

eAgentC IDX Solution
powered by WolfNet



Leveraging Your Listings to Increase Your Business and Productivity!

Notes ...

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Introduction

Did You Know. . .

- That signing up for the eAgentC IDX solution powered by WolfNet will allow your clients to search almost all active listings on the MLS directly from YOUR website?
- That all leads from clients using your IDX solution get routed directly back to you and funneled into TopProducer?
- That clients can sign up for SearchSaver and get email notifications of new listings that meet their search criteria? All while allowing you to see what features, areas and price range they are searching.
- That your eAgentC IDX Solution has a BackOffice with leads that you need to contact!

Get excited! This user guide is designed for KW associates who have signed up for their eAgentC IDX solution and want to know how to use it and get the most out of it. This document is designed to teach you about the powerful tools now in your possession!

[Haven't signed up yet? Go to Appendix A for instructions.](#)

Getting Started

Using Your eAgentC IDX Solution powered by WolfNet

First, let's review the client side of your IDX solution and the tools your clients will be using.

Here is an example of an eAgentC IDX solution which is framed into your KW Agent website.

The screenshot displays the search interface for an eAgentC IDX solution. At the top, there is a navigation bar with 'Search Tools' and links for 'New Search', 'Favorites', 'SearchSaver', 'Recently Viewed', 'Recent Searches', and 'Login'. Below this is a search type selector with options for 'COUNTY/CITY', 'ADDRESS/ZIP', and 'SUBDIVISION'. A 'Quick Search by Listing Number' field with a 'Go' button is also present.

The 'Location - County/City' section includes a 'State' dropdown set to 'SC' and a 'County' dropdown set to 'All'. A 'Cities: highlight a city & click Add' list shows various cities like Abbeville, Anderson, Belton, etc. There are 'ADD' and 'REMOVE' buttons next to the list, and a 'selected cities shown below' area.

The 'Property Type' section has checkboxes for 'Single Family', 'Condo/Townh...', 'Duplex', 'Mobile Home', 'Multi Family', 'Lots/Land', and 'Commercial'. The 'Property Features' section includes filters for 'Price Range', 'Bedrooms', 'Bathrooms', 'Square Feet', 'Built Before', 'Built After', 'Acreage', 'Garage/Carport', 'Style', and 'Listing Status'. There are also checkboxes for 'Amenities' like 'Fireplace', 'Near Golf Course', 'Garage', 'Basement', 'Family Room', 'View', and 'Pool'. At the bottom, there are buttons for 'Go to Search Results', 'Save this Search', and 'Reset Search'.

Your Clients and visitors to your website can search for listings several different ways.

Note the 'Search Type' in the top grey box. Clients can search by County/City, Address/Zip, or Subdivision.

NOTE:

- Because MLS data differs across the US, not all options shown above may be available in all MLS markets.
- If you signed up for WolfNet's MapTracks solution (an additional fee), your clients will also be able to search for properties from a map.

Try out your own website and eAgentC IDX solution.

1) Choose a:

- City
- Property Type: Single Family, Condo, etc.
- Price Range
- Bed/Bath
- or any other amenities and criteria that interest you.

Here is a results page of listings that match the selected search criteria.

Search Tools >> New Search >> Favorites >> SearchSaver >> Recently Viewed >> Recent Searches >> Login

Search Results 261 listings match your criteria Sort By: [Price](#) | [Location](#) | [Sq. Ft.](#)

<< [refine search](#) << [new search](#) Listing 1-10 of 261 [next](#) >>

Listing # 1143967

\$569,900
 Greenville - 107 Norman Place
 bed/bath: 4/4
 sq. ft.: 3800
 View Details <<<
 Request a Showing 
 Inquire 
 Add to Favorites <<<
 Courtesy of: Borkowski, Dawn
 Coldwell Banker Caine
 Verdae Blvd

Listing # 1158269

\$569,900
 Greenville - 617 Berkman Lane
 bed/bath: 4/4
 sq. ft.: 3800
 View Details <<<
 Request a Showing 
 Inquire 
 Add to Favorites <<<
 Courtesy of: Reid, Susan
 Coldwell Banker Caine
 Verdae Blvd

Listing # 1160899

\$568,500
 Greenville - 274 Rockwood Drive
 bed/bath: 5/3
 sq. ft.: 2800
 View Details <<<
 Request a Showing 
 Inquire 
 Add to Favorites <<<
 Courtesy of: Mccutcheon, Jane
 Mccutcheon Co./Estate
 Agencies

The number of listings returned is circled in red. This search produced 261 matches. At this point, a user has the option to refine the search to make that number smaller, or begin looking through listings.

