

Advanced  
***FlexMLS<sup>TM</sup>***

Your  
MLS system



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## Introduction

This manual is designed to help you use the *FlexMLS* system. If you have questions about how the system works, you can Contact the MLS staff during normal office hours. If you call outside of our normal office hours, we will contact you the next business day.

**For assistance with using *FlexMLS*, call 414.778.5450 or fax 414.778.6143. You can also send e-mail to [support@metromls.com](mailto:support@metromls.com).**

### *Addresses and Phone Numbers*

<b>Street and Mailing address:</b>	Multiple Listing Service, Inc. 11430 West North Avenue Wauwatosa, Wisconsin 53226	
<b>Office hours:</b>	8:00 a.m. to 5:00 p.m., Monday through Friday	
<b>Phone numbers:</b>	Administrative and General Information	414.778.5400
	Computer Support and Training	414.778.5450
	Fax Line	414.778.6143
<b>E-mail addresses:</b>	Administrative E-Mail	<a href="mailto:admin@metromls.com">admin@metromls.com</a>
	Support E-mail	<a href="mailto:support@metromls.com">support@metromls.com</a>
	Training E-mail	<a href="mailto:training@metromls.com">training@metromls.com</a>
	Main List Photo Submission	<a href="mailto:photos@metromls.com">photos@metromls.com</a>
	Feedback	<a href="mailto:inmyopinion@metromls.com">inmyopinion@metromls.com</a>
<b>Company Website:</b>	<a href="http://www.metromls.com">www.metromls.com</a>	
<b><i>FlexMLS</i> Website:</b>	<a href="http://www.met.flexmls.com">www.met.flexmls.com</a>	
<b><i>WIREdata</i> Website:</b>	<a href="http://www.wiredata.com">www.wiredata.com</a>	
<b>Public Search Websites:</b>	<a href="http://www.wihomes.com">www.wihomes.com</a>	
	<a href="http://www.realtor.com">www.realtor.com</a>	

Map of Wisconsin counties showing the primary and outlying areas of the Winona County, Minnesota, watershed. The map labels all 9 Wisconsin counties. A legend indicates that solid blue shading represents the 'Primary area' and hatched shading represents the 'Outlying area'. An inset map shows the watershed's location relative to Minnesota counties (Winona, Fillmore, Houston, and Stedman).

## Options available from the *FlexMLS* menu

<b>Dashboard</b>	<b>ALLOWS YOU TO VIEW AND SELECT FROM AVAILABLE DASHBOARDS</b>
<b>Add/Change</b>	<b>ADD &amp; EDIT LISTING FUNCTIONS</b>
Add Listing	Enables you to add your listings.
Change Listing	Functions include adding to or changing any item for an existing listing, such as open houses.
Incomplete	Stores incomplete listings until you complete them.
My Unmapped Listings	Shows your listings that were not mapped.
Copy	Handy tool to re-list your own expired properties or add similar lots or condos.
Transfer (Office accounts only)	Used to transfer ownership of listings from one agent to another in the same office.
<b>Search</b>	<b>SEARCH FUNCTIONS</b>
Full Search	Search for listings, using all available features and keywords.
Saved Search	View, edit, update or create your Saved Searches. Also home for your Custom Hotsheets.
Quick Search	Use Quick Searches you have created, or templates created by MLS.
Map Search	Search for listings beginning with a desired geographical area.
Address	Search by the address or range of addresses for a property.
Multiple Address	Search for more than one address at a time.
MLS Number	Search by MLS/listing number(s).
Listing Collection	Create, edit, and view your saved Listing Carts.
History	Search property history by address, range of addresses, or by MLS number.
My Listings	View your listing inventory.
Office Listings	View your office's listing inventory.
Company Listings (if applicable)	View your company's listing inventory.
Office/Member	Search for an office or member.
CMA	Create a CMA report with statistics, using a Saved Search, Full Search or MLS#.
<b>Contact</b>	<b>CONTACT FUNCTIONS</b>
Contact Mgmt	Add, edit, view and delete your Contacts.
Opt-In Status	See subscription statuses for all of your Contacts in one clean, real-time, easy-to-read report.
Contact Summary	View Contact matches and activity.
Multiple Update	Manually update searches for up to 15 Contacts at a time.
My Sent E-mails	View live links for sent e-mails for up to 30 days from the date sent, by you or by <i>FlexMLS</i> .
Reverse Prospecting	Match your Active or Active w/Offer listings with other MLS agents' Contacts.
Subscriptions	Create, view, and manage your Contacts' Events from one screen.
<b>Messages</b>	<b>BULLETIN BOARD AND OPEN HOUSES/TOURS</b>
My Messages	Create, view, and manage messages sent to you in FlexMLS.
Tour/Open Houses	Search for Open Houses or Tour of Homes.
ShowingTime	Web based showing management tool.
<b>Statistics</b>	<b>STATISTICAL REPORTS, OFFICE ROSTERS, YOUR EXPIRING LISTINGS</b>
My Production	The reports under My Production track your user-specific listing and sales statistics.
Market Summary	See graphs and tables describing the state of your market for a set time period.
Inventory Reports	Includes inventory and production reports.
Statistical Reports	Includes statistical summaries, market comparisons, and market penetration reports.
Rosters	Membership by Office Roster and Membership Roster.

<b>My Market</b>	<b>MY MARKET FUNCTIONS</b>
Hot Sheet	Run a Standard or Custom 24-Hour Hot Sheet.
My Market	Graphed reports that can be customized using the Search function.
Market Areas	Create, edit, view, or delete Market Areas.
Market Summary	View summary of your Market Area activity.
<b>Maps/Financial</b>	<b>MAPS AND FINANCIAL CALCULATORS</b>
Financial Calculators	Amortization Schedule, FHA and VA Loan Qualification calculators, and Closing Cost Estimator.
Flexmls Maps	Use to locate an address or addresses (anywhere in the country) and map them.
<b>Tax Info</b>	<b>TAX/PUBLIC RECORDS (INCLUDING ASSESSOR DATA, IF AVAILABLE)</b>
Tax Information	Search public tax records - view tax and assessment information for properties.
<b>Preferences</b>	<b>YOUR <i>FlexMLS</i> PREFERENCES, PROFILE, QUICK SEARCHES OR VIEWS</b>
My Profile	Change your profile (e-mail address, phone numbers, address, web site, etc.).
My Views	Set up or edit your <i>FlexMLS</i> system preferences: affects Search Results screen column headings.
My Saved Sorts	Create and save customized sorts for listings.
My Quick Searches	Create, edit, delete or share your Quick Search templates.
My Map Overlays	Create and manage Map Overlays.
My Exports	Design your own data export templates in a .CSV file.
General Preferences	Personal settings affecting Search Results, Office Listings, and My Office Listings.
Portal Preferences	Set up your global Portal preferences that will be the default Portal preferences for your Contacts.
Default Map	Set your default map area you use most often.
Broker Data Sharing (Office Accounts only)	Enable or disable Broker Data Sharing.
Member Profiles (Office Accounts only)	Change agent profiles within your office (administrative assistant would be able to upload agent photos, change e-mail addresses, phone numbers, address, website, etc.).
Syndication (office accounts only)	Settings for Zillow syndication.
<b>Forms</b>	<b>PROFILE SHEETS, GREEN DOCUMENTS, &amp; EXCLUSIONS REPORT – CLICK TO VIEW OR PRINT</b>

# FlexMLS Dashboard

The FlexMLS Dashboard is the first screen you see after you log in. Using the menu and your FlexMLS dashboards, you can access every function of FlexMLS Web. To return to your default dashboard from anywhere in the system, click on the mlswis.com logo in the upper left corner of the screen.

The screenshot shows the FlexMLS Dashboard interface. At the top left, the **mlswis** logo is highlighted with a red rectangular box. To the right of the logo is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact...". Further right are links for "Help" and "AW-M as AW-M". Below the search bar is a horizontal menu with items: "Menu", "Full Search", "Contact Mgmt", "Saved Search", "Hot Sheet", "Map Search", "MLS Number", "My Sent E-Mails", "More", and "Reorder...". Below this menu is a "HOME" button with a dropdown arrow, and a "CUSTOMIZE" button. The main content area is divided into several sections: "My Listings" (with links for Active, Pending, Delayed, To Expire, and Sold listings, each with a count of 0), "Listing Maintenance" (with an "Add Listing" link), "Saved Searches", "Contacts" (with a filter dropdown set to "Any Group" and a table of contacts), and "My Sent E-mails". The "Contacts" table has columns for Name, E-mail, Phone, Last Active, Portal, and Last Match. One contact, "Barkley s", is listed with a phone number of 414.111.1111 and a last active date of 11/06/2017.

## Dashboards

There are several standard Dashboards that have already been created for you which are the Classic, Home and MLS. The standard Dashboards display MLS Information and information specific to your login. If you choose, you can create additional Dashboards or customize your home Dashboard to show the information you prefer. The drop-down menu in the blue button displays the name of your current Dashboard - click to expand the list and select a different dashboard from here.

This screenshot shows the same FlexMLS Dashboard interface as the previous one, but with the "HOME" dropdown menu expanded. The dropdown menu is highlighted with a red rectangular box and contains the following options: "HOME" (selected), "MLS", "Home", "Classic", "Stats", "ALL GADGETS", "My Listings to Expire", "My Sold Listings", "Listing Maintenance", and "Add Listing". The rest of the dashboard content remains the same, including the search bar, horizontal menu, and various data sections.

**NOTE:** Agent accounts that were created approximately after June 2012 will not have the Classic dashboard.

## Home Dashboard

The Home Dashboard is a fixed layout dashboard and is the default for most users of FlexMLS. The Home Dashboard displays 6 of the most commonly used gadgets: My Listings, Contacts, Saved Searches, New Search, Hot Sheet, and Display Listings. You may arrange them in any order and configure the settings in each gadget.

HOME

CUSTOMIZE

Contacts

Type to filter contacts

Name	E-mail	Phone	Last Active	Portal	Last Match
Barkleys		414.111.1111	11/06/2017 ON		11/7/2017 , 12:11:55 PM
Portal Contact			11/06/2017 ON		-

Hot Sheet

New Listing	119	Withdrawn	5
With Offer	104	Extension	45
Cancelled	0	Back on Market	18
Closed	104	Price Change	108
Expired	50	New Delayed Listing	12
Pending	45		

My Listings

My Active Listings

My Pending Listings

My Delayed Listings

My Listings to Expire

My Sold Listings

Listing Maintenance

Add Listing

Saved Searches

Type to filter searches

Name	
53207	new   edit
Delayed Hotsheet	new   edit
MY SEARCH	new   edit
Riverwest SF/2f/Condo Hotsheet	new   edit
Washington Heights - DO NOT DELETE	new   edit

Display Listings

MLS #	Address	LP	Activity	Exp	DOM
No results for your criteria					

New Search

Street Address or MLS #

Run Search

Full Search

01 Single Family

02 Two-Family

03 Vacant Land

04 Multi-Family

06 Condominium

## Dashboard Gadgets

Gadgets are available for many of the main functions of FlexMLS. To add gadgets to a Dashboard, first select the Dashboard to which you would like to add gadgets. The drop-down menu in the blue Dashboard button displays the name of your current Dashboard - click to expand the list and select a different dashboard from here. Next, click **Customize** > **Add Gadgets** to add any gadget to your selected Dashboard.

The screenshot shows the FlexMLS dashboard interface. At the top left is a 'HOME' button with a dropdown arrow. At the top right is a 'CUSTOMIZE' button with a dropdown arrow. The 'CUSTOMIZE' dropdown menu is open, showing options: 'Home', 'Add Gadgets...', 'Change Layout...', 'Rename...', 'Recommend Dashboard...', 'Remove...', 'Dashboards', 'Add...', 'Reorder...', and 'My Recommendations...'. The 'Add Gadgets...' option is highlighted. The dashboard contains several sections: 'Contacts' with a table of contacts, 'Hot Sheet' with a table of listing statuses, 'My Listings' with a table of listing counts, 'Saved Searches' with a list of saved searches, 'Display Listings' with a message 'No results for your criteria', and 'New Search' with a search form and results.

Name	E-mail	Phone	Last Active	Portal	Last Match
Barkleys		414.111.1111	11/06/2017 ON		11/7/2017, 12:11:55 PM
Portal Contact			11/06/2017 ON		

Listing Status	Count	Listing Status	Count
New Listing	119	Withdrawn	5
With Offer	104	Extension	45
Cancelled	0	Back on Market	18
Closed	104	Price Change	108
Expired	50	New Delayed Listing	12
Pending	45		

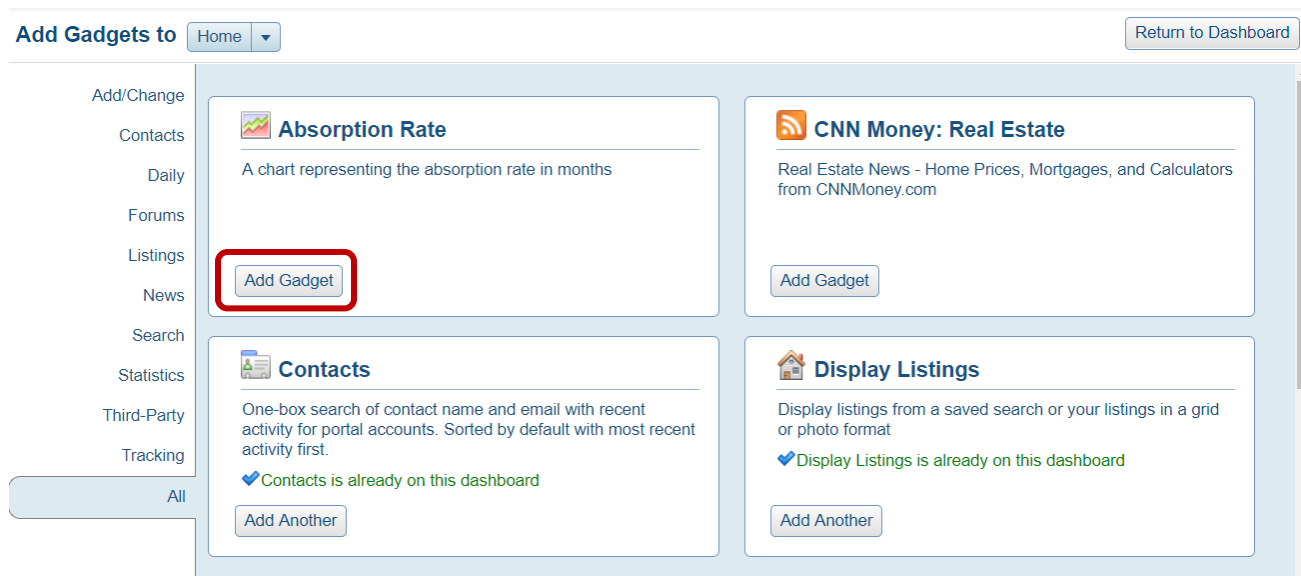
Listing Status	Count
My Active Listings	0
My Pending Listings	0
My Delayed Listings	0
My Listings to Expire	0
My Sold Listings	0

Name
53207
Delayed Hotsheet
MY SEARCH
Riverwest SF/2f/Condo Hotsheet
Washington Heights - DO NOT DELETE

MLS #	Address	LP	Exp
No results for your criteria			

Street Address or MLS #	Run Search
Full Search	03 Vacant Land
01 Single Family	04 Multi-Family
02 Two-Family	06 Condominium

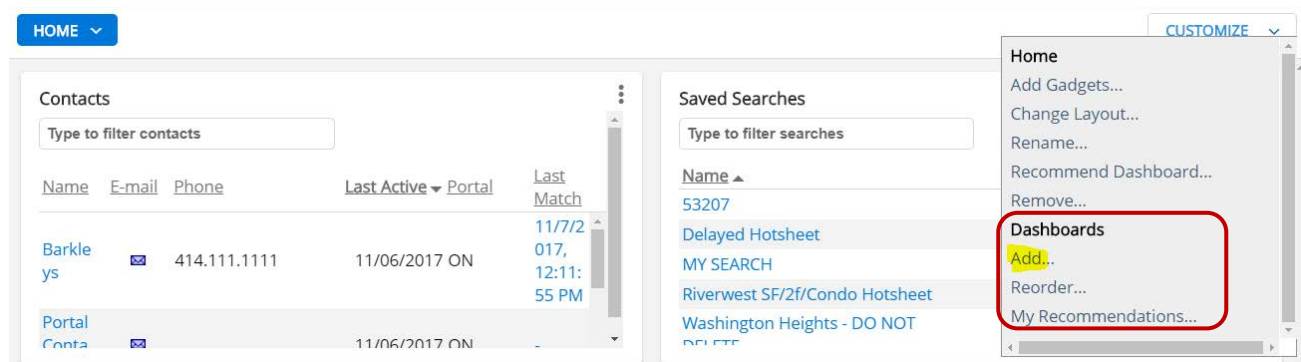
This action will take you to the 'Add Gadgets to' screen. The left side of the screen displays the gadget categories. Clicking **All** will display all available gadgets in one screen. Each gadget panel includes a description of that gadget. Click the **Add Gadget** button of the gadget you would like to add to your Dashboard.



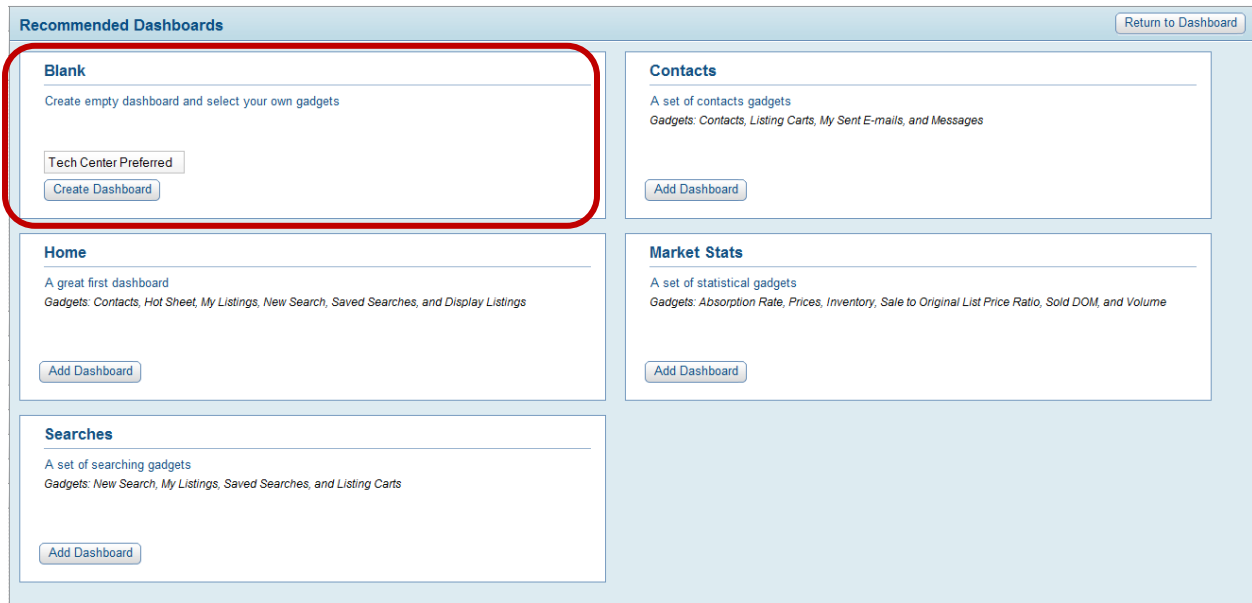
**NOTE:** Gadgets can be added to the Recommended Dashboards or any user created Dashboard. The MLS and Classic Dashboards cannot be modified.

## Custom Dashboards

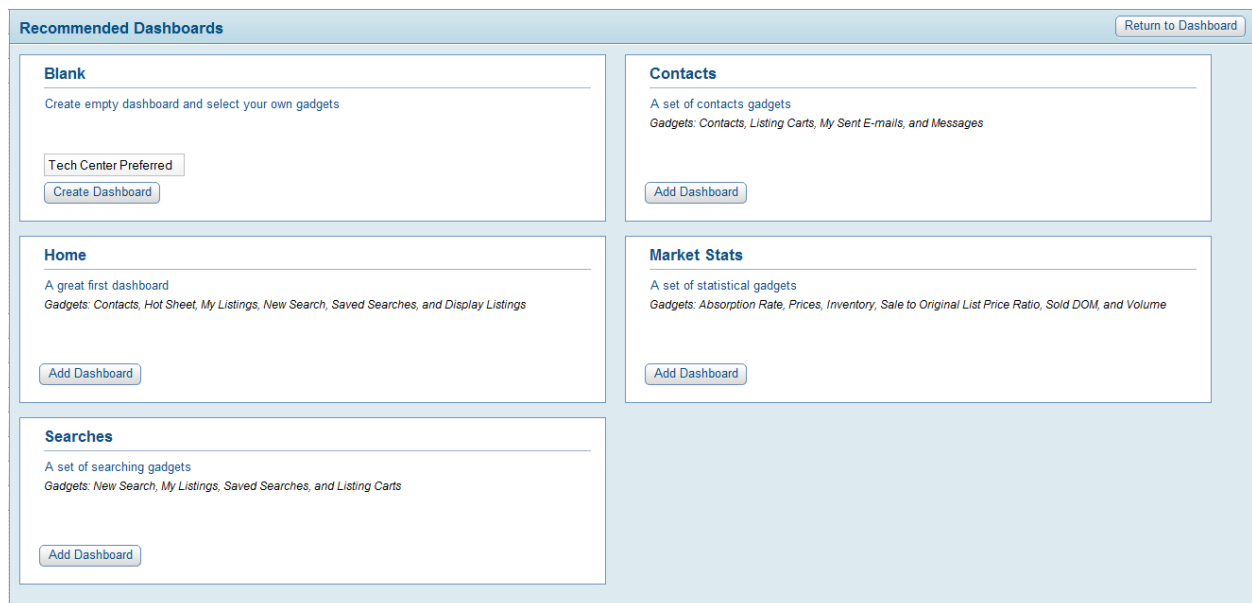
You can create and customize Dashboards using a system recommended dashboard or one you build from scratch. System recommended Dashboards can be used by clicking the **Customize** button from the FlexMLS home screen. Under Dashboards, click **Add**.



From the Recommended Dashboards screen, you have two choices; the first is to create a Dashboard from scratch, using the empty dashboard labeled Blank. Enter a name for your Dashboard, and then click the **Create Dashboard** button.

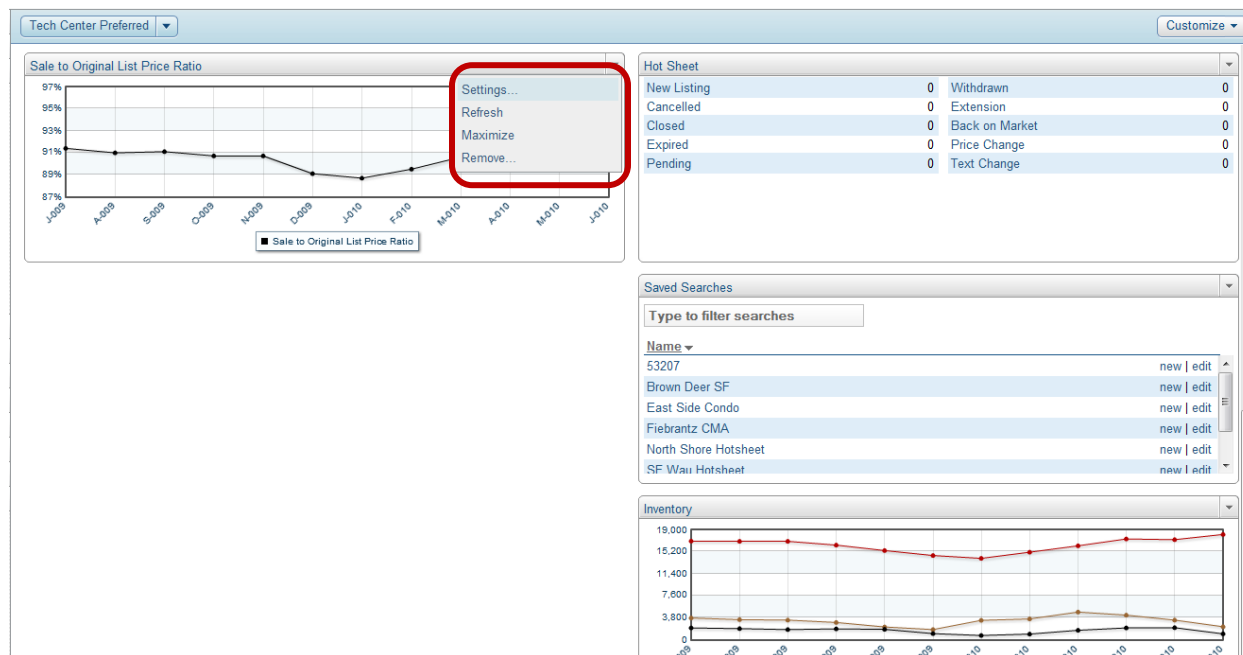


Your second choice is to use a system created Dashboard from the Recommended Dashboards screen. Click the **Add Dashboard** button from one of the Dashboard panel choices. A description of gadgets included in that Dashboard is listed in each panel.

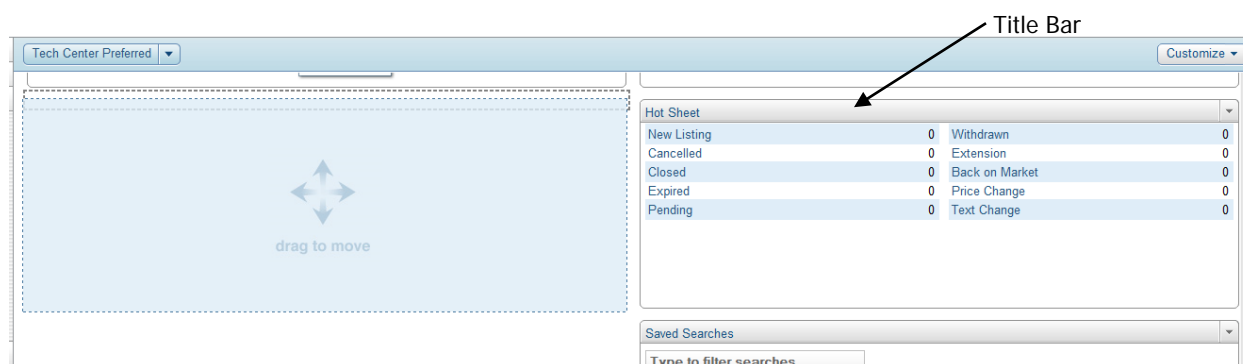


## Customizing Gadgets

Each gadget panel has settings and options that are exclusive to that gadget. To access the options for a gadget, click the down-pointing arrow in the upper right corner of the gadget panel. You can also remove a gadget using this menu.

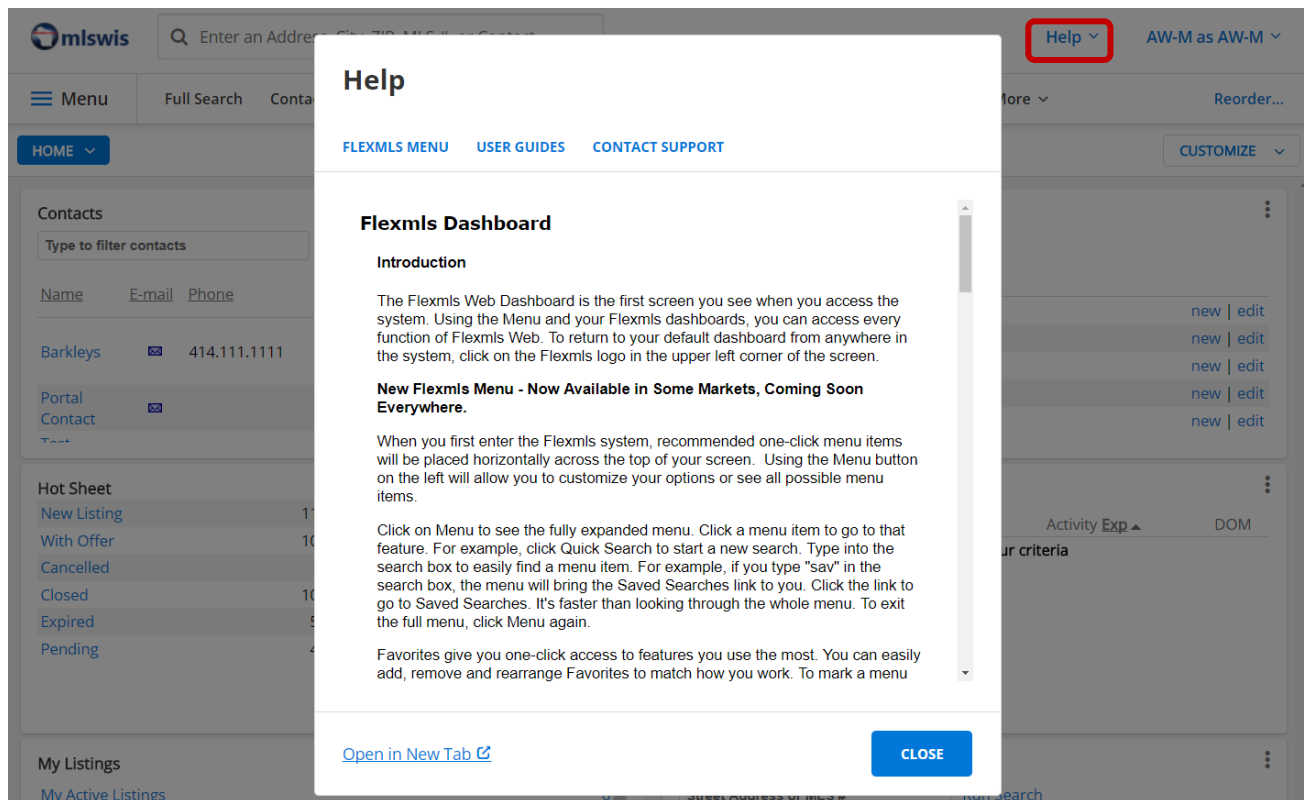


You can change the order of your gadget panels in any dashboard. Simply single left-click + hold the title bar of your gadget and drag it to your desired location within the Dashboard.



## Help Menu

At the top right of any screen throughout FlexMLS there is a **Help** icon where you can find additional information. The help button provides access to help text specific to the page you are on, as well as access to the FlexMLS written manuals and video tutorials. The **User Guides** button in the help window will present the FlexMLS manuals section, where you can access PDF files of written help, and the FlexMLS video tutorials. Contact information for support is available when you click **Contact Support**.



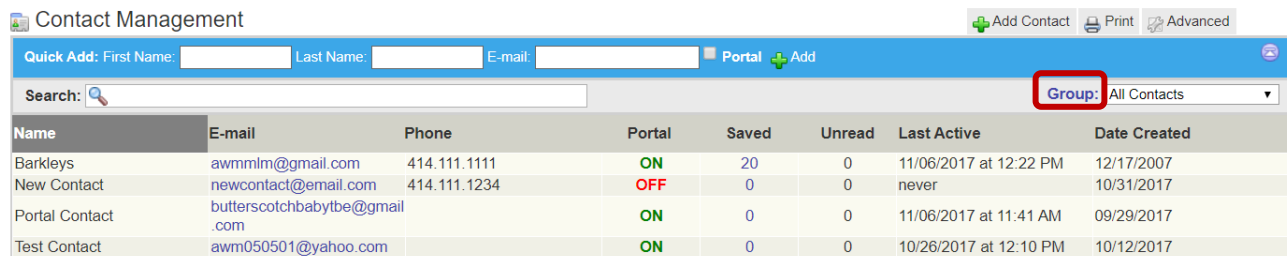
# Advanced Contact Features

## Contact Mgmt – Contact Groups

Contact Groups is a tool that allows you to organize your Contacts according to groups that you create yourself. For example, if we were back on the “paper system,” you may have had file folders labeled according to the way you organized your clients. You may have grouped them according to property type they were interested in, the municipalities/counties in which they wanted to purchase property, or by their price range. Contact Groups allows you to do this same task, but in an electronic format. Listed below, are the steps to create Contact Groups:

### Creating Contact Groups from the Contact Management screen

1. In the Contact Management screen, click the **Group** link. The Available Groups box will appear. Click the **Add New** button.

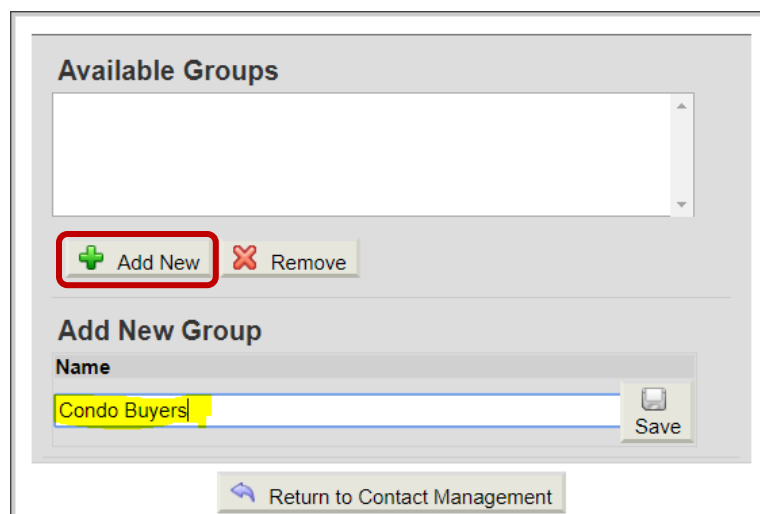


Quick Add: First Name:  Last Name:  E-mail:  Portal

Search:  **Group:** All Contacts

Name	E-mail	Phone	Portal	Saved	Unread	Last Active	Date Created
Barkleys	awmmlm@gmail.com	414.111.1111	ON	20	0	11/06/2017 at 12:22 PM	12/17/2007
New Contact	newcontact@email.com	414.111.1234	OFF	0	0	never	10/31/2017
Portal Contact	butterscotchbabybe@gmail.com		ON	0	0	11/06/2017 at 11:41 AM	09/29/2017
Test Contact	awm050501@yahoo.com		ON	0	0	10/26/2017 at 12:10 PM	10/12/2017

2. Give your group a name of your choosing. Click the **Save** button. To add another group, click the Add New button. When you have completed adding your group(s), click the **Return to Contact Management** button.



**Available Groups**


**Add New Group**

Name

To add Contacts to your new group, in the Contact Management screen, select the Contact you want to add to a group, and then click the **Edit Contact** link at the bottom of this window. Click the **Add** button located next to Groups. Use the drop-down field that appears to select your desired group. If you would like to add your Contact to multiple groups, click the **Add** button each time you would like to add them to a new group. Click **Save Changes** button when done.

## Edit Contact - New Contact

---




**Name:**


**Name:**



**Additional Contact:**


**Organization:**

**E-Mail:**

 Add



**Groups:** Condo Buyers ▼   Add

 Edit Group List



**Primary:**

**Home:**

**Office:**

**Fax:**

**Mobile:**

**Other:**

**Pager:**



**Home:**

**Office:**



☒ **Reverse Prospecting**

No Additional Info  Add

CANCEL

SAVE CHANGES

If you would like to create another group at this point, click **Edit Group List**.

**NOTE:** You may add a Contact to as many groups as you wish.

## Using the Edit Contact screen

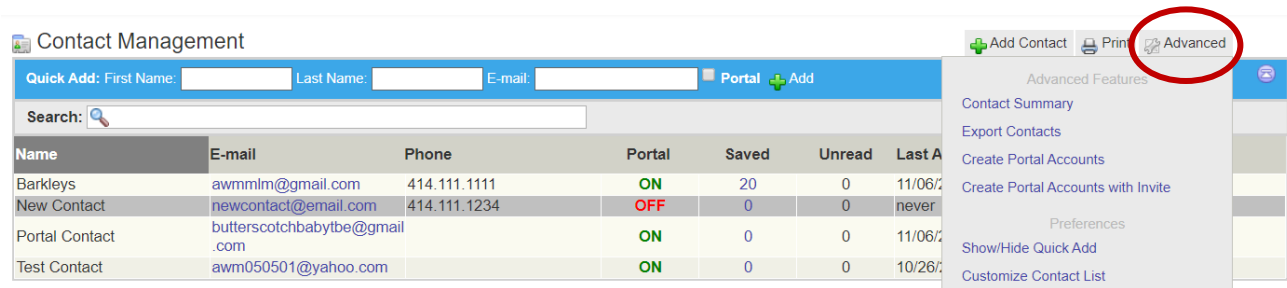
- Contact Details** – In this screen, you can enter or edit basic personal information about your Contact, such as names, e-mail addresses, mailing addresses, and Contact numbers. In addition, you can create and manage Groups and enable or disable Reverse Prospecting. You may also enter pre-set Additional Info types, such as marital status, birthdays, anniversaries, children's names, etc. In the Additional Info section, click the **Add** button. Using the drop-down field that appears, select the type of information you would like to add by clicking the drop-down arrow located at the end of that field. In the following blank field, enter in your desired information. Click the **Add** button again to add a new information type. To save, click the **Save Changes** button.
- Notes tab** - This tab allows you to log any Contact or communication you have with your client. To add an entry, click the **Add New** button. Enter your comments into the log field. To save, click **Save Note**. Date and time may be edited, if needed. To print your log of notes for a Contact, click the **Print** button. The most recent note will be at the top.

- **Links tab** – This tab keeps a list of all manually sent e-mails for that Contact. The links will remain for 30 days from the date sent. On this tab, you can view the content of the sent e-mails, view the description (what was in the Subject line when the e-mail was sent), the View included on the List tab, how many times the e-mailed link was viewed (Hit Count), and the last time the e-mailed link was viewed. You can also delete sent links from this tab by clicking the red 'X' that corresponds to the link you would like to delete. Deleting any manually sent e-mails from this screen will remove them from the Searches and Reports section of the Contact's Portal dashboard. Deletions from this screen do not affect the My Sent E-mails screen.

**NOTE:** Please refer to the Portal manual for information regarding the Portal, Messages, and Listing Notes tab, as those are functions of the Portal.

## *Contact Mgmt – Advanced*

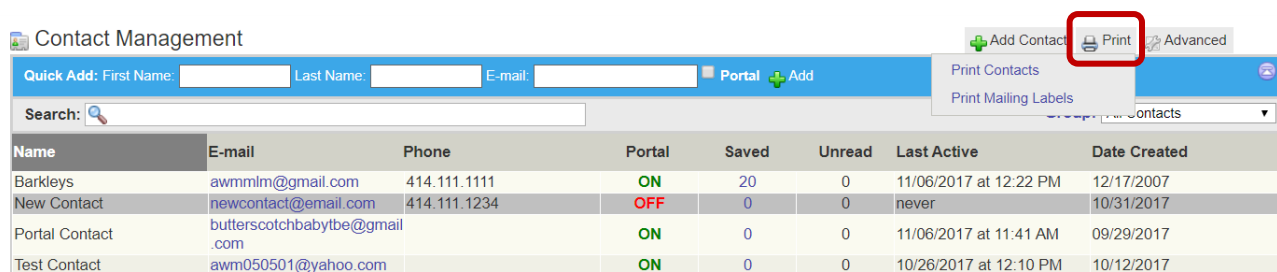
The following functions are available under **Advanced** on the Contact Management home screen.



- **Contact Summary** – Clicking this link routes you to the Contact Summary screen. You can also access Contact Summary under the Contacts menu.
- **Export Contacts** – This feature takes all of your Contacts and converts their information into a CSV format. This file can be opened by any program that will accommodate a CSV file, such as Microsoft Excel. Information exported are the fields of Display Name, E-mail Address, Last Modified Date & Time, Home Address City, State & Zip Code, Office Address City, State & Zip Code, all fields in the Additional Info option, First, Middle, and Last Name, Spouse's First, Middle, and Last Name, and all phone numbers.
- **Create Portal Accounts** – This feature will immediately create Portal accounts for all of your Contacts at one time, generating a system created username and password for each.
- **Create Portal Accounts with Invite** – This feature will immediately create Portal accounts for all of your Contacts at one time and e-mail out a notification to each of the Contacts containing their system generated username and password.
- **Show/Hide Quick Add** – This feature shows or hides the Quick Add option. This allows you to quickly add a Contact by entering just first name, last name, and e-mail address. To access this option, click on the Advanced button > Show/Hide Quick Add link. The Quick Add section, shaded in blue, will appear.
- **Customize Contact List** – This feature allows you to include additional columns of information on the Contact Management screen. This information can include if the Contact has an active Portal account, date/time of last login to their Portal, listings you have recommended, and their chosen Favorites, Possibilities, and Rejects.

## Contact Mgmt – Print

The following functions are available under **Print** on the Contact Management home screen.



- **Print Contacts** – This feature allows you to print a copy of your Contacts' profile information. This includes their general information (names, e-mail and physical addresses, contact numbers), Portal information, attached searches, groups, and notes. You can print all Contacts at once or one at a time.
- **Print Mailing Labels** - This feature allows you to print mailing labels using your Contacts information. You can print labels using a .csv file or having the labels open in your browser.

## Opt-In Status

The Subscription Opt-In Status Report will allow you to see subscription statuses for all of your Contacts in one clean, real-time, easy-to-read report: the **Opt-In Status Report**. The report can be run directly from FlexMLS Web and allows you to:

- See Contacts with a Pending status and provide a link to resend the opt-in email request.
- See email addresses flagged as Undeliverable and jump to a contact's record in order to edit their email address and ensure their opt-in email can get through.
- See when Confirmed email addresses will lapse.
- See who has Opted-Out of receiving emails in order to follow up with them personally, and more!

To access the Opt-In Status Report, click your Menu button. Under the Contacts sections, click **Opt-In Status**.

