

Quick Start Guide

Objective

Learn to use the quick search feature of Flexmls. Upon completion of this guide you should be able to:

- Perform a Quick Search
- View Listings
- Email Listings/Print
- Save Listings

Login

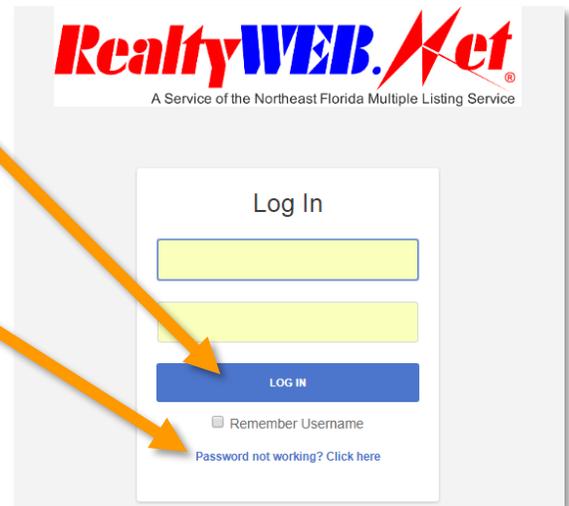


Login to Flexmls by opening a browser and going to www.RealtyWEB.Net. Click on the blue MLS Login button at the top right of the screen. Pictured above.

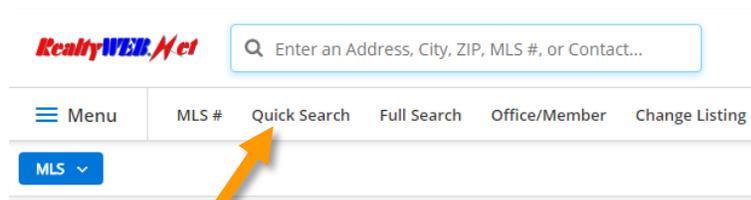
Follow the prompts to login with your credentials.

Typically the username will be the first and last name, all lower case with no spaces. The temporary password is **f1agFL**. If the password is setup but it is not working, click "**password not working? Click here**" to recover password.

Once logged in, follow the prompts to setup a password and provide information for your profile.



Start a Quick Search

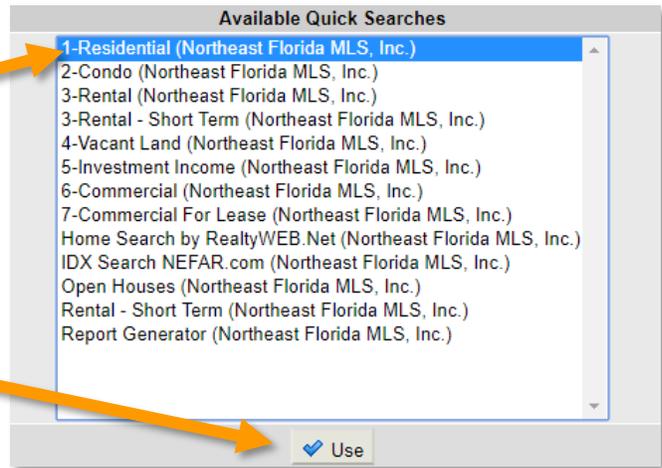


Click "**Quick Search**" to open the quick search screen.

Learn

Quick Search is now open. Click on the desired property type. For the purposes of this guide we will use Residential.

Once the property type is selected click "Use".



The Quick Search Screen

The number represents the results that meet the criteria (**Circled**). It will be a large number because no criteria have been added to the search yet.

Add search criteria items here. (See next page)

View the listing results in different ways by clicking the tabs located here.



Left Click to open "MLS of" menu.

You can search them individually by just left clicking any of the MLSs. To select one or multiple MLSs, hold down the Ctrl key on PC or the Command key on a Mac. Then left click the MLSs that are to be included.

Learn

Add search criteria

To search for listings in an area, type the location in the location box. *Examples: an address, a neighborhood, City and Zip code, are just a few.* The more specific, the better and more accurate results are returned.

