOffice' tab is selected. Underneath the tabs is a 'Screen:' dropdown menu set to 'Section Menu' with a prompt '< Select a screen to display.'. Below the dropdown is a summary bar with a dotted border: 'Users: 3 | Active Powersites: 0 | Licenses Available: 3 | Licenses Allocated: 0'. The main content area is titled 'PowerSite Office Menu' and contains a list of menu items:

- » **Sales Activity**
Display all transactions by date.
- » **Manage Users**
Add, Edit or Delete Users. Define user roles and access to licenses.
- » **Licensing**
Buy Licenses. Add or remove licenses for user accounts
- » **PowerSite List**
Display PowerSites for all PowerSite Office users.
- » **Document Management**
View document library
- » **Administration**
Registration link, enter your Tax ID

At a glance, in the area surrounded by a dotted line you have a count of the number of users, number of active PowerSites, number of Licenses in your Brokerage's "License Pool", and the number of Licenses Allocated. These numbers are updated as the agents assigned to your Brokerage create and publish their PowerSites.

On the dark blue bar at the top is the number of Licenses in your *personal* account.

The 'Section Menu' drop down provides another quick and easy way to navigate between the PowerOffice main menu items.

Sales Activity

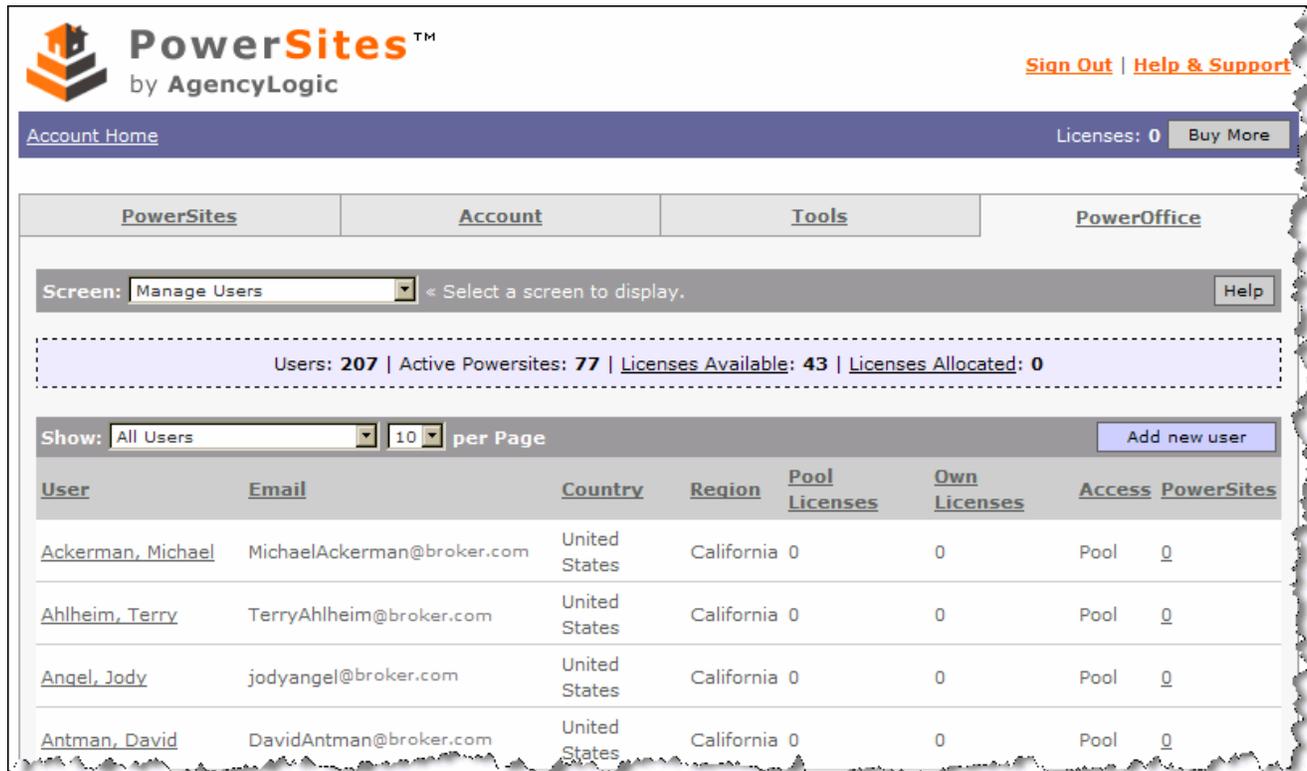
PowerSites	Account	Tools	PowerOffice			
Screen: <input type="text" value="Sales Activity"/> < Select a screen to display.						
Users: 1 Active Powersites: 25 Licenses Available: 0 Licenses Allocated: 0						
Sales Activity - From: <input type="text" value="1/1/2006"/> to: <input type="text" value="11/30/2006"/> Pre-Defined: <input type="text" value="Year to date"/> <input type="button" value="GO"/>						
Date	L.Name	F.Name	Country	Region	Sale	Commission
	Smith	Susan	US	FL	\$25.00	
	Jones	Tom	US	FL	\$25.00	
Showing 1 - 2 of 2			Current page <input type="text" value="1"/> of 1		<input type="button" value="⏪"/> <input type="button" value="⏩"/> <input type="button" value="⏴"/> <input type="button" value="⏵"/>	