## Opt-In Status Report

Search contacts

SUMMARY

PENDING OPT-IN

UNDELIVERABLE

CONFIRMED

OPTED OUT

INACTIVE

### Contacts Receiving Subscription Emails

8 Contacts are confirmed (opted in)  
(0 Contacts in the last 7 days)

0 Contacts' opt-in statuses will become inactive in the next 7 days ?

### Contacts Not Receiving Subscription Emails

7 Contacts' emails are undeliverable ?

3 Contacts' opt-ins have been pending more than 7 days ?

0 Contacts' opt-in statuses have become inactive in the last 7 days ?

0 Contacts have opted out in the last 7 days ?

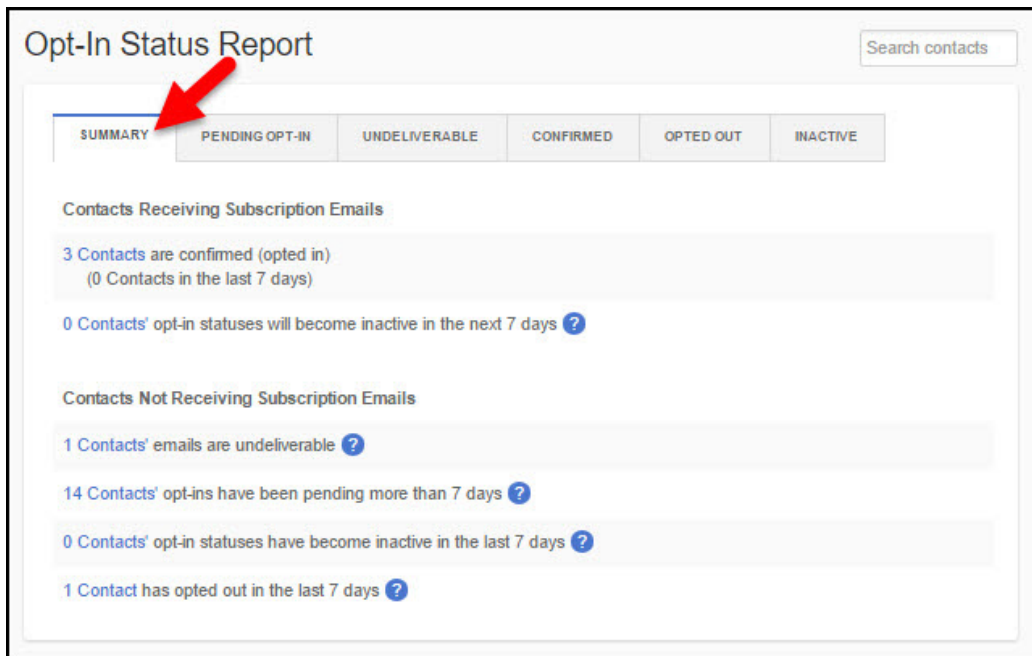
The report has six tabs to help you manage your subscriptions:

- Summary
- Pending Opt-In
- Undeliverable
- Confirmed
- Opted Out
- Inactive

Following, each tab is explained in detail. Each tab displays up to 25 Contacts at once. If you have more than 25 Contacts within a particular status, click on the page number found in the report's right corner to view more Contacts.

## Summary Tab

When you access the Opt-In Status Report, it will open on the Summary tab.



The **‘Contacts Receiving Subscription Emails’** section contains the number of contacts who have opted in and are receiving emails, the number of contacts who have opted in during the last seven days, and the number of contacts whose Confirmed opt-in status will become Inactive in the next seven days. Clicking on a link will take you to the corresponding tab on the report.

The **‘Contacts Not Receiving Subscription Emails’** section shows the number of contacts whose emails can't be delivered (bounced or returned to sender), the number of contacts who haven't opted in (Pending) for more than seven days, the number of contacts that have become Inactive within the past seven days, and the number of contacts who have opted out of receiving subscription emails in the past seven days. Clicking on a link will take you to the corresponding tab on the report.

## Pending Opt-In

The Pending Opt-In tab shows contacts who have been sent an opt-in request. The opt-in request includes a link to confirm their email address and to indicate that they want listing update emails. Until the contact clicks the link, listing updates will not be sent. The Pending status indicates that, although they have received the opt-in request email, they have not yet clicked to confirm their email address.

Opt-In Status Report

PENDING OPT-IN	UNDELIVERABLE	CONFIRMED	OPTED OUT	INACTIVE
Contact Name	Email ↕	Days Pending ↕	Status	Last Click in Subscription Email ↕
Jeff Branson	jeffery@yahoo.com	83	Pending	Resend request
Lilian Jones	lilianjones63@icloud.com	83	Pending	Resend request
Pat & Annette Gear	patrickandnet@aol.com	83	Pending	Resend request

Tip: Ask your contact to click the blue button in the "Confirm Email Address" request email

Page 1 of 4 < >

The 'Days Pending' column indicates how many days have gone by since the opt-in email request was sent to them. If you would like to manually resend the opt-in email, click the **Resend Request** link.

**Note:** As always, you can only resend the link once, so it would be appropriate to contact the user personally before clicking the **Resend Request** option. Click on a contact's name to view their full contact information including all phone numbers and email addresses you have associated with the contact in FlexMLS.

## Undeliverable

The Undeliverable tab shows contacts with email addresses that have been flagged as undeliverable. Contacts shown on this tab are unable to receive opt-in requests or listing updates via email. The 'Days Undeliverable' column shows how long the email address has been marked as undeliverable, and the 'Reason' column indicates the reason why email is not being sent to the address.

Opt-In Status Report

PENDING OPT-IN	UNDELIVERABLE	CONFIRMED	OPTED OUT	INACTIVE
Contact Name	Email ↕	Days Undeliverable ↕	Status	Last Click in Subscription Email ↕
Terry Landry	tlandry@roadrunner.com	116	Address doesn't exist (?)	
Erik Evanson	earache@yahoo.com	97	Considered spam (?)	09-08-2015 7:33 PM
Bill Walters	billandnancy@gmail.com	65	Address doesn't exist (?)	09-25-2015 12:05 PM
Tip: Check for correct email address, spelling, etc.				

A contact's email address may be flagged as undeliverable in the following situations:

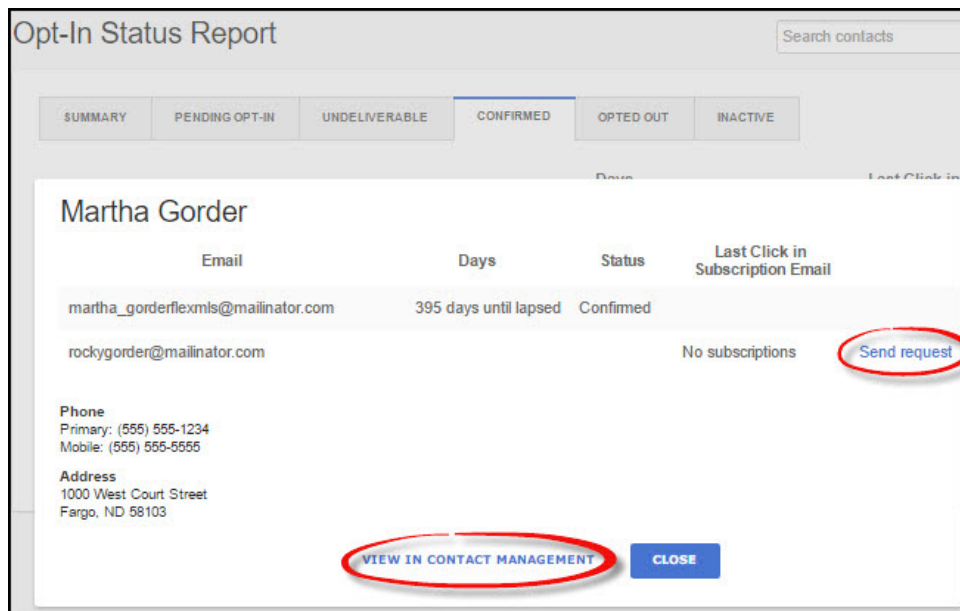
- **The address doesn't exist** - The email address, as listed, may be incorrect. The suggested course of action is to contact the individual personally and verify their email address.
- **Considered spam** - Either the contact or their email provider has marked your message as spam. The suggested course of action is for the contact to search their spam folder, find the email, and mark the sender as Not Spam. Once they have done so, you can resend the opt-in email.
- **Unknown technical error** - This indicates that contact's email provider had a technical issue with the delivery.
- **Recipient mailbox full** - The contact's mailbox is full and cannot accept incoming email. The suggested course of action is to contact the individual and allow them to clear out their Inbox so they can receive incoming email. Once they have done so, you can resend the opt-in email.

## Confirmed

The Confirmed tab shows all of your contacts who have confirmed that they have a valid email address and would like to receive listing updates via email. The 'Days Until Lapsed' column indicates how many days must pass with no activity before the contact's email address lapses and it is marked as Inactive. A contact's email address status will stay Confirmed, and they will receive listing updates indefinitely, as long as they click any listing link in their subscription email at least once every 13 months.

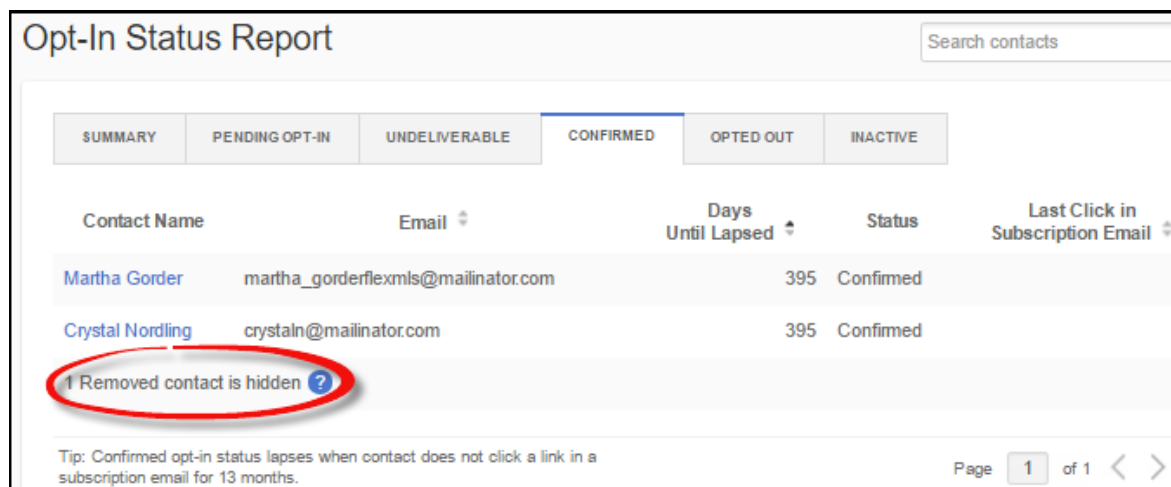
Opt-In Status Report				
<div>PENDING OPT-IN   UNDELIVERABLE   <b>CONFIRMED</b>   OPTED OUT   INACTIVE</div>				
Contact Name	Email ↕	Days Until Lapsed ↕	Status	Last Click in Subscription Email ↕
<a href="#">Ginger Holder</a>	ginger@outlook.com	336	Confirmed	10-24-2015 1:08 PM
<a href="#">Kathy Harrison</a>	kathy1977@yahoo.com	338	Confirmed	10-26-2015 5:57 PM
<a href="#">Bill Reynolds</a>	billwjresq@yandex.com	338	Confirmed	10-27-2015 8:36 AM
Tip: Opt-in status lapses when contact does not click a link in a subscription email for 13 months				
Page 1 of 4 < >				

Clicking on a Contact's name will bring up an overlay with basic contact information, along with all of their email addresses. For each email address, you can see the opt-in status, last click in a subscription email, and you can send or resend an opt-in request (if applicable). There's no need to leave the page to get more information. You can close the overlay or, if you like, you can go to the contact's record by clicking the **'View in Contact Management'** link. To open Contact Management in a new window, right-click the link.



The 'Last Click in Subscription Email' column indicates the last time the contact clicked a link to view listings from their subscription email.

If you remove a contact from FlexMLS, their name will not appear anywhere in the Opt-In Status report. However, even though you have removed the contact from FlexMLS, the status associated with the contact's email address is still stored in FlexMLS. Since you have already removed the contact, they are no longer relevant and are not displayed in the report other than the note that there were contacts that have been removed.



Click in the **'Search Contacts'** field to bring up a list of your contacts or type in the name of a specific contact to search for them. This searches all of your contacts, not just the contacts on the current screen. Selecting a contact opens the contact information overlay.

**Opt-In Status Report**

Search contacts

Josh Hernandez  
Lara Brown  
Martha Gorder  
**Megan Phillips**  
Mike Fowler  
Nick Test  
Ryan Patterson

SUMMARY	PENDING OPT-IN	UNDELIVERABLE	CONFIRMED	OPTED OUT	INACTIVE
Contact Name	Email	Days Until Lapsed	Status		
Mike Fowler	mike_flexmlsexample@yahoo.com	291	Confirmed		
Megan Phillips	megan1@mailinator.com	341	Confirmed		

On the Confirmed tab, you may see a new status called Active; this indicates that they were receiving subscription emails before FlexMLS required contacts to complete the confirmation email process (before 9-29-2015). Subscription emails are sent even though the contact has not confirmed yet that they want to receive the emails. Since they are not yet Confirmed, they are considered Active. All Active contacts will eventually change to a different status by the end of October, 2016. They'll automatically become Confirmed if they click any link in any subscription email; Inactive if they never click a link in a subscription email; and Opted Out if they click an opt-out link in a subscription email.

**Opt-In Status Report**

Search contacts

SUMMARY PENDING OPT-IN UNDELIVERABLE **CONFIRMED** OPTED OUT INACTIVE

Contact Name	Email	Days Until Lapsed	Status	Last Click in Subscription Email
Dan Nelson		231	Active ?	
Amber Johnson		281	Confirmed	11-24-2015 12:41 PM

## Opted Out

The Opted Out tab shows contacts who have clicked the **Unsubscribe** link at the bottom of a listing updates email and opted out. These contacts have manually clicked to opt out of receiving listing updates via email. The 'Days Opted Out' column shows how many days have passed since each contact opted out of receiving subscription emails.

Opt-In Status Report				
PENDING OPT-IN	UNDELIVERABLE	CONFIRMED	OPTED OUT	INACTIVE
Contact Name	Email ↕	Days Opted Out ↕	Status	Last Click in Subscription Email ↕
<a href="#">Ryan Pearson</a>	ryanp2234@gmail.com	21	Opted Out	12-01-2015 8:57 PM
<a href="#">Chuck and Cynthia Jones</a>	chuckjones@outlook.com	43	Opted Out	
<a href="#">Jim &amp; Caryn Engstrom</a>	jimmyengsto@gmail.com	56	Opted Out	10-28-2015 8:11 PM
Tip: Contact has clicked "Opt Out" in a subscription email				

The 'Last Click in Subscription Email' column indicates the last time the contact clicked a link to view listings from their subscription email.

If you would like to manually resend the opt-in email request, click the **Resend Request** link (if available).

**Remember** - the contact has already manually opted out of receiving listing updates via email, so you should only resend the opt-in request if they have contacted you and indicated that they would like to start receiving listing updates again. If you believe they have opted out by mistake, please contact them before resending the opt-in email. Click on a contact's name to view their full contact information including all phone numbers and email addresses you have associated with the contact in FlexMLS.

## Inactive

The Inactive tab shows all contacts who have been marked as Inactive due to the contact not clicking a link in their subscription email for 13 months. No listing updates are sent to inactive email addresses. If you would like to invite the contact to subscribe to listing updates, you can manually resend the opt-in email by clicking the **Resend Request** link.

Opt-In Status Report					
<div>PENDING OPT-INUNDELIVERABLECONFIRMEDOPTED OUTINACTIVE</div>					
Contact Name	Email ↕	Days Inactive ↕	Status	Last Click in Subscription Email ↕	
<a href="#">John Davids</a>	johdavids@email.com	63	Inactive	<a href="#">Resend request</a>	
<a href="#">Lisa Brunswick</a>	lisa@midrivers.net	64	Inactive	<a href="#">Resend request</a>	
<a href="#">Kevin McCallister</a>	allbymyself@usm.edu	64	Inactive	<a href="#">Resend request</a>	

**Note:** As always, you can only resend the link once, so it would be appropriate to contact the user personally before clicking on the **Resend Request** option. Click on a contact's name to view their full contact information including all phone numbers and email addresses you have associated with the contact in FlexMLS.

## Contact Summary

Use the Contact Summary Report screen to keep updated on your Contacts. To access this screen, open the *FlexMLS* **Contact** menu, and then click **Contact Summary**.

Click **Update** for the Contact search you want to update.

Prepared 10/31/2017 4:53 PM  
Show Contact Group: -- All Contacts --

Select your Contact groups here.

Display Name	Name	E-mail	Sent E-mail Viewed		Saved Search	New Matches Between	Matches		Manual Update
			Subscriptions	Manual			New	All	
Alex Timmler	Alex Timmler	timmler.alex@gmail.com	0	0	0 Alex Timmler	12/16/2016 01:23 PM and 12/16/2016 01:23 PM	0	-	Update
Ann Marie Wick	Ann Marie Wick	amwickmail@yahoo.com	0	0	0 Ann Marie Wick	07/15/2016 03:48 PM and 07/15/2016 03:48 PM	0	-	Update
Brandon and Allison Henak	Brandon and Allison Henak	bhenak@gmail.com	0	0	0 Brandon and Allison	04/14/2015 09:33 AM and 04/14/2015 09:33 AM	0	-	Update
Dan Giampetroni	Dan Giampetroni	daniel.giampetroni@kohler.com	0	0	0 Dan Giampetroni	03/23/2015 10:00 AM and 03/23/2015 04:00 PM	0	-	Update
Doug Sprague	Doug Sprague	Doug@fireflyrealestate.net	0	0	0 tosa	01/12/2016 05:05 PM and 01/12/2016 05:05 PM	0	-	Update
Emily and John Hackbarth	Emily and John Hackbarth	emily.carroll@mu.edu	0	0	0 Emily and Jon Hackbarth	08/09/2016 12:16 PM and 08/09/2016 12:16 PM	0	-	Update
Eric and Sarah Rehl	Eric and Sarah Rehl	eric.rehl@gmail.com	0	0	0 Eric and Sarah		0	-	Update

Print

The following table shows what information is available from the Contact Summary Report screen:

In this column:	The report shows you:
Display Name	Name given to Contact. You can click the Display Name to go to the Edit Contact screen.
Name	The Contact's name. This is what you enter in the First, Middle, and Last Name fields.
E-mail	The e-mail address(es) saved to your Contact's file. The primary e-mail address in the first one listed.
Sent E-mail	<b>Viewed Subscription</b> – the number of subscription e-mails viewed by the Contact. <b>Manual Viewed</b> – the number of manual e-mails viewed by the Contact.
Saved Search	The Saved Search tied to the Contact. You can click the Saved Search to go to the Search Results screen to view all results of that search.
New Matches Between	Shows the last time new matches were updated for the Contact.
Matches	<b>New</b> – Shows how many new matches were found for the Contact between the last update times listed. <b>All</b> – Shows the total number of matches that currently meet the search criteria. You can click the number in <b>New</b> or <b>All</b> to display the matches in the Search Results screen.
Magnifying glass	Click the magnifying glass to view new <b>Matches</b> for the Contact from the last update. This is a “soft update” and will not affect your auto e-mail schedule.
Manual Update	Click on the <b>Update</b> link to update the Contact and go to the Search Results.

## Multiple Update

The Multiple Update function will allow you to manually update up to 15 Contacts at a time (regardless of how many searches you have attached to those Contact IDs), to see listings that may have come into their search. In this screen, select the Contacts you would like to update by placing a check in the Select box to the left of the Contact's ID, then click on the **Run Selected Contacts** button.

**Multiple Contact Update**  
 Prepared Monday, February 04, 2013 3:59 PM  
 Show Contact Group: -- All Contacts --

Select	ID	Name	E-mail	Saved Search	A/M	New Matches Between	New Matches
<input checked="" type="checkbox"/>	Angela	Washington-Marshall, Angela	angela@metromls.com	My Douglas County	A	05/01/2011 01:00 AM and 06/01/2011 01:00 AM	0
<input type="checkbox"/>	beta_portal_on	beta_portal_on	chuck@metromls.com	Tosa	M	07/21/2009 04:43 PM and 12/04/2009 04:00 PM	22
<input type="checkbox"/>	betatest	betatest	chuck@metromls.com	Milw_port	A	11/05/2009 08:00 AM and 11/05/2009 12:00 PM	3
<input type="checkbox"/>	Chuck	Chuck	chuck@metromls.com	gregg test	M	08/15/2012 11:36 AM and 08/15/2012 11:36 AM	0
<input type="checkbox"/>				milw	A	04/22/2012 01:00 AM and 04/29/2012 01:00 AM	510
<input type="checkbox"/>				Douglas County	M	11/07/2011 01:08 PM and 11/07/2011 01:10 PM	0
<input type="checkbox"/>	Matt Support	Support, Matt	matt@fbsdata.com	Brown Deer SF	A	01/29/2012 01:00 AM and 02/05/2012 01:00 AM	0
<input type="checkbox"/>				Matt Support FBS	M	06/22/2011 01:00 AM and 09/21/2011 11:22 AM	581
<input type="checkbox"/>	Metro MLS	MLS, Metro	deb@metromls.com	Butler SF	A	01/29/2012 01:00 AM and 02/05/2012 01:00 AM	3
<input type="checkbox"/>	Mos Def	Def, Mos	angela@metromls.com	Class Shorewood	M	02/10/2012 10:31 AM and 02/10/2012 10:33 AM	0
<input type="checkbox"/>				Butler1 SF	M	02/10/2012 10:33 AM and 02/10/2012 10:35 AM	0
<input type="checkbox"/>	paul	paul	jean@metromls.com	nancy	M	11/07/2011 01:08 PM and 11/07/2011 01:10 PM	0
<input type="checkbox"/>	test	test	jean@metromls.com	met.nancy	M	11/07/2011 01:08 PM and 11/07/2011 01:10 PM	0
<input type="checkbox"/>				delafield	M	11/07/2011 01:08 PM and 11/07/2011 01:10 PM	0

☐ Show photos  
☒ Open in new window  
 Run Selected Contacts

The update results will open in a separate window. The Contact's name appears first. Next you will see the saved search for the Contact, listing the parameters of that search (if you have multiple searches saved to a Contact, it will list them in this format individually). Next are the events you have selected to have *FlexMLS* track for this Contact (this was done in the Save Search screen), then shown is the New matches between date and time.

The Multiple Update will go back to the last time the search was run. You can select specific properties by putting a check in the Select box left of the Status, or select all properties by clicking on the word Select in blue at the top of the select box column.

After you have selected your desired properties, you may click on **See Selected Listings On Search Results** button to load the properties in the Search Results page (yellow button located at the bottom of this screen).

Prospect: Angela: Washington-Marshall, Angela									
Search: <b>My Douglas County</b>									
Property types Single-Family, Two-Family, Vacant Land, Multi-Family, Bus Opportunity, Condominium, Comm/Industrial County of 'Douglas'; Status of 'Active'.									
Events: New Listings, Back on Market, Price Change, Reversal									
New matches from 06/01/2011 at 01:00 AM to 02/04/2013 at 03:59 PM: <b>2</b>									
Select	Stat	MLS#	Mun	Address	Rms	Beds	Baths	StatDt	Price
<input type="checkbox"/>	Active	1283766	Superior	102 Donal Duck Ave			0 / 0	1/18/2013	\$ 0
<input type="checkbox"/>	Active	818838	Superior	102 Donal Duck Ave			0 / 0	1/24/2013	\$ 0
See Selected Listings On Search Results									
Search: <b>Tosa</b>									
Property types Single-Family; Bedrooms between 3 and 99; County of 'Milwaukee'; Garage Spaces between 2.5 and 999999999999; Municipality of 'Wauwatosa'; Status of 'Active'; Total Bathrooms between 2.5 and 9999.									
Events: New Listings, Back on Market, Price Change, Reversal									
New matches from 12/04/2009 at 04:00 PM to 02/04/2013 at 03:59 PM: <b>19</b>									
Select	Stat	MLS#	Mun	Address	Rms	Beds	Baths	StatDt	Price
<input type="checkbox"/>	Active w/offer	1246785	Wauwatosa	3248 N Knoll Terr	9	4	2 / 1	10/26/2012	\$ 134,900
<input type="checkbox"/>	Active	1207193	Wauwatosa	11809 W Meinecke Ave	9	4	2 / 1	6/13/2011	\$ 149,900
<input type="checkbox"/>	Active	1276584	Wauwatosa	2317 N 118th St	7	3	2 / 1	9/14/2012	\$ 179,800
<input type="checkbox"/>	Active	1282931	Wauwatosa	741 N 113th St	7	4	2 / 1	11/3/2012	\$ 189,900
<input type="checkbox"/>	Active	1275920	Wauwatosa	2631 N 69th St	7	3	2 / 1	9/11/2012	\$ 224,900
<input type="checkbox"/>	Active	1273102	Wauwatosa	10101 W Ruby Ave	9	5	2 / 1	8/22/2012	\$ 249,900
<input type="checkbox"/>	Active	1280939	Wauwatosa	2728 N 118th St	7	4	2 / 1	10/17/2012	\$ 274,900
<input type="checkbox"/>	Active	1280199	Wauwatosa	8718 Ravenswood Cir	7	4	2 / 1	10/11/2012	\$ 280,000

1

List
Detail
Photos
Map
Compare
Messages

Results: 8
Selected: 0

- 10 +
Sort
View
[Address & MLS Number \*]

	Price	Status	MLS #	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Spaces	Type	Est. Total Sq. Ft.	Property Type	Est Acreage
	<b>\$69,900</b>			Milwaukee	69,900	3	1	1	2	D	1,609	Single-Family	0.06
1633 E Saveland Ave Milwaukee, WI 53207-4022 <b>Active</b> / 1557519													
	<b>\$85,900</b>			Milwaukee	85,900	2	1	0	0	N	748	Single-Family	0.07
2981 S Chase Ave Milwaukee, WI 53207-6408 <b>Active</b> / 1556926													
	<b>\$99,000</b>			Milwaukee	99,000	2	1	0	1.5	D	756	Single-Family	0.02
4153 S Logan Ave Milwaukee, WI 53207-5125 <b>Active</b> / 1555120													
	<b>\$109,000</b>			Milwaukee	109,000	2	1	0	2.5	D	704	Single-Family	0.14
3171 S Brust Ave Milwaukee, WI 53207-2821 <b>Active</b> / 1557867 <b>New Listing</b>													
	<b>\$114,000</b>			Milwaukee	114,000	2	1	0	2.75	D	672	Single-Family	0.01
828 E Holt Ave Milwaukee, WI 53207-3412 <b>Active</b> / 1554975													

This is the Search Results screen that appears after choosing to show your results. At this time, you may use any of the tab functions in the MLS tool bar to accomplish your tasks.

**NOTE:** Search results may open in the tab previous (to the left) of the Update screen.

You may go back to the update results screen to do the same for your other Contacts you have chosen. You can do that in several different ways, depending on the browser you are using. Whichever way you normally switch between browser windows will work.

**NOTE:** If you choose to manually update a Contact on automatic e-mail, the listings that come up will not go out in the auto e-mail. You must manually e-mail those listings if you want your Contact to receive them.

## Printing Reports for Contacts without E-mail Accounts

If a Contact does not have an e-mail account to which you can send new matches, you can still create new matches reports for them. Instead of e-mailing them, however, you'll have to print them out.

There are three methods for updating Contacts. One method takes you through the Contact Summary Report screen; the second uses the Edit Contact screen, and the last uses Multiple Update under the Contacts menu.

## Using the Contact Summary Report Screen

To print reports for Contacts through the Contact Summary Report screen:

Click **Update** for the Contact search you want to update.

### Contact Summary Report

Print

Prepared 10/31/2017 4:53 PM									
Show Contact Group: -- All Contacts --									
Display Name	Name	E-mail	Sent E-mail			New Matches Between	Matches		Manual Update
			Viewed	Subscriptions	Saved Search		New	All	
Alex Timmler	Alex Timmler	timmler.alex@gmail.com	0	0	0 Alex Timmler	12/16/2016 01:23 PM and 12/16/2016 01:23 PM	0	-	Update
Ann Marie Wick	Ann Marie Wick	amwickmail@yahoo.com	0	0	0 Ann Marie Wick	07/15/2016 03:48 PM and 07/15/2016 03:48 PM	0	-	Update
Brandon and Allison Henak	Brandon and Allison Henak	bhenak@gmail.com	0	0	0 Brandon and Allison	04/14/2015 09:33 AM and 04/14/2015 09:33 AM	0	-	Update
Dan Giampetroni	Dan Giampetroni	daniel.giampetroni@kohler.com	0	0	0 Dan Giampetroni	04/14/2015 09:33 AM and 04/14/2015 09:33 AM	0	-	Update
Doug Sprague	Doug Sprague	Doug@fireflyrealestate.net	0	0	0 tosa	03/23/2015 10:00 AM and 03/23/2015 04:00 PM	0	-	Update
Emily and John Hackbarth	Emily and John Hackbarth	emily.carroll@mu.edu	0	0	0 Emily and Jon Hackbarth	01/12/2016 05:05 PM and 01/12/2016 05:05 PM	0	-	Update
Eric and Sarah Rehl	Eric and Sarah Rehl	eric.rehl@gmail.com	0	0	0 Eric and Sarah	08/09/2016 12:16 PM and 08/09/2016 12:16 PM	0	-	Update
Erin Salm	Erin Salm	esalm14@yahoo.com	0	0	0 Erin Salm	03/07/2016 12:47 PM and 03/07/2016 12:47 PM	0	-	Update
Jason Isaacs	Jason Isaacs	jisaacs5@gmail.com	0	0	0 Jason Isaacs	03/21/2016 11:42 AM and 03/21/2016 11:42 AM	0	-	Update
John and Carrie Richter	John and Carrie Richter	ajdrichter@gmail.com	0	0	0 John and Kerry Richter	01/05/2017 12:44 PM and 01/05/2017 12:44 PM	0	-	Update
Julius and Kristine Kim	Julius and Kristine Kim	jkim@kimandlavoy.com	0	0	0 Julius and Kris Kim	04/12/2017 07:49 PM and 04/12/2017 07:49 PM	0	-	Update
Katie and John Reinhart	Katie and John Reinhart	john@bearcommercial.com	0	0	0 reinhart	03/23/2015 04:00 PM and 03/23/2015 04:00 PM	0	-	Update
Mark and Jessica Beller	Mark and Jessica Beller	markbeller12@gmail.com	0	0	0 Mark and Jessica	05/23/2017 03:59 PM and 05/23/2017 03:59 PM	0	-	Update
Matt and Elaine Buckley	Matt and Elaine Buckley	mattbuckley1@gmail.com	0	0	0 Matt Buckley	04/18/2015 12:29 PM and 04/18/2015 12:29 PM	0	-	Update
Melissa and Tim Weiss	Melissa and Tim Weiss	melissacantarero@gmail.com	0	0	0 melissa and tim weiss	04/03/2015 04:07 PM and 04/03/2015 04:07 PM	0	-	Update
Nick Weber	Nick Weber	nicholaswe@pcom.edu	0	0	0 Nick Weber	01/21/2016 09:45 AM and 01/21/2016 09:45 AM	0	-	Update

1. From the *FlexMLS* Contact menu, click Contact Summary. The system displays the Contact Summary Report screen.
2. Under the Manual Update column, click the **Update** link for the Contact search you would like to update. This will take you to the Search Results screen. If there are any new matches for your Contact, they will show on this screen. From here, you can use any functions available on the Search Results screen. If there are no matches for your Contact, you will get a No Listings Found message on the Search Results screen.


## Printing Reports from the Contact

To print reports for Contacts through the Edit Contact screen:





1. From the *FlexMLS* menu, under the Contact section, click **Contact Mgmt.** The system displays the Contact Management screen.
2. Select the Contact that you want to print reports for; in the Contact's box, click the **Searches/Subscriptions** link.
3. If you have multiple searches for the Contact, in the Searches box, select the search you want to run for the Contact.
4. In the Results section of the screen, click **View Totals** to update the Contact matches.
5. Click **Reset time and view new since** link. The system displays the Search Results screen with the new matches. Select the listings you want to print, and then run reports for those listings.

### Barkleys

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [MORE ▾](#)

**Searches**

53207  
Delayed Test  
Milwaukee Communities  
open house  
Tosa SF  
Tosa SF 150-225  
Wirex test


 Add  Rename  Edit  Remove

**View**  
**Listing Activity Report**

**Results** [View Totals](#)

[View all](#) -  
[View new in the last 24 hours](#) -  
[View new since 03/19/2018 04:46 PM](#) -  
[Reset time and view new since 03/19/2018 04:46 PM](#) -

**Subscriptions**

 Subscription Barkleys 2  
- Created April 19, 2018, Updated April 19, 2018  
awmmmlm@gmail.com

**Search Parameters**

Metro MLS; WIREX - except Metro MLS; Property type Single Family; Bedrooms between 3 and 4; County of 'Milwaukee'; Garage Spaces between 2.50 and 999999999999; Municipality of 'Wauwatosa'; Status of 'Active'; Total Bathrooms between 1.50 and 9999.; New results include new listings, back on market, price changes, status changes, and open house.  
Created October 31, 2017, Updated April 19, 2018

[EDIT CONTACT](#) [REMOVE](#) [DEACTIVATE](#) [TRANSFER](#) [CLOSE](#)

## My Sent E-Mails

To view the e-mails you've sent through the *FlexMLS* system, open the *FlexMLS* Contact menu, and then click **My Sent E-Mails**. The system displays the View My Sent E-Mails screen.

The **Sent At** field shows when the system (or you) sent the e-mail.

This column shows the e-mail address the e-mail was sent to.

Click **View** to view the e-mail that was sent.

Click **Send** to resend that e-mail.

View My Sent E-mails

E-mail Type: ☒ Manual ☐ Subscription

Type to filter e-mails

Last 30 days

Sent At	Contact Name	E-mail	Last Viewed At	Hit Count	Content	Resend
10/30/2017 01:05 PM	Barkleys	awmmlm@gmail.com	10/30/2017 01:19 PM	4	View	Send
10/30/2017 12:51 PM	Barkleys	awmmlm@gmail.com	10/30/2017 01:01 PM	6	View	Send
10/30/2017 11:54 AM	angela@metromls.com	angela@metromls.com	10/30/2017 12:07 PM	5	View	Send
10/26/2017 12:10 PM	angela@metromls.com	angela@metromls.com	10/26/2017 12:13 PM	4	View	Send
10/26/2017 12:08 PM	Test Contact	awm050501@yahoo.com	10/26/2017 12:10 PM	2	View	Send
10/25/2017 10:13 AM	angela@metromls.com	angela@metromls.com	10/25/2017 10:15 AM	8	View	Send
10/24/2017 04:07 PM	Portal Contact	butterscotchbabytbe@gmail.com	10/26/2017 12:08 PM	4	View	Send
10/24/2017 03:21 PM	Portal Contact	butterscotchbabytbe@gmail.com	10/24/2017 04:02 PM	4	View	Send
10/24/2017 03:18 PM	Portal Contact	butterscotchbabytbe@gmail.com	10/24/2017 03:22 PM	6	View	Send
10/18/2017 11:26 AM	Barkleys	awmmlm@gmail.com	10/18/2017 11:38 AM	3	View	Send
10/12/2017 11:03 AM	Test Contact	awm050501@yahoo.com		0	Portal	
10/11/2017 09:50 AM	Test Contact	awm050501@yahoo.com	10/11/2017 09:50 AM	1	View	Send
10/03/2017 10:55 AM	Barkleys	awmmlm@gmail.com	10/03/2017 10:58 AM	3	View	Send
10/03/2017 09:33 AM	Portal Contact	butterscotchbabytbe@gmail.com		0	Portal	

If the e-mail was sent to a contact, the contact's Display Name appears in this column.

This column shows when the links in the e-mail were last viewed.

The **Hit Count** column shows how many times the links in the e-mail were viewed.

The E-mail Type option located at the top of the screen allows you to view manual and Subscription e-mails separately. The Filter search field allows you to search for sent e-mails by Contact using the first few characters of the Contact's Display Name. The drop-down menu allows you to see e-mail activity for the time period chosen. Any filter that is chosen that includes e-mails older than 30 days will show only the Sent At date and time, the Contact name, e-mail address sent to, Last Viewed At date and time, and the Hit Count. View and Send are not available.

E-mail Type: ☒ Manual ☐ Subscription

Type to filter e-mails

Last 30 days

E-mail	Last Viewed At	Hit Count	Content	Resend
awmmlm@gmail.com	10/30/2017 01:19 PM	4	View	Send
awmmlm@gmail.com	10/30/2017 01:01 PM	6	View	Send
angela@metromls.com	10/30/2017 12:07 PM	5	View	Send
angela@metromls.com	10/26/2017 12:13 PM	4	View	Send
awm050501@yahoo.com	10/26/2017 12:10 PM	2	View	Send
angela@metromls.com	10/25/2017 10:15 AM	8	View	Send
butterscotchbabytbe@gmail.com	10/26/2017 12:08 PM	4	View	Send
butterscotchbabytbe@gmail.com	10/24/2017 04:02 PM	4	View	Send
butterscotchbabytbe@gmail.com	10/24/2017 03:22 PM	6	View	Send

All active e-mails

Last 10 days

Last 30 days

Last 60 days

Last 90 days

Last 120 days

Last 180 days

Last 365 days

The e-mail records for All Active Links are retained for thirty days from the date sent.

## Reverse Prospecting



The Reverse Prospecting module is designed to match agents' potential buyers with your listings. The function takes the selected listing(s) and looks through all saved Contact searches in the MLS to see if any of the searches match the listing(s). Once a match is found, only the name(s) of the MLS agent(s) that set up the search(es) and their Contact information will be returned in the results, not the names of the Contacts themselves. Fields that are matched are the basic fields, such as area, price, bedrooms, etc.




**NOTE:** The Reverse Prospecting function will only look through Contact searches in where Reverse Prospecting was enabled on that Contact's file. This is done by each user on a per Contact basis. If you wish to have your Contact searches available for Reverse Prospecting by the rest of the MLS, be sure that you have checked the Reverse Prospecting box for each Contact's file in Contact Management.


To run a Reverse Prospecting search, click on the **Reverse Prospecting** link under the Contacts section in the **Menu** button. All active listings under your control will appear. Check which listings you would like to have the system search for matching Contacts and click the **Run Reverse Prospecting** button to return matches.

The following screen illustrates where you enable Reverse Prospecting on a Contact.


### Add Contact



**Name:**   
**Name:**    
**Additional Contact:**    
**Organization:**   
**E-Mail:**   
 Add


**Groups:** None  Add  
 Edit Group List

**Primary:**   
**Home:**   
**Office:**   
**Fax:**

**Mobile:**   
**Other:**   
**Pager:**

**Home:**   
  
    
  
**Office:**

☒ **Reverse Prospecting**  
No Additional Info 

☐ **Create a Portal Account for this Contact**  
An e-mail with the portal login name and password will automatically be sent

[CANCEL](#) [ADD CONTACT](#)

The following screen illustrates where you run your listings for Reverse Prospecting.

**Reverse Prospecting**

Please choose one or more of your listings below to reverse prospect

Select	MLS #	Status	Address
<input type="checkbox"/>	1	Active	101 MAIN ST Superior WI

[Run reverse prospecting](#)

The information contained herein is provided for general information purposes only. If any of the above information is material or being utilized to determine whether to purchase the property, the buyer should personally verify same or have it confirmed by a qualified expert. The information to independently verify and confirm includes but is not limited to total square footage formula, total square footage / acreage figures, land, building or room dimensions and all other measurements of any sort or type. Equal housing opportunity listing. Copyright 2012 by Multiple Listing Service, Inc. See copyright notice.

The following screen illustrates how matches for Reverse Prospecting will appear; select members and click **E-Mail Selected** button.

**Reverse Prospecting Matches**

[Print](#)

<input type="checkbox"/> Phillip Hansen	Keller Williams Realty-Milwaukee Southwest	phansen@kw.com	414-467-4316
<input type="checkbox"/> Tera L Greenland	Keller Williams Realty-Milwaukee North Shore	tgreenland@kw.com	414-699-8372
<input type="checkbox"/> Julian F Laufer	Exit Realty XL	scooter@exitrealtyxl.com	262-224-6752
<input type="checkbox"/> Karen L Maynard	T3 Realty, LLC	upcycledproperties@gmail.com	262-442-8361
<input type="checkbox"/> Daniel J Guemdt	Exit Realty XL	danielg@exitrealtyxl.com	262-365-8544
<input type="checkbox"/> Sara A Dricken	Coldwell Banker Residential Brokerage	sara.dricken@cbexchange.com	262-689-7965
<input type="checkbox"/> Marcus F Auerbach	Keller Williams Realty-Milwaukee North Shore	m.auerbach@kw.com	262-671-6868
<input type="checkbox"/> Robert F Denniston	First Weber Inc - Delafield	rdenniston@firstweber.com	262-951-0381
<input type="checkbox"/> Nick Cain	RE/MAX Realty Plus	nickcain@remax.net	920-980-8081
<input type="checkbox"/> James Atkinson	P.A.S.T	Jim@PASTrealestate.com	414-640-2953
<input type="checkbox"/> Kashyap Malkan	Realty Executives - Integrity	kash@realtyexecutives.com	262-394-6868
<input type="checkbox"/> Brian Schweppe	Keller Williams Realty-Milwaukee North Shore	brianschweppe@kw.com	414-305-0516

**E-Mail Selected**

The e-mail dialogue window for the reverse prospected listing(s) will appear with a canned message for your convenience (you may edit this message simply by clicking your mouse in the dialogue box and making your changes). The highlighted portion will contain the matching Contact(s) name on the receiving agents' end. Clicking the **Send** button will send this e-mail to your selected recipients.

**E-Mail selected about listing 1**

**Recipients:** Phillip Hansen, Tera L Greenland

**Subject:** 101 MAIN ST, Superior, WI 54880-2769 (MLS # 1)

File Edit Insert View Format Table Tools

**B I U A** Font Family Font Sizes My Photos List Photos

The reverse prospecting function in Flexmls indicates the following listing may meet the needs of one of your contacts listed below. Please contact me if you'd like more information.

**(agent\_matching\_contacts)**

**101 MAIN ST, Superior, WI 54880-2769 (MLS # 1)**

**Angela Washington-Marshall, The Metro MLS Sales Staff, EcoBroker, GREEN, e-PRO**

**Metro MLS Staff**

Multiple Listing Service  
11430 W. North Ave.  
Wauwatosa, WI 53226  
414-778-5450

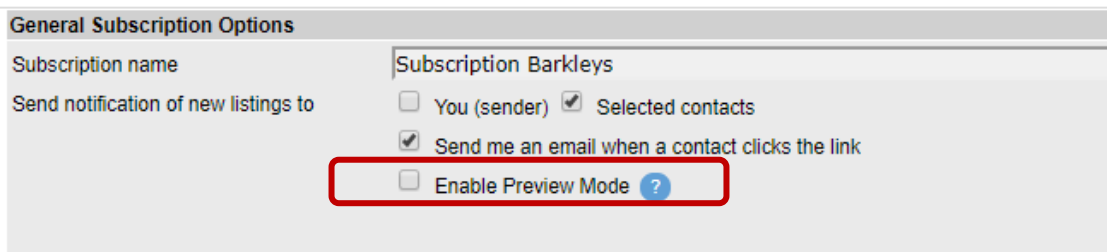
Cancel **Send**

## Subscription Preview Mode

Preview Mode send the Subscription e-mail to you, but not to your Contact; this allows you to review and select listings from that Subscription search to approve and send onto your Contact.

To enable Preview Mode on a Subscription, in General Subscription Options, select Enable Preview Mode checkbox.

