

Non-principal broker and/or sales licensee compliance form

Name of Firm:

Address of Firm:

Principal Broker:

Firms' website address: _____

Participating in IDX: _____ Yes _____ No

Name of non-principal licensee:

Non-principal licensee's website:

Licensee Phone number: _____ Ext: _____

Licensee Email address: _____

I hereby agree that the information stated above is correct and that I have read the section of the Jacksonville Board of REALTORS® MLS Rules and Regulations with regard to Internet Data Exchange (IDX).

Principal Broker Date

Non-Principal Broker Date



PARAGON 3 IDX SMARTFRAMING

SUBSCRIBER'S GUIDE

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IDX Subscriber

The IDX Subscriber must possess a minimum security level of 4 with their Paragon user ID and password. The IDX subscriber is responsible for:

- Subscribing to the IDX Smart Framing Solution
- Setting IDX Contact Page
- Setting IDX Fields
- Setting IDX Colors
- Setting IDX Disclaimers
- Getting the IDX link integrated into a website.

Subscribing to IDX Smart Framing

A group or individual **cannot** subscribe to IDX **if**:

- They are a member of an **OPT OUT** Brokerage. (Brokerage who has chosen not to participate in Broker Reciprocity)
- The MLS has restricted IDX subscription by level (Office, Organization or Agent)

IDX Subscription Page

Accessing Tool

From the Paragon home page, select the Preferences menu. Then click on IDX

The following subscription screen will open.

Welcome to IDX Smart Frames Registration.

Please read the terms and conditions before submitting the registration form. By Submitting this form you are bound by the terms of this agreement.

Thank you for subscribing to FNIS IDX

I read the registration agreement and

I Agree I DO NOT Agree

Subscription Type:

The IDX Subscription page will display the IDX terms and conditions for the MLS. If the MLS has chosen not to allow IDX subscription entirely or for a higher security level than you possess, a notification message will display here. **To subscribe to IDX, the user must select the “I Agree” radio button, accepting the MLS IDX terms and conditions. The user then selects the desired subscriptions type. (MLS, Organization, Office or Agent)** Different subscription type selections will be available based on the user security level. (i.e. Office level users can subscribe to IDX as an office or as an agent, whereas an agent would only be allowed to subscribe as an agent.) Once I Agree and the subscription type have been selected the user then selects the Submit button to subscribe to IDX

Note: When a user first subscribes to IDX, the account is placed in a pending status until the board office changes the status to active.

IDX Contact Information Administration Page

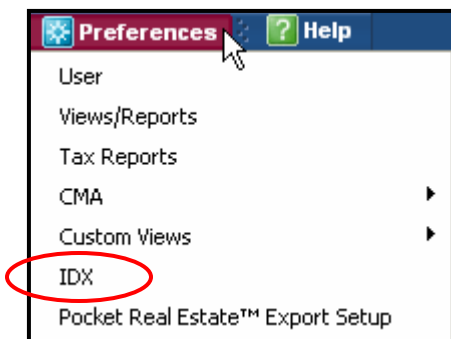
The first page displayed after subscribing to IDX is the IDX contact page, which is essentially the agent’s or office’s business card to the public on the IDX user’s web site. This will be displayed when the **Contact Me or Search Properties** icon is clicked on the user’s web site. Also the contact page is the e-signature on an e-mail when it is sent out from the subscriber’s web site.

The IDX subscriber has the option of setting up the contact page with customized photos and graphics. If the subscriber chooses not to setup a contact page, default information such as name, phone number, email address and website will be pulled from the Paragon database and will populate the contact page.