The sales activity screen allows you to see sales activity by period. The default period is 'Year to Date'. Use the "Pre-Defined" drop-down to select other pre-defined periods, or enter any dates you wish for "From" and "to". Pressing "GO" will return your search results.

If you earn commission on PowerSite sales, a commission amount for each sale will appear in the 'Commission' column. All columns may be sorted by clicking on the column headers.

Manage Users

The **Manage Users** screen allows you to add new users, delete users who have left the Brokerage, and edit the information for users within your account.



The screenshot shows the PowerSites interface. At the top left is the PowerSites logo by AgencyLogic. On the top right, there are links for "Sign Out" and "Help & Support". Below the logo is a navigation bar with "Account Home" and "Licenses: 0 Buy More". The main content area has tabs for "PowerSites", "Account", "Tools", and "PowerOffice". A dropdown menu is set to "Manage Users" with a "Help" button. A summary bar shows "Users: 207 | Active Powersites: 77 | Licenses Available: 43 | Licenses Allocated: 0". Below this is a "Show: All Users" dropdown and "10 per Page" with an "Add new user" button. A table lists users with columns for User, Email, Country, Region, Pool Licenses, Own Licenses, Access, and PowerSites.

User	Email	Country	Region	Pool Licenses	Own Licenses	Access	PowerSites
Ackerman, Michael	MichaelAckerman@broker.com	United States	California	0	0	Pool	0
Ahlheim, Terry	TerryAhlheim@broker.com	United States	California	0	0	Pool	0
Angel, Jody	jodyangel@broker.com	United States	California	0	0	Pool	0
Antman, David	DavidAntman@broker.com	United States	California	0	0	Pool	0

All columns may be sorted by clicking on the column headers.

You may view more detailed information, and edit information about each person's account, by clicking on their name.

Add New User

To add a new user to your Brokerage account, click the **Add New User** button from the manage users screen.

PowerSites	Account	Tools	PowerOffice
Screen: <input type="text" value="Manage Users"/> < Select a screen to display.		<input type="button" value="Save"/> <input type="button" value="Back"/> <input type="button" value="Help"/>	
Users: 207 Active Powersites: 77 Licenses Available: 43 Licenses Allocated: 0			
User Name:	*	<input type="text"/>	
Password:	*	<input type="password"/>	
Confrim Password:	*	<input type="password"/>	
Security Question:	*	<input type="text"/>	
Security Answer:	*	<input type="text"/>	
Country:	*	<input type="text" value="--Please Select--"/>	
State:	*	<input type="text" value="--Please Select a Country--"/>	
Salutation:	*	<input type="text" value="--"/>	
First Name:	*	<input type="text"/>	
Last Name:	*	<input type="text"/>	
Email:	*	<input type="text"/>	
User Type::	*	<input type="radio"/> User has access to the pool of licenses <input type="radio"/> User must be assigned licenses	

Fill in the details for the new user.

The **User Name** is a new field. It may be one word, for convenience, or it may be the agent's email address.

The **Security Question** and **Security Answer** are used to verify the agent's identity should they need to call for sensitive technical support issues.

Note: here you may choose whether the user can simply use licenses from the Brokerage's License Pool, or whether you wish to assign a certain number of licenses to each user.

