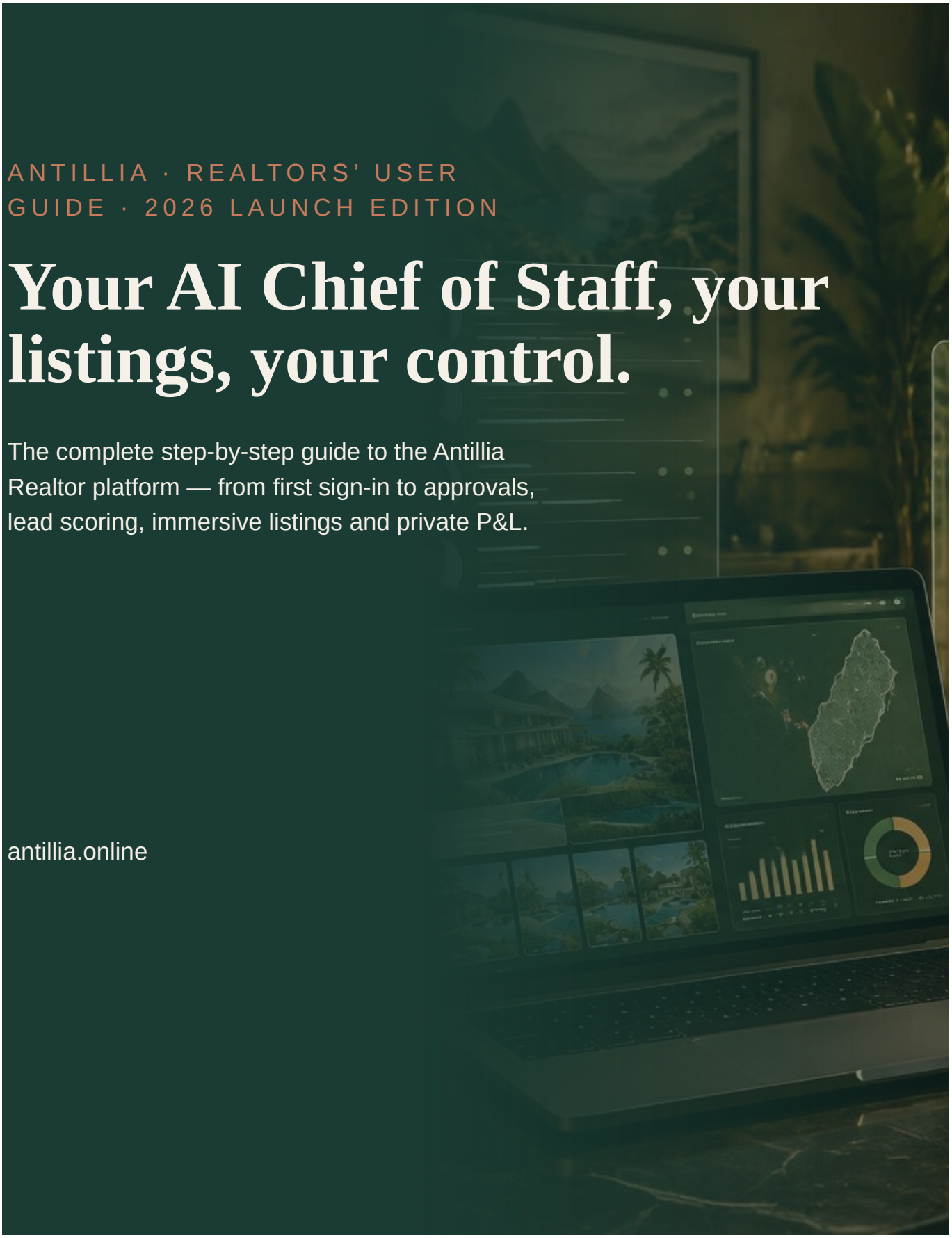
ANTILLIA · REALTORS' USER GUIDE · 2026 LAUNCH EDITION

# Your AI Chief of Staff, your listings, your control.

The complete step-by-step guide to the Antillia Realtor platform — from first sign-in to approvals, lead scoring, immersive listings and private P&L.



antillia.online

# What’s new in this edition

- **AI Chief of Staff autopilot** — hourly listing analysis and drafted enquiry replies, waiting in your approval inbox.
- **Human in the middle** — nothing goes public or is sent until you approve it.
- **Voice questions** — ask your Chief of Staff out loud.
- **Draft with AI** — emails, call scripts and viewing notes.
- **Richer 7 a.m. brief** — new enquiries, overdue follow-ups, pipeline and P&L totals.
- **AI Builder cutaway**, **satellite flyover**, **destination picker & compare**, and **Special Note** editing.

