



Items Required to Create an Agent Site:

- Cell number (Required)
- Email Address: (Required)
- Office Address: (Not required)
- Headshot: (Required)
- Customized IABS Disclosure form (Required)
- Personal Bio (If you have one, not required.)
- Your Logo if you have one (Not required)
- Nest.me link: from admin@prorealtysites.com (Email admin@prorealtysites.com and we will set up your Nest.me link. Property searches is not required but a value add and no charge for the availability.
- Any personal testimonials that you would like to include in your site (Not required)
- Links to agent's social media accounts (Not required)
- Your personal URL can route to your ProRealtySite once it's built. (Not required, you can use the URL we establish for your site)
- Mission Statement: We can include this for you but, not required.
- Area of Concentration: We can include this but not required.

Send all the above items to admin@prorealtysites.com

Ntreis.net MLS Listings: To have your listings show up LIVE on your site you will need to follow these directions:

Log into: NTREIS.net

Click on Innovia

Click on Maintenance

Click on IDX Link Manager

Under the Agent Section

Click Agent Enabled (YES) & Save.

Click the checkbox for Search Agent Branded Listings Link

Click Edit and change the color of the screen to their preferred color.

Optional: Change the Link Name - not necessary to change this.

Click Save to save the colors and the name if changed.

Copy and Paste the URL for the Search Agent Branded Listings Link to admin@rdhloans.com and we will set up this permanent link on your site.

NTREIS.net has a IDX Link Manager. This document is attached.

With additional questions please email: admin@prorealtysites.com

InnoVia IDX Link Manager

The IDX Link Manager allows brokers and/or agents to generate their own IDX link URLs for integration into personal websites, via a tool inside InnoVia.

Note: Availability of the IDX Link Manager and the options within may vary by MLS, and also by your security level within the MLS (Staff, Broker, Agent, etc.).

To get started, go to **Maintenance > IDX Link Manager** on the menu bar.

The screenshot shows the 'IDX Link Manager' interface for 'SL45 MARKETLINX's Links'. At the top, there's a header 'IDX Link Manager' and a sub-header 'SL45 MARKETLINX's Links'. Below the sub-header, there's a message: 'All IDX links search for Active or Pending Continue to Show listings.' Underneath, there are four buttons: '+ Add New Link', 'Email Links', 'My Email', and '? Help'. To the right of these buttons is a 'Filter:' label followed by an empty text input field. Below the buttons, there are three link entries, each with an 'Edit' button and a checkbox:

- Search Agent Branded Listings Link:**
</tnv/idx/index.php?key=2b5f6364513140f39ce194893cb9d9fc>
- List of Firm Inventory Link:**
</tnv/idx/index.php?key=03f7a6aef8e30d23fe94634f3a287abd>
- List of Agent Inventory Link:**
</tnv/idx/index.php?key=8db1bdbbc9eb2086243edd18838b80f5d>

Creating New Links

- Click **Add New Link** to generate a new link URL.
- Fill out the form on the "Add/Edit IDX Link" page.
 - If necessary, use the "Look Up" button to choose the agent for whom you are creating the link. As you type, the system will dynamically return a matching list of results. Depending on your security level, you may be able to create links for other agents in your firm or office, or only for yourself.
 - Choose the appropriate "Type of Link." There are several kinds of IDX links:

- *Public Site*: This type of link lets you search for any authorized listing and the detail display will be branded with the listing agent's info. (Board Level Only)
- *Search Firm Branded Listings*: This type of link lets you search for any authorized listing and will display a Firm branded detail display. The firm is based on the information in office 0. (Firm Level Only)
- *Search Office Branded Listings*: This type of link lets you search for any authorized listing and will display an Office branded detail display. (Firm Level Only)
- *Search Agent Branded Listings*: This type of link lets you search for any authorized listings and will display an Agent branded detail display. **This is the most common option.**
- *List of Firm Inventory*: This type of link provides a list of Firm authorized listings. The detail display is Agent branded.
- *List of Agent Inventory*: This type of link provides a list of Agent authorized listings. The detail display is Agent branded.
- *List of Agent Custom Saved Search*: This type of link provides a list of authorized listings using custom search criteria from a saved search. The detail display is Agent branded.

To create a custom saved search link, you'll need to have previously saved a search from any of the InnoVia search pages. You will then be presented with a list to choose from which search to model your custom link. Examples could include a saved hotsheet search to show all new listings in a popular area, or a saved property type search to show all currently active waterfront properties. These links can also be shared with others in your firm or office (details below).