If you wish to make the user a Brokerage Administrator (with the ability to add, edit and delete users, and to purchase licenses), please contact Technical Support.

Click **SAVE** to add the new user to your Brokerage.

Edit User Information

To edit the information for any user, click on their name from the Manage Users Screen.

[PowerSites](#)
[Account](#)
[Tools](#)
[PowerOffice](#)

Screen: Manage Users < Select a screen to display.

Users: **207** | Active Powersites: **77** | Licenses Available: **43** | Licenses Allocated: **0**

Salutation: * --

First Name: *

Last Name: *

Email: *

User Type:: *
 User has access to the pool of licenses
 User must be assigned licenses

Show: All PowerSites 10 per Page

PowerSite	Status	Expires	User
470 Joost Street	Unpublished		Bender, Jill
www.257StatesStreet.com	Published	3/28/2007	Bender, Jill
www.3124Steiner.com	Published	4/19/2007	Bender, Jill
www.45HarborOak.com	Published	4/25/2007	Bender, Jill
www.5Sagebrush.com	Published	4/12/2007	Bender, Jill

Showing 1 - 5 of 5
Current page 1 of 1

Here you may:

- Change the user's name or email address if needed.
- Change their access to the License Pool.
- View their license allocation
- View the list of their PowerSites and expiration information.

Remove User

To remove a user from your Brokerage, please contact Technical Support.

Licensing

There are two choices on the **Licensing** screen: *Purchase Office Licenses* and *Assign or Revoke Licenses*.

Purchase Office Licenses

The **Purchase Licenses** tab allows you to easily add licenses to your account any time they are needed. Simply select the radio button next to the number of PowerSite Licenses you would like to purchase, and click NEXT.



[Sign Out](#) | [Support](#)

Account Home
Licenses: 0

Select Licenses
»
Payment
»
Order Review

Select Licenses
Next Cancel

Licenses	Package Price	Unit Price	Price Saving
<input type="radio"/> Single	\$90.00	\$90.00	\$9.00
<input type="radio"/> 5 pack	\$400.00	\$80.00	\$95.00
<input type="radio"/> 10 pack	\$700.00	\$70.00	\$290.00
<input type="radio"/> 25 pack	\$1,500.00	\$60.00	\$975.00
<input type="radio"/> 50 pack	\$2,500.00	\$50.00	\$2,450.00
<input type="radio"/> 100 pack	\$5,000.00	\$50.00	\$4,900.00

Notes:

- Price **includes** the initial domain name registration and 12 months hosting.
- Licenses **do not expire** so order in advance and use them at any time.
- A PowerSite license allows you to create **one PowerSite for one property**.

Next Cancel

Note: Your pricing may differ. Contact your Account Manager for information on discounted pricing.

Select Licenses > **Payment** > Order Review

Payment Prev Next Cancel

Your credit card **will not be charged** at this point. Click the "Next" button to review your order.

Credit Card Information

Payment Type: *

Name on Card: *

Card Number: *

Expiration: * /

Address: *

City: *

Country: *

State & Zip: *

Note: Refunds are at the sole discretion of the management.

Prev Next Cancel

Fill in the payment details and click **NEXT**.

Note: we cannot accept debit cards at this time.

Note: Your credit card information is encrypted and stored securely in our database so that you will not have to re-enter it for your next order. Our stringent password policy, complete with security questions, helps to safeguard it.

Review your order to be sure all of the information you entered is correct. You may change it at this point, or continue to process it. If all of the information is correct, click the **CONFIRM** button once to charge your credit card. Your transaction will be processed via a secure site, and a receipt will be emailed to the email address on your account.

Assign or Revoke Licenses

Your office licenses are placed into a “pool” from which individual users may draw (if given appropriate permission). Alternatively, you may assign licenses to individuals as needed:

- Login to your AgencyLogic account and click on the PowerOffice tab.
- Click on Licensing.
- Click on Assign or Revoke Licenses.

Locate the user you want to work with in the list of users. Under the ‘Pool Licenses’ column, click on the + sign to add a license to the user’s account. (Click repeatedly to add more than one). This will take a license from your pool of licenses, and assign it to that user so they can activate a site.



