



HOW TO ADD A VIRTUAL TOUR

1. Go to the Welcome Screen (TEMPO homepage).
2. Look to left side of screen for Inventory Watch (Inventory Watch includes all of your listings as well as all of the office listings).
3. Click on the status category of the listing you want to edit.
4. Locate the listing to edit and place your cursor over the circle with the letter "i" (located to the left of the listing number).
5. Move your cursor over to the paper and pencil icon and click.
6. Click on the edit button (located at the bottom of page).
7. Scroll down to end of the list and locate the Virtual Tour link field (5th from the bottom).
8. Paste the virtual tour address in the corresponding space.
9. Click the submit button (green check mark) located at the bottom of screen.

Remember, if there is a question mark inside a blue circle located to the left of a field, you can click on it for help with that specific field.