iHomefinder Agent User Guide

This guide gives agents the ability to manage their leads, listings and settings using the iHomefinder Control Panel.

## Pedersen Realty Control Panel Login

Login to the administrative and agent control panels using the following link:

http://www.idxre.com/idx/admin/index.cfm?ClientID=63824

Agent Control Panel

The Agent Control Panel will look something like the image below. The options in the left panel may vary depending on the permissions designated by your iHomefinder administrator.

The right panel will show the most recent activity of your leads. There are shortcuts that allow you to send an e-mail to leads or to manage the lead's account.
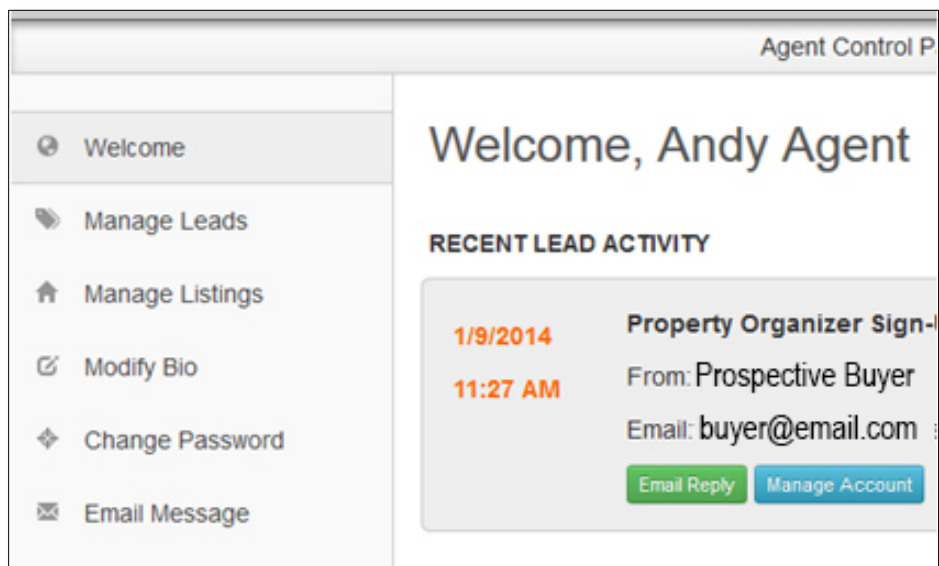
Manage Leads

When you click Manage Leads on the menu, you will find a page similar to the image below. The screen will list the leads which have you as their designated agent.

Lead Manager

Clicking on a lead's name takes you to the Lead Manager shown below. The menu across the top gives you options for viewing, editing, adding searches and comments to your lead. The tabs below the menu show your lead's recent activity.
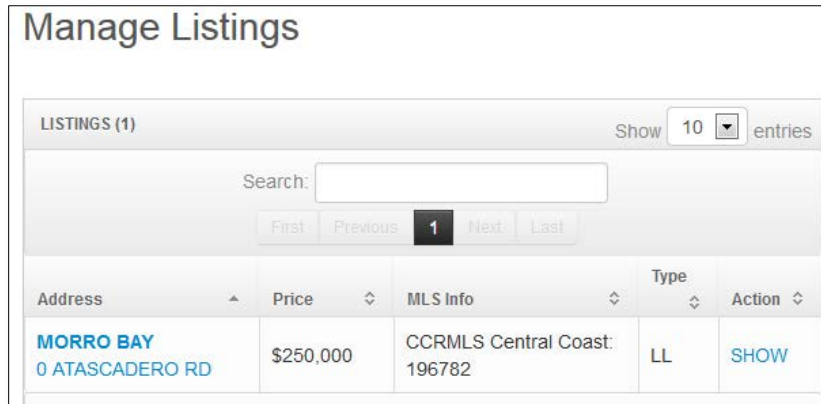

