



**Premier IDX Search**  
Setup Manual for Agents

3/12/08  
Version 1.34

**Introduction**

This manual provides information on how to setup Sandicor's Premier IDX Search.

**What is the Premier IDX Search?**

The Premier IDX Search consists of a set of web pages that provide for the search and display of the property listings provided by participants in the Sandicor Premier IDX program.

**Select the Set of Instructions  
That Best Fits Your Current Situation:**

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# I Already Have a Website

If you already have your own website, you can integrate your current website with your Premier IDX Search.

(NOTE: If you have a broker provided website, refer to the *I Have a Broker Provided Website* section of the manual to setup your Premier IDX Search.)

## ***My Website is Managed by a Web Developer or Website Company***

If your website is managed by a web developer or another company they will be able to integrate your Premier IDX Search by providing them the following 2 items:

1. Your **Unique Premier IDX Link** you received in your Premier IDX Search Confirmation Email. (See the *Example Email* screenshot below for an example of the email you received.)

For example, <http://idx..sandicor.com/start.asp?ID=00000> where 00000 is your unique Identification Number.

2. **This instruction manual**, specifically the section below titled *Two Main Ways to Set Up Your Premier IDX Search*. The direct Internet link to this manual is [http://www.sandicor.com/idx/Premier\\_IDX\\_Setup\\_Manual\\_1107.pdf](http://www.sandicor.com/idx/Premier_IDX_Setup_Manual_1107.pdf).



**Example Email Screenshot**

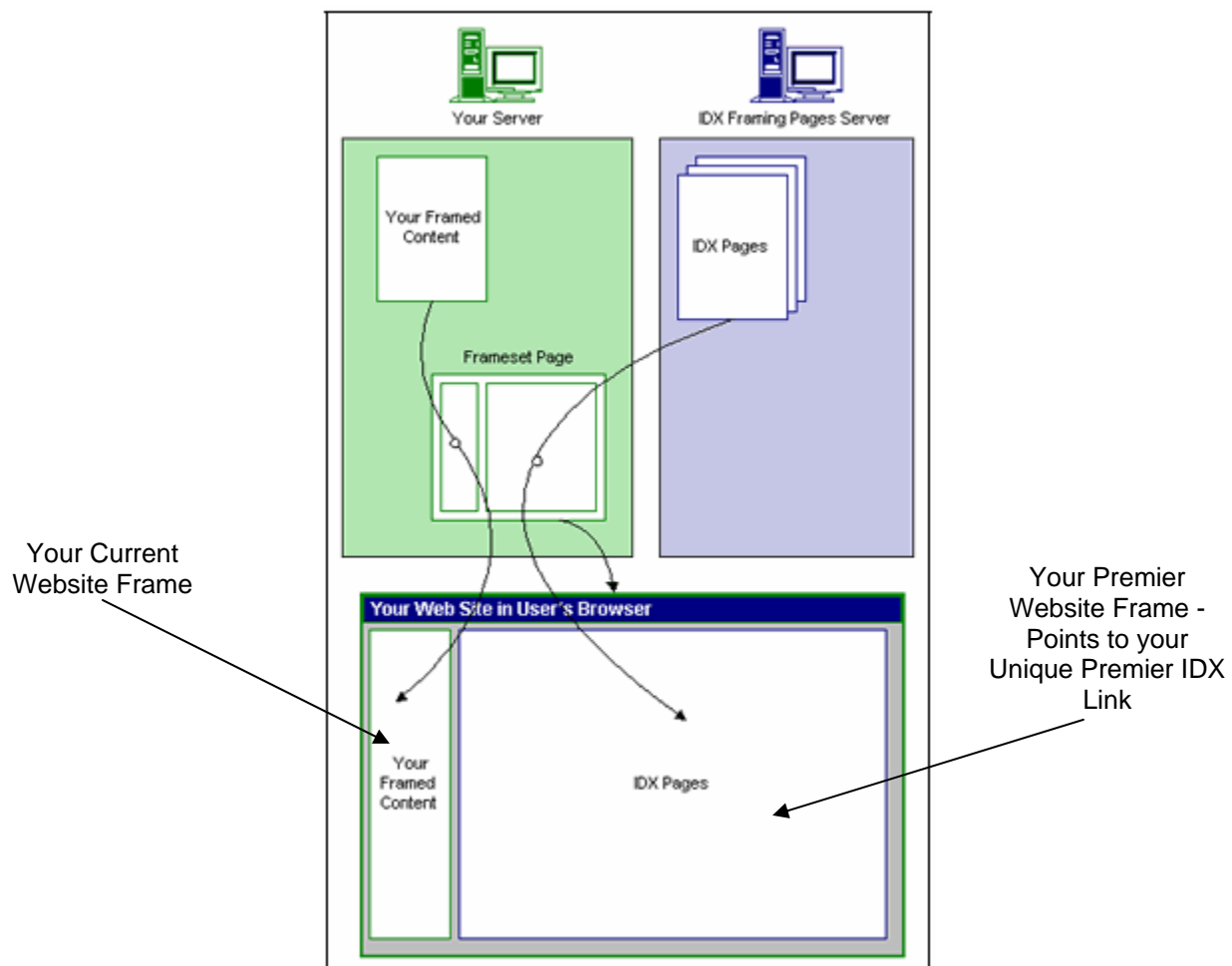
## Two Main Ways to Set Up Your Premier IDX Search