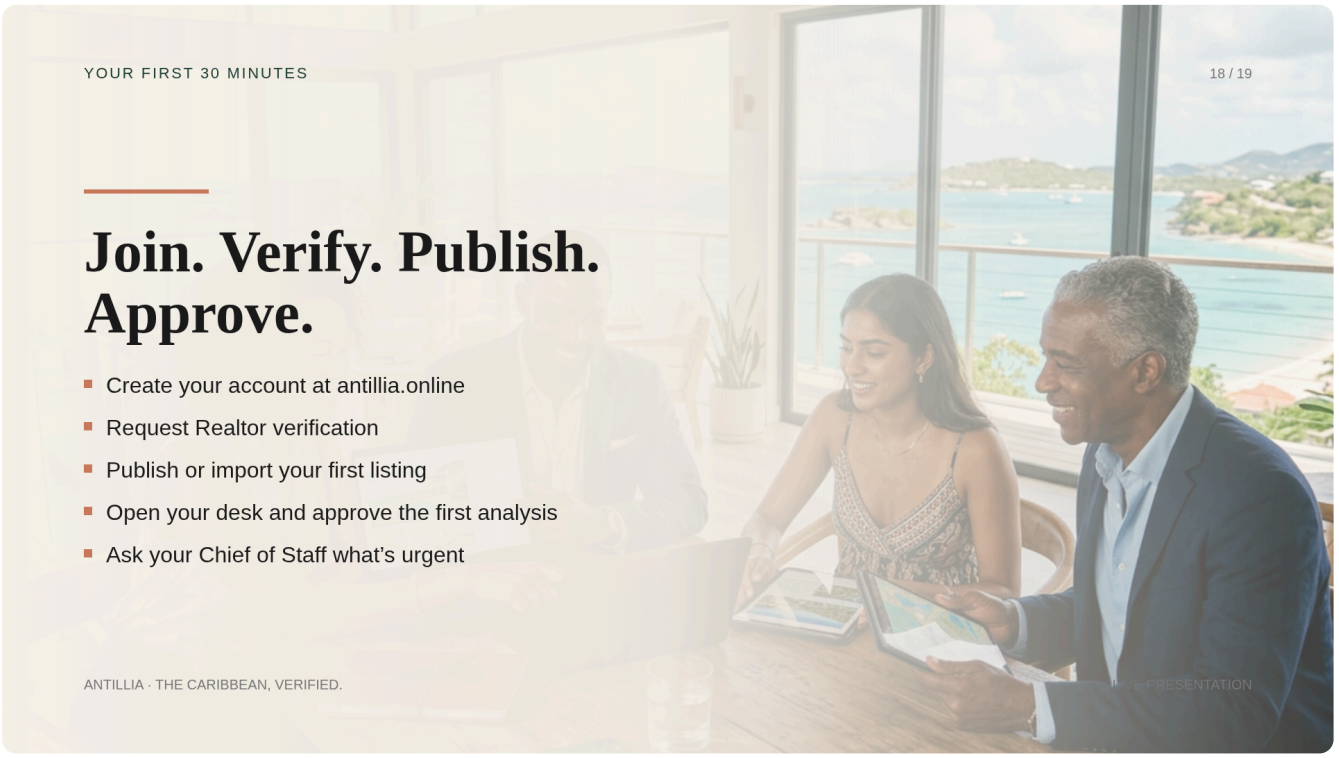
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STAGE 1

# Create your account and sign in

The public starting point for every Realtor, whether you are joining for the first time or returning to your desk.




