

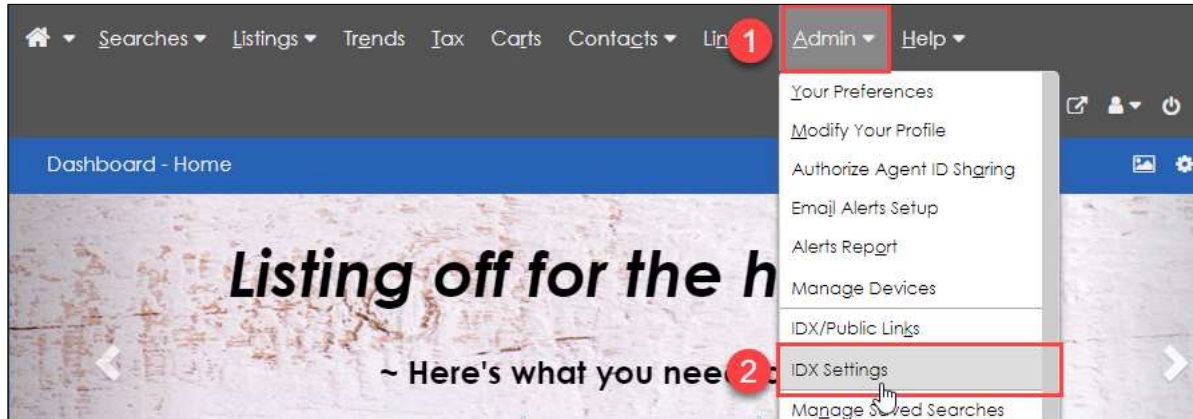
# BAREIS MLS®

## Capture IDX Information from BAREIS MLS

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](#).

