



Welcome to Immobel. Below you will find documentation regarding our products and services.

Table of Contents

1. Login Page	2
2. Homepage.....	3
3. My Profile and Account.....	4
3.1 Set up or Change Profile	4
3.2 Setup or change MLS search / IDX Preferences.....	6
3.3 Select Link design and connect display pages to your website	7
3.4 Add Links and hit counter to your pages	8
3.4.1. Setup My Links page	8
3.4.2. Setup Hit Counter.....	9
3.4.3. META Tag Setup	9
3.5 Viewing your Immobel personal pages.....	11
4. Manage Registered Clients	11
4.1 View My Registered Clients	12
4.2 Register A Client.....	12
5. Listings.....	13
5.1 Enhance A Listing	14
5.2 Frequently Asked Questions	14

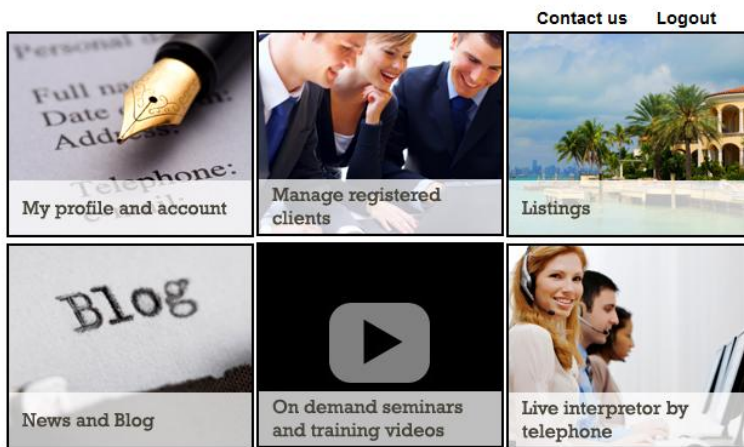
1. Login Page

Login: Login: <http://NTREIS.immobel.com>, enter in your username and password.

Once logged in your will be displayed with the MyImmobel Homepage.

2. Homepage

The MyImmobil homepage consists of different products and features, below the picture you will see information regarding each option.



[My Profile and Account](#): Options to setup MyImmobil account. View and Link options for your Immobil personal pages.

[Mange Registered Clients](#): Client management system, ability to add clients and save searches for those clients.

[Listings](#): Ability to “enhance” listings that are associated with your account.

[News and Blog](#): Find news and blog related information to Immobil.

[On demand seminars and training videos](#): Will provide videos and other training materials for agents. Coming soon!

[Live Interpreter by telephone](#): Explains options to have a interpreter live on the phone with an non-English speaking client.

3. My Profile and Account

[Set Up or Change Profile](#) – Setup main profile for your Immoel account. Contact information, and other useful information. Click the link for more details.

[Set Up or change MLS Search / IDX Pages](#) – Options to Config your MRMLS “Local MLS” search. Language options. Click the link for more details.

[Upload photos and logs for your Immoel pages](#)- Click the link for more details.

[Select Link design and connect display pages to your website](#) – Options to setup or connect a domain. Setup a “Language Bar Widget”. Click the link for more details.

[Add links and hit counter to your pages](#)– Extra options to enhance your Immoel account and personal pages. Click the link for more details

[View your new pages here](#) – This link can be used to display your Immoel personal pages.

[Change Password](#) -- This option can be used to change your password.

Back to [MyImmoel Homepage](#)

3.1 Set up or Change Profile

This information will be displayed on your personal page.

Contact Information: First name, last name, Company name, address, email, and telephone numbers.

A screenshot of a web form for contact information. It includes fields for first name (CRS TEST), last name (Support Account), company name, address (Candee, SC), and email (Support@immoel.com). There are also sections for telephone, cell phone, and fax, each with country code, area code, and number fields. Each section has a link to '+ add more [type] numbers'.

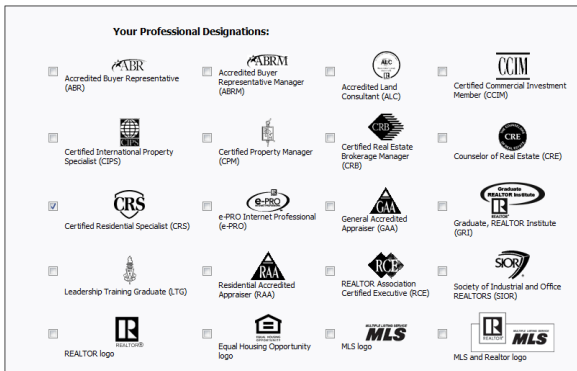
A screenshot of a web form for gender, time zone, and website. It includes a gender selection (Male/Female), a time zone dropdown (US Eastern Time), and a website field (www.immoel.com). There is a link to '+ add more web page addresses'.

