



How to Configure Your IDX

Configuring Your Power Suite Account to Display Your IDX Listings

Now that you have a Power Suite account, you'll want to configure it to pull in your IDX listings and give consumers the ability to search the IDX data from your website.

To configure your Power Suite account to pull in your MLS listings, log into your Power Suite account and access the Contact Info tab of your Profile.

Inside this tab of your profile, there is a field labeled, **IDX Code**.

A screenshot of the "Agent Profile" page in Power Suite, specifically the "Contact Info" tab. The page shows a "Contact Information" section with fields for "First Name" (containing "Power Suite"), "Last Name" (containing "Support"), and "Title". Below these is an "IDX Code" field containing "123456". A "Phone" section is also visible with fields for "Office Telephone", "Ext.", "Home Telephone", and "Mobile". A red arrow points from the "Contact Info" tab to the "Contact Information" section. Another red arrow points from the "Contact Information" section to the "IDX Code" field. A third red arrow points from the "IDX Code" field to the "Save" button.

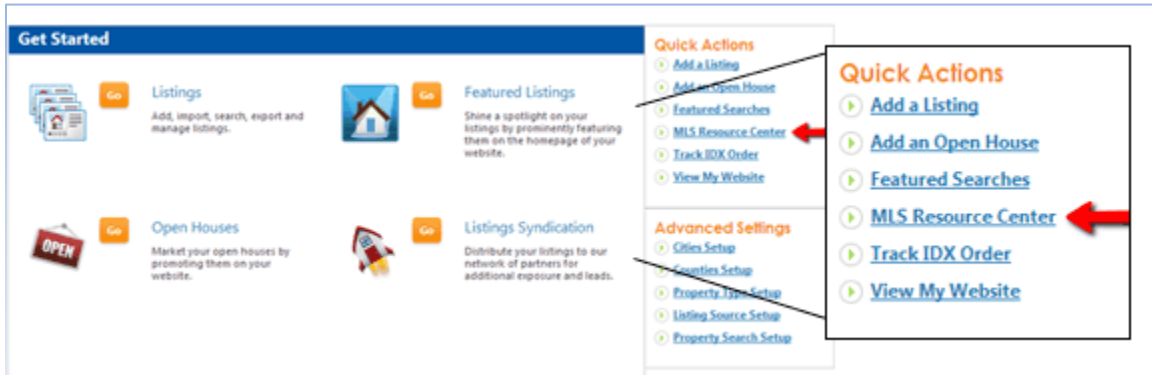
IMPORTANT! In order to pull your listings in from the IDX, you **MUST** configure your agent IDX code in this field. If you do not know your IDX code, please contact your broker.

Once you have entered your IDX code into this field, remember to save your profile. After you've made these changes and saved your profile, it can take up to 30 minutes for your listings to start displaying in your Power Suite account.

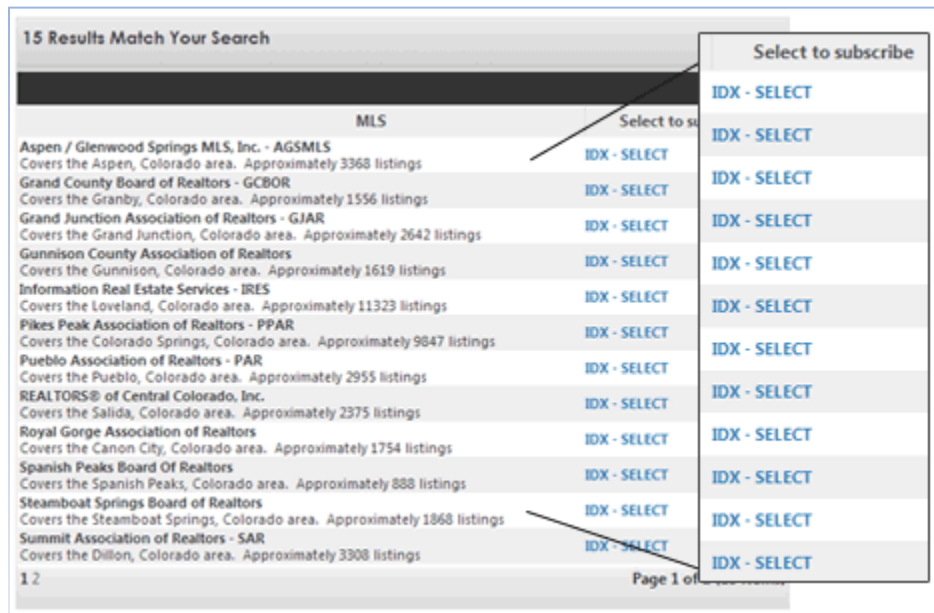
NOTE: All agents in the state of California are required to display their License Number. Please be sure to enter your License Number in the License Number field in order to get approval from your board.

Configuring Your Power Suite Account to Search the IDX

In order to configure your Power Suite account to search the IDX, you must access the MLS Resource Center, located within the Listings Application of your Power Suite Dashboard.



Inside the MLS Resource Center, find the MLS Board(s) in which you would like to configure your Power Suite account to search and click on the **IDX – SELECT** link to the right of it.



On this next screen, enter your Contact Information and click Submit.

Note: It is not necessary to enter anything into the Comments box.

Once you click Submit, you will be taken to a page with a Download link and a Tracking Number. Click on the Download Link to obtain the Instructions and/or Paperwork required to get your IDX search configured. An email with a download link will also be sent to the email address you provide.

NOTE: There is no need to write down your tracking number. It is stored in your dashboard, under [Track IDX Order](#), located under the [MLS Resource Center](#) link.

Please follow the instructions on the forms and return them to the MLS Compliancy Group via the email address/fax number located on the cover sheet of the paperwork for Homes.com.

If you need assistance with filling out any part of the IDX paperwork, please contact the Power Suite Support team at Homes Connect. There are three methods of contact; by telephone, by chat or by email.

The support information is as follows:

Support hours are Monday through Friday, 8am – 8pm EST

Phone: (866) 774-2947

Email: powersuitesupport@homesconnect.com

Chat: There is a live help icon located in your Power Suite Dashboard.

The screenshot shows the SellState Power Suite Dashboard. At the top, there is a navigation bar with the SellState logo, an 'Apps' menu, a 'Dashboard' dropdown, a search bar, a 'Live Help' button (highlighted with a red arrow), and a 'My Account' dropdown (also highlighted with a red arrow). Below the navigation bar, there are two main widgets. The 'Hot Leads' widget is a table with columns for Lead Details, Recent Activity, Lead Source, and Action. The 'Website Activity' widget shows various metrics with line graphs, including Visits, Unique Visitors, Leads, Conversion, Searches, and Listing Views.

Lead Details	Recent Activity	Lead Source	Action
Ginger Brandon Email (615) 812-4538	Property Inquiry 6/29/2014	Agent Site 6/29/2014	Select one
tonya Email (303) 704-6164	Login 6/29/2014	Agent Site 6/29/2014	Select one
Jessica Ann Email	Login 6/27/2014	Agent Site 6/27/2014	Select one
Jana Email (303) 217-1259	Login 6/26/2014	Agent Site 6/26/2014	Select one
Carrie Email (303) 452-0259	Login 6/23/2014	Agent Site 6/23/2014	Select one

Website Activity	Value	Category
2232	Visits	Time Period: 7
299	Unique Visitors	
0	Leads	
0	Conversion	
89	Searches	
216	Listing Views	

