MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA

MLSSAZ: Class One the Fundamentals of Flexmls

Access: www.mlssazgateway

Browser: Firefox

Log In: tar.##### Password: Choose the Submit Button

1. The Blue Icon is the MLSSAZ Area Map—allows you to enter an address and determine the area for you address

2. The Red Icon is the MLSSAZ YouTube Channel. 25 plus 4-12 minute videos from getting started to searching to CMA's

3. The Green Icon allows you to connect to the TAR portal to pay your MLSSAZ dues

USE THE CUSTOMIZABLE MENU

This is Your Quick Access Bar Circle in Blue:

| Menu | Contact Management | Tax Search | Quick Search | Saved Searches | Listing Collections | CMA | MLS Intranet | Member Lookup |

flexmls
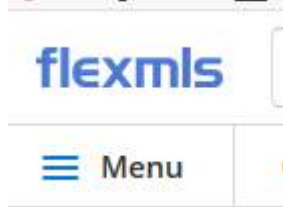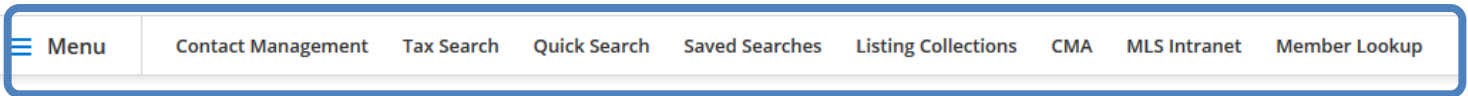
☰ Menu

Click on the word menu—star the items below

Dashboard	Add/Change	Search
MLS	Add Listing	⭐ Quick Search
Home	Change Listing	Full Search
Searches	My Incomplete	Map Search
	My Unmapped	⭐ CMA
Daily Functions	Copy	MLS #
Hot Sheet	Full Copy	Address
My Messages	Remove	Multiple Address
Tour/Open Houses	Transfer	My Listings
Market Areas	Supra functions	Office Listings
⭐ MLS Intranet		Office/Member
Input Forms	**Contacts**	⭐ Listing Collections
⭐ Member Lookup	⭐ Contact Management	⭐ Saved Searches
Find - Property Research	Opt-In Status	
Flexmls Maps	Contact Summary	**Taxes**
Calculators	Presentation	⭐ Tax Search

1. A gold star indicates it will be in your quick access bar

2. Clicking on the gold star will be remove it

3. To add a star—click next to the category you want on your access bar and the light gray star will turn to gold

Categories you will want to be sure and include on your bar:

- MLS Intranet—online forms

- Contact Management-putting in your client's name and email

- Quick Search-locating properties

- Saved Searches-the searches you send or subscriptions

- Tax Search-Ability to go directly to CRS

Flexmls Client Contact Options

Listing Collection:

Providing a specific set of properties on a one time basis via email. No updates. No ability to search MLS directly.

- Most often used when people don't know what they want or where they want to live
- With individuals who want to maximize your knowledge

Subscription:

Setting up a search with specific criteria to send the client an invitation to receive additional updates such as new homes which meet the criteria or updates to the original list.

Requires the "opt in" by the client.

- Most often used when the first properties available are not a match or for investors to watch for specific properties.
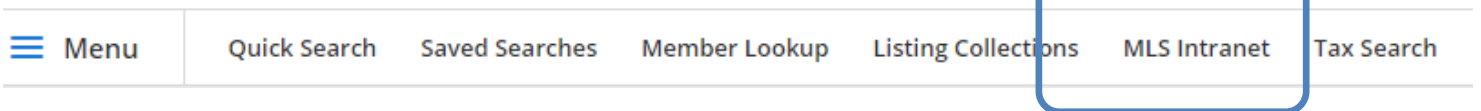
Portal:

The ability to contact the agent on the selected properties and for the client to search directly, to hide listings or to save favorites. Client will accept and set up their own password.

- Often used for marketing purposes or clients already using other property search agents