Your Professional Designations:

You can choose any of these and they will be displayed on your personal page, in Image and text form. (The text will be translated into all languages)

If you are a member of these organizations, make sure you choose them.

You also have the ability to upload your own images that will display on your personal page.



Information about you and your business. Choosing any of these options, will display on your personal page, under “Home Page”

If you choose an option that has a blank form, these items will not be translated.

The form asks to choose one phrase that best describes the user's business. Below this are checkboxes for professional qualifications. The 'Certified Residential Specialist' checkbox is checked. Other qualifications include Accredited Buyer Representative, Accredited Buyer Representative Manager, Accredited Land Consultant, Certified Commercial Investment Member, Certified International Property Specialist, Certified Property Manager, Certified Real Estate Brokerage Manager, Counselor of Real Estate, e-PRO Internet Professional (e-PRO), General Accredited Appraiser, Graduate, REALTOR Institute, Leadership Training Graduate, Residential Accredited Appraiser, REALTOR Assoc. Certified Executive, and Soc. of Industrial and Office REALTORS. There is also a section for association names or awards that do not need to be translated.

Upload Logo – To upload a picture, click on “browse”. This will display your items on your computer. Choose the file and click “OK”. Once the location has been entered, click on “Add image”. Then, the picture will display on the right. **Please note: Immobel only accepts .GIF or .JPG picture file formats.**

Upload Logo - To upload a logo, click on “browse”. This will display your items on your computer. Choose the file and click “OK”. Once the location has been entered, click on “Add image”. Then, the picture will display on the right. **Please note: Immobel only accepts .GIF or .JPG picture file formats.**

MLS ID and Office ID: Please enter or verify your MLSID and Office ID. Filling this out now is important, as we receive the data from your MLS, listings will be automatically assigned to your account.

Choose a unique profile: This is used to distinguish your Immobel account for your products and services. **Please Note: do not enter any special characters. Only letters, numbers and underscores ('_') are accepted. We recommend FirstName_LastName. (Example: John_Smith)**

The file was uploaded successfully.

Upload Photo: C:\ImmoBEL\Pictures [Browse] [Add image] [Remove image]

The file was uploaded successfully.

Upload Logo: C:\ImmoBEL\Pictures [Browse] [Add image] [Remove image]

Your MLS ID# [+ add more](#)

Your MLS Office ID# [+ add more](#)

Choose a unique profile name for your personal pages or services
www.immobel.com/xy CR1TEST

Make sure to press “Save”, to save any changes to your ImmoBEL personal profile.

Back to [My profile and account](#)

3.2 Setup or change MLS search / IDX Preferences

Also available from: Listings > Set Preferences or edit your MLS Search (IDX) pages

The following options can be used to “personalize” your ImmoBEL personal pages. The following options are described below. The first setup, is what type of listings that you would like to display.

Display my own listings (available as Featured Listings)

Display my Office Listings

Display listings from my Local MLS

Search criteria options for Local MLS search:

Display all categories

Display only the categories selected:

<input checked="" type="checkbox"/> Single Family Homes	<input type="checkbox"/> For Sale	<input checked="" type="checkbox"/> For Rent
<input checked="" type="checkbox"/> Townhouse/Row House	<input type="checkbox"/> For Sale	<input checked="" type="checkbox"/> For Rent
<input checked="" type="checkbox"/> Apartment / Condo / Co-op	<input type="checkbox"/> For Sale	<input checked="" type="checkbox"/> For Rent
<input checked="" type="checkbox"/> Commercial Properties	<input type="checkbox"/> For Sale	<input checked="" type="checkbox"/> For Rent
<input type="checkbox"/> Land for sale		

I want to display all price ranges

I want to display only properties priced between and USD • for sale.

I want to display only properties priced between and USD • for rent.

I wish to display the MLS search / IDX in these languages on my website:
(you may select as many as you want to display)

<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Spanish
<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/> German
<input checked="" type="checkbox"/> Italian	<input checked="" type="checkbox"/> Portuguese
<input checked="" type="checkbox"/> Russian	<input checked="" type="checkbox"/> Polish
<input checked="" type="checkbox"/> Chinese (simplified)	<input checked="" type="checkbox"/> Chinese (traditional)
<input checked="" type="checkbox"/> Japanese	<input checked="" type="checkbox"/> Korean
<input checked="" type="checkbox"/> Vietnamese	

Display My Own Listings – This will be used to show “Featured Listings” on your ImmoBEL personal pages. “Featured listings” are your listings in which you are the owner and have entered them under “Listings”.

Display My Office Listings – This will be used to show “Office Listings” on your ImmoBEL personal pages. “Office Listings” are your office selected listings and includes all Listings entered in through our system and entered through your agents.

Display listings from my Local MLS – Having this checked, this will display all of your Featured Listings, Office Listings, and other listings that have been entered in by FECEPAC members.

The next set of options can be used to define what type of searches you want to allow on your ImmoBEL personal pages. You can choose between “individual” property types, and 3 different options for price ranges. **Please note:** If you setup a

specific type of search, if the user of your Immoel personal pages, exceeds that search, a small notification window will state the reasoning for the unacceptable criteria.

Lastly, options to choose which languages you wish to display on your Immoel personal pages. We have the choice of the following, English, Spanish, French, German, Italian, Portuguese, Russian, Polish, Chinese (Simplified), Chinese (traditional), Japanese, Korean and Vietnamese.

Back to [My profile and account](#) Back to [Listings](#)

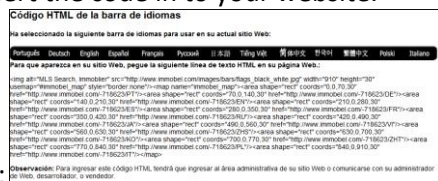
3.3 Select Link design and connect display pages to your website

Also available from: Listings > Connect my Immoel MLS Search (IDX) pages to my website

In this profile setup, we give you options in order to make your Immoel page more accessible.

1st, we give you the options for “Language Bar” Widget. This can be used to “link” your main website and your Immoel pages together.

1. Under #1, click on **“Click here to select your Language Bar widget You will see that you also have the option to link / connect your Immoel pages to your website using individual buttons and flags.”**
 - a. Go through and click on a desired language bar and you will be presented with some instructions and the chosen language bar. Also, you will see the HTML code. Now, you can either copy and paste that HTML code into your website, or you can email that code to your webmaster or developer to have them insert the code in to your website.



- b. SP: **Please visit this Immoel member page, as an example of this feature. Click [here](#).**

By inserting that HTML code into your own domain/website, you will have the language links or button. When a customer clicks on those links, it will bring them to your Immoel site and then they can run a search using that language.

2nd, we give you the option to connect or purchase a domain for your Immoel pages.

- a. Purchase a new domain name. Here you can purchase a domain name of your own. There is a 1 time fee of 30 dollars for this service.
- b. Second, “Use a domain you already own”. This option, you can use an existing domain and connect it to your Immoel pages.

Purchase a new domain name

You can purchase a new domain name to use for your Immobil.com pages. This will allow you to use your Immobil.com pages as a web site.

\$30 - the first year fee (including connection to your Immobil.com web site).
 \$15 - every year after the first.

http://www. .com

Use a domain you already own

To use a domain you already own (purchased from some other domain provider) that is not currently in use by another web site [click here](#).

There will be a one time, \$25 fee for connecting your domain to your Immobil.com Immobil.com pages.

DO NOT USE THIS OPTION IF:

- If your domain is currently used for a website and you still want to use on that website, then you cannot use it for your Immobil.com pages.
- You just purchased a new domain using this Control Panel, in which case your Immobil.com pages will automatically be connected to that domain.
- You want to link Immobil.com pages to your web site, to do that use the free [Language Bar Feature](#).

Back to [My profile and account](#)

Back to [Listings](#)

3.4 Add Links and hit counter to your pages



We have three options in the “Advanced Site Setup” that can improve your personal pages.

3.4.1. Setup My Links page

This can be used to create additional links from your personal page to other website. These would be found under “KEY LINKS” on your personal page.

You will see two options:

a. Link URL -Used for the full qualified domain name. (Enter the full domain name, example: <http://www.immobel.com>)

b. Link Description - You can put any text in here and will display, next to the URL on your website.

Link URL:

Link description:

[+ add more](#)

3.4.2. Setup Hit Counter

This option can be used to provide “statistical data” for your personal page to track the amount of visitors you are receiving. We allow HTML code for a hit counter.

```
Hit counter HTML code: <!-- Start of StatCounter Code -->
<script type="text/javascript">
var sc_project=5210551;
var sc_invisible=0;
var sc_partition=59;
var sc_click_stat=1;
var sc_security="91a20a0a";
</script>
```

Where do I find the "html code" for the hit counter?