### Edit Subscription



**General Subscription Options**

Subscription name: Subscription Barkleys

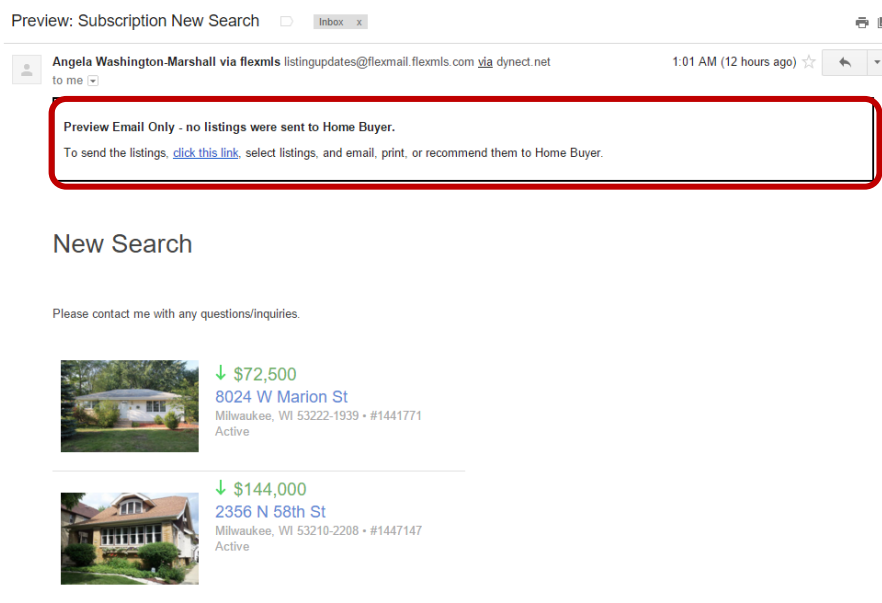
Send notification of new listings to:

- ☐ You (sender)
- ☒ Selected contacts

☒ Send me an email when a contact clicks the link

☐ Enable Preview Mode ?

When the Preview Subscription email is sent to you – the agent – it will look similar to the following screen:



Preview: Subscription New Search

Angela Washington-Marshall via flexmls listingupdates@flexmail.flexmls.com via dynect.net to me


1:01 AM (12 hours ago)

Preview Email Only - no listings were sent to Home Buyer.


To send the listings, [click this link](#), select listings, and email, print, or recommend them to Home Buyer.

### New Search

Please contact me with any questions/inquiries.











↓ \$72,500  
8024 W Marion St  
Milwaukee, WI 53222-1939 • #1441771  
Active



↓ \$144,000  
2356 N 58th St  
Milwaukee, WI 53210-2208 • #1447147  
Active



There will always be a notification box at the top stating it is a Preview e-mail only, and no listings have been sent to the Contact. At this point, to approve any listings to send to your Contact, select **click this link** located in the Preview E-mail Only box located at the top of the property list.




On the Results screen, review and select the listings you would like to send your Contact; to approve single listings, you may click the **Approve** button located in the thumbnail area of the listing. To approve multiple listings at one time, select the listings and then click the **Approve** button located at the upper right of the screen.

News Feed for Barkleys   Approve  Save  E-Mail  Print  CMA  Export  ShowingCart

1

List Detail Photos Map Compare Messages

Results: 6 Selected: 0   - 12 + Sort View [Business Opportunity \*] ▼

	Price   Status   MLS #	Postal Municipality	List Price	Property Type
	<b>\$184,900</b> 2150 S 87th St West Allis, WI 53227-1720 <b>Active</b> / 1537711 ▼ Price Change at 8-9-2017 4:39 PM <span style="border: 2px solid red; padding: 2px;">Approve</span>	West Allis	184,900	Single-Family
	<b>\$107,500</b> 426 N High St Fort Atkinson, WI 53538-1943 <b>Active</b> / 1544704 ▼ New at 8-9-2017 4:39 PM Approve	Fort Atkinson	107,500	Single-Family
	<b>\$57,900</b> W8799 Hickory Rd Richmond, WI 53115 <b>Active</b> / 1526562 ▼ Status Change at 8-9-2017 4:36 PM Approve	Delavan	57,900	Single-Family

# Contact Portal


The Contact Portal is a new feature to help consolidate your communications with your Contacts. If you choose, your Contacts will now have access to their own dashboard which will contain information you send to them. You'll have the ability to give your Contacts a login name and password to the Portal so that they can save listings to their own carts, and send you messages regarding listings. The Contact Portal is set up from the Contact Management screen. Before creating Contact Portals, you must configure your (the agent's) Portal settings in FlexMLS.

## *Portal Preferences for the Agent*

Portal Preferences allows you to set up the name for your Portal, default e-mail greeting, and default Portal Preferences. To access this screen, go to Preferences > Portal Preferences in the main menu tree.

**Portal Name** - Set up a name for your Portal. The name of the Portal is displayed in the web address that your Contacts will use to access the Portal. This name is used by all Contacts who log into your Portal, so choose your name accordingly. Each Contact will then log in using their username and password to enter their personalized site.

**E-mail Greeting** - Set up your standard e-mail greeting that will be used for Portal e-mails. A default greeting is provided, or you may customize your greeting. You may also customize each greeting individually before it is sent. You can also choose to have the initial greeting e-mail automatically sent or withheld upon account creation.

<b>Portal</b>	
Name:	<input type="text" value="awmmetromls"/> <a href="#">Suggest</a> <small>Your portal url: <a href="http://portal.flexmls.com/awmmetromls">http://portal.flexmls.com/awmmetromls</a> <i>Note that this name will be used by all clients who log in to your Portal</i></small>
Status:	<input checked="" type="radio"/> ON <input type="radio"/> OFF
<b>Email Greeting</b>	
<input checked="" type="checkbox"/> When Creating New Accounts, Automatically Send Email Greeting	
Templates:	<small>You currently have no e-mail templates.</small>
Subject:	<input type="text" value="A 'Portal' for listing information"/>
Message:	<div><div>File Edit Insert View Format Table Tools</div><div>B I U A A Font Family Font Sizes [Icons] My Photos</div><div>List Photos</div><div>I've set up a customized website called a Portal for you. Using this site, you can keep track of listings, send me messages, and keep track of listings you like and dislike. Follow the link below and enter your login information to begin using your Portal. Once you are on the website, be sure to save the address as a Favorite so you can easily visit again. In the lower right panel of the Home Screen, you will be able to change your password to whatever you like.</div></div>
Business Card:	<div>Generic Card ▼</div> <div><div>Angela Washington-Marshall, EcoBroker, e-PRO Metro MLS Staff Multiple Listing Service 11430 W. North Ave. Wauwatosa, WI 53226 414-778-5450 awmmim@gmail.com <a href="http://www.metromls.com">http://www.metromls.com</a></div></div>

**Default Subscription Settings** – The settings in this section determine what events will trigger a Subscription to send listings to your Contacts.

Event	Add to News Feed by Default
New	<input checked="" type="checkbox"/>
Price Change	<input checked="" type="checkbox"/>
Sold	<input checked="" type="checkbox"/>
Open House	<input type="checkbox"/>
Pending	<input checked="" type="checkbox"/>
Back On Market	<input type="checkbox"/>
Extension	<input type="checkbox"/>
Status Change	<input checked="" type="checkbox"/>

[Use inherited defaults](#)

**Portal Preferences** - The settings in this section determine what statuses will be retained in your searches, how to display listings from Subscription links, the Start Position the listings to where the listings will open, The List View and Sort that will be used, and select which tabs of the Search Results screen you would like to make visible by default on all Contact Portals.

**Exclude these listing statuses from appearing in the news feed unless the status is included in the search:**

- ☐ Active
- ☐ Pending
- ☐ Closed
- ☐ Expired
- ☐ Coming Soon

**Listing links from email show:**

- ☐ MLS Default (Show News Feed)
- ☐ News Feed
- ☐ Emailed Listings
- ☒ Saved Search

**Start Position:**

**List view**

- ☐ [Business Opportunity \*] ▼
- ☒ Use view associated with search/link

**List sort**

- ☒ Sort listings by New or Recently Changed first
- ☐ Use the sort associated with the view

☒ Detail
 

- ☒ Report  +
- ☒ Mortgage Calculator
- ☒ Photos
- ☒ Video(s)
- ☒ Virtual Tour
- ☒ Map
- ☒ Messages
- ☒ Branding

**Card Orientation:**

Allows you to control what happens to listings that were previously sent to a Contact via Subscription after the status no longer matches the Contact search.

Controls how your Contacts view listings in Subscription emails.

Choose what tab you would like the listings email link to open.

Choose a view to display on the List tab and how to sort those listings.

Choose which tabs of information you would like displayed using the check box options.

Save and View Save

The options in the **'Listing links from email show'** are defined as follows:

- **MLS Default (Show News Feed)** – opens to show listings in the News Feed. This is the default for all Subscriptions.
- **News Feed** – Same as MLS Default.
- **Emailed Listings** – opens to show only the listings sent in that particular email.
- **Saved Search** - opens to show the listings currently in the search saved to the Contact.

**NOTE:** The default Detail report listed in this screen is the 1-Line Report; make sure you change this to the data sheet you would like your Contacts to view.

## *Contact Management Screen*

Under the **Advanced** menu, you have settings that allow you to create Portal accounts with or without notification and affect the way you view your Contact List on the Contact Management screen.

The screenshot shows the 'Contact Management' interface. At the top, there is a search bar and buttons for 'Add Contact', 'Print', and 'Advanced' (which is highlighted with a red box). Below the search bar is a table with columns: Name, E-mail, Phone, and Po. The table contains three rows of contact information. To the right of the table, an 'Advanced' dropdown menu is open, showing options under 'Advanced Features' (Contact Summary, Export Contacts, Create Portal Accounts, Create Portal Accounts with Invite) and 'Preferences' (Show/Hide Quick Add, Customize Contact List).

Name	E-mail	Phone	Po
Barkleys	awmmlm@gmail.com	414.111.1111	ON
Home Buyer	awm050501@yahoo.com		OFF
Portal Contact	butterscotchbabybe@gmail.com		OFF

You may create a Portal account for all Contacts at one time using one of the 'Create Portal' choices from the **Advanced** menu. Clicking on either **Create Portal Accounts** or **Create Portal Accounts with Notification** will accomplish this. The difference between the two is 'Create Portal Accounts with Notification' will immediately send an e-mail to all Contacts alerting them a Portal has been created for them; a system generated username based on their Display Name, and password will also be included in the e-mail. This can be changed at any time, by either the Contact or you. The agent can change both the username and password at any time; the Contact can only change their password.

**NOTE:** Creating a single Contact Portal for the first time is recommended.

The **Customized Contact List** feature in Contact Management allows you to include additional columns to show you whether the Contact has a Portal account, the date/time of their last login, listings you have recommended, listings you have hidden from their search, and their chosen saved and hidden listings. Clicking **Advanced > Customize Contact List** link brings you to the following screen:

[Return to Contact Management](#)

### Customize Contact List

Click labels below to add and remove columns

+ Display Name
+ Recommend
+ Last Login
+ Subscription Last Match
+ Saved
+ E-mail Activity (M/V)
+ Hidden by Consumer
+ Unread Messages
+ Hidden by Me
+ Subscription Listings

Reorder or remove existing columns

Name	E-mail	Phone	Portal	Last Login

*Adding too many columns may make your contact list difficult to read.*

[Save Changes](#) [Cancel](#)

In this screen, you can click on the green plus (+) sign of an item to add it to your Contact List view. To remove an item, click the red **X** for that item. You may also order the columns in any format you desire. After making your selections, click the **Save Changes** button.

Your Contact Management screen results will look similar to the following screen.

Contact Management							<a href="#">Add Contact</a> <a href="#">Print</a> <a href="#">Advanced</a>
Search: <input type="text"/>				Group: All Contacts			
Name	E-mail	Phone	Portal	Saved	Recommend	Unread	
Barkleys	awmmlm@gmail.com	414.111.1111	ON	18	8	10	
Home Buyer	awm050501@yahoo.com		OFF	0	0	1	
Portal Contact	butterscotchbabytbe@gmail.com		OFF	0	0	0	

## Portal link


The Portal link is only accessible from the Contact within Contact Management. As stated before, you may create multiple Portals at one time using the options under the **Advanced** menu in Contact Management. You may also create Portals one at a time for each Contact.

One way to create a Portal for a Contact is to start at Contact Management. Under the Display Name column, click the Contact you would like to create the Portal for. The information window for that Contact will display. Click the **Portal** link; the option for creating the Portal will display. Enable the Portal by clicking the '**Create Portal Account**' button.

### Portal Contact

[CONTACT DETAILS](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [LINKS](#)

---

 No listings automatically sent to this contact

**Most Recent Unsaved Search**  
*No unsaved searches*

☒ **Send Invite**

**Create Portal Account**

[EDIT CONTACT](#) [REMOVE](#) [DEACTIVATE](#) [TRANSFER](#) [CLOSE](#)


A email notification will be sent to the Contact's primary email address. Included is a brief description of the Portal. At this point, they will click the '**Sign Up**' button to begin access to their Portal.



Your Contact will be routed to the sign up screen for this Portal. In this screen, their primary email address will already be listed; this will be their user name to log into their Portal. They will enter their first and last names, create a password 4-8 characters in length and then click **Sign Up**. At this point, they will be logged into their Portal.

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

Brought to you by



Angela Washington-Marshall  
Metro MLS Staff

[SIGN UP](#) [LOG IN](#)

### Confirm your information

From now on, you'll use your email to log in.

cupihbiru@throwam.com

First name\* Last name\*

Password\*

Confirm Password\*

**CONFIRM**

\* required field


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The options on the Portal link will appear. This includes options to view the agent version of the Contact's Portal (**View Portal** link), manually e-mail the Portal link using **Reset Account** (agent's Portal URL), access to the default listing collections that come standard with all Contact Portals, a notification setting for log in activity for that Contact, and settings to change that individual Contact's Portal options (**Change Settings** link).

You can also disable and re-enable the Portal (**On** and **Off** radio buttons), view Contact activity, such as last login, and listings marked as Saved and Hidden. You can view listings you (the agent) have marked as Recommended and Hidden by Agent. Your Contact can save listings to Collections they create; the contents of these can also be viewed by you.

## Portal Contact





[CONTACT DETAILS](#)
[SEARCHES/SUBSCRIPTIONS](#)
[PORTAL](#)
[MESSAGES](#)
[NOTES](#)
[LISTING NOTES](#)
[LINKS](#)


**Client Portal:**
☒ **ON**
☐ **OFF**
[View Portal](#)

Your portal url: <http://portal.flexmls.com/awmmetromls>

No listings automatically sent to this contact

**Portal Listing Collections**

 Saved	0	<a href="#">Clear</a>
 Recommended	0	<a href="#">Clear</a>
 Hidden	0	<a href="#">Clear</a>
 Hidden by Agent	0	<a href="#">Clear</a>

**No Listing Activity Available**

**Portal Activity**

Last Active 10/03/2017 09:46 AM

☒ Send a message to me when Portal Contact logs into the portal on a computer

**Most Recent Unsaved Search**

No unsaved searches

**Portal Account**

Username: butterscotchbabybe@gmail.com

[Reset Account](#)

[Change Settings...](#)

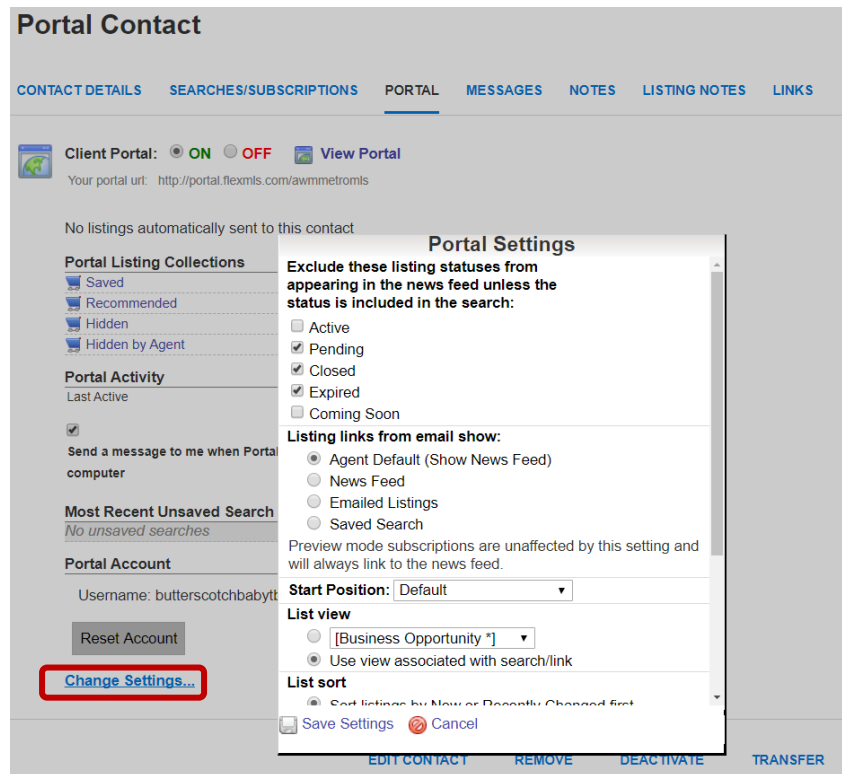
[EDIT CONTACT](#)
[REMOVE](#)
[DEACTIVATE](#)
[TRANSFER](#)
[CLOSE](#)

**NOTE:** If you had a Contact that had a Portal created before January 26<sup>th</sup>, 2016, you may have Portal Listing Collections preceded by the word 'Archived'.

### Portal Listing Collections

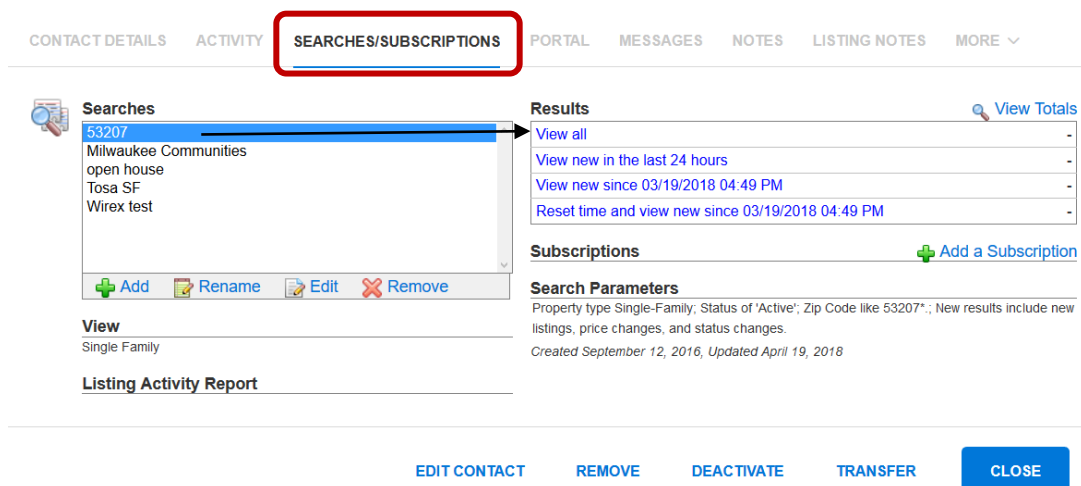
 Saved	0	<a href="#">Clear</a>
 Recommended	0	<a href="#">Clear</a>
 Hidden	0	<a href="#">Clear</a>
 Hidden by Agent	0	<a href="#">Clear</a>

The **Change Settings** link allows you edit settings for the way **that** particular Contact views their Portal, such as the Start Position (which screen appears when they first click the link to open the sent e-mail), the view used to list properties in the List tab, how to sort listings on the List tab, and other tabs of information to include, such as report type, documents, photos, virtual tours and maps. Once you have made your selections, click **Save Settings**.



For an agent to mark listings as **Recommended** and/or **Hidden by Agent**, they will need to go to the Contact's **Searches/Subscriptions** link, highlight the appropriate search in the Searches box, and then click the **View All** link in the Results box.

## Barkleys



This will route the agent to the Search Results screen showing all properties for that search. On the List tab, next to the address of the listing, you will see four icons. To add a listing to the Contact's **Recommended** collection, click the 'suitcase' icon; to hide a listing from the Contact's search, click the universal 'no' icon. This will place that listing in the **Hidden by Agent** collection.

[Return to Contact Management](#)

Angela Washington-Marshall,  
Angela Washington-Marshall,  
EcoBroker, GREEN, e-PRO  
Metro MLS Staff

News Feed 48

Searches

- elm grove sf
- met NOT quick
- Milwaukee Comm...
- open house
- Tosa Condos
- More

Listings

- Hidden 3
- Saved 19
- Hidden by Agent 3
- Recommended 8
- Created 3-1-17 4
- Super Hot House 3

elm grove sf

for Barkleys

Save

E-Mail

Print

CMA

Export

ShowingCart

1

Edit Search

List

Detail

Photos

Map

Compare

Messages

Results: 25

Selected: 0

- 12 +

Sort

View

[Single Family \*]

	Price	Status	MLS #	Municipality	List Price	Bedrooms	Baths	Half Baths	G Garage Spaces	Type	Est. Total Sq. Ft.
<div>1</div>	\$289,000	Active	12655	Elm Grove	289,000	3	2	0	2	A	1,634
<div>12655 Meadow Dr Elm Grove, WI 53122-2623</div> <div>1542754</div>											
<div>2</div>	\$325,000	Active	12530	Elm Grove	325,000	3	2	0	2	A	1,890
<div>12530 Greemoor Dr Elm Grove, WI 53122-1805</div> <div>1550523</div>											
<div>3</div>	\$359,900	Active	1740	Elm Grove	359,900	3	1	1	2.75	A	1,816
<div>1740 Westmoor Ter Elm Grove, WI 53122-1059</div> <div>1545498</div>											

Recommended

Hidden by Agent

**NOTE:** Your Contacts will **not** receive an automatic update *notice* of new search result updates through their Portal; this is only done through having your Contact set up on a subscription.

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## Messages link

The Messages link archives all message communications between you and that Contact, along with date and time stamp of message sent. Here, you can create, read, reply to, and delete messages. You may also expand all and collapse all messages using the **Expand all messages** and the **Collapse all messages** links at the top of the Contact Messages window.

### Barkleys

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [LINKS](#)

 **Contact Messages:**

☐ Send a message to me when Barkleys logs into the portal

[Expand all messages](#) [Collapse all messages](#) [Search messages](#)

Displaying messages 1 through 50 of 76 << Prev 1 2 Next >>


<b>Note added to 16735 Mary Cliff Ct, Brookfield, WI 53005 (MLS# 1580656)</b>	<b>From: Gnaris E Barkley</b>	<b>05/10/2018</b>
[1570807] Contact request, 9035 N Spruce Rd., River Hills, WI 53217-1523	From: Gnaris E Barkley	03/13/2018
[1517397] Contact request, 16895 Vanderbilt ST, Brookfield, WI 53005-2777	From: Gnaris E Barkley	02/14/2018
Re: Note added to 3528 N Frederick Ave, Shorewood, WI 53211-2509 (MLS# 1560396)	To: Gnaris E Barkley	12/20/2017
[1559830] 4520 N 100th ST, Wauwatosa, WI 53225-4706 (MLS #1559830)	From: Gnaris E Barkley	12/20/2017
Note added to 655 Meadow Ln, Elm Grove, WI 53122-2451 (MLS# 1552509)	From: Gnaris E Barkley	10/03/2017
Note added to 555 Hawks Ridge Rd, Brookfield, WI 53045-6322 (MLS# 1545195)	From: Gnaris E Barkley	10/03/2017

[EDIT CONTACT](#) [REMOVE](#) [DEACTIVATE](#) [TRANSFER](#) [CLOSE](#)

You may also search messages with that Contact using the **Search messages** link. This tool allows you to search Contact messages using message type, Contact name, and date range.

### Barkleys

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [LINKS](#)

 **Contact Messages:**

☐ Send a message to me when Barkleys logs into the portal

[Expand all messages](#) [Collapse all messages](#) [Search messages](#)

Select type(s) of messages:

- All messages and notes
- Contact requests
- Showing requests
- Showing feedback
- Open house feedback
- Messages
- Private notes
- Map Recommendations
- IDX Approval Request

Contacts:

- All contacts
- Gnaris E Barkley

Dates between:and

Update list Clear Cancel

MLS numbers:

- All MLS numbers
- 1393084
- 1411703

Displaying messages 1 through 50 of 76 << Prev 1 2 Next >>

<b>Note added to 16735 Mary Cliff Ct, Brookfield, WI 53005 (MLS# 1580656)</b>	<b>From: Gnaris E Barkley</b>	<b>05/10/2018</b>
---	-------------------------------	-------------------


[EDIT CONTACT](#) [REMOVE](#) [DEACTIVATE](#) [TRANSFER](#) [CLOSE](#)


## Notes link


On the Notes link, the agent can keep track of any notes in regards to the Contact they would like.


### Barkleys

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [LINKS](#)

 **Contact Notes:**

 Contact transferred from Scott Lang  
2/06/2014 5:16 PM

 Contact transferred from Angela Washington-Marshall  
2/05/2014 9:22 AM

 added user 5/1/2008  
5/01/2008 11:10 AM

[+ Add New](#) [Print](#)


[EDIT CONTACT](#) [REMOVE](#) [DEACTIVATE](#) [TRANSFER](#) [CLOSE](#)

## Listing Notes link


On the Listing Notes link, you can view notes a Contact has made on any of their listings using the Listing Notes function. Listing Notes are specific to the Contact and Listing in question.

### Barkleys


[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [LINKS](#)

 **Listing Notes:** Sort by


[1580656](#)  
May 10, 2018

 stikwero;ti4opitk4operktpwoer;tk;rlktgdo;fl

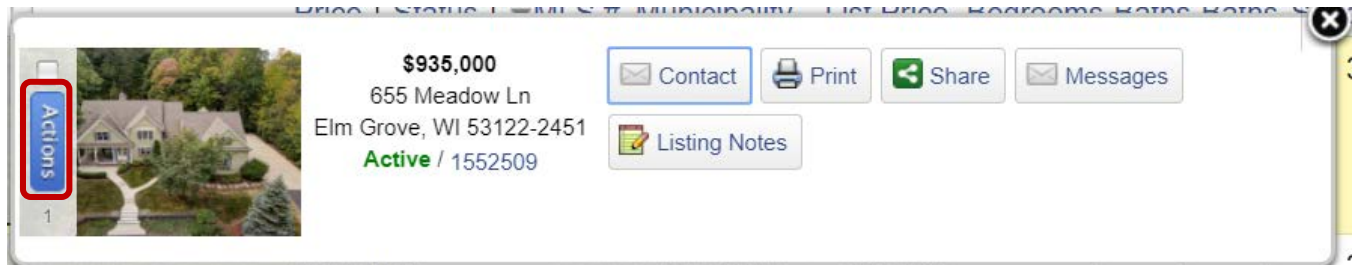
[1561590](#)  
Feb 14, 2018

 i want

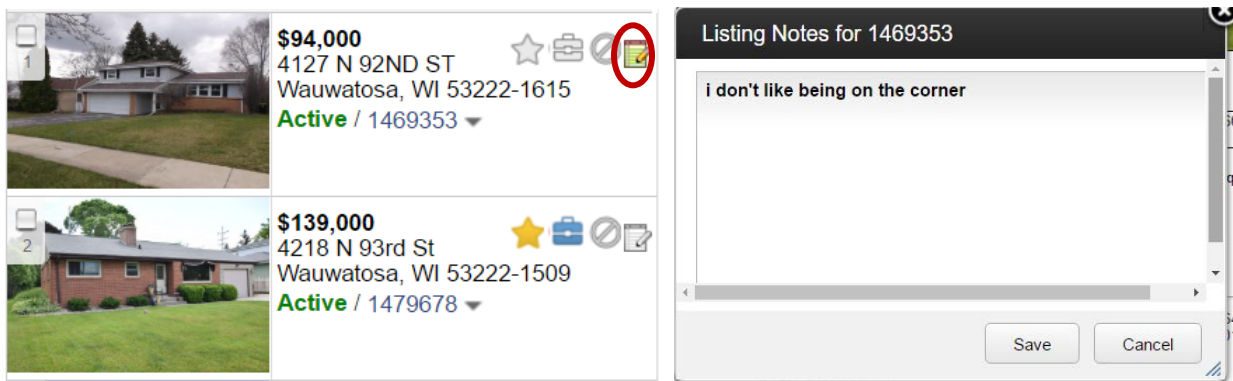
[1560396](#)  
Dec 14, 2017

 really like want to see

A Contact can make a note on any listing in their Portal by clicking on the **Actions** button located on the thumbnail photo of the listing on the List tab; this will present options, including a button for **Listing Notes**.



**NOTE:** If you click **View All** on a search in Searches/Subscriptions and see the 'notepad' icon on a listing is yellow, that means the Contact has made a private note on that listing; you can click the icon to read the note.



## Links link

The Links link keeps a list of all manually sent e-mails for that Contact. The links will remain for 30 days from the date sent. On this tab, you can view the content of the sent e-mails, view the description (what was in the Subject line when the e-mail was sent), the View included on the List tab, how many times the e-mailed link was viewed (**Hit Count**), and the last time the e-mailed link was viewed. You can also delete sent links from this tab by clicking the red 'X' that corresponds to the link you would like to delete. Deleting any manually sent e-mails from this screen will remove them from the Searches and Reports section of the Contact's Portal dashboard. Deletions from this screen do not affect the My Sent E-mails screen.

## Barkleys

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [LINKS](#)



### Contact Links:

	Description	View	Hit Count	Last Viewed At	Sent At	
Search Results	Listings	Single Family	0	05/23/2018 at 11:03 AM		
Search Results	Bayside Listings	Single Family	1	05/10/2018 at 09:16 AM	05/10/2018 at 09:01 AM	
Other	Comparable Market Analysis	none	0	05/10/2018 at 08:59 AM		
Search Results	Listings	Single Family	0	05/01/2018 at 03:01 PM		

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

## Saved Searches / Custom Hotsheets

You can track your saved searches, or create personal Hot Sheets in *FlexMLS* using the Saved Search function. From the menu tree, start with Search > Saved Search. To begin a new search, click the **New** button. This will take you to the Full Search mode. Begin by defining the parameters you would like to include in your saved search. After completion of your search, click on the **Save** link in the upper right corner.

This will bring you to the Save Search screen. Give your search a name that identifies its purpose. For example, if your search subject is condominiums in Brewers' Hill, call it "Brewers' Hill Condos." If you wish to define the events for this search, and time range to update new listings, click on **Additional Search Options**, leaving None chosen for the Contact. Select your desired events and choose the time range to be considered for new listings. Then click on **Finish**. The search will save and bring you to the Show My Saved Searches screen. The Show My Saved Searches screen lists all searches you have saved that are *not* saved to a Contact. From this screen, you can create new saved searches, edit existing searches, or remove searches you no longer want. You can also view and access the following:

- **View all** – stores history of everything found for the selected search since the day it was created and still valid for the search parameters.
- **View new in the last (time frame)** – updates your selected search using this segmented time frame.
- **View new since (date and time)** – updates your selected search using the shown date and time as a starting point.
- **Reset the time and view new since (date and time)** – resets the date and time to current when you click the link, thus setting a starting point for the next time you come in to update the selected search.
- **Favorites** - Any Saved Search that you have marked as a Favorite
- **Recent Searches** - A combination of your 5 most recent Saved Searches and/or Draft Searches
- **Saved Searches** - All of your Saved Searches
- **Draft Searches** - As you enter search criteria, FlexMLS will automatically save your search. If, for any reason, you navigate away from the search screen before completing or saving a search, you will still have access to the draft. You will find your 3 most recent draft searches on this screen. They will be labeled with when they were last automatically saved.



## Show My Saved Searches

Saved Searches	Description
<input type="text" value="Type to filter searches"/>	Favorite (click to unmark) Created October 27, 2017, Updated October 27, 2017
<b>Favorites</b>	<b>Search parameters</b>
Riverwest SF/2f/Condo Hotsheet	Metro MLS, WIREX - except Metro MLS; Property types Single Family, Condominium, Two-Family; Inside a map search polygon; County of 'Milwaukee'; Status of 'Active', 'Sold'.
<b>Recent Searches</b>	<b>Search description</b>
53207	
Draft Full Search	
Draft Multiple Address Search Results Search	
Draft Full Search	
<b>Saved Searches</b>	
53207	
Delayed Hotsheet	
Washington Heights - DO NOT DELETE	
<b>Draft Searches</b>	<b>Results</b> <a href="#">View Totals</a>
Draft Full Search — 6 months ago	<a href="#">View all</a>
Draft Multiple Address Search Results Search — 6 months ago	<a href="#">View new in the last 24 hours</a>
Draft Full Search — 12 months ago	<a href="#">View new since 10/27/2017 12:10 PM</a>
	<a href="#">Reset the time and view new since 10/27/2017 12:10 PM</a>
	New matches include new listings, back on markets, price changes, status changes and open houses

New Edit Rename Remove

If you have searches that you use more often and would like them to appear at the top of the Saved Searches list, you may mark them as a Favorite by selecting the search and then clicking the **Not a favorite (click to add)** link.

**NOTE:** When you define a new search in this screen, for the **Reset the time and view new since <date & time>** link, it will automatically default to a month back. Clicking this link will timestamp it for the current date and time.

# Quick Search

If there is a search that you find yourself doing a lot, for example, waterfront property, you may find it easier to create a search that has *just* the criteria you need to search for instead of using the Full Search. In that case, Quick Searches are for you!

## Creating Quick Searches

1. To create a Quick Search, under the Preferences menu, click My Quick Searches. This will bring you to the My Quick Searches Preferences screen.

**My Quick Searches Preferences**

Available Quick Search Templates	Description
01 Residential - Single Family [inherited] 02 Two-Family [inherited] 03 Vacant Land [inherited] 04 Multi-Family [inherited] 05 Business Opportunity [inherited] 06 Condominium [inherited] 07 Commercial/Industrial [inherited] 08 All Categories [inherited] 09 Residential Rental [inherited] Report Generation [inherited] Scott QS [inherited] Sources Test For Matt H. Support [inherited]	Search template: 01 Residential - Single Family  Applicable to the following property type: Single-Family <ul style="list-style-type: none"><li>• This template is inheritable.</li><li>• Detail group headings will print.</li><li>• Uses view Residential.</li></ul> Number of groups: 0 Number of fields: 13

New Edit Remove Give to someone

2. You will see the quick searches that already exist in the system, created for the *FlexMLS*. To begin creation of your own, click the **New** button. This will take you to the New Quick Search Template screen. Start by giving your Quick Search a name (i.e., Water Frontage Lots). Next, choose the property type(s) you would like for this quick search. Choose the view you would like to associate with this quick search.

**New Quick Search Template**

Quick Search Template Properties

Quick search name: Single Family Waterfront

Property Types: Single-Family, Two-Family, Vacant Land, Multi-Family, Bus Opportunity, Condominium, Comm/Industrial, Residential Rental

Default View: Full Listing View, Business Opportunity, CMA, Comm/Industrial, Condominium

Note that if you remove the selected view, this template will also be removed.

Next >>

1. Type the name for your Quick Search.
2. Select the property types you want to include in your Quick Search.
3. Select the default view for your Quick Search.
4. Click **Next**.

3. Now, choose the fields you would like this search to run *every time you run it*; for example, county, price, lot size, # of rooms, etc. You do this by selecting the fields you would like to search from

the left side column and adding them to the right side by clicking the **Add** button. If you are finished, click **Next** to save your newly created Quick Search template.

**NOTE:** If you hold down your CTRL key continuously while selecting your choices, you can then click **Add** to *add them all at the same time*, instead of one at a time. To select a group in an alphabetical list, click the top one, hold down CTRL, then click the bottom one. This will select the whole group at one time. These keyboard commands will be referred to throughout the manual.

**Choose Fields for Quick Search Template**

Quick search name: Single Family Waterfront

**Group and Field Setup**

**Available Fields**

- Type: Deeded Condo
- Type: Farm
- Type: Hobby Farm
- Type: New Construction
- Type: Separate Quarters
- Type: Single Family
- Type: Subdivision
- Type: To Be Built
- Type: View of Water
- Type: Water Access/Rights
- Type: Waterfrontage on Lot
- Type: Wooded Lot
- Type: Zero Lot Line

**1. Select a fields to add to your Quick Search.**

**2. Click Add.**

**Add >>**

**Template Layout**

- County
- Municipality
- List Price
- Bedrooms
- Garage Spaces
- Garage Type
- Body of Water
- Lake Access
- Type: Waterfrontage on Lot
- Type: Water Access/Rights

**3. Fields are added to this list. If you want to move a field up or down in the list, click the field you want to move, and then click **Move Up** or **Move Down**.**

**4. Click Next.**

**Move Up**

**Move Down**

**Remove**

**Section Header**

Lake Access

**Add >>**

**If you want to add a section header, type the name for the header here, and then click the Add button.**

**Prevent Deletion of Quick Search (Superusers only)**

☐ Protect this Quick Search from deletion.

**Next >>**

This will take you back to the My Quick Search Preferences screen. Now, you will see your created Quick Search.

## My Quick Searches Preferences

Available Quick Search Templates	Description
01 Residential - Single Family [inherited]	<p>Search template: <b>Single Family Waterfront</b></p> <p>Applicable to the following property type: <b>Single-Family</b></p> <ul style="list-style-type: none"> <li>Detail group headings will print.</li> <li>Uses view <b>Full Listing View</b>.</li> </ul> <p>Number of groups: 1</p> <p>Number of fields: 9</p>
02 Two-Family [inherited]	
03 Vacant Land [inherited]	
04 Multi-Family [inherited]	
05 Business Opportunity [inherited]	
06 Condominium [inherited]	
07 Commercial/Industrial [inherited]	
08 All Categories [inherited]	
09 Residential Rental [inherited]	
Report Generation [inherited]	
Scott QS [inherited]	
Single Family Waterfront	
Sources	
Test For Matt H. Support [inherited]	

New
Edit
Remove
Give to someone

There are a few more features on this screen that you should be aware of:

- **Edit** is used to edit or change your Quick Searches. If you want to edit a Quick Search, select it, then click **Edit**.
- **Remove** is used to delete your Quick Searches. To remove a Quick Search, select it, then click **Remove**.
- **Give to Someone** is used if you want to share the Quick Search that you created with any current member in the MLS.

## Using Quick Searches

To use Quick Searches, under the Search menu, click the Quick Search link. This displays the Available Quick Searches screen. You'll notice that there are some searches that have Metro MLS to the side. Those are searches that the MLS has created for you to use.

Begin by entering your data. You have your choice of immediately seeing the results (See Results or View), seeing what number of matches you have based on what data you provided (Update), using all results and going directly to create a CMA (CMA), or saving the parameters as a search, either for a Contact, or a personal hotsheet (Save).

The screenshot shows the 'Available Quick Searches' interface. On the left, a list of predefined searches is shown, with '01 Residential - Single Family (Metro MLS)' highlighted. An annotation points to this list, stating: 'This is a list of the available quick searches. The ones that have "(Metro MLS)" after them are predefined for you.' At the bottom of the list is a 'Use' button with a blue checkmark icon. An annotation points to this button, stating: 'To use a Quick Search, select a search, and then click **Use**.' On the right, the 'Description' for the selected search is displayed, listing various fields like Status, County, Municipality, List Price (VR), Sold Price, Bedrooms, Total Bathrooms, Garage Spaces, Garage Type, Body of Water, and a '[more fields]' link. An annotation points to this list, stating: 'This side of the screen contains a list of the fields available for the chosen (highlighted) Quick Search.'

Available Quick Searches	Description
01 Residential - Single Family (Metro MLS)	01 Residential - Single Family Single-Family
02 Two-Family (Metro MLS)	Status
03 Vacant Land (Metro MLS)	County
04 Multi-Family (Metro MLS)	Municipality
05 Business Opportunity (Metro MLS)	List Price (VR)
06 Condominium (Metro MLS)	Sold Price
07 Commercial/Industrial (Metro MLS)	Bedrooms
08 All Categories (Metro MLS)	Total Bathrooms
09 Residential Rental (Metro MLS)	Garage Spaces
Report Generation (Metro MLS)	Garage Type
Scott QS (Nancy Realtors)	Body of Water
Single Family Waterfront	[more fields]
Sources	
Test For Matt H. Support (Nancy Realtors)	

Using your mouse, select the search you want to use, and then click the **Use** button. The next screen will display the available search fields for the quick search. Begin by entering your data. If you need to include additional details to search, click your mouse in the **Add a field to the search** box. The **Add a Field** screen will appear in the right side window. You can add a singular detail by clicking your desired choice, or add all the details in that section by clicking anywhere within the header. Your choices are to view your listings immediately (**View Results**), see the number of matches you have based on what data you provided (**Update Count**), view results on the map, use all results and go directly to create a CMA

(CMA), export data in a .CSV format (**Export**), e-mail (**E-Mail**), print (**Print**), or save the parameters as a search; either for a Contact, or for a personal Hotsheet (**Save**).

