

## How to use the BAREIS MLS IDX Links- Individual Broker/Agent Links

**The Broker must first be Opted-In to IDX with BAREIS MLS and then activate the IDX access for the individual Agent before they can access the IDX links.**

To check to see if your IDX access is turned on, please log in to the MLS system and go to Admin and see if you have the option IDX Search Setup. If you have this option then start below at section B. If you do not have the IDX Search Setup option, then start at section A with your broker.

### **A) Broker- How to Activate IDX Access**

1. Broker logs on to the MLS (Rapattoni)
2. Go to Admin > Office Menu > Manage IDX Member Access
3. Check the box next to his/her name and any other agents/managers that he/she wants to give IDX access to
4. Click Save Changes at the top

### **B) Setting up & Customizing the Look of your Search Page**

1. Go to Admin > IDX Search Setup
2. Here you can Add or Remove the "Selected Fields" on the right hand side. As well as rearrange the order of them.
3. You can also change the colors around a little bit down at the bottom of the page.
4. When you have it the way you want it, click Save at the top of the page.

### **C) Previewing the Links**

1. Go to Admin > Public Access Links
2. Here you should have 4 links. They should be as follows:
  - a. Hyperlink to "See My Listings"
  - b. Hyperlink to "Agent Information" personal page
  - c. Hyperlink for IDX framed solution
  - d. Hyperlink for IDX framed "Open Houses Search"
3. There are two options below the name of the link. "Copy Link to Clipboard" & "Preview Link" When you click "Preview Link" you will be able to see exactly how it will look when your client or potential client clicks on the link on your website.

### **D) Getting the Link for your Individual Listings**

1. Go to Listings > View/Revise Your Listings
2. Click on the MLS Number of the Listing you want to have linked to your website.
3. On the RIGHT hand side, click the **Options** bar.
4. Now you can preview the Public View Link and then click Copy Link to Clipboard and paste into an email to your webmaster or paste it directly into your website.

### **Using the Links**

You may use one or all or as many of the links as you want. It's up to you which ones and how many of them that you use for your website.

To add the link to your website click on "Copy Link to Clipboard" and then paste it into your website.

If you have a webmaster or web developer who is building your website for you, then copy the link and paste it into an email and send it to your webmaster or web developer.