Note: Your results may look slightly different, so just keep in mind that each IDX solution has to follow the local MLSs rules and regulations about displaying data.

Notice on the search results page that consumers can see the front of home photo, price, bed/bath and also have the ability to View Details or Inquire about the listing. In most cases, the listing brokerage is required to be displayed per MLS rules.

2. Now click one of your search results and let's look at the details page of a listing.

Below is a partial snap shot of the information listed on the details page.

Search Tools
>> New Search >> Favorites >> SearchSaver >> Recently Viewed >> Recent Searches >> Login

Property Details for Listing #1158269

<< [back to results](#) << [new search](#)

[Print this Listing](#)

<< [previous](#) 2 of 261 [next](#) >>



View Full-Sized Photo Slideshow






617 Berkmans Lane
Greenville, SC 29605

>> [map it](#)

\$569,900

>> [mortgage calculator](#)

bed/bath: 4/4
sq. ft.: 3800

Tools

- >> [save this listing](#)
-  [inquire about listing](#)
-  [request a showing](#)
- >> [email listing](#)

Remarks: Quality craftsmanship is found in this lovely custom home with hardwoods and 9ft ceilings throughout. Formal dining room, beautiful gourmet kitchen with all the extras and breakfast room for elegant and casual dining. Deluxe master suite has unique his and hers bathrooms and laundry room for total convenience. Two bedrooms are located upstairs and two are down stairs. The huge bonus room could be a home theater, workout space or playroom. Alley access to the two car garage.

PROPERTY DETAILS:

Property Type: Residential - Single Family-Detached

Area Number: 73

Subdivision: Chanticleer

Style: Cape Cod

Year Built: 2006

Square Feet: 3800

Roofing: Architectural

Garage Description: Door Opener, Side/Rear Entry, Other

Notice the “Tools” to the right of the photos. These tools all create leads that get emailed directly to you when a client fills them out from your website.

Also notice the options at the very top which allow clients to create a Saved Search, a Favorites list, start a New Search, or go back to the results page.

As you can see, this is a very powerful tool for your business. Make sure that your clients know you have this available for them to use!

Suggestion: When you get a new client – walk through these steps yourself as the client and sign them up for SearchSaver. Go to your IDX solution and enter your clients email address and home criteria as if they were doing it themselves. Your clients will soon be getting email updates of listings matching their criteria

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Suggestion: Try posting a brief user guide or benefits list on your website next to where clients will start their property search.

Managing Your eAgentC IDX Solution's BackOffice Tool

Next, let's walk through the options in your IDX solution's BackOffice tool.

1. From your KW Agent Website Admin Tool, go to step 4.4 WolfNet BackOffice.
2. Click the **Open WolfNet BackOffice in a new window** button.

You should get this WolfNet login screen:

mlsfinder.com
by WolfNet Technologies

Home Sample Our Solutions

Login to Your MLSFinder Account

Login to access your account.

Login to your MLS account:

Login Name:

Password:

MLS Market: Alabama - BAMLs
Market selection REQUIRED

Forgot Your Password?

Enter your email address and we'll send it to you.

Email Address:

MLS Market: Alabama - BAMLs
Market selection REQUIRED

If you need further assistance please use the [contact us](#) form.

[Affiliates Please Login Here](#)

Your login and password are the same as your KW Intranet login and password.

- Select the state and MLS Market of your IDX solution from the **MLS Market** drop down.
- Click the **Login** button and you should now see this screen:

mlsfinder.com by WolfNet Technologies

Home Sample Our Solutions Pricing Sign Up Log Out Contact Us

Administration Home

Welcome to the mlsfinder.com search solution setup and administration area.

Please use the navigation options below or on the left side of this page to setup and administer your search solution and related tools. If you are setting up your solution for the first time, we recommend that you explore each admin area to make sure that your information is accurate and complete.

If you have any questions, please contact customer care at service@mlsfinder.com or call directly at 612-342-0088 or toll-free 1-866-WOLFNET.

