

## How to use the BAREIS MLS IDX Links- Office Links

**The broker must first be Opted-In to IDX with BAREIS MLS before he/she can access the IDX Links.**

### **Activating 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

### **Customizing the Look of the Search Page**

1. Go to Admin > Office Menu > Office IDX Search Preferences
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.

### **Previewing the Links**

1. Go to Admin > Office Menu > Public Access Links
2. Here you should have 8 links. They should be as follows:
  - a. *Hyperlink to "See Our Listings"*
  - b. *Hyperlink to "See Our Open Houses"*
  - c. *Hyperlink to "See Our Company Listings"*
  - d. *Hyperlink to "See Our Company Open Houses"*
  - e. *Hyperlink to "See Our Agents"*
  - f. *Hyperlink to "See Our Office Information"*
  - g. *Hyperlink for company IDX framed solution*
  - h. *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.

### **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.