01 Single Family *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

View Results: 25,034

Property Type of [Single Family](#)

Location, address or MLS # [Browse »](#)

☒ Status of [Active](#)

☐ Listing Date

☐ List Price

☐ Sold Price

☐ Bedrooms

☐ Total Bathrooms

☐ Garage Spaces

☐ Garage Type

☐ Body of Water

☐ Subdivision

☐ School District

☐ Street Name

☐ Start Showing Date

**+**

**- Additional Search Options**

☐ Pictures

☐ Videos

☐ Documents

☐ Virtual Tours

☐ Open House Date

☐ Tour of Homes Date

☐ [within](#) Listing Collection

**Add a Field pop-up**

**Add A Field**

**+ Accessibility**

Bedroom on Main Level	Laundry on Main Level
Full Bath on Main Level	Open Floor Plan
Ramped or Level Entrance	Ramped or Level from Garage
Roll in Shower	Grab Bars in Bath
Level Drive	Elevator/Chair Lift
Addl Accessibility Features	

**Activities**

Tour of Homes Date	Open House Date
--------------------	-----------------

**Any Bedroom on Main Level**

Any Bedroom on Main Level

**+ Appliances Included**

Oven/Range	Disposal
Dishwasher	Microwave
Washer	Dryer
Water Softener-owned	Water Softener-rented
Window A/C	Freezer
Other	None
Refrigerator	

**+ Architecture**

Log Home	Farm House
Manufactured	A-Frame
Prairie/Craftsman	Raised Ranch
Other	Ranch
Bungalow	Contemporary
Colonial	Cape Cod
Tudor/Provincial	Victorian/Federal

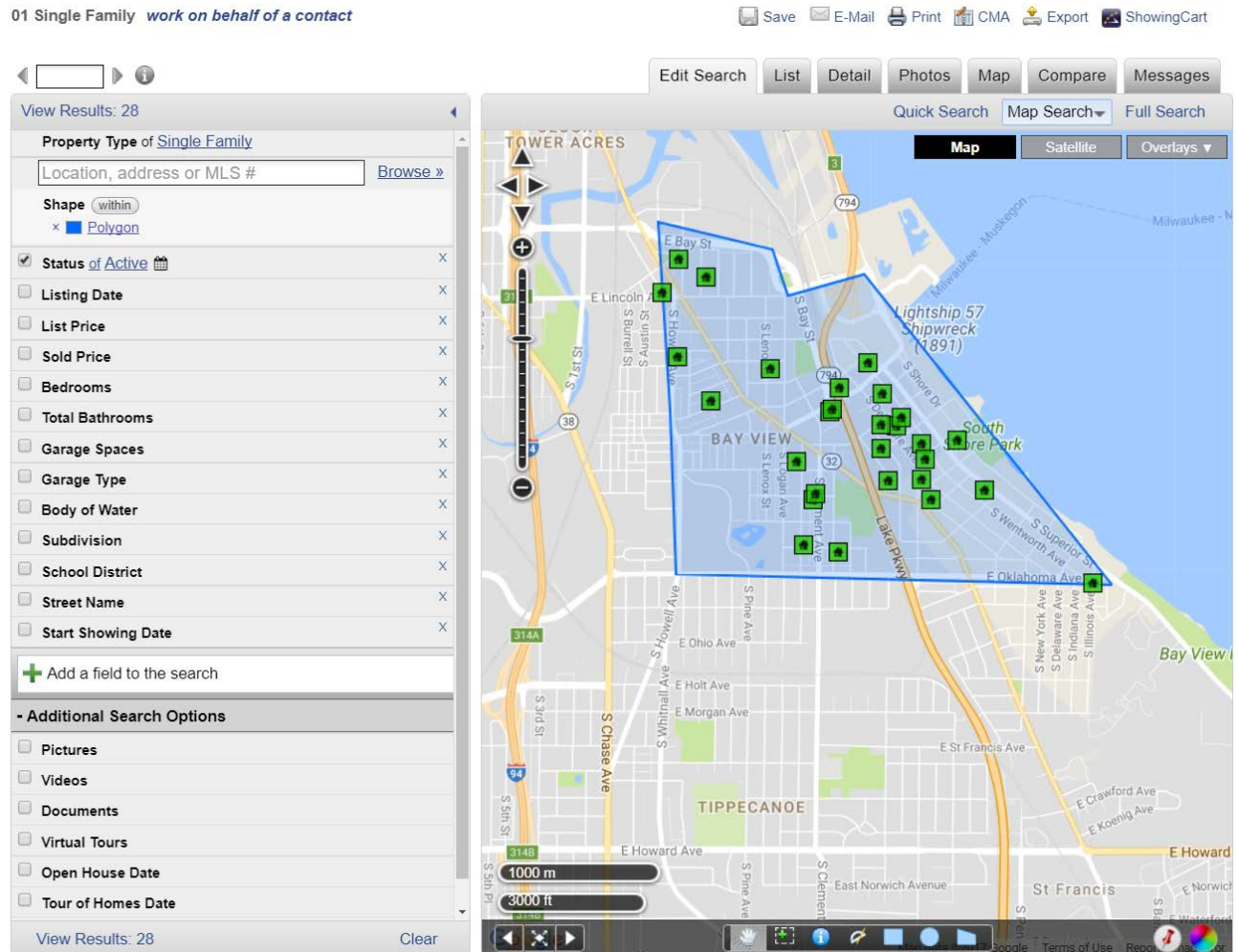
**+ Basement**

Full	Shower
Full Size Windows	Stubbed for Bathroom

**Add a Field to the search box**

# Search by Map

Using Map Search utilizes the Quick Search templates for your parameters while giving you access to add a defined geographical area on the map in the same screen. To use, click on Map Search; choose your desired property type search and then click the **Use** button.



The left side of the screen is where you select the parameters you would like to use, such as Location Search, status, price, county, municipality, etc. The right side of the screen is the map. To define a geographic area for your search, left-click the shape on the bottom toolbar you would like to use (shown is the polygon) and then left-click on the area of the map where you would like to begin to define your shape. Double-click to complete defining your area.

**NOTE:** For more information on using maps, please refer to the Map Tab Options under the Search Results Tab section or Map Server in User Guides > FlexMLS Manuals section of FlexMLS.

## Search by Address

In the Address search function, you can search for a specific address or range of addresses. You would search for a range of addresses, for instance, if a customer tells you he or she saw a property for sale, but can't remember the exact address.

1. To start a search by address, open Menu; under the Search section, click **Address**. The system displays the Address Search screen.
2. If you want an exact address number, type it in the From field.
3. Most often, you'll want to leave the Street Direction blank. What if the listing agent didn't enter the street direction? In that case, you wouldn't find the address if you enter the street direction. Of course, you can enter it if you like, to narrow down your results.

### Address Search

House #  
11430

To

Street Dir  
W x

Street Name  
Begins with ▾ North Enter the street name here.

Unit#/AddlAddr  

Use the Unit #/Addl Addr field for addresses that have unit numbers, such as condos.

County  
Milwaukee x

State  
Select

Municipality  
Select  

☐ Bayside  
☐ Brown Deer  
☐ Cudahy  
☐ Fox Point  
☐ Franklin

SHOW FILTERS

SEARCH

4. Enter the street name in the Street Name field. This field is a “begins with” field. If you type “MAIN” in the Street Name field, the system finds “Main,” “Main St,” “Main Street,” or any street that begins with the letters “MAIN.” **(Don’t** enter “Street,” “Road,” “Avenue,” “Parkway,” etc. If the listing agent didn’t put in that information, you won’t find the listing.)
5. You can also enter the county, municipality, state, and ZIP code where the property is located. If you’re not sure, you don’t have to enter anything for those fields.
6. The Unit # Addl Address field is used for additional address information for multi-family properties and condominium unit numbers. Again, you don’t have to search on this field. We recommend that you do not use this field.

**NOTE:** The less data you enter, the more property results you will get.

Additionally, you have search options for the following filters:

**HIDE FILTERS ^**

**Status**  

Select

**Property Type**

Single Family x

Multi Family x

Vacant Land x

Commercial x

Farm x

Rental x

Condominium x

**Status Change Date**

From

To

**Included Listings**

All listings ▼

SEARCH

Here, you can narrow down results by status, property type, a status change date, or by all listings in FlexMLS, your office’s listings, or your own listings.

## Search by Multiple Addresses

The system allows you to search for multiple addresses at the same time. There are a variety of reasons why you might want to do this. For example, you may be given a list of expired listings – the fastest way to search for all of those listings is to perform this type of search. A customer may approach you with a set of addresses for properties that interest them – again, this search is the fastest way to get to those listings.

1. To start a search for multiple addresses, open the *FlexMLS* Search menu and click **Multiple Address**. The system displays the Multiple Address Search screen.
2. Type an address number you want to search for in the Street Number field.
3. Most often, you'll want to leave the Street Direction blank. What if the listing agent didn't enter the street direction? In that case, you wouldn't find the address if you enter the street direction. Of course, you can enter it if you like.
4. Enter the street name in the Street Name field. This field is a "begins with" field. If you type "MAIN" in the Street Name field, the system finds "Main," "Main St," "Main Street," or any street that begins with the letters "MAIN." (**Don't** enter "Street," "Road," "Avenue," "Parkway," etc. If the listing agent didn't put in that information, you won't find the listing.)

We recommend you leave the Street Direction blank – exception would be using a numbered street name.

Enter the address numbers you want to find.

Choose status to search

Choose whether you want all the available listings that meet the rest of your search criteria, only your office's listings, or only your own listings.

The screenshot shows the 'Multiple Address Search' interface. At the top, it says 'Enter Search Information'. Below this is a table with four columns: 'Street Number', 'Street Direction', 'Street Name', and 'Unit#/AddlAddr'. There are 10 rows of input fields. To the right of the table, an annotation points to the 'Street Name' column with the text 'Enter the street names.' Below the table is a 'Property Type' section with a list of options: 'Single Family', 'Multi Family', 'Vacant Land', 'Commercial', 'Other', and 'Rentals'. An annotation points to this section with the text 'Choose your property type search option'. Below the property type section is a 'Status' dropdown menu with options: 'All', 'Active', 'Delayed', 'Expired', 'Pending', 'Sold', and 'Withdrawn'. An annotation points to this menu with the text 'Choose status to search'. Below the status menu are three radio button options: 'Include ALL listings' (selected), 'Include only YOUR OFFICE'S listings', and 'Include only YOUR listings'. An annotation points to these options with the text 'Choose whether you want all the available listings that meet the rest of your search criteria, only your office's listings, or only your own listings.' At the bottom right is a 'Next >>' button. An annotation points to this button with the text 'Click Next to go to the Search Results screen.'

5. By default, the system will show you all the listings that match your search criteria. You can narrow down the search to show listings from only your office (click Include only YOUR OFFICE's listings) or only your own listings (click Include only YOUR listings).
6. Click **Next**. The system searches for the listings of the addresses you entered and takes you to the Search Results screen.

## Search by MLS Number

The fastest way to find listings in MLS is by using multiple MLS numbers.

1. To start a search by MLS number, under the *FlexMLS* Search menu, click **MLS Number**. The system displays the Search for Multiple MLS Numbers screen.
2. Type the MLS numbers into the MLS Number fields.
3. Click **Next**. The system will search for the listings corresponding to the MLS numbers you have entered and displays the Search Results screen.

### Search for Multiple MLS Numbers

Enter the MLS numbers for the listings you want to find in the MLS Number fields.

MLS Number	MLS Number
1581214	1574142
1577471	

Select the MLS you would like to search

Click **Next**. The system takes you to the Search Results screen.

**MLS:**

Metro MLS  
WIREX - except Metro MLS

Next >>

## Search by History

History is the record of a property. History records show all the listings that have been made for a property, all the status changes to those listings, and when those status changes were made. History searches are good to do when:

- You're going on a listing appointment. Before you meet your seller, run a history search on the property to see what other listing activity has taken place. You may be able to get clues about how you can go about selling the property.
- If you want to try to sell a previously expired listing, run a history search to find out what previous activity has taken place for the property.

You can run a history by MLS number, but that will return information only for that MLS number – not for every time the property has been listed. You'll get more results by running a history for the address rather than the MLS number.

If you can't find history information for a given property, or if you want to see history information for a group of properties around the property you're listing, you can search for a range of address numbers on a street.

1. To start a search by address, on the *FlexMLS* Search menu, click History. The system displays the History Search screen.
2. If you want an exact address number, type it in the From field.
3. Most often, you'll want to leave the Street Direction blank. What if the listing agent didn't enter the street direction? In that case, you won't find the address if you enter the street direction. Of course, you can enter it if you like to narrow down your results.

Enter the address number or range of address numbers you want to search for.  
If you want to search for a specific address, enter the address number in the From field.

Enter the street name here.

The screenshot shows the 'History Search' form with the title 'Enter Search Information'. It is divided into three main sections: 'Street #', 'Street Direction Pfx', and 'Street Name'. The 'Street #' section has 'From' and 'To' fields, with '6818' entered in 'From'. The 'Street Name' section has a text field with 'clovernook' entered. Below these are 'County' and 'Municipality' dropdown menus. The 'County' dropdown lists Marathon, Marinette, Marquette, McHenry, Menominee, and Milwaukee. The 'Municipality' dropdown lists Glendale, Greendale, Greenfield, Hales Corners, and Milwaukee. At the bottom, there are 'MLS #' and 'Status Date' fields, with 'Next >>' button. Annotations with arrows point to the 'From' field, the 'Street Name' field, the 'MLS #' field, the 'Next >>' button, and the 'Status Date' fields.

Street #		Street Direction Pfx	Street Name
From	To		
6818			clovernook

County:	Municipality:
Marathon	Glendale
Marinette	Greendale
Marquette	Greenfield
McHenry	Hales Corners
Menominee	Milwaukee
Milwaukee	

MLS #:	Status Date
	to

Next >>

If you want to find the history of a single MLS number, enter the MLS number here.

Click **Next** to go to the Search Results screen.

If you want to limit your history search to records that were created in a given date range, enter the dates in the Status Date fields.

4. Enter the street name in the Street Name field. This field is a “begins with” field. If you type “MAIN” in the Street Name field, the system finds “Main,” “Main St,” “Main Street,” or any street that begins with the letters “MAIN.” (**Don’t** enter “Street,” “Road,” “Avenue,” “Parkway,” etc. If the listing agent didn’t put in that information, you won’t find the listing.)
5. You can also enter the county and municipality where the property is located. If you’re not sure, you don’t have to enter anything for those fields.

**NOTE:** Remember, the less data you enter, the more search results you will get.

6. The MLS # field allows you to search for a single MLS number. Remember, if you search for a single MLS number, you will not find other listings for the property.
7. The Status Date fields allow you to narrow the history search down to only those records created between the dates you enter. For example, if you are interested in only those records from the past seven years, you can enter the appropriate dates in the Status Date fields and the system will return records from within that date range.
8. Click **Next**. The system searches for the listings that meet the criteria you entered and takes you to the History Search Results screen.



### *Using the History Results Screen*

The History Results screen shows you the known listing history for the address(es) you entered in the History Search screen.

The Status code shows you the status of the property.

Click the white “i” in the blue square to see the listing history.

If a listing has been purged, the listing history is displayed directly on this screen. A red asterisk (\*) indicates a purged listing.

History Search Results							Matches: 6
<< Back							
Listings 1 through 6 of 6							
Status	MLS #	Address	Mun	Status Date	List Price	Sold Price	
SLD 	450910	3640 W CENTRAL AVE	Franklin	6/15/1999	134,900	134,900	
SLD 	296353	3640 W CENTRAL AVE	Franklin	9/26/1996	129,000	125,000	
ACT*	124716	3640 W CENTRAL AVE	Franklin	6/26/1991	111,900		
PND*	124716	3640 W CENTRAL AVE	Franklin	7/12/1991	111,900		
SED*	124716	3640 W CENTRAL AVE	Franklin	9/4/1991		110,500	
PRG*	124716	3640 W CENTRAL AVE	Franklin	1/11/1994	111,900		

There are two ways the History Search Results screen shows history entries.

- Normally, you will see the last status for a listing. In this case, the listing history is available to you by clicking the blue square that contains the white “i” next to the listing status code.
- Listings shown with a red asterisk (\*) next to the status code have been “purged.” This means that information associated with the listing’s MLS number has been removed from the system to save space. This has happened with listings that were sold earlier than the last quarter of 1995, or listings that expired earlier than the last quarter of 1997. You can, however, see the changes in status associated with purged listings (as shown in the above illustration).

**NOTE:** The Street # field matches up to the first 5 characters. Unit numbers are not matched.

The status codes shown on this screen are:

<b>This status code:</b>	<b>Means this listing was/is:</b>
ACT	Active
PND	Pending
EXP	Expired
SLD	Sold
PRG	Purged
WTH	Withdrawn
PCH	Price Changed
BOM	Back On Market
EXT	Extended

When you click a white “i” in the blue square, the system displays the listing history for the listing.

[<< Back](#)

### Listing History for Listing 722361

6818 W Clovernook, Milwaukee, WI 53223-5754 Listing member: BLIA M CHA (inactive) of Vameng Realty (vameng) <b>Entry Date:</b> 09/28/2004 <b>Status:</b> Sold <b>Sold for</b> \$129,000 Original List Price: \$ 135,000 Original Listing Date: 09/28/2004					
Date	Time	Who Changed It	What Was Changed	Old Value	New Value
9/28/2004	08:26 AM	Central Blia M Cha	new	new listing	new listing
9/28/2004	12:05 PM	Central Blia M Cha	text	text change	text change
9/28/2004	12:05 PM	Central Blia M Cha	Public Remarks	WILL FOLLOW	Large single family with drive
9/29/2004	10:23 AM	Central Blia M Cha	picture		Main List #1
9/29/2004	10:23 AM	Central Blia M Cha	picture		
9/29/2004	10:23 AM	Central Blia M Cha	picture		
9/29/2004	10:24 AM	Central Blia M Cha	picture		
11/1/2004	03:19 PM	Central Blia M Cha	List Price	135000.00	135000.00
11/1/2004	03:20 PM	Central Blia M Cha	List Price	135000.00	129900.00
11/24/2004	11:36 AM	Central Blia M Cha	Status	Active	Pending
11/24/2004	11:36 AM	Central Blia M Cha	Pending Date		11/10/2004
1/17/2005	10:11 AM	Central Metro MLS	Status	Pending	Closed
1/17/2005	10:11 AM	Central Metro MLS	Selling Member		Angela Hunt Shorewest Realtors, Inc.
1/17/2005	10:11 AM	Central Metro MLS	Sold Date		12/15/2004
1/17/2005	10:11 AM	Central Metro MLS	Sold Price		129000.00
1/17/2005	10:11 AM	Central Metro MLS	Terms of Sale		FHA30

[<< Back](#)

## Search by Office/Member

The *FlexMLS* system allows you to search for contact information about offices and MLS members. This is a good way to look up office and agent codes for agents who sell your listings.

To start a search for an office or member, open the *FlexMLS* Search menu and click **Office/Member**. The system displays the Office/Member Search screen.

You can either type in the Name, Member/Office Code, E-mail address, Primary Phone, Fax, or Zip Code to search for contact information or you can click the **Pick From a List** tab to pick offices and members from a list.

You may enter your search criteria or you can choose the Pick From a List option.

Click **Options** button for additional search options.

**Office/Member Search**

Search Pick From a List

Name, Member/Office Code, E-mail, Primary Phone, Fax, or Zip Code: Find Options

☐ Include members not in list  
☒ Include inactive members ☒ Metro MLS  
☐ WIREX - except Metro MLS

Languages

The following is an example of searching for a member by typing in a name or a member code.

**Office/Member Search**

Search Pick From a List

Name, Member/Office Code, E-mail, Primary Phone, Fax, or Zip Code: rose realtor Find Options

Offices  
No offices found.

Members  
Realtor, Rose A. (rosie) of Nancy Realtors (nancy) of Wauwatosa

1. Enter the member's name or member code here, and then click **Find**.

3. Click on the name of the member you want from this list.

The member's information appears here. The information that appears here is whatever information the member has provided to Metro MLS.

Rose A. Realtor  
Nancy Realtors  
Home Fax - (414)778-6143  
cell - (414)778-9311  
Office Phone - (414)778-5400 ext. 150  
11430 W. North Avenue  
Wauwatosa, WI 53226  
Office Code: nancy  
Member Code: rosie  
rosie@metromls.com  
angela@metromls.com  
http://www.mlswis.com  
http://www.metromls.com

**NOTE:** You can search members included in WIREX MLS's using the **Options** button.

## Using Edit Search Options

From the Search Results screen, you may edit your existing search criteria by clicking the Edit Search tab. You have three options in editing your search; Quick Search, Map Search, and Full Search.

### *Quick Search*

When you edit a search using the **Quick Search** link, you will get the following screen:

The screenshot displays the WIREX MLS Search Results interface. At the top, there are navigation tabs: Edit Search, List, Detail, Photos, Map, Compare, and Messages. Below these tabs, a red box highlights the 'Quick Search' dropdown menu. The main content area shows '17 listings matched your search' with various links for viewing results (list, details, photos, map, compare, messages) and saving/printing. On the left side, a sidebar shows the current search criteria: Location, address or MLS #; County (of) Milwaukee; Municipality (of) Wauwatosa; Property Type of Single Family; Status of Active; Bedrooms between 3 and 4; Total Bathrooms between 2.5+; and Garage Spaces between 2+. Below these are additional search options like Pictures, Videos, Documents, Virtual Tours, Open House Date, Tour of Homes Date, and within Listing Collection.

In the left side pane, your current search parameters will be shown. The right side pane will display the number of listings using your current search parameters, along with various function links. Notice, in the left side Edit Search pane, you will see that the parameters of the features you have chosen are hyperlinked. For example, clicking on the link **Active** for the parameter of Status will allow you to make a change to a different status. Also, notice in the parameter of Status, the word 'of' is also hyperlinked. This allows you the inclusive/exclusive options. The 'X' at the end of each parameter allow you to delete that parameter from your search.

This close-up shows a search criterion: 'Architecture not of Ranch'. The word 'not' is circled in red, indicating it is a clickable link that toggles between inclusive ('of') and exclusive ('not of') search options. An 'X' icon is visible at the end of the criterion, used to remove it from the search.

Clicking 'of' will change it to the excluding option of 'not of'. What that means in this example is, it will give you all architecture **except** Ranch; thus excluding ranch style homes from your search.

Other inclusive/exclusive choices include:

View Results: 15

Location, address or MLS # [Browse »](#)

**County** [Of](#)  
× Milwaukee

**Municipality** [Of](#)  
× Wauwatosa

**Property Type** [Of](#) [Single Family](#)

☒ **Status** [Of](#) [Active](#) [x](#)

☒ **Bedrooms** [between](#) [3](#) and [4](#) [x](#)

☒ **Total Bathrooms** [between](#) [2.5+](#) [x](#)

☒ **Garage Spaces** [between](#) [2+](#) [x](#)

☒ **Architecture** [not of](#) [Ranch](#) [x](#)

☒ [not](#) Ranch

[+ Add a field to the search](#)

**County** allows you to include or exclude your selection using the ‘**Of**’ button located to the right of the heading. To edit this selection, use the Location Search box.

**Municipality** allows you to include or exclude your selection using the ‘**Of**’ button located to the right of the heading. To edit this selection, use the Location Search box.

**Property Type** allows you to edit the property types to be searched.

**Status** allows you to edit the status(es) searched.

The links for **Bedrooms** can be edited to read **between**, **not between**, and **in ranges of**; Clicking on either number for bedrooms will open a text field to allow you to change the number. The same is for Bathrooms, Total Bathrooms, Garage Spaces.

The small ‘**x**’ in the upper right corner of the option, or to the left of your selection, will allow you to delete that parameter from the search.

You may add additional parameters to your search other than what is shown in the Edit Search pane. To add a specific field you had not previously selected, click your mouse in the **Add a field to the search** box. To browse available fields, click your mouse in this field; this will bring up the Add A Field screen in the right side pane. Locate and select your options by, one at a time, clicking the desired field. The field will be added to the left side edit pane in the same format as the other search parameters. Once you have completed editing your search, you may click the **View Results** link to immediately view the new matches.

[+ Add a field to the search](#)

In the example shown, we wanted to add a list price; the word 'list' was typed into the box. On the right side pane, you have your choice of fields to search starting with the word 'list'. Click on the **List Price** link under Price to add that parameter to your search.

Search Results *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

1

View Results: 17

[Browse »](#)

**County** of  
x Milwaukee

**Municipality** of  
x Wauwatosa

**Property Type** of [Single Family](#)

☒ **Status** of [Active](#)

☒ **Bedrooms** [between 3 and 4](#)

☒ **Total Bathrooms** [between 2.5+](#)

☒ **Garage Spaces** [between 2+](#)

☒ **list**

**Additional Search Options**

☐ Pictures

☐ Videos

☐ Documents

☐ Virtual Tours

☐ Open House Date

☐ Tour of Homes Date

Edit Search
List
Detail
Photos
Map
Compare
Messages

Quick Search
Map Search
Full Search

Add A Field

+ Documents on File

**Listing Information**

Sub Agent Commission
Bonus to Broker
Buyer Agent Commission
Electronic Consent
Limited/Unserviced
Named Prospects
Property PIN

Sub Agent Commission Type
Broker Owned
Buyer Agent Commission Type
Excl. Agency Contract
List Price (VR)
Owner
Var. Comm.

**Member**

Listing/Selling Member
Listing/Selling Company

Listing/Selling Office
Listing/Selling Association

**Price/Status**

List Price

Type your search parameter to add here

Click the search parameter to add

**County** of  
x Milwaukee

**Municipality** of  
x Wauwatosa

**Property Type** of [Single Family](#)

☒ **Status** of [Active](#)

☒ **Bedrooms** [between 3 and 4](#)

☒ **Total Bathrooms** [between 2.5+](#)

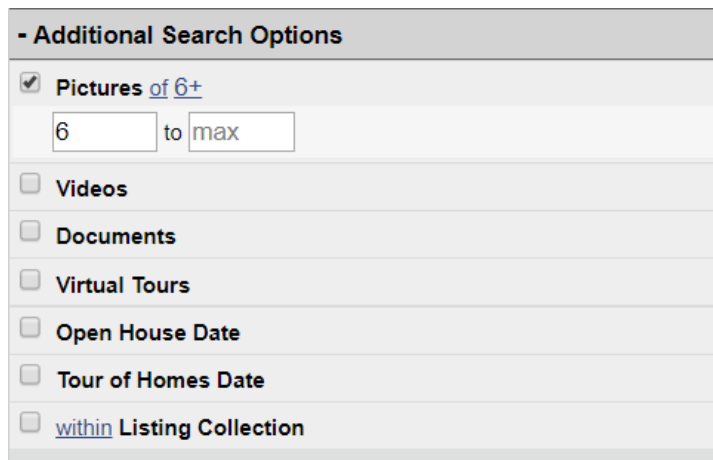
☒ **Garage Spaces** [between 2+](#)

☒ **List Price** [between 185000 and 240000](#)

to

The List Price parameter now appears in the left side parameter pane. Click on the number representing the minimum or maximum list price to open those fields to enter your price range.

The Additional Search Options section lets you further narrow your results to include or not include listings with pictures, videos, documents, virtual tours, and open house / tour of homes dates. You may also determine the number of each of these items in minimum and maximum.



**- Additional Search Options**

☒ **Pictures of 6+**  
6 to max

☐ **Videos**

☐ **Documents**

☐ **Virtual Tours**

☐ **Open House Date**

☐ **Tour of Homes Date**

☐ **within Listing Collection**

The **Pictures** option allows you to search listings with a specific number of photos loaded to a listing.

The **Videos** option allows you to search listings with a specific number of photos loaded to a listing.

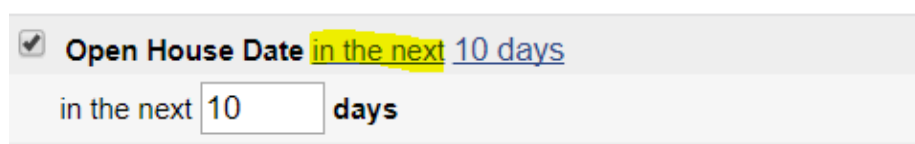
The **Documents** option allows you to search listings with a specific number of photos loaded to a listing.

The link for **Virtual Tours** can be edited to read **Has** or **Does Not Have**.

The links for **Pictures**, **Videos**, and **Documents** can be edited to read **between** and **not between**; Clicking on either number field will open a text field to allow you to change the number.

There are 2 options available for both **Open House Date** and **Tour of Home Date** search options. Links can be edited to read **in the next**, **between**, and **not between**.

When you enter a number of days, you will have access to the date range boxes.



☒ **Open House Date** in the next 10 days

in the next 10 days

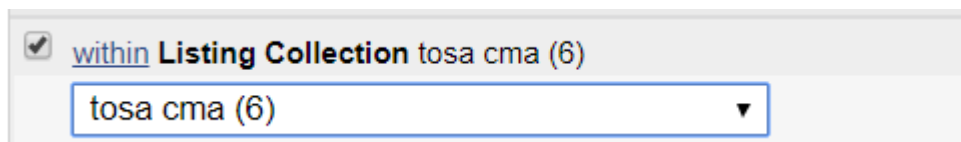
Options can be edited to open a text field to enter a specific number of days, or a date range calendar box.



☒ **Open House Date** between 11/9/2017 and 11/19/2017

11/9/2017 to 11/19/2017

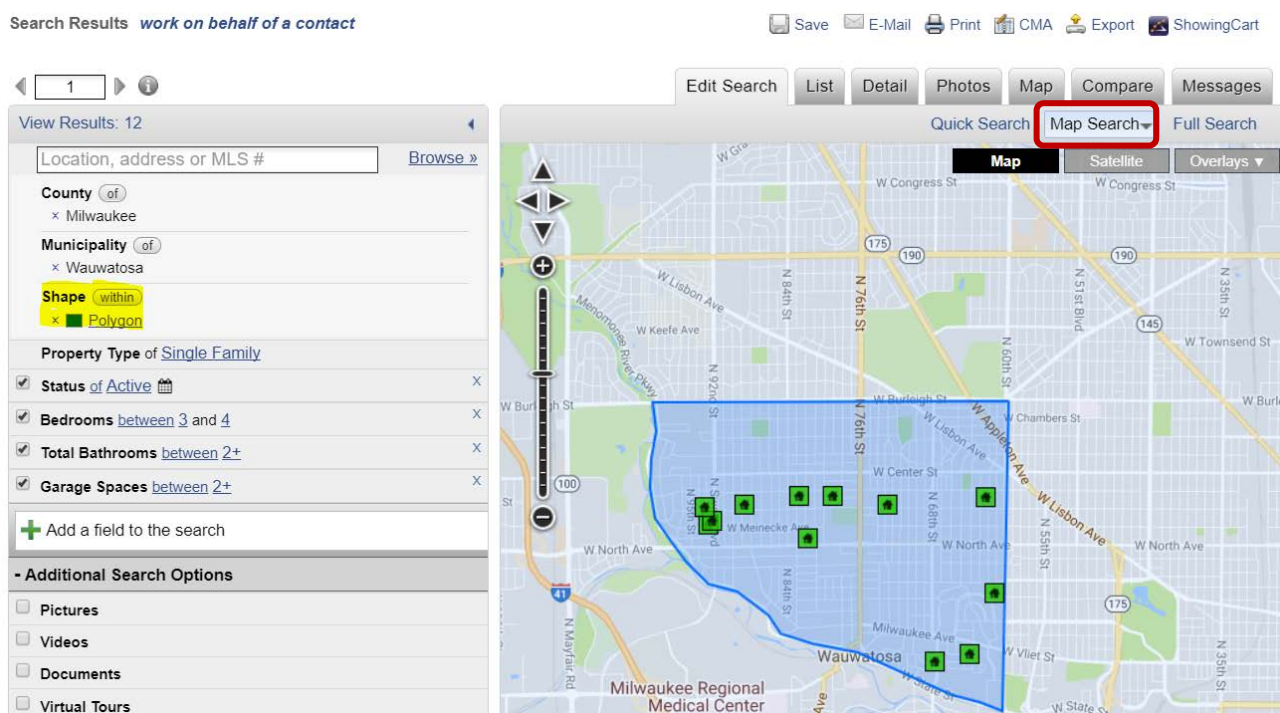
The **Listing Collection** search option allows you to include or exclude list numbers of properties saved in a listing collection. Putting a check in the Listing Collection search box opens a drop-down menu with your saved listing carts. The link can be edited to read **within** or **not within**.



## Map Search

The Map Search link allows you to edit your search to include or exclude a defined geographical area on the map.

For more information on using maps, refer to section **Using FlexMLS Maps**.



## Full Search

The Full Search link allows you to edit your search using the Full Search tabs.

Search Results *work on behalf of a contact* [Save](#) [E-Mail](#) [Print](#) [CMA](#) [Export](#) [ShowingCart](#)

◀ 1 ▶ ⓘ [Edit Search](#) [List](#) [Detail](#) [Photos](#) [Map](#) [Compare](#) [Messages](#)

View Results: 12 [Quick Search](#) [Map Search](#) [Full Search](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Summary
<input checked="" type="checkbox"/> Status <div>Active Delayed Pending Sold Expired</div> <a href="#">See All and Select Date Ranges</a>			<input checked="" type="checkbox"/> County <div>Marinette Marquette McHenry Menominee Milwaukee</div> <a href="#">See All</a>		<input checked="" type="checkbox"/> Municipality <div>River Hills Shorewood South Milwaukee St. Francis Wauwatosa</div>			
<input type="checkbox"/> Contingent <input type="checkbox"/> Exclude <a href="#">See All</a>	<input type="checkbox"/> With Offer <a href="#">See All</a>		<input type="checkbox"/> List Price 0 to 999999999999	<input type="checkbox"/> Sold Price 0 to 999999999999				
<input checked="" type="checkbox"/> Bedrooms 3 to 4			<input checked="" type="checkbox"/> Total Bathrooms 2 to 9999	<input checked="" type="checkbox"/> Garage Spaces 2 to 999999999999				
<input type="checkbox"/> Garage Type <div>Attached Detached None</div> <a href="#">See All</a>			<input type="checkbox"/> Body of Water	<input type="checkbox"/> Subdivision				
<input type="checkbox"/> School District <div>21st Century Preparatory School Abbotsford Adams-Friendship Area</div> <a href="#">See All</a>			<input type="checkbox"/> Street Name	<input type="checkbox"/> State <div>Arizona Arkansas Florida</div> <a href="#">See All</a>				

## Custom Sort

You may sort “on-the-fly” on the Search Results screen by clicking the column header you want to sort by. You will then have the option to choose whether to sort the results in ascending or descending order.

The screenshot shows a search results interface with a table of properties. The 'Property Type' column header is highlighted, and a dropdown menu is open, showing 'Sort Ascending' and 'Sort Descending' options. The table has columns: Price, Status, MLS #, List Price, Bedrooms, Total Bathrooms, G Spaces, Garage Type, Est. Total Sq. Ft., and Property Type. The first two rows of data are visible.

	Price	Status	MLS #	List Price	Bedrooms	Total Bathrooms	G Spaces	Garage Type	Est. Total Sq. Ft.	Property Type
1	\$82,900	Active	4608 N 127th St Butler, WI 53007-1802 1349941	82,900	2	1	2	D		
2	\$133,812	Price Reduced Active	5021 N 127th St Butler, WI 53007-1201 1346900	133,812	3	1.5	2.5	D	1,393	Single-Family

You can also choose to set up a customized sort using any columns of information by clicking the **Sort** link to access several preset sorts, such as **Highest Price First**, **Lowest Price First**, or **New or Recently Changed First**. Click **Edit Sort** to access the **Change Saved Sort** screen.

The screenshot shows a search results interface with a table of properties. The 'Sort' link is highlighted, and a dropdown menu is open, showing various sorting options. The table has columns: Price, Status, MLS #, Postal Municipality, List Price, Bedrooms, Full Baths, Half Baths, and Est. Acreage. The first three rows of data are visible.

**Sort link**

Search Results *work on behalf of a contact*

Results: 12 Selected: 0

Sort link

Sort menu options:

- New or Recently Changed First
- Price - Highest First
- Price - Lowest First
- Status
- Coordinates
- Municipality
- Days On Market
- Bedrooms
- Total Bathrooms
- My Saved Sorts
- Status then Price
- Top 3
- hnsheet

	Price	Status	MLS #	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	Est. Acreage
3	\$249,900	Active	1554764	Wauwatosa	249,900	4	2	1	0.11
4	\$269,900	Active	1538255	Wauwatosa	269,900	4	2	1	0.12
5	\$279,900	Active	1552939	Wauwatosa	279,900	4	2	0	0.14

In the 'Change Saved Sort' screen, to add sort fields, select your desired fields by selecting them under the 'Available Fields' column. Once you have selected your desired fields, you can use the arrow buttons in 'Selected Fields' to move a selected field up or down the list - your sort will follow the order of fields as displayed.

Change Saved Sort

Cancel

Save As

Save

Apply

Available Fields for Single-Family

Search

Bonus to Broker

Broker Owned

Named Prospects

Electronic Consent

Excl. Agency Contrct

Var. Comm.

Limited/Unserviced

Owner

Property PIN

List Price (VR)

**Property Information**

Property Type

# of Rooms

Bedrooms

Total Bathrooms

Selected Fields [Clear List](#)

↑

Status

Ascending

Descending

×

↑

List Price

Ascending

Descending

×

↑

Address

Ascending

Descending

×

↑

Bedrooms

Ascending

Descending

×

↑

Total Bathrooms

Ascending

Descending

×

You also have the option to manually sort listings on the **Selected** link by clicking any place on the whitespace of the listing, and then either using the double and single up and down arrows located at the bottom left of the screen, or dragging each listing into your desired order.

Search Results *work on behalf of a contact* **Selected link**

Save

E-Mail

Print

CMA

Export

ShowingCart

1

Edit Search

List

Detail

Photos

Map

Compare

Messages

Results: 35

Selected: 35

Sort

View

[Address & MLS Number \*]

	Price   Status   MLS #	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Spaces Type	Est. Total Sq. Ft. Property	Property Type	Est Acreage
1	<div>\$121,000</div> <div>4225 N 95th St Wauwatosa, WI 53222-1522</div> <div>Active / 1557421</div>	Wauwatosa	121,000	4	2	0	2 D	1,666	Single-Family	0.18
2	<div>\$159,900</div> <div>4154 N 98TH ST Wauwatosa, WI 53222-1423</div> <div>Active / 1555051</div>	Wauwatosa	159,900	3	2	0	2.5 D	1,026	Single-Family	0.17
3	<div>\$174,900</div> <div>4222 N 96th St Wauwatosa, WI 53222-1531</div> <div>Active / 1548576</div>	Wauwatosa	174,900	4	2	0	2 A	1,564	Single-Family	0.25
4	<div>\$175,900</div> <div>9525 W Grantosa Dr Wauwatosa, WI 53222-1502</div> <div>Active / 1555755</div>	Wauwatosa	175,900	4	2	0	2.5 A	2,298	Single-Family	0.15
5	<div>\$179,800</div> <div>4079 N 98th St Wauwatosa, WI 53222-1463</div> <div>Active / 1536184</div>	Wauwatosa	179,800	4	2	0	2.5 D	1,863	Single-Family	0.14
6	<div>\$179,900</div> <div>303 N 111th St Wauwatosa, WI</div> <div></div>	Wauwatosa	179,900	3	2	0	2.5 A	1,500	Single-Family	0.1

↑

↓

↕

or drag

Sort arrows

# Create a CMA

A Comparable Market Analysis (CMA) is a comparison between properties that are like a property you're trying to sell. A CMA is used in pricing a property – you compare the property you're trying to sell to properties that are like it (the same area, same style, etc.).

There are two ways to run a CMA:

- Run a search. (We recommend you use a Full Search or one of your saved searches.) You can choose to go directly to the Create CMA from the tabbed full search screen by clicking **CMA** in the upper right corner. You can also view your results on the Search Results screen, select your comparable properties and then click on the CMA link to create your CMA.
- On the *FlexMLS* **Search** menu, click **CMA**. From the CMA screen you may select the search method that you want to use to begin the CMA. (Again, we recommend you run a Full Search or one of your saved searches.) You can click on **CMA** in the upper right corner of the Full Search screen, or, when you get the results of your search, select your properties then click the CMA link.


When you click the CMA link from the Search Results screen, the system displays the Create CMA screen, which shows you options for creating your CMA. There are three CMA types to choose from: Full, Quick, and Statistical.

Create CMA

Step 1

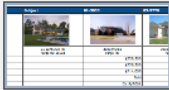
Select CMA Type

There are 50 selected listings.



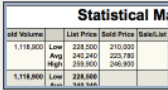
☒ Full CMA

The Full CMA is useful for sellers and includes options for a cover page, subject property information, comparable properties, value adjustments, a summary and a recommendation.



☐ Quick CMA

The Quick CMA is useful when comparing a set of listings without a subject property. This option creates a side-by-side comparison, a price analysis summary, and other statistics.



☐ Statistical CMA

The Statistical CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.

Select Statistical Type

Statistical Average Field: 

Est. Total Sq. Ft.

Used to calculate "price per this field" in the Overall Statistical Analysis section of the CMA

Next Step >>

The Statistical Average Field applies to the Statistical CMA; select the Statistical Average Field you wish to have calculated for the CMA from the drop-down list of available fields. For example, you may wish to base your comparison calculations on Est. Acreage if you are creating a CMA for Vacant Land.

## Full CMA

Full CMA will allow you to produce a full report which may include a cover page, information regarding your subject property, a map of your subject and comparable properties, and a summary statistics report.

### Cover Page Tab

Once you are in Create CMA, the system allows you to enter cover page information. You can type in the name of the Contact you are creating the CMA for and also type in any other information in the comments field.

Your signature will automatically be added to the cover page. The selected option shown below will just include your name and office as currently shown. The Generic Card option will list your full profile signature; this includes your name with saved designations, the address, your main contact number, e-mail address, and web address listed in the Quick Profile Maintenance section of your profile

If you have uploaded an agent photo to your profile, this will automatically be added to the cover page as well. Once you have personalized the cover page, you can then click on the **Next Step** button to take you to the subject tab.

[Return to search results](#)

Create CMA

Step 2

Cover Page

Subject

Cmps

Adjustments

Summary

Recommendation

Finish

Cover Page Information

Title: Comparable Market Analysis

For: Home Seller

As of:

☒ Tuesday, January 5, 2016

☐ Always Use Current Date

By:

☐ Rose A. Realtor of Nancy Realtors

☒

Comments:

( 0 of 3000 character max )

Next Step >>

## Subject Tab

The Subject tab allows you to either auto-populate the fields from an existing listing using the MLS number, or manually enter the information for the property you are creating the CMA for.

You can add, change or remove fields. You may also create templates containing personally chosen fields to use and reuse. Click on the magnifying glass next to the field you want to change, click the drop down arrow and select the new field. To add a field, click on **New Item** and then click the drop-down arrow and select the new field. To remove a field, click the red x on the right side.

To move the order of the fields, click on the double arrow, this will then give you an up and a down arrow to click on to move the field to the place that you want it. When finished, click on the double arrow again.

You can save the template by clicking on the **Save/Replace Template** button on the bottom of page. In the pop-up window, you will have the option to save it as a new or existing template, name it, and make it the default template for the Subject tab.

Click **Map Location** to manually map your subject property on the Comparables

Click **Auto-Populate from Existing Listing** to type in a previous list number to auto populate the subject information for the CMA.

Click on the magnifying glass next to the field you want to change.

Click **New Item** to add a field.

Click the red **X** to remove a field.

**Create CMA** Step 3

[Cover Page](#) **Subject** [Comps](#) [Adjustments](#) [Summary](#) [Recommendation](#) [Finish](#)

**Subject Property Address Information**

Address 1: 9058 North 60th Street  
Address 2:   
City: Brown Deer  
State: WI Zip: 53223

[Show Map Location](#) [Auto-Populate Fields from existing Listing](#)

**Subject Photo**

No photo  
[Upload photo](#)  
[Remove photo](#)

**Subject Property Additional Information**

Template: [None - custom fields] [Delete/Rename Template](#)

flexmls field name		Field name i.e. Lot Acres	Description i.e. 3 acres	Action
Type		Type		
County		County		
# of Rooms		# of Rooms		

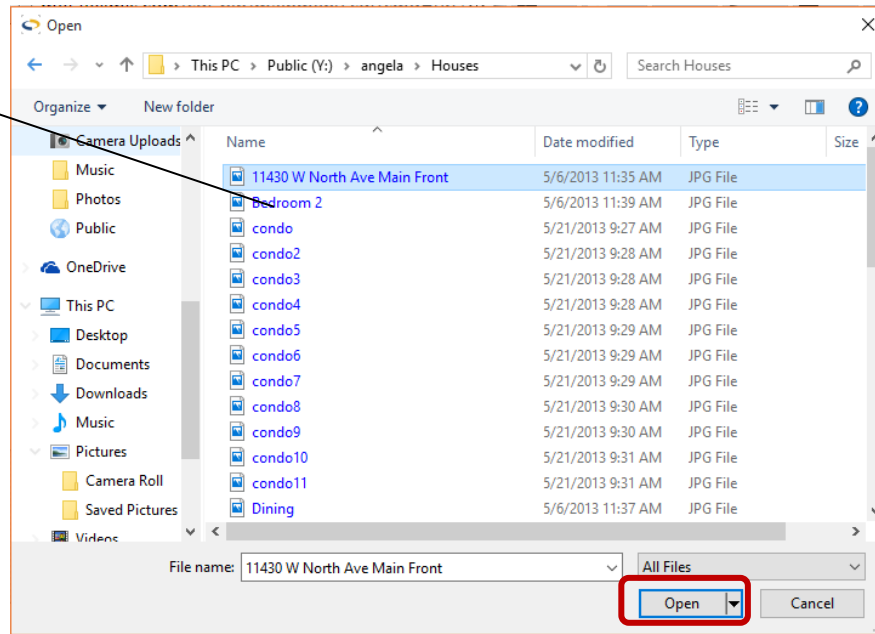
[New Item](#) [Remove All Items](#) [Save/Replace Template](#)

[<< Previous Step](#) [Next Step >>](#)

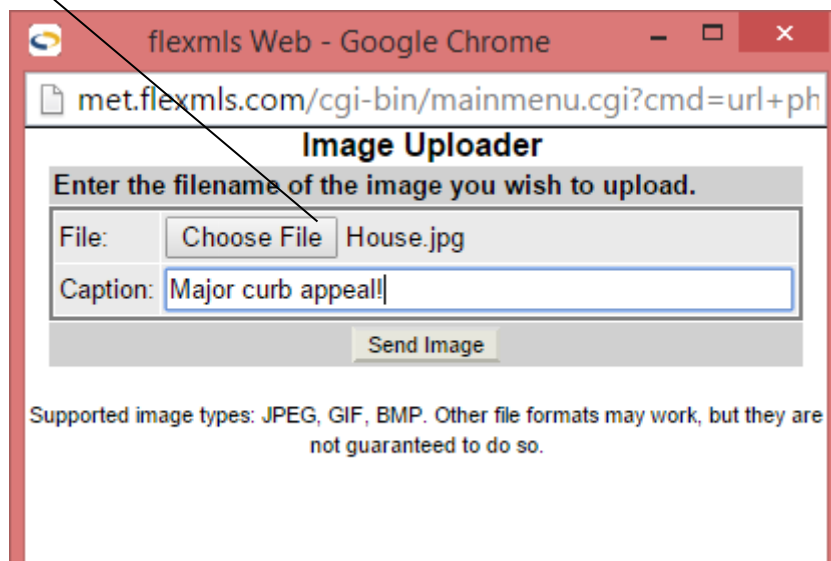
You can upload a photo for the subject property on this tab too. Click on **Upload Photo**, this will open the Image Uploader dialog box. Click on the **Choose File** button, this will open the browse files window. Select the photo, click **Open**, this will pull the file name into the 'Choose File' field for you.

