



Orientation

flexmls® Web Searches

Reference Guide

Class Objectives

By the end of this session you should be able to:

- Access parts of the ARMLS® *Website* pertinent to doing your business
- Name the panes of the *Dashboard* and their functions
- Navigate efficiently throughout the system
- Identify fields on your personal profile for editing and uploading
- Use various search screens and the specifics on those screens
- Create a *Quick Search Template*

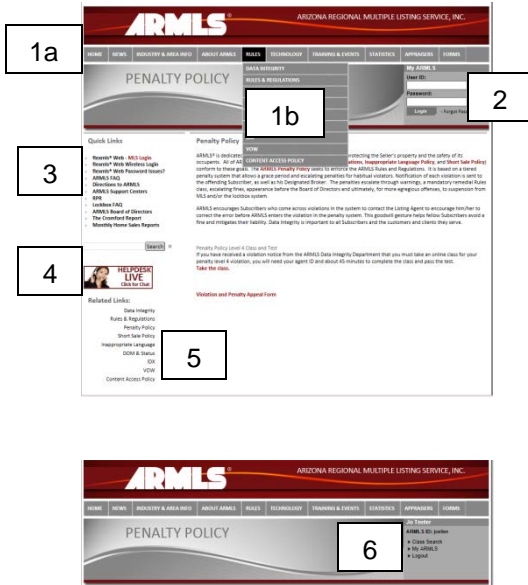
Arizona Regional Multiple Listing Service, Inc.
130 S. Priest Drive Suite 101
Tempe, Arizona 85281
602-955-1707
www.armls.com

Notes:

ARMLS Website

The ARMLS Website can be accessed by typing *www.armls.com* in the address field of your Browser.

The ARMLS Website has many convenient features:



1. (a) Menu items with explicit (b) sub-menu items
2. *Login* fields to access the Subscriber-only area (use your flexmls login information)
3. These *Quick Links* are available on all pages; first item is a hyperlink to flexmls login page
4. Button to have a live chat with a Support Services Member
5. The sub-menu list for the Menu item you choose displays on the bottom-left of the screen for easy navigation
6. Once you login to the Subscribers-only area, your ID will display *Class Search, My ARMLS* and a *Logout* hyperlink is now available

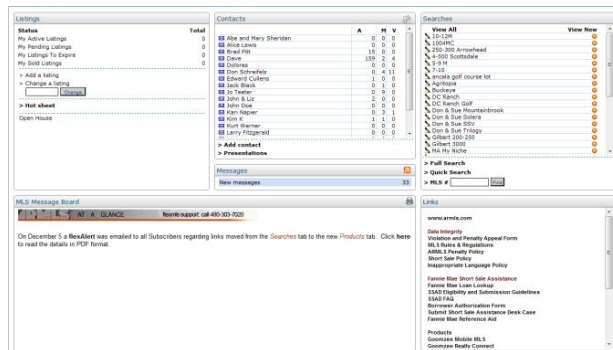
FORMS: Find all Profiles Sheets here as well as the ER form, Sold/Change form and other ARMLS-specific forms

RULES: ARMLS Rules and Policies are listed here including the Penalty Policy and other related information

TRAINING & EVENTS: Classes offered with their descriptions, class registration, Webinar classes, Helpdesk info, and handy instructional guides are accessible

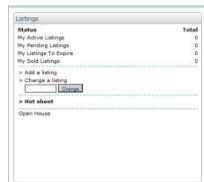
INDUSTRY AND AREA INFO: Grid Map and hyperlinks to school district websites, city utilities and cities & chambers can be found here

flexmls Dashboard



The *Dashboard* will always display when you first login to flexmls. On it you can easily see your *Listings*, *Contacts*, saved *Searches*, *Messages* from ARMLS and *Links* to documents, the Intranet and Internet.

You can easily access parts of the system directly from this screen such as *Hot sheets*, three different *Searches*, listing input/change, and contact management.



From the *Listings* pane, access four different *Statuses* of your listings individually or click the *Listings* heading and see your listings in all four categories.

The *Expired* listings are defaulted to go forward seven days and the *Sold* listings are defaulted to go back thirty days. Both defaults can be changed. Access the *Add Listing* screen from here as well as the *Change Listing* screen when entering the appropriate listing number.

