Create and publish a "CB Estimate" page on Moxi

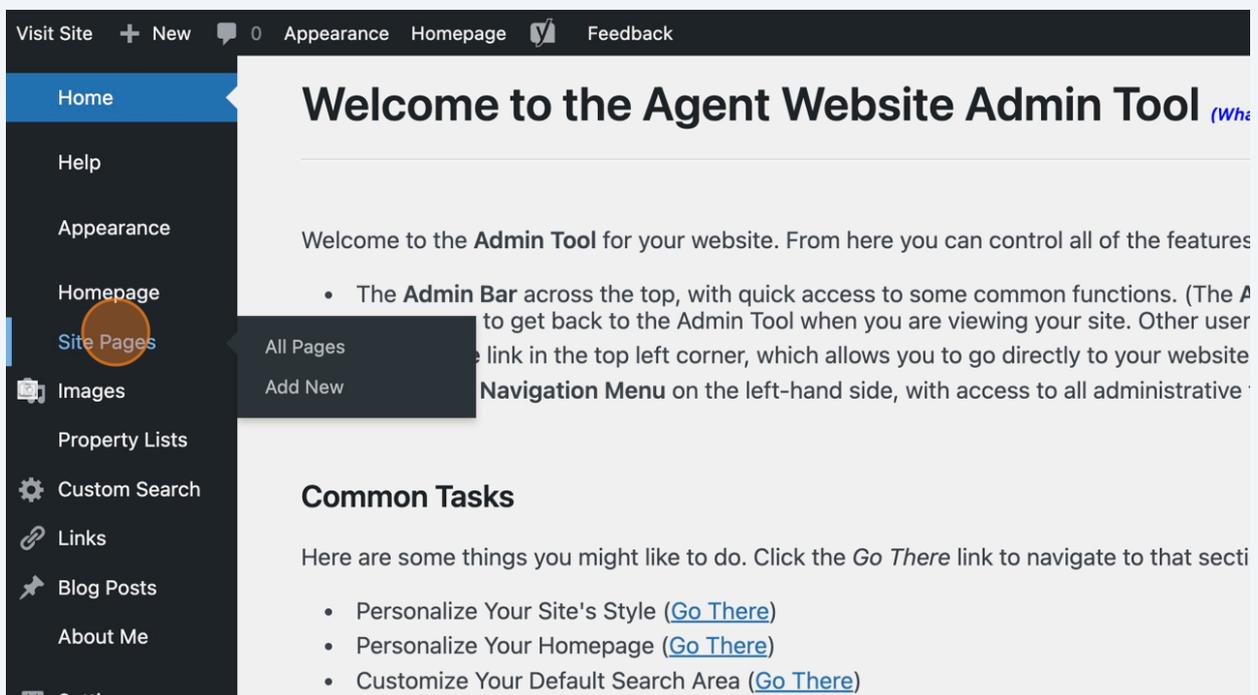**1** Navigate to https://mycbdesk.com/

2 Go to MoxiWorks
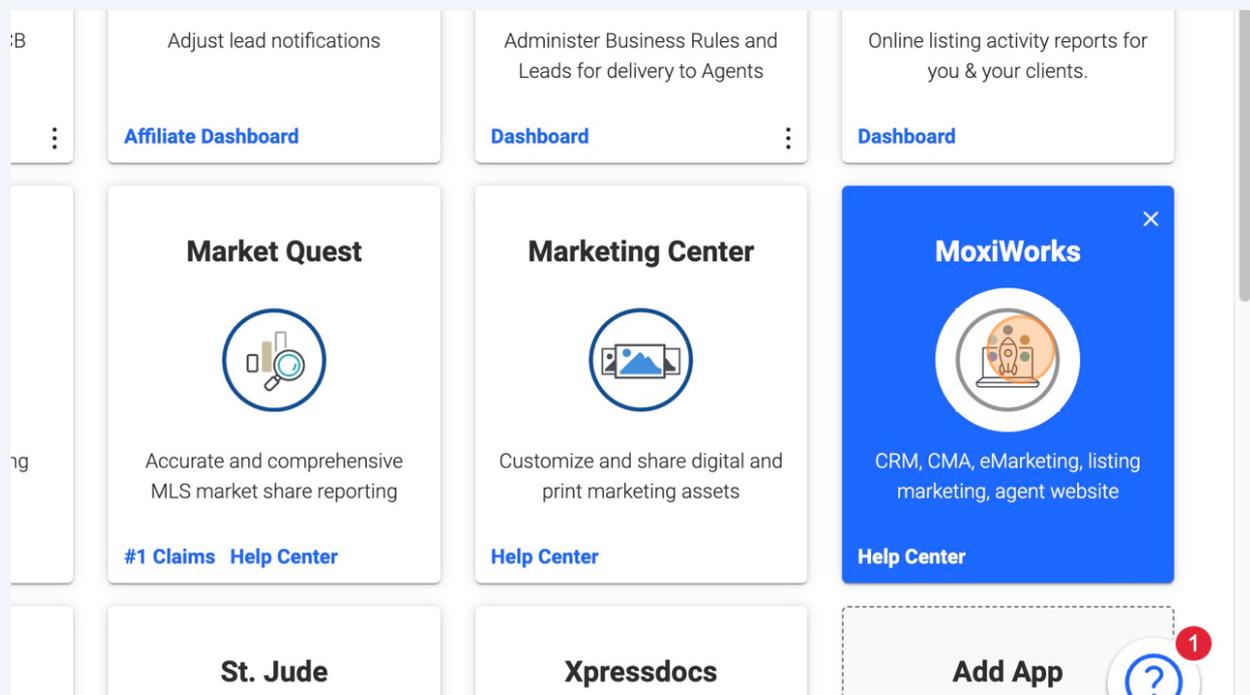
3   Click "My Website"
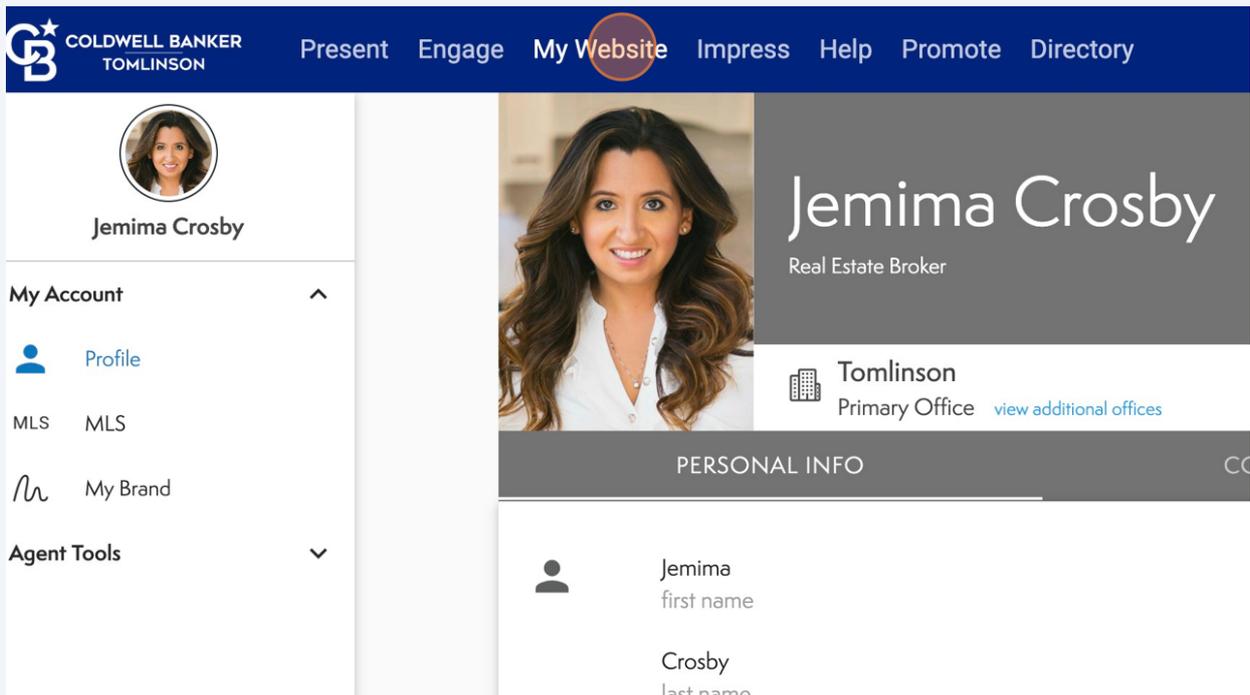
4   Click "Site Pages"