Market: South Carolina - GGAR
Site:
Directory:
davidpaintercrsabrasrepro
57469f0-1ca-4fc-a3e5-134b897a2108

Client Admin

- BackOffice** Manage customers who have registered to use Favorites and SearchSaver. Send global emails, run user reports, email user subsets, and review individual user activity including contact information, login history, saved Favorites, and saved searches. Also features a user search tool and a user data export tool.
- Contact Information** Add or edit your MLS office ID, MLS agent ID, general contact information, and your digital image.
- Colors** Select colors to perfectly match your web site.
- Fonts** Select the font that best matches your web site.
- Logo/Slogan** Add your company logo and slogan. The logo will display on your company listings rather than the IDX icon. Also, set rules governing when your logo and slogan should appear on your search solution.
- Virtual Tours** Instantly add 3rd party hosted virtual tours to your MLS listings.
- Enhanced Listings** Enhance your MLS listings with additional descriptive text.
- Autoresponder** Automatically send a welcome email for any new registrations on your search solution.
- Logout** For added security, we recommend that you click Logout when you are finished with each session.

MapTracks™ 2.0
Map-Based Property Search

The latest in map-based property search tools

- Generate more leads
- Increase repeat traffic
- Increase referral traffic
- Close more business

Exclusive Keller Williams Pricing

Agents:

\$10/one time set up fee and \$10/month

*MapTracks™ is an important and critical tool that I use daily to generate, track and follow up with leads! The technology is extraordinary and I wouldn't have a website without it!

Kristina Wise
The Good Life Team

You have many options in your BackOffice administration. First, and most important, is to check your **Contact Information** to ensure the leads and information shown for you is correct. (WolfNet was sent this information from your KW profile in the KW White Pages when you signed up.)

- Click **Contact Information** in the middle of your screen and then make any updates necessary.

Notice that you have the ability to cc (carbon copy) another email address on any leads sent to you. This may be a good option for 'cc'ing your assistant or mortgage partner.

- Click the **Update** button at the bottom of that page.

Now, let's step through the other options:

- Click **BackOffice** in the left hand navigation toward the top.

You should now see options for: **Reports**, **Email All Users**, and **Export** in the middle of your screen.

- Reports** – Allows you to view any registered users in your IDX solution. You can view their contact information, see if they have any favorites or saved searches and monitor the activity log of when they have been on your website looking for listings. The Activity Log, a four month login history, is a great tool in determining if a client is actively looking for a home, or just browsing around!

BackOffice - Reports

This area allows you to define a set of your web site users and view contact information, saved search attached global email utility lets you email your user set, or individual users.

There are currently 10 users signed up for your site.

[Email All Users](#)

Use this form to view lists of users:

Sort by these Favorites/Search Saver options:

N/A Has Favorites OR Search Saver
 Has Favorites Has No Favorites
 Has Search Saver Has No Search Saver
 Has Favorites AND Search Saver Has Neither Favorites NOR Search Saver

Only users that are: Authenticated Opted Out Not Authenticated All Users

Only users who are working with an Agent: Yes No All

Only users who have logged in X times:

Only users who have logged in within the last X days:

Only users who have not logged in within the last X days:

Limit login count to the last X days:

Last Name:

Email Address:

Partial Email Address:

Exclude users who have been emailed within X days:

[Find Users](#)

Notice that the reports page even tells you up front how many registered users you have, which are circled above in red.

8. Perform a search for users. If you have any, you should see this screen:

BackOffice - Search Results

Here are the results of your user search.

Your inquiry produced 6 Matches

1-6 of 6 total listings

[Email These Users](#) [Export These Users](#) [Delete These Users](#)

First Page [Prev Page](#) Current Page: 1 [Next Page](#) Last Page

Name:	Status	Last Login Date:	First Login:	Total Logins:	Favorites:	SearchSaver SM :
Kucera, Ryan	✉	06/18/2008	07/31/2007	55	Yes	Yes
miller, jessica	✉	03/15/2007	03/05/2007	10		Yes
Pena, Cesar	✉	04/27/2007	04/26/2007	2		Yes
Tassone, Mildred	✉	06/08/2007	02/23/2007	30		Yes
Trecker - Test, Kari	✉	01/23/2008	12/06/2007	6		Yes
Weaver, Carrie	✉	05/27/2008	07/01/2007	269		Yes

First Page [Prev Page](#) Current Page: 1 [Next Page](#) Last Page

[Email These Users](#) [Export These Users](#) [Delete These Users](#)

✉ Black envelope as is for "Authenticated / OK to Email"
 ✉ Red envelope for "Not Authenticated"
 ✕ Red "X" for "Opted-out of all Email"

Take a look at the information you are shown. You can see the last login dates of your users, the total number of logins for each user and if they have Favorites or SearchSaver.

Note: If you have a user with a high number of logins and a recent Last Login Date, it may be time to contact them directly to offer your help--this is a HOT lead!

- Click on the name of any user to see more details about their activity and searches.