You can setup your Premier IDX Search either by integrating it into frames, or by adding a custom header and footer and directly linking to your pages.

### 1. Integrating your Premier Website with Frames

You can setup your Premier IDX Search by integrating it into frames. For the most part, you can treat the Premier IDX Search as a set of web pages running on another server that you will include in a frameset file on your server. If you are incorporating the Premier IDX Search into your current website, which already uses frames, you can use those existing framesets.

- To frame the Premier IDX Search, you will display it within an HTML frameset page. The frameset page will divide the browser window into two frames, or panels. One frame will contain the Premier IDX Search; the other frame will contain pages from your current website, including your logos and other content, as shown in the screenshot below labeled **Frames Example - Screenshot 1**.

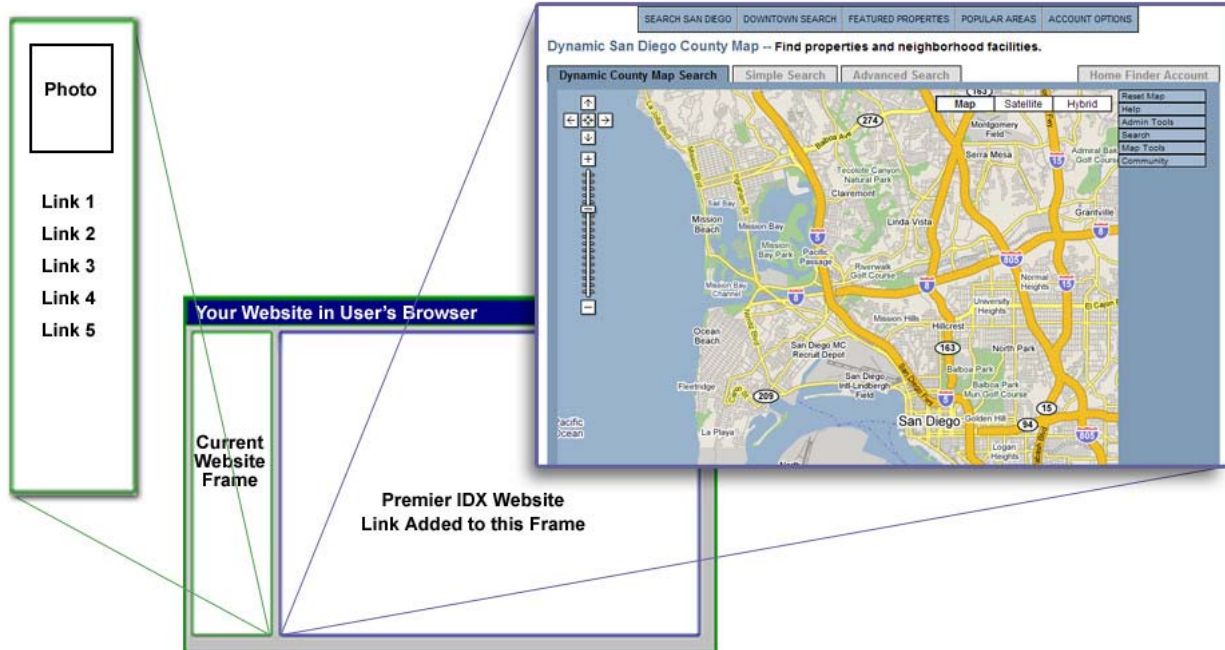


**Frames Example - Screenshot 1**

- The frameset page which contains the Premier Website IDX pages will use your Unique Premier IDX Link you received in your Premier IDX Search Confirmation Email.