- *List of Board Open House Inventory*: This type of link provides a list of authorized listings that have open houses for the entire board. The detail display is Agent branded.
 - *List of Firm Open House Inventory*: This type of link provides a list of authorized listings that have open houses for the a agent's firm. The detail display is Agent branded.
 - *List of Agent Open House Inventory*: This type of link provides a list of authorized listings that have open houses for the agent. The detail display is Agent branded.
 - *List of Recently Added Listings*: This type of link provides a list of recently added listings. The detail display is Agent branded.
- You can give your link a custom name if you wish, to make it easier to find in your list of IDX links.
 - There are two "Page Layouts" to choose from:
 - *Horizontal*: Search results appear to the right of the search form, and under the map, for those sites with frames that are more horizontally oriented. For example, this format would be recommended for sites that have only a frame at the top of the page.

John Smith
Ph. (123) 456-7890
John@emdl.com

ABC Realty

Residential Vacant Land Commercial Multi-Family

To obtain additional information regarding this search, please click on the 'Contact Me' button, below.

Contact Me

Basic Search

Search Reset Search

MLS Number:

Static:

Active

Contingent

Sold

Asking Price Range:

300000 To 400000

Street Name:

Residential Type:

Residential

Condominium

Waterfront:

Yes

No

Square Feet:

To

Year Built:

To

Found 39 Matches Sort By: Price Hide Map

	MLS: 254249 - Active 113 Major Road OK 74501	\$100,000 8 Beds 2 Baths	40 Acres 1,500sqft Year Built: 2001	Property Type: Residential Living Areas: 2 Living Provided By: MALO & COMPANY	
	MLS: 254972 - Active 417961 E. 1218 Dr. OK 74432	\$312,000 3 Beds 2 Baths	0 Acres 2,188sqft Year Built: 2008	Property Type: Residential Living Areas: 1 Living Provided By: CENTURY 21 SHARLEY DONALDSON,INC	
	MLS: 252793 - Active				

- **Vertical:** Search results appear under both the search form and the map, for those sites with frames that are more vertically oriented. This format would be recommended for sites that have both a side and top frame.

ABC Realty

Residential Vacant Land Commercial Multi-Family

To obtain additional information regarding this search, please click on the 'Contact Me' button, below.

Contact Me

Basic Search

Search Reset Search

MLS Number:

Status:

Active

Pending

Sold

Asking Price Range:

300000 — To 400000

Street Name:

Residential Type:

Residential

Condominium

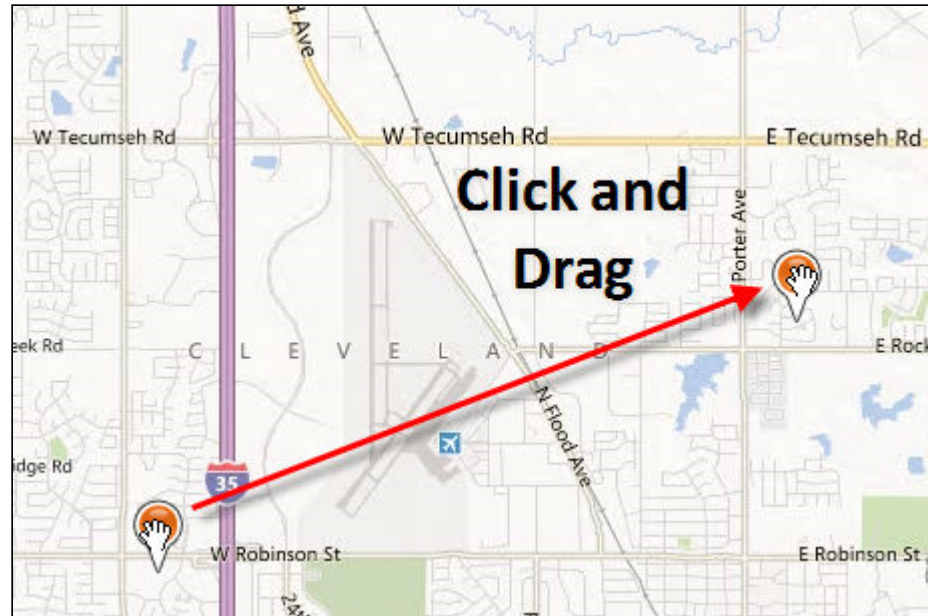
Waterfront:

Found 19 Matches Sort By: Price Hide Map

	MLS: 258249 - Active	111 Major Road OK 73101	\$500,000	40 Acres	Property Type: Residential
	MLS: 254972 - Active	41261 E. 1218 Dr. OK 74532	\$112,000	3 Acres	Property Type: Residential
	MLS: 252793 - Active	83 Waterfront Ln OK 74432	\$115,000	3 Acres	Property Type: Residential

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john@emdl.com

- o Choose a "Theme" (color scheme) for your link.
- o If creating a search link, you can choose exactly where the map will be centered when someone starts a new search. Click and drag the pushpin to the desired location. You can also reset it back to the original default location at any point.



- At any point, use the "Preview" button at the bottom to see your link before you save it.
- Be sure to "Save" your changes when finished.
- Your new IDX link will now show in your list of links on the IDX Link Manager main page.
- Highlight and copy the URL and use it wherever necessary, such as your personal or office website.

Working with Existing Links (Editing, Deleting, Sharing)

- Use the "Filter" field to search a long list of links and more easily find the one you want. Your list will dynamically update with any links containing the text you type.

Note: This is where it can be very valuable to give your IDX links a custom name when you set them up (outlined above).

- Click the "Edit" button next to any link to make changes.
- From within the editing screen, you can also delete a link via the button at the bottom.
- If you've created a "Custom Saved Search Link", you have the ability to share that link with other agents in your office or firm. Click the "Share" button next to the link, and select the names of the people you'd like to share with.
- The people you share with can then go to IDX Link Manager under their own login, and they'll be presented with an option to "Accept" or "Deny" the link you've shared. Accepting will add the link to their list of links.

Note: Once shared, a change to one link under one login DOES NOT automatically change the shared link under the other login. They are completely separate links at that point. To share changes, one must delete the old shared link, and accept a new shared link in its place.

Lead Generation / "Contact Me" Option

- From any of the "Search" type IDX links, visitors have the option of clicking "Contact Me" to send you a message as well as send you any criteria for a search they were performing on your IDX search page.
- You will receive an automatically generated "Prospect Added" email containing the visitor's contact info, message, and prospect set up notification.
- InnoVia will automatically capture the visitor's search criteria, and set them up as a prospect in InnoVia's Prospect Manager program. The prospect will automatically be assigned to an "IDX" group within your prospect list.

Note: This DOES NOT automatically set up a cart for them or sign them up for auto emails. It simply saves them in your list, and saves their criteria. It's up to you to go to Prospect Manager and enable the "Email My Prospect" option and set any frequency preferences, or at a minimum, edit and save the prospect once so the system assigns them a login ID and password for a Listing Cart.

The screenshot displays the IDX Link Manager interface. At the top, there are tabs for 'Residential', 'Vacant Land', 'Commercial', and 'Multi-Family'. Below the tabs, a message reads: 'To obtain additional information regarding this search, please click on the 'Contact Me' button, below.' A red box highlights the 'Contact Me' button. The main search area includes a 'Basic Search' section with 'Search' and 'Reset Search' buttons. Below this are input fields for 'MLS Number', 'Status' (with checkboxes for 'Active', 'Contingent', and 'Sold'), 'Asking Price Range' (with 'To' and 'From' fields), 'Street Name', 'Residential Type' (with checkboxes for 'Residential' and 'Condominium'), 'Waterfront' (with checkboxes for 'Yes' and 'No'), and 'Square Feet'. A 'Contact Me' dialog box is overlaid on the right side of the page. The dialog box has a title bar with a close button. The text inside the dialog box reads: 'By filling out and submitting this form we will save your current search and send it to Marketlinx Trainer. They will contact you with more information. If desired, they can give you access to our prospect portal which allows daily email updates of new and updated listings that match the criteria you specified on this search form. (* fields are required)'. The form fields in the dialog box are: 'First Name*' (required), 'Last Name*' (required), 'Email*' (required), 'Phone', 'How soon will you be ready to buy?' (dropdown menu), 'Will you need financing?' (dropdown menu), and a 'Message' text area. At the bottom of the dialog box are 'Send' and 'Cancel' buttons.

Mobile Interface

InnoVia's IDX solution also offers a mobile interface formatted specifically to fit a smart phone screen, for those customers who may be accessing your IDX link from a phone. There are no special steps to take, the site will auto-detect the device of the user, and format the screen accordingly. (Desktop and tablet users will see the standard format outlined above.)