1. **Choose Create account or sign in with Google**
   Use the professional email address you want associated with your Realtor account.
2. **Enter your professional name, email, and password**
   Email passwords require at least eight characters. Google sign-in completes these details through your Google identity.
3. **Confirm a new email account**
   Open the confirmation message sent to your registered address before expecting full account access.
4. **Return and sign in**
   Successful sign-in takes you to My Account, where you can begin submitting property information.

STAGE 2

# Activate and set up your Realtor presence

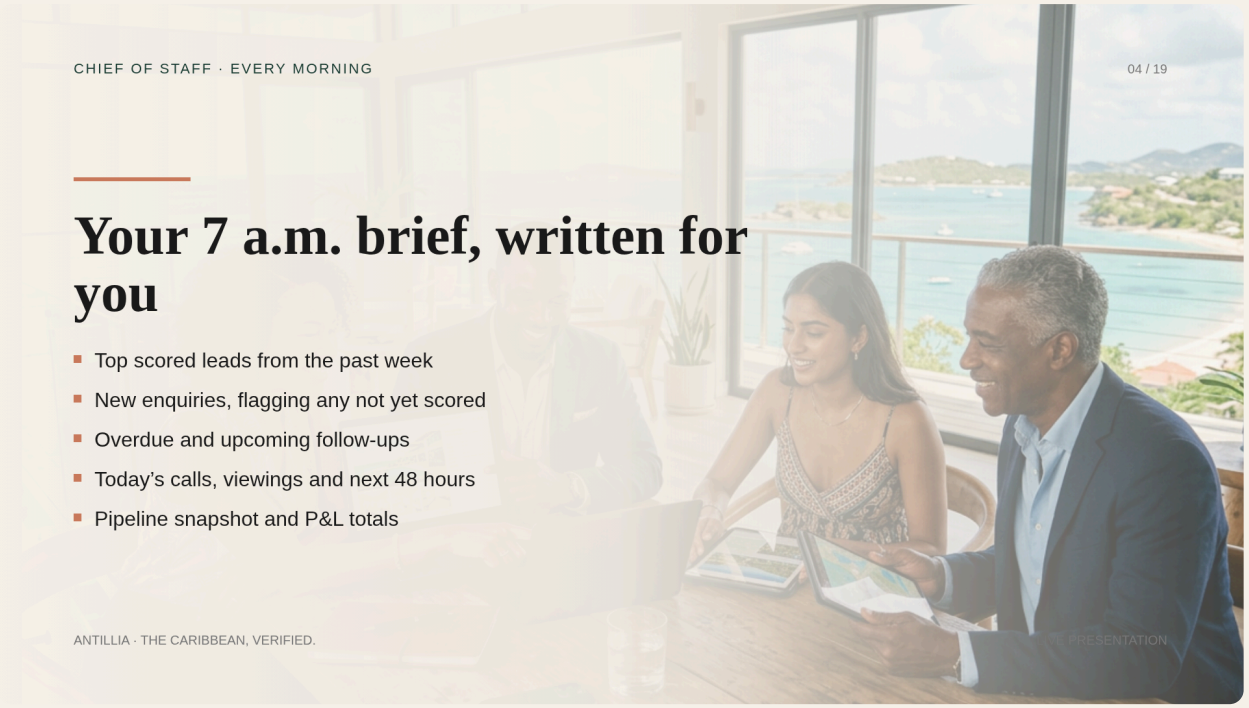
Realtor tools open after verification, protecting client data and maintaining a trusted professional network.

1. **Open Realtor Portal from More**
   If your account is not yet verified, the Portal presents a direct request-verification option.
2. **Request vetted Realtor verification**
   The Antillia team reviews the account before direct publishing, CRM, and financial tools are unlocked.
3. **Open your public profile after approval**
   Your profile displays approved listings, active islands, portfolio statistics, and Caribbean cultural events.
4. **Apply your office branding**
   Branding Settings supports your logo, colour palette, typography, and approved custom styling.
5. **Review membership access**
   Compare the monthly and annual membership options presented on the Membership page.

YOUR AI CHIEF OF STAFF

# Let the Chief of Staff do the groundwork

The Chief of Staff prepares, scores, drafts and queues work. You stay the human in the middle: nothing goes public and nothing is sent without your approval.