For example, <http://idx.sandicor.com/start.asp?ID=00000> where 00000 is your unique Identification Number.

- Add the Premier IDX Search with your Unique Premier IDX Link, as shown in the screenshot below labeled **Frames Example - Screenshot 2**.



**Frames Example - Screenshot 2**

## 2. Adding a Custom Header and Footer and Direct Linking

You can setup your Premier IDX Search by creating a custom HTML header and footer.

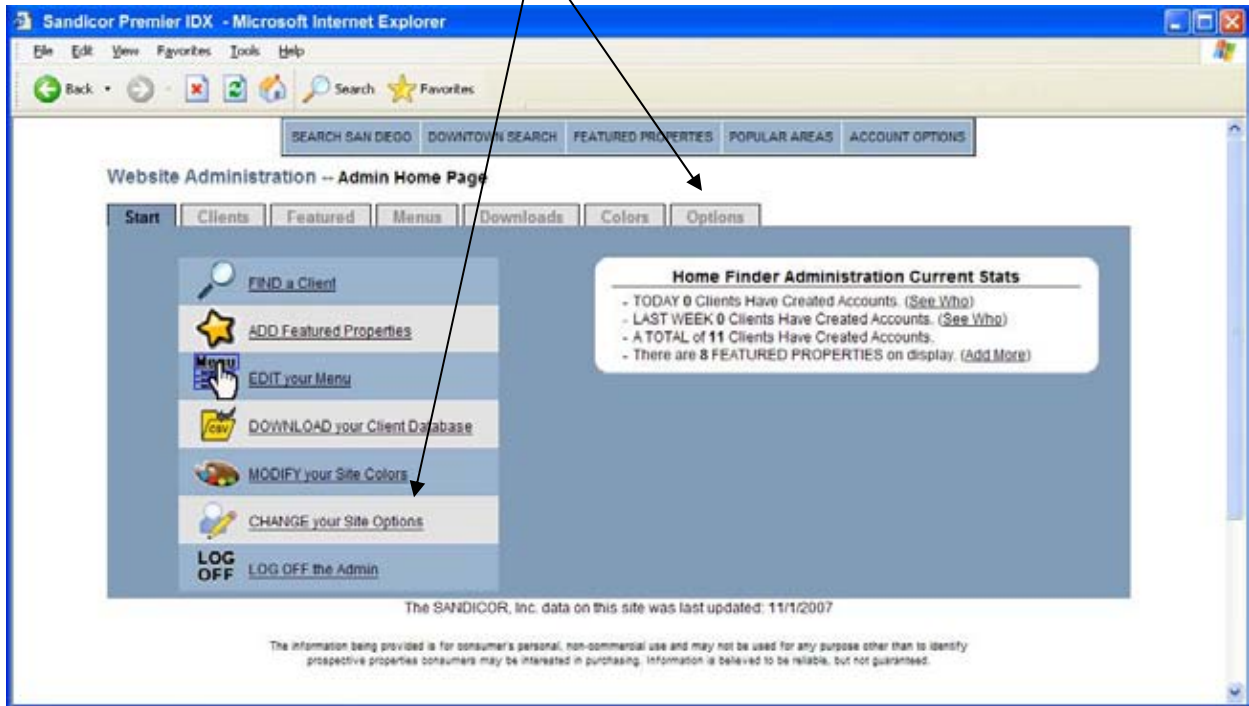
- To create a custom header and footer, you must login to the Premier IDX Administration by clicking on the following link:

[http://idx.sandicor.com/account\\_login.asp?ID=00000](http://idx.sandicor.com/account_login.asp?ID=00000) where 00000 is your unique Identification Number you received in your Premier IDX Search Confirmation Email.

- After clicking on the link, you will see the Home Finder Account Login Page, as shown in the screenshot below labeled **Home Finder Account Login Page - Screenshot**.
- Enter your administrator email address and password that you received in your Premier IDX Search Confirmation Email in the fields provided underneath the *Login to Your Existing Account* section.

