

rDesk Website Agent IDX User Guide

Agent IDX has been updated to be fully responsive and provide a significantly improved user experience. We have moved the IDX control panel out of rDesk and into the Website admin. This will provide a streamlined user interface that is simplified and easy to use. This guide will step you through the new agent IDX.

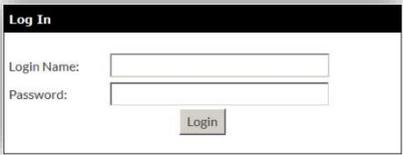
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Logging into your IDX Admin

Website IDX is controlled through the IDX Control Panel, located in the website admin. It allows you to manage the search functions and options available to your website visitors.

Login to your website admin



Upload your Agent Photo

Your agent photo can be displayed on your IDX property search.

To upload your agent photo,

On the left nav, go to **'My Profile'**

The screenshot shows the 'User Summary Information' page. On the left, there is a navigation menu with 'My Profile' and 'My Primary Website'. The main content area is titled 'User Summary Information' and has an 'Edit' button. Under the 'Personal Information' section, the following details are listed:

Charlie zzIDX Real Estate Agent 123 Main St. Rockville, MD 20852	
Internal Agent Code	charlieidx
Login Name	charlieidx
Status	Active
Marketing Name	Charlie zzIDX
Direct Office Phone	808 111 2222
Email	charles.nettel@realestatedigital.com
Bright MLS	charlieidx
zz Test Office Office 2600 Michelson Street Irvine, CA 92612 Main Office Phone (111) 111-1111	NAR Designations None. Internal Agent Designations None. Agent Language Search Attributes None.

On the User Summary Information page, click **'Edit'** next to 'Personal Information'.

On the 'User Personal Information' page, under the 'General Info' section, click **'Upload Photo'**.

The screenshot shows the 'General Info' section of the user profile page. The form contains the following fields:

- User First Name*: Charlie
- User Middle Initial: [empty]
- User Last Name*: zzIDX
- Marketing (Website) Name*: Charlie zzIDX
- Login Name*: charlieidx
[Change Login Info](#)
- Employee Title*: Real Estate Agent
- Address:
 - Street 1*: 123 Main St.
 - Street 2: [empty]
 - City*: Rockville
 - State: MD
 - Zip*: 20852

On the right side, there is a placeholder for a profile picture with the text 'PHOTO NOT IN SYSTEM' and 'Click to add.'. Below the placeholder, there are two buttons: 'Upload Photo' (highlighted with a red box) and 'Delete Photo'.

In the pop up, click the **'Browse'** button.

In the popup, navigate to your photo on your computer and select it.

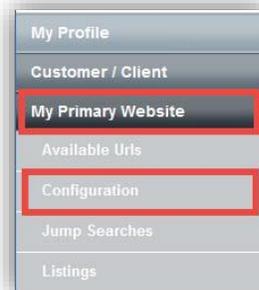
Click the **'Upload Photo'** button.

Note: Your photo may not show in the preview, after you select it from your computer.

Configuration Options

You have the power and ability to customize the search experience on your website. You can set your contact information that displays, the logo that shows in the top left corner. Set the starting point of the map, set the registration option, and much more. The configuration page will be your starting point to manage your IDX property search.

On the left nav, Click **My Primary Website**
Then click **Configuration**

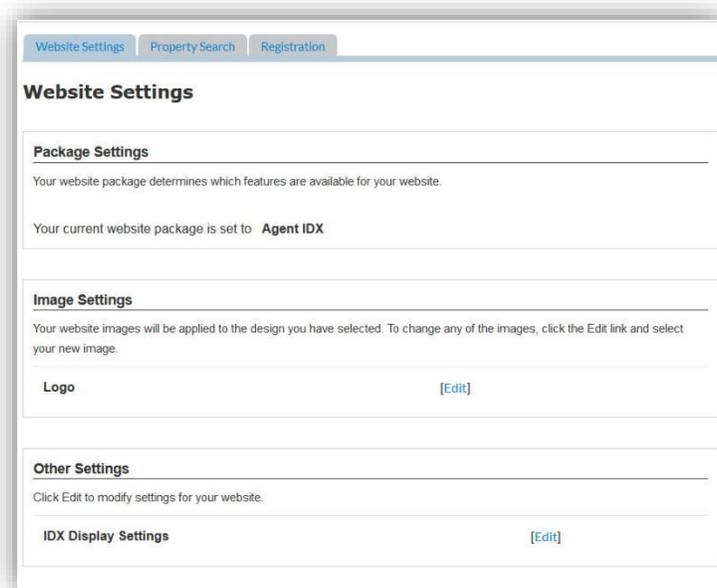


On the configuration page, you will have 3 tabs available to set various options for

Website Settings – This is the default Configuration page and starting point to configure your IDX search.