**NOTE:** The suggested photo file size for any one photo is 5 MB.

Select photo to  
upload and click  
**Open** to upload



Click **Choose File** to  
upload photo.



Click the **Send Image** button. To remove the photo, click the **Remove Photo** link on the Subject tab.

If you do not have the information or are not interested in using a subject property in your CMA, you can simply scroll down to the bottom of the page and click on **Next Step**.

## Comps Tab

The Comps tab allows you to confirm your choice of comparable properties. All of your comparables are selected by default. If you do not wish to use all of them for the summary price recommendation, you can manually deselect the comparables you do not want to use. However, all comparables (selected or not) are used to calculate the Unadjusted Overall Market Analysis.

Create CMA										Step 4	Save
Cover Page	Subject	Comps	Adjustments	Summary	Recommendation	Finish					
Please Select Comparable Listings											
Select	List Number	Status	Address			Price		Action			
<input checked="" type="checkbox"/>	1319371	Active	2621 N Wauwatosa Ave	Wauwatosa	WI	53213-1136	\$159,000	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	1314227	Active	2629 N 83rd St	Wauwatosa	WI	53213-1028	\$239,000	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	1311384	Active w/Offer	2616 N 86th St	Wauwatosa	WI	53226-1924	\$274,900	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	1316586	Active	8427 Jackson Park Blvd	Wauwatosa	WI	53226-2802	\$279,900	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	1301854	Active	2517 N 91st St	Wauwatosa	WI	53226-1834	\$309,900	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	1307583	Active	2135 N 93rd ST	Wauwatosa	WI	53226-2607	\$400,000	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	1320432	Active w/Offer	2530 Pasadena Blvd	Wauwatosa	WI	53226-1948	\$425,000	<input checked="" type="checkbox"/>			

Add Comparables Show Only Selected Comparables

<< Previous Step Next Step >>

Click **Add Comparables** to add both MLS and Non-MLS comparables to your CMA

Click **Show Only Selected Comparables** to delete the listings that you didn't select

Use the arrows to rearrange the order of the comparable properties

Use Globe to report an unmapped listing or map your own

You may remove a comparable by clicking the red 'X' next to it

There are five ways to add comparables to your CMA. All five ways start by clicking on the **Add Comparables** button, which is located at the bottom of your current list of comparables. From there, you can enter comparables using any one of the following methods:

- Search for comparable properties within a specific geographical area by using Mapping
- Use a search by clicking the **Full Search** button
- Use the drop down arrow to select the Listing Cart that contains the comparables that you want to include and click on **Add Comps**.
- Enter the MLS number you want to include in your CMA in the List Number field and click **Add Comps**.
- Click on the Non-MLS Comparables tab and then on **Create New Comparable**. This will bring you to a screen where you can enter in the information about the non-MLS comparable. Once you have completed the necessary information, click on **Save This Comparable**. Your comparable can now be found listed under Available Non-MLS Comparables, select it and click **Add to CMA**. You can edit and save non-MLS comparables for use in future CMAs.

Click **Non-MLS Comparables** tab to select or enter new non-MLS comparables.

Once you have selected your comparables, you can click the **Next Step** button on the comparables tab.

## Adjustments Tab

The Adjustments tab allows you to make market value adjustments to your comparables. For example, if your subject property has a full finished basement and your comparables don't, you can adjust the market value of the comparable properties to a market value based on properties that do have finished basements.

**NOTE:** For Market Values, see your broker, tax assessor or appraiser.

To make an adjustment, select a field from the left and enter the adjustment for each comparable property on the right. To add a new adjustment not on the list, select the property you want from the Adjustments For Comparable list and click on the **New Adjustment** button. Then enter a description and an adjustment value.

Select a field to make an adjustment.

Click the address to display a full report for the comparable.

Enter the adjustment for each comparable here.

**Auto-Adjust Comparables** will add adjustments based on your rules and the differences between your subject property and comparables. This process will only add adjustments and not modify any of your existing adjustments.

Add a new custom adjustment field or edit existing adjustments.

Comments may be added to describe adjustments.

You can also create a list of standard adjustments. This will allow you to use the same adjustment without having to enter the description and value each time you create a CMA.

Click on the **Edit Adjustment List** button; this will bring up the Adjustments window. You can create new adjustments and edit previously saved adjustments. To create a new adjustment, click on the **Add New** button; enter the description and value in the appropriate fields and then click on the **Save** button. Your adjustment is now added to the Available Adjustments list and will be available each time you create a CMA. Click on the **Return to CMA** button to return to your CMA.

The screenshot shows a web interface for manual adjustments. At the top, there are two tabs: "Automatic Adjustments" and "Manual Adjustments", with the latter highlighted by a red box. Below the tabs is a section titled "Available Manual Adjustments" containing a list box with the item "Full Bath (+2500)". Below the list box are two buttons: "Add New" (with a green plus icon) and "Remove" (with a red X icon). Below these is a section titled "Add New Adjustment" with a form. The form has two columns: "Description" and "+/- Value". The "Description" column has a text input field. The "+/- Value" column has a dropdown menu set to "+", a text input field with the value "0", and a "Save" button with a floppy disk icon. At the bottom of the window is a "Return to CMA" button with a blue arrow icon.

To expedite the process of adjusting prices, set up auto adjustments based on values for your area. You determine the value per unit and save your values for future use. For example, if in your market one square foot of residential space is worth approximately \$75, you may set that value in your auto adjustments, and then with one click, adjust all property values in your CMA.

The screenshot shows a web interface for automatic adjustments. At the top, there are two tabs: "Automatic Adjustments" and "Manual Adjustments", with the former highlighted by a red box. Below the tabs is a section titled "Available Auto Adjustments" containing a list box with the item "Single-Family-# of Rooms (+3000/unit)". Below the list box are two buttons: "Add New" (with a green plus icon) and "Remove" (with a red X icon). At the bottom of the window is a "Return to CMA" button with a blue arrow icon.

## Summary Tab

The Summary tab gives you all the statistical information for your comparables. The information provided includes:

- Summary of listings by statuses.
- Low, average, median, and high comparisons.
- Overall market analysis (Unadjusted), which includes average square footage, average price per square foot, and average days on market for all comparables, selected or not.

After you have viewed the statistical information, you can click on the **Next Step** button to continue.

Create CMA							Step 6				
Cover Page	Subject	Comps	Adjustments	Summary	Recommendation	Finish					
<b>Price Analysis</b>											
<b>Summary of Active Listings</b>											
MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price				
1299363	4549 N Parkside Ct, Wauwatosa WI	\$150,480	128	128	\$129,500	-	\$129,500				
1318726	4130 N 93rd St, Wauwatosa WI	\$155,000	23	23	\$155,000	-	\$155,000				
1319026	4570 N 101st St, Wauwatosa WI	\$156,900	23	383	\$156,900	-	\$156,900				
1319371	2621 N Wauwatosa Ave, Wauwatosa WI	\$159,000	20	20	\$159,000	-	\$159,000				
1264655	11121 W Potter Rd, Wauwatosa WI	\$192,250	393	393	\$169,900	-	\$169,900				
<b>Summary of Pending Listings</b>											
MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price				
1304135	2531 N 70th St, Wauwatosa WI	\$239,000	47	47	\$239,000	-	\$239,000				
1295928	2628 N 93rd St, Wauwatosa WI	\$279,900	125	314	\$269,900	-	\$269,900				
1314407	3321 N Menomonee River Pkwy, Wauwatosa WI	\$275,000	46	46	\$275,000	-	\$275,000				
1320702	2652 N 82nd St, Wauwatosa WI	\$289,800	6	6	\$289,800	-	\$289,800				
1315042	4744 N 103rd St, Wauwatosa WI	\$129,000	24	149	\$129,000	-	\$129,000				
1319158	7517 Milwaukee, Wauwatosa WI	\$174,900	30	30	\$174,900	-	\$174,900				
1270252	2935 N 122nd St, Wauwatosa WI	\$189,900	246	411	\$189,900	-	\$189,900				
<b>Summary of Sold Listings</b>											
MLS #	Address	List Price	DOM	CDOM	Sold Date	Sold Price	Total Adjustments	Adjusted Price			
1293767	4131 N 93rd St, Wauwatosa WI	\$157,800	104	104	07/12/2013	\$157,500	-	\$157,500			
1283745	4758 N 108th St, Wauwatosa WI	\$159,900	201	201	06/28/2013	\$147,000	-	\$147,000			
1297326	2431 N 69th St, Wauwatosa WI	\$189,900	93	93	06/21/2013	\$185,000	-	\$185,000			
1301961	2253 N 71st St, Wauwatosa WI	\$225,000	107	107	07/12/2013	\$223,000	-	\$223,000			
1277644	10410 W Burleigh St, Wauwatosa WI	\$229,900	196	196	06/12/2013	\$215,000	-	\$215,000			
1308166	2374 N 101st St, Wauwatosa WI	\$289,900	5	5	06/25/2013	\$295,000	-	\$295,000			
<b>Low, Average, Median, and High Comparisons</b>											
	Active	Pending	Sold	Overall							
<b>Low</b>	\$129,500	\$129,000	\$	\$							
<b>Average</b>	\$154,060	\$223,929	\$144	\$97,480							
<b>Median</b>	\$156,900	\$239,000	\$152	\$64,750							
<b>High</b>	\$169,900	\$289,800	\$500	\$289,800							
<b>Overall Market Analysis (Unadjusted)</b>											
Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg. Est. Total Sq. Ft.	Avg. List \$/Est. Total Sq. Ft.	Avg. Sold \$/Est. Total Sq. Ft.	Avg. Dom	Avg. CDOM
Active	5	770,300	154,060	0	0	0.00	1,317	119.08	0.00	117	189
Pending	7	1,567,500	223,929	0	0	0.00	1,628	136.91	0.00	75	143
Sold	6	1,252,400	208,733	1,222,500	203,750	0.00	2,070	110.23	107.87	118	118
<b>Overall</b>	<b>18</b>	<b>3,590,200</b>	<b>199,456</b>	<b>1,222,500</b>	<b>203,750</b>	<b>0.00</b>	<b>1,689</b>	<b>123.06</b>	<b>107.87</b>	<b>101</b>	<b>148</b>

<< Previous Step
Next Step >>

## Recommendation Tab

The Recommendation tab allows you to choose three different ways to calculate the recommended price for your subject property.

- Choose **Calculate High/Low Price using High/Low Price from comparables** to have your Subject Property Listing Price Recommendation based on the High, Low and Average price of your comparables. This recommendation can be changed by adding or removing comparables or by making adjustments to the comparables.
- Choose **Calculate High/Low Price using a percentage above/below the Recommended Price**, enter a percentage and click recalculate to have your Subject Property Listing Price Recommendation calculated based on a percentage below and above the recommended price.
- Change any of the fields by clicking in the field and typing in a new value.

To advance to the next tab, simply click on the **Next Step** button.

Make adjustments to these numbers as needed.

Return to Search Results

Create CMA Step 7 Save

Cover Page Subject Comps Adjustments Summary Recommendation Finish

Subject Property Listing Price Recommendation

Low: \$161,000  
High: \$200,000  
Recommended: \$182,833

Listing Price Recommendation Options

☒ Calculate High/Low Price using High/Low Price from comparables  
☐ Calculate High/Low Price using a percentage above/below the Recommended Price

Recalculate

<< Previous Step Next Step >>

Select which method you would like used to calculate the low and high price recommendation.

**NOTE:** The values on the Recommended tab only uses the sold comparables if you have that status included; if you don't, it will use values from all statuses.

## *Finish Tab*

The Finish tab is the last step in creating your CMA. This is where you tell the system exactly what information you would like displayed in your CMA.

There are many items that can be included in your CMA.

- **Cover page** contains information about the property owner and your contact information.
- **Map of subject and comparable properties** is a map with the subject property and/or comparable properties on it. You can choose the map rendering or a satellite map.
- **Subject property description** gives the details about the subject property.
- **Side-by-side comparison of all listings** displays three comparables with the subject property on the left side.
- **Sort side-by-side comparison by status** allows you to group your comparable listings by status for this view.
- **Search parameters** display the search parameters used for the CMA.
- **Statistical summary** gives the statistical details about the comparable properties. There are options to display a chart that represents the data and include listing price recommendation.
- **Display Listing Price Recommendation** shows the recommended price for the subject property.
- **CMA Color Scheme** will change the color scheme of your CMA.
- **Individual adjustment summary for each listing** displays the adjustments for each comparable.
- **Include listing detail using this report** allows you to select the format for the reports.
- **Print all listings** will print all of the listings in your search.
- **Print only listings marked as comparable** will only print the listings that were selected as comparables.
- **3-up comparison** is a three-up CMA format that does not include the subject property on the left side or any adjustments.

## *E-mailing and Printing a CMA*

Once you have selected the items to display, you can either e-mail, save, view, or print your CMA using the options from the Finish tab. It is always a good idea to view the CMA first just to make sure the format is correct.

- **E-mail:** Click to e-mail the CMA to a previously saved or new Contact.
- **Save:** Save what you have entered to complete or use at a future time.
- **View:** Use to preview what your CMA will look like; if you would like to make changes, close the CMA report and select your desired tab(s) to make changes. You can also print the open CMA using CTRL + P. After you have viewed your CMA, you can close out of the report. You will still be in the Create CMA program. From there you can then e-mail the CMA or save it for future reference.
- **Download:** Use Download to convert your CMA report into a PDF file.

**Create CMA** Step 8

[Cover Page](#) [Subject](#) [Comps](#) [Adjustments](#) [Summary](#) [Recommendation](#) **Finish**

**Comparable Market Analysis Display Options**

- ☒ Cover page
- ☒ Map of subject and comparable properties
  - ☒ Street map
  - ☐ Satellite map
- ☒ Subject property description
- ☒ Side-by-side comparison of all listings
- ☒ Sort side-by-side comparison by Status
- ☒ Search parameters
- ☒ Statistical summary
  - ☒ Display Charts
  - ☒ Display Listing Price Recommendation
- CMA Color Scheme:  
Default White

**Listing Detail Options**

- ☐ Individual adjustment summary for each listing
- ☒ Include listing detail using this report:  
Full Report Addtl Photos Public Report
- ☒ Print all listings
- ☐ Print only listings marked as comparable
- ☒ 3-up comparison

E-mail Save View Download

## *Saving a CMA*

After you have viewed your CMA, you can close out of the report. You will still be in the Create CMA program. From there you can then e-mail the CMA or save it for future reference.

To view a saved CMA, click on CMA under the Search section in Menu. This will bring up the Saved CMAs screen. Select the CMA you want to view and click on the **View** button. To remove a CMA, select it on the Saved CMA screen and click on **Remove** button. Other button functions are described below.

The screenshot shows a web application titled "Saved CMAs". On the left, there is a list of saved CMAs under the heading "Saved CMAs". The first item is "CMA July 17 2017" and is highlighted in blue. Below it, under the heading "Draft CMAs", there are five entries, each stating "Draft CMA - 8 days ago". At the bottom of the list, there are five buttons: "New" (with a green plus icon), "View" (with a magnifying glass icon), "Edit" (with a pencil icon), "Rename" (with a document icon), and "Remove" (with a red X icon). On the right side of the interface, there is a "Description" panel. It has an "Overview" section with the following details: "CMA Name: CMA July 17 2017", "Title: Comparable Market Analysis", "For: Home Buyer", and "Last Modified: 7/17/2017". Below the overview is a "Comments" section with a text area containing the text "this is what I am typing in this box to see how it prints out on the cma".

Click **Remove** to delete a Saved CMA

Clicking the **New** button allows you to begin creating a new CMA

Clicking the **View** button will open the CMA report in its completed form

**Edit** allows you to make changes to a previously saved CMA.

**Rename** lets you give your saved CMA a different name

## Quick CMA

Quick CMA will take you directly to the Finish tab, which will allow you to choose what options you would like to include in your CMA. You may still make adjustments under each tab when using the Quick CMA.

Create CMA						Step 8
Cover Page	Subject	Comps	Adjustments	Summary	Recommendation	Finish
<b>Comparable Market Analysis Display Options</b>						
<input type="checkbox"/> Cover page						
<input type="checkbox"/> Map of subject and comparable properties						
<input checked="" type="radio"/> Street map						
<input type="radio"/> Satellite map						
<input type="checkbox"/> Subject property description						
<input type="checkbox"/> Side-by-side comparison of all listings						
<input type="checkbox"/> Sort side-by-side comparison by Status						
<input checked="" type="checkbox"/> Search parameters						
<input checked="" type="checkbox"/> Statistical summary						
<input checked="" type="checkbox"/> Display Charts						
<input type="checkbox"/> Display Listing Price Recommendation						
CMA Color Scheme:						
Default White						
<b>Listing Detail Options</b>						
<input type="checkbox"/> Individual adjustment summary for each listing						
<input checked="" type="checkbox"/> Include listing detail using this report:						
Full Report Addtl Photos						
Public Report						
<input checked="" type="radio"/> Print all listings						
<input type="radio"/> Print only listings marked as comparable						
<input checked="" type="checkbox"/> 3-up comparison						
<input type="button" value="E-mail"/> <input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Download"/>						

## Statistical CMA

Statistical CMA will allow you to produce a Statistical Market Analysis report of a particular area based on your comparable listings.

**NOTE:** If you have more than 80 properties selected, you will only have the option to do a Statistical CMA.

**Create Statistical CMA**

**Statistical CMA**

☒ **Total Statistics**

☒ Include total row at bottom of statistics analysis


☐ Remove Est. Total Sq. Ft. Statistics

☐ **Individual Listing Information**

☐ Print listing information on separate page(s)

View: [Single Family \*] ▼

☐ **Fannie Mae 1004MC**

 Effective Date (end date of the 1 year period, must be less than or equal to today's date)  
mm/dd/yyyy

Checking this option will include statistics to assist you in filling out the Fannie Mae 1004MC appraisal report.

☐ **Median Calculation**

Checking this option can result in slower report generations.

Group this Statistical CMA by: Status ▼

Note: Please be patient when including listing information for large numbers of listings.

<< Back

E-mail CMA

View CMA

PDF

**Include total row at bottom of statistics analysis** – this is the last row of the statistical analysis chart; it displays data for the total number of comparables.

**Remove Est. Total Sq. Ft. Statistics** – this option removes the Est. Total Sq. Ft. column.

**Individual Listing Information** – this option will display a list of all comparables used in the List tab format from the Search Results screen. The ‘View’ drop-down menu lets you choose the view used to display the listings.

**Print listing information on separate page(s)** – this option will print the individual listing information comparables on pages separate for the other CMA data.

**Fannie Mae 1004MC** – this option generates a report that is required for appraisers' reports on one to four unit properties; statistics are broken out into specific timeframes.

**Median Calculation** – this option provides a median calculation for your chosen sort.

The following screen shows the sort using Status:

### Statistical Market Analysis

Status	# Listings	List Volume	Sold Volume		List Price	Sold Price	Sale/List Price	Sq. Ft.	List Price Per Sq. Ft.	Sold Price Per Sq. Ft.	Days On Market	Cumulative Days On Market
Active	178	66,073,454	0	Low	129,900	0	0.00	995	72.37	0.00	28	28
				Avg	371,199	0	0.00	1,679	224.90	0.00	264	264
				High	893,000	0	0.00	3,220	449.12	0.00	669	669
Pending	14	4,186,599	0	Low	99,999	0	0.00	1,107	128.52	0.00	31	31
				Avg	299,043	0	0.00	1,329	223.84	0.00	318	318
				High	459,900	0	0.00	1,650	302.17	0.00	417	417
Sold	71	20,406,950	19,599,239	Low	134,900	140,000	1.04	1,026	66.06	68.56	9	0
				Avg	287,422	276,046	0.96	1,603	182.24	174.38	140	0
				High	759,000	680,000	0.90	3,346	265.22	252.03	430	0
Overall	263	90,667,003	19,599,239	Low	99,999			995	66.06		9	28
				Avg	344,741			1,645	213.61		234	268
				High	893,000			3,346	449.12		669	669

#### Selection Criteria for Comparable Properties

**Search Parameters:** Property type Condominium; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Municipality of 'Milwaukee'; Bedrooms between 2 and 99; Total Bathrooms between 1.5 and 9999; Sold Date between '10/30/2007' and '10/30/2018'; Inside a map search polygon.

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The following screen shows the sort using Municipality:

### Statistical Market Analysis

Municipality	# Listings	List Volume	Sold Volume		List Price	Sold Price	Sale/List Price	Sq. Ft.	List Price Per Sq. Ft.	Sold Price Per Sq. Ft.	Days On Market	Cumulative Days On Market
Milwaukee	263	90,667,003	19,599,239	Low	99,999	140,000	1.40	995	66.06	68.56	9	28
				Avg	344,741	276,046	0.80	1,645	213.61	174.38	234	268
				High	893,000	680,000	0.76	3,346	449.12	252.03	669	669
St. Francis	13	3,704,000	935,900	Low	209,900	235,900	1.12	1,072	131.42	161.83	36	36
				Avg	284,923	311,967	1.09	1,528	188.50	199.86	121	97
				High	494,900	460,000	0.93	2,244	276.02	256.55	470	225
Overall	276	94,371,003	20,535,139	Low	99,999			995	66.06		9	28
				Avg	341,924			1,639	212.21		228	260
				High	893,000			3,346	449.12		669	669

#### Selection Criteria for Comparable Properties

**Specified listings from the following search:** Property type Condominium; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Municipality of 'Milwaukee', 'St. Francis'; Bedrooms between 2 and 99; Total Bathrooms between 1.5 and 9999; Sold Date between '10/30/2007' and '10/30/2018'; Inside a map search polygon; Inside a map search polygon.

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The following screen shows the sort using # of Rooms:

### Statistical Market Analysis

# of Rooms	# Listings	List Volume	Sold Volume		List Price	Sold Price	Sale/List Price	Sq. Ft.	List Price Per Sq. Ft.	Sold Price Per Sq. Ft.	Days On Market	Cumulative Days On Market
3	1	215,000	211,000	Low	215,000	211,000	0.98	1,350	159.26	156.30	195	0
				Avg	215,000	211,000	0.98	1,350	159.26	156.30	195	0
				High	215,000	211,000	0.98	1,350	159.26	156.30	195	0
4	45	13,914,000	2,080,900	Low	173,900	180,000	1.04	995	145.53	129.26	9	28
				Avg	309,200	260,112	0.84	1,264	247.76	199.49	282	329
				High	560,500	342,000	0.61	1,668	449.12	252.03	619	619
5	126	40,855,653	8,586,989	Low	99,999	170,000	1.70	1,026	72.37	97.01	25	31
				Avg	324,251	245,343	0.76	1,507	217.01	167.36	233	261
				High	893,000	350,000	0.39	2,144	447.90	244.24	536	536
6	67	23,800,204	6,331,600	Low	134,900	140,000	1.04	1,248	66.06	68.56	11	31
				Avg	355,227	301,505	0.85	1,875	193.26	175.26	211	243
				High	699,000	475,000	0.68	2,820	424.68	216.81	579	579
7	20	9,615,426	1,441,250	Low	224,900	218,250	0.97	1,394	105.41	156.56	33	74
				Avg	480,771	360,312	0.75	2,411	187.52	177.07	207	231
				High	729,000	530,000	0.73	3,220	227.23	208.58	669	669
8	1	527,920	0	Low	527,920	0	0.00	1,992	265.02	0.00	536	536
				Avg	527,920	0	0.00	1,992	265.02	0.00	536	536
				High	527,920	0	0.00	1,992	265.02	0.00	536	536
9	2	1,458,900	680,000	Low	699,900	680,000	0.97	3,346	226.84	203.23	99	137
				Avg	729,450	680,000	0.93	3,346	226.84	203.23	118	137
				High	759,000	680,000	0.90	3,346	226.84	203.23	137	137
10	1	279,900	267,500	Low	279,900	267,500	0.96	0	0.00	0.00	166	0
				Avg	279,900	267,500	0.96	0	0.00	0.00	166	0
				High	279,900	267,500	0.96	0	0.00	0.00	166	0
Overall	263	90,667,003	19,599,239	Low	99,999			995	66.06		9	28
				Avg	344,741			1,645	213.61		234	268
				High	893,000			3,346	449.12		669	669

#### Selection Criteria for Comparable Properties

**Search Parameters:** Property type Condominium; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Municipality of 'Milwaukee'; Bedrooms between 2 and 99; Total Bathrooms between 1.5 and 9999; Sold Date between '10/30/2007' and '10/30/2018'; Inside a map search polygon.

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The following screen shows the sort using Bedrooms:

### Statistical Market Analysis

Bedrooms	# Listings	List Volume	Sold Volume		List Price	Sold Price	Sale/List Price	Sq. Ft.	List Price Per Sq. Ft.	Sold Price Per Sq. Ft.	Days On Market	Cumulative Days On Market
2	211	69,233,845	14,927,489	Low	99,999	170,000	1.70	995	93.24	97.01	9	28
				Avg	328,122	261,886	0.80	1,550	217.96	175.45	246	288
				High	699,000	414,000	0.59	2,820	449.12	252.03	669	669
3	49	19,814,658	3,991,750	Low	129,900	140,000	1.08	1,255	66.06	68.56	19	31
				Avg	404,381	307,058	0.76	1,998	195.45	165.48	185	192
				High	893,000	530,000	0.59	3,220	447.90	215.91	578	578
4	3	1,618,500	680,000	Low	274,500	680,000	2.48	2,604	105.41	203.23	88	88
				Avg	539,500	680,000	1.26	2,865	184.47	203.23	133	150
				High	759,000	680,000	0.90	3,346	226.84	203.23	212	212
Overall	263	90,667,003	19,599,239	Low	99,999			995	66.06		9	28
				Avg	344,741			1,645	213.61		234	268
				High	893,000			3,346	449.12		669	669

#### Selection Criteria for Comparable Properties

**Search Parameters:** Property type Condominium; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Municipality of 'Milwaukee'; Bedrooms between 2 and 99; Total Bathrooms between 1.5 and 9999; Sold Date between '10/30/2007' and '10/30/2018'; Inside a map search polygon.

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The following screen shows the sort using Total Bathrooms:

### Statistical Market Analysis

Total Bathrooms	# Listings	List Volume	Sold Volume		List Price	Sold Price	Sale/List Price	Sq. Ft.	List Price Per Sq. Ft.	Sold Price Per Sq. Ft.	Days On Market	Cumulative Days On Market
1.50	20	4,757,199	919,250	Low	99,999	180,000	1.80	1,026	72.37	156.56	52	52
				Avg	237,860	229,812	0.97	1,376	190.13	174.11	189	174
				High	498,500	292,000	0.59	1,933	389.45	191.98	422	422
2.00	165	55,697,504	10,182,639	Low	134,900	140,000	1.04	995	66.06	68.56	11	28
				Avg	337,561	261,093	0.77	1,530	223.04	175.65	268	315
				High	790,000	530,000	0.67	2,604	449.12	252.03	619	619
2.50	63	21,092,200	7,073,850	Low	189,900	170,000	0.90	1,178	93.24	97.01	9	38
				Avg	334,797	282,954	0.85	1,788	193.26	168.98	179	189
				High	893,000	475,000	0.53	2,645	446.50	233.42	669	669
3.00	1	759,000	680,000	Low	759,000	680,000	0.90	3,346	226.84	203.23	99	0
				Avg	759,000	680,000	0.90	3,346	226.84	203.23	99	0
				High	759,000	680,000	0.90	3,346	226.84	203.23	99	0
3.50	12	7,422,600	743,500	Low	375,000	363,500	0.97	2,019	185.74	180.04	33	115
				Avg	618,550	371,750	0.60	2,756	218.99	181.50	161	163
				High	729,000	380,000	0.52	3,220	248.75	182.96	274	274
4.50	2	938,500	0	Low	464,500	0	0.00	2,500	172.36	0.00	57	57
				Avg	469,250	0	0.00	2,625	179.08	0.00	113	113
				High	474,000	0	0.00	2,750	185.80	0.00	170	170
Overall	263	90,667,003	19,599,239	Low	99,999			995	66.06		9	28
				Avg	344,741			1,645	213.61		234	268
				High	893,000			3,346	449.12		669	669

### Selection Criteria for Comparable Properties

**Search Parameters:** Property type Condominium; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Municipality of 'Milwaukee'; Bedrooms between 2 and 99; Total Bathrooms between 1.5 and 9999; Sold Date between '10/30/2007' and '10/30/2018'; Inside a map search polygon.

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## My Listings/Office Listings

The My Listings and My Office Listings functions are very simple.

- **My Listings** shows your current listings with a status of Active, Active With Offer, or Pending.
- **Office Listings** shows all the listings from your office with a status of Active, Active With Offer, or Pending.
- **Company Listings** shows all listings for that company with a status of Active, Active With Offer, or Pending. This option is available only under the met.comp accounts.

To perform any of these searches, open the main *FlexMLS* **Search** menu and click **My Listings** or **Office Listings**. The system displays the My Listings or My Office Listings screen. These screens work exactly like the regular Search Results screen.

## My Market

The My Market Area has special kinds of saved searches you can use to keep track of what's going on in your markets.

There are several different options under the My Market function:

- **Hotsheet** gives you two options; the first is the Standard 24 Hour Hotsheet, which shows **all** the activity in the MLS over the past 24 hours. The second is the Custom Hotsheet, which allows you to select specific statuses and categories, or to use one of your saved searches to run a hotsheet.
- **Markets Areas**, which saves up to five hotsheets for areas of interest to you.
- **Market Summary** lists your Market Areas with the latest updates for your saved specified events.
- **My Market** is a graph and text inventory report that you can customize to your specifications by using a Full Search or a Saved Search.

## Standard 24 Hour Hotsheet

When you choose this option, you can select county only. You have no opportunity to enter specific categories or statuses. Once you have selected your desired county(ies) and clicked the **Run 24-Hour Hotsheet** button, you will automatically go to the Search Results screen with the matches for everything that has happened in MLS over the past 24 hours, which covers all of the activity for all categories and statuses in the counties you have selected.

### Hot Sheet

#### 24-Hour Hot Sheet

Please select between 1 and 6 counties.

Select

RUN 24-HOUR HOT SHEET

#### Custom Hot Sheet

Show activity since 11/07/2017 at 03:43 PM Central.

CUSTOM HOT SHEET SETTINGS

RUN CUSTOM HOT SHEET

## Custom Hotsheet – Saved Search Hotsheet

With this Hotsheet option, you are running previously a saved search.

1. To create and run a saved search hotsheet, simply click on **Full Search** on the *FlexMLS* menu and enter your search criteria. Click on the **Save** link in the upper right corner of the screen to save the Hotsheet search. Enter a name for the Hotsheet in the **Search Name Area** and then click on **Finish**.
2. Click on **My Market** on the *FlexMLS* menu and then **Hot Sheet**.
3. Click on the **Custom Hotsheet Settings** link to use your Saved Search for your Hotsheet.
4. Select the History Events on the left side to be applied to your Search.
5. Enter begin and end dates and times that you want for your Hotsheet.

6. Select the saved search you just created and saved on the right under **Saved Search**; click on the **Run Saved Search Hotsheet** button. Your matches will be displayed in Search Results.

### Hot Sheet Inquiry

Quick Search Hot Sheet last run on 11/07/2017 at 03:43 PM Central

History Event		Time Period (45 day maximum)	
Start Date:	11/25/2017	Start Time:	3 : 43 : PM
End Date:	11/28/2017	End Time:	11 : 59 : PM
Choose how you wish to run the hot sheet:			
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Quick Search</b></p> <p>Property Types: <span style="border: 1px solid #ccc; padding: 2px;">Single-Family Two-Family Vacant Land Multi-Family Condominium</span></p> <p>Price Range: \$0 to \$999999999</p> <p>County: <span style="border: 1px solid #ccc; padding: 2px;">Lake Langlade Lincoln Manitowoc Marathon Marinette Marquette McHenry Menominee Milwaukee</span></p> <p>MLS: <span style="border: 1px solid #ccc; padding: 2px;">Metro MLS WIREX - except Metro MLS</span></p> <p style="text-align: center;"><b>Run Quick Search Hot Sheet</b></p> </div>		<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Saved Search</b></p> <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> <p>5 Offices</p> <p style="background-color: #add8e6;">53207</p> <p>Delayed Hotsheet</p> <p>Gail Gintner Search</p> <p>my new search</p> <p>MY SEARCH</p> <p>Riverwest SF/2fl/Condo Hotsheet</p> <p>Single Family Tosa</p> <p>Washington Heights - DO NOT DELETE</p> </div> <p style="text-align: center;"><b>Run Saved Search Hot Sheet</b></p> </div>	

New Listing

Price Change

With Offer

Sold

Pending

Expired

Extension

Back on market

Withdrawn

Cancelled

Text Change

Select All

Hold the Ctrl key and click to select more than one item in the list.

OR

### *Custom Hotsheet – Quick Search Hotsheet*

With this Hotsheet option, you can select property type, price range, county, and MLS.

1. Click on **My Market** on the *FlexMLS* menu and then **Hot Sheet**.
2. Click on the **Custom Hotsheet Settings** link.
3. Select the History Events on the left side to be applied to your Search.
4. Enter begin and end dates and times that you want for your Hotsheet.
5. Select the property type(s), price range and county (if wanted), and MLS to search; click on the **Run Quick Search Hotsheet** button. Your matches will be displayed in Search Results.

## Hot Sheet Inquiry

Quick Search Hot Sheet last run on 11/07/2017 at 03:43 PM Central

History Event	Time Period (45 day maximum)	
	Start Date: 11/25/2017	Start Time: 3 : 43 : PM
	End Date: 11/28/2017	End Time: 11 : 59 : PM
Choose how you wish to run the hot sheet:		
Quick Search		
Property Types:	<div> <div>Single-Family</div> <div>Two-Family</div> <div>Vacant Land</div> <div>Multi-Family</div> <div>Condominium</div> </div>	OR
Price Range:	<div> <div>\$0</div> <div>to</div> <div>\$999999999</div> </div>	
County:	<div> <div>Lake</div> <div>Langlade</div> <div>Lincoln</div> <div>Manitowoc</div> <div>Marathon</div> <div>Marinette</div> <div>Marquette</div> <div>McHenry</div> <div>Menominee</div> <div>Milwaukee</div> </div>	
MLS:	<div> <div>Metro MLS</div> <div>WIREX - except Metro MLS</div> </div>	
Run Quick Search Hot Sheet		

History Event

- New Listing
- Price Change
- With Offer
- Sold
- Pending
- Expired
- Extension
- Back on market
- Withdrawn
- Cancelled
- Text Change

Select All

Hold the Ctrl key and click to select more than one item in the list.

Saved Search

5 Offices

53207

Delayed Hotsheet

Gail Gintner Search

my new search

MY SEARCH

Riverwest SF/2fl/Condo Hotsheet

Single Family Tosa

Washington Heights - DO NOT DELETE

Run Saved Search Hot Sheet

## Market Areas

Market Areas allows you to define a specific set of criteria to use for running a Hotsheet. *FlexMLS* saves this information (you can have up to five market areas saved) and it automatically updates the information for you. Less work for you to do!

Here's how you set up a Market Area.

1. From the *FlexMLS* menu, open the **My Market** menu, and then click **Market Areas**.
2. The system displays the My Market Areas screen. Click the **New** button. The system displays the Market Areas Definition screen.
3. Type a name for the market area in the **Market Area Name** field. Use a name that will help you identify what is included in this Market Area.
4. From the **History Event** section of the screen, choose the statuses that you want to include in your Market Area. For example, if you want to see which listings have expired, check the **Expired** box. You'll also need to check **New** and **Extended** so you can make sure that the listings that have expired haven't been re-listed as New, or that the sellers haven't signed an amendment to extend the contract.
5. Choose the **Property Type** (or types) you want *FlexMLS* to check for this Market Area. Remember, if you want more than one category, use the **Control+click** method to highlight more than one.
6. Set the **Time Range** to the number of hours (24 hours, 48 hours or 72 hours) that you want *FlexMLS* to go back in time to check matches for this Market Area.
7. From **View for Matches**, choose the view that you want to use for this Market Area.
8. Click **Next**. The system displays the Define Market Area screen. Does this screen look familiar? It's basically identical to the Full Search screen. You're able to search anything you want to include for your Market Area. Set up your search criteria for those property features and keywords that are important for this Market Area.
9. After you set up your search criteria, click **Save Market Area**. The system takes you back to the My Market Areas screen.

Now you see the results of your Market Area. On the right, it shows the name of the Market Area along with the statuses, or history events, that the system will be searching for within the time frame you specified.

If you need to edit a Market Area, highlight the one you want to change, and click **Edit**. You can make changes to any of the items you entered previously, including the name of the Market Area.

To remove or delete a Market Area, highlight the Market Area you want to delete and click **Remove**. This will permanently delete the Market Area, so be sure you choose the correct one to delete!

## *Market Summary*

The way to check all of your Market Areas at once is to choose **Market Summary** from the menu on the left side of the screen. This will show you all of the matches for all of your Market Areas ... each history event you chose for each Market Area will have a number. If the number is 0 (zero), this means you've selected that history event to be checked, but there are no matches. If there is a number, for example, "3 New" under **N** (new listings), then there are 3 new listings for that Market Area. A dash (-) under a history event indicates that you did not choose that event for that particular Market Area. To see the matches for an event, click on the number for the event you're interested in. You'll see the matches on the Search Results screen.

Market Area Summary									
Market Area	N	S	P	Exp	Ext	\$	BOM	W	T
Condos in Southwest	1 new 10 new		0	1 new 26 new 26 new			0	0	-
Southwest: Franklin, Greendale, Greenfield	3 new	-	-	2 new 5 new			-	-	-
Waukesha: New Berlin, Elm Grove, Brookfield	2 new 9 new	1 new		-	-		-	-	-

N = New Listings

Exp = Expired

BOM = Back On Market

S = Sold Listings

Ext = Extended

W = Withdrawn

P = Pending

\$ = Price Change

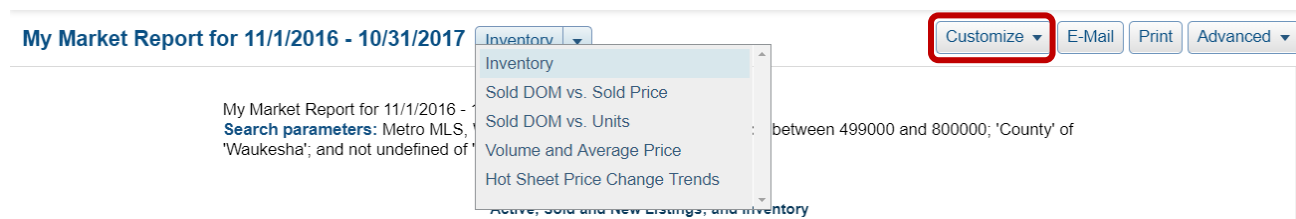
T = Text Change

## My Market

The My Market reports show a variety of information about the current and recent state of MLS's market. A graph and corresponding numeric table display statistics for each of five reports: Inventory Report, Sold DOM vs. Sold Price, Sold DOM vs. Units, Volume & Average Price, and Hotsheet Price Change Trends for up to the past 24 months.

### Search Options

To choose a report, use the left report drop-down pictured below. Click on your choice. Reports can be run to show entire MLS results (default), or can be customized. To customize your results, click on **Customize** to open the three menu options available: Full Search, Saved Search, and Previous Full Searches.



Next, choose a search version from the right side.

