

Overview

Action

Genral Web Details > Themes



Three Web Theme Types

1. Pre-defined

by choosing a **Top Banner**, **Page Theme** and a **Footer Banner**.

To preview the currently available themes click on the [preview link](#).

You can overlay two lines of text to any of the pre defined banners. Enter your text in the Top Banner Line 1 and 2 boxes and check the **Overlay custom banner**.

2. User Image

An image that you have created. The image must be a JPEG image 900 pixels wide and 200 pixels in height. **Drag and drop the image** from your computer onto one of the **Drag and drop boxes above**.

3.. Custom Banner

We create custom animated themes for your web site. [Contact us](#) for details.
To view your web site, click on the Live View Web Site button.

Web Site - Home Page Top Paragraph

Overview

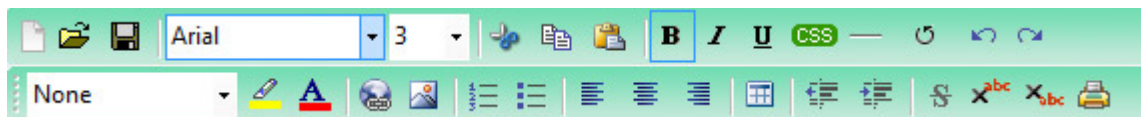
The Home Page Top Paragraph will appear below the banner and menu in your web site home page. You can use the formatting tools to format the text and add images.





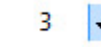









To view your home page press the 'Live View Web Site' button.

Action **Web Site Manager > Top Paragraph** 

Web pages can be edited in Designer mode or in the HTML editor. The tab for each mode is located at the bottom of the web editor

HTML Editor - Formatting Options



New		Clears the current page and starts a new file
Open		Open an existing html file for editing
Save		Save the current open file to your computer as an external file. This can be used in conjunction with the open command. Note: Property Manager saves and uploads any changes to your account when the Live View button is pressed.
Font		Select the font for the selected text. Try using a common font like veranda. Note: Not all web browsers will support other fonts. This means that it might look good on your computer but some computers will be seeing a default font for there web browser.
Font Size		Select the size of the font for the selected text
Cut		Cut the currently selected items
Copy		Copy the currently selected items
Paste		Paste the currently selected items
Bold		Set the selected text to Bold
Italic		Set the selected text to Italic
Underline		Set the selected text to Underline
CSS		Create a Cascading Style Sheet for the page. For more information and a free tutorial on how to use CSS visit w3schools.com
Line		Creates a Horizontal Line
Reset		Reset

Undo		Undo the previous command
Redo		Redo the previous command
Heading		Set the selected text to the specified Heading select in the drop down menu
Highlight Color		Set the Highlight Color for the selected text
Text Color		Set the Font Color for the selected text
Hyperlink		Create a hyperlink to another web page Select the text and press the hyperlink button for more options
Insert Image		Insert an image at the current position. Use the Internet URL feature to link to an external image. Press the button for more options. Note: the image file must be located on another web site. You cannot open an image on your computer in this version of Property Manager.
Ordered List		Create an ordered list
Unordered List		Create an unordered list
Left Justify		Left justify the selected text
Center		Center justify the selected text
Right Justify		Right justify the selected text
Table		Creates a Table
Strike Through		Strike Through the selected text
Superscript		Superscript the selected text
Subscript		Subscript the selected text
Print		Print the selected text

Web Site - About Us Web Page

Overview

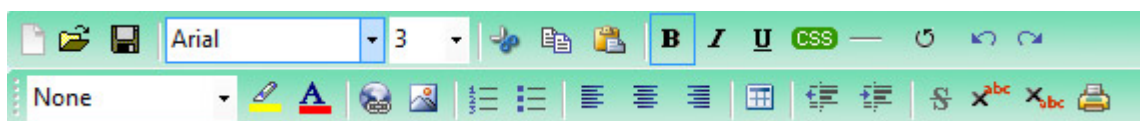
MC (Management Company) Services Page can contain your Management Company information and services offered. The web page will be visible to the public to view. You can use the formatting tools to format the text and add images to the web page.