Property Search – Set the starting point of the map that shows on the property.

Registration – Set the option to compel visitors to register on your website.



CONSTELLATION 1

Website Settings Tab

The website Settings page is the starting point to manage your IDX property search.

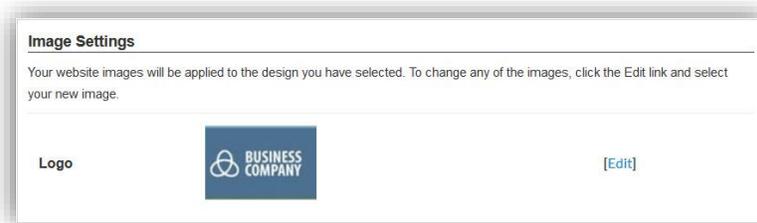
Package Settings

Shows you the website package you are associated to.

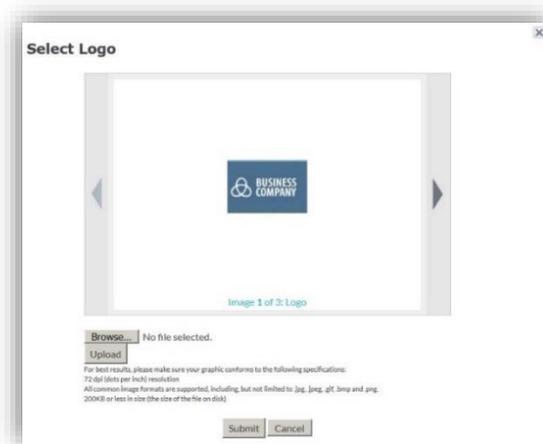
Image Settings (Logo)

Change the logo that shows on your IDX Property search or upload a custom logo.

To change or upload a logo, in the 'Image Settings' section, click '**Edit**' next to the logo.



In the popup window you have the option to click the Right/Left arrows to scroll through the logos that have been provided by your company, or, you can upload your own logo.



To upload your own logo, click the '**Browse**' button. In the popup, navigate to the logo on your computer and select it.

Then click the '**Upload**' button. Your logo will show in the window of the popup.

Then click the '**Submit**' button. The logo that shows in the window when you click the submit button, will be the logo that displays on your website.

CONSTELLATION 1

Other Settings

In the 'Other Settings' section you can manage other items that display on your IDX property search.

Other settings will show you the options for

- IDX Display Settings
 - Allows you to turn on or off the display of your information and copy the iframe code that links to your IDX property search.



IDX Display Settings

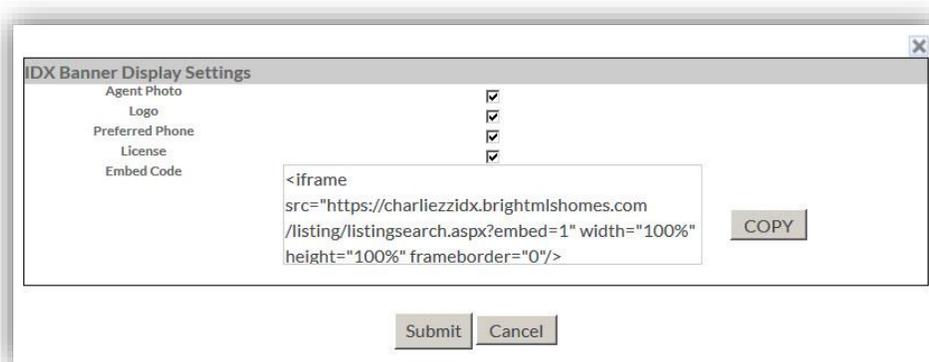
To access and copy your property search iframe code, click 'Edit'.