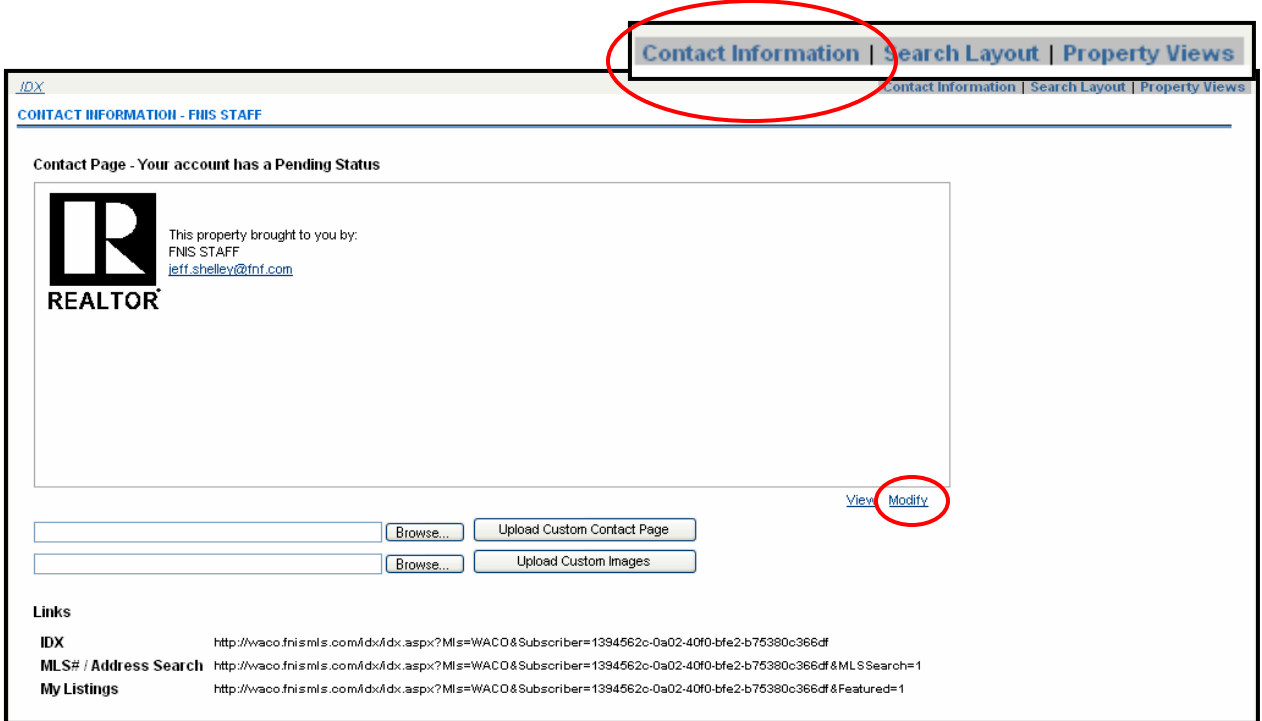
Note: The user subscription, shown above, must have been completed before access can be given to the contact page.

Accessing Tool

- From the Paragon home page, select the Preferences menu, then choose IDX



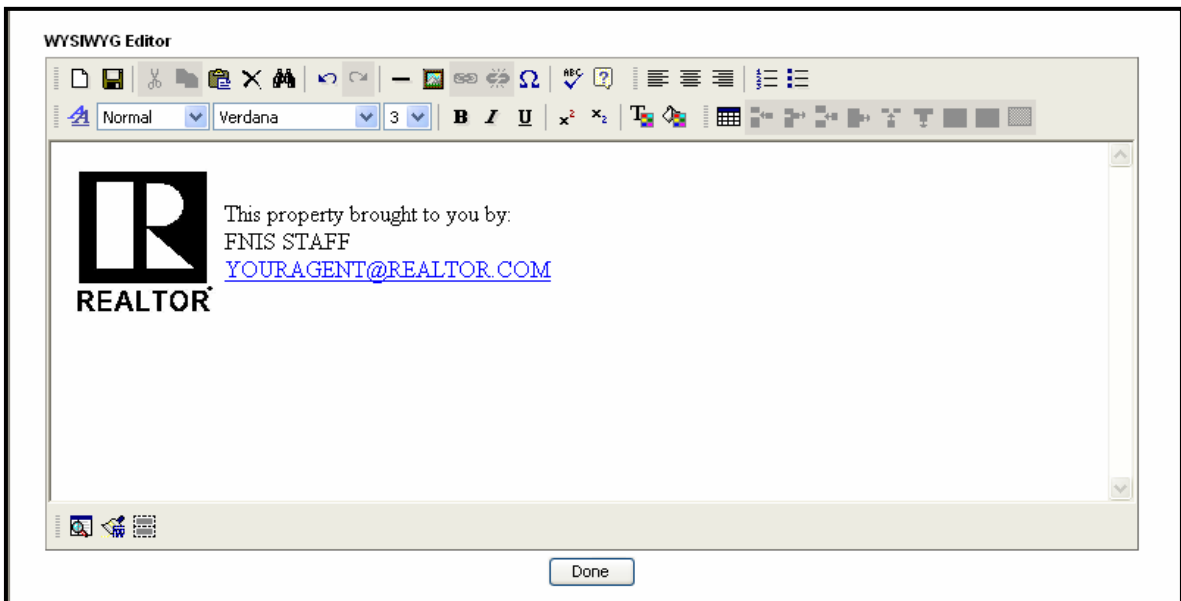
The IDX Contact page will now be displayed instead of the subscription page.