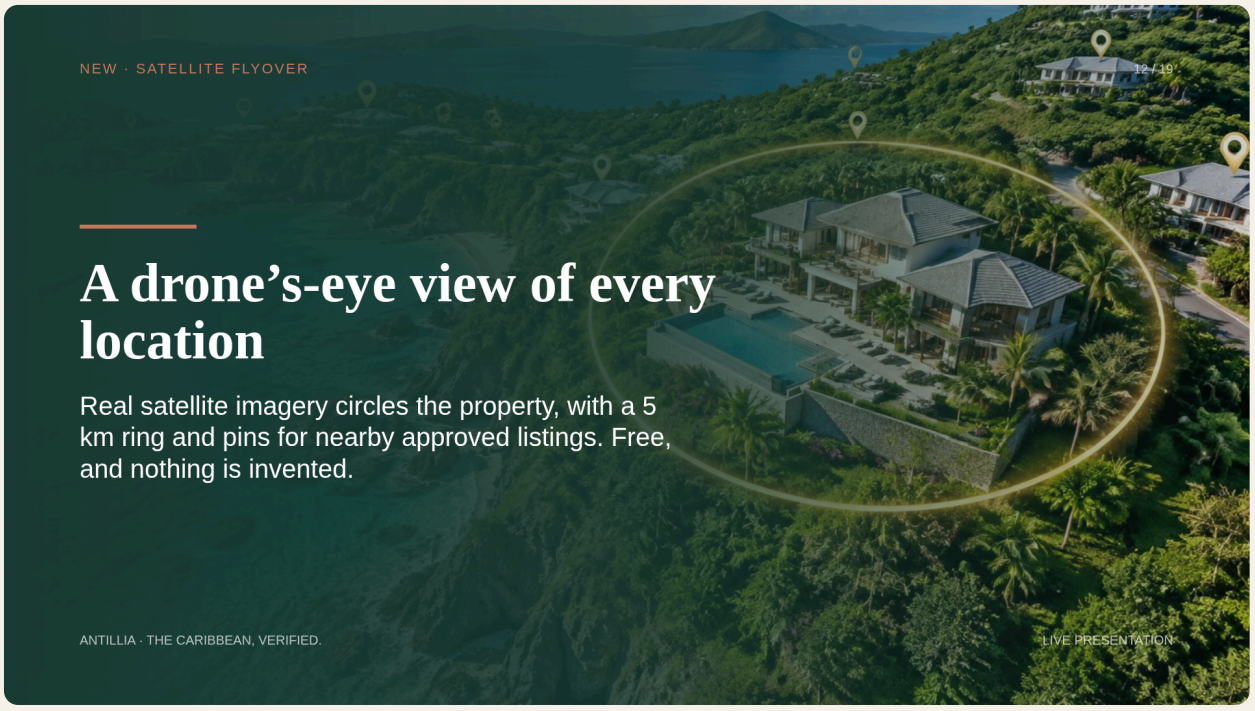

1. **Read your 7 a.m. brief**
   Top scored leads, new enquiries, overdue and upcoming follow-ups, today’s calls and viewings, pipeline and P&L totals. Press Refresh Brief at any time.
2. **Work the approval inbox**
   Autopilot analyses new pending listings every hour and drafts replies to new enquiries. Choose Approve & make active, Approve & publish analysis or Approve & open email. Unreviewed analysis always shows as pending.
3. **Act on lead scores**
   Every enquiry is scored 1–100 with a one-sentence reason and the best next action. Scores above 80 create a high-priority task automatically.
4. **Ask out loud**
   Press the microphone in Ask your Chief of Staff and say, for example, “What’s most urgent today?” Typing works too.
5. **Draft with AI**
   On any follow-up, Draft with AI writes an email, call script or viewing note. Review and edit before sending, then record the outcome.
6. **Run autopilot now**

Autopilot runs hourly; press Run autopilot now when a new listing or enquiry arrives and you want it prepared immediately.

NEW PRESENTATION TOOLS

## Edit, reconstruct and fly over your listings

Keep every listing accurate and give buyers an immersive view built only from real photos and real satellite imagery.