5 Click "Add New"

Visit Site   ➕ New   💬 0   Appearance   Homepage   🍴   Feedback

Home		
Help		
Appearance		
Homepage		
Site Pages		
All Pages		
Add New		
📷 Images		
Property Lists		
⚙ Custom Search		
🔗 Links		
📌 Blog Posts		

All Pages *(What's this?)*   Add New

All (18) | Standard (15) | Custom (3)

Bulk Actions ⌄   Apply

☐ Page Title	Page Type	Date Published
Home Edit	View	Hide	Homepage	2022-11-16 09:06:54
☐ Properties Edit	Hide	Delete	Menu Item	2022-11-16 09:06:54
☐ Property Search Edit	View	Hide	Search	2022-11-16 09:44:
☐ My Active Listings Edit	View	Hide	Delete	Properties Page	2022-11-16 09:06:
☐ My Sold Listings (Hidden) Edit	View	Show	Delete	Properties Page	2022-11-16 09:06:
☐ Featured Properties (Hidden) Edit	View	Show	Delete	Properties Page	2022-11-16 09:06:

6 Click this "Custom Page"

omepage   🍴   Feedback

What's this?)   Add New

| (15) | Custom (3)

⌄   Apply

	Page Type	
	Homepage	
iew	Hide		
ies ide	Delete	Menu Item	2022-11-16 09:06:54
Property Search Edit	View	Hide	Search	2022-11-16 09:44:15
My Active Listings Edit	View	Hide	Delete	Properties Page	2022-11-16 09:06:54
My Sold Listings (Hidden) Edit	View	Show	Delete	Properties Page	2022-11-16 09:06:54
Featured Properties (Hidden) Edit	View	Show	Delete	Properties Page	2022-11-16 09:06:54

Add New   X

Custom Page ⌄   Cancel   Submit

7   Click "Submit"

Add New   X

Custom Page   ⌄

Cancel   Submit

je Type

omepage

Menu Item   2022-11-16 09:06:54

Search   2022-11-16 09:44:15

Properties Page   2022-11-16 09:06:54

Properties Page   2022-11-16 09:06:54

Properties Page   2022-11-16 09:06:54

8   Name your page "CB Estimate" and then click "Builder"

Visit Site   + New   💬 0   Appearance   Homepage   🛡 ●   Feedback

Home

Help

Appearance

Homepage

Site Pages

Images

Property Lists

Custom Search

Links

Blog Posts

About Me

Add New Page (What's this?)