Updating the information which appears as your signature or on your one-sheets
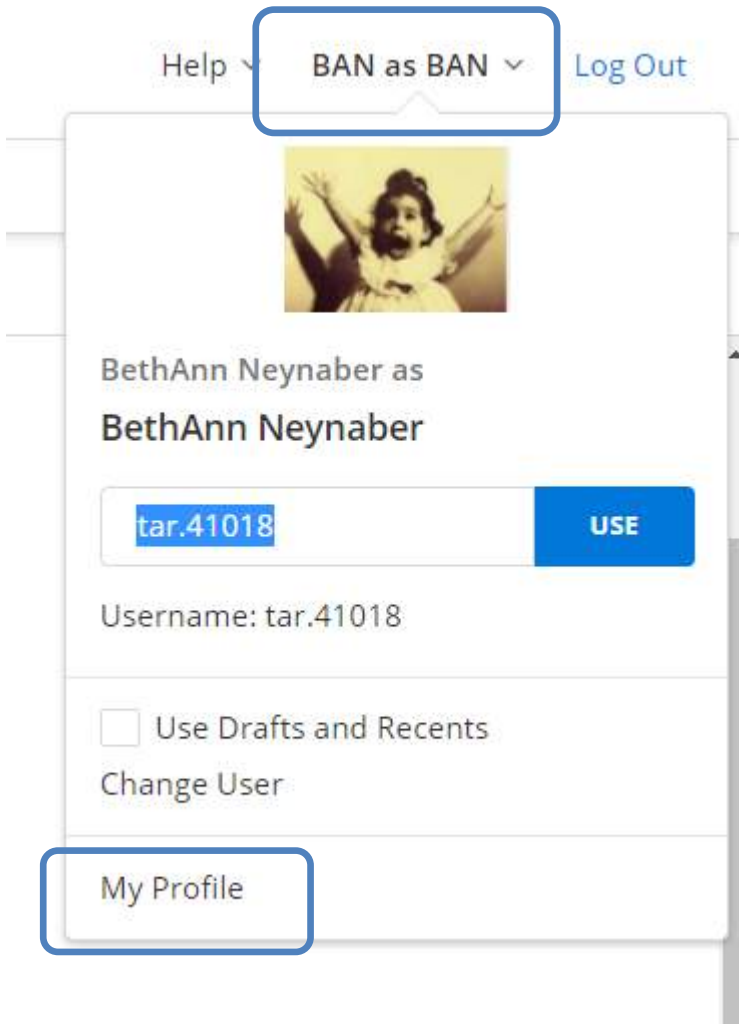
1. Click on your initials on the upper right had side of your screen

2. Click on My Profile

3. Choose the category you want to update. This is also where you add your photo or logo

My Profile
Tucson Association of Realtors
BethAnn Neynaber
Personal ID: 20160722230116445399000000
NRDS ID: 148055246

Quick Profile Maintenance
Choose what part of your profile you wish to edit:

My Names	My Documents
My Addresses	My Phone Numbers
My E-Mail Addresses	My Web Addresses
Personal Photo and Logo Maintenance	Change My Password
	RETS Settings

≡ Menu   Quick Search   Saved Searches   Member Lookup   Listing Collections   **MLS Intranet**   Tax Search
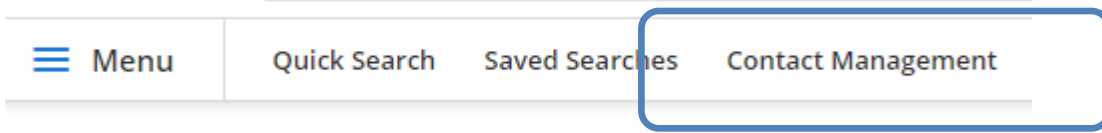
MLS Intranet

+Flex MLS
+MLSSAZ Forms
+MLSSAZ Governing Docs
+MLSSAZ Listing Agreements
+MLSSAZ Newsletter
+MLSSAZ Profile Sheets
+MLSSAZ Standards Committee
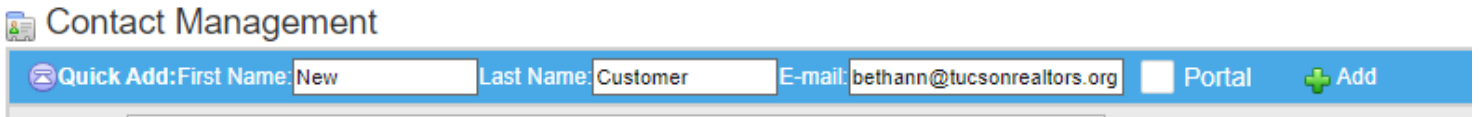+MLS Data (IDX/3rd Party)
+Miscellaneous Documents