[Sign Out](#) | [Help & Support](#)

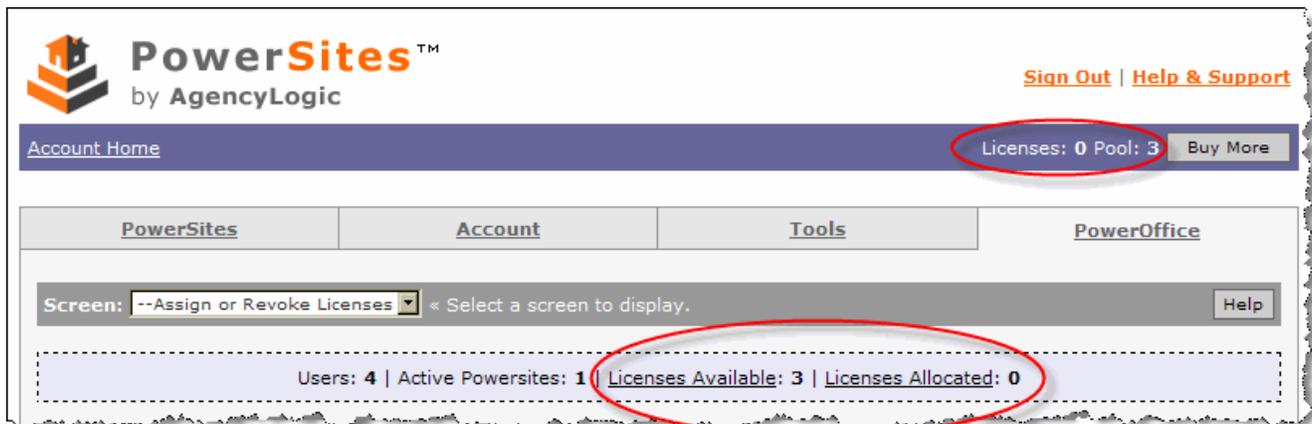
[Account Home](#)

Licenses: 0 Pool: 3 [Buy More](#)

PowerSites	Account	Tools	PowerOffice		
Screen: --Assign or Revoke Licenses < Select a screen to display. Help					
Users: 4 Active Powersites: 1 Licenses Available: 3 Licenses Allocated: 0					
Show: All Users 10 per Page Add new user					
User	Email	Pool Licenses	Own Licenses	Access	PowerSites
Cash, Ivana	Ivana@agencylogic.com	0 + -	1	Assign	0
Iredale, Gwyneth	gwynethi@agencylogic.com	0 + -	0	Assign	1
O'Dell, Anne	anne@agencylogic.com	0 + -	0	Assign	0
Sewell, Anna	Annasewell@agencylogic.com	0 + -	1	Assign	0
Showing 1 - 4 of 4		Current page 1 of 1		⏪ ⏩	

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Understanding your License Count



The screenshot shows the PowerSites user interface. At the top left is the PowerSites logo with the text "by AgencyLogic". At the top right are links for "Sign Out" and "Help & Support". Below the logo is a navigation bar with "Account Home" on the left and "Licenses: 0 Pool: 3 Buy More" on the right. The "Licenses: 0 Pool: 3" text is circled in red. Below the navigation bar are four tabs: "PowerSites", "Account", "Tools", and "PowerOffice". Below the tabs is a "Screen:" dropdown menu set to "--Assign or Revoke Licenses" and a "Help" button. Below the screen selection is a summary bar with the text "Users: 4 | Active Powersites: 1 | Licenses Available: 3 | Licenses Allocated: 0". The "Licenses Available: 3 | Licenses Allocated: 0" text is circled in red.

Licenses are displayed in two places, on the "Account Home" bar, and within the PowerOffice tab.

In the example above, on the Account Home Bar (top right), the display indicates that this individual user has zero licenses in their personal account, but has access to all three pool licenses in the PowerOffice account.

On the PowerOffice Tab, you can see that the three licenses are available, but have not been allocated to various agents yet.