Market: Texas - ACTRIS
Site:
Directory: michellebusby
45f27ff1-f980-4d5f-be32-
2fa98bc17f02

Client Admin

- BackOffice
- Reports
- Email All Users
- Export Users
- User Registration Fields
- Search Savers
- Contact Information
- Colors
- Fonts
- Logo/Slogan
- Virtual Tours
- Add/Edit Reporting
- Enhanced Listings
- Add/Edit Reporting
- Top Producer Settings
- MapTracks
- Usage Reports
- Starting Location Ver. 2
- User ID / Password
- Site Login Options
- Registration Autoresponder
- City Restrictions
- Quick Search Builder
- URL Search Builder
- Default Search Settings
- Logout

Account Information

Details about the user you have selected.

User Details for Ryan Kucera [Edit User Profile](#)

Account Status: Active

Join Date: 07/31/2007

Date of Last Login: 06/18/2008

Login Id: [REDACTED]

Email Verification: Confirmed: User Confirmed on 07/31/2007 01:45:06 PM

Email Address: ryan@ryankucera.com

Password: homebuzz

Phone: 512-333-7072

Agent Name: Michelle Busby

Four Month Login History:

March 2008							April 2008							May 2008							June 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5					1	2	3							1	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30								
30	31																										

Favorites/Search Saver Details:

Ryan Kucera has 3 favorite listings: [Click here to view the listings now.](#)

Ryan Kucera has 1 saved searches: [View Saved Searches](#)

User Account Actions:

Current Login Email Address: ryan@ryankucera.com

Enter new Login Email Address:

Current Password: homebuzz

[Click to disable this user's password.](#)

Enter new password:

IDX Authentication: Authenticated on 07/31/2007 01:45:06 PM

Notice here that you can see a calendar of the last 4 months of their login history. The dark blue squares over each date indicate activity. The more activity in a row, the more serious the buyer.

You can also see the criteria of the homes they are looking for under [Favorites/SearchSaver Details](#).

- Go back to BackOffice and see that you have more options.

WolfNet Back Office Options	Description
Email All Users	Allows you to send global, personalized emails to all registered visitors with one click. Example: "I'm having an open house..." or "I have a new listing that hasn't been posted yet. If you or anyone....."
Export	Allows you to export your users to a tab or comma delimited file (manageable with excel) so that they may be managed in another application.
User Registration Fields	Gives you the ability to adjust the required and optional fields for when a user registers on your IDX solution for either Favorites or SearchSaver. Each field can be set to: Required, Optional, or Do Not Show. Example: You may want to require a phone number be provided.
SearchSavers	Allows you to do a search on those users with saved searches.
Colors	While this option currently displays, all KW agent solutions are locked down and given our upgraded IDX view, colors and format.
Virtual Tours and Enhanced Listings	While these options currently display, all of your listings should be managed through the KWLS or your local MLS. KW is working with WolfNet to disable this on all KW BackOffices.
Top Producer Settings	If you are a Top Producer subscriber, please 'Enable' this option. Detailed instructions for allowing your eAgentC IDX to automatically funnel leads into your TopProducer 7i account are located on the KW Support Website . Or see Appendix B .
Site Login Options	This option gives you the ability to set at which point in the search process visitors are required to register. Additional details on this feature...
Registration AutoResponder	You can update your signature and some parts of the auto-response email that goes out when clients register for Favorites or SearchSaver.
City Restrictions	Allows you to adjust the cities that display when consumers start a property search. You may choose to limit the cities because of your service area. Moving cities from the main list to the Restricted List while 'Exclude' is selected will remove those cities from being included in the search. Moving cities from the main list to the Restricted List while 'Include' is selected will include ONLY those cities in the search. Note: These changes will take 24 hours to take affect.
Quick Search Builder	<u>Advanced Feature:</u> This option gives you the ability to create a custom quick search feature to be incorporated onto another website. You can select which search fields to be included and then hit Get Code. This will generate the code to create a quick search box which then you will plug into another website. This feature requires knowledge of HTML.
URL Search Builder	Allows you to create a listing URL string which displays specific results. Example: You wanted to highlight homes in Greenville, SC over \$500,000 with a pool. Use the URL Search Builder and enter the criteria you want. WolfNet will give you the URL string that returns just those listings. Then add a new button or focus box to your KW agent website using this URL/Link. See Appendix C for step-by-step instructions and more details on this feature.
Default Search Settings	Gives you the ability to set a default price range as well as default property types when visitors start a property search on your website. These items will automatically be set, but the visitor would still be able to change the search criteria.