Your profile sheets with listing requirements are under MLSSAZ Profile Sheets

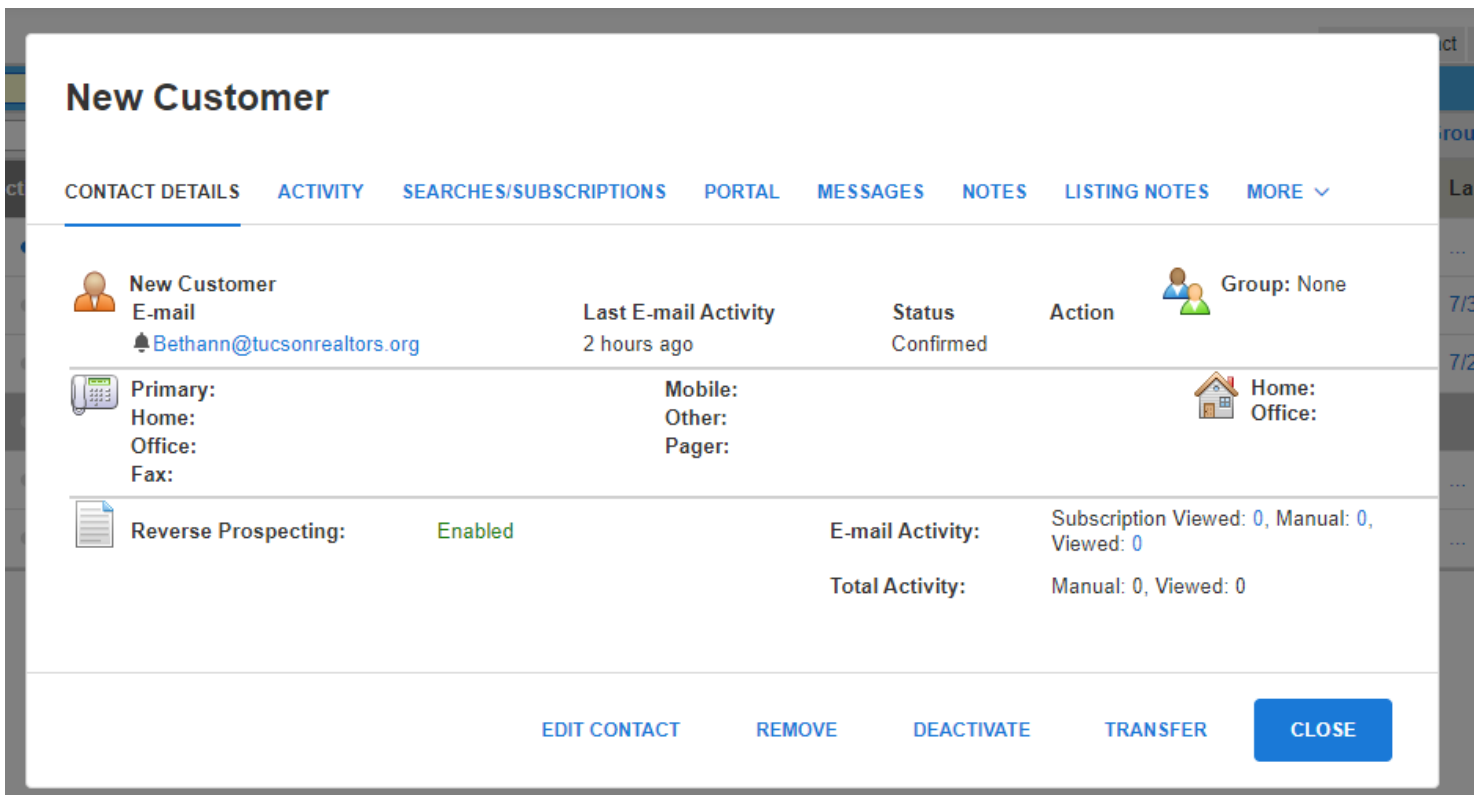Your Exempt Delay Form or Status Change Forms are also located here

To add a contact:

1. Click on Contact Management

☰ Menu	Quick Search	Saved Searches	Contact Management

2. Enter First Name, Last Name and E-mail in the blue boxes and click the +Add

📇 Contact Management

☎ **Quick Add:** First Name: New   Last Name: Customer   E-mail: bethann@tucsonrealtors.org   ☐ Portal   ➕ Add

3. This screen will appear—if you want to add phone number click on EDIT CONTACT

New Customer

CONTACT DETAILS	ACTIVITY	SEARCHES/SUBSCRIPTIONS	PORTAL	MESSAGES	NOTES	LISTING NOTES	MORE ∨

New Customer
E-mail
🔔 Bethann@tucsonrealtors.org

Last E-mail Activity
2 hours ago

Status
Confirmed

Action

Group: None

Primary:
Home:
Office:
Fax:

Mobile:
Other:
Pager:

Home:
Office:

Reverse Prospecting: Enabled

E-mail Activity: Subscription Viewed: 0, Manual: 0, Viewed: 0

Total Activity: Manual: 0, Viewed: 0

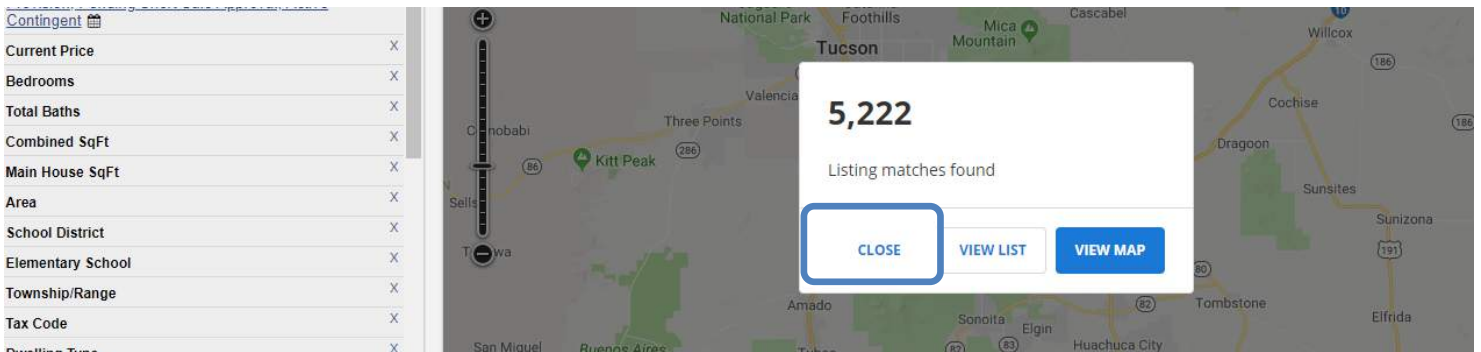EDIT CONTACT   REMOVE   DEACTIVATE   TRANSFER   **CLOSE**

Searching for Properties: Quick Search
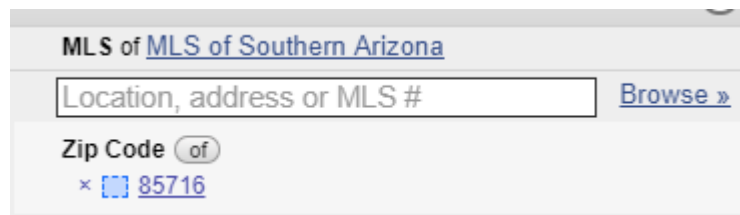
1. Choose the type of Search
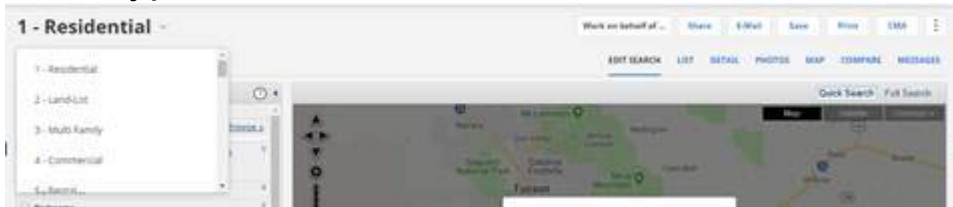
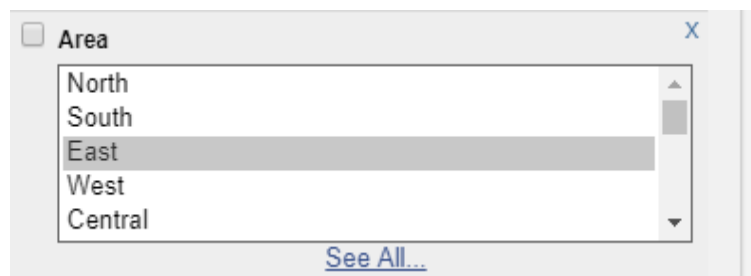## 2. Click the CLOSE button on the map to keep all properties from loading

3. Enter a zip code, or choose an area, or enter a subdivision. As you become more experienced you may choose a mapping icon instead.

Example of Zip Code

Example of Area

1 - Residential ⌄   **Work on behalf of a contact**

◀ [   ] ▶ ⓘ

View Results: 5,427

MLS of MLS of Southern Arizona
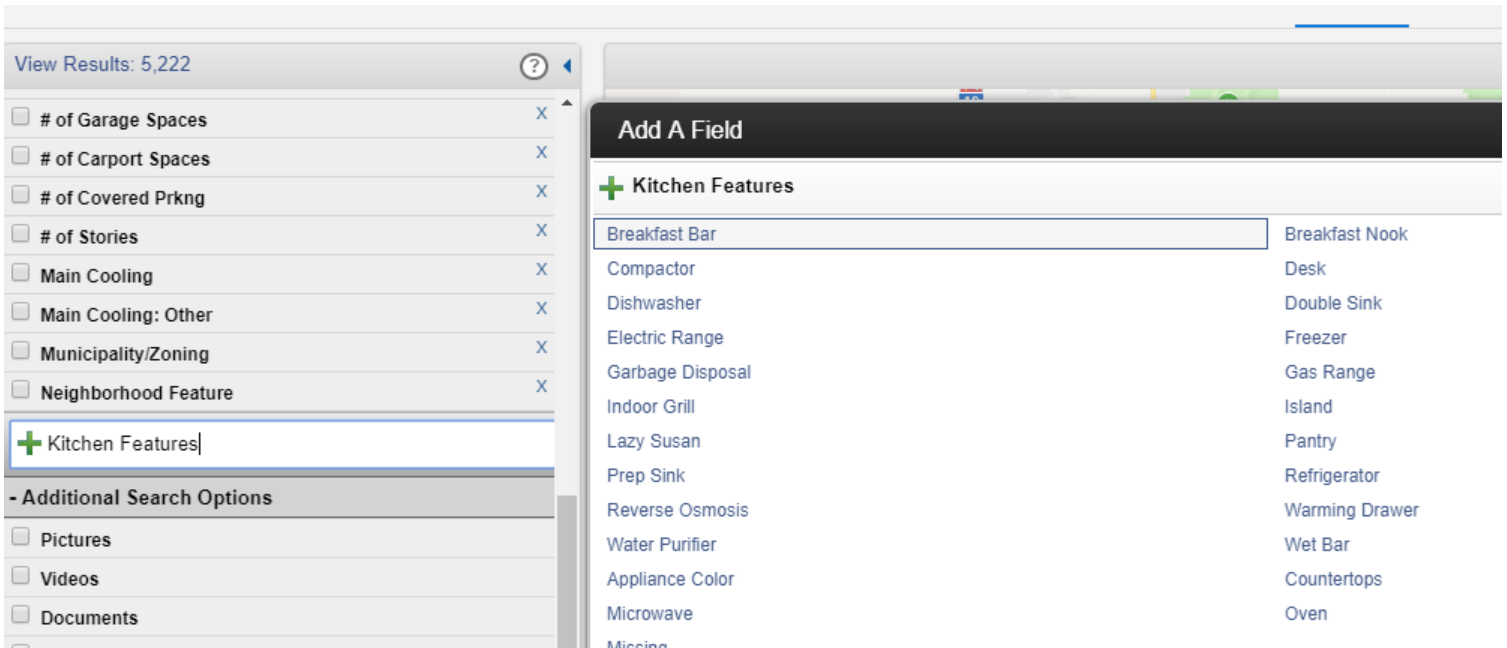
[Location, address or MLS #]   Browse »

☑ **Status** of Active, Signature Pending, Cancellation Provision, Pending Short Sale Approval, Active Contingent 🗓   X

☐ **Current Price**   X

☐ **Bedrooms**   X

☐ **Total Baths**   X

☐ **Combined SqFt**   X

☐ **Main House SqFt**   X

☐ **Area**   X

☐ **School District**   X

☐ **Elementary School**   X

☐ **Township/Range**   X

☐ **Tax Code**   X

☐ **Dwelling Type**   X

☐ **Construction Status**   X

☐ **Lot Acres**   X

☐ **Year Built**   X

☐ **Distressed Info**   X

☐ **Pool**   X

☐ **Pool: Conventional**   X

☐ **# of Garage Spaces**   X

☐ **# of Carport Spaces**   X

☐ **# of Covered Prkng**   X

☐ **# of Stories**   X

☐ **Main Cooling**   X

☐ **Main Cooling: Other**   X

☐ **Municipality/Zoning**   X

☐ **Neighborhood Feature**   X
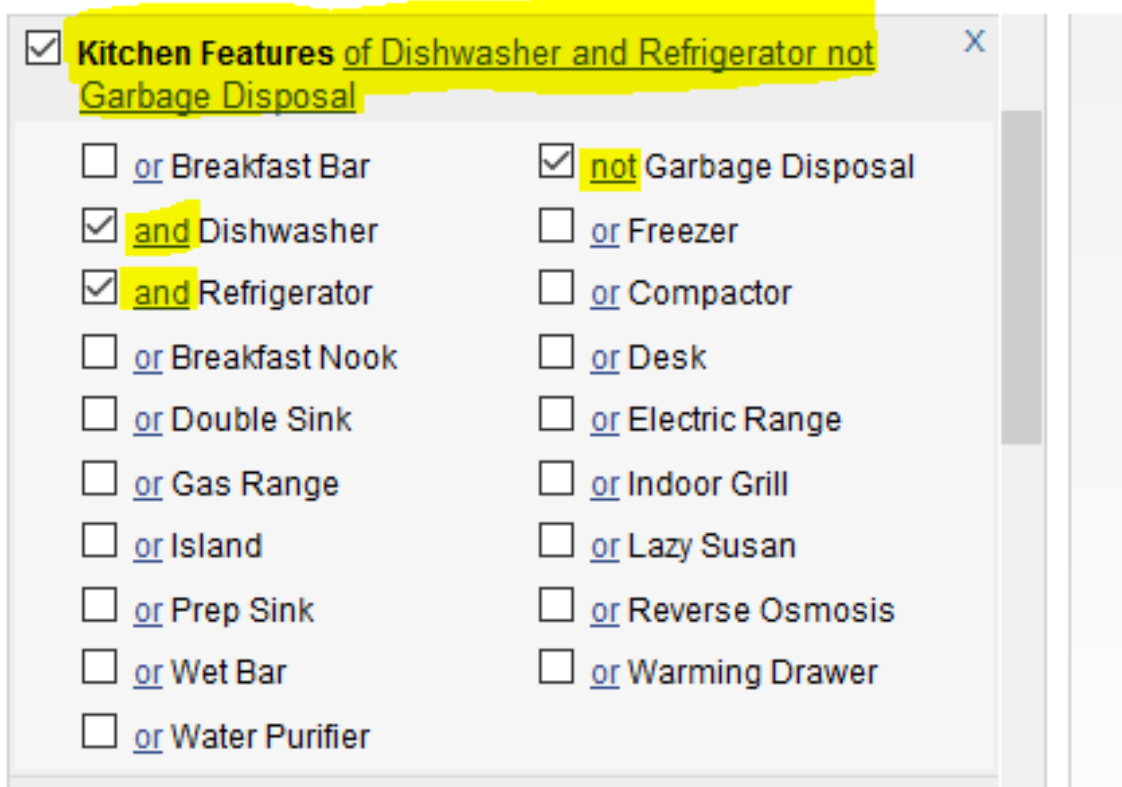
➕ Add a field to the search

