1. Log in to BAREIS MLS.

IDX Settings

2. From the top menu bar, click **Admin** (1) and then select **IDX Settings** (2).
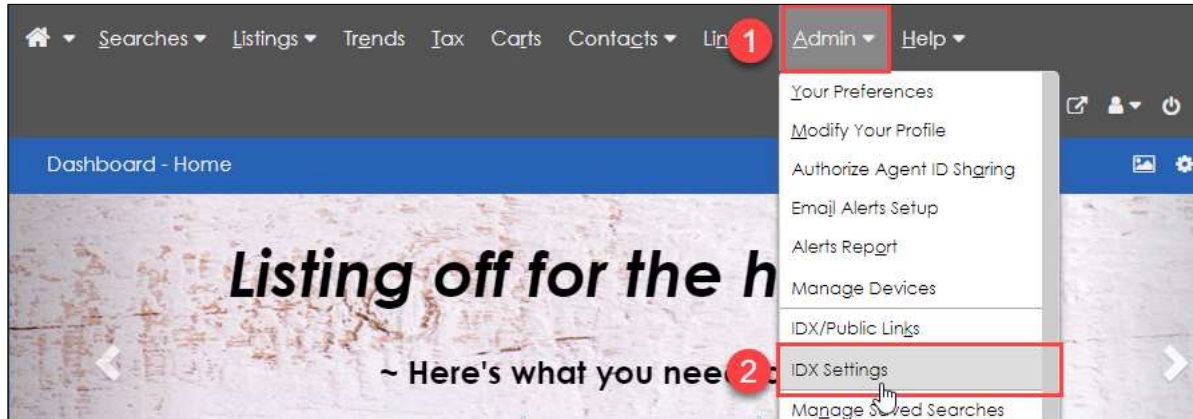
3. On the **IDX Settings** screen, capture the color information using one of the three methods on Page 5.