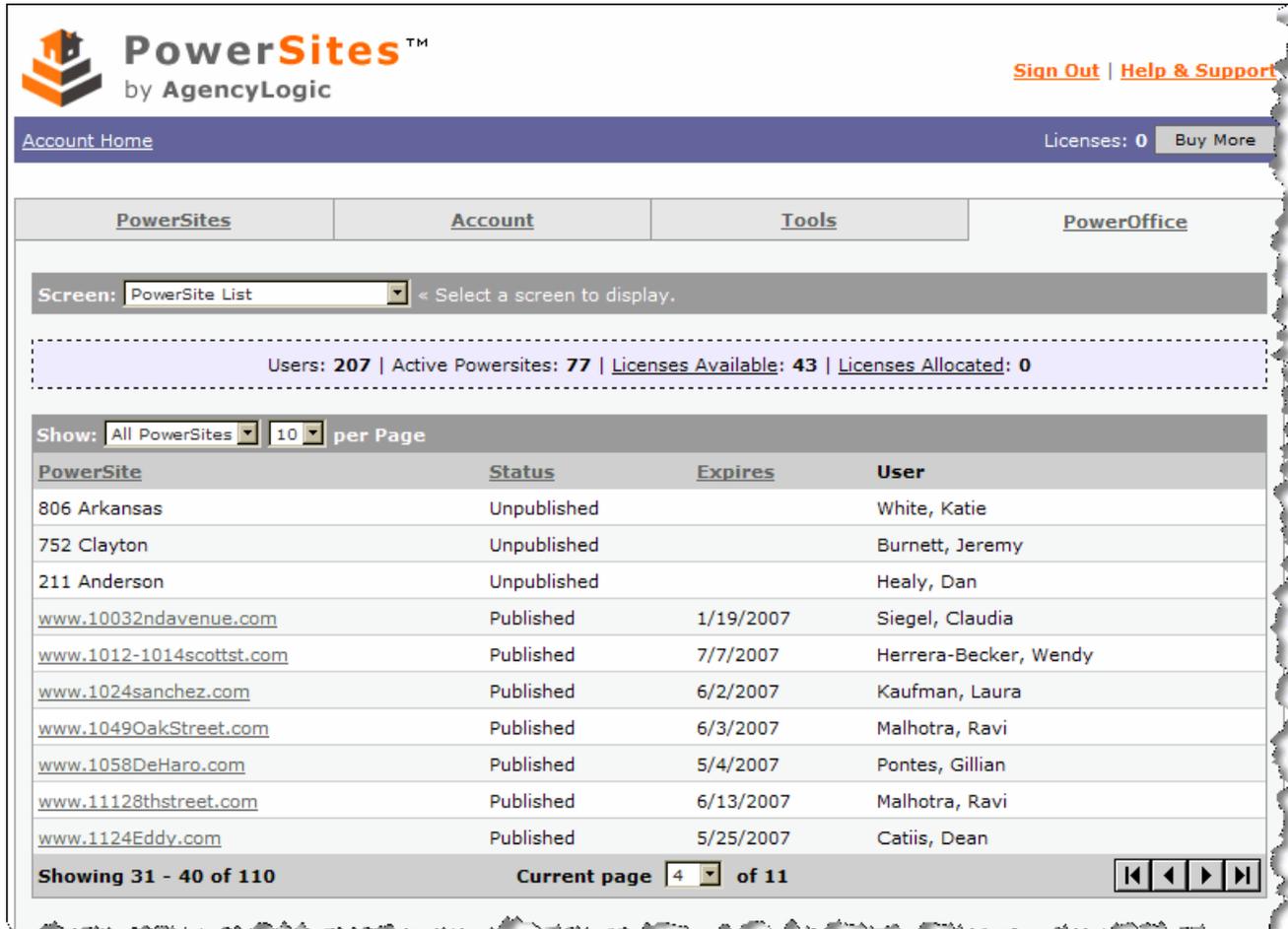
If a user has the right to "draw licenses from the pool", they can use one or more of the three licenses.

If a user has to be "assigned" licenses, then they cannot use a license from the pool until it is specifically allocated to them.

PowerSite List

The PowerSite List displays all of the PowerSites created by your Brokerage. They are listed by their Status, with the unpublished Sites first.

You may click any column header to sort the information.



The screenshot shows the PowerSites interface. At the top, there is a navigation bar with "Account Home" and "Licenses: 0 Buy More". Below this is a menu with "PowerSites", "Account", "Tools", and "PowerOffice". A "Screen:" dropdown menu is set to "PowerSite List". A summary bar shows "Users: 207 | Active Powersites: 77 | Licenses Available: 43 | Licenses Allocated: 0". Below this is a "Show:" dropdown set to "All PowerSites" and a "per Page" dropdown set to "10". The main table has columns for "PowerSite", "Status", "Expires", and "User". The table lists 11 sites, with the first three being unpublished and the remaining eight being published. The published sites have their URLs underlined. At the bottom, it shows "Showing 31 - 40 of 110" and "Current page 4 of 11" with navigation buttons.