To modify, or change the look of the Contact Page: Click on [Modify](#) under the contact page on the left hand side.



This will display the WYSIWYG editor.



The **WYSIWYG Editor** functions similarly to any word processor. This editor allows for the insertion of photos, graphics, tables, text and colors.

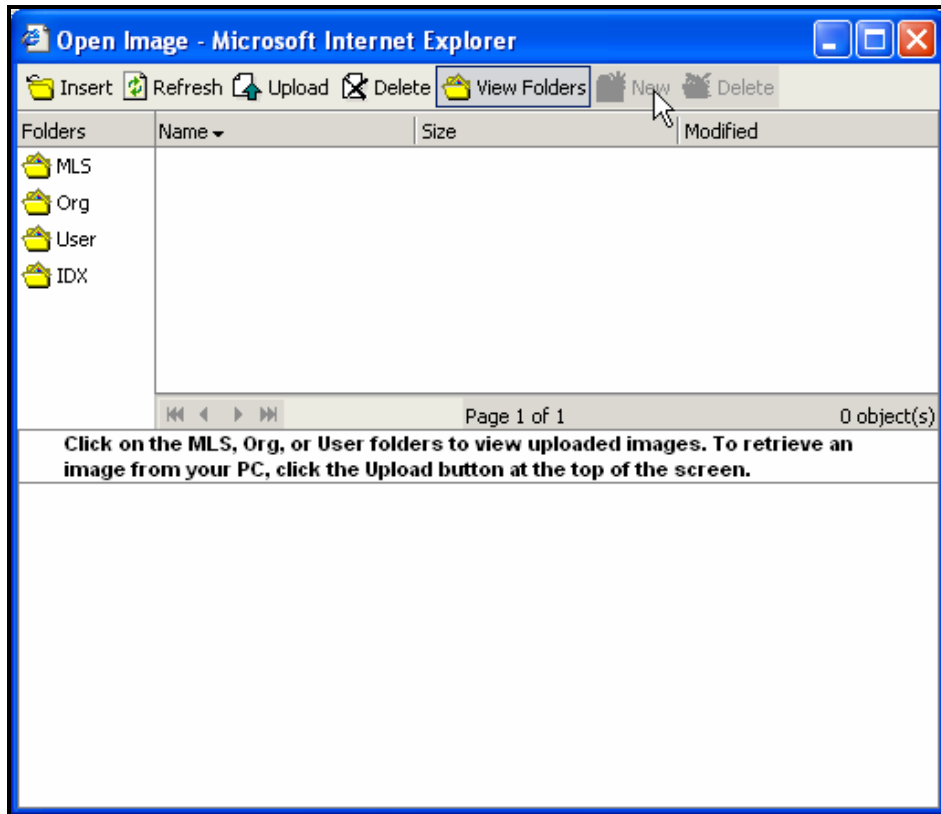
Adding/Changing Images and Graphics


To change from the default Realtor Logo to either the users photo, office logo or both.

Click on the Realtor Logo graphic.

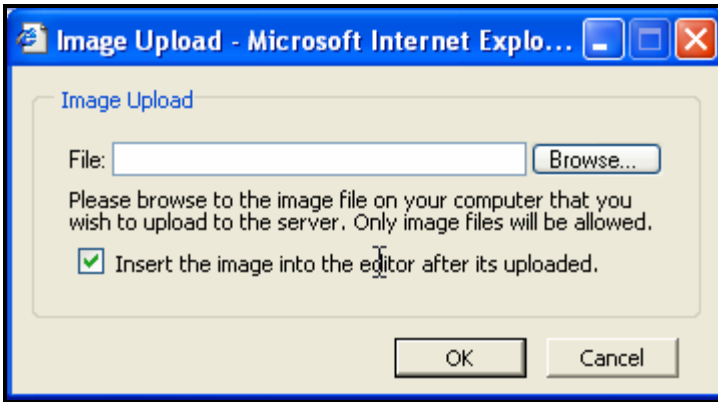


Click on the insert image icon (shown to the right) on the WYSIWYG Editor tool bar to open the image insert window.