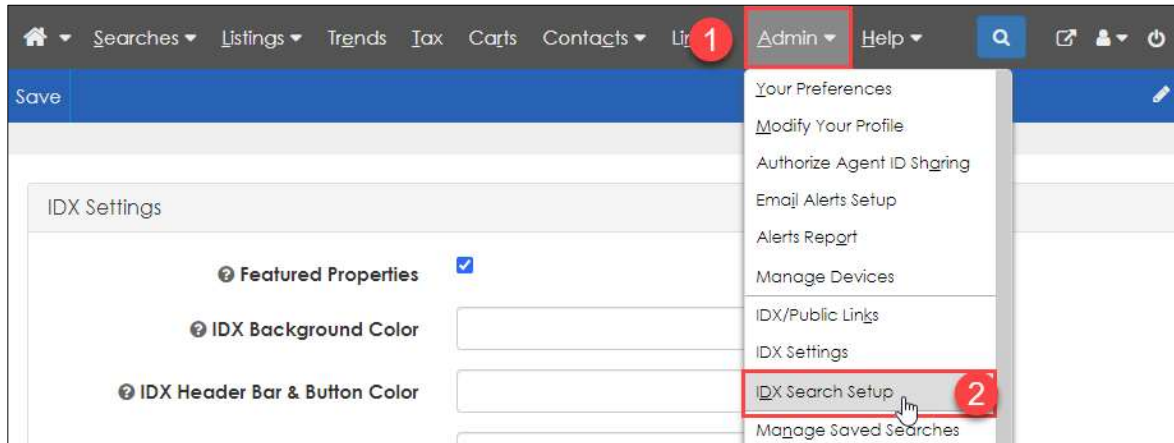


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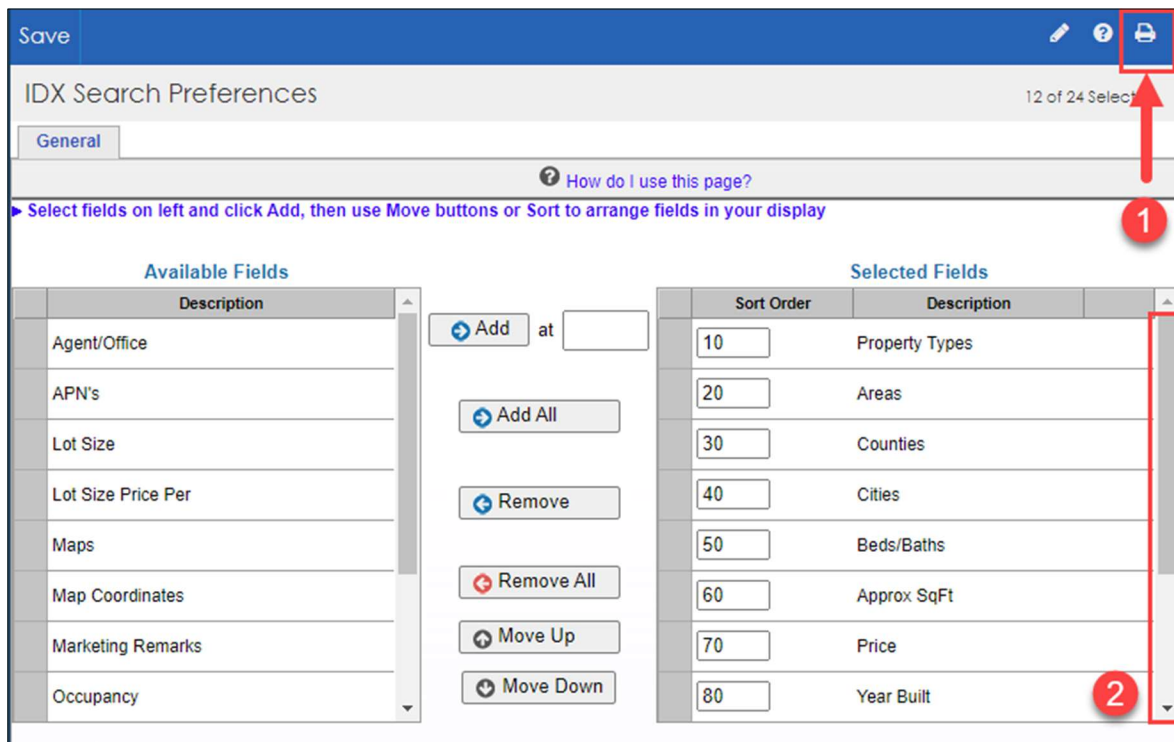
## Capture IDX Information from BAREIS MLS

### 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.

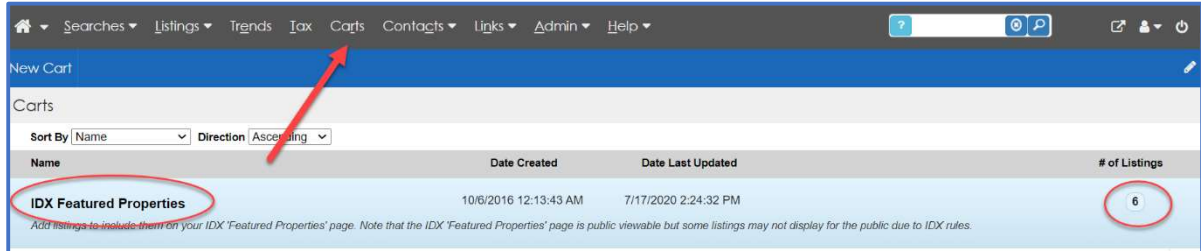


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## Capture IDX Information from BAREIS MLS

### IDX Featured Properties

- 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.



- On the **IDX Featured Properties** screen, capture the [list of properties](#) using one of the three methods on [Page 5](#).