Additional details on the Site Login Options:

In the image below, you will see noted with red the most restrictive options for the consumer. If you really want to require registration, try any of the others. You can always adjust this later.

The screenshot shows the 'Login Options' configuration page in the mlsfinder.com administration interface. The page includes a navigation menu at the top with links for Home, Sample Our Solutions, Pricing, Sign Up, and Log Out. On the left, there is a sidebar with 'Administration Home' and 'Client Admin' sections. The main content area lists several login options, each with a dropdown menu set to 'Disabled' and a brief description. A red arrow points to the 'Front Page Login Required' and 'Search Results Login Required' options, with the text 'Most Restrictive' next to it. An 'Update' button is located at the bottom of the form.

Option	Setting	Description
Login Required to view address:	Disabled	If enabled, addresses will only be shown when the user is logged in.
Front Page Login Required:	Disabled	Requires login before the user enters their search criteria. Most Restrictive.
Search Results Login Required:	Disabled	If enabled, prompts login after the user clicks 'Search'. Most Restrictive.
Login Required to view details:	Disabled	If enabled, the detail page will only be shown when the user is logged in.
Allow n Detail Views:	0	Number of detail pages allowed before forcing login
Login Required to view remarks:	Disabled	If enabled, the remarks of a property will only be shown when the user is logged in.
Special Data Login Required:	Disabled	If enabled, prompts login when the user attempts to access special data from the detail page, such as open houses and virtual tours.

Here's the explanation of how each of the site login settings work:

Site Login Options	Descriptions
Login Required to view address	If enabled, property addresses will only be shown when the user is logged in.
Front Page Login Required	If enabled, requires login before the user enters their search criteria.
Search Results Login Required	If enabled, requires login after the user enters search criteria and clicks the 'Search' button and before any results are returned.
Login Required to view details	If enabled, the detail page will only be shown when the user is logged in. User can still see search results list, just no detail pages of homes.
Allow n Detail Views	You can set the number of detail pages allowed before a user is required to login.
Special Data Login Required	If enabled, prompts login when the user attempts to access special data from the detail page, such as open houses and virtual tours.

Note: In some areas, it is common to require the user provide to their name and email address before viewing IDX information. In other areas this is left wide open. There are pros and cons to each choice. The main thing to remember is...if you require registration in order for the user to perform a search or get additional information on a listing...and no one else in your area requires this...you will lose visitors. The consumer will inevitably choose the easy way out and find a listing solution that does not force them to provide contact information.

The WolfNet BackOffice and IDX solutions are provided in partnership to KW associates. If you have recommended changes, please email those in detail to wishlist@kw.com. Any support requests should be sent to KW Support first at support@kw.com. KW Support has the ability to escalate issues to the WolfNet team if necessary, though KW Support is fully equipped to handle your support needs.

Be sure to visit us online for additional help:

<http://support.kw.com>

Appendix A

Signing Up for the eAgentC IDX Solution Powered by WolfNet.

Keller Williams Realty International and WolfNet Technologies have partnered up to provide each KW associate with an IDX solution (not yet available in all areas). WolfNet is considered our IDX provider and works directly with KW and the Support team.

To sign up, follow these steps:

1. Log into the KW Intranet <http://intranet.kw.com>
2. Click **My Information**.
3. Select **My Website**.
4. Select **Agent Website Administration**
5. Navigate to step 4.1 and click “**Yes! Set up my eAgentC IDX Powered by Wolfnet**” and hit the ‘**Sign Up**’ button.

NOTE: If Wolfnet is not available, it will indicate in bold text that the eAgentC IDX is unavailable in that area.

NOTE: Many MLSs require an agent to sign paperwork. Please check with your MCA or Tech Coordinator for a copy of this paperwork. You'll want to make sure that your copy already has both WolfNet's signature and your Broker's signature.

Then, once you click the radio button and submit, your data will be set to WolfNet that night. WolfNet starts the set up of an IDX solution for you. Though setup can sometimes occur within a few days, please note that it may take up to 2 weeks depending on your MLS and the contract approval process. You will receive a Welcome email from WolfNet once everything is in place. The Welcome letter contains your IDX url as well as instructions and login information on accessing the BackOffice.

To spot the Welcome email from WolfNet, look for:

Subject: Welcome to your eAgentC IDX solution powered by WolfNet

From: kwsupport@mlsfinder.com



As of June 2008, KW now automatically adds your IDX url
to your KW Agent website for you!