Click  to upload the images from your computer to the Paragon on line server.

The following window will open.



Click on the Browse button to select the folder in **your** computer where the images you wish to use are stored.

Double click on the image or graphic you wish to have displayed on your contact page.

Paragon will then automatically populate the image's address into the upload tool.

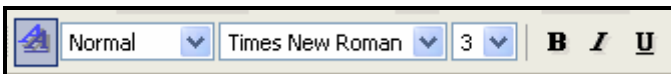
Click OK and the image or graphic will then be inserted into the Contact Page editor where the Realtor logo is located.

If the image being inserted is larger than you wish to use, move your cursor over the image and click on it, the image will then be highlighted by sizing boxes on the peripheral edges of the image, move your cursor to one of corner boxes so that the cursor turns into a double headed arrow. Click and hold the left mouse button down while dragging the outlining edges to the size you want the image to be. Getting the image to the appropriate size may take several of the above described moves. You can work both with the height and width of the image until it appears the way you would like it to be.

Adding/Changing Text

To Change the default text that is supplied by Paragon, highlight the text you wish to change by placing the cursor at the start of the text, hold down the left mouse button and drag the cursor over the selected text. Once the text is highlighted simply start typing. The previous text will be deleted and replaced with what you are typing.

You can change font and text size just like you would in any word processing program along with text color. Simply highlight the text as above and click select the changes you wish to make using the tool bars listed below, also the editor also provides the user with a spell checker as well.



use to change Fonts. Bold text, italics

and underline.



Text Color and highlighting



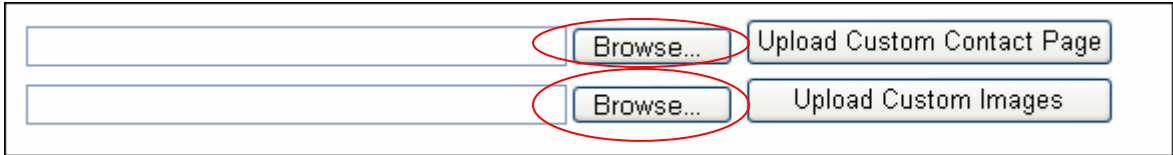
Spell checker

Uploading a Contact Page

Paragon also gives you the option to upload a pre built contact page.

Select the **BROWSE** button next to the **Upload Custom Contact Page** icon.

Select the appropriate file to upload from the choose file dialog box; once the desired contact page is selected, click on **Upload Custom Contact Page**.



Uploading Custom Images

Select the **BROWSE** button next to the **Upload Custom Images** icon.

Select the appropriate image to upload from the choose file dialog box; once the desired image is selected, click on **Upload Custom Images**.

Integration of IDX Link into Subscriber Website

Once the IDX subscriber has configured all of the IDX settings and the FNIS IDX administrator has modified the subscriber's 'pending' status to an 'active' status, the subscribers IDX link will display on the IDX contact page.

It is the subscriber's responsibility to take the provided links to their web site administrator so the public will have access to the Paragon search engine.

Links	
IDX	http://METROPOLIS.fnismls.com/idx/idx.aspx?Mls=METROPOLIS&Subscriber=162faea8-c0cc-48ce-b523-b39e6609c8ea
MLS# / Address Search	http://METROPOLIS.fnismls.com/idx/idx.aspx?Mls=METROPOLIS&Subscriber=162faea8-c0cc-48ce-b523-b39e6609c8ea&MLSSearch=1
My Listings	http://METROPOLIS.fnismls.com/idx/idx.aspx?Mls=METROPOLIS&Subscriber=162faea8-c0cc-48ce-b523-b39e6609c8ea&Featured=1

IDX Link – This link displays the search form and resulting listings (subscriber's listing and reciprocal listings)

MLS# / Address Search – This link displays a search form to search listings by the listing number.

My Listings - This link displays the search form and displays only those listings on which the subscriber is the primary listing agent.

