

Welcome to the Immobel/Translator Dashboard

Our new MyImmobel control panel and Profile setup was designed to take you smoothly through the IDX customization process. If you have even moderate computer skills including uploading photos, you will find this process easy and stress free. **Attention:** If you have used our system previously, most of your account information will be automatically be set in our new system. However, we still recommend that you go through the following steps, as new updates have been added.

Please note: This document will cover Setting up your MyImmobel personal profile, and your Immobel Listing Search (IDX) Setup. Please allow appropriate time to setup and complete the profile setup. Setting up your profile should take less than 15-20 minutes.

Step 1: Open your web browser and go to: <http://NTREIS.Immobel.com>

Step 2: Login, You will need to enter the login name and password, this is the same login and password used in NTREIS Listings.



The screenshot shows a login form titled "Login to NTREIS.immobel.com". It features three input fields: "Association name" with a dropdown menu showing "NTREIS", "License number", and "Password". A red "Login" button is located at the bottom right of the form.

Step 3: After logging in, you will be displayed with settings to setup your Immobel account. Our easy to use "Setup Wizard" will help you along with this process. Click on "Immobel Listing Search(IDX)" to start the Setup Wizard.

You will learn how to:

- Set up your new Immobel / Translator site via the set up wizard.

Your REALTOR® Association can provide more support/training.
[Contact your Association](#)

Main Menu | **Immobil Listing Search (IDX) Setup** | **Client Contact Manager** | **Listing Manager** | **Referral Network**

News and Events
We recommend you go through the Immobil Listing Search Setup wizard to fully update your account with new features that Immobil offers. [Click here](#) to start this process.

Quick help
Welcome to the Immobil Control Panel
Use this Control Panel to set up and manage your Immobil Listing Search (IDX), and your Global Referral Network profile and referrals.
Immobil Listing Search (IDX) shows your local MLS / IDX listings on your website, translated into 13 languages!
Immobil Listing Search (IDX) can be used as a separate web site, or can be framed

Dashboard
Click on box with arrow to start you Set Up Wizard

Products and Settings

- Immobil Listing Search (IDX)
- Client Contact Manager
- Listing Manager
- Referral Network

Marketing Tools and Services

- Seminars and training videos
- Live interpreter by telephone
- Real-Buzz

Main Menu → **Immobil Listing Search (IDX) Setup**

Immobil Listing Search (IDX) Control Panel

Customizing your Immobil Listing Search (IDX)

- Basic Options
- Contact Info
- Professional Info
- Style
- Photos

Additional Options

- Customize Listing Search
- Languages
- Listing Search For Your Website
- Advanced Options

Basic Options and Profile will begin your information. Example: (<http://www.immobel.com/AGENTTEST>). Choosing a Profile name will be your specific website address at Immobil. **Please Note: do not enter any special characters. Only letters, numbers and underscores ('_') are accepted.** Next, you can choose if you want your account to be an “Individual Page” or “Team pages”. With team pages, you can have an additional agent/broker to be setup with your account. If you choose “Team pages”, additional options will be shown regarding “contact information” and Description information”.

Step 4: Next, Your **Contact Information**. Please fill out all the contact information as this will be used to setup your account and to be shown your Immobel Listing Search (IDX). Once finished, click “Continue”.

Step 5: Next, **Professional Info**. Please go through and select and fill in items that you wish to be shown on your Immobel Listing Search (IDX). Once finished, click “Continue”.

Step 6: Next, **Style**. Here you can choose to select on what your Immobel Listing Search (IDX) will be displayed as. This a two setup process. First, under “Choose from these styles”, choose a style that would best fit your needs. Next, follow the arrow and you will see “ choose from these Colors”. Finally, you will see a demo version. If you wish to use this style, click “Continue”.

Step 7: Last Step, **Photos**. Depending on the Style choose, here you are able to upload pictures to fully customize your Immobel Listing Search (IDX). To add a photo, click on “Upload Photo”, choose the file from your computer and click ok. If the file is too large, Immobel will give you options in order to automatically resize the photo to be best suited for your style chosen.

Congratulations: Your MyImmobel Profile and Immobel Listing Search has been setup. Now, we do have additional options for you to further customize your Immobel Listing Search. These items can be found under “Additional Options”. They include, “Customize Listing Search”, “Languages”, “Listing Search for Your Website” and “Advanced Options”. Please go through these exciting feature to give you the best experience in using Immobel.

To view your new Immobel Listing Search (IDX), look under Immobel Page Information and click on the link next to Immobel Listing Search (IDX) URL:

At any time you can go back through and make changes or modifications to your Immobel personal page, by using the links in the Profile menu.

Along with your Immobel Listing Search (IDX), we also provide additional options for your Real Estate needs. They include:

Client Contact Manager: This can be used to setup your clients, add saved searches and have emails go out to them with listings attached.

Listings Manager: Your one stop location to view Listings in the MyImmobel database and **enhance listings that have been connected via your MLS through IDX import** add new listing into Immobel.

Need more help? Contact your Association/MLS Provider for training.

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Referral Network: Here you can setup a profile and be able to search Immobel's Referral Network to find an agent or broker in the right location who will be happy to pay you a referral commission.

Please view our Immobel [User Manual](#) to learn more about all options. This document is an Adobe .PDF File. Please visit <http://get.adobe.com/reader/> to download Adobe Reader.

Questions/concerns, please contact Support@immobel.com