








MoxiImpress


Getting Started Guide

Overview	MoxiImpress is a marketing tool built to enable you to increase your productivity by easily marketing your listings and business, reaching more people, building stronger relationships with your prospects and clients, and driving more business. You'll find getting starting steps below, but for more detailed information, check out the MoxiWorks Help Center for MoxiImpress .
	
Accessing MoxiImpress	<ol style="list-style-type: none">1. Sign into The Greenhouse.2. From the menu on the left, click Tools and Resources3. Scroll down to find the MoxiWorks tile.
	
Validating Your Information	Your profile information will show on any marketing materials you create in MoxiImpress, so it's important that you make sure it's all up-to-date . Contact your Office Manager to add/edit or update any of the information.
	
Editing Existing Projects	Scheduled an open house? Dropped the price? These unique events will trigger additional targeted marketing materials to be created automatically . You can also manually edit and update any existing material piece. MoxiImpress makes it easy to switch photos or edit the body text for any project. Simply click on any existing project and select the Edit button to make changes. Watch this video on editing a project , or follow these step-by-step instructions to update an existing project.
	
New Listings	MoxiImpress was designed to help you deliver beautiful marketing pieces for your listings. When your new listing goes live, branded materials are automatically created and sent. With MoxiImpress you can: <ol style="list-style-type: none">1. Create a new project (for example, for one off use)2. Select a template from the design gallery3. Review and share
	

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<p>Distribute Your Marketing Materials</p>	<p>The fun part about creating beautiful marketing materials is showing them off to the world. Within MoxiImpress you will have options available when ready to share and promote a listing. You can:</p>
	<ul style="list-style-type: none"> • Publish to your MoxiWebsite. • Email to your contacts in MoxiEngage. • Download locally. • Print through your printer partner(s). • Share to Facebook, Twitter, or Pinterest.

<p>Impersonation</p>	<p>MoxiImpress currently allows certain non-sales roles within your local office (such as Broker/Owner/Office Admin) access to your account via an Impersonation function. This gives brokers/office admins access to create, edit and share projects in your portfolios. To opt out:</p>
	<ol style="list-style-type: none"> 1. Log in to your MoxiImpress account. 2. Click your name in the upper-right corner of the page. 3. Select Account Settings in the drop-down menu. 4. Click the drop-down arrow for the Allow Office Administrator to Access Account field. 5. Select No from the list. 6. Click Save.

<p>Learn More</p>	
	<p>Check out the Learning Library on Be Better University for more learning resources on MoxiImpress.</p>