CB Estimate

Text Editor   Builder

📷 Add Media

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾   Table ▾

B   I   66   ☰ ▾   ☰ ▾   ☰   ☰   ☰   ☰   🔗   ✂   ⊞ ▾   ✕   ↺   ↻   ⌨   ▶

9 Click the + in the top right and navigate to "Templates"
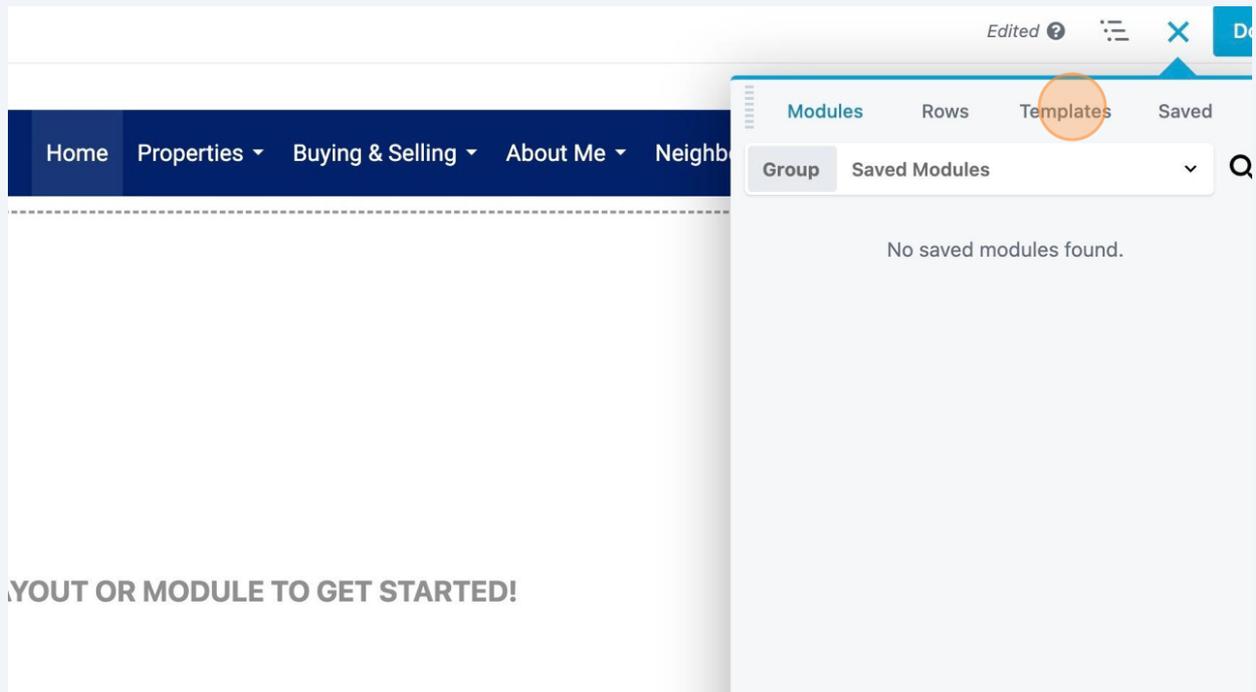
10 Click Group and then find "Brand Templates"
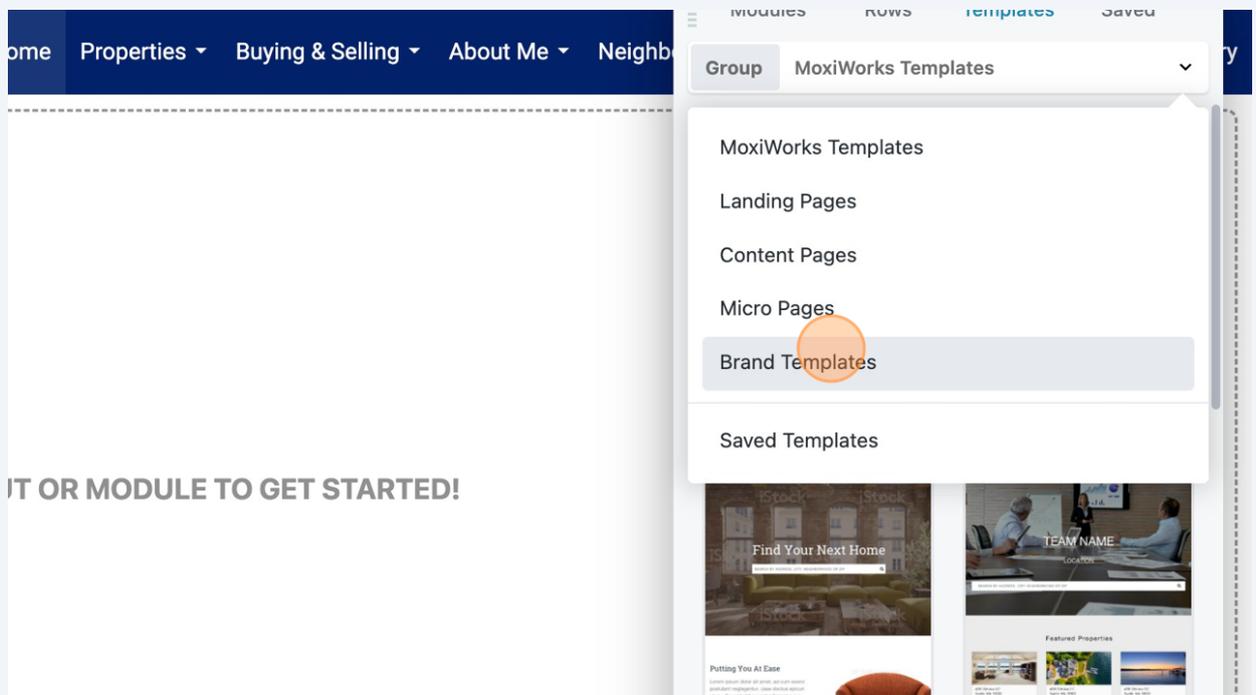
**11** Scroll down and select any of the three CB Estimate templates

