

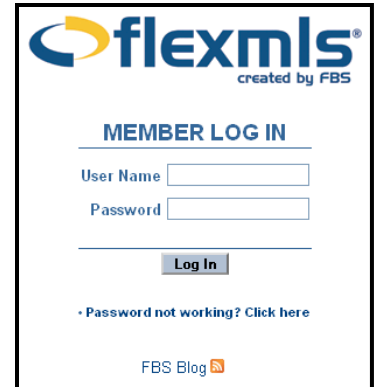


Quick Tips for flexmls Web

Have five minutes? Watch a [video tutorial](#) introducing the functions of flexmls web.

Logging In

- Use a web browser (Internet Explorer, Firefox, Safari) to navigate to **tar.flexmls.com**
- User Name: **tar.**_____ (fill in the blank with your Agent ID)
- Password: **tar**now for first login, you'll be prompted to change it after one use
- You may only be logged into flexmls web from one computer at a time



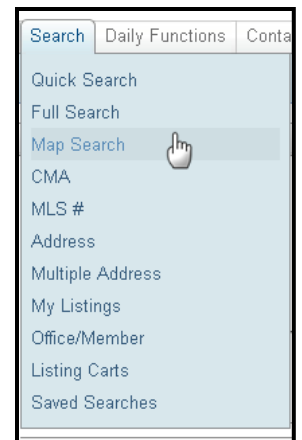
Getting Help

- Use the Help button on any page to see context-specific help, and from there, click **User Guides** to access the written flexmls manuals, or video tutorials
- Forums – post questions, suggestions, and participate in discussions with other flexmls web users
- Call flexmls support: 888-525-4747 Monday-Friday 6a.m.-7p.m. Arizona time
- E-mail flexmls support: support@flexmls.com



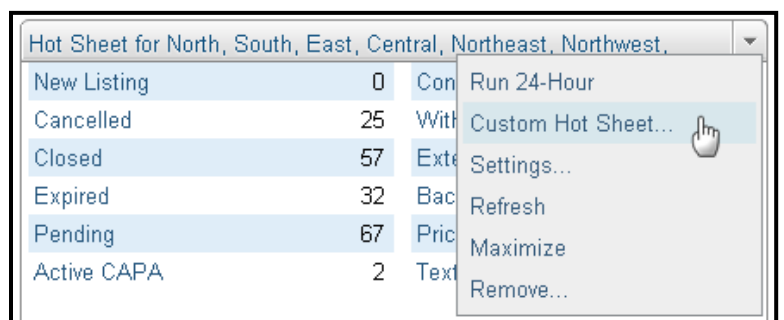
Searching

- Access a full set of search functions under the Search portion of the menu
- Search directly from your Dashboard gadgets
- Save your search criteria from any search results page using the Save button
- Radius Searching – use the circle tool to draw a radius around any point on the map; or to find a specific point on the map, use the pushpin button at the lower right corner to search for a specific address to begin your search; or click on any listing icon to do a radius search around that listing's location
- Map Searching – use the rectangle, circle, and polygon tools to narrow your search by any geographic area



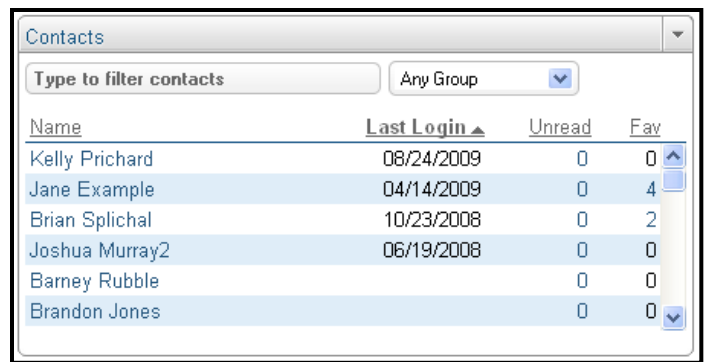
Hot Sheets

- Available on the Hot Sheet gadget of the dashboard, or under Daily Functions on the menu
- Click on any Hot Sheet section on the gadget to view the matching listings
- Standard 24-hour Hot Sheet – displays all activity over the past 24 hours (72 hours on Monday to show weekend activity)
- Custom Hot Sheet settings – choose your property type, price range, area, or run a hot sheet specific to a saved search