IDX Search Layout Page

Paragon's IDX Smart Framing also allows the subscriber to customize the search layout that visitors to their web site will be using.

The fields that are available to be used in IDX Smart Framing are chosen by the respective MLS Boards. From those fields the subscriber can then choose which fields that will be displayed;

Accessing Tool

From the Paragon home page, select the Preferences menu. Select IDX

Select **Search Layout**.

The Search Layout setup page will be displayed.

IDX SEARCH LAYOUT ADMINISTRATION

SEARCH LAYOUT FILTER AREAS FILTER MAJOR AREAS DISCLAIMER / LOGO COLORS

SEARCH LAYOUT - FHS STAFF

Class: Residential/Farm Default

FIND:

Primary Criteria

Add-> List Price
<-Remove Type
Move Up Area
Move Down Acres
Beds

Additional Criteria

Add-> Living Room Level
<-Remove Dining Room Level
Move Up Family Room Level
Move Down Kitchen Level
Master Bedroom Lvl

Preview Save

Primary Search Criteria: To create the default Primary Search Fields as well as the Additional Criteria web users will be able to use as searchable fields, select fields for Primary Criteria and Additional Criteria, highlight the desired fields from the left or right boxes then select, Add or Remove next to either the Primary Criteria or Additional Criteria as appropriate. The fields appearing in the Primary Criteria box, and Additional Criteria Box is what will appear on the web site.

Note: The default for both Primary and Additional Search Criteria is to have all fields selected and in the Primary and Additional Search boxes.

To Save the MLS defined Defaults: Select SAVE to save the selections, select PREVIEW to display a preview of your selections. To set fields for another class, select the class from the dropdown menu and repeat process.

Note: Selections will not be saved unless SAVE is selected, so it is recommended that SAVE be selected before doing a PREVIEW. If the MLS Administrator had disabled subscriber customization, a message will be displayed and the SAVE button will be disabled.

IDX Display Fields Administration

From the Search Layout Administration screen you can customize areas, logos, disclaimers and even the colors that will appear in your IDX Smart Framing Layout.

Simply click the radial button (shown below) to select the items you wish to change.

SEARCH LAYOUT FILTER AREAS FILTER MAJOR AREAS DISCLAIMER / LOGO COLORS

Filter Areas / Filter Major Areas

Paragon will allow you to filter in or out Areas and Major Areas that you want potential buyers to search in. Again Paragon defaults to having all areas and major areas selected to be displayed. To remove an Area or Major Area highlight by clicking on the area and click on the Remove button. Follow the same process to add an area back in.

Area's and Major Areas appearing on the right side of the window below are what will appear on the subscriber's web site.

Area's and Major Areas that are used in IDX Smart Framing are subject to the various MLS Board rules..

IDX AREA FILTER Save

IDX Searchable Areas

- AREA 51 (A51)
- Bedlam (Bdm)
- Central City (Cen)
- Gotham (Goth)
- Hammersmith (Ham)
- Hyde Park (Hyd)
- Metro (Met)
- Nottinghamshire (Not)
- Olde City (Old)
- Test (ZZ)

Buttons: Add->, Add All->>, <-Remove, <<-Remove All, Sort by Code

IDX Disclaimer Administration Page

- Click the Disclaimer/Logo Information radial button..

The IDX Disclaimer page will be displayed.


DISCLAIMER/LOGO INFORMATION - JEFFREY L. SHELLEY

Disclaimer **Location** Thumbnail ▾

The data relating to real estate for sale on this website comes in part from the Internet Data Exchange (IDX) of the Multiple Listing Service. The IDX logo indicates listings of other real estate firms that are identified in the detailed listing information. The information being provided is for consumers' personal, non-commercial use and may not be used for any purpose other than to identify prospective properties consumers may be interested in purchasing. Information herein is deemed reliable but not guaranteed, representations are approximate, individual verifications

Save

IDX Logo


INTERNET DATA EXCHANGE

Browse...

Save

IDX disclaimers page consists of an administrative tool for thumbnail and detail view disclaimers, both the disclaimer text and IDX Logo can be added from this screen if they have not already been provided by your MLS Board.

Disclaimers

To create a disclaimer for the thumbnail view, select **THUMBNAIL** from the dropdown menu, enter the disclaimer text and select **SAVE**. Select **DETAIL** from dropdown and repeat process to set disclaimer for the detail page.