WolfNet's MapTracks:

Additionally, WolfNet offers a mapping solution for your IDX. This allows clients to search for properties on a map. To upgrade your IDX search solution to include WolfNet's innovative map-based property search, MapTracksSM, simply click on the MapTracksSM upgrade banner located on the right side of your IDX BackOfficeSM administrative home page.

Note: MapTracks is an additional fee billed directly to each KW associate by WolfNet.

The screenshot shows the administrative interface for mlsfinder.com. On the right side, there is a prominent banner for MapTracksSM 2.0. The banner includes the following text:

MapTracksSM 2.0
Map-Based Property Search

The latest in map-based property search tools

- Generate more leads
- Increase repeat traffic
- Increase referral traffic
- Close more business

Exclusive Keller Williams Pricing

Agents:
\$10/one time set up fee and \$10/month

CLICK HERE TO UPGRADE NOW!

MapTracksSM is an important and critical tool that I use daily to generate, track, and follow up with leads! The technology is extraordinary and I wouldn't leave a website without it!

Kristina Wise
The Good Life Team

The left side of the interface shows a navigation menu with categories like Client Admin, BackOffice, Contact Information, Colors, Fonts, Logo/Slogan, Virtual Tours, Enhanced Listings, Top Producer Settings, and Logout. The main content area displays a welcome message and a list of administrative options with descriptions.

Appendix B

Setting Up Top Producer 8i to Accept Leads from Your eAgentC IDX Solution

Initiating a KWLS Listing and Online Greensheet Closing from TP8i

Your Top Producer listing and closing data can now be integrated with the KWLS and online Greensheet to save you time by eliminating duplicate listing data and photo entry.

From your Top Producer 8i account, follow these simple steps to send your listing data to the KWLS and/or your closing data to the online Greensheet.

Setting Up Your TP8i/KWLS & Online Greensheet Data Integration

1. Click the **Preferences** link located above the main menu bar.



2. Click the **General** tab to open the **General Preferences** screen and then click the **3rd Party Setup** subtab.



- Click the **Add Data Services** link to add your new Intranet data service.



NOTE: Your Intranet data service preferences are different from your website integration preferences

- Click the **3rd Party Application** drop-down list and select the **Keller Williams Intranet** option.
- Enter your Keller Williams Intranet user name (ID) and password in the corresponding fields and then click the **Add Data Service** button.

NOTE: 3rd party data service application preferences cannot be edited after they are added. You must first delete the 3rd party data service application by clicking the trash icon and then complete steps 3-5 above.



Your TP8i account is now setup to integrate with the KWLS and online Greensheet.

Sending Your TP8i Listing Data to the KWLS

1. Open the listing record you want to import into the KWLS.
2. Click the **Listing Info** tab and then click the **Create/View KWLS** link located at the bottom of the screen. If you do not see the **Create/View KWLS** link, you will need to add the KW Intranet as a 3rd party data service application to your TP8i Preferences.



NOTE: If you imported the listing from Top Connector, the Create/View KWLS link will only display if your MLS allows Top Producer to redistribute the listing data.

If a Windows security warning dialog box appears, click the **Yes** to allow Top Producer 8i to access the KW Intranet and the KWLS.



The KWLS will open in a new window and your TP8i listing data will auto-populate into the corresponding fields.

3. Enter any additional listing information required and then click the **Next** button.
4. Enter your MLS number and then click the **Save** button.
Your listing is saved and now in Initiated status.

NOTE: The Images tab will appear if you have photos in TP 8i. Your photos will download automatically from Top Producer. You will need to scroll down past the Image Uploader to see the thumbnails and then add a description.

5. Click the **Submit for review** button to submit your listing for MC approval to send to the KWLS listing feeds for marketing purposes on the internet.

- Click the **OK** button to indicate that you will send all applicable listing paperwork to the market center.

Sending Your TP8i Closing Data to the Online Greensheet

KW Listing Agent

- Open the closing record you want to import into the online Greensheet.
- Click the **Create/View Greensheet** link located at the bottom of the screen. If you do not see the **Create/View Greensheet** link, you will need to add the KW Intranet as a 3rd party data service application to your TP8i Preferences.

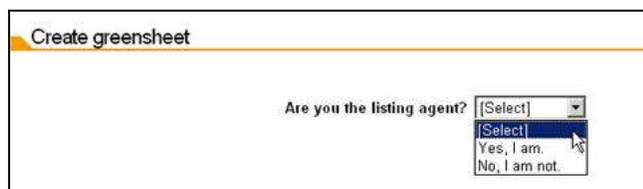


If a Windows security warning dialog box appears, click the **Yes** to allow Top Producer 8i to access the KW Intranet and the online Greensheet.