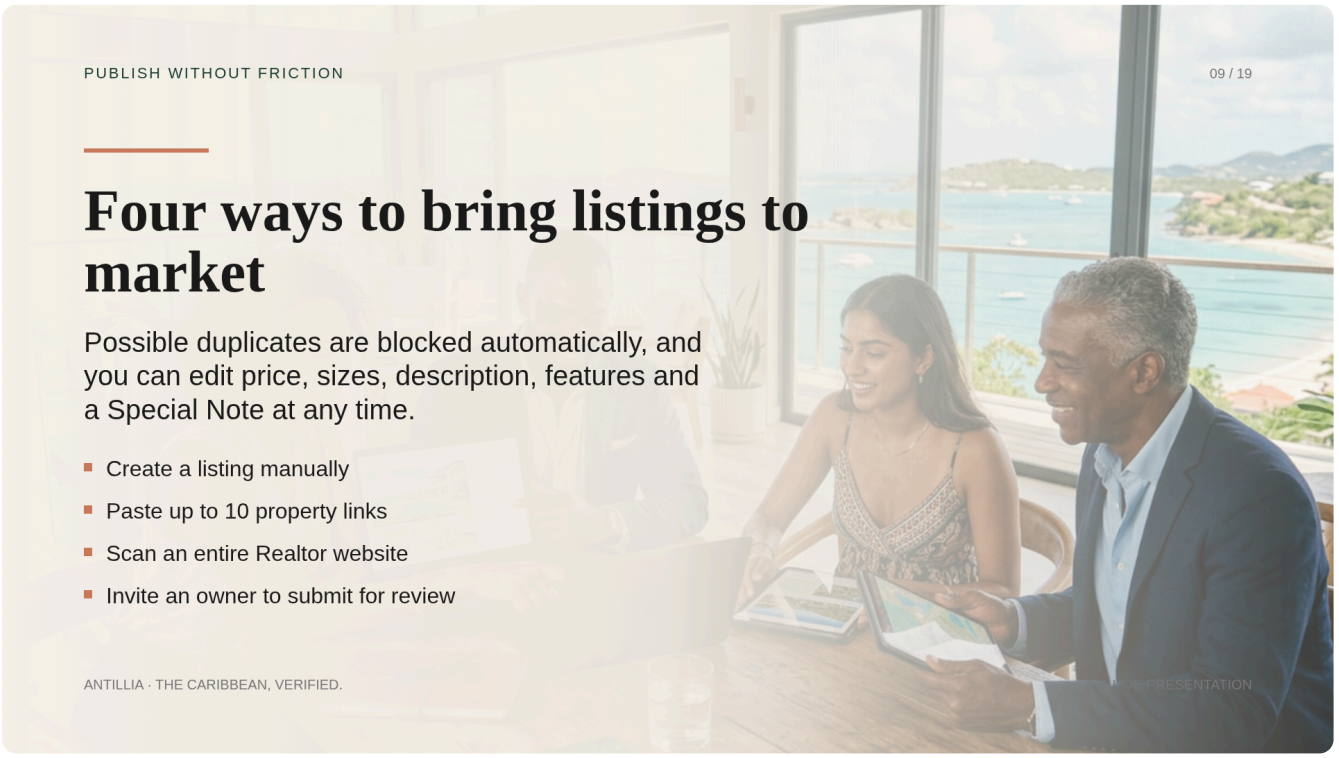



1. **Edit listing details**
   On the property page, Edit listing details lets you change title, price, type, district, beds, baths, square feet, acres, description, features and a Special Note shown at the top of the summary.
2. **Build the house with AI Builder**
   Residential listings with three or more photos can be reconstructed room by room, with architect’s notes, a floor sketch and a whole-property cutaway. Always labelled illustrative.
3. **Show the satellite flyover**
   Every listing with coordinates shows real satellite imagery circling the property, a 5 km ring and pins for nearby approved listings.
4. **Let buyers compare**
   Buyers choose a destination and district on Home, jump straight to matching properties and compare two or three side by side in their currency.

LISTING METHOD 1

# Build a new listing manually

Best when you have accurate property details and original media ready.




