# IDX Search Setup

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# Overview

This feature will allow you to create specialized searches which can be used to focus on your market areas and specific housing types, such as waterfront properties, million dollar homes, commercial properties, rentals, land, etc.  You have the ability to decide what will appear as results in these custom searches to more easily drive prospects to your business.

## WEB SITE TEMPLATE BUILDER SUBSCRIBERS

| Setup | Custom Search | Saved Search |
|---|---|---|

Subscribers of MLSLI Web Site Template Builder will have access to three tabs: **Setup, Custom Search** and **Saved Search** as the other tabs do not apply to these subscribers.

These members may access IDX Search Setup by logging into Web Site Template Builder at https://www.realtywebhome.com and clicking the link to IDX Search Setup in the Pages tab.

## IDX ONLY SUBSCRIBERS

| Setup | Custom Search | Embed IDX | Purchase | Saved Search |
|---|---|---|---|---|

Members who are <u>not</u> subscribed to MLSLI Web Site Template Builder will have access to five tabs: **Setup**, **Custom Search**, **Embed IDX**, **Purchase** and **Saved Search**.

These members may access IDX Search at the following URL:
https://maps.lirealtor.com/CustomSearchSetup.aspx

*<u>NOTE</u>: Web Site Template Builder subscribers should NOT log in from this URL.*
*Use the link in the Pages tab of Web Site Template Builder to access IDX Search Setup.*

# Select Site

You will see the following upon logging into IDX Search Setup:

Please select a site:

Agent Site          Office Site

Please select the type of site, **Agent** or **Office**, containing the searches you wish to modify.

# Setup

**Setup** will allow you to enter the domains belonging to sites where you want to display IDX search results.  You will also be able to hide or show your office's email address and/or phone number from the Contact Realtor® boxes of IDX listings.



## DOMAINS LIST

Enter all domains you wish to use with custom searches here.
Add a domain by entering it into the "Add domain to Domains List" box.
Delete a domain by clicking its corresponding delete (trash can) button.
Please note a maximum of 5 domains are allowed.

## IDX LISTING OPTIONS (AGENT SITES ONLY)

Each IDX listing displays a Contact Realtor® box providing your contact information.  Your office information is also included in this box.  The IDX Listing Options allow you to hide the display of your office email address and/or office phone number if desired.

## ENABLE IDX SAVED SEARCH AND FAVORITES



The **Login/Sign Up** button, **Save Search** button, **Favorites** "heart" column in the IDX, Favorites links on listing detail pages and New Listing indications will all appear on your site in the IDX when this option is checked.  None of these items will be displayed if this option is unchecked to give you the ability to turn the Saved Search and Favorites feature off if desired.  Please specify the location of your IDX in the box provided.  Refer to the Saved Search section of this document for more information.

*IMPORTANT:  The URL of the IDX page must be provided <u>exactly</u> along with selection of the proper protocol (http or https).  Failure to do so may result in problems with MLS IDX Search functionality including a loss of Forgot Password functionality.  Always check this first if problems are observed shortly after enabling MLS IDX Search for the first time.*

# Custom Search

**Custom Search** will allow you to specify the criteria used for your custom searches.

1. Click one of the listing type tabs: **Residential**, **Rentals**, **Commercial** or **Land**. Each tab will present the options associated with the corresponding listing type.



2. Select a **Static Search** or a **Flexible Search** from the **Search Page Type** box.

   **Static Search** - Site visitors will not be able to modify the criteria used for the custom search. Selecting the custom search will always show results based on your specified criteria.

   **Flexible Search** - Site visitors will be able to modify the criteria used for the custom search. Selecting the custom search will initially show results based on your specified criteria and can be modified by the visitor to produce a different set of listing results.