There are many “free online” websites to obtain this code, but we suggest www.Statcounter.com. You will need to sign up for an account. As soon as your account has been created, you will have the option to start a new “project” to setup your Stat Counter. At the end of the setup, it will provide you with your HTML code. Login into your Immobel account, go to the Setup Hit counter and paste the code. Once the code has been placed and saved, Stat Counter code will start to track the amount of visitors on your Immobel personal page. At any time, you can go back to www.statcounter.com and view your results. If you need additional help your Stat Counter account, please go to there help section: <http://www.statcounter.com/help/>

3.4.3. META Tag Setup

This an option, is mainly used by search engines (Yahoo or Google) to help find your pages quicker and faster. If you want to use this option, you will need to set the “META Name = “keywords” and in “Content” list examples of keywords of your site to show in search results. Or the other option to set the “META Name = “description” and in “Content” = some description of your website page.

(Example: <meta name=“keywords” content=“Florida, realestate, International”) or <meta name=“description” content=“Houses for Sale”.

```
<META name="Keywords" content="Real Estate, Florida" > Delete
<META name="description" content="Houses for Sale" > Delete
+ add more
```

For More information on META tags, please visit the following Wiki webpage, Click [here](#).

Back to [My Profile and Account](#)

3.5 Viewing your Immobel personal pages

My Account and Profile > View your pages here

Global Listing Exchange > See and Share listings with your contact info.

Depending on the template that you have chosen during your initial setup, the color and look of the template will change, however the “buttons” are the same. The following describes what each button is used for. (This will also depend on if you have that option selected).

Homepage – This will display information about yourself, as defined in the Profile Setup: ([Set up or Change Profile](#))

Change Language or Language Buttons– Depending on the template chosen: ([Select color and style for MLS Search](#)), this will give you the option to change the language when viewing your Immobel personal pages.

Search Listings – This will display the search options, includes “Local MLS” (if selected) as defined in the Profile setup: [Setup or change MLS search / IDX Preferences](#)

Contact Me – This will show your contact information and also provides an email contact form.

Your Choices – During the “Search Listing” process, you will have options to “Save Listings”. When listings are saved, they will show up in “Your Choices”.

Featured Properties – This will display listings you have entered in through “Listings”.

Our Office Listings – This will display listings that you have entered in through “Listings”. This will also display listings, entered through Agent Accounts that have been created.

Get Email Alerts – This can be used in with conjunction of “[Manage Registered Clients](#)”. Users of your Immobel personal pages can login with their email address, setup there contact information and save a search for a listing(s) they are looking for. If the listing is updated in the system, the user would receive an email about that saved search. As the owner of your Immobel personal pages, you can also use “[Manage Registered Clients](#)” from the MyImmobel Homepage and create and update your clients.

Back to [My profile and account](#)

4. Manage Registered Clients

[View My Registered Clients](#) – Shows a list of the Registered clients you have added in your MyImmobil Account

[Register A client](#) – Gives options to register and setup a new client.

[Global Business Tool Box](#) – Features coming soon.

Back to [MyImmobil Homepage](#)

4.1 View My Registered Clients

Manage Registered Clients contains functionality to setup searches for your clients and they will automatically be e-mailed with listings that are in that search. Client setups can also created from your Immobil personal pages under “Get Email Alerts” and also can be viewed under “Manage Registered Clients”.

4.2 Register A Client

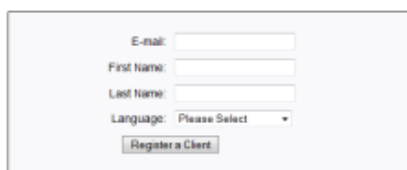
Click on “Manage Registered Clients”, from the MyImmobil homepage. Click on Register A client.

You will be presented to fill out a form that asks for information about your client.

Please fill out the following information, Email, First Name, Last Name and choose your clients primary language. Once filled out, click on “Register a client”

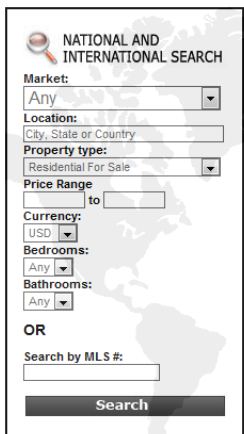
Email Alert Registration

In order to register new client, please fill the form below:



The screenshot shows a registration form with the following fields: E-mail (text input), First Name (text input), Last Name (text input), and Language (dropdown menu with 'Please Select' as the current selection). A 'Register a Client' button is located at the bottom of the form.

Next, you can setup the search for listings. There are many options to choose from. If you are setting up a search for your local MLS, under Market, choose “Display listings from my local MLS”.