Tip: To change the defaults, go to *Preferences* then *General Preferences*.

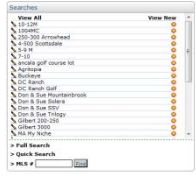


The *Contacts* pane lists all of your contacts. These can be displayed per group if you have already set up groups in *Contact Management*.

If an e-mail address for the contact was entered, it will be preceded by an envelope on which you can click to directly e-mail them.

To the right of each contact are three columns showing how many auto (A) and manual (M) e-mails have been sent to the client and how many times the e-mail recipient has clicked on an e-mail link (V).

Click the heading *Contacts*, to open the *Contact Summary Report* screen.



All saved *Searches* will appear in the *Searches* pane.

- Click the pencil preceding each search name to edit your search criteria.
- Click the search name to go to the *Results* screen displaying the current listings matching your search parameters
- The orange and yellow symbol to the right goes to the *Results* screen to *See new listings since* the date that shows when you hover over the symbol
- Click the *Searches* heading to go to the *Show My Saved Searches* screen where various functions including renaming and deleting the search can be performed



The *MLS Message Board* is updated regularly to distribute pertinent information. It also includes the ARMLS *flexmls* support phone number.

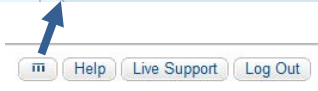
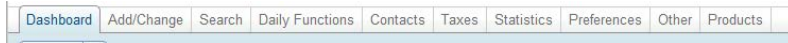
Tip: There is a *Print* icon which, when clicked, will print just this section.



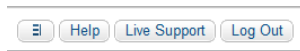
The *Links* pane offers links to valuable documents, Intranet items and Internet Websites to which you may often go to do your business.

Navigation


The Menu bar present on all flexmls screens allows you to navigate to any function of the system. This bar can be placed in one of three positions to best meet your needs.



The first position is across the top of the screen which shows the icon facing down.



The second position is along the left side of the screen which shows the icon facing left.

Tip:  The flexmls logo is present on all screens and will return to the Dashboard when clicked.

Personal Preferences

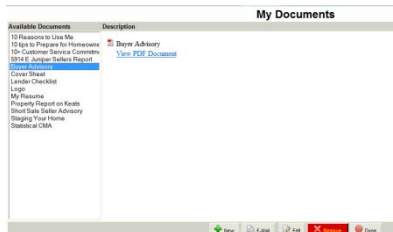


Using the *Quick Profile Maintenance* hyperlink from the *My Profile* sub menu item under *Preferences*, you can adjust and change items that will display on your e-mails and report printouts.

1. **Marketing Name:** If you use a name other than or in addition to your legal name, place it here. Add designations in this field as well.
2. **Contact Information:** Include any or all values for the fields provided. If you want to change your name, company, or address, please contact the Board or Association where you hold membership.

Tip: If you are a member of Phoenix Association of REALTORS[®], PAR, you will need to contact them to enter or change any information.

Tip: It is advisable to leave the License # field blank.

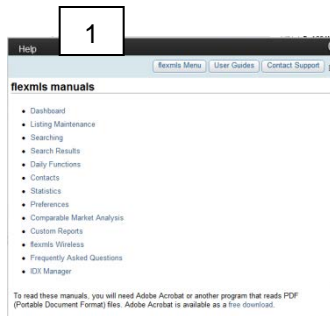


You can add documents to have ready for *Presentations*. These may include your bio, or something like “Ten reasons why you want to use me as your real estate agent”. These documents must be in HTML, Text or PDF format.

User Guides / Help

Click on *Help* | [Help](#)

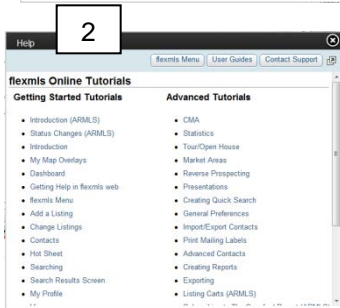
Select *User Guides*



There are online *User Guides* available both in (1) a reading format and (2) an audio/visual format. Both are topic specific. Find the topic you want and click the relevant hyperlink.

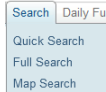
The *Manuals* and *Tutorials* are subdivided by specific areas and each can be printed.