PowerSite	Status	Expires	User
806 Arkansas	Unpublished		White, Katie
752 Clayton	Unpublished		Burnett, Jeremy
211 Anderson	Unpublished		Healy, Dan
www.10032ndavenue.com	Published	1/19/2007	Siegel, Claudia
www.1012-1014scottst.com	Published	7/7/2007	Herrera-Becker, Wendy
www.1024sanchez.com	Published	6/2/2007	Kaufman, Laura
www.1049OakStreet.com	Published	6/3/2007	Malhotra, Ravi
www.1058DeHaro.com	Published	5/4/2007	Pontes, Gillian
www.11128thstreet.com	Published	6/13/2007	Malhotra, Ravi
www.1124Eddy.com	Published	5/25/2007	Catiis, Dean

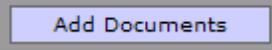
Once a PowerSite has been published, the URL will appear underlined. You may then click on it to go directly to the live site.

You may also quickly view the expiration dates for your Brokerage's PowerSites as well as the person who created each site.

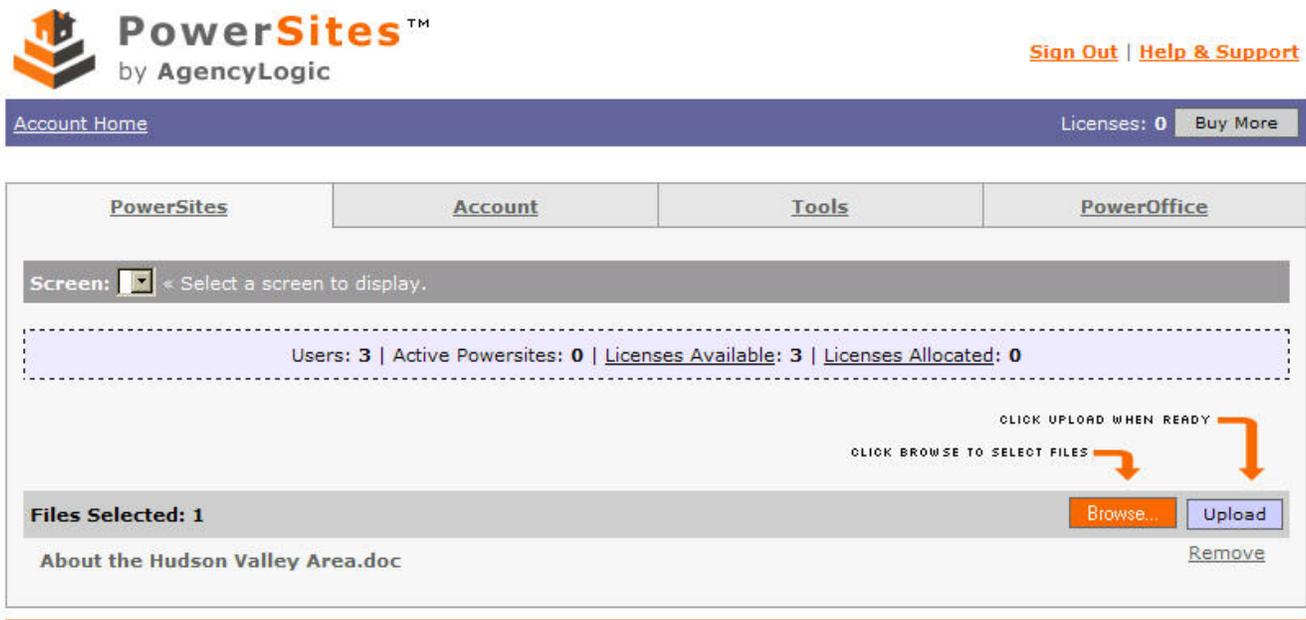
You may show only published, unpublished, expired, etc. PowerSites by using the drop down menu next to 'Show' on the dark grey bar. You may also change how many PowerSites per page are listed.

Document Management

This area allows you to upload documents that you would like to make available to all the users in the Brokerage. This feature is commonly used for area information and similar information that might be common to all listings.