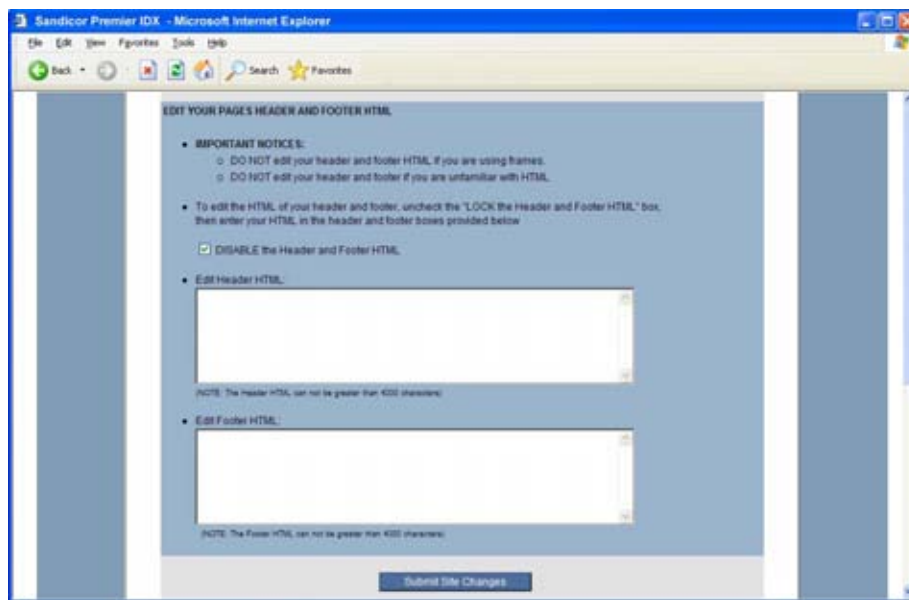
**Home Finder Account Login Page - Screenshot**

- Next click on the *Change your Site Options* link found on the Website Administration Start Page, or the *Options* tab, as shown in the screenshot below labeled **Administration Home Page - Screenshot**.



**Administration Home Page - Screenshot**

- On the Site Options Page, scroll down until you see the *Edit Your Page Header and Footer* section, as shown as shown in the screenshot below labeled **Options - Edit Header & Footer Section – Screenshot 1**.



**Options - Edit Header & Footer Section - Screenshot 1**

- In the *Edit Your Page Header and Footer* section uncheck the *DISABLE the Header and Footer HTML* checkbox, as shown in the screenshot below labeled **Options - Edit Header & Footer Section - Screenshot 2**.

**EDIT YOUR PAGE HEADER AND FOOTER**

- **IMPORTANT NOTICES:**
  - DO NOT edit your header and footer HTML if you are using frames.
  - DO NOT edit your header and footer if you are unfamiliar with HTML.
- To edit the HTML of your header and footer, uncheck the "LOCK the Header and Footer HTML" box, then enter your HTML in the header and footer boxes provided below
- DISABLE the Header and Footer HTML**
- **Edit Header HTML:**  
  
(NOTE: The Header HTML can not be greater than 4000 characters)
- **Edit Footer HTML:**  
  
(NOTE: The Footer HTML can not be greater than 4000 characters)

**Options - Edit Header & Footer Section - Screenshot 2**

- Enter your HTML in the header and footer boxes provided.
- NOTE: The Header and Footer HTML boxes can only accept 4000 characters.
- Click the *Submit Site Changes* button at the bottom of the Site Options Page to submit your changes.
  - After clicking the *Submit Site Changes* button, your header and footer will be changed on every page.
  - If you choose to directly link to your Premier IDX Search pages, refer to the table located on the next page titled *Direct Linking Instructions Table*.

**WARNING: DO NOT edit your header and footer HTML if you are using frames.**

**WARNING: DO NOT edit your header and footer if you are unfamiliar with HTML.**



## Direct Linking Instructions Table

### Instructions:

To create direct links to your pages, replace the <InsertYourID#> in each link below with the Identification Number (ID) you received in your Premier IDX Search Confirmation Email.

