

Office IDX Search

IDX ("Internet Data Exchange") or BR ("Broker Reciprocity") allows member Brokers to offer on their own company web sites a "public search" of real-time MLS data, including their own listings and those of other IDX participants.

From the "Menu Bar," click "ADMIN," click "Office Menu." Then from the "Office Menu," "Office Settings," click "Office IDX Search Preferences."

Note! These menu functions are available based on access privileges. If you do not see the "Office Menu" link on the "ADMIN" menu, you do not have the access level assigned to modify Office preferences. (**Broker/Manager**) Please contact MLS to modify your access privileges.

Setting up your "IDX Search" is a 3-step process.

Step 1: Select the Criteria for your IDX Search Page

"Available Fields" you can select from display on the left. Point and click to select the field you want, then click the "Add" button to move them into the "Selected Fields" on the right. **Hint!** Click and move one field at a time, or hold the "Control" key [Ctrl] down and click to select multiple fields. You can "Remove" "Selected Fields" in the same way. You can rearrange the fields using the "Move" buttons; just click on an item in the "Selected Fields" and click "Move Up" or "Move Down" as desired. Click "Save" in the "Tool Bar."

Step 2: Select the colors for the IDX elements in your IDX search page

To select the colors, in the "Custom Form Colors" section at the bottom of the page, click the color wheel ICON next to the desired web page component. In the "Color Chooser" window that displays, click directly on the desired color. A sample of the selected color automatically displays next to the appropriate web page component. Select the colors that "blend" with your web site. Click "Save" in the "Tool Bar."

Step 3: Connecting your web site to your IDX search

From the "Menu Bar" click "ADMIN," then from the "ADMIN" menu, click "Office Menu," then from the "Office Page," "Office Settings," click "Public Access Links." Locate the "Hyperlinks." Click "Copy Link to Clipboard" and paste link text in an e-mail message to your Webmaster, or directly into your web site layout. Attach this link to a button, graphic or link. Repeat for all of the "Hyperlinks" that you wish to use. You can offer a "real time" view of your office listings, your office open house listings, your company listings, your company open house listings, your agent roster, your office information, and a IDX (Broker Reciprocity) search for MLS listings and open houses right on your company's Web site. Alternatively you could simply "print" this page and give it to your Webmaster.

Note! There is no charge for these links!