The screenshot shows a search form titled 'NATIONAL AND INTERNATIONAL SEARCH'. It includes several dropdown menus: Market (set to 'Any'), Location (with a sub-field for 'City, State or Country'), Property type (set to 'Residential For Sale'), Currency (set to 'USD'), Bedrooms (set to 'Any'), and Bathrooms (set to 'Any'). There are also input fields for 'Price Range' (with 'to' between them) and 'Search by MLS #'. A 'Search' button is at the bottom.

Once you have filled out the search criteria, click on “Save Search”.

After saving the Search, you will be presented with a “user details” about your new client setup.

They include, the user profile, Saved Searches, Account Settings and “view recent emails”.

User Profile will show all the information regarding the client.

Saved Search – will show you the saved search that was setup for the client

Account Settings – Shows option on how often they the user will be emailed.

User Profile – Additional information about your client can be added.

View recent emails – You can view the latest emails that was sent out to the client.

Email Alert registered user details	
E-mail:	test@test.com
First Name:	test
Last Name:	test
Language:	EN
Registration date:	3/10/10
Last login date:	OFF Turn on OC of email alerts

Saved listings

User has 0 saved listings

Saved Searches

User has 1 saved searches

Send Email	Search criteria	
1 Yes	Location: City, State or Country Minimum number of bedrooms: Any Minimum number of bathrooms: Any Space from: Any to Any Lot Size from: Any to Any Price from: Any to Any	Edit search criteria View listings Stop email notifications Delete search

Account settings

How often would your client like to receive updates?

How long would your client like to continue receiving updates?

Would your client like to receive HTML email or Plain text email?

User profile

Now, once the user has been created, the client can access their account by going to your Immobel personal page. (example: <http://www.immobel.com/demo>), click on “Get Email Alerts” and have them login, with the same email address.

Email Alert helps you to keep track of your listing searches and favorite properties, and can send you free email updates when newly listed homes that match your search criteria are available on this web site.

[GET EMAIL ALERTS](#)

>

Your e-mail address

S

Here, they can modify options, delete the get email alert, add a new search. The client will have the same options to make changes to their search and option as you did when setting up the client.

Please note: When setting up a client to receive “Get Email Alerts”. Only new listings that have been added to the Immobel database will be sent out, existing listings in our database will not. You can either print or email those to your clients.

Back to [Manage Registered Clients](#)

5. Listings

[Enhance a Listing](#) – Covers options to enter and edit a new listing in MyImmobel

[Set Preferences or Edit your MLS Search \(IDX\) pages](#) – Options to Config your MRMLS “Local MLS” search. Language options. Click the link for more details.

[Connect my Immobel MLS Search \(IDX\) pages to my web site](#) – Options to setup or connect a domain. Setup a “Language Bar Widget”. Click the link for more details.

[International Listings through the Global Listing Exchange](#) – Options to Config your “National and International” search. Click the link for more details.

Back to [MyImmobel Homepage](#)

5.1 Enhance A Listing

Since we already have your MLS data and the listing have been associated with your account. You have the ability to “enhance” those listings, meaning, you can add/update “Remarks” in other languages besides English. Once enhanced, your listings will be automatically be updated on www.immobel.com search portal and on your Immobel personal pages

To Enhance your listings:

From the MyImmobel homepage, click on “Listings”. Next, to enhance a listing, click on “**Click here to enhance a listing that is sent to Immobel by your Realtor Association or MLS.**” When you click on this link, you will be displayed a set of listings that have been associated to your account. (Agent ID). Next, find the listing that you wish to Enhance. Click on “Enhance a listing” for that individual listing. Next, you are shown a display with our different languages and you can add remarks for that particular language. Once finished, click on “Submit”.

Back to [Listings](#)

5.2 Frequently Asked Questions

Question - Where can I add translate my “remarks” into other languages.

Answer – There are many language translators that you can use, but we recommend the following, Google Translator, click [here](#). Or, Yahoo Babel fish, click [here](#). At both locations, you can copy in your remarks, choose the desired translations and click on “Translate”. Then, you can copy the translated text and paste into your Immobel Enhanced listing, using the steps above.

Question – Where does the translated remarks display on the listing information.

Answer – When you have “enhanced” a listing, the updated remarks will show up when you have chosen the desired language to display the listing.. Example, you have updated the remarks to show in Spanish. When you view the listing on www.immobel.com or your Immobel personal display pages, click on “Spanish” to change the wording of the listing and your Enhanced remarks will display. This can be done for all languages.

Back to [Listings](#) Back to [MyImmobel Homepage](#)