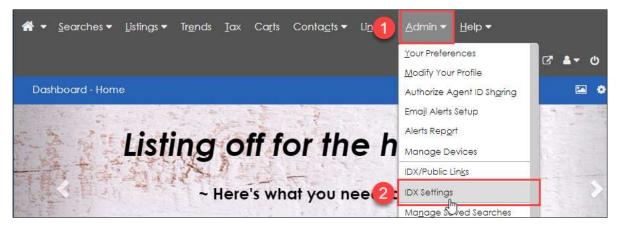
1. Log in to BAREIS MLS.

IDX Settings

2. From the top menu bar, click Admin (1) and then select IDX Settings (2).



3. On the **IDX Settings** screen, capture the color information using one of the three methods on Page 5.

Sc	Save							
1	IDX Settings							
	Peatured Properties							
	@ IDX Background Color	#efefec	•					
	IDX Header Bar & Button Color	8A2BE2	•					
	IDX Field Label & Header Link Color	FFFFFF	0					



IDX Search Set Up

4. From the top menu bar, click **Admin** (1) and then select **IDX Search Setup** (2)

A → Searches → Listings → Tr<u>e</u>nds Iax Carts Conta<u>c</u>ts	Li
Save	Your Preferences Modify Your Profile Authorize Agent ID Shgring
IDX Settings G Featured Properties	Email Alerts Setup Alerts Report Manage Devices
IDX Background Color	IDX/Public Lin <u>k</u> s IDX Settings
@ IDX Header Bar & Button Color	IDX Search Setup Manage Saved Searches

5. On the **IDX Search Preferences** screen, capture the list of Selected Fields using one of the three methods on Page 5 such as clicking on the printer icon (1). You may need to print twice after scrolling (2) to capture all fields.

Save				/ 0	₽
IDX Search Preferences				12 of 24 Selec	A
General					Е
	O How do I us	A CONTRACTOR AND A CONTRACT			l
Select fields on left and click Add, then use Mov	re buttons or Sort to arrange f	ields in your display			1
Available Fields			Selected Fields		-
Description		Sort Order	Description		-
Agent/Office	Add at	10	Property Types		
APN's	S Add All	20	Areas		
Lot Size		30	Counties		
Lot Size Price Per	Remove	40	Cities		
Maps		50	Beds/Baths		
Map Coordinates	O Remove All	60	Approx SqFt		
Marketing Remarks	Move Up	70	Price		
Occupancy	O Move Down	80	Year Built	2	-
					_



IDX Featured Properties

6. From the top menu bar, click **Carts** (1) and check to see if you have set up any **IDX Featured Properties** (2). If so, click on the **Cart** name to display the listings.

or for the strain of the stra	Tr <u>e</u> nds <u>I</u> ax Ca <u>r</u> t	s Conta <u>c</u> ts ▼	Li <u>n</u> ks 🕶	<u>A</u> dmin •	<u>H</u> elp ▼	Q
Dashboard - Home						
∦ → <u>S</u> earches → <u>L</u> istings → Tr <u>e</u> nds <u>T</u> ax Ca <u>r</u> ts (Conta <u>c</u> ts ▼ Li <u>n</u> ks ▼ <u>A</u> dmin ▼	<u>H</u> elp ▼		?	<u>۹</u> ۹	ය 📲 ර
New Cart						
Carts						
Sort By Name V Direction Ascerding V						
Name	Date Created	Date Last Updated				# of Listings
IDX Featured Properties	10/6/2016 12:13:43 AM	7/17/2020 2:24:32 PM				6
Add listings to include them on your IDX 'Featured Properties' page. Note	that the IDX 'Featured Properties' page is put	blic viewable but some listings may	not display for the put	lic due to IDX rules.		\bigcirc

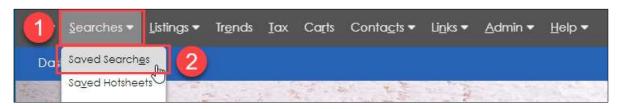
7. On the **IDX Featured Properties** screen, capture the list of properties using one of the three methods on Page 5.

IDX Featured Properties								Your Listing Cart contains 6 listing(s)			
	Residential ((6)									
● Show - 🛙 🛍 Remove - 🖌 🖨 Sort 🛛 🔟 Stats								Page 1 of 1			
	Listing #		Туре	Status	S/L	List/Sell \$	DOM/CDOM	Address	City	Area	
~	21917020	GAR	SFR	Active	S	\$68,000,000	526/526	7001 Del Valle Road Rd	Livermore	Alameda County	
	22015019	(MA)	SFR	Sold	S	\$2,000,000	6/6	60 E Roberts Dr	Inverness	Inverness	
	21827763	GAR	SFR	Withdrawn - Cancel	S	\$12,400,000	243/385	10420-10440 White Fang Glen Ln	Kenwood	Sonoma	
	21728511	Can's	SFR	Withdrawn - Cancel	S	\$17,000,000	572/572	2900 Spring Mountain Rd	Saint Helena	St. Helena	
	21719735	Gan	SFR	Expired	S	\$15,000,000	506/506	3431 Nicasio Valley Rd	Nicasio	Nicasio	
	21714309	Can b	SFR	Expired	s	\$18,900,000	1,254/1,254	311 Henry Station Rd	Hopland	Talmage/Hopland	



IDX Search Criteria

8. From the top menu bar, click **Searches** (1) and then select **Saved Searches** (2)



9. In the Saved Searches window, click on the Manage Saved Searches link.



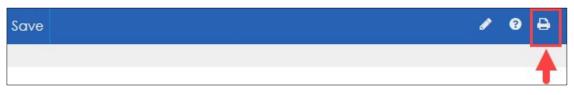
10. Check to see if any of your saved searches are used for IDX. If so, capture the IDXrelated Saved Search detail using one of the three methods on Page 5.

Options	0 B
Manage Saved Searches	
Be sure to click the Save/Refresh button after making any changes Set all to: Enabled Disabled Deleted Undeleted	Filter by: All ~
Search Name Search Criteria	
Los Ranchilos2 Map Draw 1 Shape Property Types RESI, LOTL Statuses Active, Contingent-Release, Contingent-Show, Contingent-No Show, Pending, Sold (1/1/2016 or after), Sold Off MLS (1/1/2016 or after) Transaction Type Sale	



Capture Information

- 11. Capture the IDX information using one of the three methods below. If you need to scroll to view all information on a screen, the Print icon method is preferred because with the other two methods, you will have to generate multiple screenshots.
 - a. Print Icon (pdf or hard copy)
 - Click on the print icon in the upper right, selecting pdf or the printer of your choice.



- b. Print Screen (PrtSc or PrtScr key on your keyboard)
 - Press the **Print Screen** key on your keyboard and paste the screenshot into the application of your choice, such as MS Word.
 - Save the file for future reference following the BAREIS Plus launch.

c. Snipping Tool

- This application may already be added to the toolbar across the bottom of your screen. If not:
 - In the search box in the lower left corner of your screen, enter Snipping Tool.
 - Click on the **Snipping Tool** link in the upper right of the best match window.
- Click on the **New** icon, select your saved searches and paste the screenshot into the application of your choice, such as MS Word.
- Save the file for future reference following the BAREIS Plus launch.