For example, if your ID number is 000000, then the direct link for the Dynamic County Map would be: [http://idx.sandicor.com/homeSearch\\_map.asp?ID=000000](http://idx.sandicor.com/homeSearch_map.asp?ID=000000)

### Search San Diego County Section

Page Name	Link
Dynamic County Map	<a href="http://idx.sandicor.com/homeSearch_map.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/homeSearch_map.asp?ID=&lt;InsertYourID#&gt;</a>
Simple Search	<a href="http://idx.sandicor.com/homeSearch_byZip.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/homeSearch_byZip.asp?ID=&lt;InsertYourID#&gt;</a>
Advanced Search	<a href="http://idx.sandicor.com/homeSearch_byZip.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/homeSearch_byZip.asp?ID=&lt;InsertYourID#&gt;</a>
New Listings Fast	<a href="http://idx.sandicor.com/homeSearch_new.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/homeSearch_new.asp?ID=&lt;InsertYourID#&gt;</a>
Featured Properties	<a href="http://idx.sandicor.com/homeSearch_featured.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/homeSearch_featured.asp?ID=&lt;InsertYourID#&gt;</a>

### Downtown Section

Page Name	Link
Dynamic Downtown Map	<a href="http://idx.sandicor.com/downtown_byLocation.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/downtown_byLocation.asp?ID=&lt;InsertYourID#&gt;</a>
List of All Available Condos - Sorted by Price Tab	<a href="http://idx.sandicor.com/downtown_listAll.asp?list=lp&amp;ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/downtown_listAll.asp?list=lp&amp;ID=&lt;InsertYourID#&gt;</a>
List of All Available Condos - Sorted by Building Tab	<a href="http://idx.sandicor.com/downtown_listAll.asp?list=bn&amp;ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/downtown_listAll.asp?list=bn&amp;ID=&lt;InsertYourID#&gt;</a>
List of All Available Condos - Sorted by District Tab	<a href="http://idx.sandicor.com/downtown_listAll.asp?list=dn&amp;ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/downtown_listAll.asp?list=dn&amp;ID=&lt;InsertYourID#&gt;</a>
Find a Condo by Picture	<a href="http://idx.sandicor.com/downtown_byImages.asp?buildingTypeID=1,2&amp;ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/downtown_byImages.asp?buildingTypeID=1,2&amp;ID=&lt;InsertYourID#&gt;</a>
Condos Under Construction	<a href="http://idx.sandicor.com/downtown_byImages.asp?buildingTypeID=1,2&amp;construct=1&amp;ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/downtown_byImages.asp?buildingTypeID=1,2&amp;construct=1&amp;ID=&lt;InsertYourID#&gt;</a>

### Featured Properties

Page Name	Link
Featured Properties	<a href="http://idx.sandicor.com/homeSearch_featured.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/homeSearch_featured.asp?ID=&lt;InsertYourID#&gt;</a>

### Popular Areas

To create links for popular areas refer to the *Create Unique Popular Area Submenu Item Links* section of the Premier IDX Administration Manual.

### Account Options

Page Name	Link
Home Finder Account Login	<a href="http://idx.sandicor.com/account_login.asp?ID=&lt;InsertYourID#&gt;">http://idx.sandicor.com/account_login.asp?ID=&lt;InsertYourID#&gt;</a>

# I Have a Broker-Provided Website

Some brokers offer their agents a personal broker-provided website or page that they can customize to some degree, including integrating your Premier IDX Search.

Although the exact process to add the Premier IDX Search is unique for each broker, the setup concept is generally the same.

## ***General Broker-Provided Website Setup Instructions***

- If you have a personal broker-provided website, to add the Premier IDX tools to your website follow these general steps:
  1. Sign-in to your broker's intranet with the username and password provided by your broker.
  2. When logged into your broker's intranet, update your website from within a section usually labeled *My Profile*, *My Tools*, or *My Website Tools*.
  3. Find the IDX section and enter in your Unique Premier IDX Link you received in your Premier IDX Search Confirmation Email.

For example, <http://idx.sandicor.com/start.asp?ID=00000> where 00000 is your unique Identification Number.

## ***Specific Broker-Provided Website Setup Instructions***

- Contact your broker directly for specific website setup instructions to add the Premier IDX Search to your broker-provided website.

**NOTE: Do not contact Sandicor for specific broker-provided website setup instructions. Only your broker can provide you with these instructions.**

## ***Known Brokers Who Offer Agents a Website***

- Here is a list of known brokerages that offer agent websites:
  - Prudential
  - ReMax
  - Keller Williams

NOTE: This is not an all inclusive list. If your brokerage is not listed, please contact your broker directly to find out if they offer their agents a broker-provided website.

## I Do Not Have a Website

If you do not have a website, you have the following options to setup the Premier IDX Search.

1. Have a web developer and website company setup a webpage for you, and then refer your developer or company to the section in this manual titled *I Already Have a Website*.
2. Contact your broker and inquire if they offer broker-provided websites.

Here is a list of known brokerages that offer agent websites:

- Prudential
- ReMax
- Keller Williams