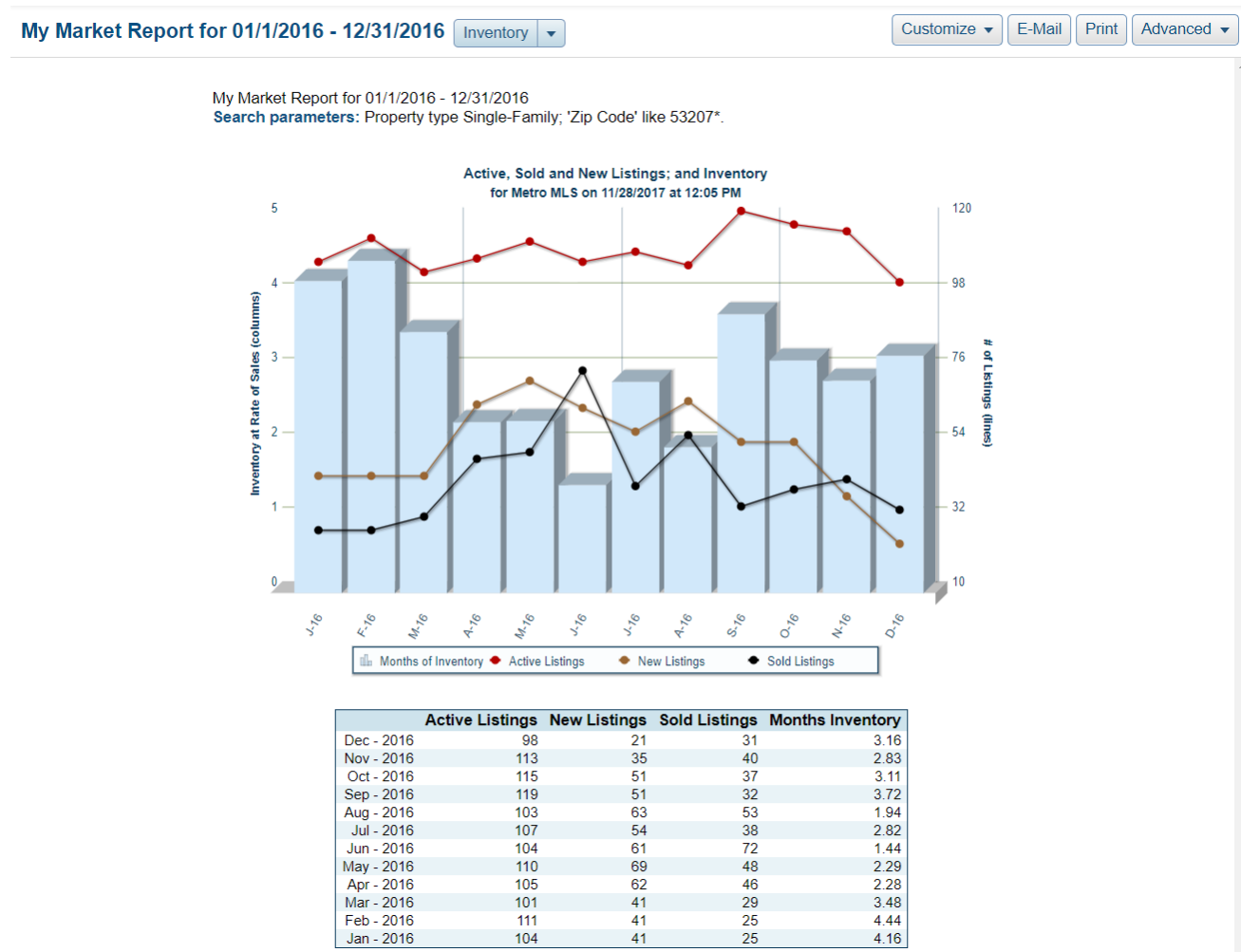
- **Full Search** will take you to the regular Full Search function you are probably familiar with, where you can create a complete search and apply it in My Market. Notice that WIREX is now available in Full Search. Choosing a status will produce results only for the chosen status(es).
- **Saved Search** affords access to all existing Saved Searches that you created in the past in FlexMLS.
- **Previous Full Searches** provides a list of the last 10 Full searches you have created in My Market.

### Working with Reports

For *all* reports, hovering your cursor over any line point or any bar for any month will show exact numeric values for that month. Below the graph, you may look at the accompanying table giving numeric representation of the data. The vertical legends on each side of a report name the values represented there, and give numeric levels for those values. The bars correspond to the left legend, the lines to the right legend.

## Inventory Report

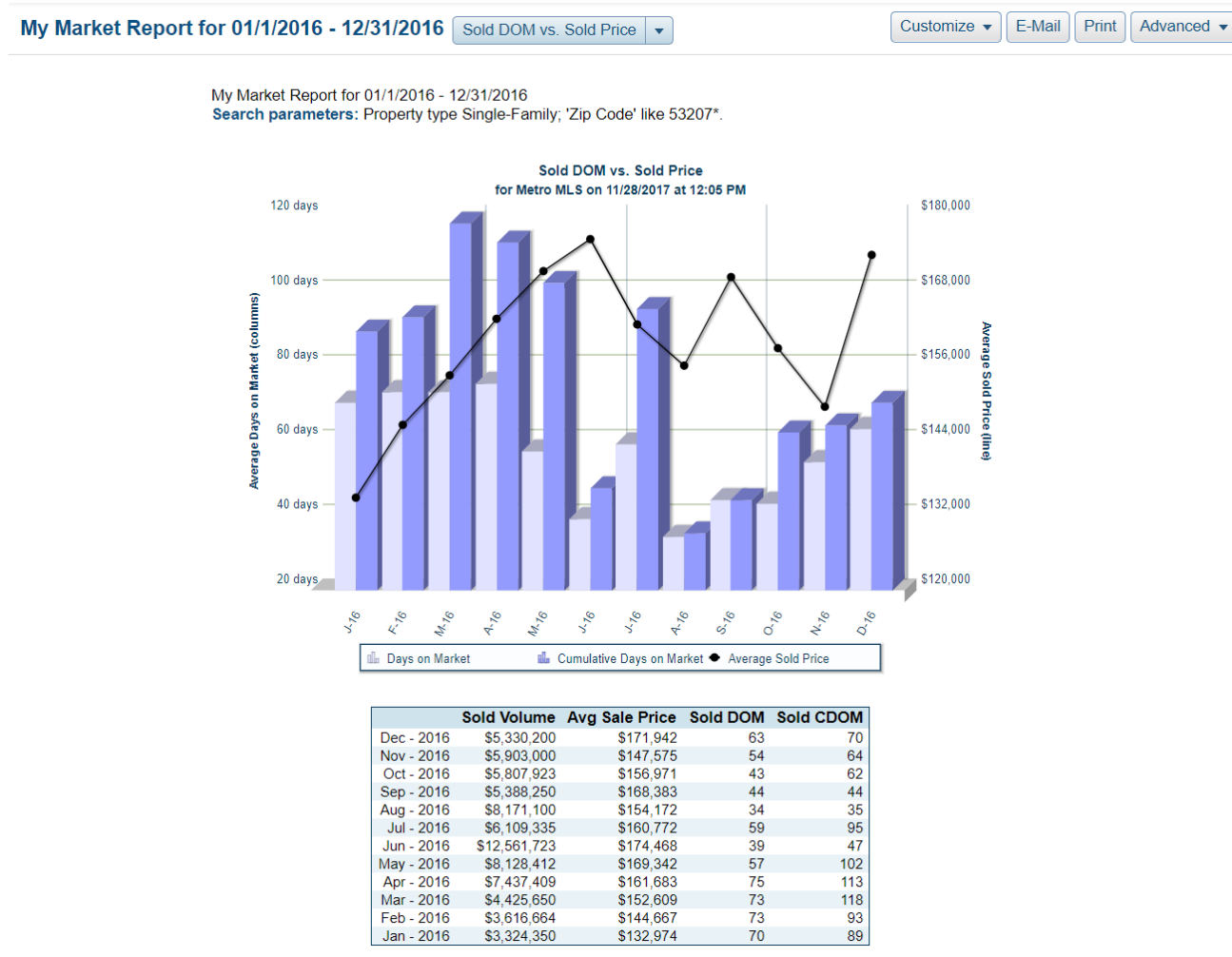
The Inventory report displays trends in Inventory for the past two years. Using the bars and the green, blue, and aqua lines, you may track the inventory at rate of sale, and the number of active, new, and sold listings. The bars represent the months of inventory at the current rate of sales. The vertical legend at the left side of the graph shows the measurement units, or you may hover over any grey bar to see the exact measurement for that month. The green, blue, and aqua lines correspond to the vertical legend at the right side of the graph. The green line tracks by month the number of active listings, blue the number of sold listings, and aqua the number of new listings. (See Appendix at end of this document for explanation of inventory at current rate of sales, also known as absorption rate.)



In table format, you may easily compare new, active and sold listings and inventory month-by-month over the past two years. All numbers in the table correspond to the graph, supplying its data numerically.

## Sold DOM vs. Sold Price

The Sold DOM vs. Sold Price report displays a comparison between the Average Days on Market (the number of days between begin date and pended date) for Sold listings and Average Sold Price. The Average Days on Market are represented by bars, and the Average Sold Price by a blue line. Data is presented for the past two years.



**NOTE:** Numeric table provides non-graphed information about Sold Volume for entire MLS for each month.

## Sold Days on Market vs. Units

The Sold DOM vs. Units graph displays Average Days on Market (the number of days between begin date and pended date) and Sold Units. The columns represent the DOM, and the blue line represents the number of Sold Units. Below the graph, you may look at the numeric table representation of the data.

My Market Report for 01/1/2016 - 12/31/2016

Sold DOM vs. Units

Customize

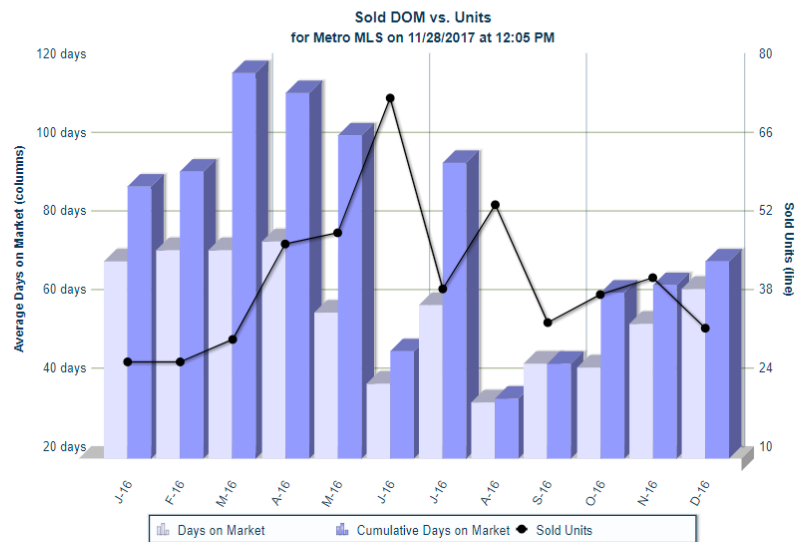
E-Mail

Print

Advanced

My Market Report for 01/1/2016 - 12/31/2016

Search parameters: Property type Single-Family; 'Zip Code' like 53207\*.

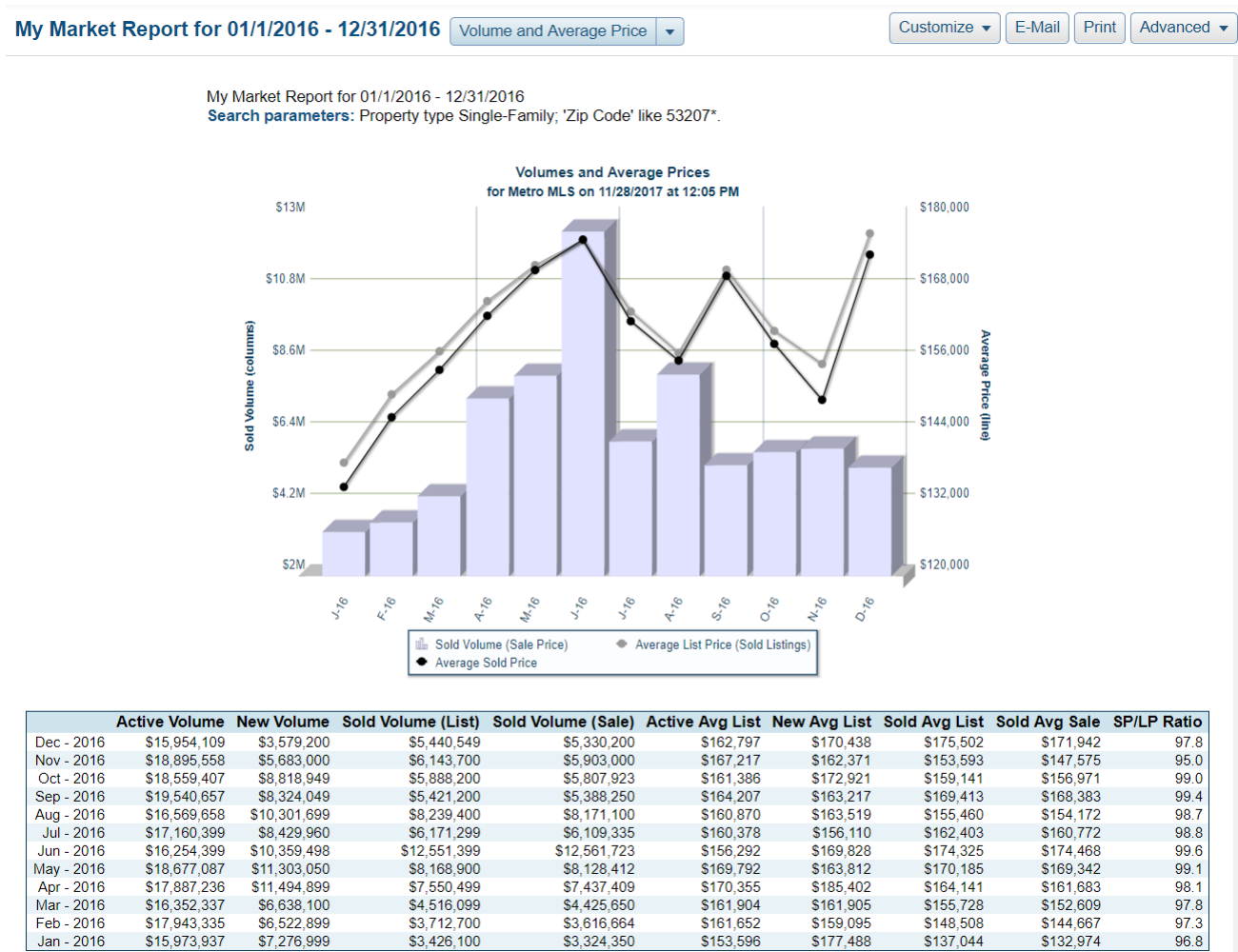


	Active Listings	New Listings	Sold Listings	Sold DOM	Sold CDOM
Dec - 2016	98	21	31	63	70
Nov - 2016	113	35	40	54	64
Oct - 2016	115	51	37	43	62
Sep - 2016	119	51	32	44	44
Aug - 2016	103	63	53	34	35
Jul - 2016	107	54	38	59	95
Jun - 2016	104	61	72	39	47
May - 2016	110	69	48	57	102
Apr - 2016	105	62	46	75	113
Mar - 2016	101	41	29	73	118
Feb - 2016	111	41	25	73	93
Jan - 2016	104	41	25	70	89

**NOTE:** Numeric table provides non-graphed information about New and Active Units totals for the entire Metro MLS for each month.

## Volume & Average Price

The Volume & Average Price Report displays the relationship between each month's Sold Volume of properties and trends for Average Prices in those months.



**NOTE:** Numeric table provides non-graphed information about New Volume, Active Volume, Sold Volume (list price), New Ave List, Active Ave List, and SP/LP Ratio.

## Hotsheet Price Change Trends

The Hot Sheet Price Change Trends graph charts the Average Price Change percentage in comparison to the Average Price Change in dollars. This graph is based only on those listings where the list price was changed.

My Market Report for 01/1/2016 - 12/31/2016

Hot Sheet Price Change Trends

Customize

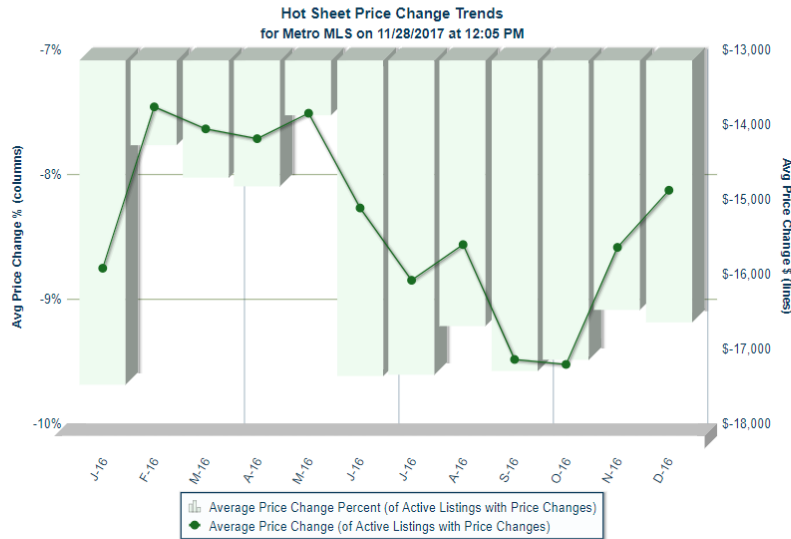
E-Mail

Print

Advanced

My Market Report for 01/1/2016 - 12/31/2016

Search parameters: Property type Single-Family; 'Zip Code' like 53207\*.



	Avg Active Price Change	Avg Active Price Change Pct
Dec - 2016	\$-14,885	-9.09
Nov - 2016	\$-15,648	-8.98
Oct - 2016	\$-17,212	-9.38
Sep - 2016	\$-17,146	-9.47
Aug - 2016	\$-15,611	-9.12
Jul - 2016	\$-16,088	-9.51
Jun - 2016	\$-15,122	-9.52
May - 2016	\$-13,856	-7.43
Apr - 2016	\$-14,196	-7.99
Mar - 2016	\$-14,065	-7.93
Feb - 2016	\$-13,771	-7.67
Jan - 2016	\$-15,927	-9.59

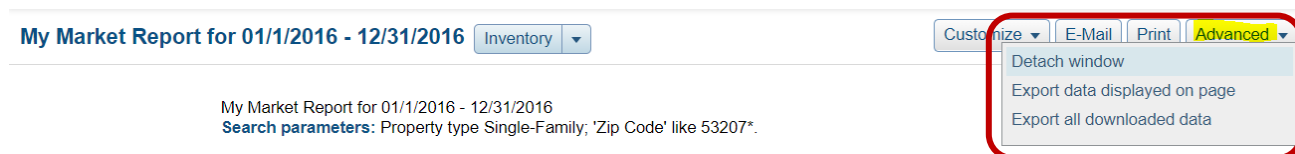
## Printing Your Results

Click Print to open the statistical report in a separate window and generate a print dialog box.



## Using Advanced Options

Under Advanced, click Export Table Data if you would like to export the table information into a CSV (Comma Separated Values) file, which will open in your spreadsheet program. Here you may also detach the information into a separate window for easy printing. You may keep this separate window open while you refine your search and regenerate the graphs.



## Appendix to Inventory Report

### *Understanding Absorption Rate and the Inventory Report*

Just as # of Listings appears to the right of the Inventory Report graph found on page 2 of this document, numbers rise at identical intervals on the left side of the chart. The title for these numbers, which are expressed in decimals, is “Inventory at Rate of Sales.” This title can be interchanged with the real estate term “Absorption Rate,” a theoretical determination of how many months it would take to sell off all properties on the market at that point in time based on the rate at which properties are both selling and coming on the market that month and in previous months.

An internet article from Outer Banks Real Estate Sales [accessed 6/2008] puts it this way: “...if 100 homes are sold every month and there are 1200 homes for sale, then it will take 12 months to sell all of those homes. If there are 2400 homes for sale then the absorption rate will be 24 months or 2 years.”

Looking at this from a listing/selling viewpoint, the article further states that, “If you would like to sell in 12 months, then you need to take the absorption rate into account. In the above scenario with 2400 homes for sale, we know that only half of them will sell in the next 12 months.” This would indicate to sellers that “To price a property correctly it would have to be in the lower 50% of the price range for similar properties in order for it to sell in the next 12 months. To sell in the next 6 months it would have to be priced in the lower 25% of the competition.”

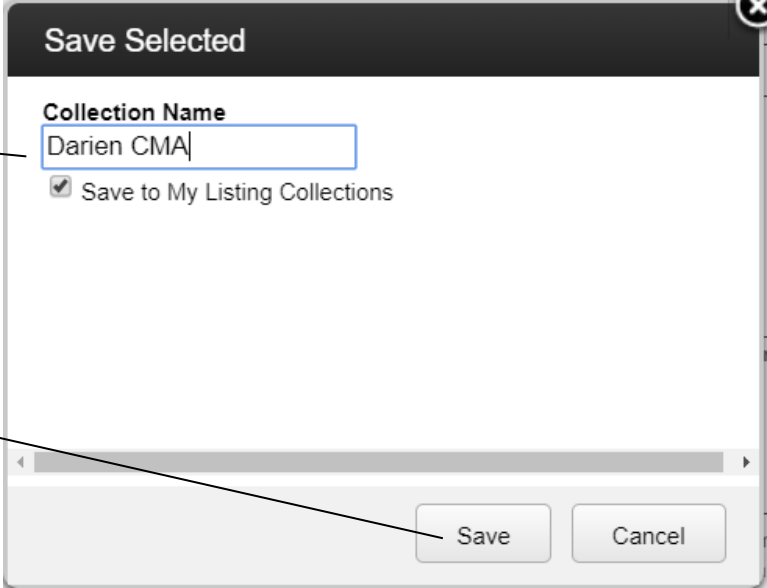
To reiterate, “Inventory at Rate of Sales” means an estimated time properties might take to sell. The time it takes to sell is higher when the inventory is higher, and correspondingly, dips down when inventory is lower--a pretty logical arrangement in most business markets.

## Listing Collection

Listing Collection allows you to store individual listings for your reference. You could run a search for a buyer, select the listings that you think will interest them and then take them out to see those properties. When you've finished showing the houses, you can edit your Listing Collection and remove properties they are not interested in.

Another reason to use a Listing Collection is if you need to run searches that have more than one property type. For example, let's say you have a buyer looking for single-family properties in a specific price range *or* vacant land to build on. Rather than sending two e-mails out, you can save the results of your searches in a Listing Collection under the buyer's name, then e-mail the listings that are stored in the Cart. Your buyer receives one e-mail instead of two!

To save a Listing Collection, perform any search for listings. On the Search Results screen, select the listings you want to save in the Listing Collection; click the **Save** button, and then **Save Selected As**.



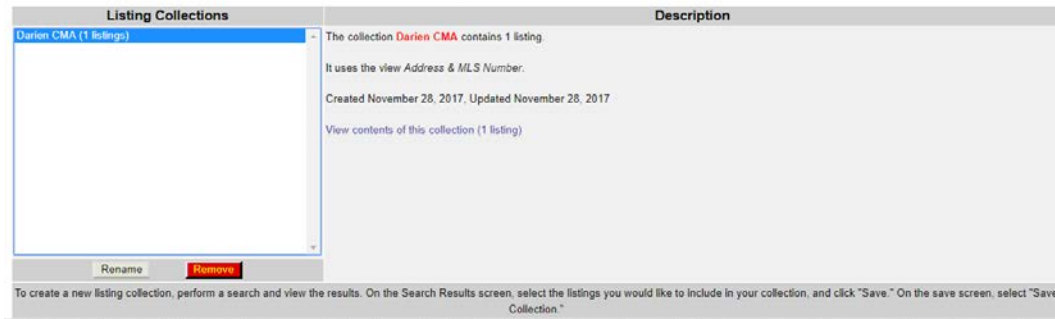
The screenshot shows a 'Save Selected' dialog box. It has a title bar with the text 'Save Selected'. Inside the dialog, there is a label 'Collection Name' followed by a text input field containing 'Darien CMA'. Below the input field is a checkbox labeled 'Save to My Listing Collections' which is checked. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'. There are two annotations with arrows pointing to the dialog: one points to the text input field with the text 'Enter a name for the listing collection you wish to create.', and the other points to the 'Save' button with the text 'Click **Save**.'

To see the contents of a listing cart, open the FlexMLS **Search** menu and click **Listing Collections**.

1. Select the listing cart that you want to use.

2. Click the **View contents of this cart** link to see the Search Results screen, where you can print or e-mail the matches from the listing cart.

## Show My Listing Collections



## My Views

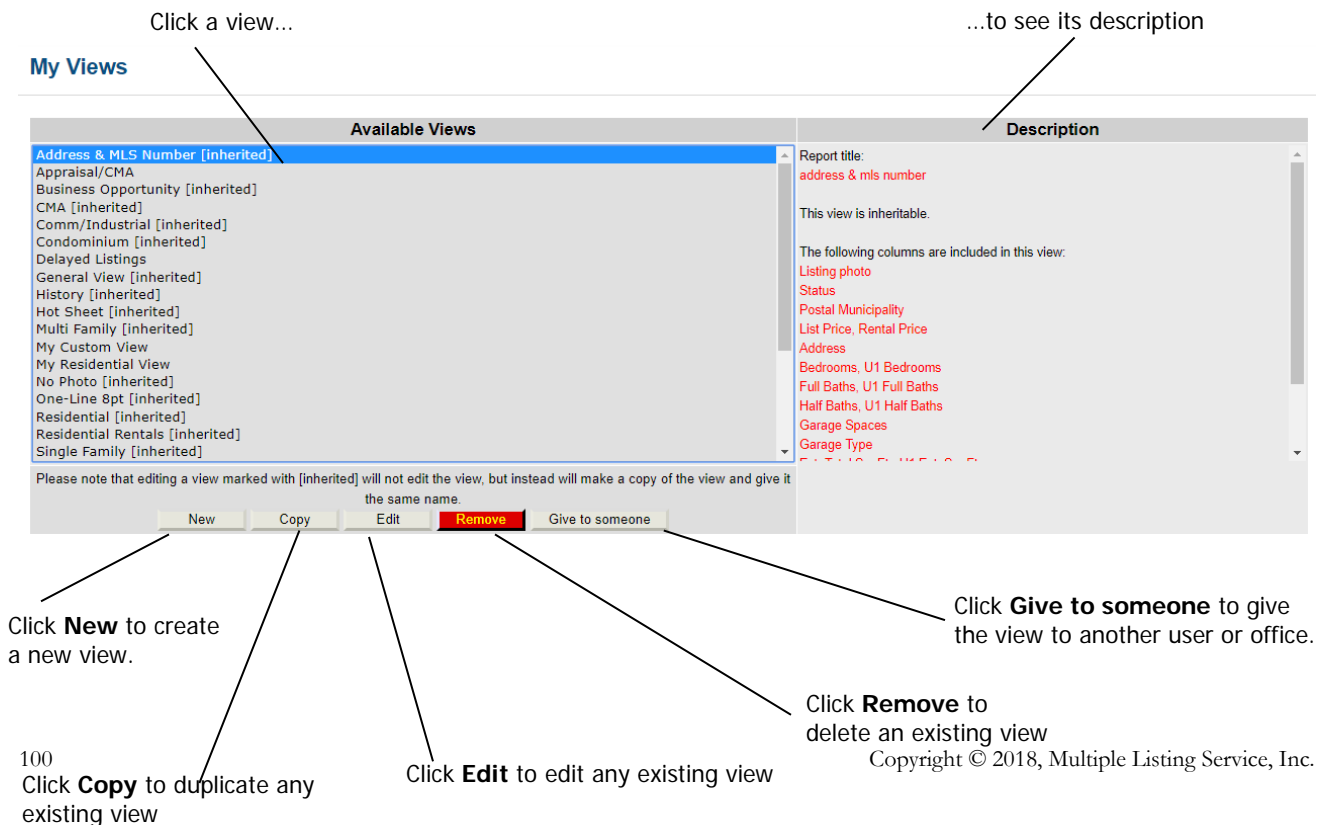
Whenever you are viewing properties on any Search Results screen, you have a choice of views. These views are different ways of seeing the listing information. There are a number of predefined views for you to use. You can select a view from the list in the upper right corner of the Search Results screen.

### Creating Your Own Views

You can define your own views for search results. The views you define are available to you from any search results screen. For example, you can create a view that includes the property's subdivision name. Let's walk through that process.

To start creating a view, open the *FlexMLS* Preferences menu, and then click Views. The system displays the My Views screen.

This screen shows the views that you can currently access. Views marked [inherited] are predefined for you. You can highlight a view on the left to see its description in the pane on the right.



Click **New**. The system displays the Create View screen. The options are divided into a 3-tab format.

The General tab is where you create a name and description for your view. You may also choose to show photos on the Search Results screen, select if you would like to make it inheritable (this allows you to share your view with any active member of your MLS), and if you would like to make it the default view for any, several, or all property types whenever performing a Full Search. You can also choose for what property types, and if you would like it to be the default view for My Listings, My Office Listings, and/or Address and List Number Searches. Select only what you desire.

**Create View** Cancel Save

**General** **Fields** **Sort**

Description:

Report Description:

Show Photo: ☒ Yes ☐ No

Default for Full Search of: ☐ Single-Family ☐ Two-Family ☐ Vacant Land ☐ Multi-Family ☐ Condominium ☐ Comm/Industrial ☐ Residential Rental  
☒ Multiple Property Types

Default for: ☐ My Listings ☐ My Office Listings ☒ Address and MLS Number Searches

The Fields tab is where you can add your desired fields to the view you are creating. In the Available Fields list, select your desired fields, one at a time, to add to your view. You may reorder the fields according to your preference simply by clicking the field name under Selected Fields and then using the up or down arrow buttons located to the right of your selected fields.

**Create View** Cancel Save

**General** **Fields** **Sort**

**Available Fields for**

- Excl. Agency Contract
- Var. Comm.
- Limited/Unserviced
- Owner
- Property PIN
- List Price (VR)
- Property Information**
- Property Type
- # of Rooms
- Bedrooms
- Total Bathrooms
- Full Baths

**Selected Fields** [Clear List](#)

Price	
Status	
MLS #	
Location	
Address (Address)	✗
Property Information	
Bedrooms (Bedrooms)	✗
Property Information	
Total Bathrooms (Total Bathrooms)	✗

The Sort tab is where you set the sort order for your created view. You may sort by column order (the way you arrange them on the Fields tab), a Saved Sort (arranging the columns in a desired order and saving that sort order with a name to reuse in the future), or a Custom sort (arranging the columns in a desired order and saving that sort order in either ascending or descending fashion).

**Create View** Cancel Save

General **Field** **Sort**

Sort by: ☐ Column Order ☒ Custom Sort

Select a Saved Sort or [create a new sort](#)

When you're done putting together your view, click the **Save** button in the upper right corner of the screen. The system takes you back to the My Views screen. You'll see the view you just created listed there.

## My Views

Available Views	Description
Multi Family [inherited]	Report title:
My Custom View	CMA Research
My Residential View	The following columns are included in this view:
No Photo [inherited]	Listing photo
One-Line 8pt [inherited]	Postal Municipality
Residential [inherited]	List Price, Rental Price
Residential Rentals [inherited]	Original List Price
<b>Seller CMA</b>	Rented Price, Sold Price
Single Family [inherited]	Rented Date, Sold Date
Single Family Plus	Days On Market
Single Familyer	Terms of Sale
Sold Listings [inherited]	Concessions
Sold Listings TERMS	Bedrooms, U1 Bedrooms
Sold ListingsSM	Total Bathrooms, U1 Total Bathrooms
Take Photo View [inherited]	# of Rooms, U1 # of Rooms
Two-Family [inherited]	
Vacant Land [inherited]	
Vacant Land Lake Properties	

Please note that editing a view marked with [inherited] will not edit the view, but instead will make a copy of the view and give it the same name.

New Copy Edit Remove Give to someone

Here's the view we just defined.

When you choose a view for the Search Results screen, the view you created will be available. Here's an example.

The column headers are the same keywords you were able to select when you created the view.

Here is the view we defined.








Search Results *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Results: 29 Selected: 0

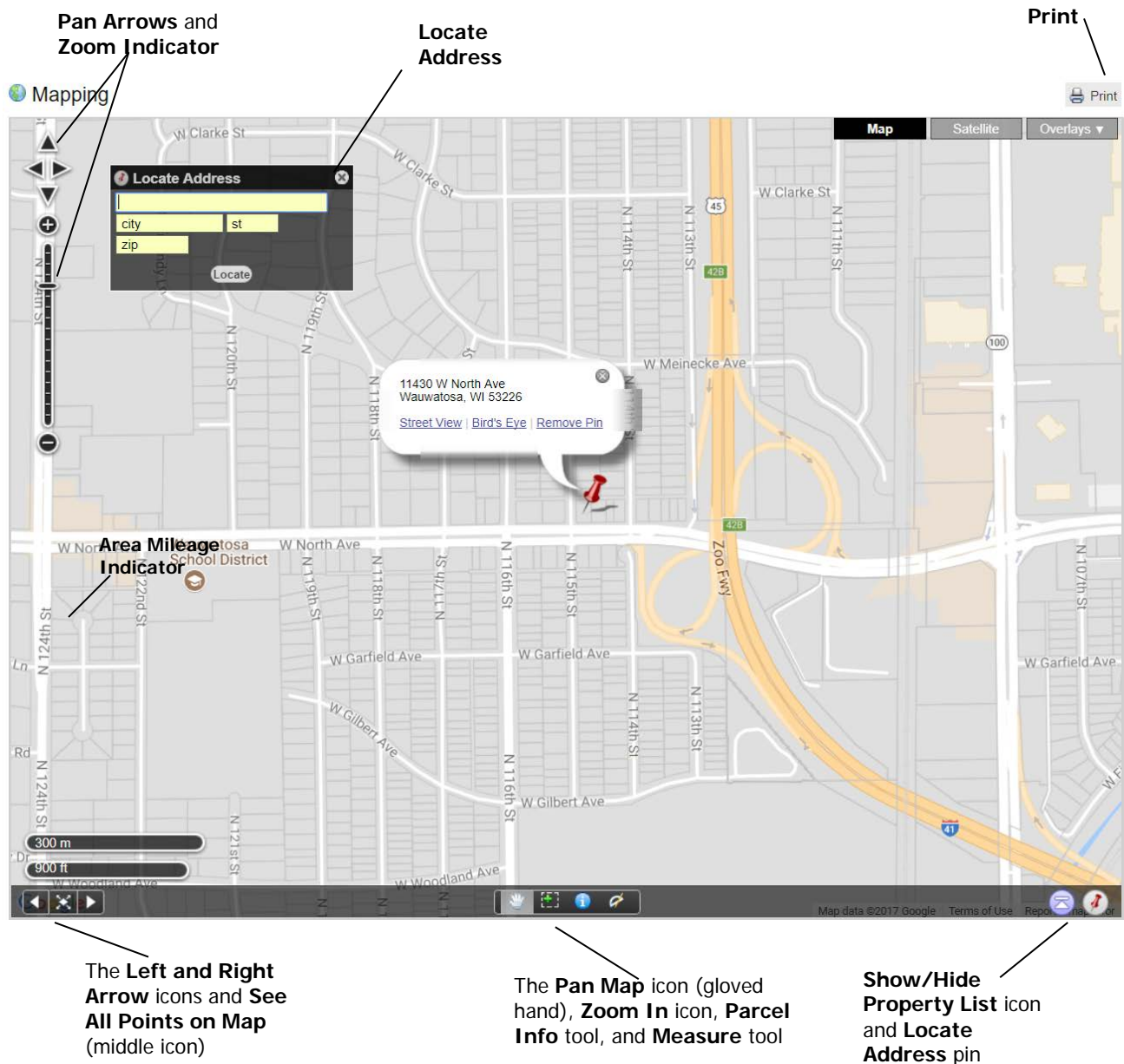
View [Seller CMA]

	Price	Status	MLS #	Postal Municipality	List Price	Original List Price	Sold Price	Sold Date	Days On Market	Terms of Sale	Concessions	Bedrooms	Bathrooms	Total Rooms	# of Acres	Est. Sq. Ft.	Total School District
1 	\$186,000	Sold	510 N 111TH ST Wauwatosa, WI 53226-4117 Sold / 1539858	Wauwatosa	188,000	219,900	186,000	10/27/2017	106	CONV30	No	4	2.5	6	0.19	1,714	Wauwatosa
2 	\$199,000	Sold	11105 W Ruby AVE Wauwatosa, WI 53225-4442 Sold / 1519441	Wauwatosa	199,900	199,900	199,000	05/08/2017	8	CONV30	Yes	3	2.5	7	0.38	1,825	Wauwatosa
3 	\$226,000	Sold	4435 N 106th St Wauwatosa, WI 53225-4516 Sold / 1530379	Wauwatosa	199,900	199,900	226,000	07/05/2017	5	CONV30	No	3	2.5		0.34	1,706	Wauwatosa
4 	\$200,000	Sold	4542 N 101st St Wauwatosa, WI 53225-4613 Sold / 1541216	Wauwatosa	204,900	204,900	200,000	09/29/2017	23	CONV30	Yes	4	2.5	7	0.3	1,408	Wauwatosa
5 	\$228,000	Sold	1025 N 121st ST Wauwatosa, WI 53226-3309 Sold / 1508436	Wauwatosa	239,900	249,900	228,000	04/14/2017	62	CONV30	No	3	2.5	7	0.23	2,430	Wauwatosa
6 	\$249,900	Active	3300 N Mayfair Rd Wauwatosa, WI 53222-3206 Active / 1558592	Wauwatosa	249,900	249,900			15			3	2.5		0.28	2,021	Wauwatosa
7 	\$259,000	Sold	10316 W Park Ridge Ave Wauwatosa, WI 53222-2341 Sold / 1549163	Wauwatosa	259,000	259,000	259,000	10/17/2017	5	CONV30	No	4	2.5	10	0.23	2,299	Wauwatosa

# Using the FlexMLS Maps

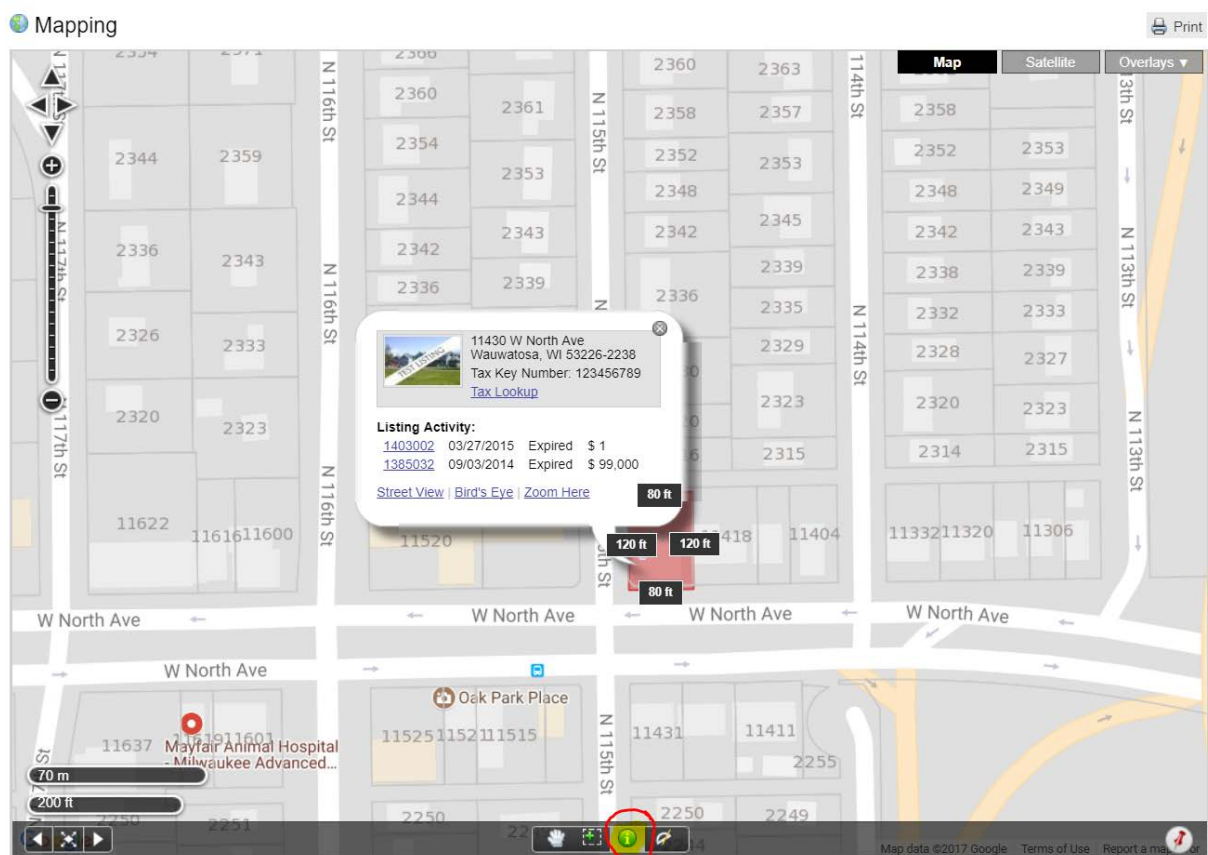
The following sections review the features of each of the maps available in *FlexMLS*.

## *FlexMLS Map Features*



This map is the result of clicking on *FlexMLS* maps in Maps/Financial in the *FlexMLS* menu.

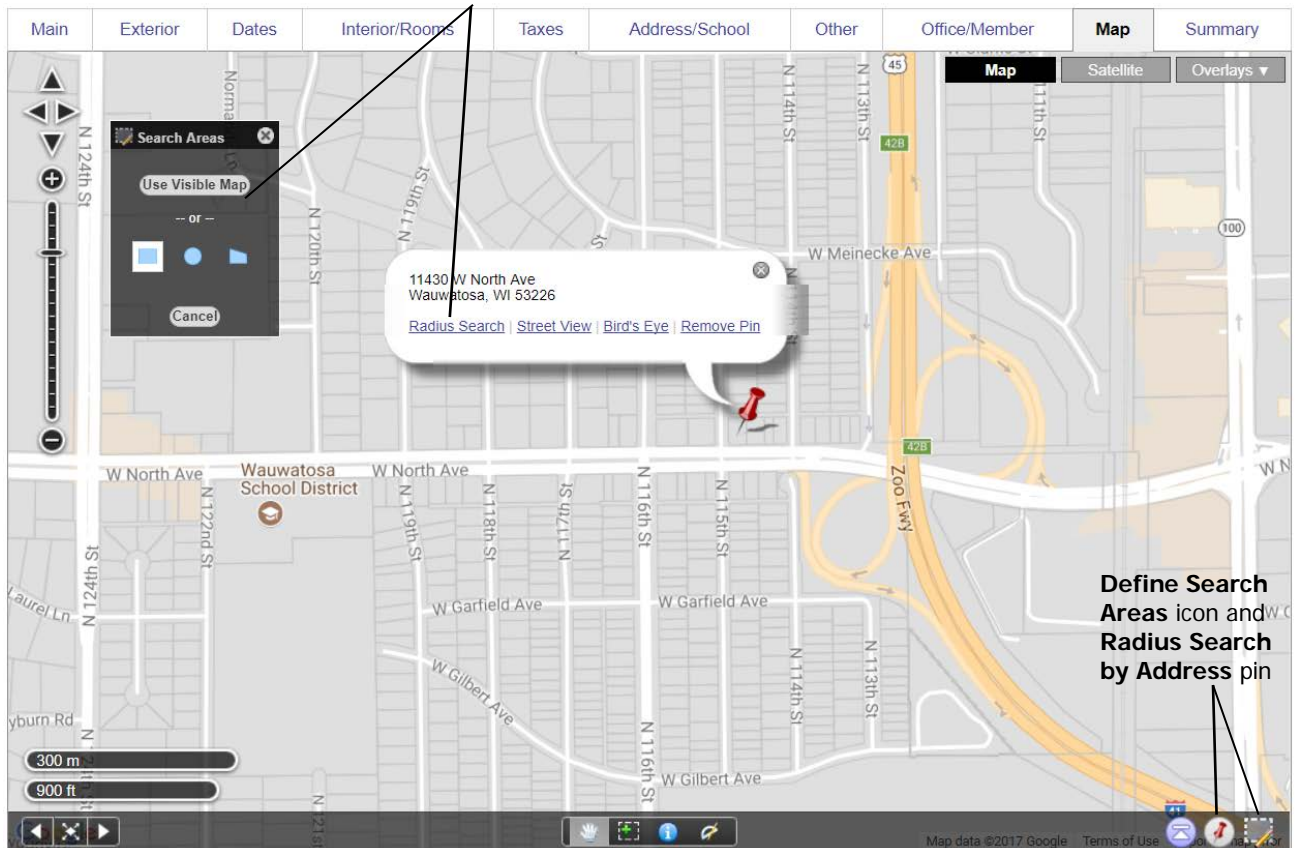
- The **Locate Address** pin and the **Address** field allows you to manually add addresses to the map.
- The **Zoom Bar** allows you to maintain the current map center but adjust the magnification, use the Zoom Bar in the upper left corner of the mapping screen. Click the **+** or **-** buttons to move the zoom level up or down.
- The **Pan Arrows** moves the map in the direction of your choice.
- The **Left and Right Arrows** allow you to move back and forth through previously viewed screens.
- The **See All Point on Map** returns you to the original map coming into the Map tab.
- The **Pan Map** icon allows you to reposition map.
- The **Zoom In** icon lets you zoom down to a specific area by single clicking your left mouse button on the area to zoom. Each click brings you in closer.
- The **Measure** tool measures the distance between points on the map.
- The **Parcel Info** feature allows you to click on any point on the map to bring up property information. The parcel dimensions link to the tax record, and a mini listing history, where available, will appear. This icon, which is a small blue circle with a white 'i' in the center, can be found in the toolbar of the map. This feature is located in FlexMLS Maps in Maps/Financial, the Map tab inside the Full Search, the Map tab on the Search Results screen, and in the Edit Search > Map Search tab.