1. **Choose the island and listing type**
   The island connects the property to country intelligence, climate, CBI, maps, and reporting.
2. **Enter price, availability, rooms, area, description, and features**
   Choose For Sale, For Rent, or Under Contract. If no asking price is supplied, the public listing displays “Call for price.”
3. **Upload up to 20 photographs**
   The first image becomes the cover. Clear landscape photographs provide the strongest presentation.
4. **Publish and inspect the live property page**
   Test the media, map, Google Earth link, country intelligence, and Realtor profile connection.

LISTING METHOD 2

## Create listings from property links

Paste up to 10 URLs and let the platform prepare editable listing drafts.

1. **Paste one property URL per line**
   Public agency and personal websites work best. Pages requiring a social-media login may not be readable.
2. **Read the listings**
   The importer gathers title, price, island, rooms, area, description, source category, features, and photographs.
3. **Review every field, availability label, and photograph**
   Confirm For Sale, For Rent, or Under Contract, then remove logos, banners, unrelated properties, and other general website images before publishing.
4. **Publish each ready listing**
   Imported photographs are copied into platform storage so they are not dependent on the source page remaining online.

LISTING METHOD 3

## Import an entire Realtor website

Bring a complete agency portfolio into the platform from one homepage address.

1. **Paste the website homepage**
   The Realtor can do this directly or provide the address to the Antillia team.
2. **Find property pages across the site**
   The scanner filters likely listings and avoids common blog, contact, and category pages.
3. **Select pages and read the properties**
   Existing listings are marked to reduce duplication. Large websites may take several minutes.
4. **Spot-check details, categories, and media**
   Imported source categories help separate Land, Rentals, Commercial, Investment, and Residential Sale listings.
5. **Publish all ready records**
   Listings missing required details remain available for correction rather than being discarded.

LISTING METHOD 4

## Invite an owner to submit

Owners can supply rich media and property details for professional review.

1. **Share the Submit Property page**
   Any signed-in property owner can prepare a submission.
2. **Add photographs, 360°, 3D, Matterport, or video**
   The platform supports immersive property media alongside standard photography.
3. **Add source website and social channels**
   These can appear as owner channels on the property page.
4. **Review the pending submission**
   Owner submissions do not publish directly; they remain pending until approved.

DAILY OPERATIONS

## Manage leads, deals, and commissions

Use one desk to follow client interest from the first alert through a closed opportunity.

1. **Review live lead notifications**
   Investment briefs and Vault introductions can arrive in the Portal immediately.
2. **Move each lead through the CRM pipeline**
   Use New, Contacted, Qualified, Viewing, Offer, Closed, or Lost.
3. **Keep private working notes**
   Notes save when you leave the field and remain part of the Realtor workflow.
4. **Estimate commission by island**
   Enter the sale price and your split. Treat the result as indicative and confirm the agency agreement.

FINANCIAL OPERATIONS

# Record property income and expenses

Maintain a clear ledger for on-platform listings and off-platform transactions.

1. **Load sample entries if you want to practise**
   Sample figures are clearly labelled and can be removed later.
2. **Choose or type the property and island**
   Selecting one of your listings can fill the island automatically.
3. **Choose Income or Expense and a category**
   Track commissions, rentals, management, referrals, marketing, media, staging, maintenance, legal costs, travel, and co-broker splits.
4. **Enter the date, US$ amount, and memo**
   Use the memo to preserve the commercial reason for the transaction.
5. **Save the entry**
   Totals, margin, and breakdowns update from the stored ledger.

FINANCIAL REPORTING

# Generate and print P&L reports

Measure results for one mandate, a regional portfolio, or the whole office.

1. **Choose Property, Island(s), or Entire office**
   Select several islands to create a combined regional or island-group report.
2. **Set the reporting dates**
   Create monthly, quarterly, annual, or transaction-period views.
3. **Review income, expenses, net profit, and margin**
   Breakdowns are available by property, island, and category.
4. **Export CSV for the accountant**
   The filtered ledger opens in Excel or Google Sheets.
5. **Print or save the report as PDF**
   Choose Print / Save PDF, then select Save as PDF in the print window or choose a printer.

Questions? Visit antillia.online · Watch the narrated launch presentation at antillia.online/realtor-launch