To upload a document, click the  button.

Next, click the  button. Locate the document you wish to upload and click on OPEN. You may repeat this step for up to six documents at a time, if you wish.



The screenshot shows the PowerSites interface. At the top left is the logo "PowerSites™ by AgencyLogic". At the top right are links for "Sign Out" and "Help & Support". Below the logo is a navigation bar with "Account Home" and "Licenses: 0 Buy More". The main content area has tabs for "PowerSites", "Account", "Tools", and "PowerOffice". A "Screen:" dropdown menu is set to "Select a screen to display.". Below this is a summary bar: "Users: 3 | Active Powersites: 0 | Licenses Available: 3 | Licenses Allocated: 0". In the center, there are instructions: "CLICK BROWSE TO SELECT FILES" with an arrow pointing to a "Browse..." button, and "CLICK UPLOAD WHEN READY" with an arrow pointing to an "Upload" button. Below the buttons, a file is listed: "Files Selected: 1" with the name "About the Hudson Valley Area.doc" and a "Remove" link next to it.

Click Upload to upload the documents. If you chose one that you didn't want, just click 'remove' next to its name.

Type	Description	Size	Timestamp	
	About the Hudson Valley Area.doc	60KB	11/30/2006 2:11 PM	Edit Delete

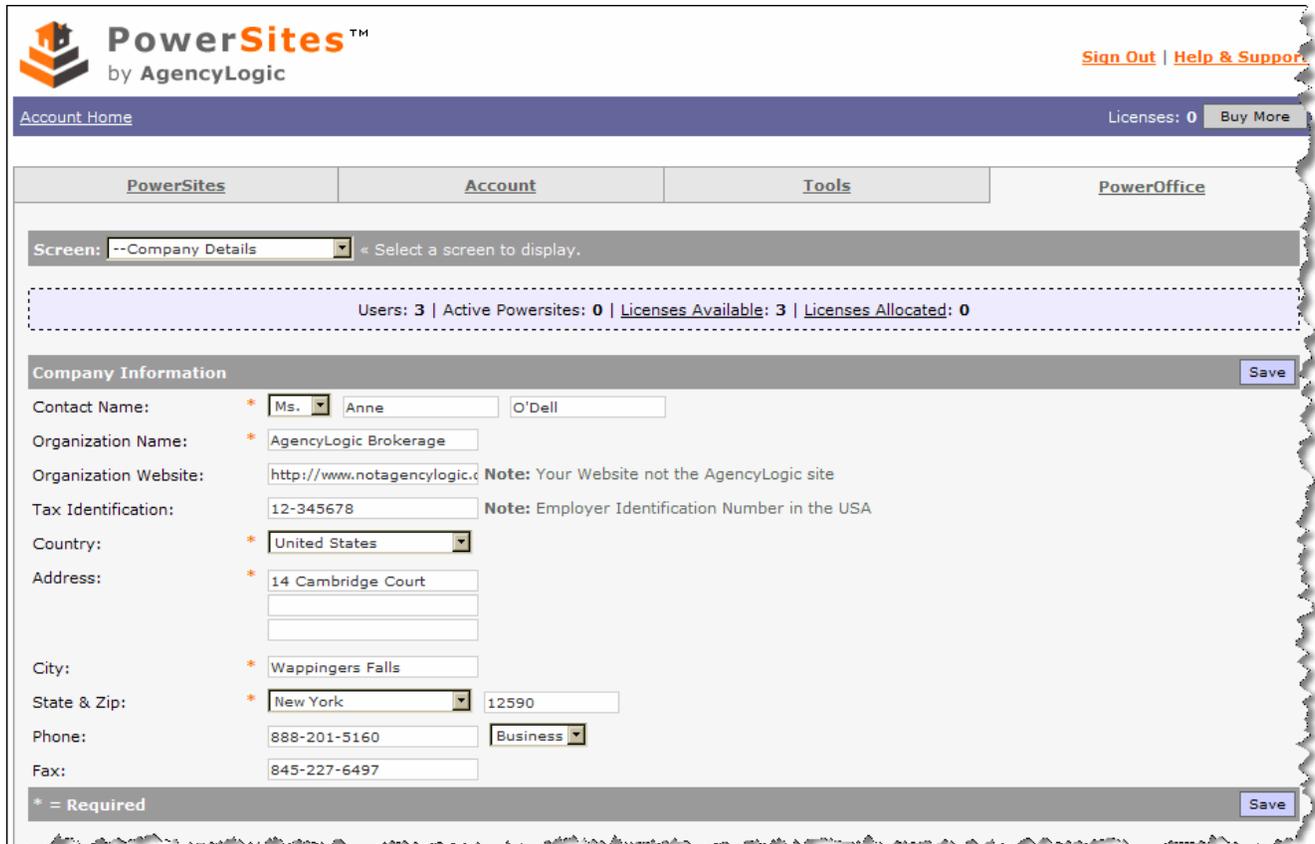
Showing 1 - 1 of 1 Current page of 1 

Once the document(s) are uploaded, you can edit their display name by clicking on 'edit', or delete them if necessary.

Administration

The Administration Menu allows you to enter Company Details and Payment Details, view your registration link, and decide which designs your people may access.

Company Details



The screenshot shows the 'Company Details' form within the PowerSites by AgencyLogic interface. The form includes the following fields and information:

- Header:** PowerSites™ by AgencyLogic, Sign Out | Help & Support, Account Home, Licenses: 0 Buy More
- Navigation:** PowerSites, Account, Tools, PowerOffice
- Screen Selection:** Screen: --Company Details (dropdown) < Select a screen to display.
- Summary:** Users: 3 | Active Powersites: 0 | Licenses Available: 3 | Licenses Allocated: 0
- Company Information Form:**
 - Contact Name: * Ms. (dropdown) Anne (text) O'Dell (text) [Save]
 - Organization Name: * AgencyLogic Brokerage (text)
 - Organization Website: http://www.notagencylogic.c (text) Note: Your Website not the AgencyLogic site
 - Tax Identification: 12-345678 (text) Note: Employer Identification Number in the USA
 - Country: * United States (dropdown)
 - Address: * 14 Cambridge Court (text)
