



## AGENT123

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### 1. How do I log into my website?

To log into your website, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the Agent123 using the username/password provided.

### 2. How do I change the Meta Tags on my website?

Each individual page will have its own keywords/titles/descriptions. To view the Meta Tags on your website, you must first log in. Click on "**Agent Center**" and then log into the Agent123. From here, click on the "**Manage Pages**" button in the dashboard. Next, click on the edit pencil next to the page you want to view. Finally, click on "**Save and Edit This Page**." This will bring you to the admin view of that page and the Meta Tags will be at the very top of the page under the dashboard. If making changes, be sure to click "**Update**" before leaving the page.

## Section - My Password

### 3. How do I change my password for the website?

To change your password, you want to click on "**Agent Center**" and log into the Agent123. Click on the "**My Password**" button on your dashboard. You will then be prompted to put in your old password and your new password twice. Click "**Update Password**" when done. The change will be verified with the message "**Password Changed**" in red text.

## Section - Site Settings

### 4. What is Marquee text?

The Marquee text refers to the line of scrolling text in your header.

### 5. How do I change my Marquee text?

You can change the messages that the marquee text displays by first clicking on "**Agent Center**" and then logging into the Agent123. Next, click on the "**Site Settings**" button on your dashboard. At the bottom of the page, you can change the messages as need and click "**Save Changes**"!

## 6. What is the email at the bottom of this page used for?

This email address at the bottom of your “**Site Settings**” page will be notified whenever a client fills out the form on your “**Contact Us**” page or any custom form that you have created.

## 7. How do I change the email address at the bottom of “**Site Settings?**”

To change this email address, first click on “**Agent Center**” and log into the Agent123. Next, click on the “**Site Settings**” button on your dashboard. Change or add to the email addresses as needed and click “**Save Changes**”!

# Section - Design Center

## 8. How Do I change my template?

To choose your template, first click on “**Agent Center**” and log into the Agent123. Next, click on the “**Design Center**” button on your dashboard. You will then see a list of templates to choose from. Click on the template layout that you like. Lastly, choose the header image/theme that you like and click on it. The website will automatically change to the new template design!

## 9. Why doesn't my template look like the one in the preview?

The template previews are there to show you what the color and layout looks like. The content of your site WILL NOT change when changing templates

# Section - Manage Forms

## 10. Where does a client's info go when they fill out a Custom Form that I've created?

To see what email address will be notified when a custom form is filled out, first click on “**Agent Center**” and log into the Agent123. Next, click on the “**Site Settings**” button on your dashboard. The email address at the bottom of this page will be the one notified when a client fills out a custom form that you've created.

# Manage Pages

## 11. How do I remove pages from the left navigation?

To remove a page from the left navigation, you must first click on “**Agent Center**” and log into the Agent 123. Next, click on the “**Manage Pages**” button on your dashboard. Find the page that you want to remove from the left navigation and un-click the “Visibility” check box. The page will still be active, (you can link to it if you want) but will no longer be shown on the left navigation.

## 12. How do I change the order of pages in my left navigation?

To change the order of pages on your left navigation, first click on “**Agent Center**” and log into the Agent 123. Next, click on the “**Manage Pages**” button on your dashboard. Next, find the page that you want to move. Click/drag the  icon for this page and move it up/down to where you want it.

## Page Attributes Within Manage Pages

### 13. What is the menu name?

The menu name is the text that will be displayed on the left navigation should that page be marked as “Visible.”

### 14. What is the page name?

The page name is part of a pages URL. Example: [www.mydomain.com/MENU-NAME](http://www.mydomain.com/MENU-NAME). Since this is a URL, there can't be any spaces or symbols.

### 15. What is the page description?

The page description is part of a page's Meta tags. You can put a short description about that particular webpage here.

## 16. What is the page type?

This will change how a page opens in your website. You can change the page type as follows:

**Edit this page manually** – This gives you a completely blank page to edit

**Frame URL into Agent123website** – This will give you a space to paste in a URL to another site, blog, IDX search link, etc... When clicked on, the link will be framed within your website (header and left navigation will still be available). An example of a framed page is your **“Property Search”** page

**Open URL in New Window** – This will give you a space to paste in a URL to another site, blog, IDX search link, etc. When clicked on, the user’s browser will launch another window with this link.

**Open URL in Same Window** – This will give you a space to paste in a URL to another site, blog, IDX search link, etc. When clicked on, the user leaves your website completely and will open the new URL in the current window.

## 17. How do I create a new page?

To create a new page on your website, first click on **“Agent Center”** and log into the Agent 123. Next, click on the **“Manage Pages”** button on your dashboard. Find an empty “Custom Page” and click the edit pencil next to it. You can then fill out the page attributes (page name/description/page type) and make the page visible

## 18. I don’t have any more custom pages to use...What do I do?

If you have the Agent123 LITE product, it’s time to upgrade! If you have the standard Agent123 website, send us an email at support@realtytech.com and we’ll add up to 100 blank pages to your website.

# Section - Edit Thank You Page

## 19. I don’t like the format of the “Thank You” page...Can I change it?

Since these websites are template based by nature, there are certain pages that you cannot change. The format of the “Thank You” page cannot be changed as it is a template based page.

# Section - Contacts

## 20. How do I delete contacts?

To delete one of the contacts off your list, first click on "Agent Center" and log into the Agent 123. Next, click on the "Contacts" button on your dashboard. From there, you can click the "X" next to each contact you want to delete. You will be warned that you are about to permanently delete the information – click "OK" and they will be deleted.

## 21. How do I export these contacts to another program?

To export your contacts to use in another program, you must first click on "Agent Center" and log into the Agent 123. Next, click on the "Contacts" button on your dashboard. From there, you can click the check box next to each contact you want to export. Lastly, click the  image at the very top of your contacts. This will automatically save the contacts as a CSV (Comma Separated Values) file that you can open in Microsoft Excel.

# Section - IDX Related

## 22. How do I log into the IDX?

To log into your website, click on "Agent Center" at the very bottom of any page of your website. From there, log into the IDX123 using the username/password provided. If you are already logged into your website, you can alternatively log into the IDX by clicking on the "Contacts" button in the dashboard. At the very bottom of the "contacts" page, there is a log in area for the IDX.

## 23. How do I change my information that is listed next to properties?

To your information that is listed next to properties, you must log into the IDX. To do so, click on "Agent Center" at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over "My Account" and click on "Your Profile." After making changes, make sure to click "Update" to save your changes.

#### **24. How do I change my picture that is next to properties?**

To your information that is listed next to properties, you must log into the IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over "**My Account**" and click on "**Your Picture.**" Click "**Upload**" to view the "image editor." Click on the "**Choose File**" button to browse the photo on your computer. Click Upload to load the photo. You can then crop the photo if need be. Click "**Save**" and you are done!

#### **25. How do I change what Featured Homes are on my website?**

To change the featured homes on your website, you must log into your IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over "**Properties**" and click on "**Featured Properties.**" From here, you can either add another agent to your "Featured Agents" (with their permission) to display all of their listings, add a "Featured Market" (display listings that only fit the criteria you input), or add listings by MLS number.

#### **26. I changed companies, how do I change my "Office Listings?"**

To change the featured office on your website, you must log into your IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over "**Properties**" and click on "**Featured Offices.**" From here, you can either delete/add "Featured Offices" as needed.

#### **27. How do I add an open house to my website?**

To add an open house to your website, you must log into your IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over "**Properties**" and click on "**Open Houses.**" Click "**Add Open House**" and fill out the form provided. Lastly, click "**Save**" and the home will automatically be added to your "Open House" page on your website. The home will also automatically be deleted from the page after the open house is over.

### **28. How do I add sold homes to my sold listings page?**

To add a sold listing to your “**My Recent Sales**” page, you must first log into the IDX. To do so, click on “**Agent Center**” at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over “**Properties**” and click on “**Sold Properties.**” Click on the “**Select System**” drop down menu and choose the MLS board(s) that you belong to. Next, find your name in the list to the right and click “**Add Selected Agent(s) to the List Below.**” This will automatically add any properties you’ve recently sold under the selected MLS numbers to your sold listings page. Alternatively, you can also type in MLS numbers for sold properties 1 at a time in the “**Add Sold Listings by MLS#**” box or click on “**Add Sold Listings Manually**” to type in your sold listing’s information manually.

### **29. How do I change the settings for my IDX? (Price sort direction, property types shown, colors of IDX, Require users to log-in to view listing details, allowable property types)**

To change the IDX settings for your website, you must log into your IDX. To do so, click on “**Agent Center**” at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over “**Settings**” and click on “**IDX Settings.**” Change the settings as need be and click the “**Update**” button when done.

### **30. How do I change what message is sent out with my listing alerts?**

To change the email message for your listing alerts, you must log into your IDX. To do so, click on “**Agent Center**” at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over “**Settings**” and click on “**Email Settings.**” Next, choose which template you want to edit from the dropdown menu. This will bring up a preview of that template. The area in yellow is the only section of this template that can be edited. To do so, click on “**Edit**” next to the drop down menu. This will then bring up a blank editor that you can type a message into. When done, click “Update” next to the drop down menu once again.

### **31. What are the differences between these 3 email templates?**

**Verification Email** – This is the initial email asking your client to verify their account. If they do not verify their account, they will not receive listing alerts

**Additional Verification Email** – If a user has not verified their account, this email will go out after 30 days, and again at 60 days.

**Daily Email** – This is the template that is sent out with listing alerts

### **32. What email account is notified for my client's listing alerts?**

To view what email address is notified with your client's listing alerts, you must first log into your IDX. To do so, you must log into the IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, highlight over "**My Account**" and click on "**Your Profile**" The email address listed will be the one notified when your listing alerts go out.

### **33. How do I see what a client's listing alert details are? (what they are searching)**

To view the details of your client's saved searches/properties you must first log into the IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, click on "**Users**" to see everyone who has signed up for listing alerts. If you highlight over one of these clients, you will how many searches they have, and can also click "**View Details.**" This will give you a list of property searches that the client has saved (if they have any), list of saved properties (if they have any), and the option to change their log-on information.

### **34. How do I delete a user who has signed up for listing alerts?**

To view the delete one of your users who are receiving listing alerts, you must first log into the IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123. Next, click on "**Users**" to see everyone who has signed up for listing alerts. Highlight over the client you wish to delete and click "**Delete.**" You will be prompted again that you are about to delete the user. Click "OK" and the user will now be highlighted in red. The client will no longer receive alerts, but you will have the option to "**Restore User**" for 30 days. After 30 days the system will permanently delete them.

### **35. How do I create a user to receive listing alerts?**

To create a user and set them up for listing alerts, you must first log into the IDX. To do so, click on "**Agent Center**" at the very bottom of any page of your website. From there, log into the IDX123 and click on "**Users.**" Next, click on "**Create New User**" on the right of the table. You will fill out the information for your client (name, email, password, etc) and click the "**Create**" button when finished. A "**Create a New Search**" link will appear at the top right of this form. Click on "**Create a New Search**" and fill out the search criteria for your client. When done, click the "**Update**" button at the bottom of the page to save the search. Your client will receive their listing alerts within the next 24hrs.

# Section – Agent Gallery

## **36. How do I log into the agent gallery?**

To log into your profile on the agent gallery, you will go to <http://gallery.realtytech.com/youroffice/agent/>. Use the username and password provided and you will automatically be directed to your own personal profile page.

## **37. What content should I put in my Agent bio?**

Your agent bio can include anything that you want. For best results, showcase what makes you special as a person and a Realtor, whether it is the number of years that you have serviced your industry, knowledge of your areas, or personal experiences that shaped you as a person. What will sell your clients on you?

## **38. What properties are shown under my Agent bio?**

The properties under your Agent bio are your “Featured Properties.” These featured properties come directly from the IDX. These properties will be your listings currently on the MLS and/or the featured area(s) that you’ve chosen to showcase. For more information on setting your “Featured Properties,” you can look at #25 above in the IDX section.

## **39. How do I upload my photo?**

To upload your agent photo, you will first need to log into your personal profile using the information in step 35. Once successfully logged in, you will click on “Select Agent Photo.” Browse your computer for the photo that you want to use and click “Open.” Your photo will automatically re-size as needed and be added to your profile. (NOTE – optimized images sized 200px X 250px will not need resizing)

## **40. Why doesn't my website/phone number/email/social media icon show up on the broker site?**

The information on the Broker’s gallery will only display what you input. This means if you leave a section blank such as your phone number, it will not be displayed on the Broker’s gallery.

#### **41. How do I input my social media links?**

To input your social media links, you will first need to visit your public profile (Example: [www.facebook.com/yourID](http://www.facebook.com/yourID) or <https://www.facebook.com/profile.php?id=1111111111&ref=ts>). By inputting your social media link, a badge for that social media profile will automatically be added to the Broker gallery under your name.

#### **42. How do I input a YouTube or Vimeo Video?**

To add a video to your profile, you will first need to get the public URL for the video (Example: <http://www.youtube.com/watch?v=tK847HxuVqE> or <http://vimeo.com/1111>). Copy this URL in your browser by highlighting it and either right-clicking on it and hitting copy OR pressing ctrl+C on your keyboard. Next, log into your profile on the agent gallery (step 35 above). Lastly, paste your video link into the “YouTube/Vimeo URL” space provided. Click “Save” at the bottom of the profile and you are done! The video will automatically size itself and be added to your profile.

#### **43. What type of video should I have on my Agent bio?**

You can upload any video you want on your Agent bio, BUT we suggest a nice introduction video about yourself. This will give your clients a chance to meet and get to know you, which will encourage them to give you a call sooner than later.

# How-To Upload Your Agent Photo

1. Go to your website and click on "**Agent Center**" at the very bottom of your page



2. Log into your "**Agent123**"



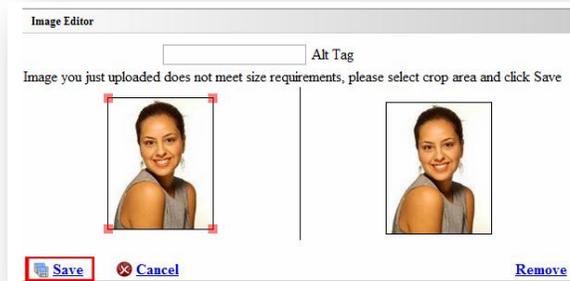
3. After you log in, you will see the Dashboard at the top of your website. Click on "**Site Settings**"



4. Click the edit pencil associated with the agent photo



5. First, click on "**Choose File.**" This will allow you to browse for your agent photo on your computer. Once you've selected a photo, click "**Upload.**" You will then be given a chance to crop your photo. When done, click "Save" and you are done!



# How-To Upload Your Company Logos

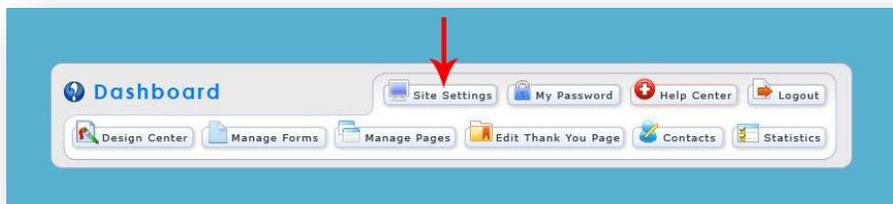
1. Go to your website and click on "Agent Center"



2. Log into your "Agent123"



3. After you log in, you will see the Dashboard at the top of your website. Click on "Site Settings"



4. Click the edit pencil next to the company logo you want to upload



5. First, click on "**Choose File.**" This will allow you to browse for your company logo on your computer. Once you've selected a photo, click "**Upload.**" You will then be given a preview of your company logo. If it looks good, click "**Save**" and you're done!



# RealtyTech Tech-Tips!

Ever wondered how to utilize those custom URL's you've created in your IDX123 property search? We've decided to start writing some tech-tips for our loving clients to give them ideas on how to personalize their websites.

## Create A Custom Link

The first thing that one needs to do before creating a custom hyperlink is to create the link itself. Use the "**Custom Link Creator**" in your IDX admin to take the work away from your clients! Nobody wants to work very hard to find what the homes that they are looking for, so it's your goal to make this as easy as possible. The "**Custom Link Creator**" will give you the option to create IDX searches that can be as narrow or wide as you want. To do so follow the steps ahead:

**\*NOTE\*** - If you haven't already, follow the steps in "**Create A Custom Link**" above first!

1. Go to your website and click on "**Agent Center**" at the very bottom of your page



2. Log into your "**IDX123**"



3. Hover over widgets, and click "**Custom Link Creator**" on the drop down menu.

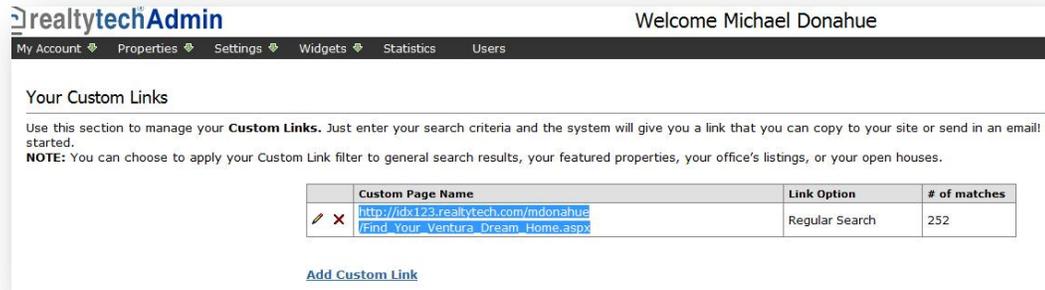


4. Click "**Add Custom Link**" and fill out the information so that it pulls the certain types of listings you want.

The image shows a form titled '< Back to Custom Links'. The form is divided into several sections: 'Search Information' with a 'Name This Link' field; a section for choosing listing types with radio buttons for 'Regular Search', 'Office Properties', 'Featured Properties', and 'Open Houses'; 'Search Criteria' with a sub-section 'Property Types' containing checkboxes for 'All Residential', 'Single Family Home', 'Condo/Townhouse /Co-Op', 'Mfd/Mobile Home', 'Multi-Family', 'Land', 'Commercial', and 'Rentals'; a sub-section 'Property Status' with checkboxes for 'Active', 'Backup Offers', 'Pending Sale', 'New', and 'Price changed'; and a final section for 'Foreclosures and Short Sales'.

**\*Tech Tip\*** - Try creating searches for certain areas and certain price ranges. You can also search by keywords such as REO, pool, etc!

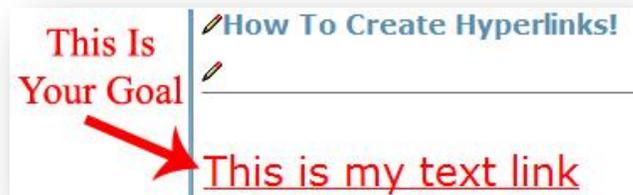
5. Once you've created a custom link, you will highlight the URL it gives you and copy it.



Now you are ready to use this custom link on your site. I'll go through the step by step process on how to create 3 types of hyperlinks.

# Hyperlinked Text

The goal of a text hyperlink is for your clients to click on something you've written, and have them directed to a property search you've set up using the "**Custom Link Creator**" in the IDX123. The directions below are specifically for IDX property search links.



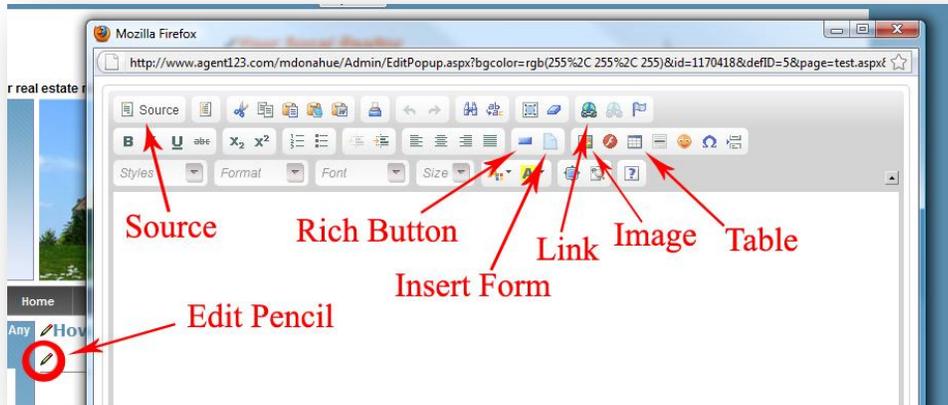
6. Go to your website and click on "**Agent Center**" at the very bottom of your page



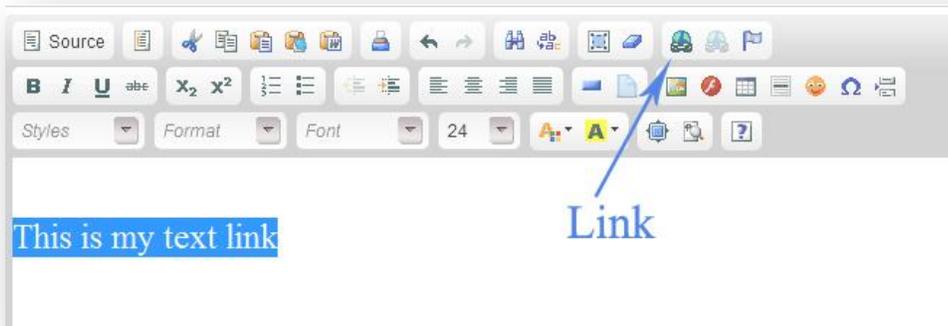
7. Log into your "**Agent123**"



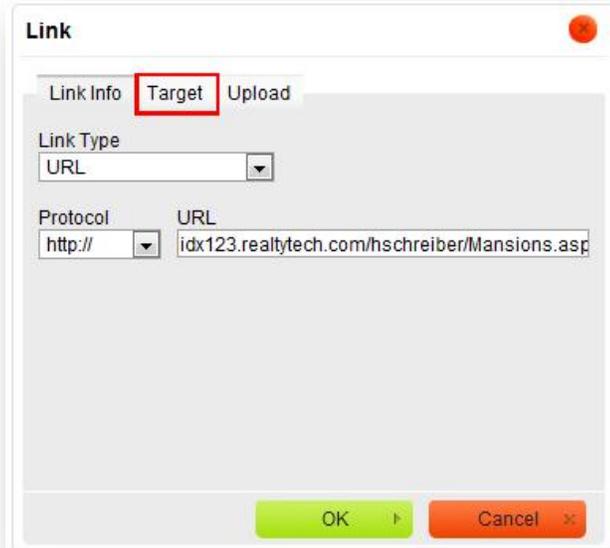
- Find the page/section you want to edit and click on the edit pencil so that the text field pops up.



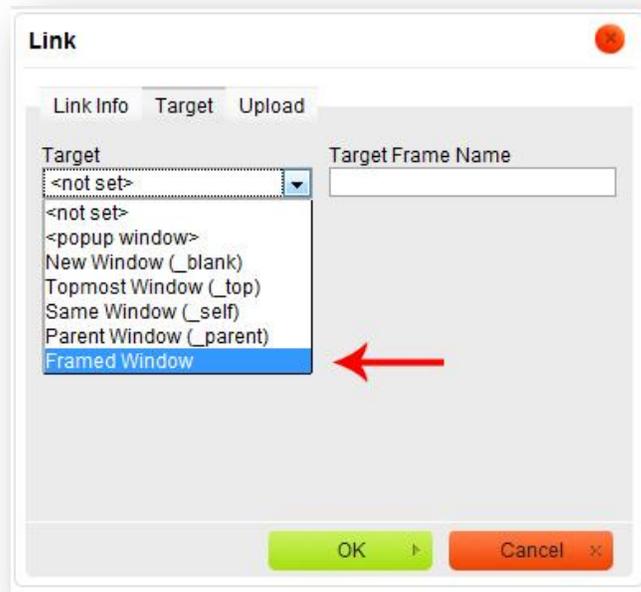
- In the text field, write what you want your client to click on. When you are done, highlight the text and click the “[link](#)” button.



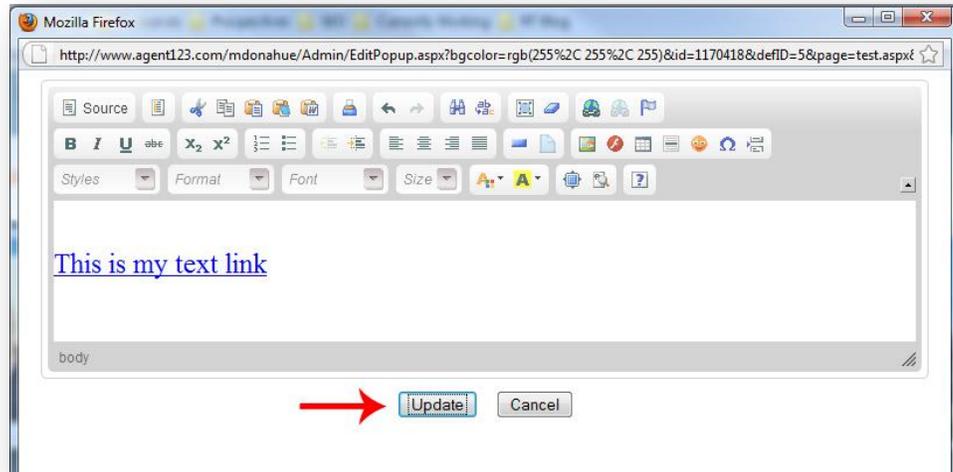
10. Paste your URL you copied from the IDX in the “**URL**” space provided and click target.



11. Click “<not set>” and choose “**Framed Window**” in the drop down menu. This will ensure that your IDX property search is framed within your website.



12. Click “**OK**” and you are done! Make sure to click “**update**” and test the link.



# Hyperlinked Button

Button hyperlinks are another way to implement IDX property searches. The goal of a button hyperlink is for your clients to click on a button you've created and have them directed to a property search you've set up using the "**Custom Link Creator**" in the IDX123. The directions below are specifically for IDX property search links.

**\*NOTE\*** - If you haven't already, follow the steps in "**Create A Custom Link**" above first!



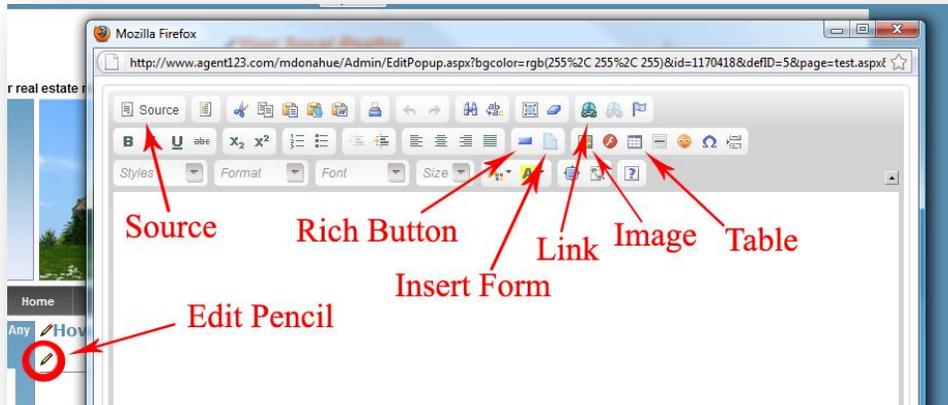
1. Go to your website and click on "**Agent Center**" at the very bottom of your page



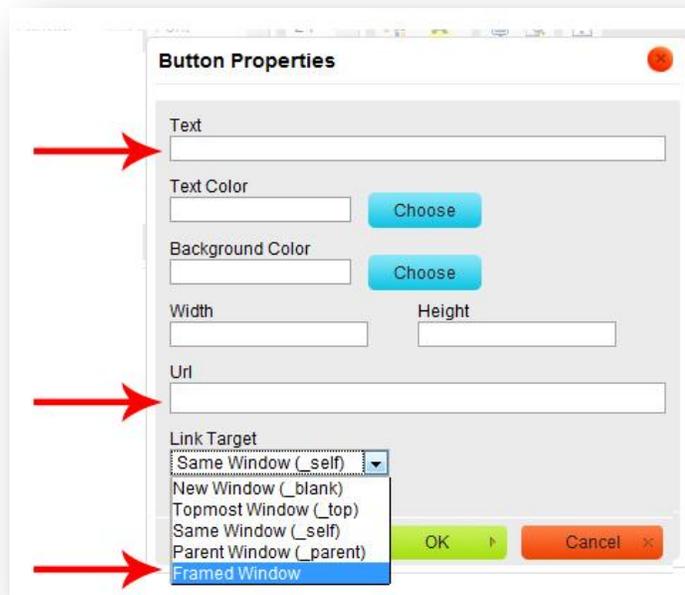
2. Log into your "**Agent123**"



3. Find the page/section you want to edit and click on the “**Edit Pencil**” so that the text field pops up.

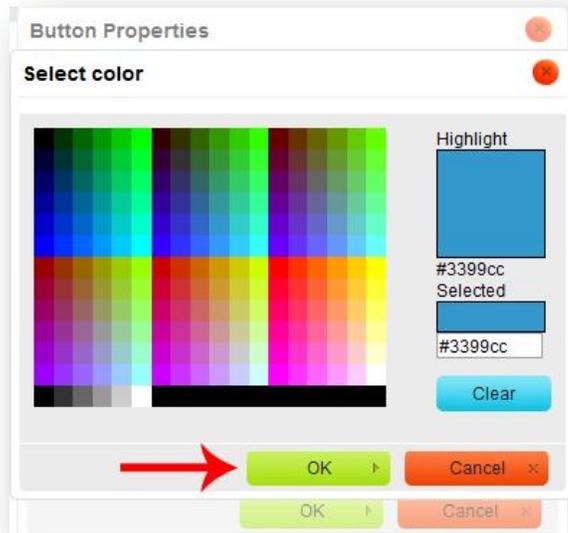


4. Click on “**Rich Button**” so that the button properties pop up.

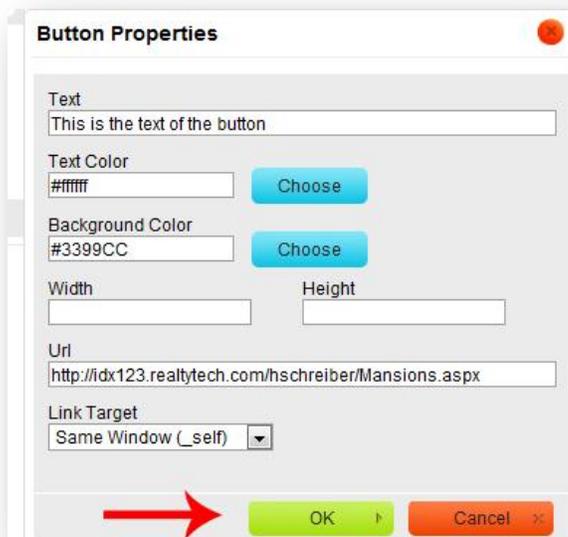


5. Type in the text you want for your button, paste your URL you copied from the IDX in the “URL” space provided and click target to change it to “**Framed Window.**”

6. Choose the color for your text, and for your background color. Click “**OK**”

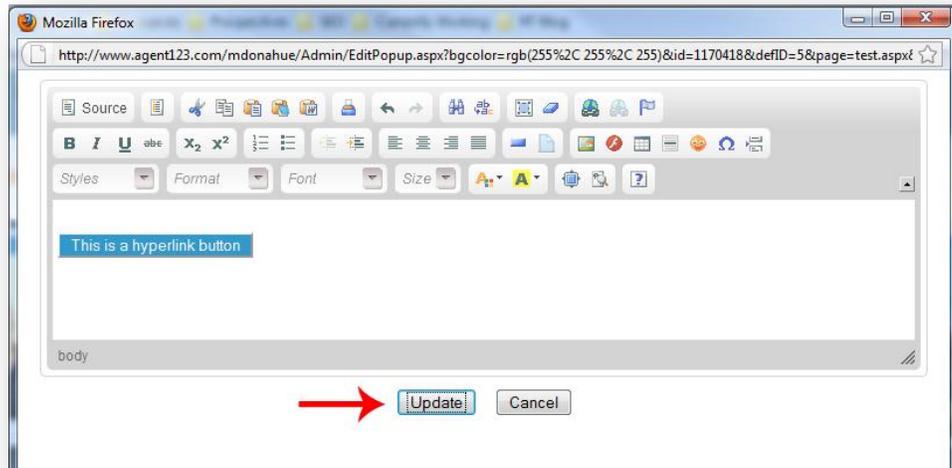


**\*Tech Tip\*** - You can use a program such as Adobe Photoshop to get color codes to match the colors on your website exactly!



13. Make sure all of the fields are filled in completely, click “**OK**,” and you are done! Make sure to click “**update**” and test the link.

**\*NOTE\*** - We left width and Height blank. By doing so, the button will automatically choose the values for you. Only choose these numbers if you want the button to have more padding around the text.



# Hyperlinked Image

Image hyperlinks are yet another way to implement IDX property searches. The goal of an image hyperlink is for your clients to click on the image which will then direct them to a property search you've set up using the "**Custom Link Creator**" in the IDX123. The directions below are specifically for IDX property search links.



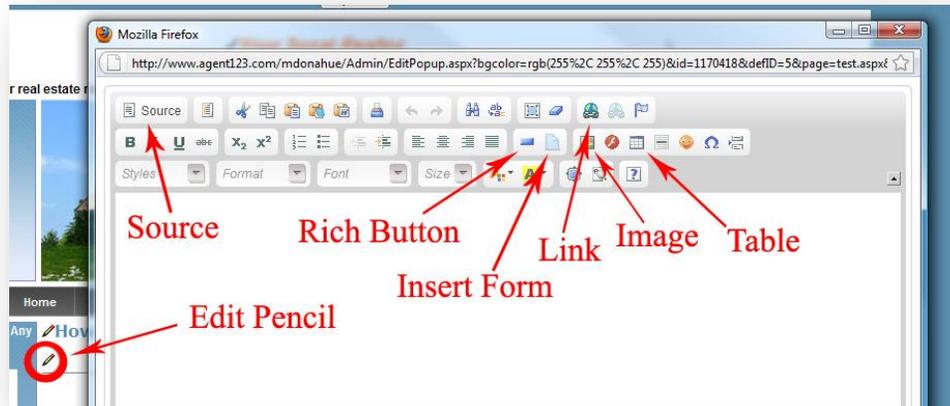
1. Go to your website and click on "**Agent Center**" at the very bottom of your page



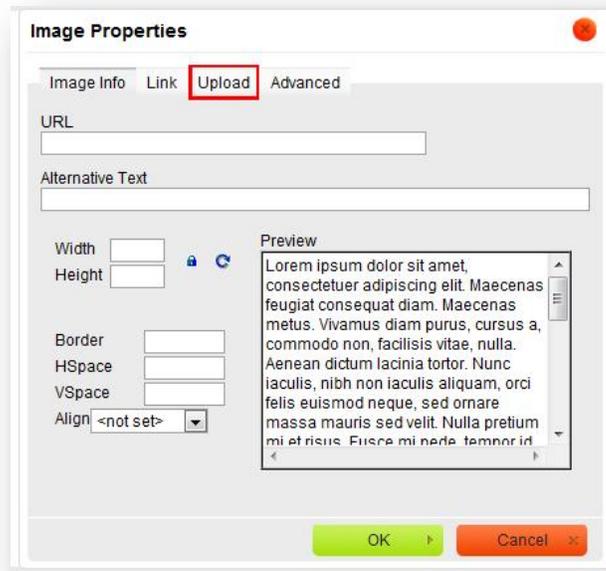
2. Log into your "**Agent123**"



3. Find the page/section you want to edit and click on the **“Edit Pencil”** so that the text field pops up.



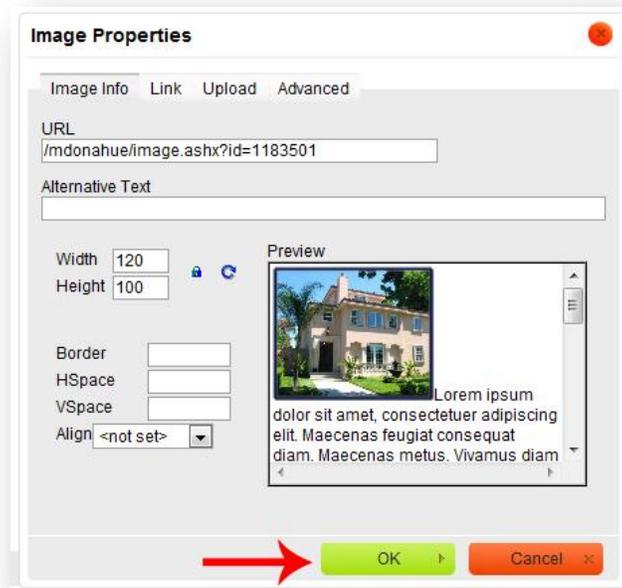
4. Click on **“image”** so that image properties pop up. From here, click on upload



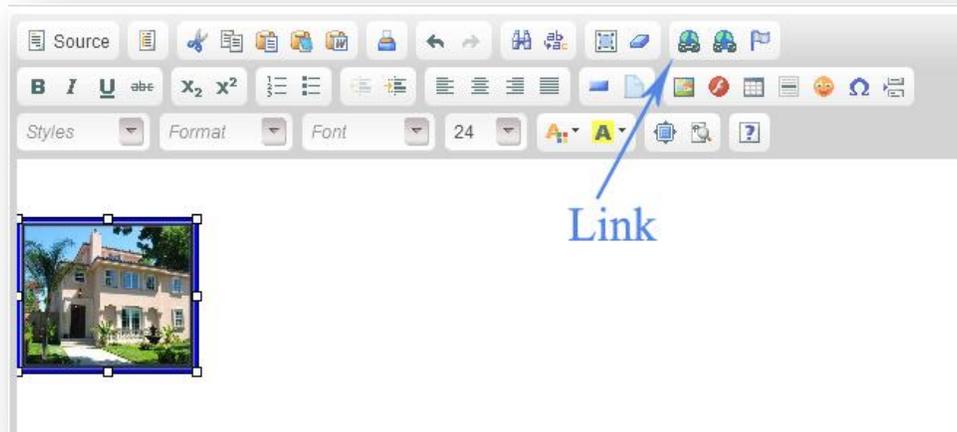
5. Click browse and find an image on your desktop that will represent your IDX property search. We usually use photos of homes for this step.



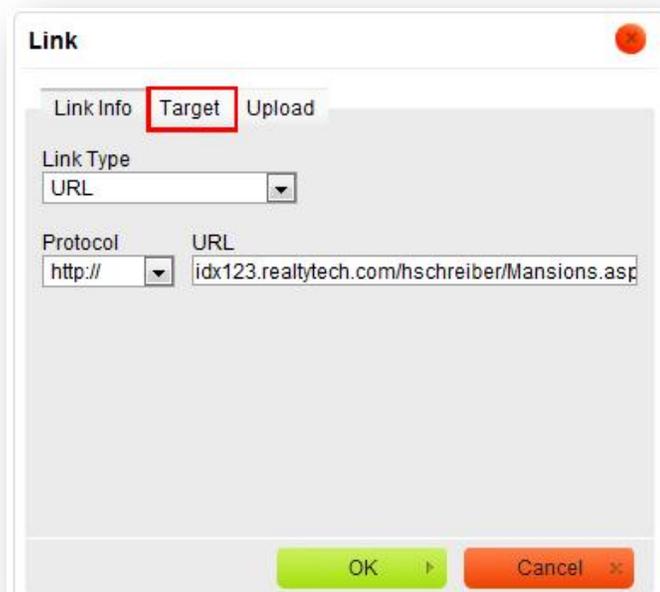
6. Once uploaded, you will see a preview of the image size. If you used a large image, you will want to size it appropriately before saving. Once done making changes, click "**OK.**"



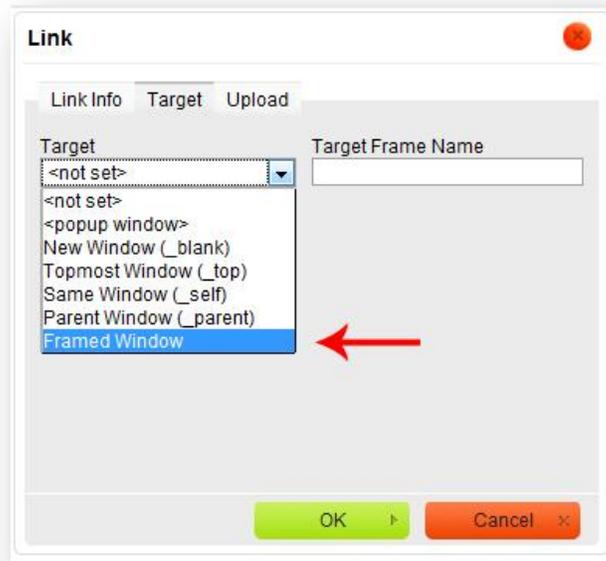
7. Once you see the image in the editor, you are going to click the image once so that it is selected and there are 8 squares surrounding it. After selecting the image, click the link button.



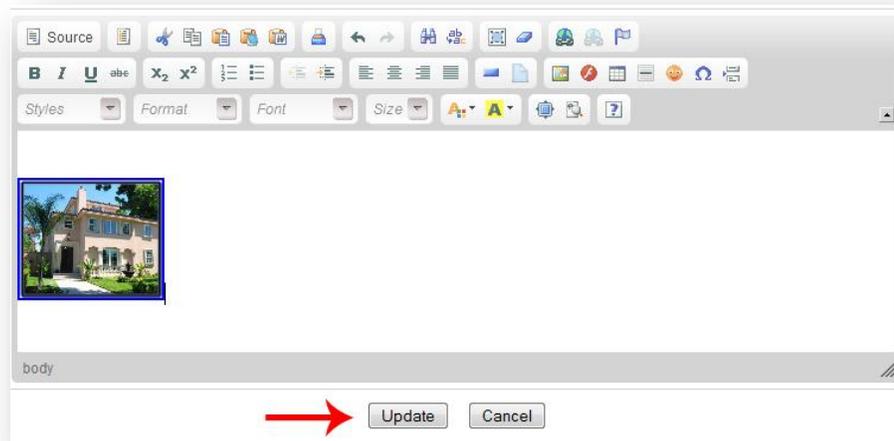
8. Paste your URL you copied from the IDX in the “URL” space provided and click target.



9. Click “<not set>” and choose “**Framed Window**” in the drop down menu. This will ensure that your IDX property search is framed within your website.



10. Click “**OK**” and you are done! Make sure to click “**Update**” and test the link.



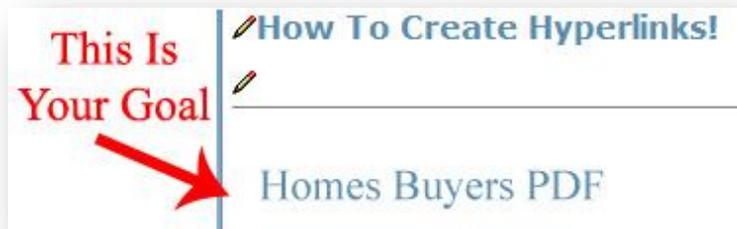
**\*Tech Tip\*** - Don't like the blue border around your hyperlinked image? Go back into the editor, right click on the image, go to “**image properties**” and set the border value to “0”. Viola! No more border!

Things for you to try yourself:

- Try making a uploading Facebook/Linkedin/Twitter badges and linking them to your site

# Uploading PDF

The idea here is to provide your clients with useful information/forms as PDF's on your website. From here, your clients will click on this hyperlink and then be given the chance to view or save the PDF for future use.



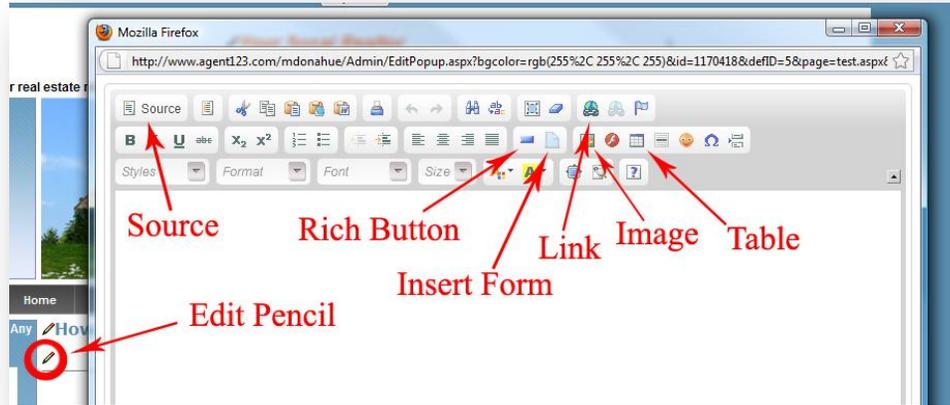
1. Go to your website and click on "**Agent Center**" at the very bottom of your page



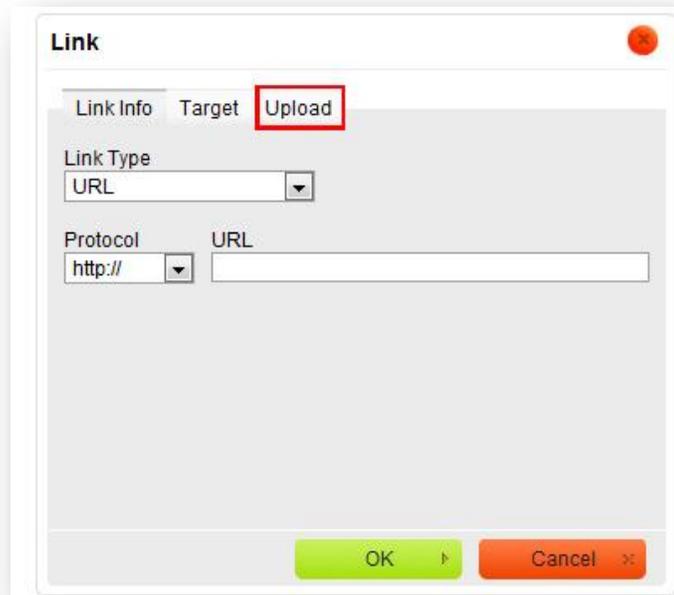
2. Log into your "**Agent123**"



3. Find the page/section that you want to edit and click on the edit pencil so that the text field pops up and click the “link” button.



4. Click on the “upload” tab.

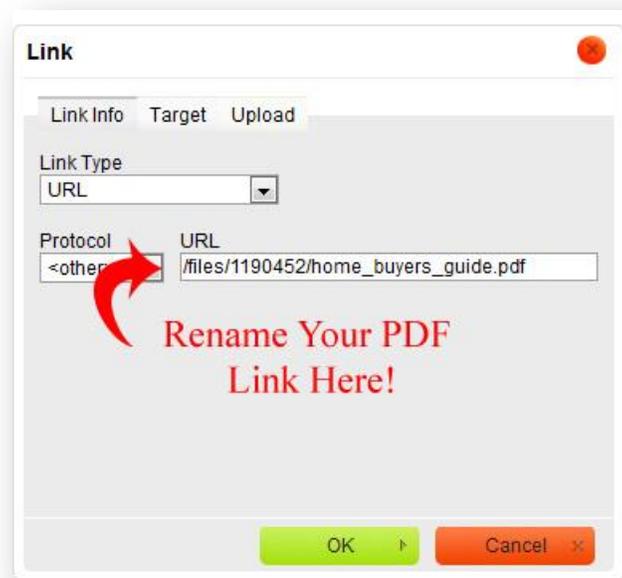


5. Click on the “**Browse**” button and find the PDF you are looking to upload



**\*NOTE\*** - If your PDF file is very large, it will not upload

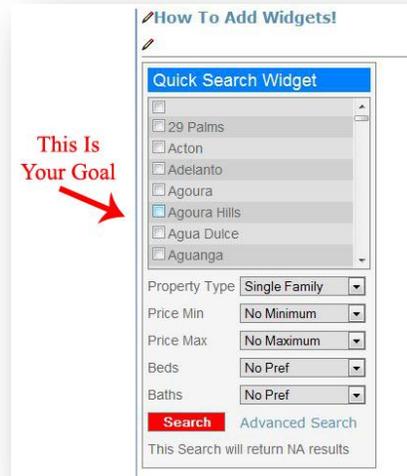
6. Rename your PDF link here. This is going to be the text name that your clients will click to open the PDF.



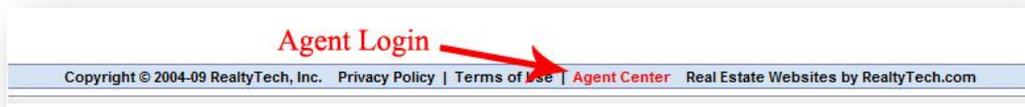
7. Click “**OK**” and you are done! Make sure to click “**Update**” and test the link.

# Uploading HTML Widgets

Some widgets such as the “**Quick Search Widget**” must be implemented using HTML coding. You will also see this HTML coding when you upload YouTube videos, pre-fabbed Facebook/Twitter badges, and most 3<sup>rd</sup> party widgets. The directions below are for a “**Quick Search Widget**” specifically.



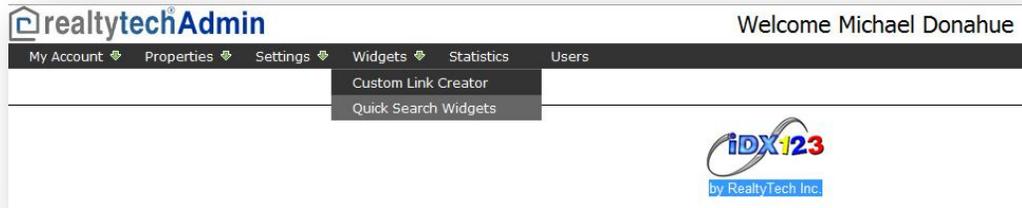
1. Go to your website and click on “**Agent Center**” at the very bottom of your page



2. Log into your “**IDX123**”



3. Hover over widgets, and click **“Quick Search Widget”** on the drop down menu.

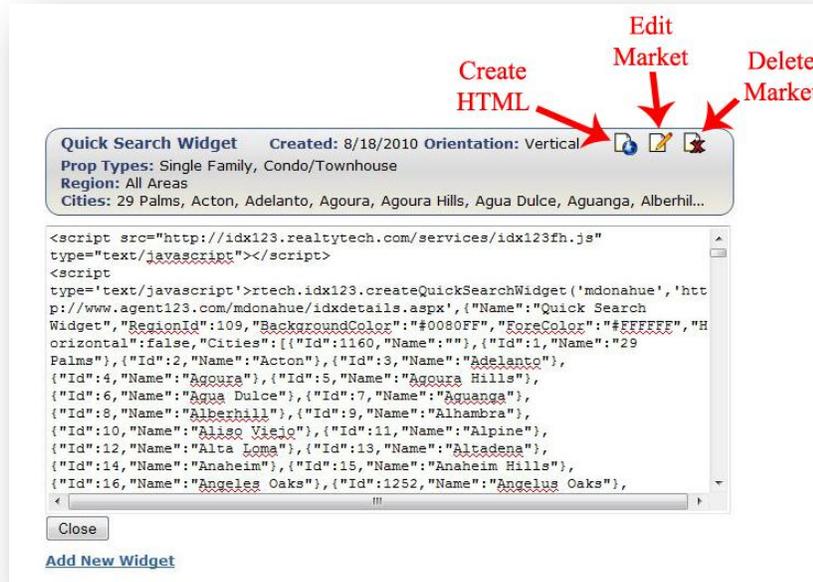


4. Click **“Add New Widget”** and fill out the information so that it pulls the certain types of listings you want.

### Target Market Widget Criteria

<b>Title Bar</b> <input style="width: 90%;" type="text"/>	<b>Orientation</b> <input checked="" type="radio"/> Horizontal <input type="radio"/> Vertical	<b>Title Bar Colors</b> Background Color: <input style="width: 40px;" type="text"/> Text Color: <input style="width: 40px;" type="text"/>																												
Property Types																														
<input type="checkbox"/> Single Family <input type="checkbox"/> Condo/Townhouse <input type="checkbox"/> Mobile Home <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Land <input type="checkbox"/> Rental <input type="checkbox"/> Business																														
Region and Cities																														
Region: <input style="width: 100%;" type="text" value="Antelope Valley"/>																														
Selected City/Areas																														
Choose the areas that you want to make available for your users to search via the widget.																														
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> All Cities</td> <td><input type="checkbox"/> El Mirage</td> <td><input type="checkbox"/> Lancaster</td> <td><input type="checkbox"/> Pearblossom</td> </tr> <tr> <td><input type="checkbox"/> Acton</td> <td><input type="checkbox"/> Helendale</td> <td><input type="checkbox"/> Leona Valley</td> <td><input type="checkbox"/> Pinion Pine</td> </tr> <tr> <td><input type="checkbox"/> Adelanto</td> <td><input type="checkbox"/> Hesperia</td> <td><input type="checkbox"/> Little Rock</td> <td><input type="checkbox"/> Quartz Hill</td> </tr> <tr> <td><input type="checkbox"/> Agua Dulce</td> <td><input type="checkbox"/> Juniper Hills</td> <td><input type="checkbox"/> Llano</td> <td><input type="checkbox"/> Rosamond</td> </tr> <tr> <td><input type="checkbox"/> Antelope Acres</td> <td><input type="checkbox"/> Lake Elizabeth</td> <td><input type="checkbox"/> Mojave</td> <td><input type="checkbox"/> Tehachapi</td> </tr> <tr> <td><input type="checkbox"/> California City</td> <td><input type="checkbox"/> Lake Hughes</td> <td><input type="checkbox"/> North Edwards</td> <td><input type="checkbox"/> Victorville</td> </tr> <tr> <td><input type="checkbox"/> Coloma</td> <td><input type="checkbox"/> Lake Los Angeles</td> <td><input type="checkbox"/> Palmdale</td> <td></td> </tr> </table>			<input type="checkbox"/> All Cities	<input type="checkbox"/> El Mirage	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Pearblossom	<input type="checkbox"/> Acton	<input type="checkbox"/> Helendale	<input type="checkbox"/> Leona Valley	<input type="checkbox"/> Pinion Pine	<input type="checkbox"/> Adelanto	<input type="checkbox"/> Hesperia	<input type="checkbox"/> Little Rock	<input type="checkbox"/> Quartz Hill	<input type="checkbox"/> Agua Dulce	<input type="checkbox"/> Juniper Hills	<input type="checkbox"/> Llano	<input type="checkbox"/> Rosamond	<input type="checkbox"/> Antelope Acres	<input type="checkbox"/> Lake Elizabeth	<input type="checkbox"/> Mojave	<input type="checkbox"/> Tehachapi	<input type="checkbox"/> California City	<input type="checkbox"/> Lake Hughes	<input type="checkbox"/> North Edwards	<input type="checkbox"/> Victorville	<input type="checkbox"/> Coloma	<input type="checkbox"/> Lake Los Angeles	<input type="checkbox"/> Palmdale	
<input type="checkbox"/> All Cities	<input type="checkbox"/> El Mirage	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Pearblossom																											
<input type="checkbox"/> Acton	<input type="checkbox"/> Helendale	<input type="checkbox"/> Leona Valley	<input type="checkbox"/> Pinion Pine																											
<input type="checkbox"/> Adelanto	<input type="checkbox"/> Hesperia	<input type="checkbox"/> Little Rock	<input type="checkbox"/> Quartz Hill																											
<input type="checkbox"/> Agua Dulce	<input type="checkbox"/> Juniper Hills	<input type="checkbox"/> Llano	<input type="checkbox"/> Rosamond																											
<input type="checkbox"/> Antelope Acres	<input type="checkbox"/> Lake Elizabeth	<input type="checkbox"/> Mojave	<input type="checkbox"/> Tehachapi																											
<input type="checkbox"/> California City	<input type="checkbox"/> Lake Hughes	<input type="checkbox"/> North Edwards	<input type="checkbox"/> Victorville																											
<input type="checkbox"/> Coloma	<input type="checkbox"/> Lake Los Angeles	<input type="checkbox"/> Palmdale																												
<a href="#">Save</a> <a href="#">Cancel</a>																														

- Once you've created the custom widget, you will click on the **"Create HTML"** icon. This will show you the HTML coding for the widget. Highlight this HTML coding it gives you and copy it.



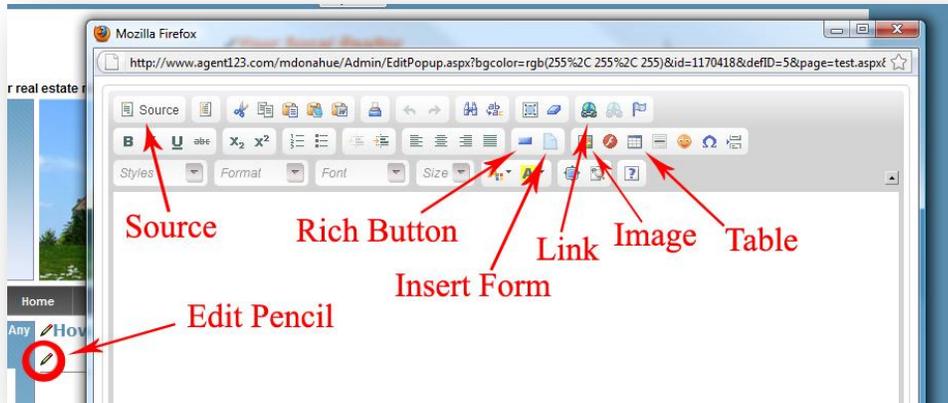
- Go to your website and click on **"Agent Center"** at the very bottom of your page



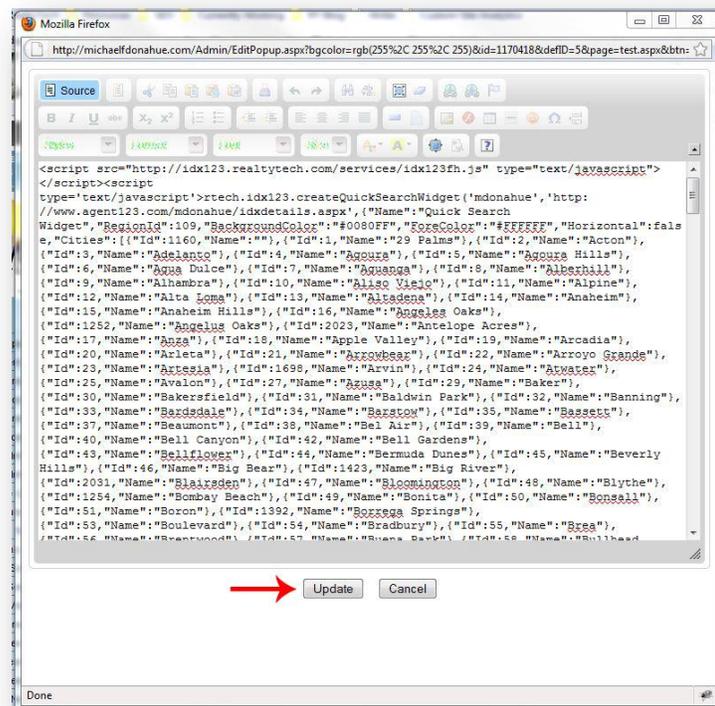
- Log into your **"Agent123"**



8. Find the page/section you want to edit and click on the **“Edit Pencil”** so that the text field pops up and click the **“Source”** button.



9. This is when you will see all of the HTML coding for the page. If you already have content on the page, **be very careful not to delete any of the existing coding**. Find the area of the page that you would like your widget and past the HTML coding that you copied.



**\*Tech Tip\*** - If you are afraid of ruining the existing content on your page, copy **ALL** of the existing HTML source coding **PRIOR** to adding your widget and past it into a word document for safe keeping! If you mess the page up, you can revert back to your previous content by pasting that HTML coding back into the editor.

**\*Tech Tip 2\*** - Some widgets can also be previewed **PRIOR** to updating your page! After pasting your widget's HTML coding into the editor, click the "**Source**" button once again to see what it looks like. Please note that **not all** widgets can be seen prior to updating the page.

10. Click "**Update**" and you are done! Enjoy your new widget!

# Using Tables

Using tables on your Agent123 website is a perfect way to organize buttons, links, and content. Tables are very easy to use, and will help you create professional looking pages in a snap!

**\*NOTE\*** - If you haven't already, follow the steps in "[Create A Custom Link](#)" above first!



1. Go to your website and click on "[Agent Center](#)" at the very bottom of your page



2. Log into your "[Agent123](#)"

Agent123 Website    IDX123 MLS Search

Username

Forgot Password?    Login!

To edit your site you must:

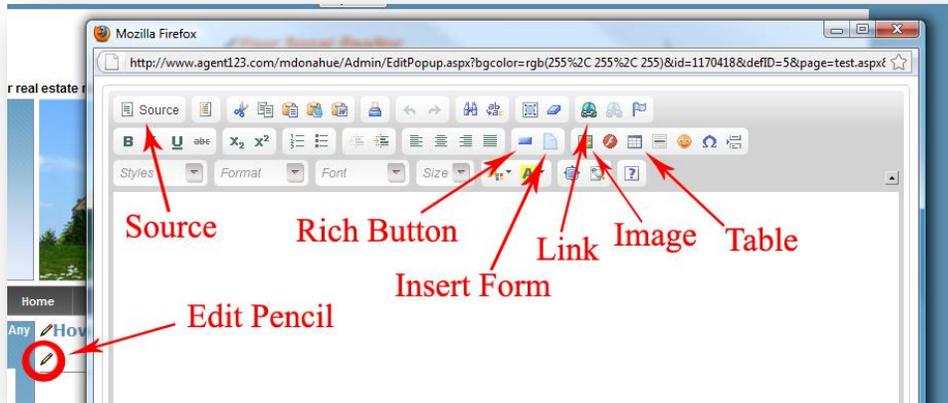
- Disable any pop-up blocker software.
- Use Internet Explorer.

**Login Center**

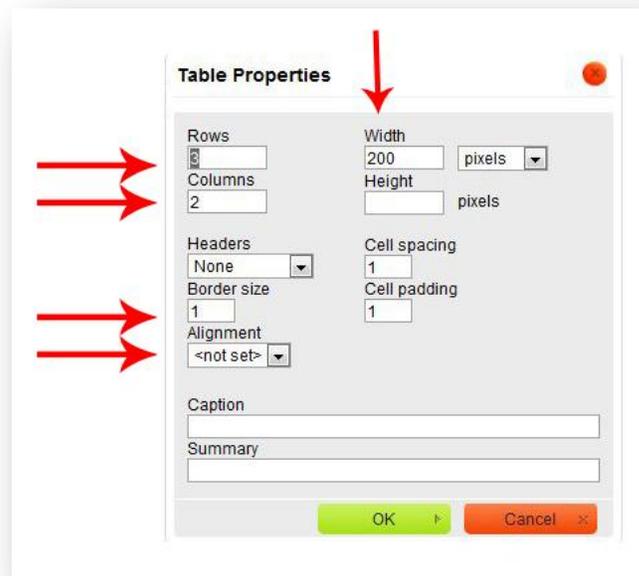
StepOne  
Select the program you wish to login to.

StepTwo  
Enter in your login information and click login!

3. Find the page you want to edit and click on the **“Edit Pencil”** so that the text field pops up and click on the **“Table”** button.



4. Fill in the table properties as needed:



**Width** – This is the width of the table. If you want it to fit the whole page, set to 100%.

Otherwise, you can set a pixel width

**Rows** – This is how many cells DOWN the table will have

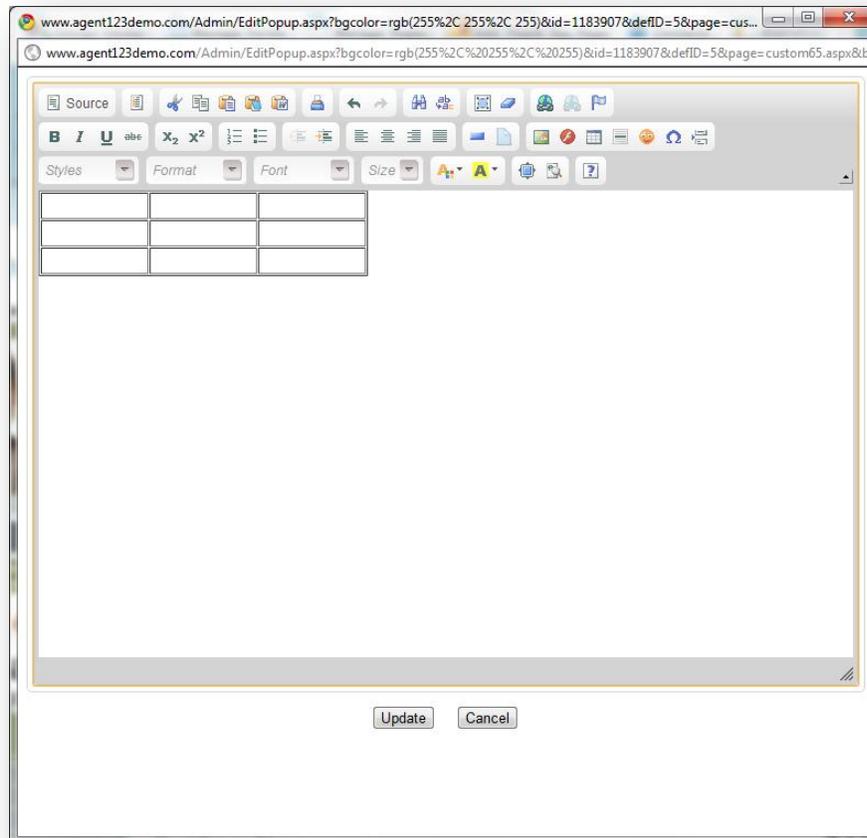
**Columns** – This is how many cells ACROSS the table will have

**Border Size** – Set your border thickness here. “0” if you don’t want any border.

**Alignment** – Choose how you want your table shown (left, center, right)

**\*Tech Tip \*** - You can add columns, rows, cells, merge cells, format cell properties, etc to your table at anytime! To do so, right-click on an existing table and add cells/columns/rows as needed!

5. Click “**OK**” and you will now be left with a blank table according to the properties that you filled in.



6. You are now ready to add content to the table that you set up. You can add buttons, links, text, pictures, widgets...basically anything that you can think of! When you are finished adding content to the table, click “**Update**” and you are done!

**Here's another example of things that you can do with tables!**

The screenshot shows a web editor interface with a toolbar at the top containing options like Source, Bold, Italic, Underline, and various alignment and list tools. Below the toolbar, three examples of tables are shown:

- The first table has three columns and two rows. The top row contains three buttons: "These Buttons Are" (blue), "Lined Up In" (green), and "A Table" (orange). The second row is empty.
- The second table is identical to the first but has a "0" border, making it almost invisible.
- The third table has three columns and two rows. The top row contains three buttons: "These Buttons Are" (blue), "Lined Up In" (green), and "A Table" (orange). The second row is empty.

Below the tables, the text reads: "Social Media Links - 3 Columns across, 2 Rows, '0' border (Top row has been merged to become a single column)".

Underneath this text is the sentence: "Don't Forget To Follow Me On Facebook, LinkedIn, and Twitter!".

Below the sentence are three social media icons: Facebook (f), LinkedIn (in), and Twitter (t).

At the bottom of the editor, there are "Update" and "Cancel" buttons. A red arrow points to the "Update" button.

# Creating Custom Forms

Creating custom forms is another great way to capture leads. The one thing to remember is to always give your clients a reason to fill out the form. (Providing listings alerts, short sale information, etc are a few ways to entice clients!)



The screenshot shows a form titled "How To Create Forms!". On the left, there is a vertical blue line with the text "This Is Your Goal" in red, and a red arrow pointing to the line. The form fields are: "Name: \*" with a text input box, "Email: \*" with a text input box, and "Number of Bedrooms:" with a dropdown menu showing "1". A "Submit" button is located at the bottom right.

1. Go to your website and click on "**Agent Center**" at the very bottom of your page



2. Log into your "**Agent123**"



The screenshot shows the "Login Center" page. It has two radio buttons: "Agent123 Website" and "IDX123 MLS Search". Below them is a "Username" input field and a password input field. There is a "Forgot Password?" link and a "Login!" button. To the right, there are two steps: "StepOne: Select the program you wish to login to." and "StepTwo: Enter in your login information and click login!". At the bottom, there is a note: "To edit your site you must: • Disable any pop-up blocker software. • Use Internet Explorer."

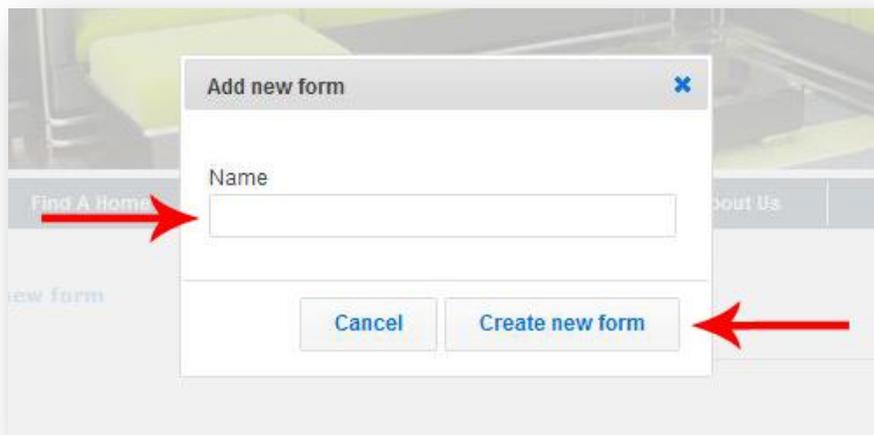
3. After you log in, you will see the Dashboard at the top of your website. Click on **“Manage Forms”**



4. Click on **“Create New Form”**



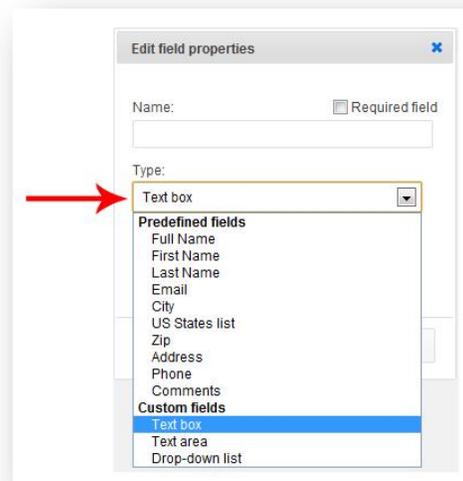
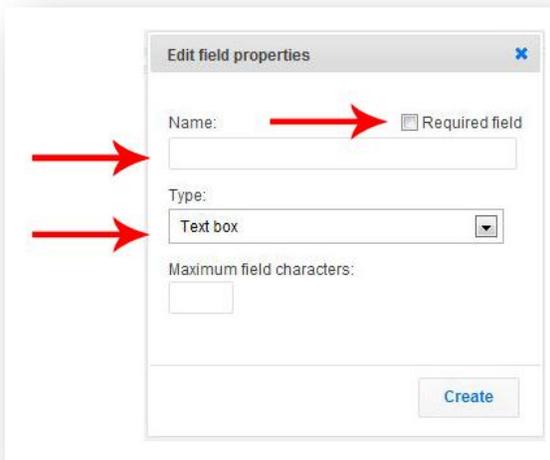
5. Name your form and click **“Create New Form”**



6. Choose how you want you want to have your form “**labels on top,**” or if you want the “**labels on the left.**” (Most people use “**labels to the left**”) After you choose which way you want your form oriented, click “**Add New Field**”

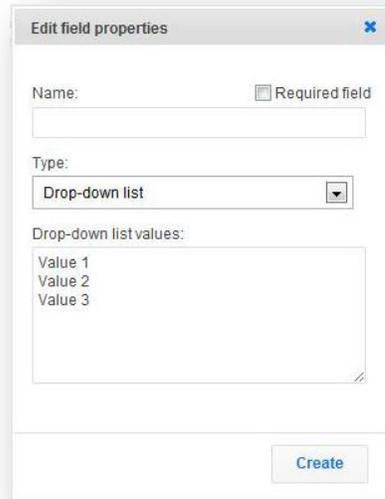


7. You will now be prompted to edit the field properties. You can name this field, or click where it says “**Text Box**” to choose from the existing field types.



- Require Field** – Click here to require this field to be filled in before the form can be sent in  
**Name** – Can be used to customized a pre-existing field, or name a “**Custom Field**” (IE: text box, text area, drop down list)  
**Type** – Choose from pre-existing field types, or choose a “**Custom Field**” to create your own

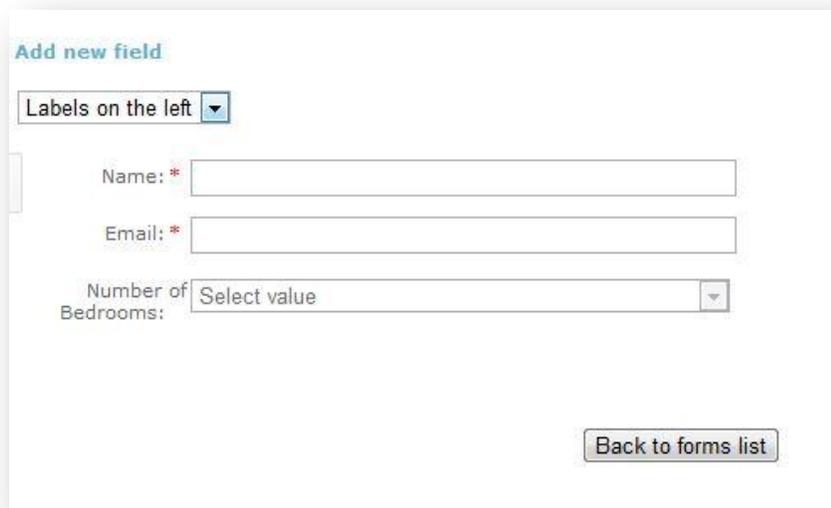
**\*Tech Tip\*** - the custom field type “Drop-down List” can be very handy! Use a drop down list to ask your clients where they want to live, how many bedrooms/bathrooms they are looking for, how much money they want to spend, etc. The options are endless!



Dialog box titled "Edit field properties" with a close button (X) in the top right corner. It contains the following fields and controls:

- Name: [Text input field]
- Required field:
- Type: [Dropdown menu showing "Drop-down list"]
- Drop-down list values: [Text area containing "Value 1", "Value 2", and "Value 3"]
- Create: [Button]

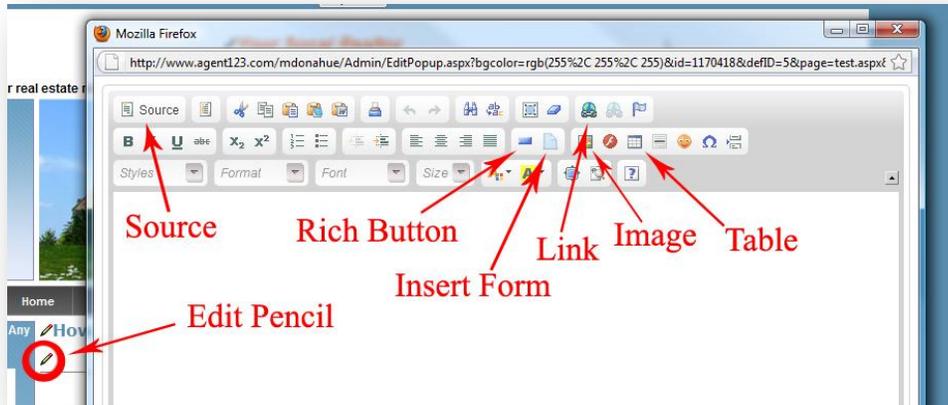
- After you choose the field you want to use, click “**Create**” to add it to your form. You will now see a preview of what your form will look like. Continue adding fields until your form is finished. The form is automatically saved each time a field is added



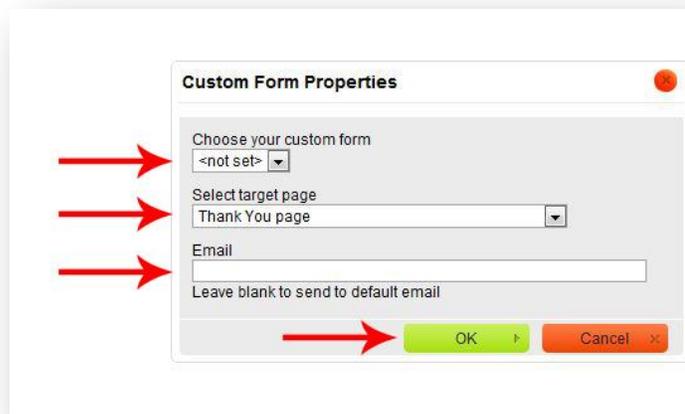
Dialog box titled "Add new field" with a close button (X) in the top right corner. It contains the following fields and controls:

- Labels on the left: [Dropdown menu]
- Name: \* [Text input field]
- Email: \* [Text input field]
- Number of Bedrooms: [Dropdown menu showing "Select value"]
- Back to forms list: [Button]

9. Next, find the page/section you want to add your form to and click on the **Edit Pencil** so that the text field pops up.



10. Click on **Insert Form** so that the custom form properties pop up. When you are done, click **OK** to add the form to your website

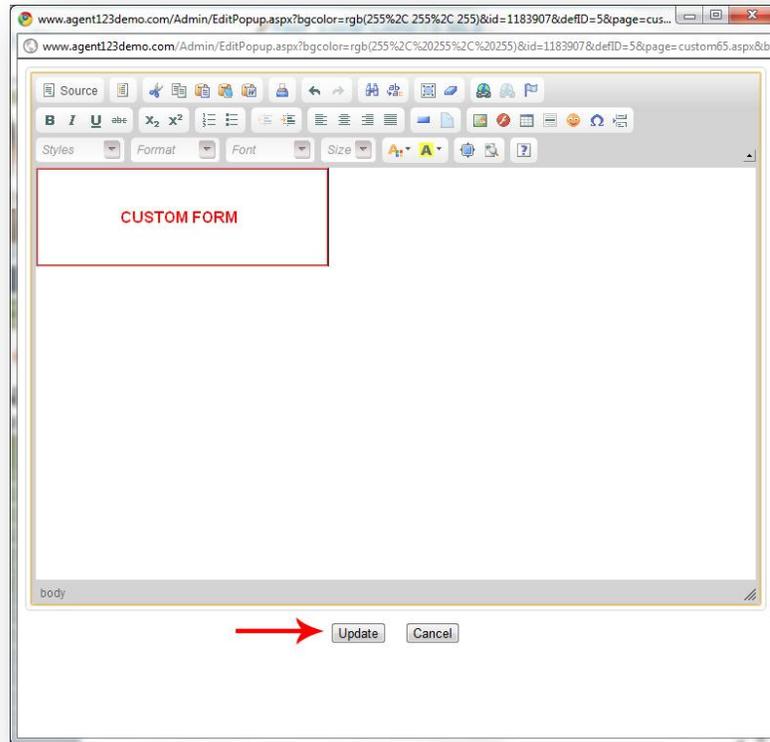


**Choose your custom form** – Choose which form you want to add

**Select target page** – You can choose which page a client is sent to AFTER filling out the form.

**Email** – This is an optional field. If nothing is filled in, you will be notified at the email address listed under your **Site Settings**

11. Once added to your website, you will see the form as a blank “Custom Form” box. Click “**Update**” and you are done! You will be notified via email each time the form is filled out and the information will be added to your “**Contacts**” page



# Anonymous Lock Out

The Anonymous Lock-Out Feature is designed to encourage more user sign ups within your agent website by allowing users to view only a preset number of properties before they are “locked-out” and must sign up to view more.

**The Anonymous Lockout Feature can be used in two ways.**

- You can allow your clients to view “X” number of listing details (Your client can search for properties, but can only view the listing details from “X” number of properties being asked to sign up)
- You can allow your clients the ability to do “X” number of searches (Your client can do “X” number of property searches before being asked to sign up)

## Locking Users Out of Property Details

1. Go to your website and click on “**Agent Center**” at the very bottom of your page



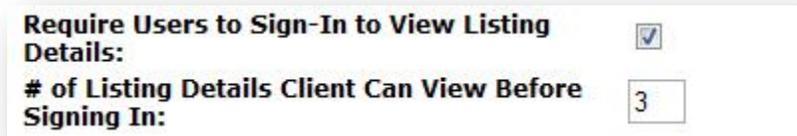
2. Log into your “**IDX123**”



3. Hover over settings, and click "**IDX Settings**" on the drop down menu.



4. Click on the checkbox next to "**Require Users to Sign-In to View Listing Details:**"
5. Next, "**# of Listing Details Client Can View Before Signing In:**" will turn black, and you can input the number of listing details clients can view before being locked out.



6. When you are finished setting your parameters, click the "**Update**" button and you are done!

## For Locking Users Out After "X" Number of Searches

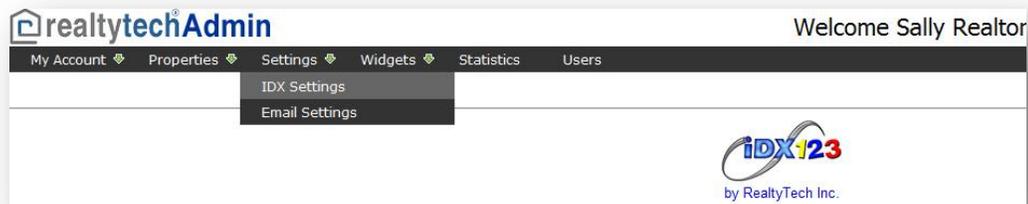
1. Go to your website and click on "**Agent Center**" at the very bottom of your page



2. Log into your “**IDX123**”



3. Hover over settings, and click “**IDX Settings**” on the drop down menu.



4. Click on the checkbox next to “**Require Users to Sign-In to Search Properties:**”
5. Next, “**# of Listing Searches Client Can Perform Before Signing In:**” will turn black, and you can input the number of property searches a clients can do before being locked out.



6. When you are finished setting your parameters, click the “**Update**” button and you are done!

# Sold-Listings: Compiling Your Sold Listings

## Add Your Sold Listings Automatically

How it works – Your Sold-Listings page just got a lot smarter! You now have the option to automatically have your sold listings added to your website for you, add sold listings by MLS#, or to add sold listings manually.

1. Go to your website and click on “**Agent Center**” at the very bottom of your page



2. Choose to log into your “**IDX123**”. Enter Username and Password and press “Login!”

A screenshot of a "Login Center" form. The form has two radio buttons: "Agent123 Website" (selected) and "IDX123 MLS Search". Below the radio buttons are two input fields: "Username" and "Password". There is a "Forgot Password?" link and a "Login!" button. To the right of the form, there are two steps: "StepOne: Select the program you wish to login to." and "StepTwo: Enter in your login information and click login!". At the bottom left, there is a note: "To edit your site you must: • Disable any pop-up blocker software. • Use Internet Explorer." A small image of a house is visible in the bottom right corner of the form area.

3. Hover over “**Properties**” and click “**Sold Properties**” on the drop down menu.



4. Click the drop down menu for “Select System” and choose which MLS board you are with (if you belong to multiple MLS boards, you must add them one by one). Next, click on the letter above that corresponds with your first name. Find your name in the list below and click on “Add Selected Agent(s) to the List Below.”

**Done!** The sold listings available under that MLS# will be automatically added to your website within 24hrs.

## Your Sold Properties

Use this section to manage your Sold properties.

First, select an IDX system from the dropdown on the left. Then, select the name of the listing agent whose sold properties you would like listed on your **Sold Properties** page.

Pages: 0..9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select system:

- CARETS
- CARETS
- Claw IDX
- CRISNET IDX
- CVAR IDX
- DAMLS IDX
- ITech IDX
- MRMLS IDX
- Simi Valley IDX
- SoCalMLS IDX
- Ventura IDX

[Add selected agent\(s\) to the list below](#)  
Note - Sold listings are updated every 24hrs.

Your Featured Seller(s):

[Remove Selected Agents from list](#)

Add Sold Listing by MLS#:

RealtyTech Inc. accepts no responsibility for displaying another agent's listings without their permission.

Shaded rows indicate manually added properties.

MLSNumber	Price	Address	
F489254	\$123000	Main Test Avenue, Los Angeles CA 96543	 
F11095024	\$239000	1672 TIBURON Court, Thousand Oaks CA 91362-1432	
416119	\$1000000	12345 Main Street, Anywhere CA 12345	 
F11105544	\$1138000	1390 LAFITTE Drive, Oak Park CA 91377-4718	
F11101640	\$1149000	1102 VIA HISPANO, Newbury Park CA 91320-6761	

[Add Sold Listing Manually](#)

## Add Your Sold Listings by MLS#

1. Go to your website and click on **“Agent Center”** at the very bottom of your page



2. Choose to log into your "**IDX123**". Enter Username and Password and press "Login!"



3. Hover over "**Properties**" and click "**Sold Properties**" on the drop down menu.



- Type in the MLS# for the property you want to add in the space provided and click on **“Add”**. If the property is no longer available to be automatically added, you will see **“Can’t find MLS #”**. If you believe that you have received this message in error, please email [support@realtytech.com](mailto:support@realtytech.com) with the MLS# input, and any other information you have on the property, such as the date it was sold. If the data is no longer available, you can still add the property manually.

#### Your Sold Properties

Use this section to manage your Sold properties.  
 First, select an IDX system from the dropdown on the left. Then, select the name of the listing agent whose sold properties you would like listed on your **Sold Properties** page.

Pages: [0..9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**Select system:**

- CARETS
- CARETS
- Claw IDX
- CRISNET IDX
- CVAR IDX
- DAMLS IDX
- ITech IDX
- MRMLS IDX
- Simi Valley IDX
- SoCalMLS IDX
- Ventura IDX

Add selected agent(s) to the list below  
 Note – Sold listings are updated every 24hrs.

**Your Featured Seller(s):**

Remove Selected Agents from list



Add Sold Listing by MLS#:

RealtyTech Inc. accepts no responsibility for displaying another agent's listings without their permission.  
 Shaded rows indicate manually added properties.

MLSNumber	Price	Address	
F489254	\$123000	Main Test Avenue, Los Angeles CA 96543	
F11095024	\$239000	1672 TIBURON Court, Thousand Oaks CA 91362-1432	
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F11105544	\$1138000	1390 LAFITTE Drive, Oak Park CA 91377-4718	
F11101640	\$1149000	1102 VIA HISPANO, Newbury Park CA 91320-6761	

[Add Sold Listing Manually](#)

## Add Your Sold Listings Manually

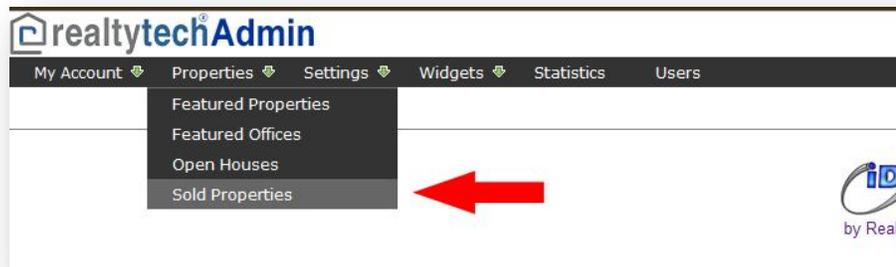
1. Go to your website and click on "**Agent Center**" at the very bottom of your page



2. Log into your "**IDX123**"



3. Hover over "**Properties**" and click "**Sold Properties**" on the drop down menu.



4. Click on the **Add Sold Listings Manually** link at the bottom of the page

Your Sold Properties

Use this section to manage your Sold properties.

First, select an IDX system from the dropdown on the left. Then, select the name of the listing agent whose sold properties you would like listed on your **Sold Properties** page.

Pages: [0..9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Select system:

- CARETS
- CARETS
- Claw IDX
- CRISNET IDX
- CVAR IDX
- DAMLS IDX
- ITech IDX
- MRMLS IDX
- Simi Valley IDX
- SoCalMLS IDX
- Ventura IDX

↓ Add selected agent(s) to the list below  
Note – Sold listings are updated every 24hrs.

Your Featured Seller(s):

✗ Remove Selected Agents from list

Add Sold Listing by MLS#:

RealtyTech Inc. accepts no responsibility for displaying another agent's listings without their permission.

Shaded rows indicate manually added properties.

MlsNumber	Price	Address	
F489254	\$123000	Main Test Avenue, Los Angeles CA 96543	🔍 🗺️ ✖️
F11095024	\$239000	1672 TIBURON Court, Thousand Oaks CA 91362-1432	✖️
416119	\$1000000	12345 Main Street, Anywhere CA 12345	🔍 🗺️ ✖️
F11105544	\$1138000	1390 LAFITTE Drive, Oak Park CA 91377-4718	✖️
F11101640	\$1149000	1102 VIA HISPANO, Newbury Park CA 91320-6761	✖️

[Add Sold Listing Manually](#)

5. Fill out the information for the sold property that you would like to add, and click on **“Save Property”** when finished.

#### Your Sold Properties

Use this section to manage your Sold properties.

First, select an IDX system from the dropdown on the left. Then, select the name of the listing agent whose sold properties you would like listed on your **Sold Properties page**.

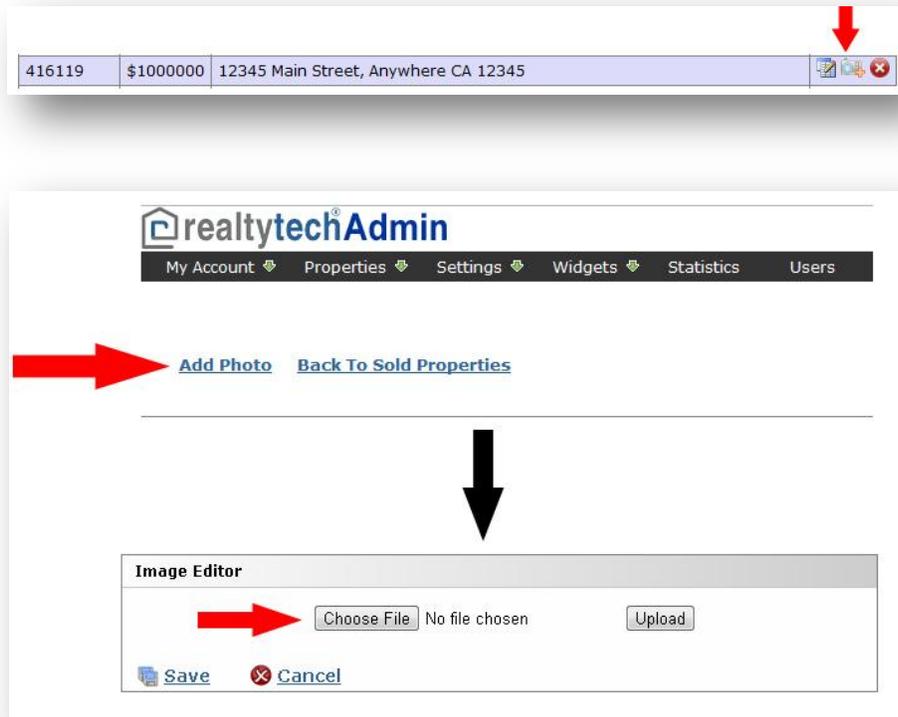
Idx	<input type="text" value="CRISNET IDX"/>
MlsNumber	<input type="text"/>
Property Type	<input type="text" value="Single Family Home"/>
Price	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Beds	<input type="text"/>
Baths	<input type="text"/>
SqFt	<input type="text"/>
LotSqFt	<input type="text"/>
Year Built	<input type="text"/>
Description	<input type="text"/>
Features	<input type="text"/> <input type="text"/> <input type="text"/>
	<input type="button" value="More Features"/>

 [Save Property](#) [Cancel](#)

### Sold Listings Key:

-  Click here to edit your listing
-  Click here to add photos to your listing
-  Click here to delete this listing from your Sold Listings page

- Your listing will now be added to your list of sold properties highlighted in purple. Next, click on the camera icon to manually add photos to the listing. Click on “**Add Photo,**” then “**Choose File**” when prompted. Browse your computer for the photo that you want to use, then click “**Open**” and finally “**Upload.**” Crop your photo as necessary, and click “**Save.**” Continue this step and add as many pictures as you need!



# How To Make Your Sold Listings Page Live On Your Website

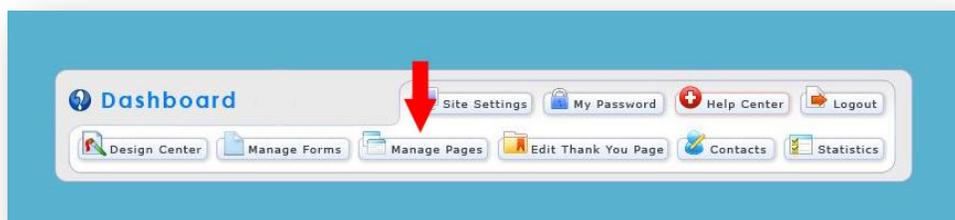
1. Go to your website and click on “**Agent Center**” at the very bottom of your page



2. Log into your “**Agent123**”



3. Once logged in, click on “**Manage Pages**” on the dashboard



4. Click the “Edit Pencil” next to your new “Sold Homes2” page



5. Click the drop-down menu for next to “**Edit This Page Manually**” and select “**Frame URL Into Agent123 Site**”

Page Attributes

Page Url:

Menu Name:

Page Name:

Page Description:

Page Type:

Navigation Attributes

Nav	Visible	Order	Parent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="37"/>	<input type="text" value="No Parent"/>

Order 0 is set by default and will add then new page to the bottom of the list. Enter the number in which the button will be displayed in relation to the rest of the drop down.  
Parent Choosing 'No Parent' will make this button the main category holder. To make this page a subtype withing a main category select that page within the parent drop down list.

Buttons: Cancel, Set as Default Page, Save and edit this page, Save

Page Attributes

Page Url:

Menu Name:

Page Name:

Page Description:

Page Type:

URL:

Navigation Attributes

Nav	Visible	Order	Parent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="37"/>	<input type="text" value="No Parent"/>

Order 0 is set by default and will add then new page to the bottom of the list. Enter the number in which the button will be displayed in relation to the rest of the drop down.  
Parent Choosing 'No Parent' will make this button the main category holder. To make this page a subtype withing a main category select that page within the parent drop down list.

Buttons: Set as Default Page, Save and edit this page, Save

6. **Paste the following URL into the space provided:**  
“<http://idx123.realtytech.com/USERNAME/SoldProperties.aspx>”. Replace the “Username” portion of the link with the username that you use to log-in to your IDX account. Make sure that you click the “**Visibility Check Box**” and Click Save!

Page Attributes

Page Url:

Menu Name:

Page Name:

Page Description:

Page Type:

URL:

Navigation Attributes

Nav	Visible	Order	Parent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="37"/>	<input type="text" value="No Parent"/>

Order 0 is set by default and will add then new page to the bottom of the list. Enter the number in which the button will be displayed in relation to the rest of the drop down.  
Parent Choosing 'No Parent' will make this button the main category holder. To make this page a subtype withing a main category select that page within the parent drop down list.

Buttons: Set as Default Page, Save and edit this page, Save