If you have purchased the IDX Frame product, you'll need to set it up in Matrix. You can create the following type of pages for your website:

- Map search for Active and Under Contract listings
- Map search for listings Sold within the past 3 years
- A "My Listings" page that will display your listings

For each page you create, Matrix will generate HTML code that you can either place in your website or provide to your website developer.

Creating a Search Page for Your IDX Site

Go to My Matrix, Settings, and then IDX Configuration.

| A | METROLIST | Home S | Search | Stats | My Matrix | 🖪 Realist Tax | RPR Deed Sea |
|-------------|-----------------------|--------------|-----------|----------|----------------------|---------------|--------------|
| | | | | | 0 | | |
| 🧔 <u>M</u> | <u>y Information</u> | | | | | | |
| Heade | er & Footer • CMA Cov | er Sheet • | Portal Ir | nformati | ion • <u>Email S</u> | lignature | |
| | | | | | | | \searrow |
| | | | | | | | |
| 5 <u>IC</u> | X Configuration | | | | | | |
| Numb | er of IDX pages: 0 ac | tive, 0 inac | tive | | | | |
| | | | | | | | |

- Select Create a new IDX Page.
- Enter a name for your page.
- To create the search page for your site, make sure Map Search is selected.

| B IDX Configuration | | | | | | |
|--|---|--|--|--|--|--|
| You can use this page to create and manage your IDX pages. | | | | | | |
| Select IDX Page: | Create a new IDX page Jane's IDX Search Jane's Listings | | | | | |
| Name: | New IDX Page | | | | | |
| Form Selection | - | | | | | |
| My Listings ● Map Search | | | | | | |
| Search Form: | IDX Map Search | | | | | |
| Map Area | IDX Map Search IDX Map SOLD Search | | | | | |

Matrix How To

Setup Your IDX Frame Pages

- Under Search Form, choose the type of search page you would like to create: 5
 - **IDX Map Search**: Includes Active and Under Contract listings.
 - IDX Map SOLD Search: Includes only listings that were sold within the past three years.
- Determine how you want to setup your map search. You have three options:
 - Do not specify a map area: The map will open to the default search area. Visitors to your website will be able to move around on the map and search in any area using radius and rectangle searches.
 - **Restrict searches to a specified map area**: This option allows you to restrict the results to a specific geographic area. You might like this option if you have a defined market area in which you work.
 - **Specify an initial map view**: This option allows you to specify the starting point of the map. Visitors to your website can still move around on the map and search in other areas using radius and rectangle searches.
- If you selected "Restrict searches to a specified map area" or "Specify an initial map view", click Set Map Area.



Move the map to your desired location, then click Save.

| Draw Re | ADAGENTIAL LANGE | Draw Polygon | | 8 🖻 S | | Cancel |
|-----------|------------------|-------------------------|--------------|---------------|----------|----------------|
| th Ave | rvadaws | Bith a | Berkley | North Washing | 201 | Î) |
| 35 | u vuuu | | | | and the | |
| GARRISON | LAKES | | CHAFFEE PARK | 87 10 | BILL | |
| EBH THU | - Page | | 88 W 450 | Art | Tuskegee | Airmen Men |
| and the | S1 0 tho | W 44th Mountain View | SUNNY SID | 1/2 | Denver | NORTHEAST |
| Ave w 327 | of Ave | Lakeside | W 38th Ave | e /// | Martin | uther King Blw |
| | Wheat Ridg | e W 29th Ave | and B | FIVE POINTS | SKYLAN | |

- Activate your IDX page by selecting IDX Enabled.
- If you want to use your IDX pages for lead generation and allow visitors to register, select Include Sign-Up Form, and enter a Sign-Up Message.

Note: When you choose this option, any visitors that sign up on your page will be directly entered into your Matrix account allowing you to easily convert them into a contact.

