


**APARTMENT IDX CHEAT SHEET**  
**LOG IN @ HTTP://APARTMENTIDX.INFO**

Welcome, Jodi Southwick




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**Show/Hide Page Instructions**

▾ Instructions

- Click any column header to sort ascending or descending.
- **The list will filter as you type.** Use the "less is best rule". If you enter "Post" into the Property Name box, every property with the word Post will filter.
- Choose more than one Zip Code or Year Built with the + sign. (77056+77057)
- Preferred Properties are your custom selection of properties you refer to your clients the most. You can choose a maximum of 200 preferred properties. You can search individual floor plans for every Preferred Property you select. Click the check box for each Preferred Property and click Save Changes button at the top left of the page.
- Submit an Audit Request to our support staff if you want our staff to update photos, pricing, or any other error on the property. Double click the Audit Request section of a property on the list and a window will open. Tell us anything and our support staff will receive an email.
- Remove From IDX will remove this property from your IDX maps. If you don't want to display properties under \$1,000 or you don't want to advertise properties from a certain management company, you can remove the properties instantly by checking this box and clicking the Save Changes button. Keep in mind website visitors cannot see the name of the property any way so removing properties may reduce leads.
- Social Post will open a new window so you can post to your Buffer.com social media manager (or any other social media manager).

**Save Preferred Property/Audit/Remove From IDX**
4

Rows: 3 **Remove Filters/Show All ?** 

Property Name	Zip Code	Neighborhood	Year Built	Management	Starting Rent	Preferred Property	Audit Request	Remove From IDX	Social Post
Post <b>1</b>	77055+77056	None	2014+2016 <b>2</b>	None	None <b>3</b>	None			
<a href="#">1300 North Post Oak</a>	77055	Spring Branch	2016	Sueba USA Corporation	\$1245	<input checked="" type="checkbox"/> Yes	Update photos	<input checked="" type="checkbox"/>	
<a href="#">Broadstone Post Oak</a>	77056	Uptown Houston	2014	Alliance Residential	\$1171	<input type="checkbox"/>	Click here to submit a request	<input type="checkbox"/>	
<a href="#">Hanover Post Oak</a>	77056	Uptown Houston	2014	Hanover Company	\$1682	<input type="checkbox"/>	Click here to submit a request	<input type="checkbox"/>	

**EVERY PAGE USES THE SAME THREE SEARCH TYPES**

- 1. FILL IN BOXES:** These boxes use the logic "less is best". The list will filter as you type, you don't have to press enter. For example, if you type the word "Post" into this box, any property with the word "post" in any part of the word will display.
- 2. MULTIPLE CHOICE:** All fill in boxes use the "+" sign to enter more than one choice. Zip Code: 77055+77056, Year Built: 2014+2015+2016
- 3. DROP DOWN BOXES:** These boxes contain specific choices. Some drop down boxes are names, others are rent ranges.
- 4. START OVER:** Click the Red X to remove all filters and start over.

Full Instructions Online At: <http://rentaladvisors.info/apartmentidx-instructions/>