Template: CB Estimate 1

Template: CB Estimate 2   Template: CB Estimate 3
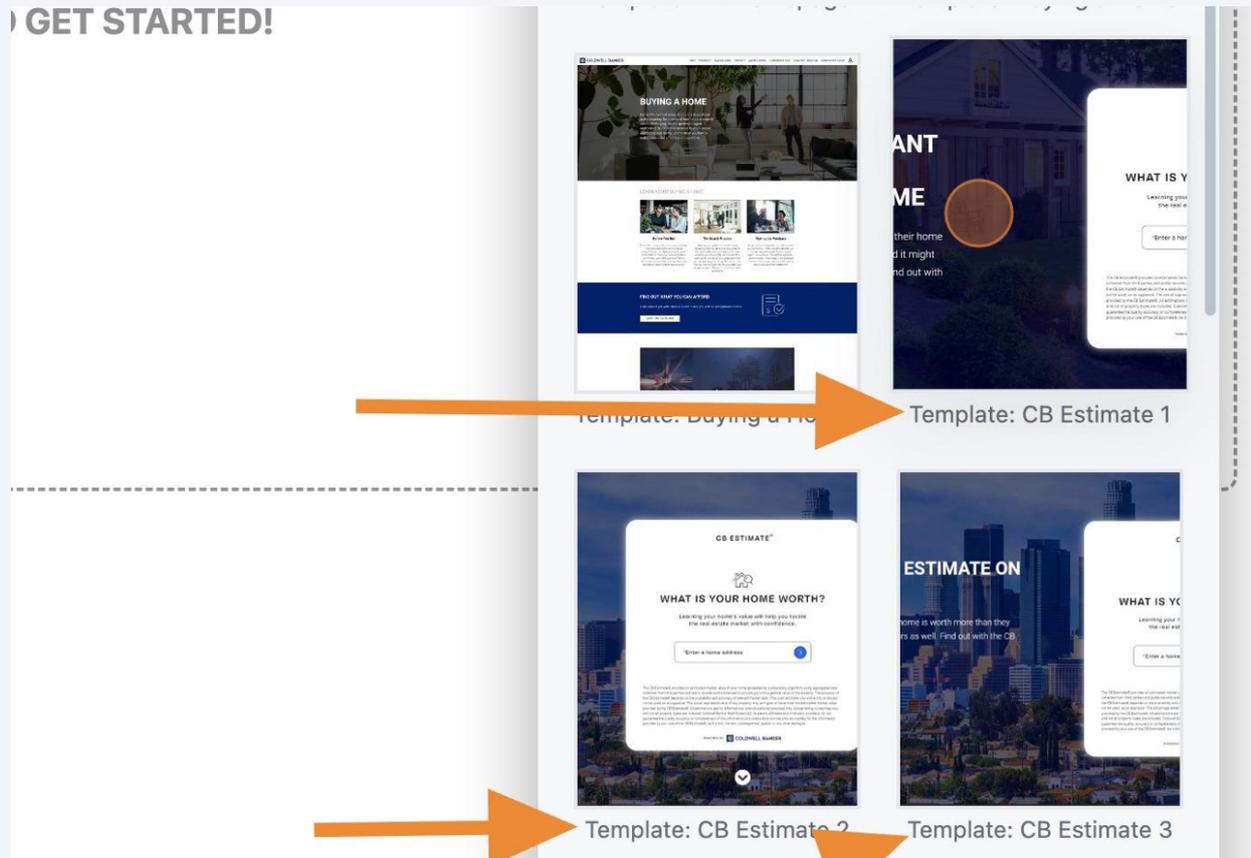
12 The template has loaded! Remove the "Insert" Contact by clicking the X

I would love the opportunity to speak with you about wh
questions. Contact me today and take the first ste

Remove

[Insert Contact For
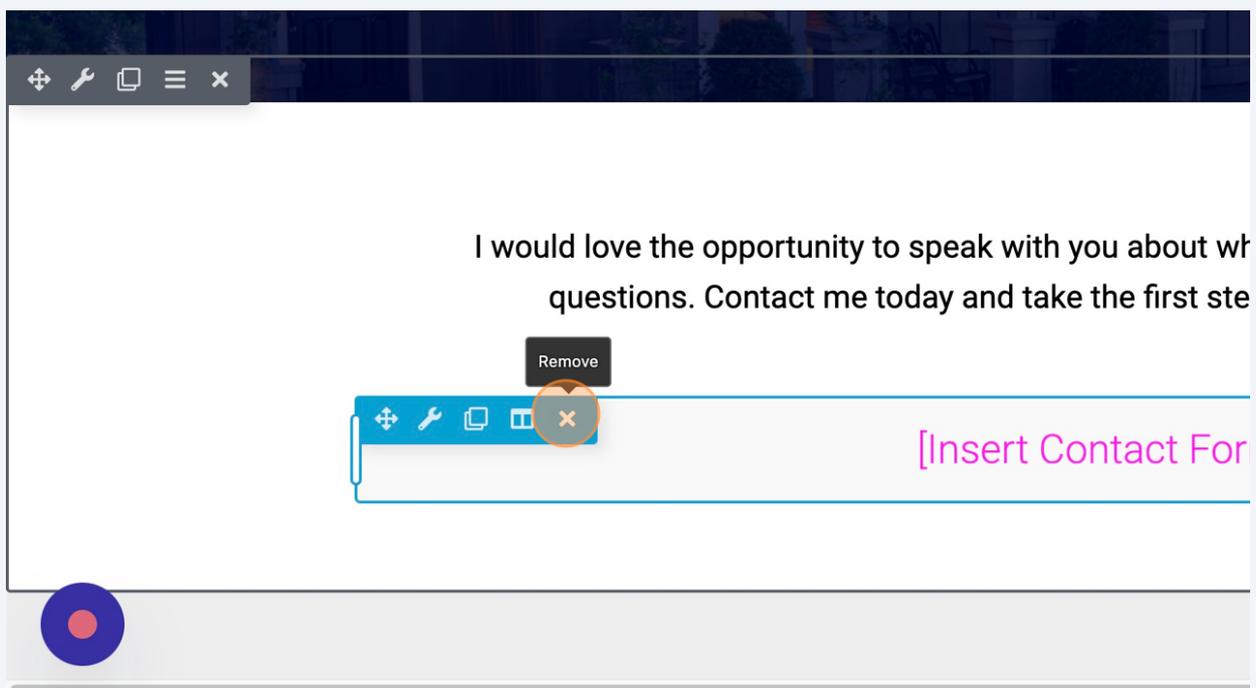
Your page is complete. To add a contact for BELOW your CB Estimate tool, follow the next steps.

