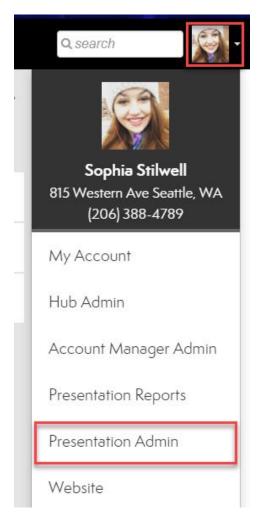
## How to Create a Template

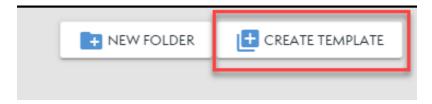
Moxi Presentation Admin can be used to create new templates that can be used by any number of agents, offices or regions. It's a great way to create and distribute marketing materials or other types of presentations that can be utilized easily by agents.

## How to Create a Template

1. Select **Presentation Admin** from the account drop-down menu.



2. Select Create Template from the top right.



3. Add a **Name** and **Folder** for the template to be hosted in. Then select desired **Presentation Types** for the template.

R	New Template	×
	Title * Name Template	
	Folder* Buyer Templates	14 / 255
	Presentation type All Buyer Seller Buyer Tour Non-Listing	

4. **Set Permissions** for who can use and see this template. This can be changed later if needed.

Set Permissions
Organizations
Regions
Offices
Levels
Users

5. Select Save as Draft.



6. To add pages, select the Add Page button in the top right.



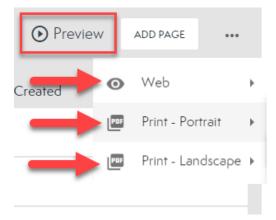
7. From the page folders, choose which pages you would like to include and select **Add** to include them in the template. Select **Done** when finished.

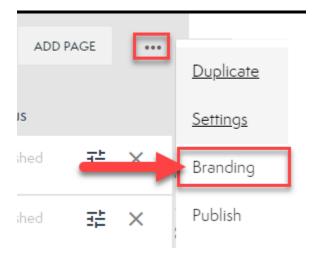
			DONE
Nan	ne Template		
Add pa	ges > Report Pages		
	Title & Description		
à	Cover Page The cover for the presentation		+ ADD
	Subject Property Subject property summary with agent remarks		+ ADD
	Listing Location Map Map of the subject property and comparables	<b>→</b>	+ ADD
	Listing Overview Comparable listings with listing details	→	+ ADD

8. Make any page adjustments needed using the **Settings Icon**.

Templates > Buyer Templates > Name Template		• Preview Add		•••
For Buyer, Buyer Tour presentations   4 pages Title & Description	Date Created	Status		
<ul> <li>Cover Page</li> <li>The cover for the presentation</li> </ul>		Published	菲	×
<ul> <li>Listing Location Map Map of the subject property and comparables</li> </ul>		Published	莊	×
<ul> <li>Subject Property</li> <li>Subject property summary with agent remarks</li> </ul>		Published		×
<ul> <li>Listing Overview</li> <li>Comparable listings with listing details</li> </ul>		Published	莊	×

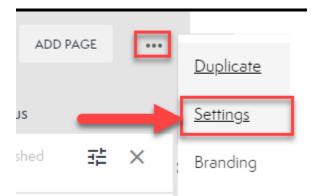
9. Select **Preview** to see how the template will look for agents.



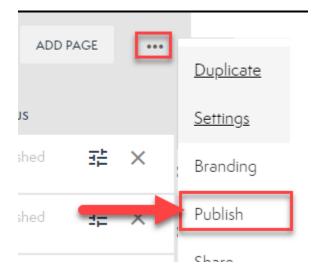


10. To adjust branding options, select the **Three Dots** and choose **Branding**.

11. To change any permissions or adjust the template types, select the **Three Dots** and choose **Settings**.



12. Once you have created your template, select the **Three Dots** and choose **Publish**. Agents will now be able to see the template in their accounts.



13. Share if needed by choosing the **Three Dots** and selecting **Share**.