In the popup, you have the options to turn on or off the display of your;

- Agent Photo
- Logo
- Phone
- Email
- License (In the case where your state requires the display of your license number)

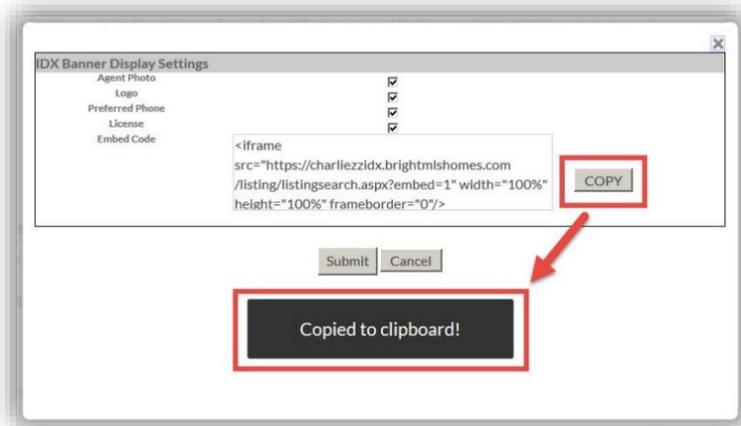
Check or uncheck the box next to each item to set the display option.

In the popup, you also have access to copy the iframe code. This code will need to be pasted into your website. Follow the instructions from your website host to paste in <iframe> code.



To copy the iframe embed code click the 'Copy' button. This will copy the embed code shown in the box to your computer clipboard.

CONSTELLATION 1



You can now paste this code into your website.

Pro Tip: Paste this code into a word doc or notes document to save it and for easy access.

Property Search Tab

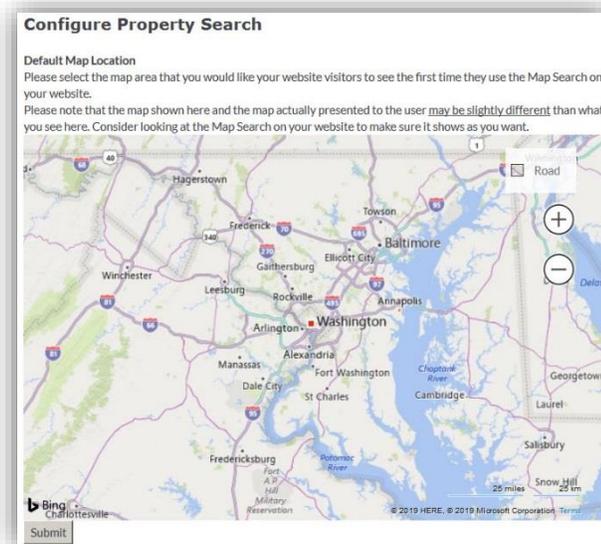
You can define the area shown and customize the map on your property search page. This will be the starting point for the property search on your website.

To customize the map, click the **'Property Search'** tab.

Click the +/- (Plus/Minus) signs to zoom in or out on the map. Click on the map and drag to re-center the map.

Click the **'Submit'** button to save your settings.

Note: Listings that are outside of the boundaries of map, will not show in the search results.



Registration Option Tab

You can compel users to register on your website. You can define how many property detail pages a consumer can view before being presented with a Login / Registration screen.

Registration Options

When clients register on your website you'll get another lead! Use the options below to choose when a user must register. Keep in mind that forcing people to register early may cause some people to go elsewhere. Those that do register are typically solid leads who may be more interested in your services.

We require registration in order for people to save searches and properties. That option will always remain checked.

After viewing the details of a certain number of properties

To set the registration option, at the top of the 'Configuration' page, click the '**Registration**' tab.

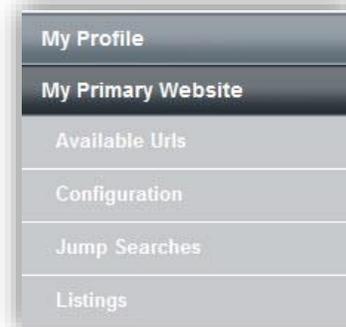
On the registration page, place a check in the box, then enter a number in the other box to define how many property detail pages a consumer can view.