3. Enter a name for your search into the **Custom Search Name** box. This name will not be shown to site visitors. It will only be displayed in Custom Search Setup and Web Site Template Builder to allow you to manage your searches. <u>**Custom Search Name** may be up to 50 characters in length.</u> Please note **Custom Search Name** is the only required field in Custom Search. All other fields and options may be used or not used at your discretion. <u>Acceptable characters include letters, numbers, spaces, single quotes, ampersands, dollar signs, exclamation points, periods, commas and hyphens.</u>



4. Enter a title for your search into the **Title Displayed on Page** box. This title will be presented to site visitors upon viewing your custom search in large text as the heading of the search page. <u>**Title Displayed on Page** may be up to 50 characters in length. Acceptable characters include letters, numbers, spaces, single quotes, ampersands, exclamation points and periods.</u>

5. Enter a description for your search into the **Description** box. This description will be displayed in smaller text underneath the **Title Displayed on Page**. <u>You may enter any message here up to 1,000 characters in length. Acceptable characters include letters, numbers, spaces, single quotes, dollar signs, periods, commas and hyphens.</u>

6. Enter a City or Zip code into the **City or Zip** box. A list of suggestions will appear as you type once you have typed at least 3 characters. You may then select one of these suggestions or keep typing your selection yourself. The selections you make will then appear on the page. You may remove any individual City or Zip selection from the search by clicking its corresponding delete (X) button.



*Please note: City/Zip selection box becomes visible only after at least 1 selection.*

7. Select a **Minimum Price** and **Maximum Price** from the corresponding drop downs. Please make sure to select a value for **Minimum Price** that is lower than the value selected for **Maximum Price**.

8. All other options on the page may be filled out in a similar manner.

   These options vary depending on the listing type chosen (**Residential**, **Rentals**, **Commercial** or **Land**).



*Residential options*

9. Click the **Save** button to save your changes. The name of your custom search will appear in the **Custom Searches** list.



10. Alternatively you may click the **Clear** button prior to saving to clear all of your criteria selections if you would like to start over. The **Clear** button is available only while in the process of creating a new custom search.

11. Click on a search name in the **Custom Searches** list to edit its criteria.  Make any desired changes in the same manner as when creating a new search and click **Save** to update the custom search.



*Custom Searches are listed alphabetically within each property type (Residential, Rentals, Commercial and Land)*

12. Click on a search name in the **Custom Searches** list and click the **Delete** button to remove a search from the list when it is no longer needed.

13. Click on **New Search** if you would like to create another custom search.  Each custom search must have a unique **Custom Search Name** specified.

# Embed IDX

*Note: This tab is not available for Web Site Template Builder subscribers.*
*These members may ignore this section as it does not apply.*

**Embed IDX** will generate the code needed to be copied to the page on one of the specified domains to display custom searches to site visitors.  Your Web developer can handle this job if you do not manage the content of your sites yourself.

The **Standard Searches** embed code will always be visible.  This will allow the standard flexible IDX search without any customizations to be embedded.

### Standard Searches

**Search Name:** Standard IDX Search
**Title:** Use this code to embed a standard uncustomized IDX search
**Embed Code:**

```
<iframe src="//devmaps.Lirealtor.com/?id=1e2eae02-d469-4465-ad1a-290b3f3fdd28" scrolling="no" width="100%"></iframe>
```

**My Listings** contains embed code for your active and sold listings as well as your open houses.

### My Listings

**Search Name:** Active Listings
**Title:** Use this code to embed search results containing all of your Active listings
**Embed Code:**

```
<iframe src="//devmaps.Lirealtor.com/Properties.aspx?id=1e2eae02-d469-4465-ad1a-290b3f3fdd28" scrolling="no" width="100%">
</iframe>
```

**Search Name:** Open Houses
**Title:** Use this code to embed search results containing all of your Open House listings
**Embed Code:**

```
<iframe src="//devmaps.Lirealtor.com/Properties.aspx?id=1e2eae02-d469-4465-ad1a-290b3f3fdd28&mode=openhouses" scrolling="no" width="100%"></iframe>
```

**Search Name:** Sold Listings
**Title:** Use this code to embed search results containing all of your Sold listings
**Embed Code:**

```
<iframe src="//devmaps.Lirealtor.com/Properties.aspx?id=1e2eae02-d469-4465-ad1a-290b3f3fdd28&mode=solds" scrolling="no" width="100%"></iframe>
```