The online Greensheet will open in new window.

- Select the **Yes, I am** option indicating that you are the listing agent for this Greensheet you want to create on the **Create a Greensheet** screen.



- Select one of the options (**Yes, it has** or **No, it has not**) indicating if the listing has been entered into the KWLS

If the listing has not been entered into the KWLS, select the **No, it has not** option and continue to the **Create a listing** section in the KWLS.

If the listing has been entered into the KWLS, select the **Yes, it has** option.

The **KWLS Find a Listing** screen will appear.

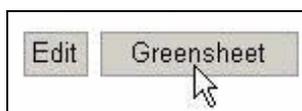
- Complete at least one of the **Find a listing** fields, and then click the **Search** button to search for the listing for which you want to create a Greensheet.

Your search results will display.

- Click on the listing link located in the **MLS** column when you locate the listing.

The **Listing Details** tab on the **Listing Information** screen will appear.

- Click the **Greensheet** button, which is located at the bottom of the **Listing Information** screen of the opened listing.



The **Greensheet** will open and your TP8i closing data will auto-populate into the corresponding fields.

9. Complete the appropriate fields based on your transaction. Fields in **red** font are required and must be completed before you can save the Greensheet.
10. Click the **Save** button to save your Greensheet information. Make sure the **Status: Initiated** message displays in the **Status** section on top center of the screen.

KW Buyer Agent

1. Open the closing record you want to import into the online Greensheet.
2. Click the **Create/View Greensheet** link located at the bottom of the screen. If you do not see the **Create/View Greensheet** link, you will need to add the KW Intranet as a 3rd party data service application to your TP8i Preferences.

If a Windows security warning dialog box appears, click the **Yes** to allow Top Producer 8i to access the KW Intranet and the online Greensheet.



The online Greensheet will open in new window.

3. Select the **No, I am not** option indicating that you are the listing agent for this Greensheet you want to create.



4. Select one of the options (**Yes, it is** or **No, it is not**) indicating if the listing is a KW listing.

If the listing for which you want to create a Greensheet is a KW listing, select the **Yes, it is** option. The **KWLS Find a Listing** screen will appear.

If the listing is not a KW listing, select the **No, it is not** option and continue to step 7 to create a Greensheet.

- Complete at least one of the **Find a listing** fields; and then click the **Search** button to search for the listing for which you want to create a Greensheet.

Your search results will display.

- Click on the listing link located in the **MLS** column when you find the listing. The **Listing Details** tab on the **Listing Information** screen will appear.

MLS	Agent	Address	City	State	Listing Status	MLS Status
N/A	Sample Agent	5013 W Frances Place	Austin	TX	Active	Initiated
9475348	Sample Agent	3404 American Dr Unit 2203	Lago Vista	TX	Expired	Accepted
1829105	Sample Agent	5013 W Frances Place	Austin	TX	Active	Accepted
5325405	Sample Agent	3404 American Dr Unit 3003	Lago Vista	TX	Active	Accepted
3403004	Sample Agent	300 Crockett 316	Austin	TX	Active	Accepted
2807004	Sample Agent	3404 American Dr 2203	Lago Vista	TX	Active	Initiated

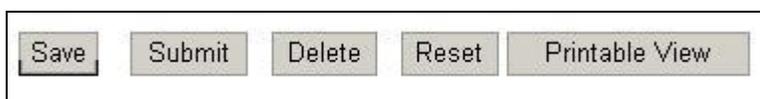
If there isn't a listing created in the KWLS, please contact the seller's agent before you create the Greensheet. If the seller's agent wishes you to create the Greensheet process, please continue to the next step.

- Click the **Greensheet** button, which is located at the bottom of the **Listing Information** screen of the opened listing.



The **Greensheet** screen will appear.

- Complete the appropriate fields based on your transaction. Fields in **red** font are required and must be completed before you can save the Greensheet.
- Verify all the information on the Greensheet is correct. If you need to edit any information, do so by updating the specific fields with the correct information, and then click the **Save** button to save the Greensheet.



- Click the **Submit** button when you are ready to submit the Greensheet. Make sure the message **Status: Submitted** displays in top center of the screen.



If the Greensheet is returned to you by the Market Center, an email will be sent to you notifying you that will need to revise and resubmit the Greensheet.

You can also click the **Accepted** tab on the dashboard to verify if the Greensheet is has been accepted by the Market Center.