Neither the *Manuals* nor the *Tutorials* are ARMLS-specific.

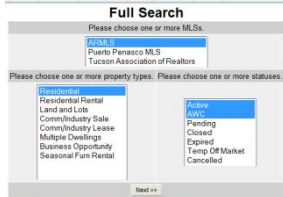


[Help](#) The *Help* button located on the top-right of each screen, will give information on the particular function on which you currently are.

Full Search



The *Full Search* can be accessed by either the Menu bar under *Search* or the *Dashboard* in the *Searches* pane.



The first screen allows you to *choose one or more property types* and *one or more statuses*. Click *Next*.



Each screen has tabs across the top for navigation to the other screens. Each tab has fields specific for that category. It is not necessary to go in order of the tabs to do a search.

In the upper-right, there are five hyperlinks.

- *Clear All* will erase all the entries made during this search session
- *Update* gives the number of matches, displayed where it says *Matches*
- *Save* will save your search
- *View* will show the results
- *CMA* will go to screens for comparables

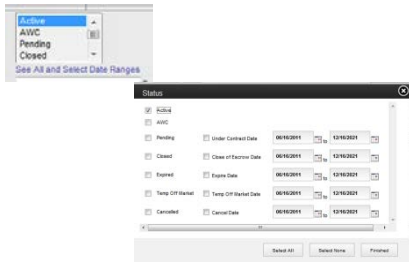


Each tab has fields for searching. Once a value has been entered, the box to the left of the field name will be selected indicating you are searching that field. By deselecting the box you no longer are searching that field even if values are still highlighted.



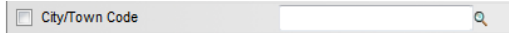
Many fields do not initially display their respective values and are *Collapsed* which is indicated by the hyperlink and the plus + symbol preceding it.

Click the + to *Expand* it; click the - to collapse it.

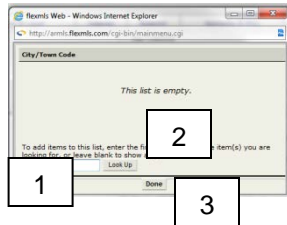


To select more than one value in a field, click to highlight one item and then hold down the *Ctrl* key on your keyboard while clicking additional items. OR click *See All* to select the boxes for the desired values. Click *Finished* on the bottom of the pop-up screen.

Look up values

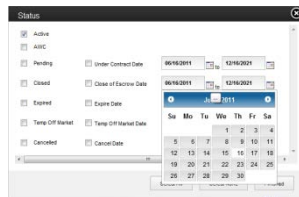


A magnifying glass to the right of a field indicates there is a *Look up* function to select values for that field. Click the magnifying glass, and a pop-up window will display.



1. Enter a short string of characters in the text box.
2. Click *Look Up*. A window will display with all options that start with those characters. If only one displays, it will be highlighted. If there is more than one choice, highlight the desired selection and click *Add Selected*.
3. Click *Done*.

Using Calendars



- Click the calendar icon to the right of the field
- Click the drop-down arrows to select the month and year
- Click the number to select the date
- The *Date* field will auto-populate

Summary tab



The *Summary* tab gives the opportunity to *Exclude* an item by selecting the *Exclude* box. Listings that contain that item will not appear in your results. This tab also shows the *Search Parameters* and allows edits to be made to them.

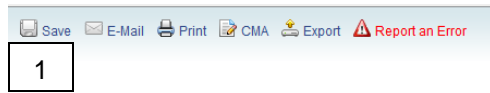
Using the And, Or, Not options



Many fields have the radio buttons *And*, *Or*, and *Not*.

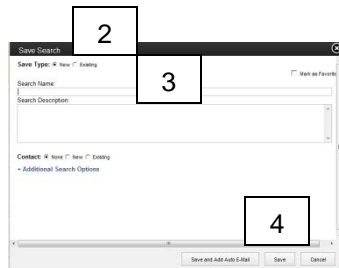
- *Not* will exclude listings that contain that value
- *And* should be used when more than one selection is made in the field. Your results will display those listings that absolutely contain that value and at least one other selection you have made
- *Or* is the default; leave activated when selecting one item or when selecting multiple items when a minimum of one is appropriate