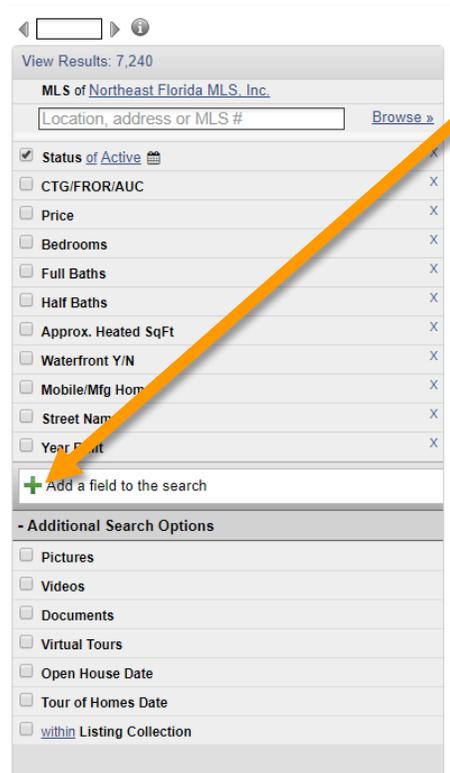
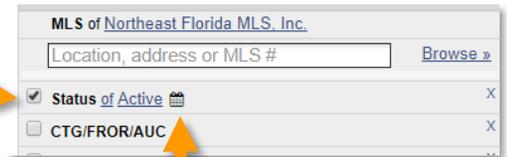
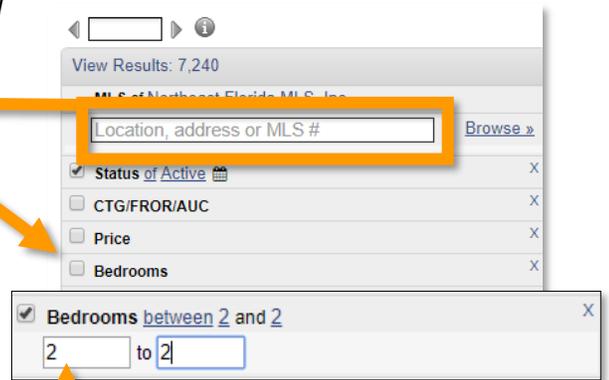
To add search criteria, *for example a specific number of bedrooms*, click bedrooms from the menu.

Adding a specific number of bedrooms will limit the search results to listings that match that number. By entering the same number as the min and max boxes the system will only give results that are exactly that number. A range search is also available.

Example: 2 to 4 bedrooms would give you all listings that have 2, 3, and 4 bedrooms.

Change the status from active to pending, sold, expired, withdrawn, and/or coming soon here.

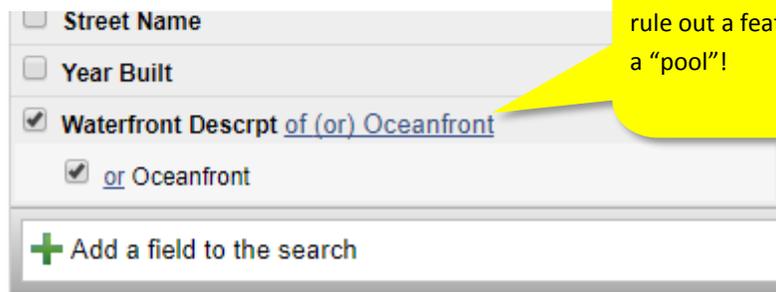
Click the calendar icon to add a date range.



To add search criteria that is not present by default, click the box with the green plus (+) sign.

All options will display in the middle of the screen. Type search terms to filter the results. *Example "Ocean" will display all available options for ocean.* Click on the most applicable result to add it to the criteria search results. To add additional items click the box with the green plus again.

Remember, only results will show that meet the criteria selected.



Pro Tip, Click "of" to change it to "not" to rule out a feature like a "pool"!

Learn

View search results

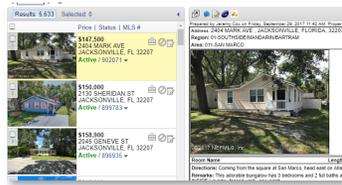


The system has several different ways to view search results. They are List, Detail, Photos, and Map.

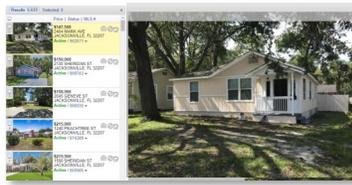
List



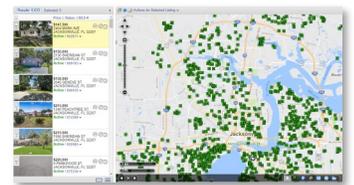
Detail



Photos



Map

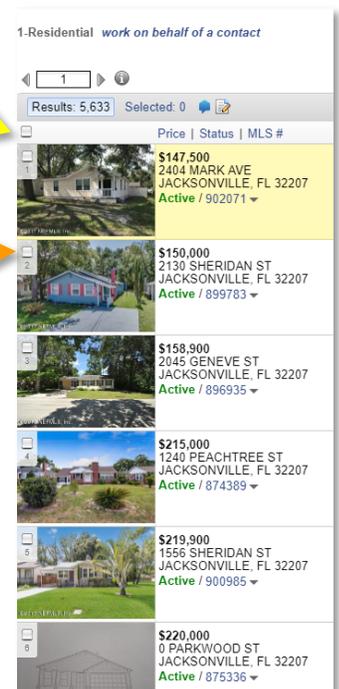
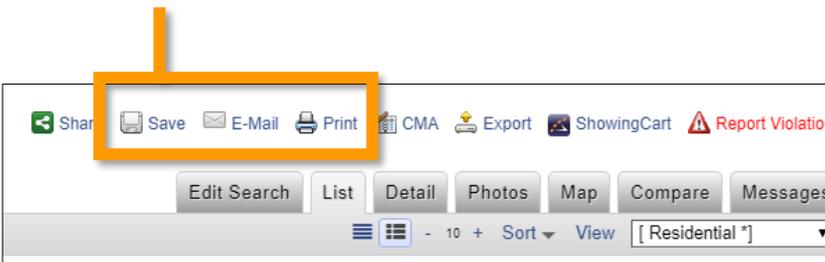