Appendix C

Extras!

Creating a Focus Box on your KW Website for SearchSaver.

This is a valuable search tool that can be on your home page.

1. On your eAgentC IDX solution, look for the SearchSaver button at the top. It should look like this:

Search Tools >> New Search >> Favorites >> **SearchSaver** >> Recently Viewed >> Recent Searches >> Login

Search Type: [MAP SEARCH](#) | [COUNTY/CITY](#) | [ADDRESS/ZIP](#) | [SCHOOL DISTRICT](#)

Quick Search by Listing Number:

Location - County/City

County:

Cities: highlight a city & click Add

selected cities shown below

Austin
Bartlett
Bastrop
Bee Cave
Belton
Bertram
Blanco
Bluffton
Briarcliff
Briggs

Property Type:

Single Family
 Condominium
 Townhome
 Loft

Property Features

Price Range: No Minimum No Maximum

Bedrooms: No Minimum

Bathrooms: No Minimum

Square Feet: No Minimum

Built Before: Built After:

Acreage: No Min Garage/Carport: No Min

Listing Status: All

2. Right click on the SearchSaver link and choose ‘Copy Shortcut’.
3. Go to step 2.3 of your KW Agent Website Administration Tool and click on the Custom Focus Box Tab.
4. Create a focus box similar to the one shown below.

Link -- Webpage Dialog

http://www.kw.com/websiteTemplateAdmin/include/fckeditor/editor/fckeditor.php?..

Link

Link Info Target Upload Advanced

Link Type: URL

Protocol: URL

http://

http://www.kw.com/websiteTemplateAdmin

Customize Page Layout And Focus Boxes

Focus Boxes Manage Focus Boxes Page Layout

the page layout you desire for your homepage, select any focus boxes that you want to display on your page and create custom focus boxes. Using the tabs above, create any custom focus boxes you like. Then which focus boxes you want displayed on your website and their layout. Be sure to "Save" after each choice.

Add or Edit Focus Box: Search and Save Area Properties

Name: Search and Save Area

SearchSaver

Highlight SearchSaver and left click on the Insert/Edit Link button. The box to the left will appear. Paste the SearchSaver link and click OK. Save the Focus box.

- Create Personal Searches
- Save and Track Favorites
- Auto E-mail Notifications
- Request Showings
- All DFW Listings Available

5. Left-click and highlight the **SearchSaver** text.
6. Left-click on the **Insert/Edit Link** button.
A **Link Box** appears.
7. Paste the **SearchSaver** link from step #2 and left-click **OK**.
8. Save the focus box and make it visible in the **Manage Focus Box** tab on step 2.3

Using the URL Search Builder to Highlight Listings in Your Target Area

1. In your WolfNet BackOffice, click on **URL Search Builder** in the left hand navigation.
2. Enter the criteria for a property search that you want to highlight on your website.
 - a. Greenville, SC Single Family homes from \$500k up.
3. As you specify more criteria, notice that the URL in the **Search String** box at the top of this section changes. When you are ready, copy the URL here and add it to your KW Website.

mlsfinder.com by WolfNet Technologies

Home Sample Our Solutions Pricing Sign Up Log Out Contact Us

Administration Home

Market: South Carolina - GGAR
Site: davidpaintercrsabrasrepro
Directory: davidpaintercrsabrasrepro
b574680-1cae-4fcb-a8e5-134b897a2106

Client Admin

BackOffice
Reports
Email All Users
Export Users
User Registration Fields
Search Savers

Contact Information
Colors
Font
Logo
Virtual

Add/Edit
Reporting

Enhanced Listings
Add/Edit
Reports
Top
User
Site
Res
City

Quick Search Builder
URL Search Builder
Default Search Settings

Logout

Search String

Copy the URL below to use as your link:
http://www.mlsfinder.com/sc_ggar/davidpaintercrsabrasrepro?action=newsearchsession&city=Greenville&state=SC&min_price=500000&single_family=Y&has_pool=Y

Results

Your search will produce 67 listings. [Run Search Now](#)

MLS Number

MLS Number:

Property Address

Address: Zip Code:
State:

Property Info

Min Bedrooms: Max Bedrooms:
Min Bathrooms: Max Bathrooms:
Min Price: Max Price:
Built After: Built Before:
Min Square Feet: Min Acres:

Agent Info

Agent Id:
Office Only: Agent Only:

Property Type

Single Family: Condo/Townhouse:
Duplex: Mobile Home:
Multi Family: Lots/Land:
Commercial:

Done