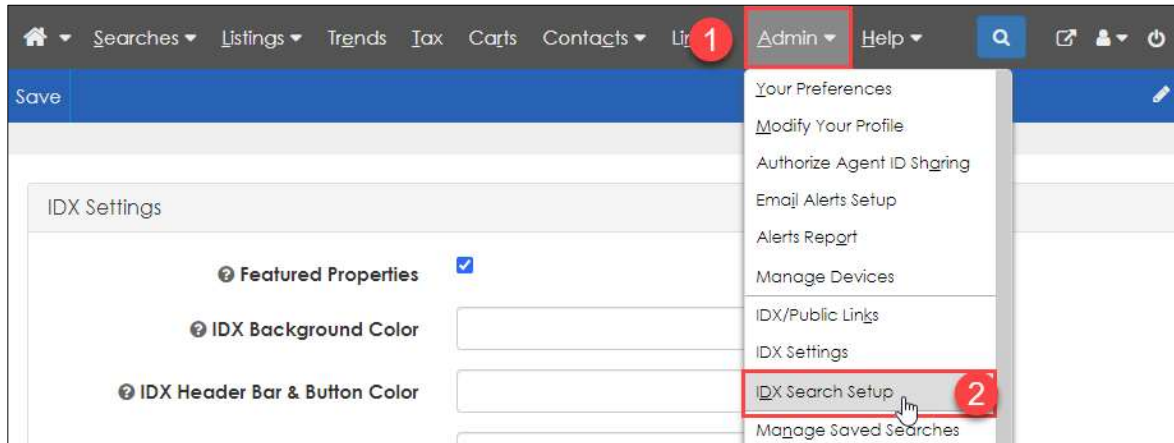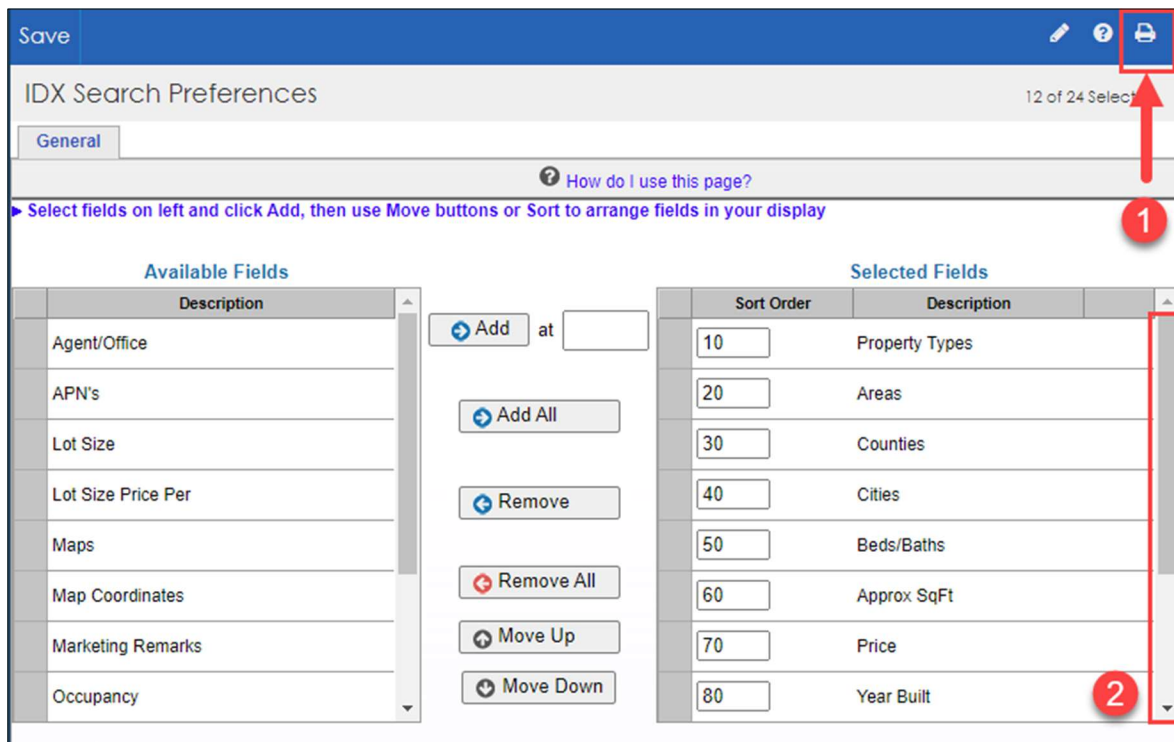Questions? Contact us at:
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Page 1 of 5
Updated 12/15/20

IDX Search Set Up

4. From the top menu bar, click **Admin** (1) and then select **IDX Search Setup** (2)

5. On the **IDX Search Preferences** screen, capture the list of Selected Fields using one of the three methods on Page 5 such as clicking on the printer icon (1). You may need to print twice after scrolling (2) to capture all fields.
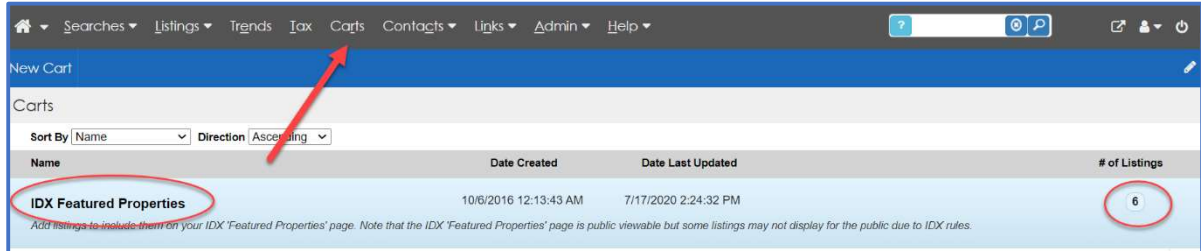
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Page 2 of 5
Updated 12/15/20

IDX Featured Properties

6. From the top menu bar, click **Carts** (1) and check to see if you have set up any **IDX Featured Properties** (2). If so, click on the **Cart** name to display the listings.