**Custom Searches** contains embed code for all of the custom searches you have created.

Custom Searches

**Search Name:** Residential Search (Residential)
**Title:**
**Embed Code:**

```
<iframe src="//maps.lirealtor.com/?id=89403aad-7ce2-43ab-8899-653642e7d3d6&lid=b2d77c20-cd40-47aa-88b3-082cf1ed2f59" scrolling="no" width="100%"></iframe>
```

**Search Name:** Rental Search (Rentals)
**Title:**
**Embed Code:**

```
<iframe src="//maps.lirealtor.com/?id=89403aad-7ce2-43ab-8899-653642e7d3d6&lid=8099ee0c-72db-42e2-b504-a2304b076427" scrolling="no" width="100%"></iframe>
```

This embed code can be easily copied and pasted elsewhere as needed from the **Embed IDX** page.

An option is provided to allow you to send all embed code shown on the **Embed IDX** page to an address of your choice without having to copy and paste it yourself.  The intent is to make it easy for you to send this code to your Web developer although you can send it to any address.  Enter the desired recipient into the box and click the Send button.

You can send the code below to your Web developers by entering their email address here.

example@example.com                                    Send

# Purchase

***<u>Note</u>: This tab is not available for Web Site Template Builder subscribers.
These members may ignore this section as it does not apply.***

The **Purchase** tab is used to begin your IDX subscription.  Review the pricing information and enter your **Phone #** and **Email** into the corresponding boxes and click the Submit button. You will then be contacted by MLS Customer Service for your billing information and to activate IDX.

Phone #:

(555) 555-5555

Email:

example@example.com

Submit

# Saved Search

## IDX CONTACTS

The **IDX Contacts** tab allows you to see the details of all users who signed up for an account using the **Login/Sign Up** button on your IDX. All columns are sortable in both ascending and descending orders by clicking on the column names.

## IDX Contacts

| Name⇕ | Email⇕ | Phone⇕ | Favorites⇕ | Saved Searches⇕ | Last Active⇕ |
|---|---|---|---|---|---|
| Dana | dana@example.com | (555) 111-2222 | 3 | 2 | 5/31/2019 |
| Michael | michael@example.com | (555) 333-4444 | 12 | 4 | 6/10/2019 |

Users are only required to provide a **Phone** number if they selected Phone as the Preferred Contact Method when creating their accounts so it is possible for the Phone column to be empty for some users. **Name** and **Email** are required and will always contain the information provided by visitors who created accounts.

The **Favorites** column will show a numeric indicator of the number of listings saved as Favorites by the corresponding user. Click this number to view the Favorites list created by the site visitor.

Similarly, the **Saved Searches** column will show a numeric indicator of the number of Saved Searches created by the corresponding user. Click this number to view the Saved Searches created by the site visitor.

**FAVORITES**

## Dana's Favorites

| | Address ⬦ | Town ⬦ | Date Added ⬦ |
|---|---|---|---|
|  | 19 Burrma Rd | Lloyd Neck | 5/31/2019 |
|  | 222 Cleft Rd | Mill Neck | 5/31/2019 |

Click on any Favorite listing shown to view its details.  Click on column title to sort.

**SAVED SEARCHES**

## Michael's Saved Searches

| Title ⬦ | Date Added ⬦ | Properties Found |
|---|---|---|
| Montauk Land | 5/28/2019 | View Listings |
| Farmingdale Bethpage Hicksville | 5/28/2019 | View Listings |
| Farmingdale Copiague Lindenhurst Rentals | 5/28/2019 | View Listings |
| Flushing Commercial | 5/28/2019 | View Listings |

Click on "View Listings" for any Saved Search to display its results.

Click on the title for any Saved Search to view its search criteria.

# Web Site Template Builder Integration

*Note: This feature is available for Web Site Template Builder subscribers only.*
*Other members may ignore this section as it does not apply.*

**Custom Searches** are available for selection in the **Pages** tab of Web Site Template Builder. You can easily choose to display or hide your searches on your site. Selecting the check box for a custom search will add a page to your site containing the search results as you defined them in **Custom Search**. These pages work in the same manner as other pages and can be reordered and renamed as desired for the best appearance on your site.