 - City: * Wappingers Falls (text)
 - State & Zip: * New York (dropdown) 12590 (text)
 - Phone: 888-201-5160 (text) Business (dropdown)
 - Fax: 845-227-6497 (text)
- Footer:** * = Required [Save]

Enter your details in each field. This information is used to produce commission checks for PowerSite sales, if applicable.

Payment Details

Payee Information		Save
Contact Name:	* Anne O'Dell	
Tax Identification:	12-345678	Note: Employer Identification Number in the USA
Country:	* United States	
Address:	* 14 Cambridge Court	
City:	* Wappingers Falls	
State & Zip:	* New York 12590	
Phone:	888-201-5160	Business
Fax:	845-227-6497	
* = Required		Save

This information is also needed for commission payments.

Registration Link

PowerSites	Account	Tools
Screen: --Registration Link < Select a screen to display.		
Users: 3 Active Powersites: 0 Licenses Available: 3 Licenses Allocated: 0		
Registration Website		
Registration Link:	http://powersite.agencylogic.com/Affil/code=AgencyLogicBrokerage	
Send the Link via Email:	Email Link	
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This is the link that people would use to sign up as an affiliate of your company. You would post this link on your own website.

Alternatively, you may email the link to a prospective affiliate by clicking the 'email link' button.

PowerSite Designs

[Sign Out](#) | [Help & Support](#)[Account Home](#)Licenses: 0 [Buy More](#)

PowerSites	Account	Tools	PowerOffice
Screen: --PowerSite Designs * Select a screen to display. Help			
Users: 207 Active Powersites: 77 Licenses Available: 43 Licenses Allocated: 0			
PowerSite Design Configuration Save			
PowerSite Designs:			
<input type="radio"/> Default PowerSite Templates			
<input checked="" type="radio"/> Default PowerSite Templates & Custom Designs			
<input type="radio"/> Only Custom Designs			
Save			

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This area allows you to select which templates and designs are available to your users.

Remember to hit SAVE after making your selection.



Getting Further Help

Should you require further help, or have questions regarding your Brokerage System or PowerSites, please contact AgencyLogic Technical Support toll-free at **1-888-201-5160** (press 2 for Support).

Custom Designs

For information about having a Custom Design created for your Brokerage's PowerSites, please contact your AgencyLogic Sales Representative at **1-888-201-5160**.



Thank you for using AgencyLogic PowerSites!

One Property, **One** Website, **One** Solution!

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