Contacts

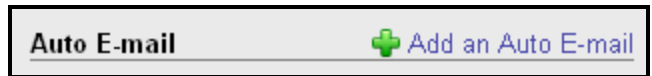
- Click the header on the Contacts gadget to go directly to the Contact Management page
- Under Contacts on the menu, choose Contact Management to view and manage your contacts
- Click the Add Contact button to add an individual contact, or under the Advanced menu, click **Import Contacts** to import contacts from a .CSV file



Name	Last Login ▲	Unread	Fav
Kelly Prichard	08/24/2009	0	0
Jane Example	04/14/2009	0	4
Brian Splichal	10/23/2008	0	2
Joshua Murray2	06/19/2008	0	0
Barney Rubble		0	0
Brandon Jones		0	0

Automatic E-mails

- To set up an automatic e-mail, choose a contact from the list on the Contact Management page, then click on the Searches/Auto E-Mail tab; click **Add an Auto E-mail**, and choose the frequency, view, compose the accompanying message, and click **Next** to save
- Automatic e-mails are sent daily (or on the days you selected) when there are new matches to your search criteria
- Automatic e-mails work well in conjunction with Customer Portals – the automatic e-mail provides a timely reminder of new activity on a search, and the Portal gives the contact the ability to log in at any time and view current information on all listings that match your search criteria

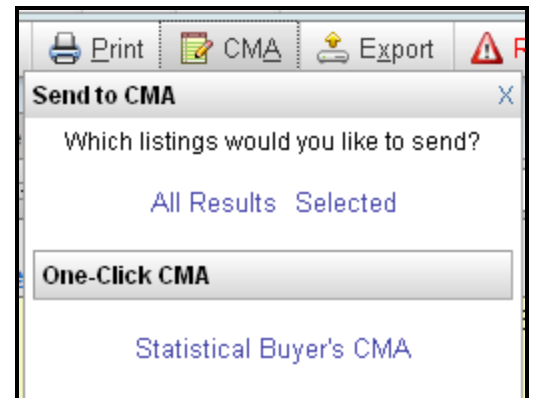


Customer Portal

- The Customer Portal is a personalized website where your contacts can log in to view the current results for a search you have saved for them, the listings you have e-mailed them, and messages you've sent
- When using the portal, your contacts can mark listings as Favorites, Possibilities, and Rejects, and you can mark listings as Agent Recommended
- Video tutorials are available to walk you through the process of setting your [Portal Preferences](#), and give you more information about the [Customer Portal](#)

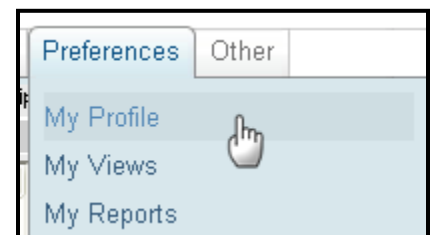
CMA

- From any Search Results page, you may send all of your results, or those you've selected with a check mark to a CMA by clicking the CMA button at the upper right edge of the page.
- You may also begin a new full CMA under Search on the Menu by choosing CMA, then following the steps to create a cover page, choosing a subject property, locating comps, and completing the CMA
- Use the One-Click CMA to create a quick statistical CMA for your selected listings



Changing Profile Information

- To change your profile information (e-mail, telephone numbers, address), go to **My Profile** under Preferences on the menu
- If you need to make a change to your name, please submit an Agent Update form to the TAR staff. The [form is available online](#)



Printing Listing Reports – Printing Margins

- When printing listing reports, if a line or two of information is falling onto a second page, the first thing we recommend checking is your browser's margin settings
- Set the margins to .25 or below to help report information fit on one page
- For detailed instructions on changing this setting, go to the Forums, FAQ/Tips & Tricks page titled "How to change your printer margins"