Then click '**Submit**' to save your settings.

Other Available tools

Agent IDX has other tools available to drive traffic to your IDX site and generate leads. Those tools include jump searches that can be added to your website, that will link to a specific search results page. You can define what the search criteria is.

You also have access to Available URL's that will allow you to link your website to specific items within your IDX website.



CONSTELLATION 1

Available URL's

In the Available URL's you will find links to specific features within your IDX website. Links that you can place on your website that will take your consumer to your map search, your listings or your office listings.



On the left nav, click **'Available URLs'**

A pop-up window will open.

In the pop-up window you will see the URL's that are available to you. Just copy the URL and use that to create a hyperlink on your website.

IDX URL's	
Name	Url
Map Search	https://charliezidx. [redacted] homes.com/listing/listingsearch.aspx
My Listings	https://charliezidx. [redacted] :homes.com/Listing/ProcessAllMyListingsSearch.aspx
My Office's Listings	https://charliezidx. [redacted] :homes.com/Listing/ProcessAllMyListingsSearch.aspx?o=1

Jump Searches

Jump searches are property searches where you can define the search criteria. The jump search URL will take the user to the search results for that property search.



On the left nav, click **'Jump Searches'**

A pop-up window will open.

In the pop-up, navigate to the **'My Jump Searches'** tab.

To link to any of the jump searches listed below, highlight the jump search link in the gray area and press Ctrl+C to copy, then press Ctrl+V to paste it as a link in the Content Editor.

[New Listing Jump Search](#) | [Close Window](#)

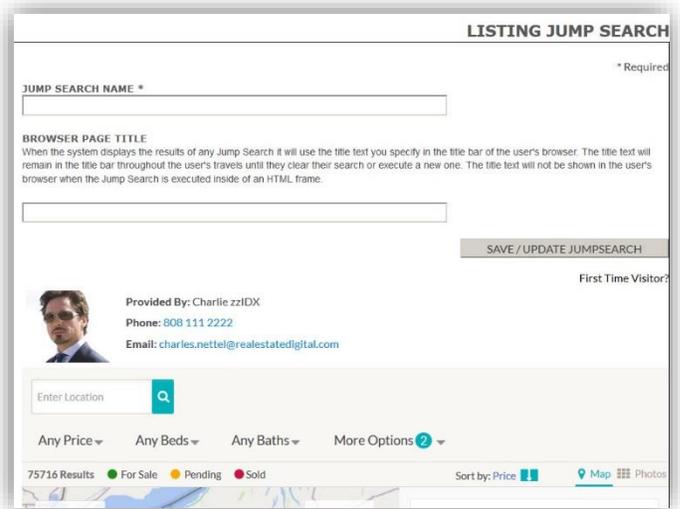
AVAILABLE JUMP SEARCHES	
Listing Jump Searches	
Name	Date
Open House Listings Preview Edit Delete	7/26/2019 9:20 PM
http://charliezidx.brightmlshomes.com/Listing/ProcessJumpSearch.aspx?JumpSearch=88061&Page=2	
Waterfront Preview Edit Delete	7/26/2019 9:19 PM
http://charliezidx.brightmlshomes.com/Listing/ProcessJumpSearch.aspx?JumpSearch=88060&Page=2	

[New Listing Jump Search](#) | [Close Window](#)

CONSTELLATION 1

To create a jump search, click on the red text, **'New Listing Jump Search'**. This will open the property search, where you can create the search criteria.

- Enter a name for your jump search.
- Enter a browser page title. This is optional.
- Create your search criteria using the map, location, price, bed, bath. Click on **'More Options'** to access more search criteria options such as open house, days on market, and more.

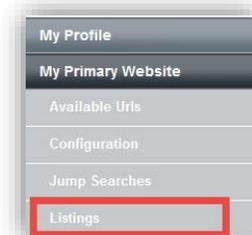


Click the **'Save / Update Jumpsearch'** button to save your jump search. Saving the search will take you back to your list of jump searches.

Similar to the Available URL's use the URL of the jump search to create a hyperlink from your website. The link will go to the search results of your jump search.

Listings

The Listings section will show your listings in a list format.



The IDX property search is a great way to put listings on your website, generate leads, and provide listing updates to your clients, all while remaining compliant with IDX rules.