Function Buttons

Pro Tip, Click here to select all, that way you can deselect the ones you don't want, in case you want all but a few!

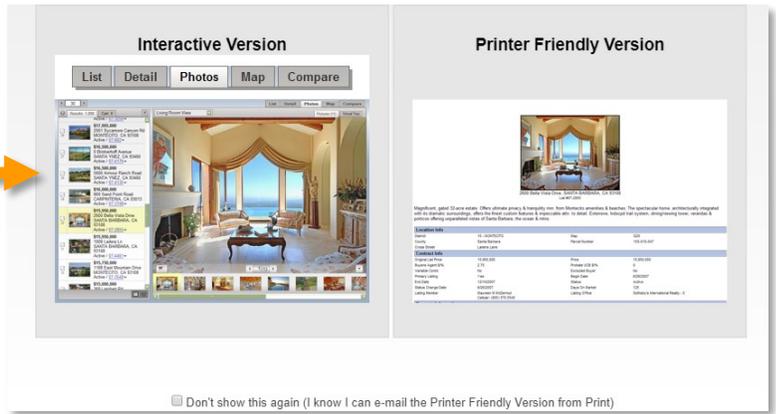
To use the function buttons, select a property by checking the box next to it. If no boxes are checked then all listings will be used.

After all desired properties have been selected, choose one of the options below. *Details next page.*

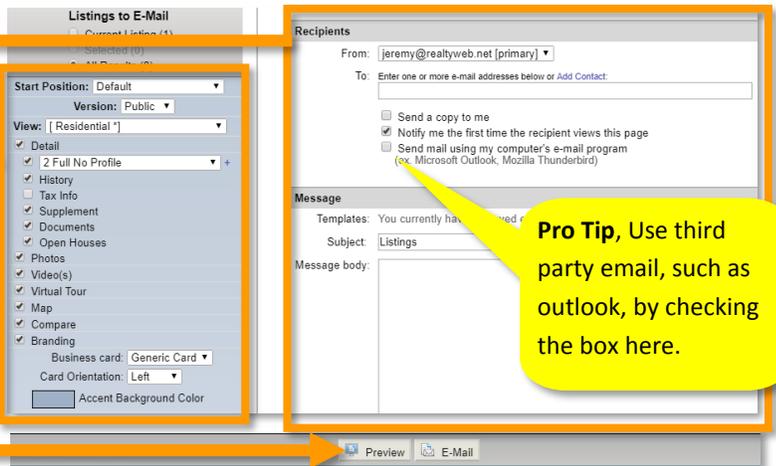


Learn

Email– Select which type of email. There are two different version available, click the appropriate version.



Enter the destination email, change the subject line and add a personalized message.



Choose what options the customer will or will not see.

Finally you can preview and send the email from the bottom of the screen.

Print– Click print and the print screen appears. Default settings will choose the listing/s you have selected. You have the option to change to all results or the currently highlighted listing.

Choose the options you would like to appear in the print out here.

It is suggested to click full report (circled), as this has all of your contact information included.



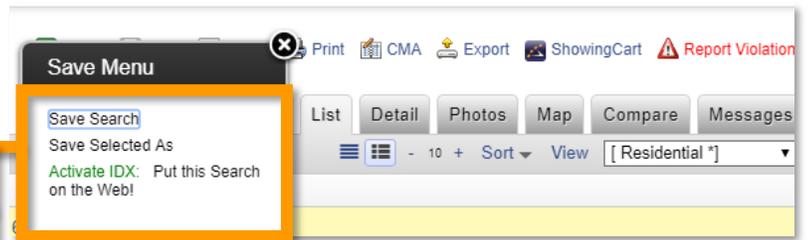
Print options are available at the bottom. These include preview, print, PDF, and E-mail.

Edit is available when you are Previewing the print job.

Learn

Save–

- **Save Search**– saves the search criteria
- **Save Selected As**– Saves the listings that you have checked
- **Activate IDX.** *A paid service through Flexmls. For more information call the number below.*



This concludes this guide. Still having trouble? For immediate assistance please call
888-296-6123 x1660 M-F 9:00am to 5:00pm

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