- The **Show/Hide Property List** icon will show or hide the property list when viewing listings on the map. To use, click the arrow button in the lower right corner of the map. When the arrow is pointing up, the list is hidden and clicking will display the list. When the arrow is pointing down, the list is displayed, and clicking it will hide the list. You may remove listings from the list by clicking the red 'X' next to the address. This icon will only show if you have more than one address loaded into the map.
- The **Area Mileage** indicator gives you an approximation of the mileage of the area you are viewing on the map.
- The **Print** icon will print the current map.

## Full Search Map Tab Features

The **Search Areas** box and **Radius Search by Address** link



This map is the result of clicking on the Map tab in the Full Search screen.

The **Radius Search** tool is located in this map only. You activate the Radius Search by entering address in the Address field, and then clicking the **Find** button. Once the location is plotted on the map with the red pin, the Info Bubble will appear with the option to perform a Radius Search. By clicking Radius Search, you will be prompted with a pop-up box asking you how many miles from this point would you like to search. You may enter whole numbers, or numbers in quarter increments (i.e., one half mile = .5, one quarter mile = .25). A mile is considered approximately 12 blocks.

The **Search Areas** box allows you to define areas of the map where you would like to search for listings. From the Map Search screen, click the **New Search Area** button to begin your search. The Search Areas box will then present several search options. You may search using the visible map by clicking **Use Visible Map**, or you may use your mouse to create rectangles, circles, or irregular polygons to limit

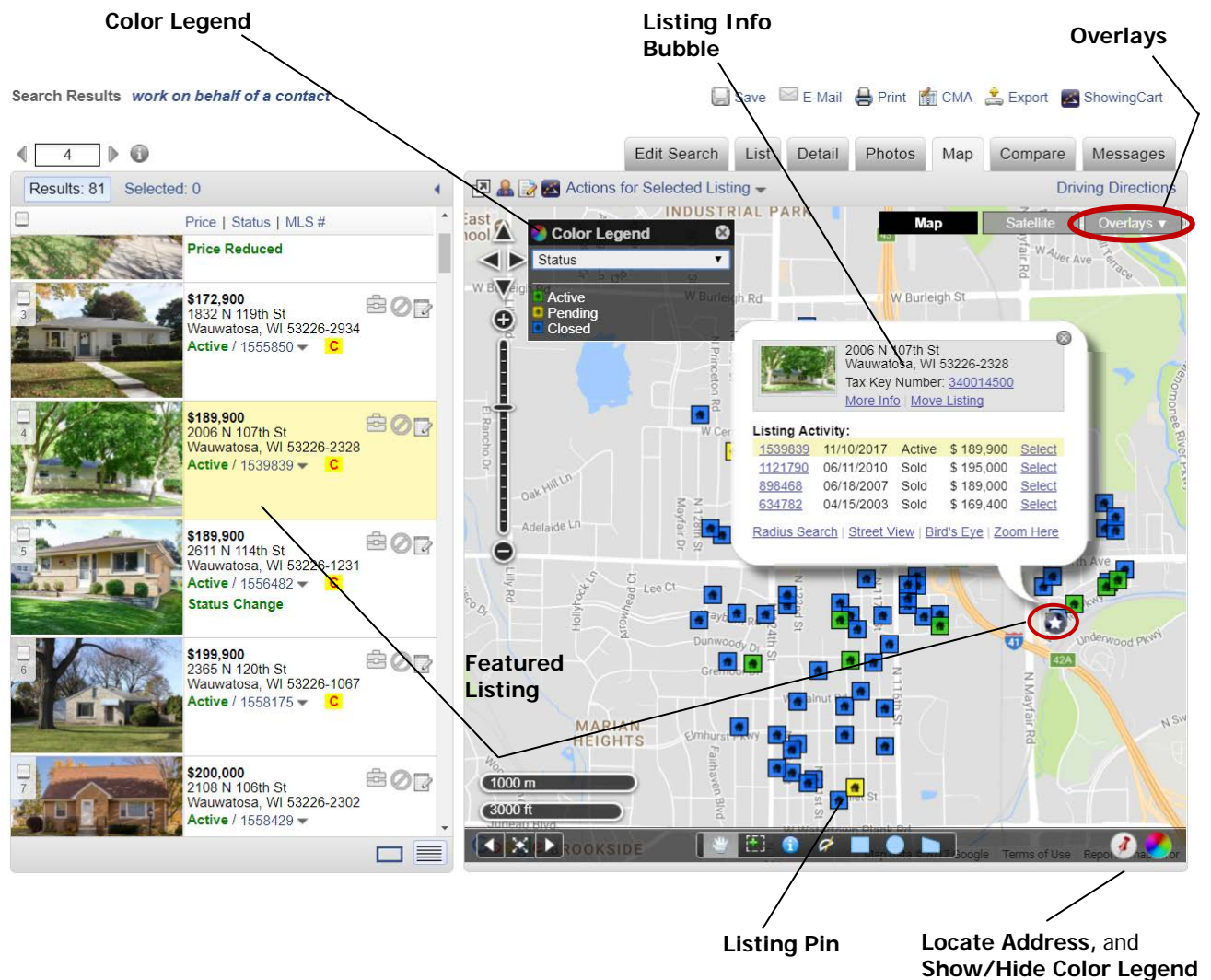
your search. You have the option to search multiple areas at the same time, if you wish. You may adjust the magnification of the map using the Zoom bar located on the left side of map.

**To create a rectangular search area**, click on the rectangle in your Search Areas box, then click on the map to define one corner of your rectangle. Move your mouse until the rectangle is the desired size, and double-click to complete the shape.

**To create a circular search area**, click on the circle in your Search Areas box, then click on the map to set the center of your search. Move your mouse to increase the radius of the search from that center point, click again to complete the circle. This is an excellent alternative to using the Radius Search link if you do not have an exact address, but know what the general area is where you would like to search in radius of. Double-click to complete your radius shape.

**To create an irregular-shaped search area**, click on the polygon in the Search Areas box, and then click on the map to define the first corner of your polygon. Click to define the remaining search boundaries. Your polygon can have as many points as needed to define your search area. Double-click to complete your polygon.

## Search Results Map Tab Features



This map is the result of clicking the Map tab on the Search Results screen.

The **Listing Pin** shows the location of the coordinating address listed in the Summary Panel at the left of the screen. Clicking a **Listing Pin** will show the **Info Bubble** of the listing. This includes a thumbnail photo, along with the address, property type, current status, parcel link for the tax record, current price of the listing, and a mini listing history if available. You may also access the data sheet of the listing by clicking on the **More Info** link, provided in the bubble.

The **Color Legend** is a reference tool which will color code the listings according to status, MLS, price range, and price by square foot.

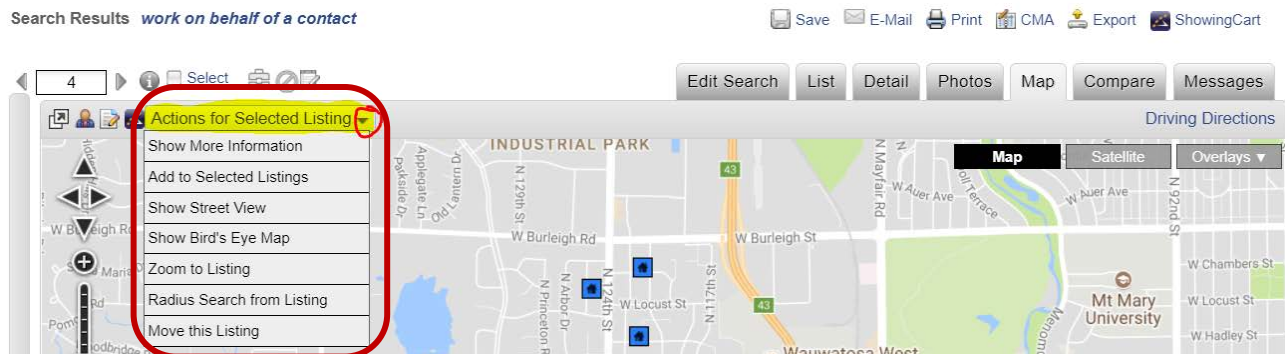
**Show/Hide Color Legend** will show or hide the Color Legend tool.

The **Featured Listing** is always the yellow highlighted listing in the Summary Panel and the starred listing on the map. To view another listing, simply click anywhere in the white listing information area.

The **Overlays** button gives you a choice of viewing the map with or without the listing icons, imagery parcels, zip code areas, acres, and/or with or without any search area shapes you may have drawn.

To view the map with selected listings, select your desired listings and then click the Selected link. This will allow you to view only the listings in your cart. You can still view all listing results simply by switching back to the Results tab.

The following features are available under the **Actions for Selected Listings** menu:



**Show More Information** will display the highlighted listing in the single listing view in the summary pane.

**Add to Selected Listings** will add the highlighted listing to the Selected tab.

**Show Street View** will route you to Google Maps and display a street level view of the property.

**Show Bird's Eye Map** will route you to Bing maps and display an aerial satellite map view of the property.

**Zoom to Listing** will zoom you in to lot level view on the Flex map displayed.

**Radius Search from Listing** allows you to create a radius search of any number of miles from the highlighted listing.

**Move this Listing** allows you to send a Map Recommendation to the listing agent regarding map placement of the highlighted property. If it is your listing, you can edit and save the location.

### *Map Search link in Edit Search*

This map is the result of going into the Edit Search mode in the Map tab on the Search Results screen.

Clicking the **Edit Search** tab > **Map Search** link allows you to edit your search by drawing one or more shapes on the map, defining a geographical area. You can also enter the edit mode by clicking on a previously drawn shape on the map.

When first clicking on the **Map Search** link, the properties from your original search will appear. If, for example, a Contact has decided to look north of the area originally stipulated, you could draw a shape on the map to find properties in that new area. These properties will now appear in the List and other tabs in Search Results. You can also edit your current search parameters in the left side panel, if desired.

**NOTE:** When editing the map in this tab, the mapped area overrides other location information in your original search and will show properties ONLY in the newly mapped area. Previous listings that were on the map will disappear, and only listings in the newly mapped area will appear on the map and in updated results.

To remove a defined search area, click the 'x' next to the shape to remove

Search Results *work on behalf of a contact*

4

View Results: 81

Location, address or MLS # [Browse »](#)

Shape ☐ within ☒ Location

Property Type of Single Family

Status of Active, Pending, Sold

Delayed  
Active  
Pending

Off Market Dates

☐ Pending Date 11/29/2016 to 11/29/2027

☒ Sold Date 6/1/2017 to 11/29/2027

☐ Expiration Date 11/29/2016 to 11/29/2027

[Hide Date Ranges](#)

+ Add a field to the search

- Additional Search Options

☐ Pictures

☐ Videos

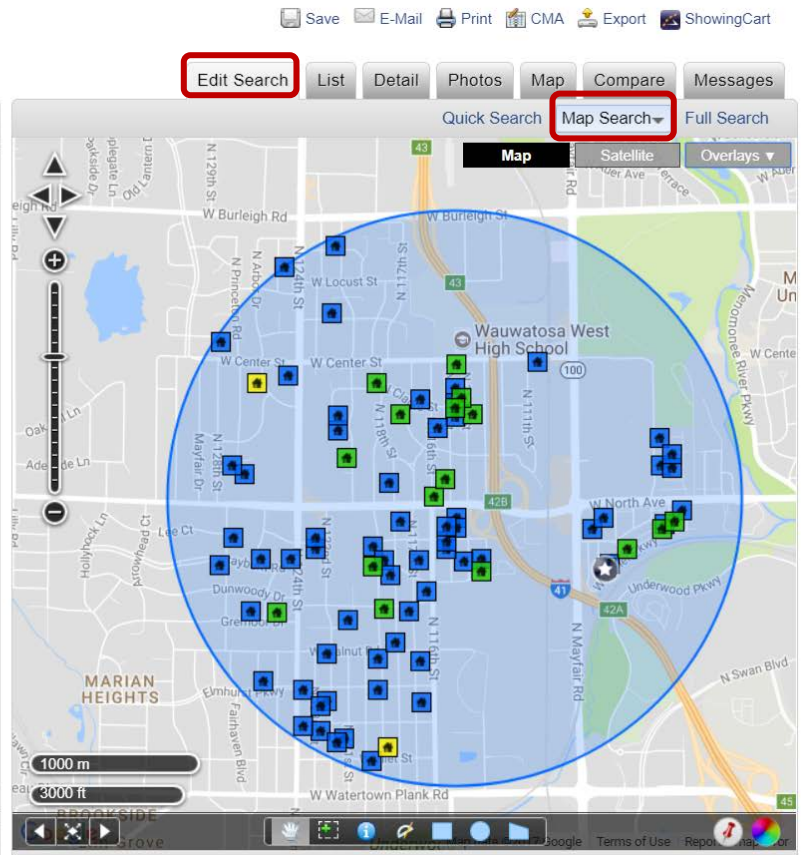
☐ Documents

☐ Virtual Tours

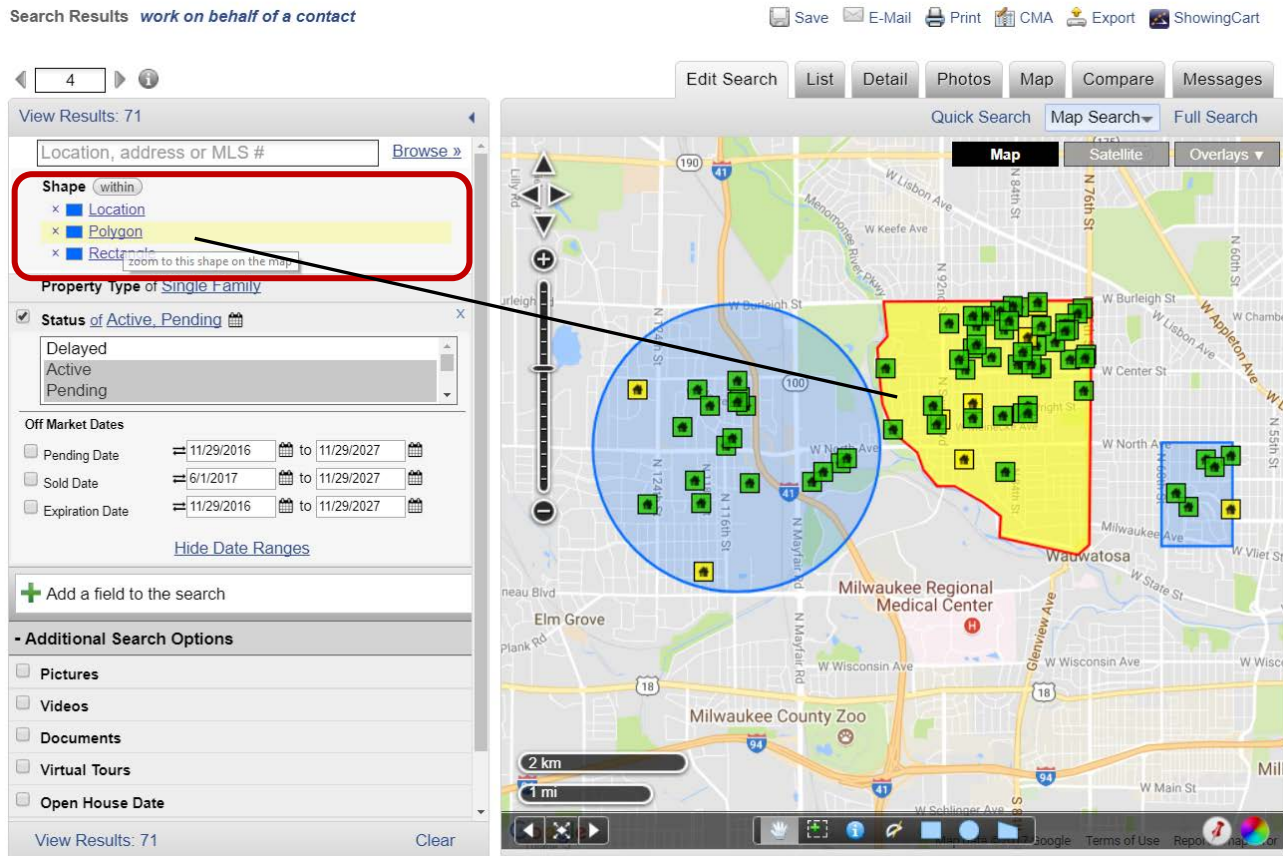
☐ Open House Date

☐ Tour of Homes Date

View Results: 81 [Clear](#)

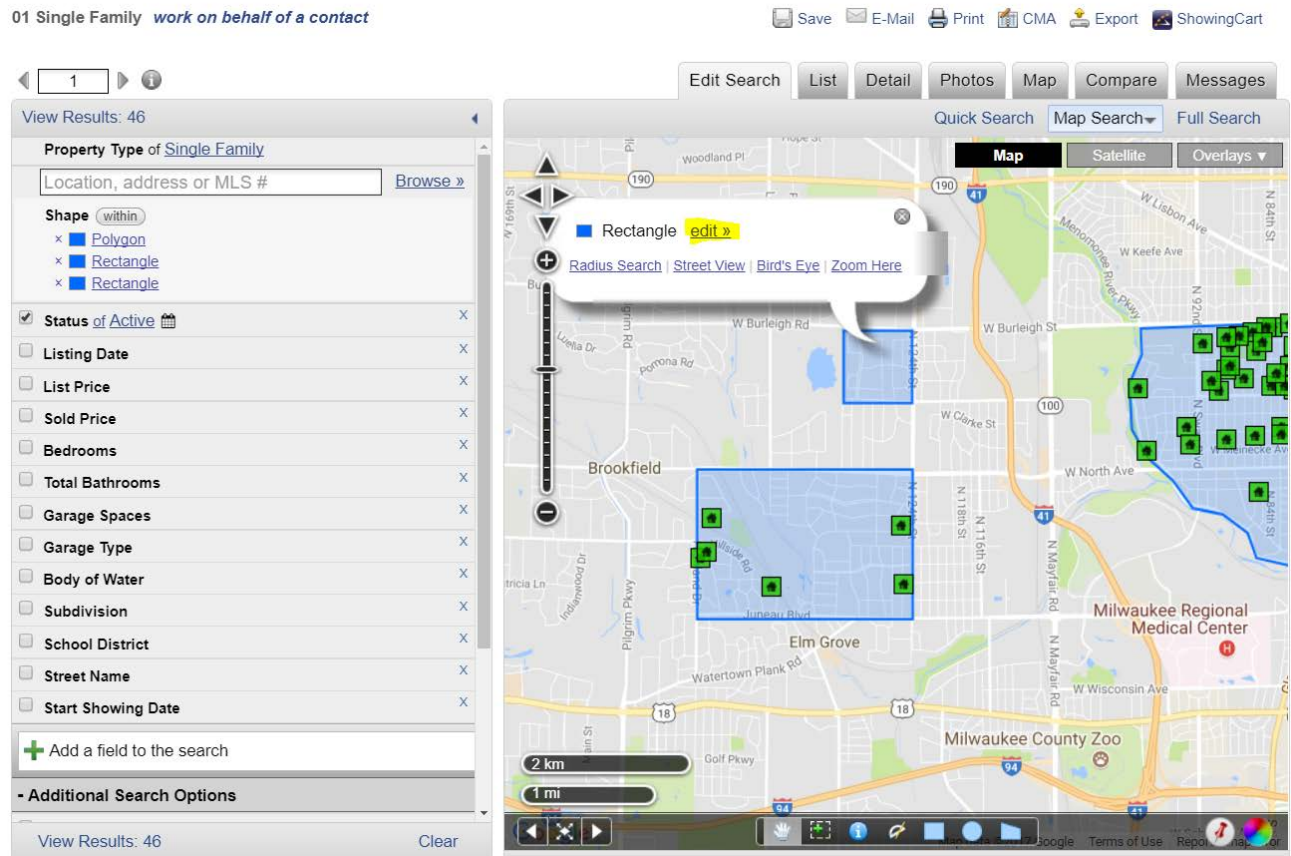


If you have multiple shape areas defined and need to remove one, hover over a shape name in the left side parameters panel. This will turn that particular defined shape area yellow on the map. This way, there is no guess work involved as to what shape you are deleting.



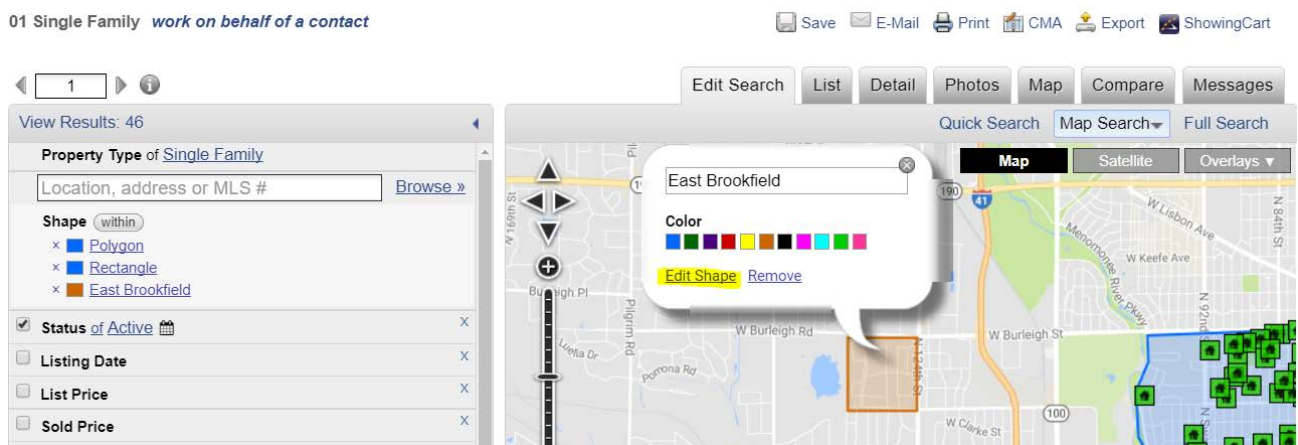
You can edit previously drawn shapes, also. For example, your Contact decided they would like to expand their defined area a bit. Instead of deleting the shape and defining a new one, you can edit the existing shape. On the Map tab, single left-click anywhere within your defined shape. An Edit bubble will appear for your shape. Click the **Edit** link for that shape.

01 Single Family *work on behalf of a contact*



At this point, you can edit the name of your shape, such as the area it defines, and change the color. To adjust the defined area itself, click the **Edit Shape** link.

01 Single Family *work on behalf of a contact*



Notice the handles on the corners of the shape. To edit the shape, left-click + drag on a handle in the direction you would like to edit. If you would like to 'pick up and move' the entire shape, left-click + hold the handle in the center of the shape. The **View Results** link will recalculate your total number of listings. If satisfactory, click the **Leave Edit Shape Mode** link, and then the **View Results** link.

01 Single Family *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

1

View Results: 46

Property Type of Single Family

Location, address or MLS # [Browse »](#)

Shape within

Polygon

Rectangle

East Brookfield

☒ Status of Active

☐ Listing Date

☐ List Price

☐ Sold Price

☐ Bedrooms

☐ Total Bathrooms

☐ Garage Spaces

☐ Garage Type

☐ Body of Water

☐ Subdivision

☐ School District

☐ Street Name

☐ Start Showing Date

+ Add a field to the search

- Additional Search Options

View Results: 46 [Clear](#)

Edit Search

List

Detail

Photos

Map

Compare

Messages

Quick Search

Map Search

Full Search

Map

Satellite

Overlays

2 km

1 mi

Click shapes to begin editing them

Leave Edit Shape Mode

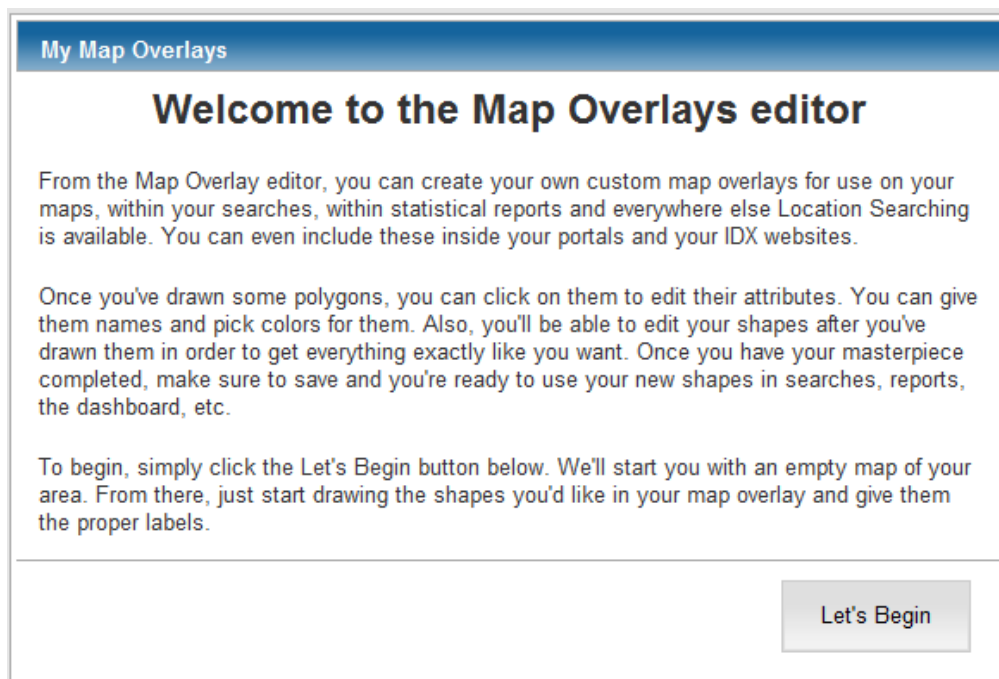
Light orange circles are the handles to edit shape

## Map Overlays

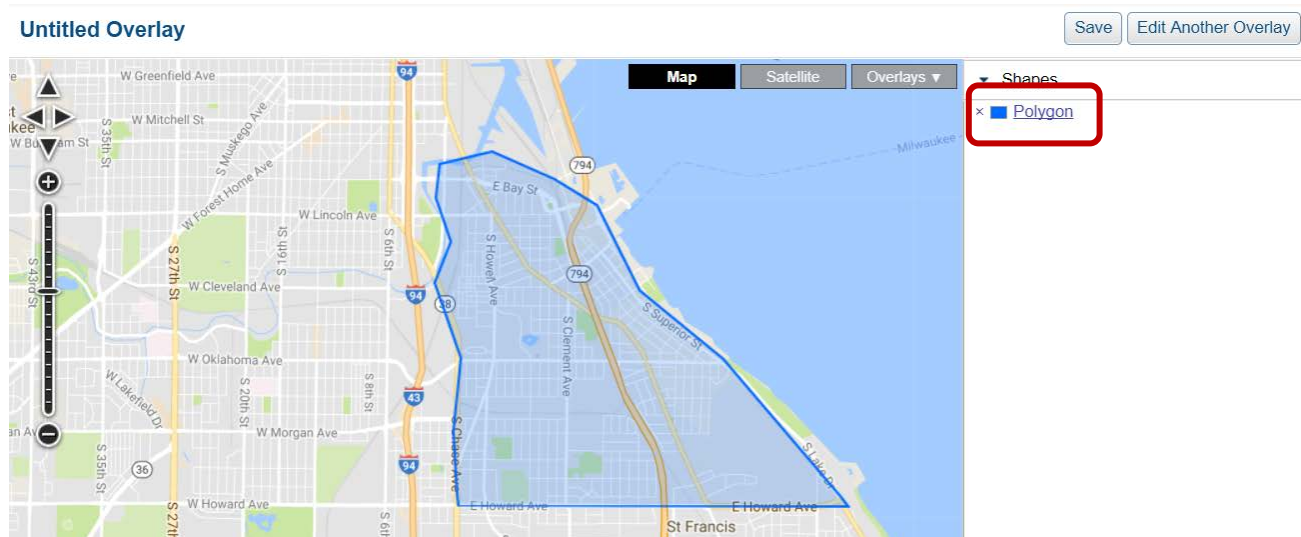
A Map Overlay is a collection of user defined saved shapes – you can create multiple overlays, each containing relevant shapes for your market. For example, you may create shapes defining neighborhoods in your market, houses surrounding golf courses, or school districts. These shapes are then available to you when performing searches, or when using the statistical gadgets of the dashboard.

### *Creating Map Overlays*

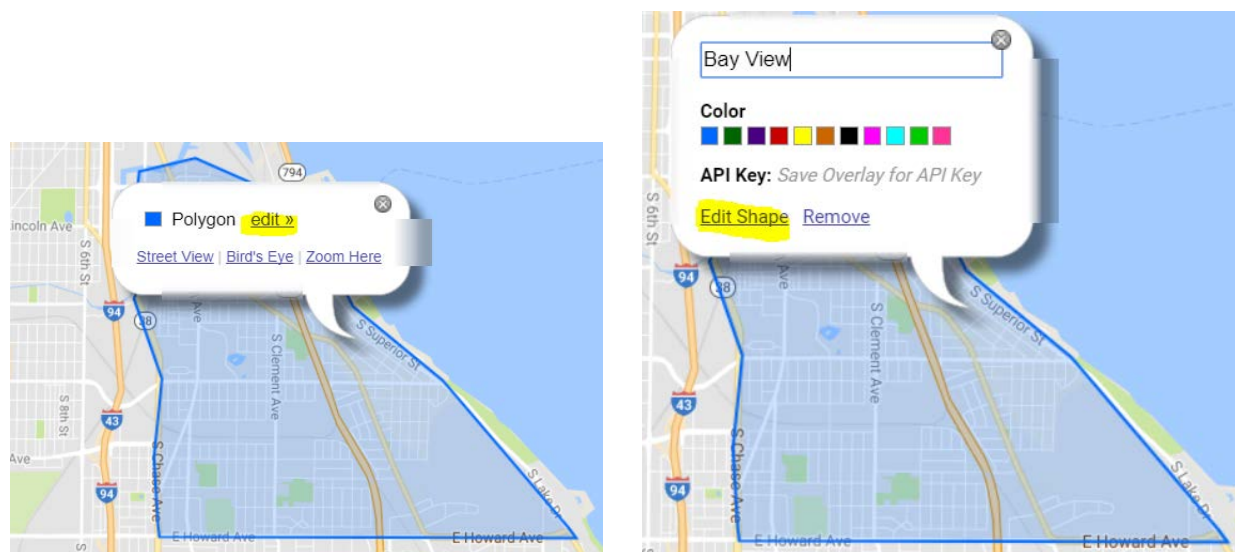
To create a map overlay, go to Preferences > My Map Overlays. If you have no saved overlays, you will receive a welcome screen each time you enter. Clicking the **Let's Begin** button will provide prompts to help you create your overlay.



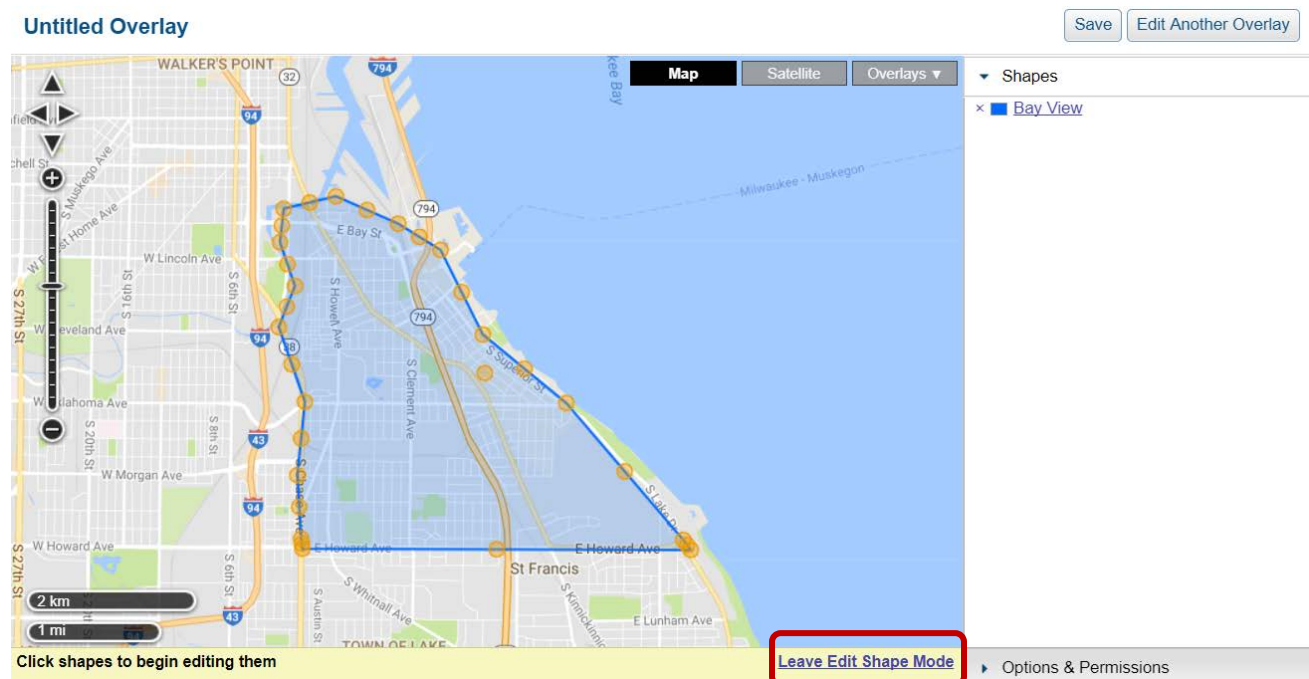
To create your overlay, adjust the map to get the area you would like to start with your first overlay shape in view. You can adjust the map using your mouse or the controls on the left side of the map. In the toolbar located at the bottom of the map, single left-click the blue polygon. Next, single left-click your starting point on the map and begin drawing your neighborhood shape. Once you have your desired area shaded, double left-click to end your neighborhood shape. After the completion of drawing your shape, you will see the name of the shape in the right side pane. To edit, single left-click the **Polygon** link.



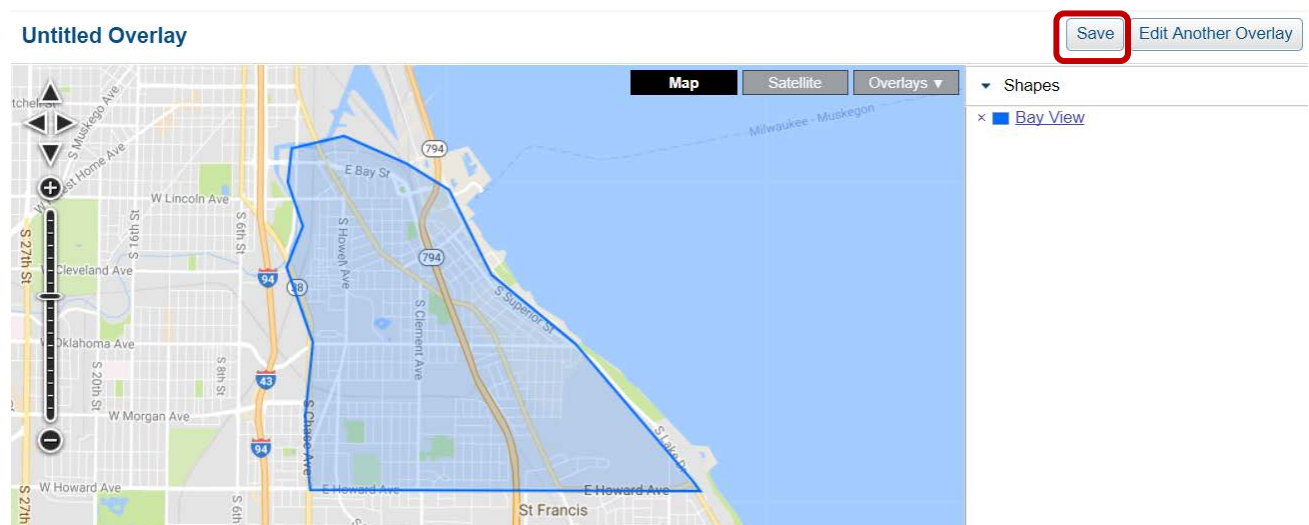
Within the shape, the **Edit** balloon will appear; click the edit link to edit shape name and color. If you wish to edit the shape, click the **Edit Shape** link.



Clicking the **Edit Shape** link will add 'handles' to the borders of your shape. Left-click + hold your left mouse button and drag the handle in your desired direction. When you have completed editing your shape, click the **Leave Edit Shape Mode** link located at the bottom of the map.

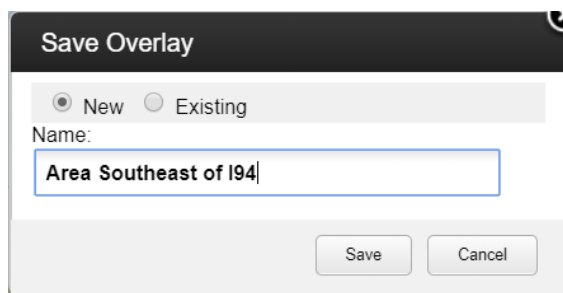


If you would like to add another neighborhood area shape to your overlay, repeat the previous steps. After you have completed your neighborhood shape areas, save your overlay by clicking the **Save** button.



You will be prompted to give your overlay a name. Type the name in the Name field of the Save Overlay box, and then click the **Save** button. Your overlay name will appear in the upper left corner of the map.

If you would like to immediately create a new overlay, click the **Edit Another Overlay** button.

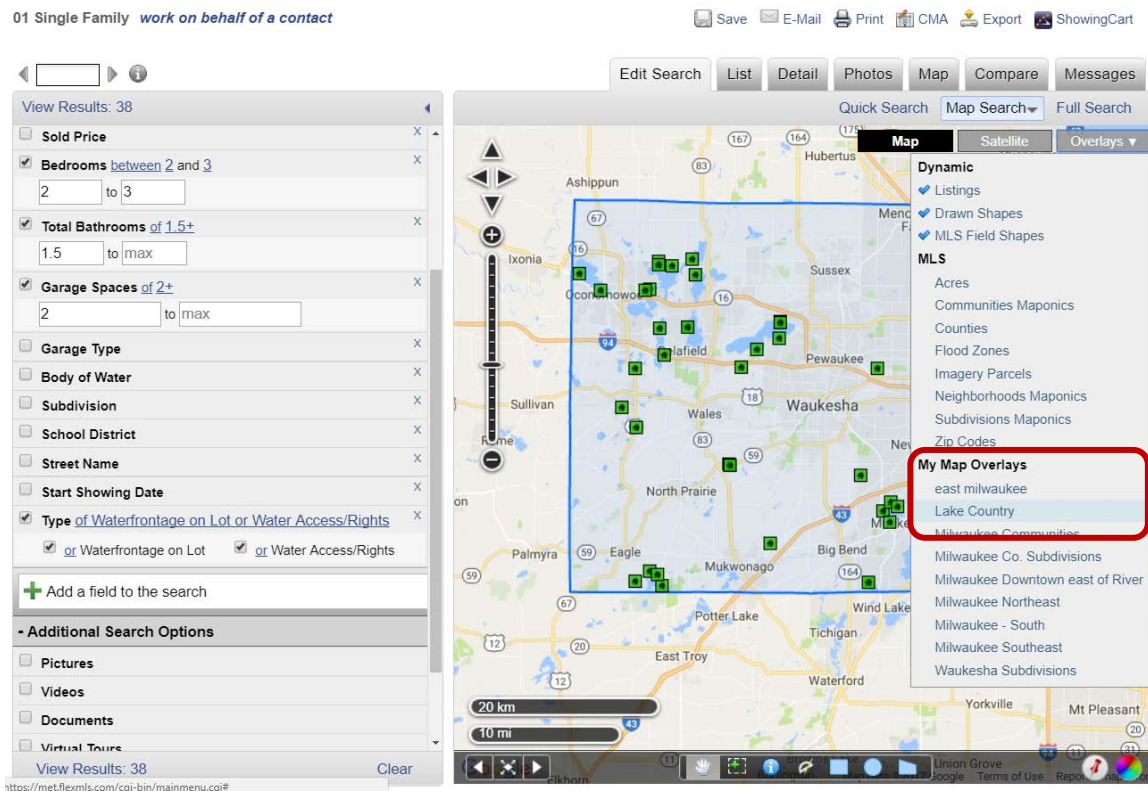


The 'Save Overlay' dialog box has a title bar with the text 'Save Overlay'. Below the title bar are two radio buttons: 'New' (selected) and 'Existing'. Below these is a text field labeled 'Name:' containing the text 'Area Southeast of I94'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

## Using Map Overlays

You can use your saved overlays with Map Search from the Search menu and in the Edit Search mode from the Search Results screen. To use an overlay in a search, begin your search; plug in your desired parameters and then click **See Results**. On the Search Results Screen, click the **Edit Search** tab, and then the **Map Search** link. In the upper right corner of the map, click the **Overlays** button. In the menu that appears, under My Map Overlays, click your desired overlay. Overlay shapes will appear dark gray on the map.

