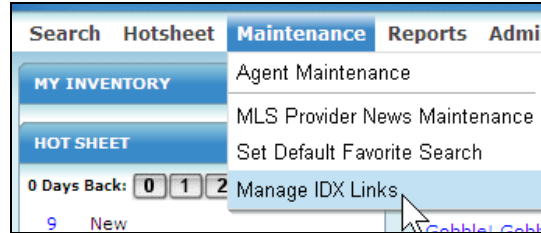


Manage IDX Links in InnoVia

Follow these steps to create Firm and/or Agent IDX links in InnoVia

- From the **Maintenance** menu on the InnoVia Menu Bar, select **Manage IDX Links**



- Choose your search method from the list, Office Name, Agent Name, or both.
- Enter all or part of the Agent or Office Name and click **Search**
- Select the Agent name from the list and *scroll down the page*
- Under the Agent's name, select **IDX = Y**
- Both IDX options must have a value selected- either Y of N – if the Firm link is not wanted the broker may choose N for that value.

Enter all or part of the Agent Name:

Select an Agent

Cindy K Cocklin

IDX Linx Information

IDX Linx Information for Cindy K Cocklin

IDX <input type="button" value="Y"/>	Expiration <input type="text" value="12/31/2035"/>
Agent Email <input type="text" value="cindy@ntreis.net"/>	

IDX Information for Firm NTREIS OFFICE

IDX <input type="button" value="Y"/>	Expiration <input type="text" value="12/31/2035"/>
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If you have made any changes to the values on this form you **must** click on the save button for your changes to take effect.

Creating and IDX link and sending the email:

If the broker uses email other than Microsoft Outlook they may have to choose one of the two options listed.

- “Don’t generate an email. Just show the links below” allows the broker to view the links and copy and paste to send to the agent .
- “Don’t use my email client and automatically send the email” the system will find the agent’s email address and automatically send it to them bypassing the broker’s email.

If the broker uses Outlook they don’t have to check either option. The system will automatically generate an email addressed to the agent and the broker will have a record of the email sent in their Outlook Records.

Use only one option

Don't generate an email. Just show the links below.

Don't use my email client and automatically send the email.

Save

Create IDX Linx

Here is an example of the “Don’t generate an email. Just show the links below” the broker may copy and paste into his/her email.

Save

Don't generate an email. Just show the links below.

Don't use my email client and automatically send the email.

Create IDX Linx

You can copy and paste this message into your favorite web based email.

Dear Cindy K Cocklin:

Per your request, listed below are four separate hyperlinks which can be incorporated into your website(s). Your webmaster can place these on your site as a button, as a text link, or as a target link for framed web pages. It is strongly suggested that your webmaster cut and paste each link from this email into your site files to ensure accuracy.

Please discuss design and placement options with your webmaster or web designer.

ALL-IDX SEARCH LINK:
http://www.ntreisinnovia.net/cgi-ntr/BR_login?cindyc

YOUR ACTIVE (IDX) INVENTORY: My Listings:
http://www.ntreisinnovia.net/cgi-ntr/ACT_ainv?cindyc

YOUR OFFICE's ACTIVE (IDX) INVENTORY: Office Listings:
http://www.ntreisinnovia.net/cgi-ntr/ACT_oinv?cindyc

YOUR FIRM's ACTIVE (IDX) INVENTORY: Firm Listings:
http://www.ntreisinnovia.net/cgi-ntr/ACT_finv?cindyc

Thank you,
Your NTREIS Office Broker