

Attaching Virtual Tours in Realcomp Online®

Realcomp Online® can hold 1 virtual tour for each listing. The virtual tour must be a URL to the website where the tour is hosted. The system does not accept virtual tour files. Virtual tours can only be attached to a listing by the listing agent, listing broker or office assistant.

1. Click on Listing Manager in the Listing Management menu on the Realcomp Online® menu bar.



2. If it is not a Residential property, then select the correct property type.

A screenshot of a filter bar for the Listing Manager. It contains three dropdown menus: "Market Code: On-Market", "Property Type: RS", and "Status: ALL". There is a left-pointing arrow between the Property Type and Status dropdowns.

3. Click on the MLS number of the listing to which you want to attach a Virtual Tour.
4. Click **Add Virtual Tour**.

A screenshot of a table header for "Virtual Tours (Maximum of 1 Virtual Tour)". The table has columns for "Title", "Upload Date", and "Manage RCTour". In the top right corner, there is a button labeled "Add Virtual Tour" which is circled in red.

5. Type in or copy and paste the URL where the tour is hosted.

A screenshot of a form for adding a virtual tour. At the top, it shows "MLS#: 210137213" and "Address: 21745 DONALD AVE". Below that, there is a "Title" field with "Virtual Tour" entered. The "Tour URL" field contains "http://" and is circled in red. To the right of the URL field is a "Test Virtual Tour" button. At the bottom, there are "Save" and "Cancel" buttons. A red text warning reads: "All virtual tours posted to Realcomp Online must be IDX compliant non-branded virtual tours."

NOTE: there is already a "<http://>" at the beginning of the link/URL within the "Tour URL" field. When uploading your own Virtual Tour link, be sure that there is only one <http://> at the beginning of your uploaded virtual tour link. If there are two "<http://>" at the beginning of the virtual tour link you are trying to upload, the virtual tour page will not open/load.

6. Click **Test Virtual Tour** to see the virtual tour as it will display on the listing.

NOTE: Virtual tours must be non-branded. No personal information may be included. This includes, but is not limited to, agent names, phone numbers, email addresses, personal photos and websites.

7. Click **Save** to save the virtual tour to the listing.