Note: If the MLS Administrator has disabled subscriber customization, a message will be displayed and the SAVE button will be disabled.

IDX Logo

The IDX Logo is the logo that displays on every participating listing, as required by the NAR IDX guidelines. To upload a new logo, select Browse, select the new logo then select Save. The new logo will be displayed. (If the MLS Administrator has disabled subscriber customization, a message will be displayed and the SAVE button will be disabled.)

IDX Color Administration Page

The IDX color editor consists of background color, title bar color, and title text color editing. The MLS administrator can create a custom color, set it as the default and control subscriber customization from the IDX Color page.

Accessing Tool

From the Paragon home page, select the Preferences menu. Select IDX, Click on the Search Layout Tab, click on the Colors radial button.

COLORS - JEFFREY L. SHELLEY

Themes : **Page Background** [Select A Color](#)

Save Theme As : **Title Banner** [Select A Color](#)

Title Font [Select A Color](#)

Color Preview :

Summaries

Listing # 1	List Price: \$99,999	<input type="checkbox"/> Favorite
Listing # 2	List Price: \$99,999	<input type="checkbox"/> Favorite



Creating New Color Themes:

To create a theme, select **CREATE NEW**, type the name of the theme in the **SAVE THEME AS** text box, then select a background color by clicking the **SELECT A COLOR** link and selecting the color you desire from the hexadecimal color dialog box displayed. Repeat these steps for **Title Banner** and **Title Font**.

The Color Preview display will show colors as they are selected. Select **SAVE** to save colors.

Note: If the MLS Administrator has disabled subscriber customization, a message will be displayed and the SAVE button will be disable

IDX Property View Page

Accessing Tool

From the Paragon home page, select the Preferences menu, then IDX, click on the Property View Tab

- The Property View page will be displayed.

PROPERTY VIEWS - FIHS ADMIN

Class: Residential/Farm Results View: Thumbnail

Available Fields

- 0 - Price
- 8 - List Price
- 10 - Street No2
- 16 - Sale/Rent
- 17 - List Date
- 20 - Listing Type
- 21 - County Code
- 22 - Subdivision
- 23 - School District
- 24 - Municipality
- 25 - Map Page
- 26 - Map Coordinate
- 27 - Parcel #

Selected Fields

- 3 - MLS #
- 2 - My Info
- 4 - Class
- 6 - Type
- 7 - Area
- 5 - My Office Info
- 9 - Address
- 11 - City
- 12 - State
- 13 - Zip
- 14 - Status

Buttons: Add-->, Add All-->, <-Remove, <<-Remove All, Move Up, Move Down, Preview, Save

Selecting Fields for IDX Property Views:

First select the desired class and the desired result view from the dropdown menus at the top if the IDX Property Views Screen circled above.

Then select the desired fields from Available Fields from the list on the left and add them to the Selected Fields on the right, by either double clicking your selections, or highlighting your choices (use the Control key to select multiples) then clicking the **ADD** button .

Select **SAVE** to save the selection, select **PREVIEW** to display a preview of your selections.

Note: Selections will not be saved unless SAVE is selected, so it is recommended that SAVE be selected before selecting PREVIEW.

Change the class and repeat the steps to set display fields for the Thumbnail view of other classes. Select other Details from the Results View dropdown menu on the right and repeat the process with each class.

Note: If the MLS Administrator had disabled subscriber customization, a message will be displayed and the SAVE button will be disabled.

IDX Un-Subscribe Administration Page

Accessing Tool

- From the Paragon home page, select the Preferences menu.
- Select IDX.
- Click on the Un-subscribe tab

The IDX Unsubscribe page will be displayed.

IMPORTANT Make sure you read all the terms and conditions established by the MLS before un-subscribing from IDX Smart-Framing.

To Unsubscribe, select the Yes radio button and click submit to send your UN-subscribe request to the MLS office.

IDX

Contact Information | Search Layout | Property Views | **Un-subscribe**

Un-Subscribe from IDX

Please read the terms and conditions before requesting to Un-Subscribe from IDX.

This is the unsubscribe notice...

Do you accept these terms? Yes No

By selecting SUBMIT you will be un-subscribed from IDX Smart Framing.

Submit