- Your standard fields are listed.

- All fields from the profile may be used for search purposes.

- If you do not know the status definitions—click on MLS Intranet and go to MLSSAZ Rules and Regulations for the definitions

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1. Move down to the Add a Field box and enter the proper term from the profile. This example is Kitchen Features:.

2. Click on the word Kitchen Features and the categories will move to the left for you to select the features you are searching

View Results: 5,222		Add A Field	
☐ # of Garage Spaces	X	➕ Kitchen Features	
☐ # of Carport Spaces	X		
☐ # of Covered Prkng	X	Breakfast Bar	Breakfast Nook
☐ # of Stories	X	Compactor	Desk
☐ Main Cooling	X	Dishwasher	Double Sink
☐ Main Cooling: Other	X	Electric Range	Freezer
☐ Municipality/Zoning	X	Garbage Disposal	Gas Range
☐ Neighborhood Feature	X	Indoor Grill	Island
➕ Kitchen Features		Lazy Susan	Pantry
- Additional Search Options		Prep Sink	Refrigerator
☐ Pictures		Reverse Osmosis	Warming Drawer
☐ Videos		Water Purifier	Wet Bar
☐ Documents		Appliance Color	Countertops
		Microwave	Oven
		Missing	

3. When you need more than one feature you must click next to the feature and change the option from OR to AND

☑ **Kitchen Features** of Dishwasher and Refrigerator not Garbage Disposal ☒

☐ or Breakfast Bar   ☑ not Garbage Disposal

☑ and Dishwasher   ☐ or Freezer

☑ and Refrigerator   ☐ or Compactor

☐ or Breakfast Nook   ☐ or Desk

☐ or Double Sink   ☐ or Electric Range

☐ or Gas Range   ☐ or Indoor Grill

☐ or Island   ☐ or Lazy Susan

☐ or Prep Sink   ☐ or Reverse Osmosis

☐ or Wet Bar   ☐ or Warming Drawer

☐ or Water Purifier

After completing your search—click on list or click on detail to begin to review your results

You may view your list with the data   or the pictures

Creating a specific listing collection:
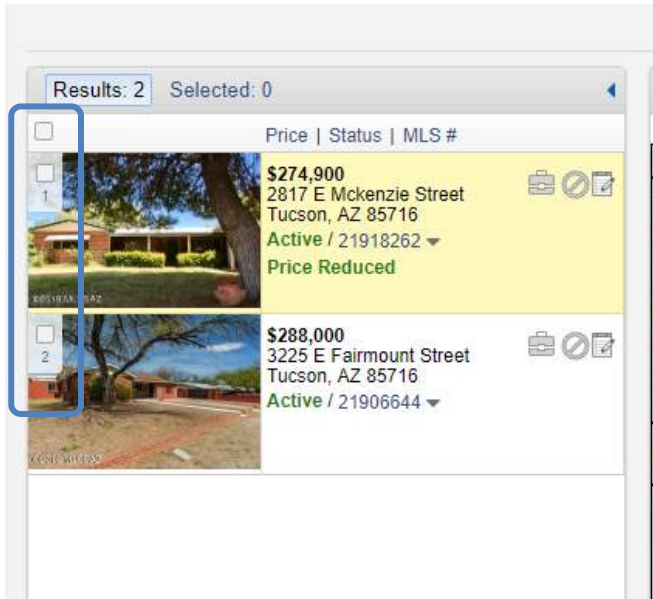
1. If you want both of the properties to go you do not have to place check marks

2. If you want one of them to go click the box by the number

For a listing Collection Choose Email

1. Check the upper right hand side to ensure the correct listings are being sent

2. If you do not want individuals to see the open houses unclick the box

3. Click in the Enter a Contact Name and chose the client you are sending the properties to

4. Add the Subject and type a quick email or use a preset template

1. Go to Contact Management

2. Click on the client's name

3. Go to the right and click on LINKS or MORE for LINKS

4. You may click on Search Results of see the properties

Saving the Search for a Subscription
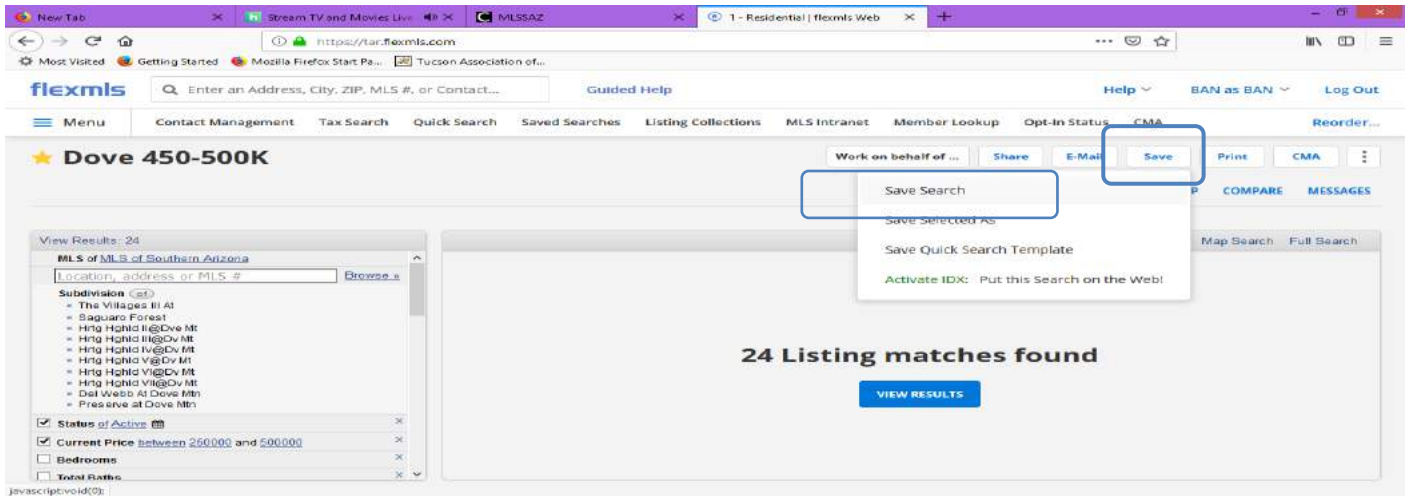
1. You will Name the Search

2. Select the Contact

3. Save and Add Subscription

4. Chose how often you or you/client receive updates:

Choose Email these listing now
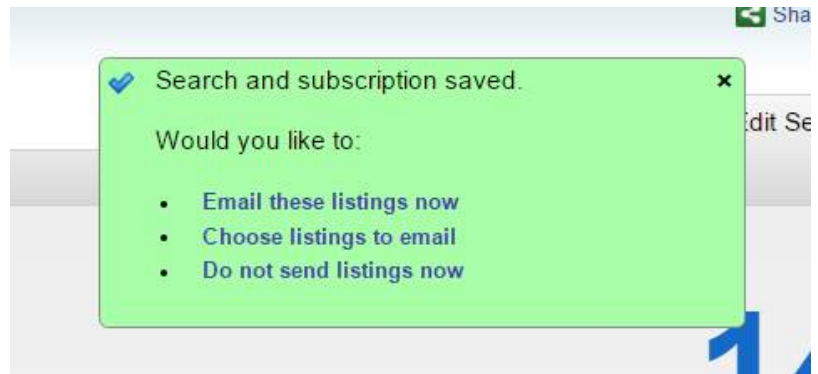
Client will receive an email and they must say "YES" to accept listings. If they do not they will get the first list and no additional update

If you wish to verify the subscription go to Contact Management, click on the client name and go to the SEARCH/SUBSCRIPTIONS tab

Horse Property

CONTACT DETAILS   ACTIVITY   **SEARCHES/SUBSCRIPTIONS**   PORTAL   MESSAGES   NOTES   LISTING NOTES   MORE ∨

Searches
Horse Property with pool central to north Tucson

➕ Add   📝 Rename   📝 Edit   ❌ Remove

View
1 - Residential

Listing Activity Report

Results   🔍 View Totals
View all   -
View new in the last 24 hours   -
View new since 06/30/2019 02:06 PM   -
Reset time and view new since 06/30/2019 02:06 PM   -

Subscriptions   ➕ Add a Subscription
📧 Subscription Horse Property
   - Created April 02, 2019, Updated July 31, 2019   ❌
     bethann@tucsonrealtors.org

Search Parameters
Property type Residential; Inside the map search Rectangle
(-111133745,32465202,-110897539,32302842); Bedrooms between 2 and 99; Horse
Property of 'Yes - By Variance', 'Yes - By Zoning'; Status of 'Active'; Pool of Conventional of
('Yes').; New results include new listings, price changes, and status changes.
Created August 28, 2018, Updated April 02, 2019

Setting Up the Portal for a Customer:

1. Go to Contact Management and click on the client's name

2. Click on the Portal tab

3. Click on ON

4. Click on Invite to Portal

New Customer

CONTACT DETAILS   ACTIVITY   SEARCHES/SUBSCRIPTIONS   **PORTAL**   MESSAGES   NOTES   LISTING NOTES   MORE ∨

Client Portal: ○ ON ◉ OFF
Your portal url: http://portal.flexmls.com/bethannneynaber

No listings automatically sent to this contact

Portal Listing Collections   **Viewed Listings are now on the Activity Tab**

🛒 Saved	0 Clear
🛒 Recommended	0 Clear
🛒 Hidden	0 Clear
🛒 Hidden by Agent	0 Clear

Portal Activity
Last Active

Most Recent Unsaved Search
No unsaved searches

Portal Account

Invite to Portal

5. When the invitation comes up—click on send.

6. When the client accepts the portal and creates a password, the button Invite to Portal will change to

Reset Account

SIGN UP · LOG IN

Your own portal account allows you to save listings, get updates automatically, and much more.

Please sign in to get access to this feature.

bethann@tucsonrealtors.org

Password *   Show

LOG IN

Forgot password?

Brought to you by

BethAnn Neynaber
TUCSON ASSOCIATION OF REALTORS

☰ BethAnn Neynaber   Start a new search...

🔔 News Feed

85641 Pool 🔒

Your client will be searching here.

SEARCHES

↻ 85641 Pool

View All

Your subscription updates will be here

Viewing 26 of 26   Most Recent ⌄   FILTER SEARCH

$335,000
17262 S Sienna Bluffs Trail
Active 5 BD 3 BA 2,998 SF

$660,000
14731 E Triangle M Ranch Road
Active 4 BD 4 BA 3,612 SF

$334,900
14001 E Hay Bale Trail
Active 3 BD 2 BA 2,442 SF

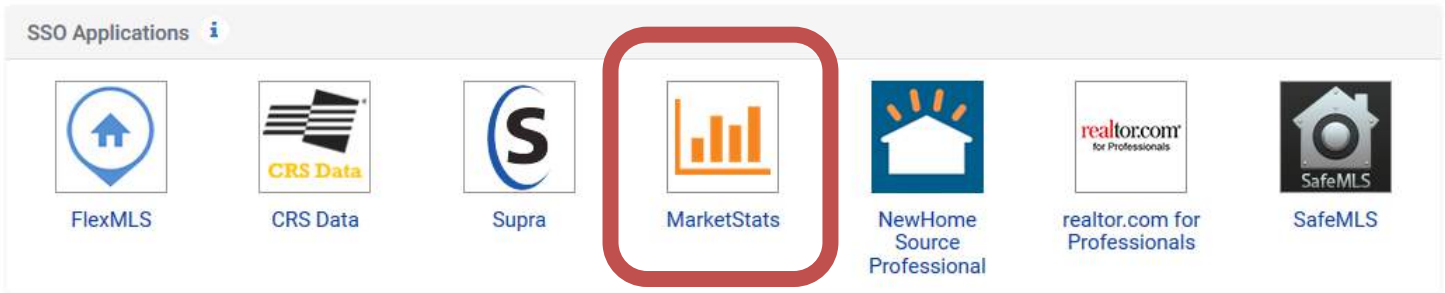$322,500
10792 S SANDY LAKE Drive
Active 3 BD 2 BA 2,359 SF

SSO Applications

FlexMLS CRS Data Supra **MarketStats** NewHome Source Professional realtor.com for Professionals SafeMLS

Market Stats will allow you to create specific statistics by zip code, area, subdivision—even a specific block radius.

Some key tips to remember:

1) When you click on the icon you will be taken immediately to the main page and the statistics you see will be for the entire MLSSAZ.

2) Click on the drop down arrow on the upper right hand side to choose Area, Zip code or County

3) Click on My Areas on the upper left hand side you can create your own map area and then choose SAVE

4) Notice the lower right hand side—the statistical default is 3 years— many agents are viewing one year for recent information

MLSSAZ YouTube:

Simply click on the icon on your Dashboard or go to YouTube and search with MLSSAZ. You will find the MLSSAZ YouTube channel with numerous videos.

 The video on to help you master this new benefit is MLSSAZ-Features and Benefits of MarketStats

Watch your Client's Activity—See the days they view and what exact listings they are looking at—even how many times they review the property.

Click on their name—then the Activity tab

Contact MLSSAZ Technical Support

Beginning April 1, 2019

Monday, Tuesday, Thursdays and Fridays 9 am to 5 pm

Wednesdays 9 am to 4 pm

(520) 382-8800