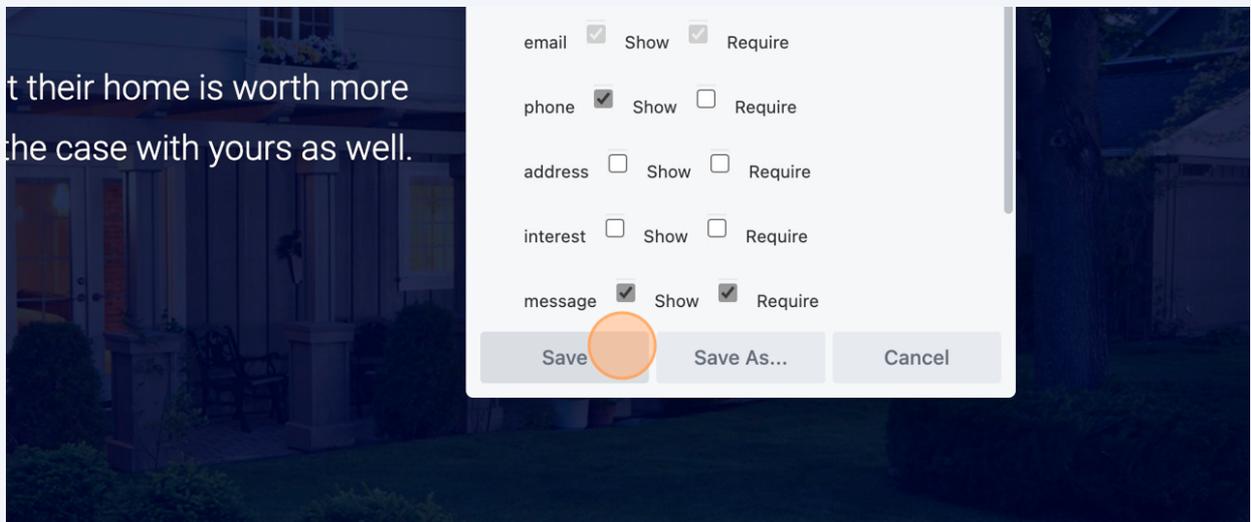**13**   Click the + button again.
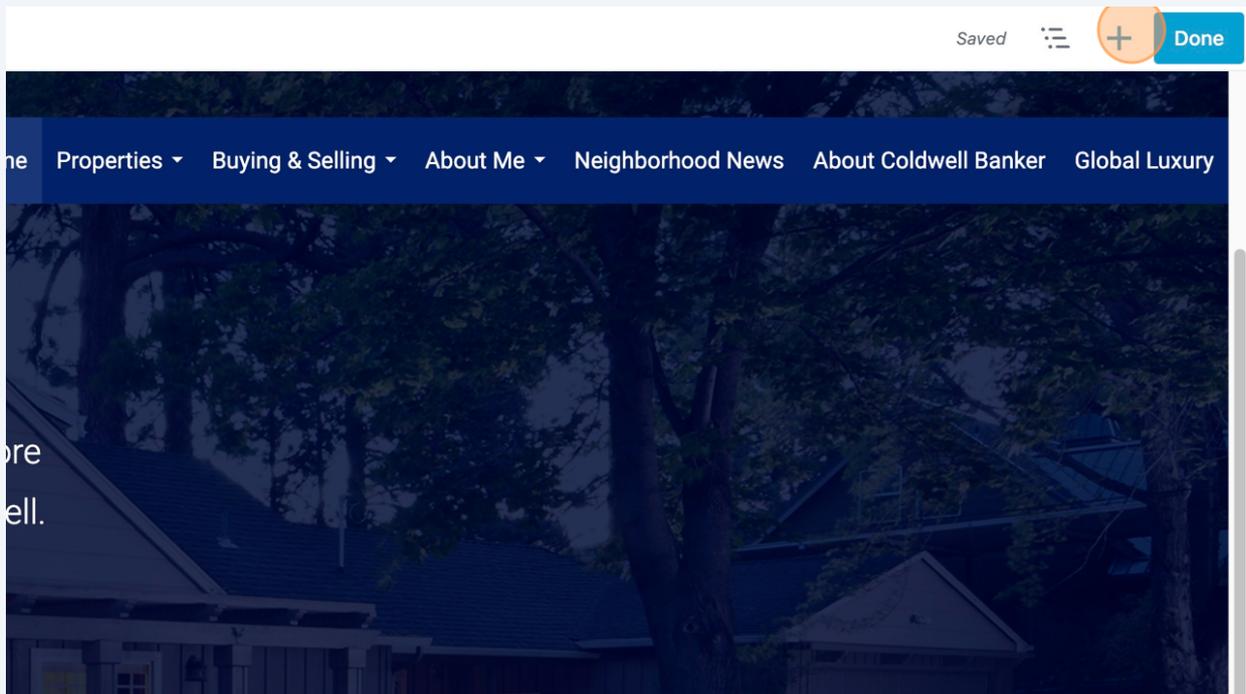
14 Click "Modules"
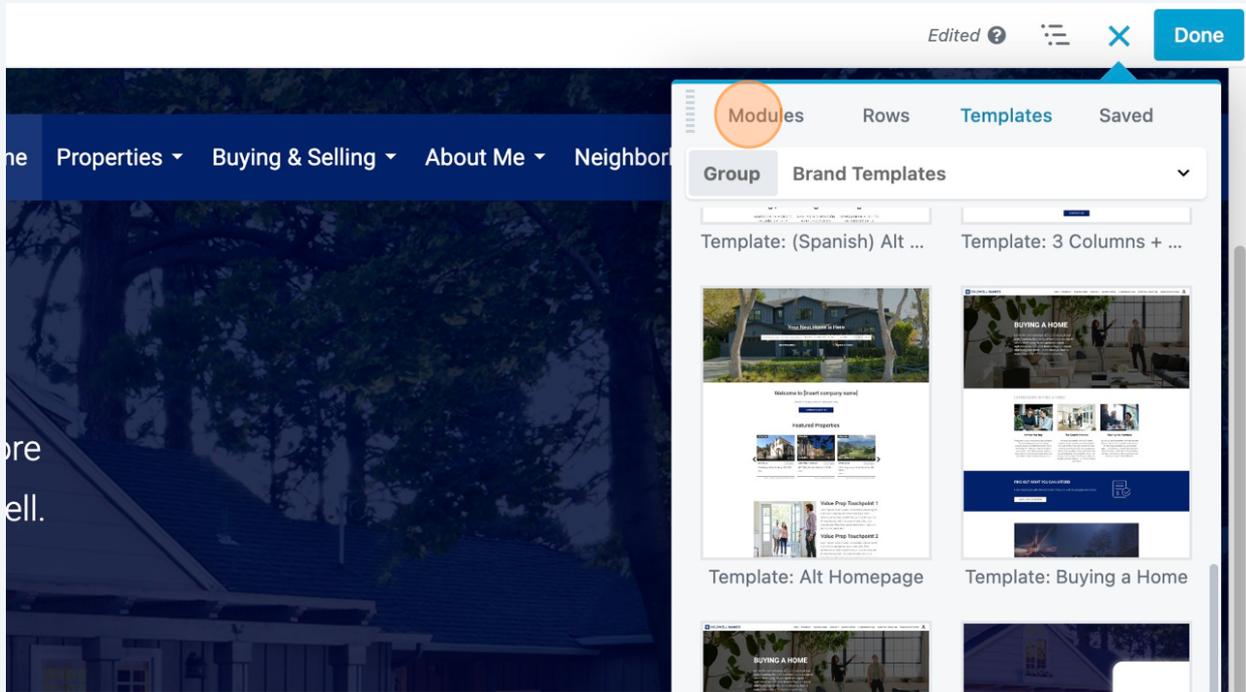
15 Under Group select "Widgets"
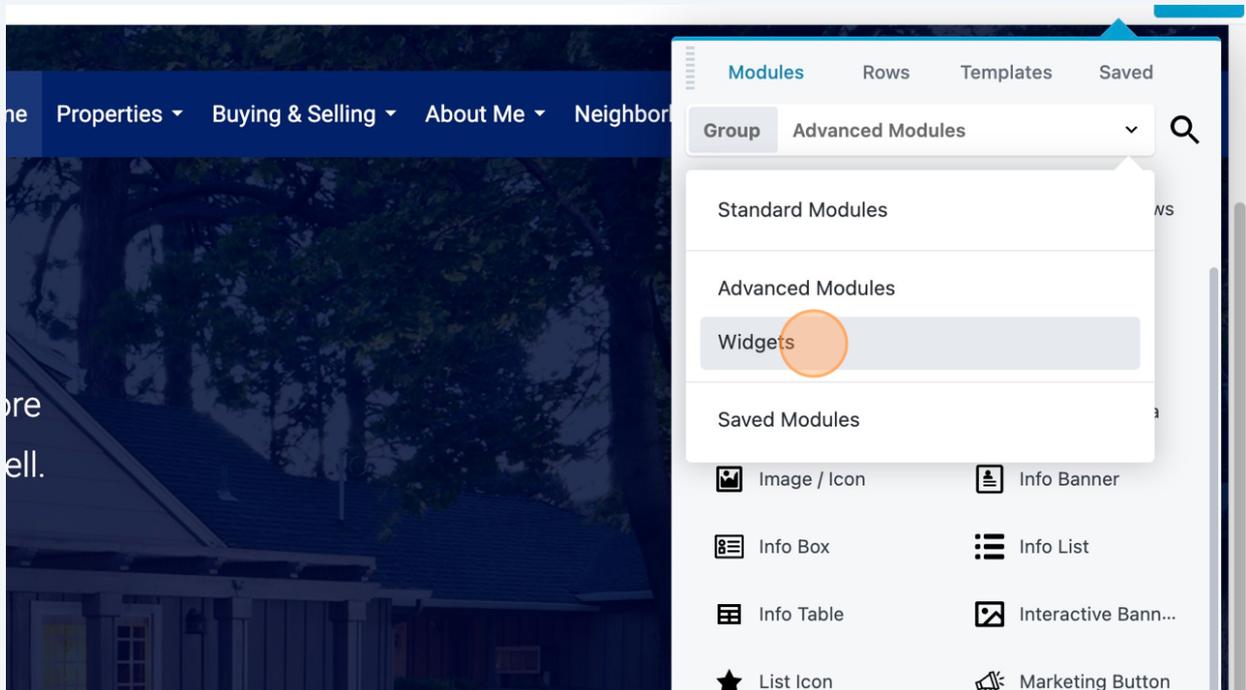
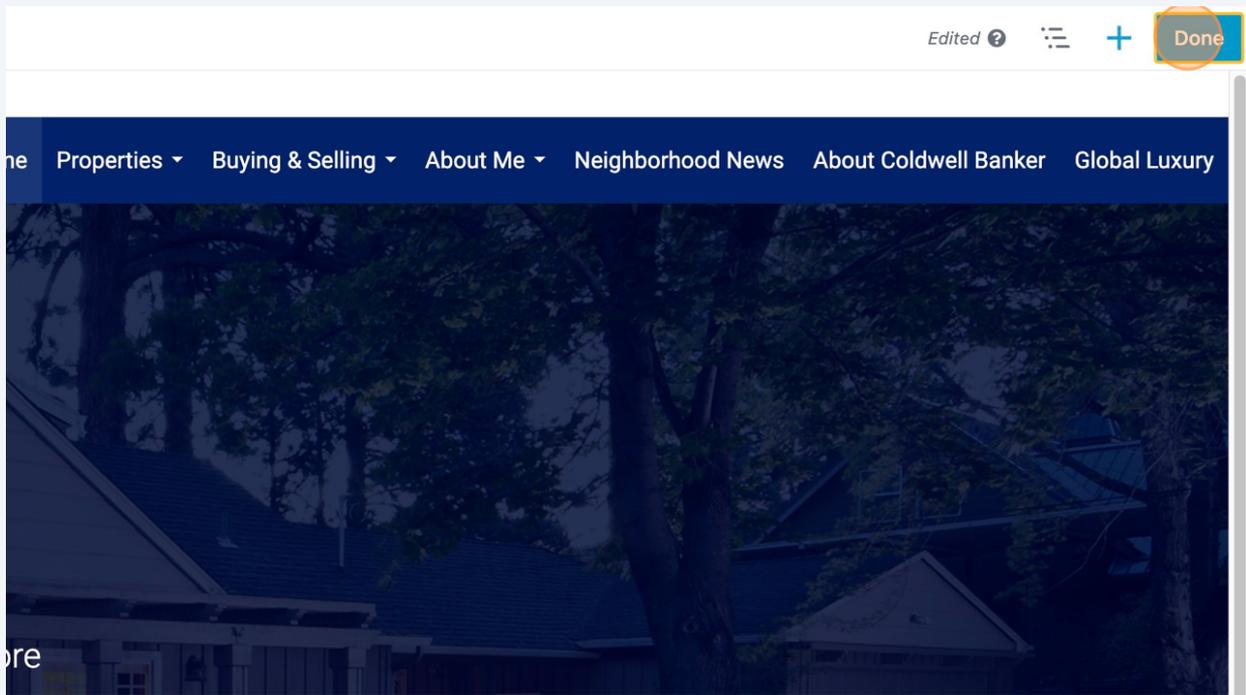**16** Click "Contact Me Module" and drag to the bottom of your page