7. On the **IDX Featured Properties** screen, capture the list of properties using one of the three methods on Page 5.

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Page 3 of 5
Updated 12/15/20

IDX Search Criteria

8. From the top menu bar, click **Searches** (1) and then select **Saved Searches** (2)
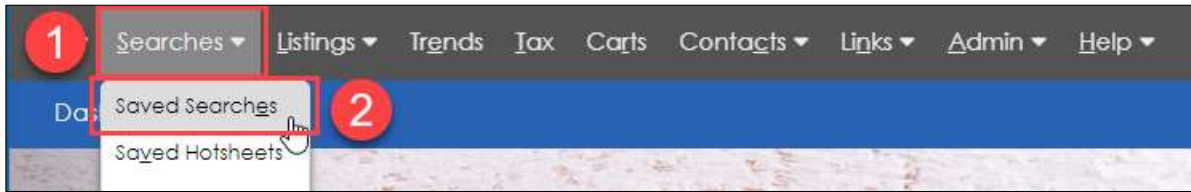
9. In the Saved Searches window, click on the **Manage Saved Searches** link.

10. Check to see if any of your saved searches are used for IDX. If so, capture the IDX-related Saved Search detail using one of the three methods on Page 5.

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Page 4 of 5
Updated 12/15/20
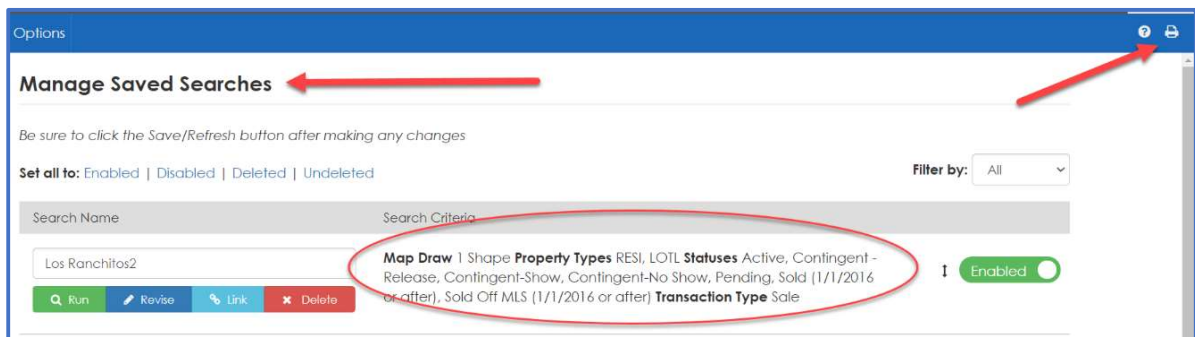
Capture Information

11. Capture the IDX information using one of the three methods below. If you need to scroll to view all information on a screen, the Print icon method is preferred because with the other two methods, you will have to generate multiple screenshots.

    a. **Print Icon** (pdf or hard copy)
- Click on the print icon in the upper right, selecting pdf or the printer of your choice.
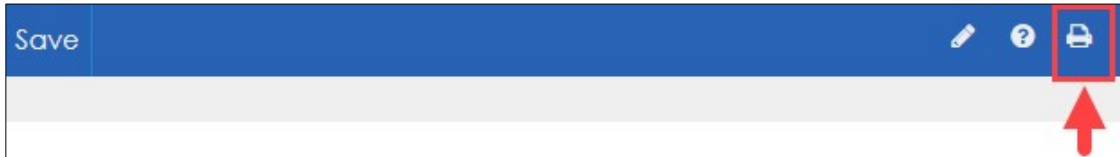
    b. **Print Screen** (PrtSc or PrtScr key on your keyboard)
- Press the **Print Screen** key on your keyboard and paste the screenshot into the application of your choice, such as MS Word.
- Save the file for future reference following the BAREIS Plus launch.

    c. **Snipping Tool**
- This application may already be added to the toolbar across the bottom of your screen. If not:
  - o In the search box in the lower left corner of your screen, enter Snipping Tool.
  - o Click on the **Snipping Tool** link in the upper right of the best match window.
- Click on the **New** icon, select your saved searches and paste the screenshot into the application of your choice, such as MS Word.
- Save the file for future reference following the BAREIS Plus launch.

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Page 5 of 5
Updated 12/15/20