Save Searches



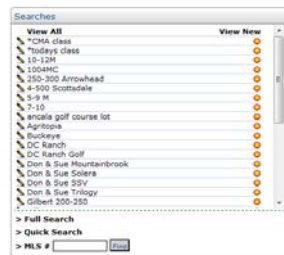
To Save a Search:

1. From any search screen, click **Save** at the top-right. It will change to the **Save Search** screen.



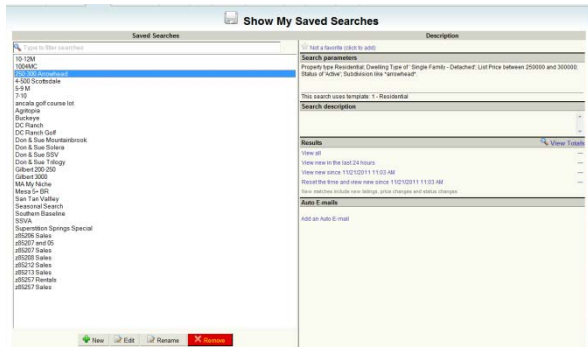
2. Select *New* to create a new search or *Existing* to override an existing search you wish to edit.
3. Enter a name in the *Search Name* field.
4. Click *Save*.

The saved search will now appear on the *Dashboard*.



In the *Searches* pane of the *Dashboard*:

- Click the pencil to the left of the search name to *Edit* your search
- Click the search name to *View* the *Results*
- Click the icon to the right of the search name to *View New* listings
- Click the *Searches* heading in this pane or use the Menu bar under the *Search* option for more options

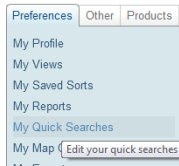


All the saved searches appear on the *Show My Saved Searches* screen. When you highlight a specific search, use the buttons on the bottom of the screen to *Edit the Search Parameters*, *Rename* or *Remove* the saved search.

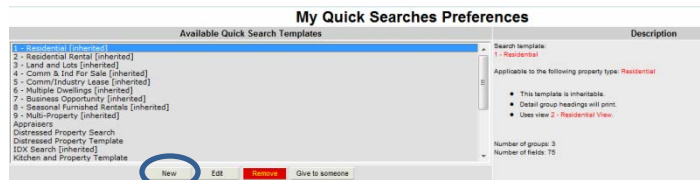
On the right you can review the *Search Parameters* or *View Results*. Click *View Totals*, to see how many listings currently meet your parameters, how many listings are *new in the last 24 hours*, and how many are *new since* a date thirty days back which is the default. Reset the time stamp to the current moment by clicking *Reset the time and view new since*. This begins the search at the new time stamp going forward.

Quick Search Template

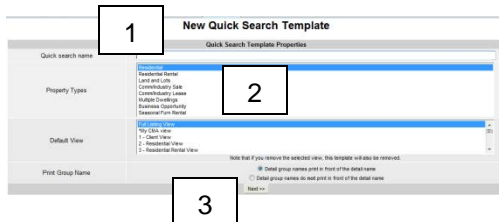
Create a *Quick Search Template* with fields of your choice. Once saved, use it any time for any search.



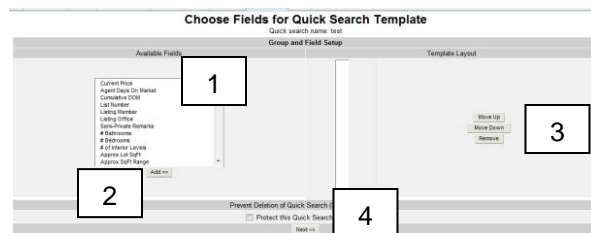
To create a *New* or *Edit* an existing *Quick Search Template*, click *Preferences* on the Menu bar then select *My Quick Searches*.



In the *My Quick Searches Preferences* screen, click *New*.



1. Enter *Quick search name*.
2. Select *Property Type*.
3. Click *Next*.



1. Click an *Available Field*, and hold down the *Ctrl* key on your keyboard to select additional fields.
2. Click *Add* to move the selected fields to the *Template Layout* column on the right side.

3. Adjust the order in which they will display by selecting the field you want to move and clicking *Move Up* or *Move Down*.
4. Click *Next*.

The new *Quick Search Template* will appear in the list of *Available Quick Searches* when you perform a *Quick Search*.

Notes: