

User Guide

Listing Assistant & Video Generator

A step-by-step walkthrough for creating AI-powered property listings and promotional videos.

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1. Logging In

Open your site's admin page in a browser (e.g., `yoursite.com/admin.html`). You'll see the **Admin Portal** login screen.

Password Sign-In

1. Enter your **username** in the first field
2. Enter your **password** in the second field
3. Click **SIGN IN**

If your credentials are correct, you'll be taken to the Admin Dashboard.

Email Magic Link

If you prefer not to type a password:

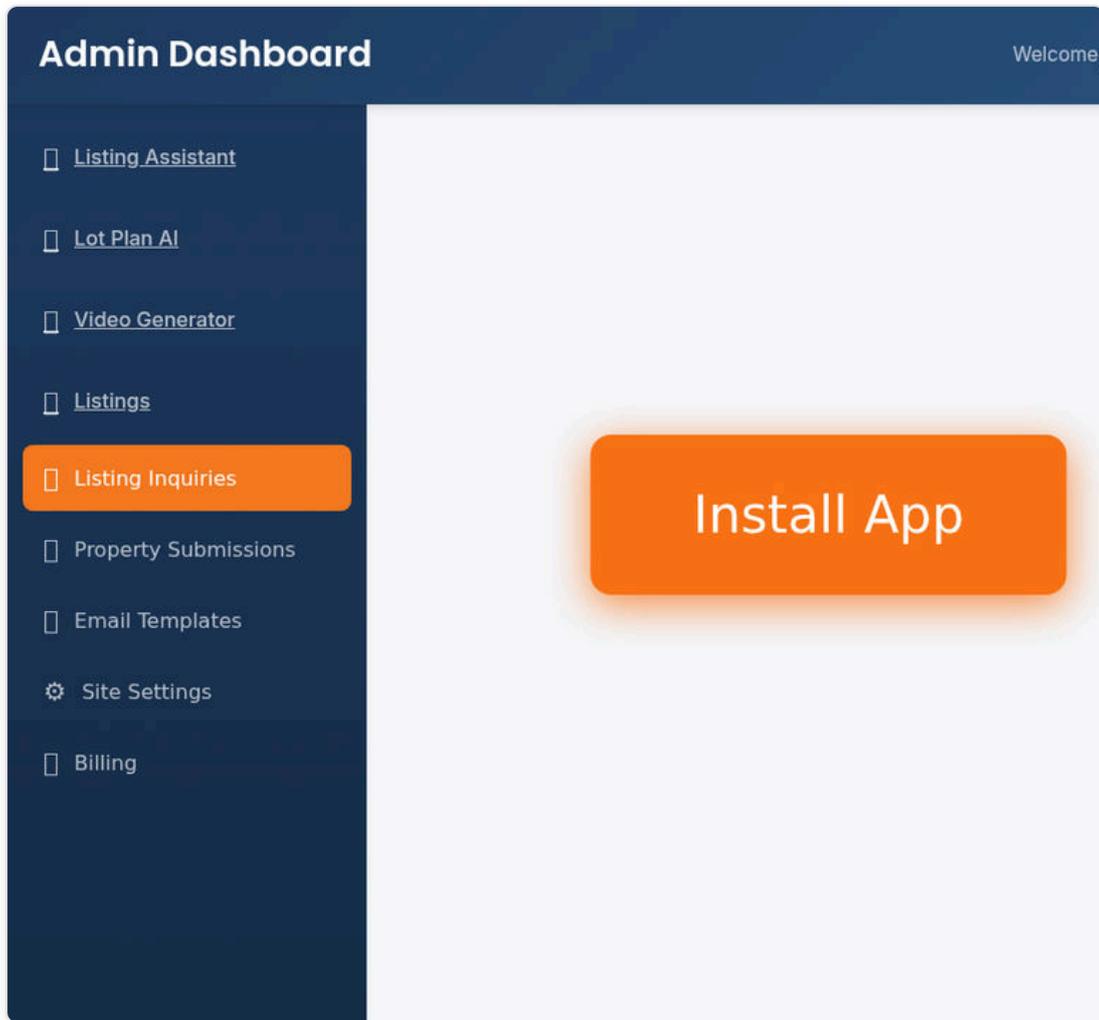
1. Click **Sign in with Email Link** below the Sign In button
2. Enter the email address associated with your admin account
3. Click **Send Login Link**
4. Check your email for a message with a sign-in link
5. Click the link — it signs you in automatically

Note: Magic links expire after 15 minutes. If yours has expired, request a new one.

First-Time Login

If this is your first time logging in, you'll be prompted to **change your password** immediately. Choose a strong password and save it somewhere safe.

The Admin Dashboard



Admin Dashboard — sidebar shows all available tools

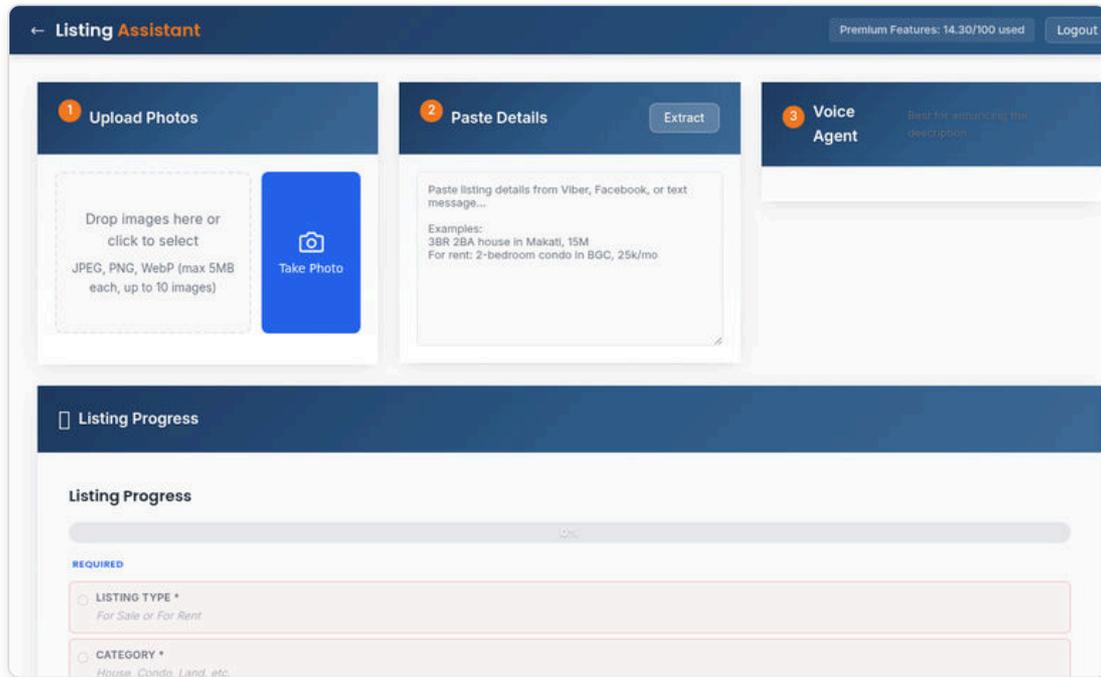
After logging in, the left sidebar gives you access to all features:

- **Listing Assistant** — create listings with AI
- **Lot Plan AI** — generate lot plans
- **Video Generator** — create promo videos
- **Listings** — manage all listings
- **Listing Inquiries** — view buyer inquiries
- **Property Submissions** — owner submissions
- **Email Templates** — customize email notifications
- **Site Settings** — branding, contact info, colors
- **Billing** — subscription and payments

2. Listing Assistant

The Listing Assistant is an AI-powered tool that helps you create property listings using **photos**, **pasted text**, and **voice conversation**. You can use any combination of the three.

To open it, click **Listing Assistant** in the sidebar.



Listing Assistant — three input steps across the top, Listing Progress below

Step 1: Upload Photos

This step extracts property details automatically from your images.

