



flexMLS Quick Guide

“HOW TO” STEPS

ARMLS: 602.955.1707

www.armls.com • FlexMLS Login Site: <http://armls.flexmls.com/>

QUICK SEARCH

1. Click on SEARCH > QUICK SEARCH > RESIDENTIAL > USE
2. Make your selections from within the field boxes on left side of screen
3. To add additional search fields
 - Scroll down to green + and start to type the category name of the value you need ie:
If wanting to search for a 'corner lot' listings, type Property Description to bring this search value into your session. If not sure what category your desired search value is in, click on Browse next to green + to view all available searchable categories.
4. Click on Update to see a Result Count or Click on View Results to see your results.
5. Check desired listings and click on SELECTED button at the top of list.
6. Click on DETAIL TAB to the right, under REPORT use the drop down arrow to view the report of your choice.
To save the search criteria: Click SAVE>Choose 'Save Search'> Enter a name for your search, enter a description (optional) and click Finish

ADDRESS SEARCH

1. Click on SEARCH > ADDRESS
 - For exact address: enter house number and street name
 - f house number is unknown: enter a range (i.e. 14000-14050) and street name
2. Select other criteria (ie: county, city, state, status etc.)
3. Search from ALL LISTINGS is the default selection but you may choose
4. Click Next, Search Results will display

MLS # OR LIST # SEARCH

1. Click on SEARCH > List number
2. Enter LISTING NUMBER, Select Status
 - If you wish to include a radius search it is optional.
3. Click Next and Search Results will display.

COMPARATIVE MARKET ANALYSIS (CMA)

FULL CMA Step by Step

1. Search for the desired comparables to be included in your CMA
2. Once on the Search Results page click on CMA at the top right of your screen
3. Make your selection from the CMA Type screen, in this case FULL CMA
4. Enter cover page information and click NEXT STEP
5. Enter subject property information and click NEXT STEP
 - A map will appear. Click USE THIS LOCATION.
If the location is inaccurate, Click and drag the push-pin to the correct location.
6. Enter any adjustments (optional) and click NEXT STEP
7. A Summary of your CMA will appear, click NEXT STEP
8. A Price Recommendation will appear. If necessary, adjust prices and
9. Click RECALCULATE. Click NEXT STEP
 - Select E-Mail, Save, View or Print

ADD A VIRTUAL TOUR TO YOUR LISTING

1. Click Add/Change > Change Enter you listing #/MLS # and click NEXT
2. Under Multimedia Click on Virtual Tour and Click on Add Virtual Tour option.
3. Enter the full link/web address for your virtual tour, including "http://"
4. Click SAVE Changes

ADD A PHOTO TO A LISTING

1. Click on Add/Change > Change
 2. Enter your LISTING #/MLS # and click NEXT
 3. Under Multimedia Click on Photos
 4. Click Browse and select photo to upload
 5. Enter description
 6. Enter caption, if desired and Click ADD
- *Note, the first photo you load defaults as the primary photo for your listing.

FULL SEARCH

1. Click on SEARCH > FULL SEARCH
2. Select Property Type and Status, Click USE
3. Scan available fields and select criteria
 - Additional criteria available at bottom of page and on blue text tabs across top of page.
 - At any time, you may click on the SUMMARY TAB to check your selected criteria so far.
 - If applicable check the Exclude box next to any desired field.
4. Click on Update to see a Result Count or Click on View Results to see your results.

To save the search Click SAVE, Enter a name for your search, enter a description (optional) and click Finish

CREATE A CUSTOM VIEW

1. Click on PREFERENCES > MY VIEWS > NEW
2. Click on GENERAL tab
3. Enter a DESCRIPTION AND REPORT DESCRIPTION (ie: For Open Houses) and select if this will be your default report for any property types, and if you want the photo to appear for the listing by selecting YES or NO using the radio buttons.
4. Click on FIELDS tab
5. Choose FIELDS one at a time that you want to display in the view
6. Click SAVE
7. To use the view you created, perform any search and in the LIST Tab click on the VIEW drop down and select your desired VIEW.

CONTACTS

To Add a Contact :

1. Click on CONTACTS > Contact Mgmt
2. Click Add Contact to the top right
3. Fill in all desired cells
4. Click Add Contact at bottom of page to Save.

To Import / Export Contacts :

1. Click on CONTACTS > Contact Mgmt
2. Click Advanced to the top right
3. Click Import Contacts
4. Click Browse to find your file
5. Click Upload

NEED HELP?

Email:
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