Adding a New Lead

From the main Manage Leads page, click the Add a New Lead link. This will bring up the sign up dialog box shown below. Fill in the e-mail address, name and search criteria for your new contact. If the search is for houses and/or condos you can click the More Search Options link at the bottom of the page to include more detailed search criteria. click the sign-up to add your new lead. If you selected the option, the lead will begin to receive daily e-mail alerts whenever new properties that match their search criteria are listed on the MLS.
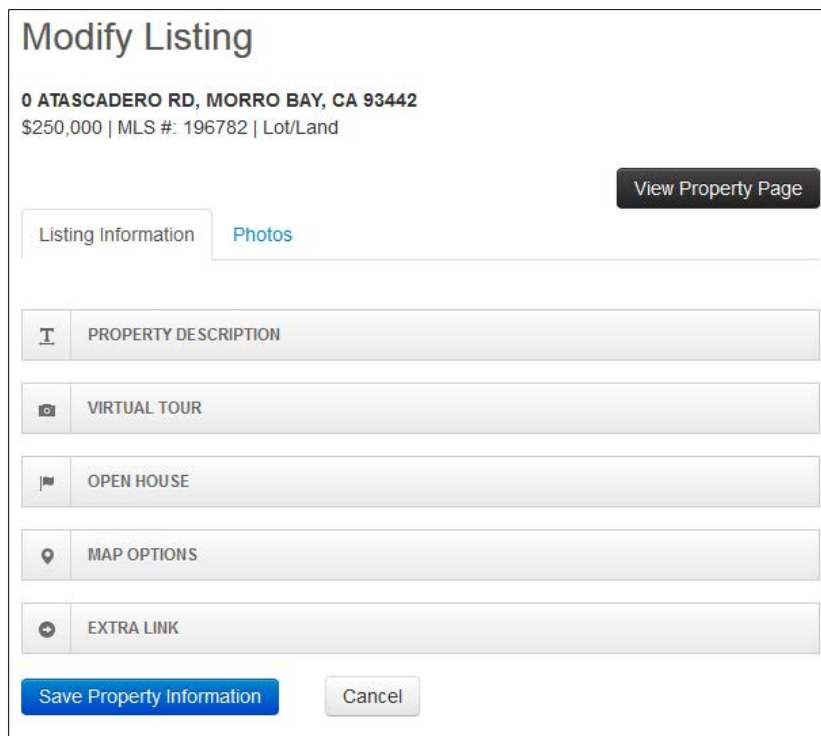
Manage Listings

The Manage Listings screen displays a list of all of your listings.

Clicking on a listing will take you to the Modify Listing screen.

From this screen, you can view or modify how your listing will display on your website. You can view or edit the property description; add a branded virtual tour in addition to or to replace the one on the MLS; input open house information; turn off the map location link on the property detail page; or add an extra link on the property detail page.

Click of the View Property Page button to see how it will display on your website.

Modify Bio

The Modify Bio screen allows you to update your contact information and your bio. If you are pasting text from a Microsoft Word document click the Paste from Word button on the toolbar (see image below) and paste the text directly into the box that pops up.
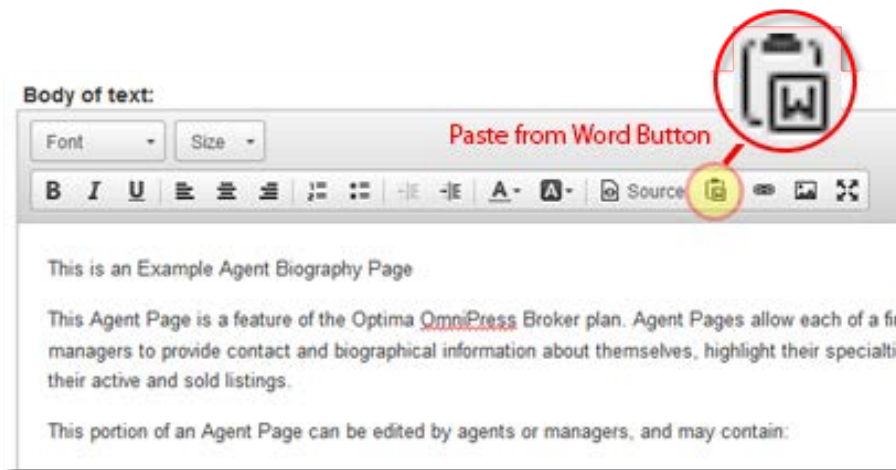
Change Password

The Change Password screen allows you to change your password.

Email Message

The Email Message screen allows you to add a message that will appear at the top of the daily e-mail updates that go out to your clients.