How to upload

- Drag and drop images into the drop zone
- Click the drop zone to open your file picker
- Tap "Take Photo" to use your device camera

Accepted formats: JPEG, PNG, WebP — max 5MB per image, up to 10 images total.

What happens after upload

The AI analyzes your photos and automatically fills in what it can detect:

- Property type (house, condo, warehouse, land, etc.)
- Condition (new, good, fair, needs work)
- Bedrooms and bathrooms

- Lot area and floor area
- Features and amenities
- A brief visual description

If your photos contain GPS data (most phone cameras include this), the location fields are auto-filled too.

Tip: Start with photos — the AI extracts the most detail from images compared to the other methods.

Cost: 0.25 credits per extraction.

Step 2: Paste Details

This step extracts property details from text you've copied from Viber, Facebook, or any message.

How to use

1. Copy listing text from any source
2. Paste it into the text area
3. Click the **Extract** button

Examples of text it can parse

- "3BR 2BA house in Makati, 15M"
- "For rent: 2-bedroom condo in BGC, 25k/mo"
- Any informal listing text from messages or social media

What gets extracted: listing type (sale/rent), property type, location, price, area, bedrooms, bathrooms, parking, condition, features, and a description.

Cost: 0.25 credits per extraction.

Step 3: Voice Agent (Sofia)

Sofia is an AI voice assistant who fills in remaining details through conversation. She speaks English and Tagalog.

How to connect

1. Click **Enable Microphone** and grant browser permission when prompted
2. Click **Connect Voice Agent**
3. Sofia will greet you and review what's already been filled in

During the conversation

- Sofia asks about missing required fields — just answer naturally
- Fields update in real-time as you speak — no need to confirm each one
- She understands Philippine geography — say a subdivision name (e.g., "BF Homes") and she'll auto-fill city, barangay, and region
- She can write a marketing description for you

Share Photos with Sofia

Click the **Share Photos** button to let Sofia see your uploaded images. She can then answer questions about what's visible in the photos and use that to improve the description.

End the session

Click **Disconnect** to end the voice session. Your conversation history stays visible in the transcript panel below.

Cost: 1.0 credit per voice session.

Listing Progress

The panel below the three steps shows which fields are filled and which are still needed.

Required fields (must be filled to save)

Field	Notes
Listing Type	For Sale or For Rent
Category	House, Condo, Land, etc.
City	Location
Price	In Philippine Pesos
Images	At least 1 photo
Description	Property description
Bedrooms	Residential properties only
Bathrooms	Residential properties only

Optional fields include: barangay, region, lot area, floor area, parking, year built, condition, setting, furnished status, and features.

Note: Land and warehouse listings don't require bedrooms or bathrooms. The form adjusts automatically based on property type.

The progress bar fills as required fields are completed. Once all required fields are filled, the **Save Listing** button appears.

Saving Your Listing

1. Fill all required fields using any combination of photos, text, and voice
2. Click **Save Listing** when the button appears
3. The AI merges all descriptions (from photos, text, and voice) into one polished description and generates a title

After saving, you'll see three options:

- **Edit Listing** — opens the listing in the admin panel for review
- **Create Another** — resets the form for a new listing
- **Dashboard** — returns to the admin dashboard

Important: Listings are saved as **inactive** by default. You'll need to review and activate them from the Listings section before they appear on your public site.

Draft Recovery

Your work is auto-saved to your browser. If you leave the page and come back with unsaved work, you'll see a prompt:

- **Continue** — restores all fields, images, and transcript
- **Start Fresh** — clears everything and starts a new listing

Credits & Usage

The credit counter is shown in the header bar (e.g., "Premium Features: 14.30/100 used").

Action	Cost
Voice session	1.0 credit
Photo extraction	0.25 credits
Text extraction	0.25 credits
Description merge (on save)	0.25 credits

Title generation (on save)	0.25 credits
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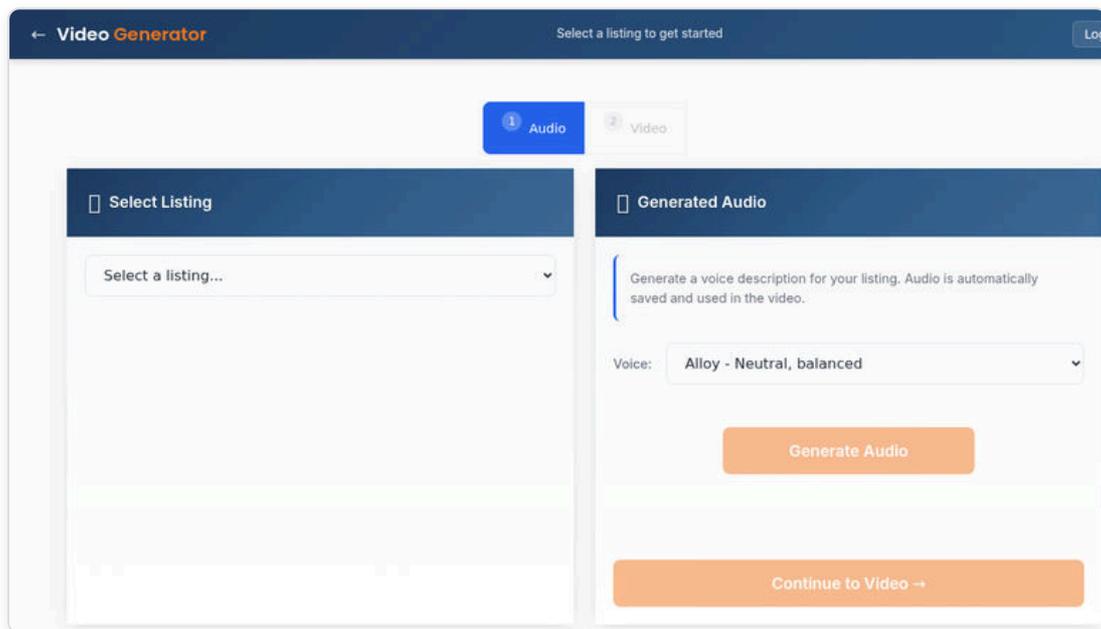
The status badge turns orange when you have 3 or fewer credits remaining.

3. Video Generator

The Video Generator creates promotional videos from your existing listings, complete with voice narration and background music. No video editing software needed.

To open it, click **Video Generator** in the sidebar.

Requirement: The listing must have both **images** and a **description**. Listings missing either won't appear in the dropdown.



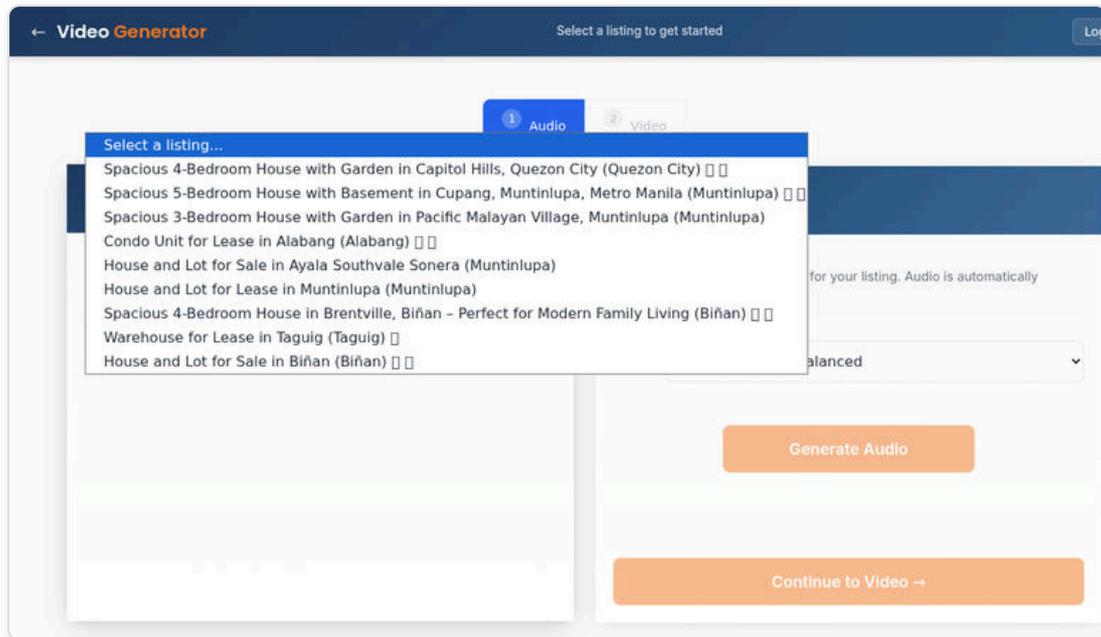
Video Generator — Step 1: Audio tab with listing selector and voice options

Step 1: Generate Audio

Select a Listing

Choose a listing from the dropdown. Listings show status icons next to their names:

-  = audio already generated
-  = video already generated



The dropdown shows all eligible listings with audio/video status indicators

After selecting, you'll see a preview with thumbnail images, the listing title, and location.

Edit the Description (Optional)

The description shown is what will be read aloud as narration. You can edit it here without changing the original listing. This is useful for making the text sound more natural when spoken.

Choose a Voice

Voice	Style
Alloy	Neutral, balanced
Nova	Female, warm and friendly
Shimmer	Female, expressive
Echo	Male, smooth
Onyx	Male, deep and authoritative
Fable	British English, storyteller

Generate Audio

1. Click **Generate Audio**
2. Wait 5–15 seconds
3. An audio player appears — play it back to preview

4. Click **Download MP3** if you want the audio file separately
5. To re-record with a different voice or edited text, click **Regenerate Audio**

When you're satisfied with the audio, click **Continue to Video** →

Step 2: Create Video

Review the Listing Summary

You'll see thumbnail images, the listing title, location, and an **editable price field**. Change the price here if you want a different amount shown in the video — this won't change the actual listing price.

Choose Background Music

1. Select a track from the dropdown
2. Click the ► **preview** button to hear a sample
3. Use the **Sync** button if tracks are missing — this downloads them from the music library

Adjust Volume

- Slider ranges from **0% to 30%**
- Default is **15%** — keeps the music subtle behind the narration
- Lower values keep focus on the voice; higher values add energy

Generate Video

1. Click **Generate Video**
2. Wait 30–60 seconds (the video is assembled on a remote server)
3. A video player appears when complete

What the video includes:

- Your listing photos displayed as a slideshow
- Voice narration playing throughout
- Background music at your chosen volume
- Title and price overlaid on screen
- Description text as captions
- Your site logo and contact info (if configured in Site Settings)

Sharing & Download

After the video is generated, you have three options:

Share (Mobile)

Tap **Share Video** to open your device's native share menu. Share directly to Facebook, Messenger, WhatsApp, TikTok, Instagram, or any app.

The share includes pre-written post text with the property title, price, location, and a link to the listing.

Copy Post Text (Desktop)

Click **Copy Post Text** to copy a formatted post to your clipboard:

```
[Property Title]
Sale Price: ₱[Price]
[City], [Region]

[Link to listing]

Contact us for inquiries!
```

Then upload the video manually to your social media and paste the text as the caption.

Download

Click **Download MP4** to save the video file to your device. Upload it manually wherever you need it.

Troubleshooting

Problem	Solution
No listings in the dropdown	Add images AND a description to your listing first
"Listing has no audio"	Go back to Step 1 and generate audio
Video takes over 60 seconds	Normal for listings with many images — be patient
Share button not showing	Desktop browsers don't support file sharing — use Download
Audio sounds wrong	Edit the description to sound more natural, then regenerate

Tips for best results:

- Write the description naturally — it becomes spoken narration
- 5–12 images works best for video length
- Keep music volume at 10–15% so the narration stays clear

- Match the voice to the property — warm voices for residential, authoritative for commercial