Edited ❓ | ✕ | **Done**

Modules | Rows | Templates | Saved

Group | Widgets ⌄ | 🔍

Properties ⌄ | Buying & Selling ⌄ | About Me ⌄ | Neighbor

Widgets

Ⓦ Agent & Office ... | Ⓦ Blog Navigation ...
Ⓦ Blog Subscribe ... | Ⓦ Contact Me Module
Ⓦ Custom Search... | Ⓦ Featured Proper...
Ⓦ Links Module | ▭ Moxi Post Shelf
▭ Moxi Related Ar... | ▭ Mx Post Carousel
Ⓦ My Brokerage L... | Ⓦ My Contact Det...
Ⓦ Neighborhood | Ⓦ Property Search
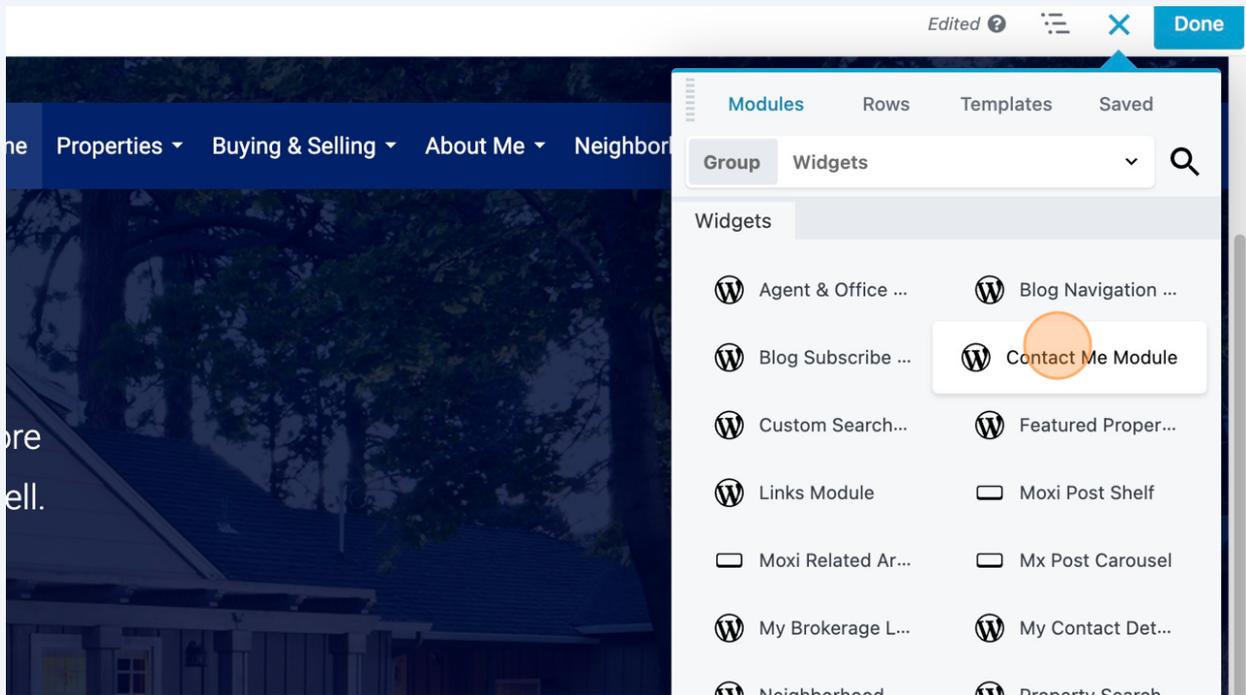
17 Make deletions (or leave as-is) and Click "Save"

t their home is worth more
the case with yours as well.

email ☑ Show ☑ Require

phone ☑ Show ☐ Require

address ☐ Show ☐ Require

interest ☐ Show ☐ Require

message ☑ Show ☑ Require

Save | Save As... | Cancel

opportunity to speak with you about what your home is worth and to answer any

18 Click "Done"

Edited ❓ ☰ + **Done**

Properties ▾   Buying & Selling ▾   About Me ▾   Neighborhood News   About Coldwell Banker   Global Luxury