Go to the Preview tab to see your IDX page.

| Search 🗸 🔘 | | | | Jump to a location | 0 | Display - | (11) | Help |
|----------------|----------------|-----------|------------------------------|------------------------------------|---------------|-------------------|--------------|---------|
| | | | | Northwest 5 | V | | S. | - |
| | Active | -90 | | ESTMINSTER Space | 1 | | ((| v) |
| Status | Under Contract | | | | 87 | | Hele | Kary Ro |
| | | | | kve 2 (44) | | E 104th Ave | Riverdale | Rd |
| Price | No Min 💌 to No | Max 💌 | Property Type Residential | edera | 3 | E 100th Ave | | Mos |
| Beds | No Min 💌 to N | Max 💌 | Income | | ornton | Thornton Pkwy | | aco St |
| | | | Land | ter Federal | STR | A DOTAL | 15 | 76 |
| Baths | No Min 💌 to N | Max 💌 | Style | Heights w 88th A | ve | E 88th Ave | A C | A |
| Fin Sqft | No Min 💌 to N | Max 💌 | 3+ Story | W 84th Ave og | TIN | | 85 | -1 |
| A | | . Maria 🖂 | Bi-Level | Ave 287 | | | 5/ | 1 |
| Acres | No Min 💌 to N | o Max 💌 | Multi-Level | Sherrelwoo | bd | Welby | Der | by 2 |
| Parking | No Min 💌 to N | Max 💌 | Other | US-36 | HowEn | び 220 | | nd Ave |
| Year Built | | | Patio | W 70th A | ve s | 2 vor | Ve/ | |
| Horse Property | | | Raised Ranch | - A | S:Ho | | E 64t | h Ave |
| | | | Ranch/1 Story | N | orth Washi | | | Com |
| Outbuildings | | | Townhouse | Berkley | E S8th | Ave | 70 E 56t | h Ave |
| | | | Tri-Level | | Washington St | Bightont | | |
| | | | | Clear Gedreit Chaffee Park | 87 Guilds | BI | 1 | |
| Malaci | W 44t | Cemetery | 72 | (51) W 44th Ave SUNNY SIDE | 31 | Tuskegee Airr | men Memo | rial Hw |
| 5 0 N | 58 15 | n Ave | | | | UP Denver N | ORTHEAST P | ARK HIL |
| 5 | 8 W 32nd Ave | | W 38th Ave | 32 nd Ave Lakeside | | | | |
| Golden | | Applewo | od | | | Martin Luthe | er King Blvd | A (|
| Golden | Camp | | | Edgewater 8 | 5 | City E 23rd | Ave | aco Pk |
| 19th . | George West | Blvd | W 20th Ave | W 20th Ave D Sloan's Aurania Curve | S CITY F | Park PARK WEST | 1 miles | Mon |
| ler dend | S Galden B. | 70 | Stand Stand | lfax Ave 121 Park W Colfax Ave | | 287 | | |

- After reviewing your search, return to the Settings tab and click Save. 12
- Matrix will generate HTML code that you can copy and paste into your website or provide to your website developer. 13

| Activation | | | | | | |
|----------------------------------|--|--|--|--|--|--|
| 13 HTML: Referring Page: | IDX Enabled IDX Disabled IDX Disabled <iframe framebox<="" height="720px" p="" src="http://matrix.recolorado.com/Matrix/public/IDX.aspx?idx=bfd611" width="1024px"></iframe> | | | | | |
| Ma Other Options | | | | | | |
| Sign-Up Message: | Include Sign-Up Form Welcome to Jane's IDX Search! Please register so that I can help you with your home search! | | | | | |
| A Back to Settings X Delete Save | | | | | | |

Creating a My Listings Page for Your IDX Site

The My Listings page will display a list of your listings.

Note: It is not possible for a consumer to edit the search criteria from a My Listings page. If you have no listings, they will see a page with no search results.

- Go to the IDX Configuration page (My Matrix, Settings, and then IDX Configuration).
- Select Create a New IDX page. 1
- Enter a name for your page and select My Listings under Form Selection.
 Note: If you are a managing broker, you'll have an option for "My Office Listings" in the My Listings Query dropdown.
- Select IDX Enabled under Activation.

| IDX Configuration | | | | | | |
|--|---|--|--|--|--|--|
| You can use this page to create and manage your IDX pages. | | | | | | |
| Select IDX Page: | Create a new IDX page Jane's IDX Search | | | | | |
| Name: | Jane's Listings | | | | | |
| Form Selection | | | | | | |
| ◎ My Listings 2 ◎ Map Search | | | | | | |
| My Listings Query: | My IDX Listings | | | | | |
| Activation | | | | | | |
| 3 | IDX Enabled IDX Disabled | | | | | |

Matrix How To

Setup Your IDX Frame Pages

- Under Other Options, you have several options to customize the My Listings page colors. To modify a color, click the color block next to the color option.
 Note: The Page Background color will be shown on both the Single Line and IDX Full displays on your My Listings page.
- Adjust the color, then click Done. 5
- After you are finished making adjustments, go to the **Preview** tab to review your page.

| Magnetic Options | |
|---|---------------------------------|
| Page background color: Header background color: Header font color: Button style: | #ffffff #e0e0e0 #000000 Default |
| ← Back to Settings ¥ Delete Save | € S Cone |

- After you have reviewed your page, return to the Settings tab and click Save.
- Matrix will generate HTML code that you can copy and paste into your website (or provide to your website developer).

| Activation | | | | | | |
|---|--|--|--|--|--|--|
| TT HTML: Referring Page: | IDX Enabled IDX Disabled IDX Disabled <iframe framebox<="" height="720px" p="" src="http://matrix.recolorado.com/Matrix/public/IDX.aspx?idx=f2cb18" width="1024px"></iframe> | | | | | |
| My Other Options | | | | | | |
| Page background color: Header background color: Header font color: Button style: | #5a65b4 | | | | | |
| ⇔ Back to Settings X Delete Save | | | | | | |

Leads from Your IDX Pages

Consumers that visit your website will be able to sign up with you. These leads are delivered directly to your Matrix dashboard!



- If you've selected "Include sign-up form" for your IDX map search pages, the bottom of your Map Search IDX pages will include Sign up link.
- Consumers will be able to complete a basic registration form. If they have marked any listings as Possibilities, they can send these listings to you when they register.

| Sign up with Ja | ne Broker 2 | × |
|-----------------------------------|--|---------|
| Welcome to Jane's home search! | IDX Search! Please register so that I can help you with your | |
| | Required | |
| First Name | | 4 |
| Last Name | | |
| V Email Address | | |
| | | |
| | Optional | |
| Phone Number | | ii e |
| § Message | | t |
| 5 | | |
| | | |
| | | |
| Include | your possibilities? (So I know what you're looking for.) | |
| | , , | |
| | | |
| Privacy Policy | Cancel Se | nd |

 When you get leads from your IDX site, you'll see these in the Contact Requests widget on your Matrix Dashboard. Click their name to view the contact request.



- You'll see the information that the consumer entered on your IDX site. If they selected listings as possibilities, you'll see a note "This request includes a set of listings of interest. These listings will be added as possibilities if the contact is added."
 - Click Add to add the consumer to your Contact list in Matrix.
 - Click **Cancel** to leave the consumer in your Contact Requests list.
 - Click **Delete** if you do not want to add the consumer to your Contact list in Matrix.

| 💩 Personal Information | | | | | | | | |
|--|-----------------|------------|--|--|--|--|--|--|
| Title: | Category: | Prospect 💌 | | | | | | |
| First Name: Betty | Last Name: Buye | r | | | | | | |
| Email Address: metrolistbeta2@gmail.com | | | | | | | | |
| Phone: | Cell: | | | | | | | |
| 😡 Notes | | | | | | | | |
| Initial contact message received 2013/10/14 | | | | | | | | |
| This request includes a set of listings of interest. These listings will be added as possibilities if the contact is added. | | | | | | | | |
| 🕂 Show All Fields 🗙 Delete 🔞 Cancel | 🗄 Add 🚺 | | | | | | | |

- After you've added the consumer as a contact, you can view your Contact list by going to **My Matrix**, and then **Contacts**.
- You'll be able to click the number of possibilities to view the listings that they liked. When you begin emailing listings to this new contact or create an Auto Email for them, their possibilities will already be included in their Client Portal.

| Active Contacts (14) | | I Search: | Filter Contacts: choose a filter | | | - |
|---|------------------------------------|-----------|----------------------------------|-------------------|----------|---|
| 🗖 🗎 Name | Email | Category | 👸 🛵 My Last Use | Last Portal Visit | II 💿 💚 💡 | ٥ |
| Buyer Betty Details | metrolistbeta2@gmail.com | Prospect | 0 0 10:04 AM | never | 0 05 1 | |
| Edit Contact Delete Conta | ct Start CMA Open Portal Open Cart | | | | | |

Other Notes

- You can create a maximum of 5 IDX pages.
- When a consumer first visits either the Active/Under Contract or Sold search pages on your website, they will see a User Agreement that must be acknowledged before they can start searching.