IDX Featured Properties Your Listing Cart contains 6 listing(s)

Residential (6)

Show  Remove  Sort  Stats Page 1 of 1

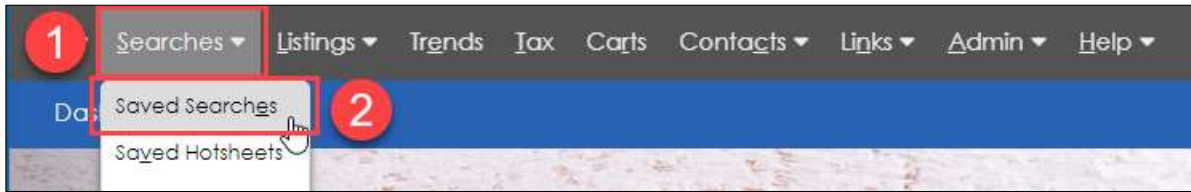
<input type="checkbox"/>	Listing #	Type	Status	S/L	List/Sell \$	DOM/CDOM	Address	City	Area
<input checked="" type="checkbox"/>	<a href="#">21917020</a>	SFR	Active	S	\$68,000,000	526/526	7001 Del Valle Road Rd	Livermore	Alameda County
<input type="checkbox"/>	<a href="#">22015019</a>	SFR	Sold	S	\$2,000,000	6/6	60 E Roberts Dr	Inverness	Inverness
<input type="checkbox"/>	<a href="#">21827763</a>	SFR	Withdrawn - Cancel	S	\$12,400,000	243/385	10420-10440 White Fang Glen Ln	Kenwood	Sonoma
<input type="checkbox"/>	<a href="#">21728511</a>	SFR	Withdrawn - Cancel	S	\$17,000,000	572/572	2900 Spring Mountain Rd	Saint Helena	St. Helena
<input type="checkbox"/>	<a href="#">21719735</a>	SFR	Expired	S	\$15,000,000	506/506	3431 Nicasio Valley Rd	Nicasio	Nicasio
<input type="checkbox"/>	<a href="#">21714309</a>	SFR	Expired	S	\$18,900,000	1,254/1,254	311 Henry Station Rd	Hopland	Talmage/Hopland

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## Capture IDX Information from BAREIS MLS

### IDX Search Criteria

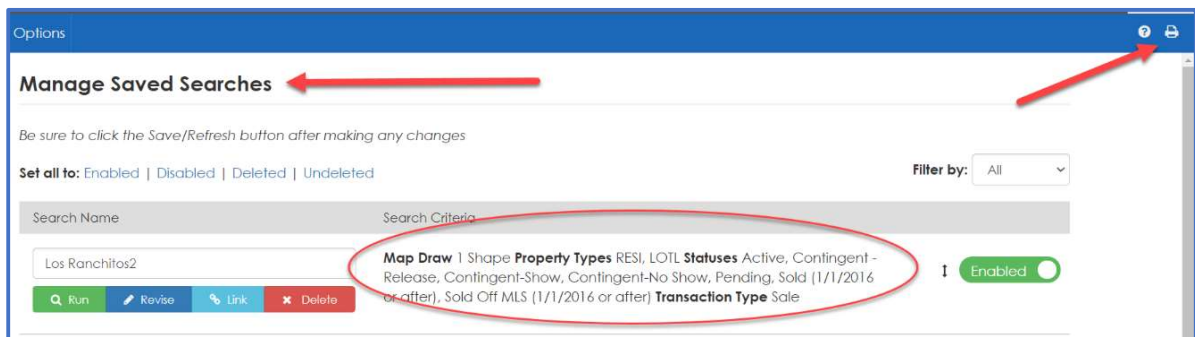
8. From the top menu bar, click **Searches** (1) and then select **Saved Searches** (2)



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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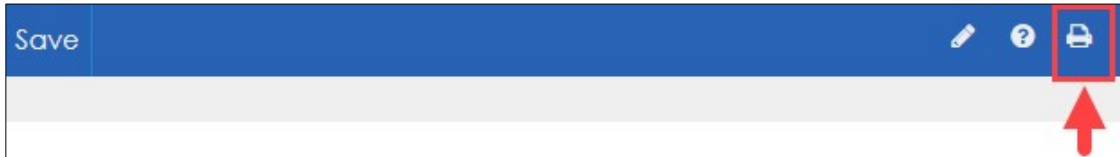
## Capture IDX Information from BAREIS MLS

### 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:
  - In the search box in the lower left corner of your screen, enter [Snipping Tool](#).
  - 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.