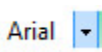
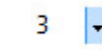








To view your About Us page press the 'Live View Web Site' button.

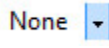
Action **Web Site Manager > MC Services Page** 

Web pages can be edited in Designer mode or in the HTML editor. The tab for each mode is located at the bottom of the web editor

HTML Editor - Formatting Options



New		Clears the current page and starts a new file
Open		Open an existing html file for editing
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Copy		Copy the currently selected items
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Bold		Set the selected text to Bold
Italic		Set the selected text to Italic
Underline		Set the selected text to Underline
CSS		Create a Cascading Style Sheet for the page. For more information and a free tutorial on how to use CSS visit w3schools.com
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Custom Web Pages

Custom Web Pages Overview:

You can add unlimited web pages to your web site and include links and images.

Action [Web Site & Marketing > Custom Web Pages](#)

The Tax reports screen can be viewed in two modes.

To Add A Page:

Click in the Add Page Button

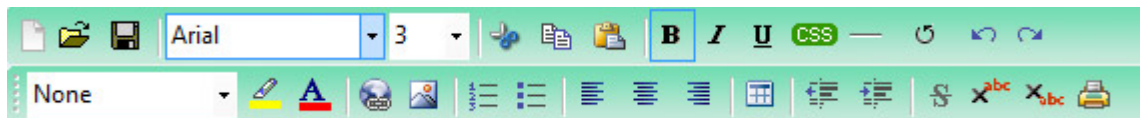
To Delete A Page:




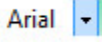
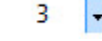






Click in the Delete Page Button





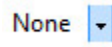







Page Link

The bottom right of the screen displays the link to the web page. Click on the link to view the page.

HTML Editor - Formatting Options for Designer Mode



New		Clears the current page and starts a new file
Open		Open an existing html file for editing
Save		Save the current open file to your computer as an external file. This can be used in conjunction with the open command. Note: Property Manager saves and uploads any changes to your account when the Live View button is pressed.
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Underline		Set the selected text to Underline

CSS		Create a Cascading Style Sheet for the page. For more information and a free tutorial on how to use CSS visit w3schools.com
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Overview

Search engines use information (text) stored on a web page to make available and rank web pages in order of relevance. To increase your ranking on the search engines all the information must match. For example the words contained in the Title of your web page should also appear in the text.

Any keywords that you enter in the text box should also appear in the main text of your web page, this will achieve higher search engine ranking of your web page. Keywords should be separated by commas like the example below:
vacation home, florida, disney, orlando, 5 bed, large pool

Action [Web Site Manager > Search Engine Optimization](#)



A full tutorial for Search Engine Optimization is beyond the scope of the product documentation. [Read the SEO Basics article by Arron Wall](#)

Web Site - Pointing a domain name

Overview

You can point a domain name you own to your Property Manager web site. This will enable people to type in your chosen domain name to view your Property Manager web site. For example if you own or purchased the name www.mywebsitename.com then this would be the link to access your web site.

If you do not want to use this feature Ciirus automatically provides you with an internet link to your web page.

Action **Web Site Manager > Domain Name** 

To point (use) your own domain you must first purchase a domain from a provider such as www.Godaddy.com or another registrar. Once you own the domain ask your registrar to:

Point the A Record for your domain to IP Address 74.208.126.7

Web Site - General Settings

Overview

General Web site settings set the number of properties the grid displays, set top menu items to visible or not visible and set custom names for your top menus.

Action [Web Site Manager > General Settings](#)



Number of properties to show on Home Page Grid

If you have multiple properties, the number of properties that display on the home page grid can be set.

To turn the grid off so it will not appear on your home page, uncheck the grid box.

Show the Overview menu item

Hide or show the overview menu item. If unchecked the overview menu item will not display on your web site. The page can still be viewed by using the url for the page.

Show the Details menu item

Hide or show the Details menu item. If unchecked the Details menu item will not display on your web site. The page can still be viewed by using the url for the page.

Show the Gallery menu item

Hide or show the Gallery menu item. If unchecked the Gallery menu item will not display on your web site. The page can still be viewed by using the url for the page.

Show the Testimonials menu item

Hide or show the Testimonials menu item. If unchecked the Testimonials menu item will not display on your web site. The page can still be viewed by using the url for the page.

Text Labels

You can use alternate text labels for each menu item, this can be useful if you operate a web site that is not in English.

Web Site - Image Library

Overview

Action [Web Site Editor > Web Image Library](#) 

Adding Images to your Image Library:

To upload images to your account and insert the images in to your web site pages:

- Find the image on your computer
- Drag and drop the image in to the white space provided
- The Image will appear on the available images list

To Insert an image in to a web page:

- Select the web page from either Web Site Manager > Home Page or Property Details > Descriptions
- Place the cursor where you want the image to appear
- From the tool bar click on the first blue ball icon, (your images will appear in a popup window)
- Click on the Image you want to Insert
- Click on the Insert Image button

Note: these images do not appear in your animated image gallery, these images are intended to be inserted in to your web pages. If you want to add/delete an image for your animated image gallery, go to Property Details > Image Gallery

Web Site - Analytics

Overview

Action [Web Site & Marketing > Web Analytics](#)

Integrated Google Analytics

Integrated Google Analytics engine will display detailed web site traffic information. Detailing information about your web site visitors, the web pages viewed, keywords, referring pages and many reports detailing visitor activity.

For information on how to use Google Analytics [click here](#)

Web Site & Marketing - Web Enquires

Overview

Action [Web Site & Marketing > Web Enquires](#)

Web Enquires

Web Enquiry links are available from your master web site and your home owners web sites. When a guest click on the Enquire link two actions are performed:

1. An email is sent to the guest containing a quote for the selected period, the description of the property and the images
2. The information is copied to Property Manager and can be viewed from: [Web Site & Marketing > View Web Enquires](#)

The information includes: Enquiry date, arrival date, party size, Departure date, contact name, email, telephone, Origin, property name, nights and comments

Also see: [How to use Search, Grouping and Filters](#)

Property Details - Descriptions

Overview

Descriptions for your property are displayed in categories. Example categories could be Overview, Living Area, Master Suite, Pool Area etc..

Action **Property Details > Descriptions Menu**



To Add a new category

Press the + button to create a new category for example 'Overview' or 'Pool Area'

Move the position of a category

To move the position of a category press the up and down buttons.

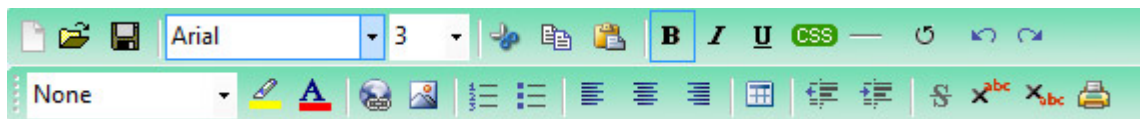
To Delete a category




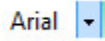
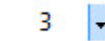




The trash can, deletes a menu item from the list.


Web pages can be edited in Designer mode or in the HTML editor. The tab for each mode is located at the bottom of the web editor

Type in your text in the HTML Editor. You can format the text by using the buttons in the toolbox. The following formatting options are available:

HTML Editor - Formatting Options



- | | | |
|-----------|---|---|
| New |  | Clears the current page and starts a new file |
| Open |  | Open an existing html file for editing |
| Save |  | Save the current open file to your computer as an external file. This can be used in conjunction with the open command.
Note: Property Manager saves and uploads any changes to your account when the Live View button is pressed. |
| Font |  | Select the font for the selected text. Try using a common font like veranda.
Note: Not all web browsers will support other fonts. This means that it might look good on your computer but some computers will be seeing a default font for there web browser. |
| Font Size |  | Select the size of the font for the selected text |
| Cut |  | Cut the currently selected items |
| Copy |  | Copy the currently selected items |
| Paste |  | Paste the currently selected items |
| Bold |  | Set the selected text to Bold |

Italic		Set the selected text to Italic
Underline		Set the selected text to Underline
CSS		Create a Cascading Style Sheet for the page. For more information and a free tutorial on how to use CSS visit w3schools.com
Line		Creates a Horizontal Line
Reset		Reset
Undo		Undo the previous command
Redo		Redo the previous command
Heading		Set the selected text to the specified Heading select in the drop down menu
Highlight Color		Set the Highlight Color for the selected text
Text Color		Set the Font Color for the selected text
Hyperlink		Create a hyperlink to another web page Select the text and press the hyperlink button for more options
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Ordered List		Create an ordered list
Unordered List		Create an unordered list
Left Justify		Left justify the selected text
Center		Center justify the selected text
Right Justify		Right justify the selected text
Table		Creates a Table
Strike Through		Strike Through the selected text
Superscript		Superscript the selected text
Subscript		Subscript the selected text
Print		Print the selected text

Property Details - Image Gallery

Overview

You can add images to your web site. The images will be displayed in an interactive image gallery player.

Action

[Property Details > Image Gallery](#)



To Add an image

Drag the image file from your desktop to the white box titled Drag and Drop Jpg images here. The image will automatically be uploaded to your web site. Repeat this process until you have uploaded all your images upto your maximum quota.

Image Description

Click ONCE on the image name and enter the new name for your image. The name will appear on your image player.

Reordering Images:

Press the Up and Down button to change the viewing order of your images

To Delete an Image

Select the image to be deleted then press the Delete Button

Property Details - Title and Bullet Points

Overview

The title is displayed on the home page of your web site for Example 'Luxury 4 Bedroom Villa'

Action **Property Details > Title & Bullet Points**



To set a Title for your property enter the text in the text box

Bullet Points

The bullet points identify the main features of your property and are displayed on the home page of your web site below the title, for example:

- **3 Large Bedrooms**
- **1.5 Bathrooms**
- **Over 2100 square feet**
- **Games Room**
- **Resort Facilities**

Property Details - Display Options

Overview

Display options for the Calendar, Rates and Booking form

Action **Property Details > Display Options**



Show the Availability Calendar menu item

Hide or show the Availability Calendar menu item. If unchecked the Availability Calendar menu item will not display on your web site. The page can still be viewed by using the url for the page.

Availability Calendar Number of month rows to display

Sets the number of month rows that display for your availability calendar

Availability Calendar Number of month columns to display

Sets the number of month columns that display for your availability calendar

Show the Rental Rates menu item

Hide or show the Rental Rates menu item. If unchecked the Rental Rates menu item will not display on your web site. The page can still be viewed by using the url for the page.

The Rental Rates Notes text box

The text entered into this text box will show along with your rates. Include details like deposit / down payment amount etc...

Use the formatting tools to format the text and add images to your web page. To view your home page press the Live View Web Site button. [See formatting text options](#)

Show the Overview menu item

Hide or show the Villa Quoter menu item. If unchecked the Villa Quoter menu item will not display on your web site. The page can still be viewed by using the url for the page.

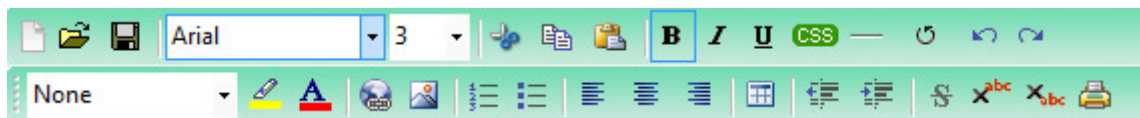
Show the link to the Booking Form

Hide or show the Booking Form link. If unchecked the Booking Form link will not display on your web site. The page can still be viewed by using the url for the page.

Booking Form Upload

If you want to make a booking form available to your visitors you must first upload the booking form to the server. It will then be available for your visitors to download, provided, the show Booking form link check box is on.

HTML Editor - Formatting Options



New



Clears the current page and starts a new file

Open



Open an existing html file for editing

Save

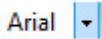
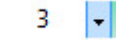








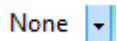
















Save the current open file to your computer as an external file. This can be used in conjunction with the open command.

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Select the font for the selected text. Try using a common font like veranda.

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Font		
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Insert Image		Insert an image at the current position. Use the Internet URL feature to link to an external image. Press the button for more options. Note: the image file must be located on another web site. You cannot open an image on your computer in this version of Property Manager.
Ordered List		Create an ordered list
Unordered List		Create an unordered list
Left Justify		Left justify the selected text
Center		Center justify the selected text

Right Justify		Right justify the selected text
Table		Creates a Table
Strike Through		Strike Through the selected text
Superscript		Superscript the selected text
Subscript		Subscript the selected text
Print		Print the selected text

Property Details - Media Player Settings

Overview

The media player can be displayed as a stand alone web page, embedded into a web page or as a pop up window.

Media Player Settings

Action

Property Details > Media Player Settings



Open Ciirus Media Player on Video page

When this option is checked the video player start screen will default to the video player screen. Each time the video player is displayed the main menu will not show. If you have a video tour for your property and primarily use the media player to show your video, check the box to enable video page start up.

Note: This check box will only appear if you have a video. If you would like to add a video [contact customers services](#) to enable the feature for the selected property.

Web address link

The media player has a button titles 'Web Site' when this button is pressed Media Player will open the web page specified in the web address box. This can be a link to your or any other web site.

Media Player Appearance

A selection of different players are available for you to choose from. They will vary in color and size and don't all display the same features. Click the drop down menu to select a Media Player. You can change your choice at any time.

Live View Media Player

To view your media player, press the 'Live View Flash Site' button

Property Details - 360 Virtual Tours

Overview

If you have a virtual tour for your property, you can embed your 360 tour directly into your web site.

Action

Property Details > 360 Tour



Enter the full URL to your 360 tour into the text box.

Property Details - Video Player

Overview

Your web site has a built in video player for displaying video footage that can be converted from various file formats. Each web site is also compatible with You Tube video formats.

Action **Property Details > Video**



Custom Video Player

If you have a custom video that has been produced by a professional video production company please contact us to integrate the video into your web site. We currently support Videoscape videos and will be adding more shortly.

You Tube Video Player

If you have a You Tube video of your property that you would like to display on your web site, then Enter the YouTube video id in the Video ID box.

Web Site - Embed HTML

Overview

Various parts of Property Manager can be embedded into an external web site for optimal flexibility.

Action **Web Site Manager > Embed HTML** 

In this version of Property Manager to can embed the following features in to an extral web site:

- Availability Calander
- Instant online quotes
- The Ciirus Media Player

To embed a features into an external web site:

- Go to the Embed HTML page in Propeerty Manager
- Click on the '**Copy To Clipboard**' button for the feature you want to embed to an external web site.
- Open the target (your external web page) using a text or web site editor
- Position the cursor at the point you wish to embed the feature
- Paste the selection and test your web page

If you require asistance contact the support desk

Examples:

You have another web site that does not contain availability calendar or quote system

You can embed your Property Manager availability calendar and quote system into your other web sites

You have multiple web sites

You can embed the features to all your web sites so making one change in Property Manager will automatically update all your web sites

Your other web sites don't have a Media Player

You can embed the Property Manager Media Player into your other web sites. This may have a few advantages.

- Animated image gallery
- The video player is configured to playback videos on other continents at optimal speed and in a standard format that all browsers can view. We have dedicated servers that have been configured to deliver video at optimal speed and performance