19 Click "Publish"

Discard   Save Draft   Publish   Cancel

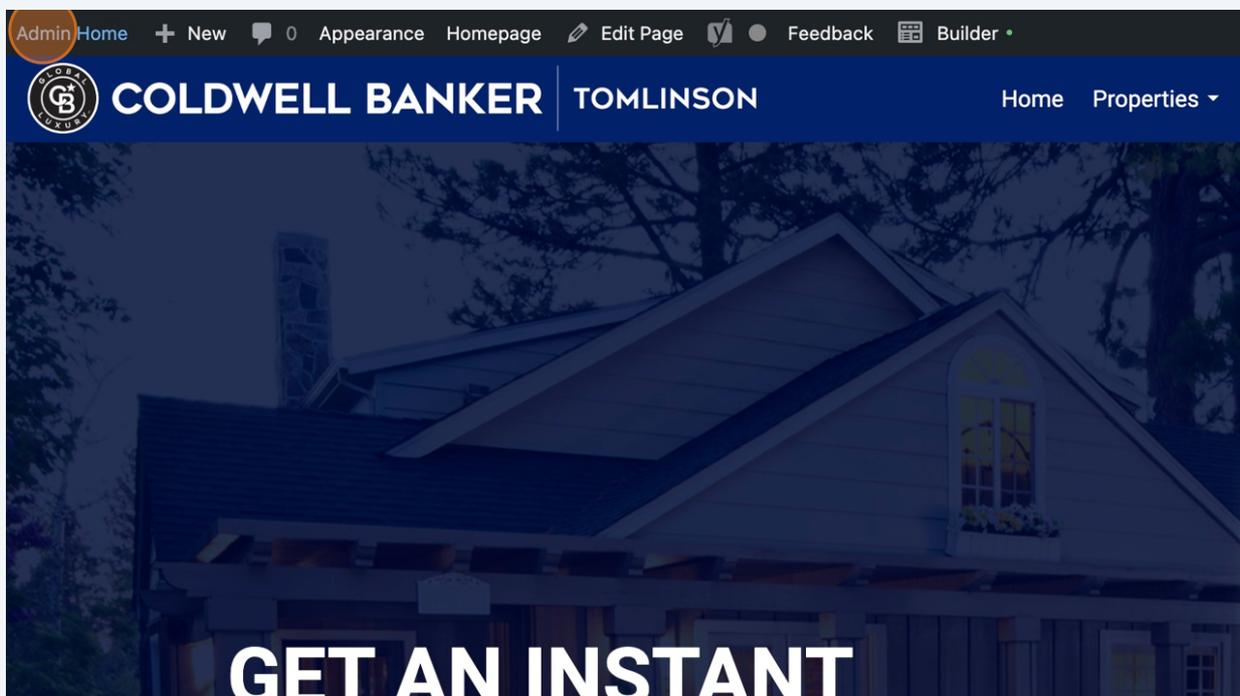Properties ▾   Buying & Selling ▾   About Me ▾   Neighborhood News   About Coldwell Banker   Global Luxury
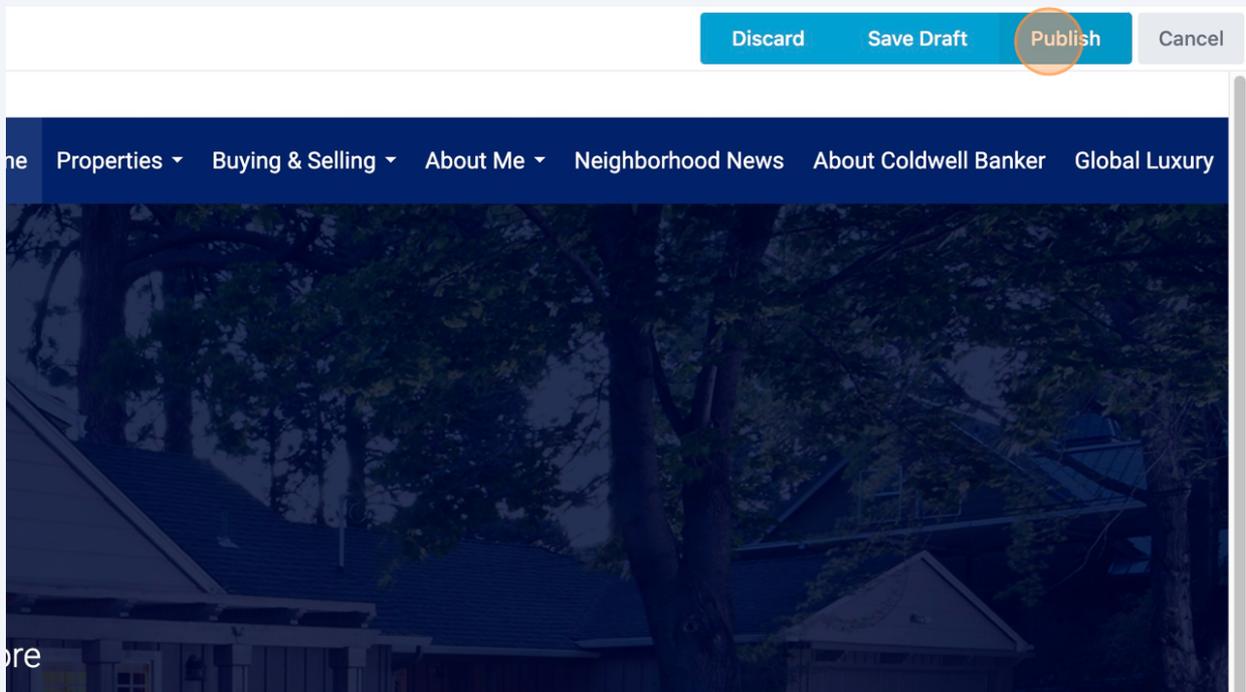
Your page is complete and published. Now you want to move the page to a place in your menu system that makes sense

20 Click "Admin Home"

21 Click "All Pages"

22 Find your new CB Estimate Page and drag it to Buyers & Sellers (Or any other location in your menu system)

23 The click "Publish"

11-16 09:06:54

2022-11-16 09:06:54

07-10 15:24:45

11-16 10:42:15

11-16 10:42:15

11-16 10:42:15

Published

Clear Page Cache   Publish

💬 Help