

# STEPS for posting Foreclosures to your website using GotIDX's MLSFinder IDX solution

1. Download the data from your MLS

Search for Foreclosures and download only these listings

\*\*\*Call your MLS for help with this\*\*\*

Example: In Denver, we search for Description=Lender Owned

2. If the file is a CSV file and contains multiple areas, you will need to Open the file with Excel and Sort by the area

3. The next step is to get the MLS#s into one long string that looks like:

**703833,719261,718397,719963,718850,720797,720024,718956,717732**

1. Copy only the MLS#s to Word – It Copies as a Table that must be converted

1. Click anywhere in the table

2. Select Convert the Table to Text

In **Windows XP:**

Select the menu options **TABLE -> CONVERT -> CONVERT TABLE TO TEXT**

Click **OK** to accept using the Paragraph mark as separator

In **Windows Vista:**

Select the menu option **LAYOUT** (only appears if you are on the table)

Select the **icon Convert Table to Text** (on far right, window must be maximized)

Click **OK** to accept using the Paragraph mark as separator

3. Replace Paragraph marks with commas (,) using

In **Windows XP:**

Select menu options **EDIT -> REPLACE** or use **CTRL+H**

In **Windows Vista:**

On the **HOME** menu, select **REPLACE** on the icon **EDITING**

or use **CTRL+H**

In **FIND WHAT** field enter **^p** (^ is upper case 6)

In **REPLACE WITH** enter **,** (comma)

Click **REPLACE ALL** button

4. Copy the list of MLS Numbers to MLSFinder
  1. Log into your MLSFinder
  2. Select the menu option URL SEARCH BUILDER
  3. Copy them to the field MLS NUMBER
  
5. Copy the contents of the field SEARCH STRING to your website. For Point2 sites:
  1. Log in
  2. Select **WEBSITE -> EDIT** from the drop down box at the top of your page. If you do not know how to edit a webpage, go to <http://www.GOTIDX.com> and select the ONLINE TRAINING link to view how to add and edit webpages
  3. In the middle section of the new page, select **ADD CONTENTS**
  4. Under the section **LISTINGS**, select the **ADD PAGE to the left of the section labeled IDX LISTINGS**
  5. For the **TITLE**, enter a description that is rich with Keywords for the Search Engines. Example:  
**Highlands Ranch Foreclosures | Bank Foreclosures | Colorado Foreclosures**
  6. In the body, enter a paragraph similar to:

**Foreclosures in Highlands Ranch, Colorado** - Let us help you find great deals, we show homes, we negotiate, we represent you as the Buyer and manage your purchase from beginning to closing. **The bank pays the commissions not you!**

Don't see what you are looking for? Contact us today and take advantage of our **FREE Foreclosure List to Hot Properties** It's simple, Call us at 303-797-SAVE (7283) or email us at [foreclosures@coloradohomefront.com](mailto:foreclosures@coloradohomefront.com) to register for the FREE Foreclosure List, to ask questions or to see any of these homes today.

... And click the **NEXT** button

7. Copy the Search String from MLSFinder to the URL text box on the new Point2 section
  - \*\*\* IF YOU WANT TO SORT IN DESCENDING ORDER\*\*\*
  - To the end of the MLSFinder URL line add:  
**&sort=price**
  
  - Example:  
[http://www.mlsfinder.com/co\\_metrolist/coloradohomefront?action=newsearchsesion&property\\_id=703833,719261,718397,719963,718850&sort=price](http://www.mlsfinder.com/co_metrolist/coloradohomefront?action=newsearchsesion&property_id=703833,719261,718397,719963,718850&sort=price)
  
8. Change the size from 96% to Width=800 and Height=2000

## 9. Select Registration NO

## 10. Click OK

Welcome Alex Elliott  
Logout

Online Office Website: Jump to >> Blog: Jump to >>

Website Editing Tools Customize Design Settings and Disclaimers Contact Support

Edit Website Website Editing Tools Edit Page Content Edit Content

### Search MLS Listings

User Manual FAQ Message Board

▶ If Registration is set to "Required," website visitors must fill out a brief registration form the first time they access your IDX Listings. This will enable Point2 to collect contact information for visitors not already on your list of prospects.

▶ Instructions text appears on registration form and can be revised as needed at any time.

\*Source URL: 6,715056,717752,712658,695772,703658,706724&sort=price

Display Type:

<input checked="" type="radio"/> <b>IDX Panel (same screen)</b> Width: 800 Height: 2000 <b>Note:</b> Width can be specified as absolute value or percentage. Height must be absolute.	<input type="radio"/> <b>Link to New IDX Window</b> Link Text: Search MLS Listings Framed: <input type="checkbox"/>
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Registration:  Yes  No

Set Required Fields:

First Name  Email (Always Required)  
 Last Name  Phone

Password Required to View Listings

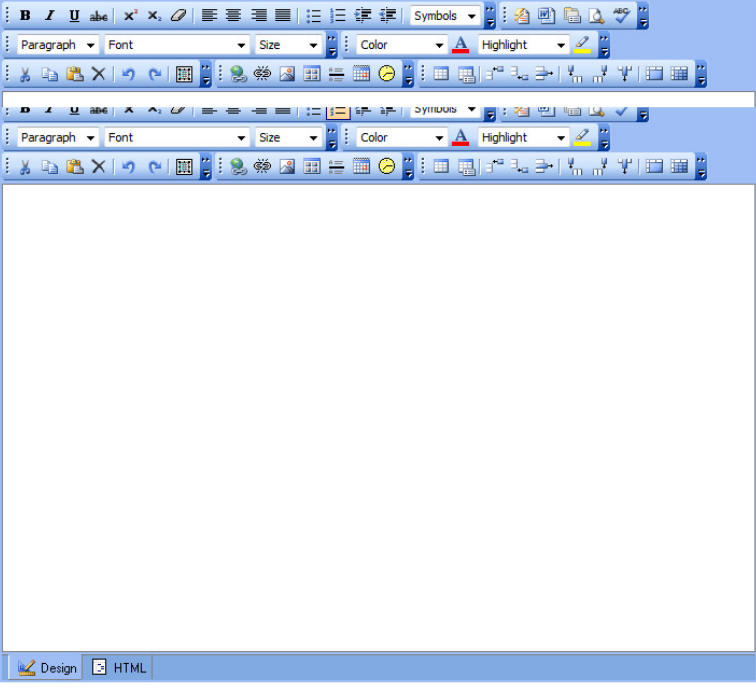
Validate the Prospect's Email Address by sending them a Password

**Note:** Requiring registration is a way to capture prospects. However, it is generally recommended to make listings public because only a small percentage of visitors will register, especially with listings available on large, well known websites such as national listings portals. Publicly visible listings will keep visitors on your website longer, increase return visits and the number of leads from listing inquiries.

▶ For single spaces hold down the shift key while hitting enter  
▶ For help with creating custom content, like links and images visit the [Point2 User Manual](#)

[Clear All](#) | [Restore Default](#) [Visit Design Zone for creative inspiration](#)

Instructions:



The image shows a rich text editor interface with two identical toolbars at the top. Each toolbar includes options for Bold (B), Italic (I), Underline (U), text color (abc), background color (X), font size, paragraph alignment, bulleted and numbered lists, indenting, and symbols. Below the toolbars is a large, empty text area for editing instructions. At the bottom of the editor, there are tabs for 'Design' and 'HTML'.

OK Cancel

**\*\*\* THAT'S ALL FOLKS!\*\*\***