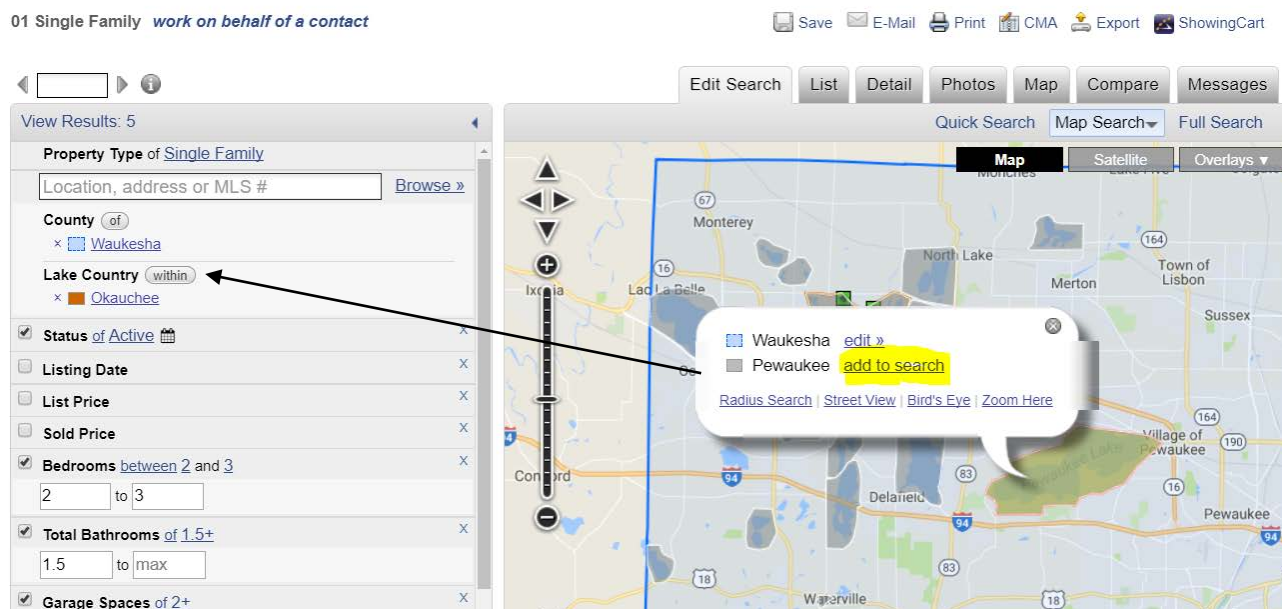
**NOTE:** Deselecting **MLS Field Shapes** in the Overlays menu will remove both county and municipality shading. This may make it easier to view overlay shapes.



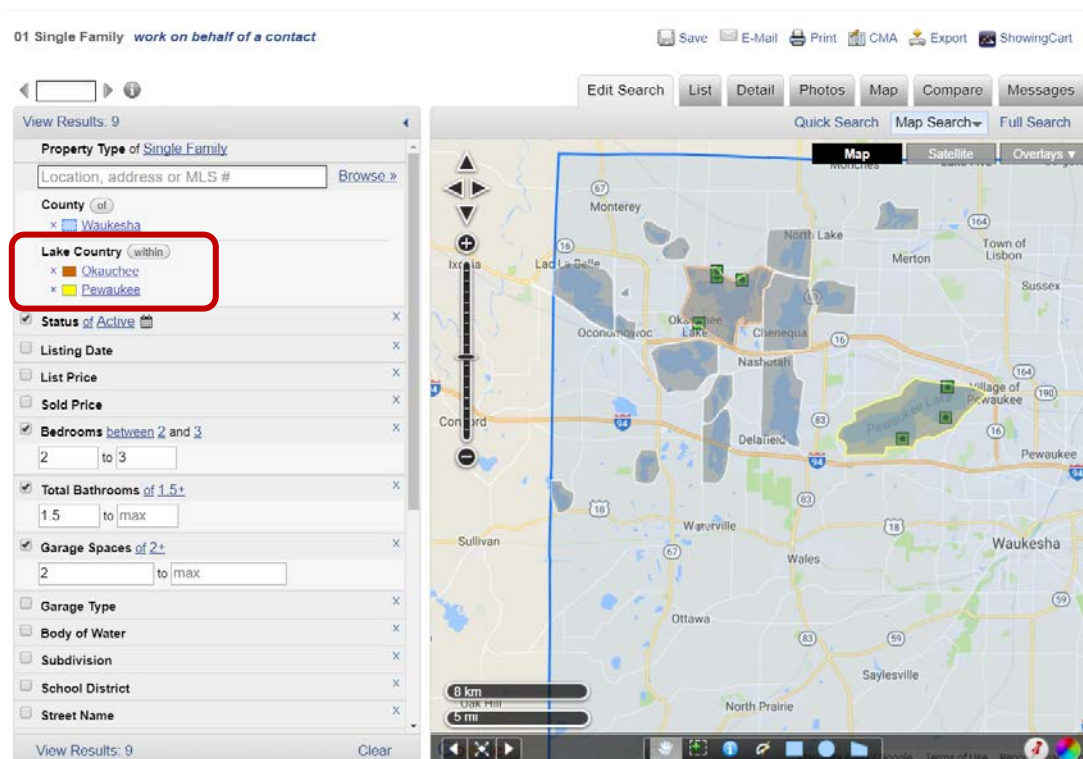
The screenshot shows the 'Map Search' interface. On the left is a search filter panel with various criteria like 'Sold Price', 'Bedrooms', 'Total Bathrooms', and 'Garage Spaces'. The main area is a map of the Milwaukee area with a blue overlay shape. On the right is an 'Overlays' menu. The 'My Map Overlays' section is highlighted with a red box, showing a list of saved overlays including 'east milwaukee', 'Lake Country', and 'Milwaukee Communities'. The 'Dynamic' section is also visible, showing options like 'Listings', 'Drawn Shapes', and 'MLS Field Shapes'.

Using the scroll wheel on your mouse, push it forward to zoom down on the map to easily view your overlay shape(s). To view listings only in your defined shape area(s), single left-click the shape; an info bubble will appear with the name of your shape. Click the **'add to search'** link to edit your search to include that area only. If you have additional shape areas in your overlay you wish to add, follow the same steps.

01 Single Family *work on behalf of a contact*



After adding your overlay shape area(s), the left side edit panel will appear. Your added neighborhood shape(s) will be listed. Next, click the **Update Count** link to update your search with only those listings. Click the **View Results** link to view those listings.

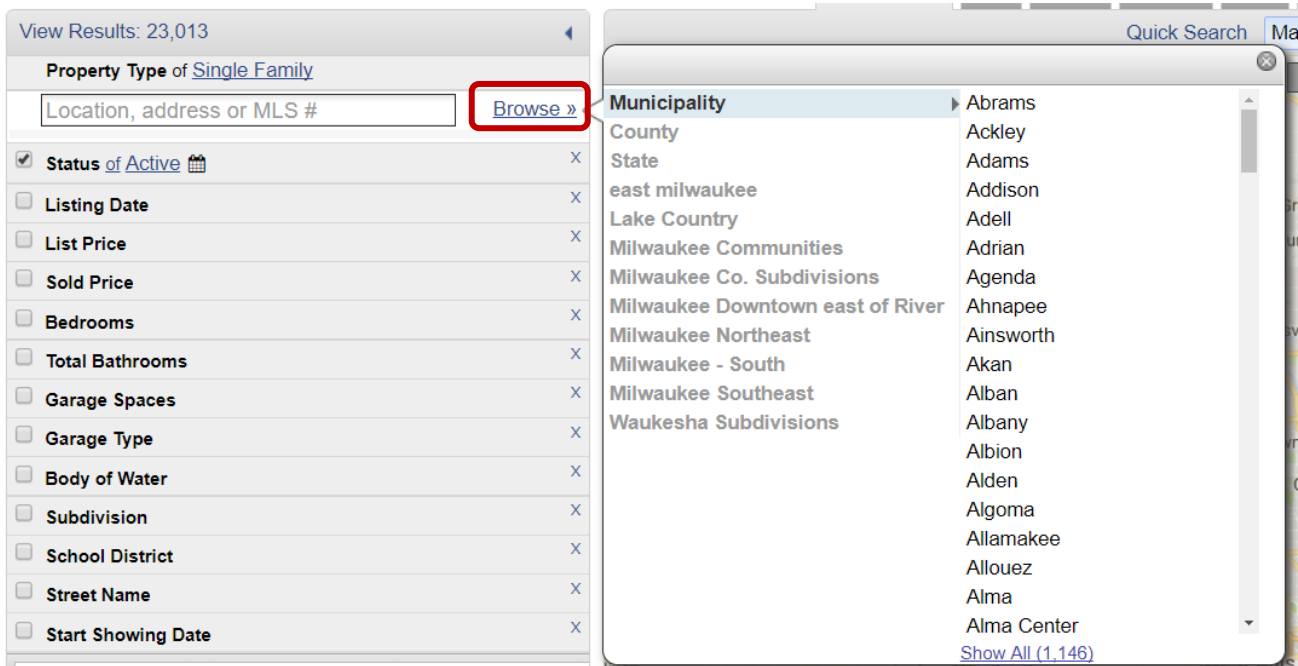


# Location Search

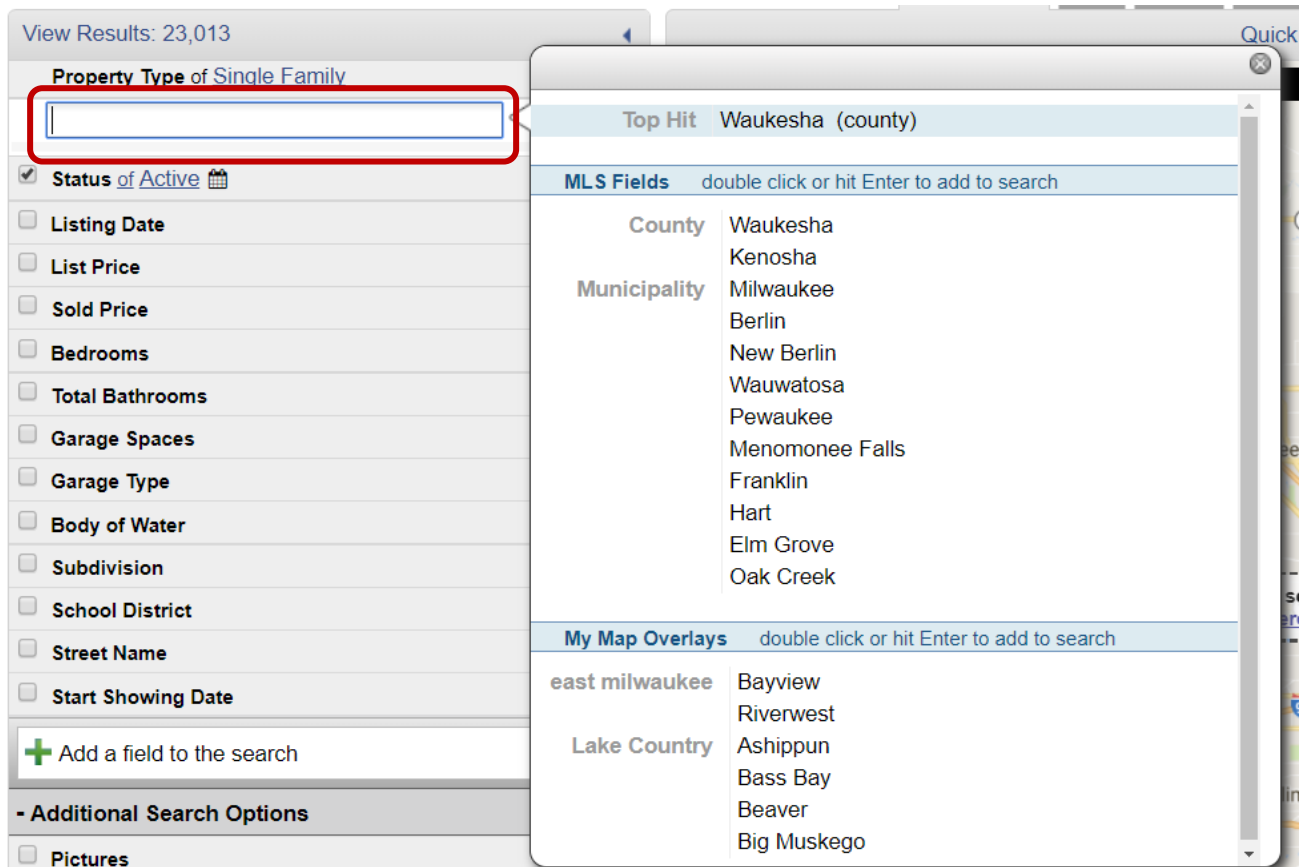
The Location Search is a text box for searching location fields, street addresses, MLS numbers and custom Map Overlays. By default, State, County, Municipality, and Zip Code are included in the Location Search box. Any fields that are included in the Location Search option will not appear in the searchable fields using the **Add a field to this search** box. For example, if you search the field “Municipality,” that field will no longer be available, as Municipality is accessible using the Location Search. This field can be accessed in Quick Search and Map Search. The example that follows uses the Map Search, but you can manually switch between search options using the links in the upper right corner, if you wish.

To use the Location Search, you have three options:

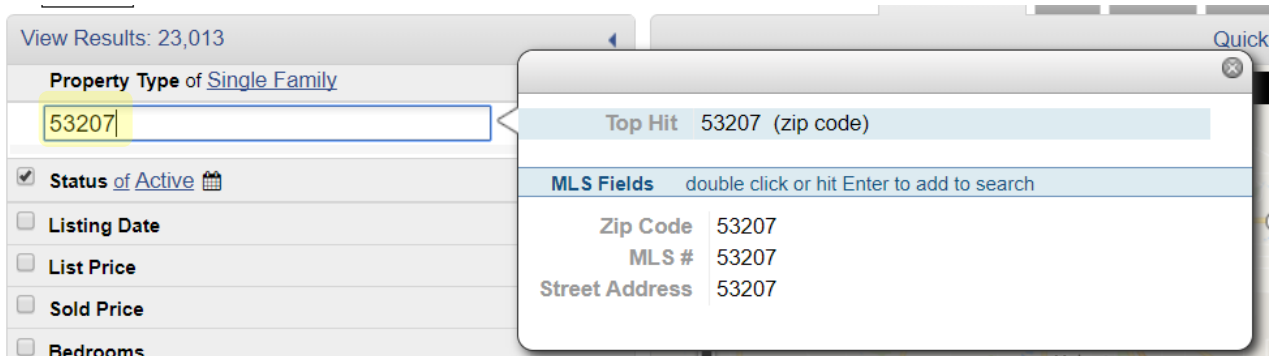
1. Clicking the **Browse** link will present you with a box listing your primary location choices. This includes municipality, county, state, and your saved Map Overlays. Clicking any of these links will display your choices for those primary locations.



2. Clicking within the Location field will present you with a box displaying your most often searched county as a top hit and its associated municipalities. Your saved Map Overlays will also be displayed. Double-click on your desired choice. If the county you would like to search is not displayed, simply type in its first few letters. It will then display in the Location list box.



- You may also click in the Location field and simply type your location, such as zip code. If you would like to search on multiple areas, after searching and selecting your first, enter the second and then select it.



# Advanced Search Results Options

There are two tabs on the Search Results screen that are covered in greater detail within this section.

## History link

You can access the history on a listing address using the History link within the Detail tab. For every MLS list number an address has, you can click on the plus sign to the left of that list number to view its history. Full Address history can be printed at one time; one way is printing on the fly by detaching the history window. This will print whatever is currently showing in the window.

Search Results *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Report History Tax Info Mortgage Info Documents more

Property and Listing History  
10410 W Melvina St, Wauwatosa, WI 53222-2331

MLS #	Status	Price	% Change	Date	DOM	CDOM	Address	Begin Date	Original List
1552254	Active	\$175,000	-25.2%	09/26/2017	66		10410 W Melvina St	09/26/2017	\$225,000
<b>Time Changed By What Changed Old Value New Value</b>									
11/28/2017 at 2:12 PM Julianne A Douglas List Price 184900.00 175000.00									
10/23/2017 at 3:20 PM Julianne A Douglas List Price 200000.00 184900.00									
10/23/2017 at 3:12 PM Julianne A Douglas List Price 225000.00 200000.00									
10/03/2017 at 1:35 PM Julianne A Douglas picture Main List #1									
09/26/2017 at 12:28 PM RE/MAX Lakeside-Capitol document Seller Condition add									
09/26/2017 at 12:28 PM RE/MAX Lakeside-Capitol document Seller Condition LeadPaint Disclos									
09/26/2017 at 12:28 PM RE/MAX Lakeside-Capitol document Seller Condition add									
09/26/2017 at 12:27 PM RE/MAX Lakeside-Capitol document Listing Contract add									
09/26/2017 at 11:56 AM Julianne A Douglas new new listing new listing									
798540	Sold	\$234,000		03/31/2006	113		10410 W Melvina St	11/23/2005	\$224,900

Current Price

Previous Price

**% Change** - The percentage of price change is calculated using the following formula:

Take the current listing price and subtract it from the previous listing's price (from Price Column). Then take that difference and divide it by the previous listing's price.

### EXAMPLE:

Current Price = \$175,000.00

Previous Price = \$234,000.00

Difference = \$59,000.00

Divide (Difference) \$59,000.00 by (Previous Price) \$234,000.00 = -25.2 % (% Change)

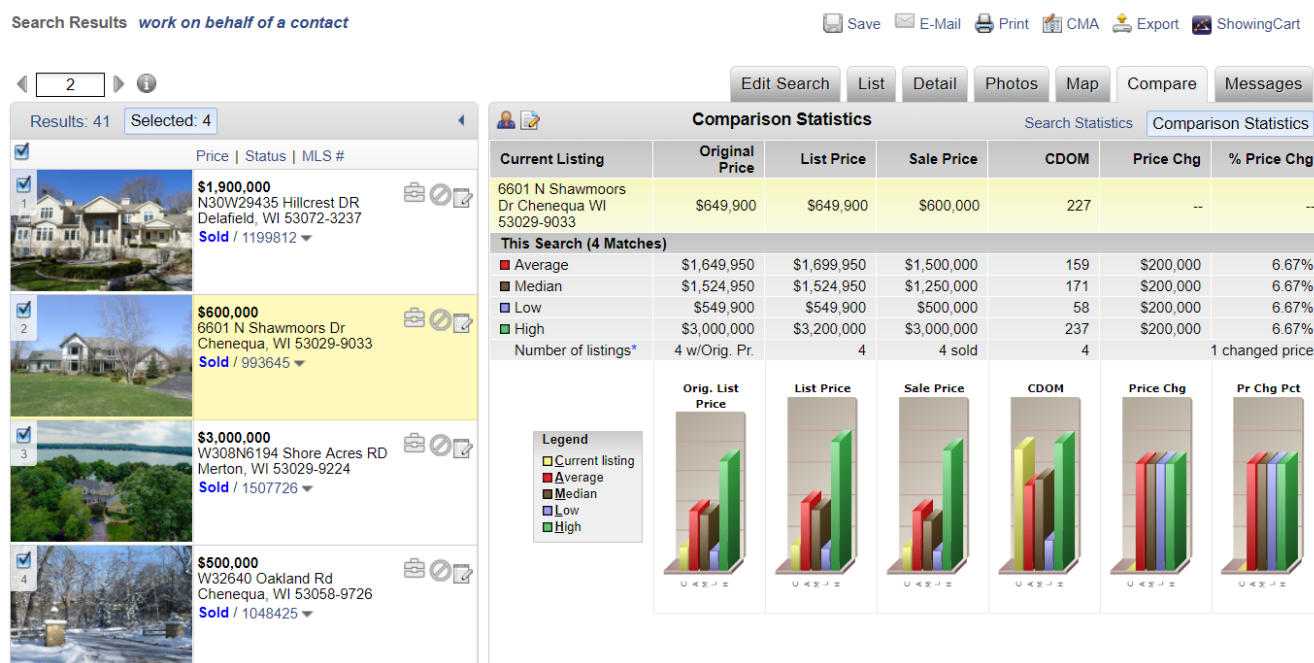
**DOM** – Represents Days on Market for the current listing. It is calculated from the contract date.

**CDOM** – The CDOM stands for Cumulative Days on Market. This is total market time accumulated on an address within 90 days from withdrawn or expired status.

**Begin Date** – The date the listing was physically entered into *FlexMLS*.

## Compare tab

The Compare tab is a graphed statistical report you can use to show how selected listings compare to each other in your Search Results screen. Below the table of data, a bar chart displays the information visually. Use the Chart Legend as your guide for what colors correspond with what information. As you select different listings from the summary panel, the graphs will adjust to display the Current Listing in comparison to the other listings in your search. There are 2 reports available: Comparison Statistics and Search Statistics. In Comparison Statistics, each column is calculated independent of each other except for the price change and percentage of price change columns; those go together. The CDOM stands for Cumulative Days on Market. This is total market time accumulated on an address within 90 days from expired or withdrawn status.



Each column is calculated independent of each other except for the price change and percentage of price change columns, those go together. I suggest you determine each column's information separately. Example: first compare all Original List Prices, and then compare all Listing Prices, etc...

You may want to have a view for this that has Original List Price and Days on Market to make it easier.

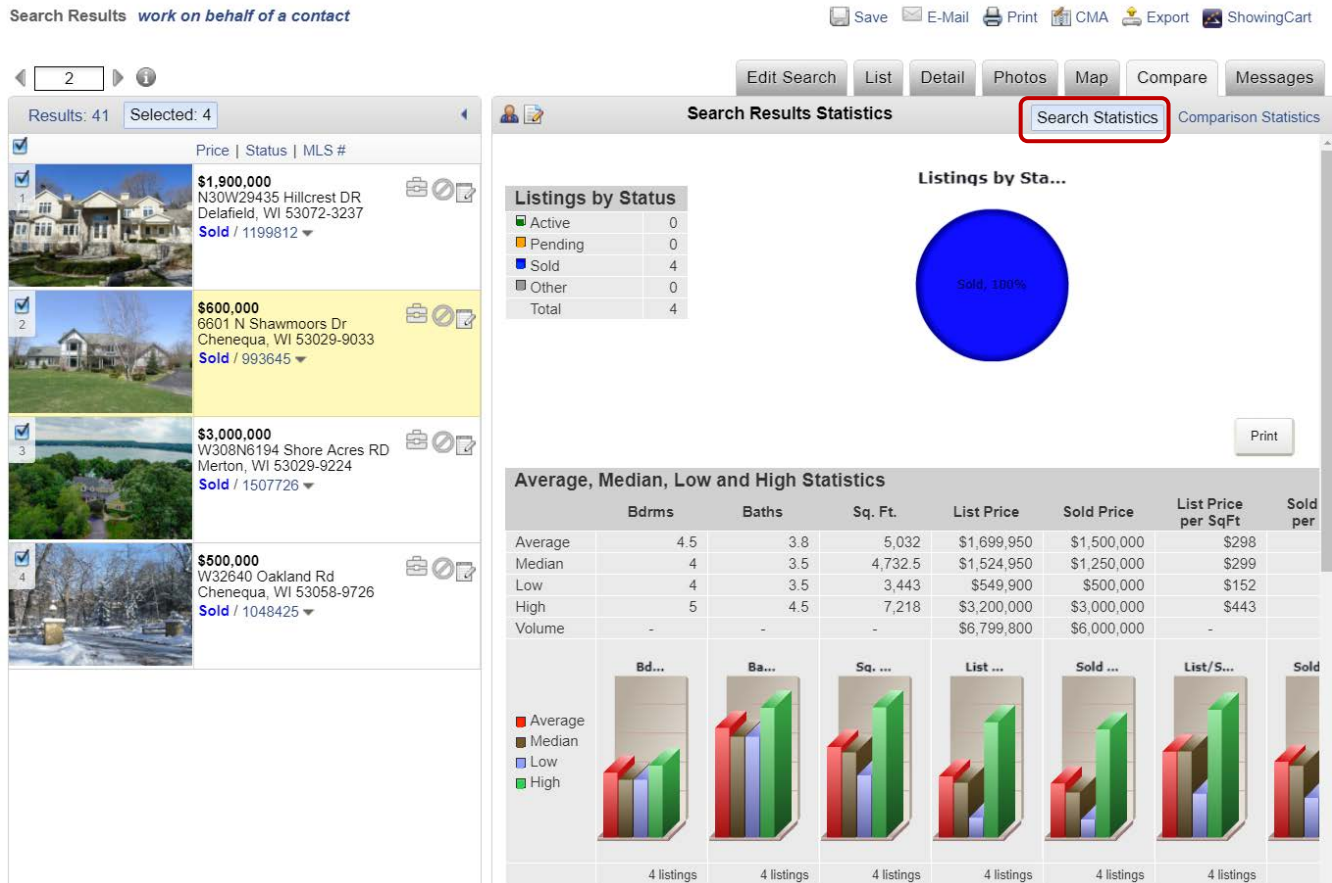
To get the high amount in each column you will need to look at each listing and determine which listing has the highest amount by putting your listings in order from highest to lowest for the data in the column you are working in.

To get the low amount in each column you will need to look at each listing and determine which listing has the lowest amount by putting your listings in order from highest to lowest for the data in the column you are working in.

To get the average you will need to add all of the data in each column together separately, and then divide by the number of listings that are being compared.

In order to get the median you must put your listings in order from highest to lowest for the data in the column you are working in. Then you will have to look at the number that is right in the center. If you have an odd amount of listings, you will have one number to look at. If you have an even number of listings, you will need to add to 2 middle numbers together and then divide by 2.

The Search Statistics report displays statistics for a number of fields such as bedrooms, bathrooms, square footage, list price and sold price. It also includes some calculated statistics such as the Sold Price to List Price Ratio. The bottom row in the table shows the number of listings that have relevant data for that column.



## Messages Tab

The Messages tab allows you to write messages to your Contacts on listings. The Messages function works only with Contacts that have a Portal enabled. To send a message, click the listing to highlight it, and then click the Messages tab. Click the 'Write a message to a client about the highlighted listing' link; in the 'To' field, type in a minimum of the first three letters of the Display Name of the Contact. Flex will start searching on the string and display your choices. Click your selection in the list. Type your subject and message; when complete, click the 'Send Message' link. Messages will be delivered to both the Contact's Portal account and to the primary e-mail address listed in their Contact file. A copy of the sent message will be assessable in both the Messages tab in the Contact's file in Contact Management and in Messages on the *FlexMLS* Message Board (home screen).






Search Results *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

3 Edit Search List Detail Photos Map Compare Messages

Results: 25 Selected: 0

Price | Status | MLS #

	<b>\$167,900</b> 9525 W Grantosa Dr Wauwatosa, WI 53222-1502 Active / 1555755
	<b>\$175,000</b> 10410 V Wauwatosa, WI 53222-1502 Active / Price Reduced
	<b>\$179,800</b> 4079 N Wauwatosa, WI 53222-1502 Active /
	<b>\$198,900</b> 4741 N Wauwatosa, WI 53222-1502 Active /
	<b>\$200,000</b> 2661 N Wauwatosa, WI 53222-1502 Active /

Write a message to a client about the highlighted listing

There are no messages related to listing number 1555755

### Send Message

Send message about  
9525 W Grantosa Dr, Wauwatosa, WI 53222-1502 (#1555755)

To:

Subject





Message

Cancel Send Message

## Financial Calculators

The *FlexMLS* system has many financial functions available for you to help your customers or clients make choices about loans, or more importantly, for you to show them how they'll save money by purchasing a first home or perhaps "buying up."

To access the financial calculators, open **Maps/Financial** in the *FlexMLS* menu, and then click **Financial Calculators**. The system displays the "flex calculator" screen, which has a list of calculators you can use. Select the report you want to use and click on **Generate Selected Report**.

Calculation Reports	
Click a report name to run the report	
Report	Description
<a href="#">Amortization Schedule</a>	<b>Amortization Schedule</b> This calculator displays the breakdown of principal and interest in mortgage payments.
 View Sample	
FHA Loan Qualification	
 View Sample	
VA Loan Qualification	
 View Sample	
Closing Cost Estimator	
 View Sample	

The following shows an example of the **Amortization Schedule** calculator. This calculator is designed to calculate Payment amount and create an amortization schedule.

### Payment/Amortization Calculator

Required entries		Enter values into these fields.
Principal Loan Balance	<input type="text" value="150000.00"/>	
Annual Interest Rate (%)	<input type="text" value="3.5000"/>	
Number of Payments, per Year	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 6 <input checked="" type="radio"/> 12 <input type="radio"/> 24 <input type="text"/> Other	
Loan Term, in Years	<input type="radio"/> 10 <input type="radio"/> 15 <input type="radio"/> 20 <input type="radio"/> 25 <input checked="" type="radio"/> 30 <input type="text"/> Other	
Date of First Payment	<input type="text" value="1/1/2018"/>	
Calculated Payment	673.57	
Payment	<input type="text" value="673.57"/>	
Balloon Payment Options		
Balloon Payment Number	<input type="text"/>	
Balloon Payment Amount	<input type="text"/>	
Reporting Options		Click <b>View Report</b> or <b>Print Report</b> to see report.
Full Report	<input checked="" type="radio"/>	
Annual Totals Only	<input type="radio"/>	
Payment Report Only	<input type="radio"/>	
Title of Report	<input type="text" value="Payment/Amortization Schedule"/>	
<input type="button" value="View Report"/> <input type="button" value="Print Report"/>		

## General Preferences

If you would like to configure settings affecting your *FlexMLS* account, use the General Preferences screen. To display this screen in the menu, click Preferences and then click General Preferences.

The following table describes the settings available on this screen.

This setting:	Does this:
Default font size	By default, the font size for the Search Results screen is set at 10 points. You can increase or decrease this default. If your Search Results view has more than 8 columns, you may want to decrease your font size to allow all the columns to be seen without having to scroll.
Public version/Private version is default for full listing reports	Sets the report version you would like as the default for the listing report on the Search Results screen. Public reports do not contain listing agent information, showing instructions, days on market, and commissions – private reports do.
Choose a default listing report	Allows you to select which report format the system will use when you use Subscriptions, the list number link or Details tab on Search Results.
Automatically choose which tab to select.	Opens the edit search mode corresponding to the type of search you started with. Example: If you began your search using Quick Search, clicking the Edit Search tab will default to the Quick Search edit screen.
Quick Search is my default tab when editing a search.	Opens to Quick Search summary panel when the Edit Search tab on the Search Results page is clicked, allowing you to edit your search using the Quick Search mode.
Map Search is my default tab when editing a search.	Opens to Map Search summary panel when the Edit Search tab on the Search Results page is clicked, allowing you to edit your search using the Map Search mode.
Full Search is my default tab when editing a search.	Opens to Full Search tabs when the Edit Search tab on the Search Results page is clicked, allowing you to edit your search using the Full Search mode.
Expand all fields for Quick Searches	Opens all fields in Quick Search by default.

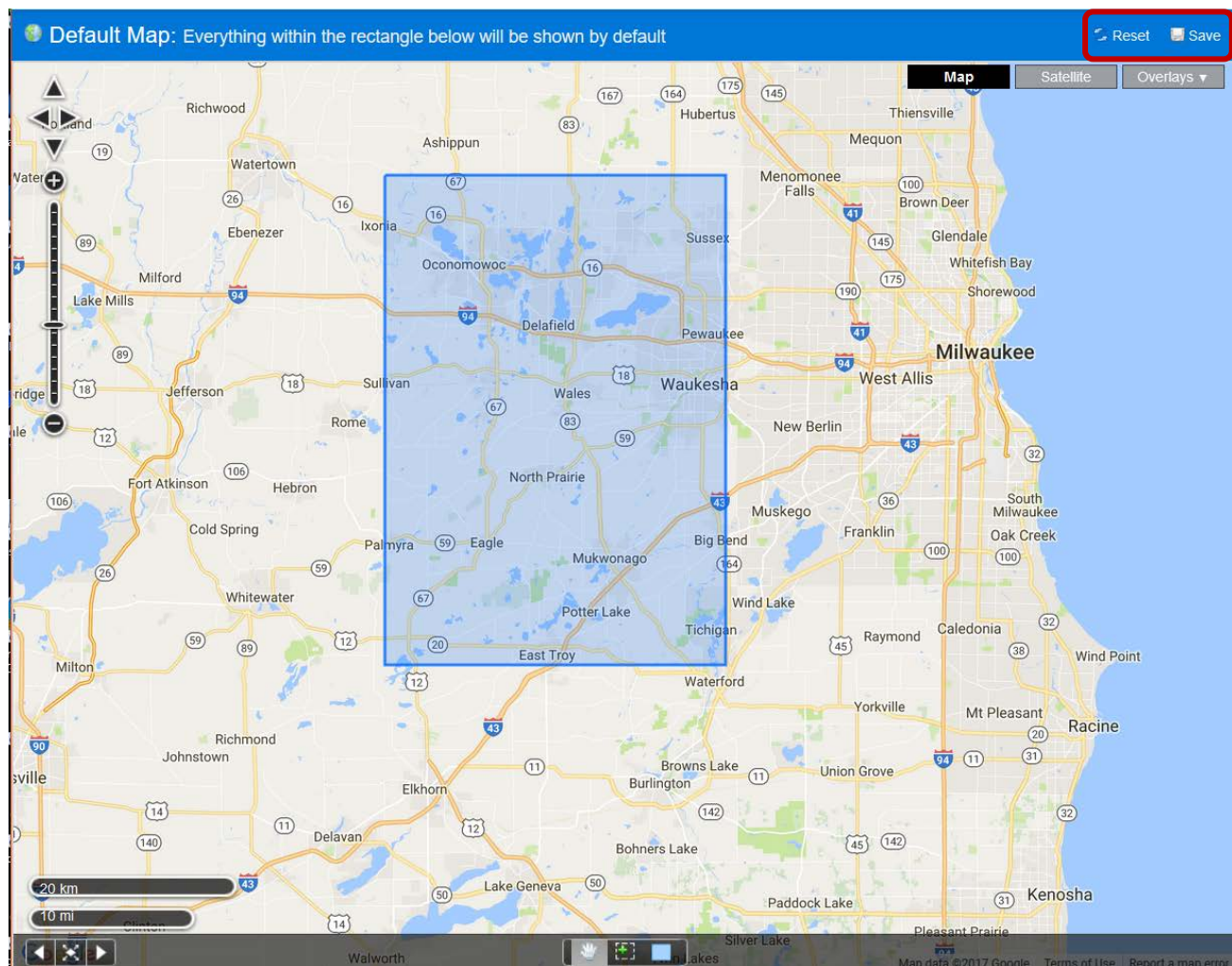
This setting:	Does this:
flexmls E-Mail and Print: Please choose a default configuration.	Choose public or private as the default setting for the E-mail and Print links on the Search Results screen.  'Prompt me to choose Interactive or Printer Friendly version when e-mailing' will offer you the option to choose between the two versions each time you click the <b>E-mail</b> button.
E-Mail: Please choose the default e-mail type.	Choose HTML or Text as the default for e-mail; this setting affects the format of all manually sent e-mails from FlexMLS.
Default e-mail signature to checked	The option to include your signature in all outgoing e-mails.
E-Mail: Please choose default e-mail attachments	Affects settings in the Subscriptions. You may choose a default set of attachments to automatically be included when Subscriptions are sent. (This option is currently disabled)
flexmls Dashboard: Listings to Expire / Sold Listings Range	Show listings that will expire in ' <b>X</b> ' days under Listings to Expire affects the forecast of your listings to expire in a specified number of days. The default is 7.  Show listings that were sold in the past ' <b>X</b> ' days under Sold Listings affect your sold listings shown in a specified timeframe. The default is 30.
My Listings: Which statuses should be included?	Choose which listing statuses you would like to include when displaying the My Listings screen in your account.
Off-Market listings older than this many days will not appear on the My Listings screen:	This setting applies to the age of your listings that are statuses other than Active and Pending, and how long you wish to view them in My Listings after they have gone off the market.
Expiring Listing Notification	This setting allows you to set a reminder for yourself to e-mail you when any of your listings will be expiring in your chosen number of days.
Messaging: Enable e-mail notifications for:	Choose to receive message notifications from messages sent by clients, your office, company, board association, and the Metro MLS.

<b>This setting:</b>	<b>Does this:</b>
Messaging Notifications	Suspends all Contact Portal login notice messages.
Bulk E-mail Options	This setting allows you to opt out of bulk e-mails sent from your office's administrative FlexMLS account.
Contact Management:	Default for Enable Reverse Prospecting checkbox on Add Contact: determines if Reverse Prospecting is enabled by default when you create a Contact.

## Default Map

The Default Map preference, located under Preferences in the menu, lets you set the map area that will display on maps when searching for listings. For example, this default area is what would appear when beginning a Map Search, the Map tab in Full Search, or viewing the map under Maps/Financial on the menu.

To set your default map area, move the map to the zoom level and location that you would like to use as your default, and then click to select the rectangle tool at the bottom of the screen. When the rectangle tool is selected, click once to define a corner of the rectangle, move the mouse (without holding the mouse button down) to highlight the area you'd like to use as your default and click once to complete your rectangle. If you make a mistake, you can click on the rectangle tool to draw a new rectangle, or click on the **Reset** button at the upper right to set the map back to the MLS default. When you are satisfied with the highlighted map area, click the **Save** button to save your map preference.



## Sample Flyer

To create a flyer for your listing, select a listing from the Search Results screen. Click on the **Print** link. Choose your flyer type from the report list. You **must** choose the Private version of the report, as the Public version will not show your agent Contact information and Flyer Headline.

To add a Flyer Headline, you must either include when initially entering your listing or by editing your listing. Enter headline text under the Main Fields tab and Flyer Headline.

The FlexMLS system will include your photo, and your logo (if you have these things stored in your FlexMLS profile).

Use the drop-down menu in Details to choose your desired flyer

[Return to Search Results](#)

**Listings to Print or E-mail**

☐ Current Listing (1)  
☐ Selected (0)  
☐ All Results (1)

\* For 200+ listings, only List and Compare may be printed

Version: **Private**

☐ List

☒ Detail

Flyer 2 - agent pic right  
Flyer 3  
Flyer 3 - agent pic right  
Flyer 4

☐ Print both public and private reports


☐ History  
☐ Mortgage Info  
☐ Documents  
☐ Tour of Homes  
☐ Open Houses  
☐ Mortgage Calculator  
☐ Photos  
☐ Map  
☐ Compare  
☐ Messages

☐ Preview and Print in a new window  
[Save / Reset Selections](#)

[Preview](#) [Edit](#) [E-Mail](#)

[Print](#) [PDF](#)

Report contains an estimate of 1 pages.




**101 MAIN ST**  
**Superior, Wisconsin 54880-2769**  
Taxed by Town of Superior


**\$260,000**

MLS #:	1	Room Dimensions:	
Property Type:	Single-Family	Master Bedroom	10 x 10
Bedrooms:	3	Bedroom 2	10 x 11
Full/Half Baths:	2 / 1	Bedroom 3	15 x 14
Est. Total Sq. Ft:	1,550	Bedroom 4	13 x 11
Est. Year Built:	1979	Living/Great Room	13 x 13
Taxes:	\$2,101 / 2001	Family Room	22 x 35
Exterior:	Asbestos/Asphalt; Log	Kitchen	12 x 12
Lot Description:	38 ACRES	Dining Room	11 x 11
Est. Acreage:	1	Den/Office	9 x 8
Garage:	3 / Attached		
Basement:	Partial; Other		
Heating/Cooling:	Forced Air / Propane Gas		
Water/Waste:	Private Well; Septic System		
School District:	Superior		

NOT A VALID LISTING. FOR TESTING PURPOSES ONLY.  
Directions: GO NORTH, VERY FAR NORTH, ALL THE WAY TO SUPERIOR! TEST LISTING - INSERTED BY THE MLS!



**Rose A. Realtor, G.O.A.T.**  
**Nancy Realtors**  
Phone: 414-778-5400 150  
Cell: 414-778-9311  
Fax: 414-778-6143  
Email: [angela@metromls.com](mailto:angela@metromls.com)  
Web: <http://www.metromls.com>



**NOTE:** For flyers to print properly all of your margins must be set as follows:

IE - .25"

Firefox - 0"

We also recommend deleting your browser headers and footers.

# Document Loader

The purpose of Document Loader is that it allows you to attach listing specific documents; such as the Sellers' Condition Report and the Lead Paint Disclosure, to your listing. You can accomplish this in one of two ways; via faxing the document along with the system-created cover page to a fax line dedicated to this purpose, or uploading the file in PDF format through FlexMLS directly to your listing. The following pages will aid you with step-by-step instructions on how to do both.

**NOTE:** Uploading a document in the PDF format gives you more document type choices versus the basic fax which allows just two.

## Basics of Document Loader

There are some basics to know about the Document Loader before beginning listed below:

- All documents that you upload **MUST** be in PDF format. **NO OTHER FORMAT IS ACCEPTED.** There are several ways to convert your document into PDF format. One way is through your scanner. Most scanners have an option in its software setting to convert your scanned documents into PDF format. Scan your document at lowest resolution possible. You must check your equipment's user manual to find out how on both. Another way is to download freeware called CutePDF Writer. You can download this software at no cost, by accessing the website [www.cutepdf.com](http://www.cutepdf.com).
- If you decide to fax in your document for automatic uploading, the **ONLY** reports being accepted at this time are the Sellers' Condition report, and the Lead Paint Disclosure. If you choose the manual upload (the self-serve option), you can upload any of the documents listed in the Documents menu. If the document you are uploading is not in the list choose the Other option for your document name.
- If you decide to fax in your document, you **MUST** print out the provided fax cover sheet and fax it in along with your document. Your document **WILL NOT** be uploaded without it.
- **Recommended file size for uploaded documents is 10 MB or less per file.** This pertains to the size of the document after converting to PDF. To verify the size, simply single right click on the file name of the PDF document, single left click on Properties in the menu that will pop up, and take note of the size.
- To create a smaller PDF file, adjustments can be made to your scanner to create a smaller size, such as lowering the resolution (dpi) to its lowest setting, scanning as text as opposed to image, and scanning in black and white as opposed to color. You may also compress your created PDF file using a free compression tool available at [www.docupub.com/pdfcompress](http://www.docupub.com/pdfcompress).
- When faxing your documents, you can fax only **ONE DOCUMENT AT A TIME!** This means 1 document (1 document + its system generated fax cover sheet) per fax transmittal.
- Listing Contract and Exclusive Right to Lease are private documents; this means they can **only** be seen by the listing agent and the listing office's administrative FlexMLS account.

## *Adding a Document to Your Listing*

To add a document to your listing, click on the Menu button. Under the Add/Change section click the **Change Listing** link. Enter or select your listing's MLS number and click the **Next** button. This will bring you to the Change menu for that listing, as shown below.

### Change Single-Family Listing 1

[FULL LISTING REPORT](#) [PHOTO TOUR](#) [DOCUMENT VIEWER](#) [HISTORY](#) [ACTIVITY](#) [CHANGE ANOTHER LISTING](#)

101 MAIN ST, Superior, WI 54880

Listing Member: Rose A. Realtor ([angela@metromls.com](mailto:angela@metromls.com)) of Nancy Realtors (nancy) Entry Date: 10/30/2002 Status: Active List Price:\$1

#### General

Listing Information >

Map Location >

Listing/Selling Members >

#### Price

Change List Price >

#### Media

Photos (1) >

Documents (2) >


Videos >

Virtual Tour >

#### Scheduled Marketing Activities

Open House >

Tour of Homes >

 Enable/Disable ShowingTime >

#### Status

Edit Current Status (Active) >

Extend or Expire Listing >

Pend Listing (Under Contract) >

Close Listing >

Withdraw Listing (Temporary) >

Expire Listing >

Under the Media section, click the **Documents** link. This will bring you to the Documents menu for that listing, as shown below.

## Documents In Single-Family Listing 1

101 MAIN ST  
Superior, WI 54880-2769

Listing member: Rose A. Realtor (angela@metromls.com) of Nancy Realtors (nancy)  
Entry Date: 10/30/2002 Status: Active Listed for \$260,000

New Document

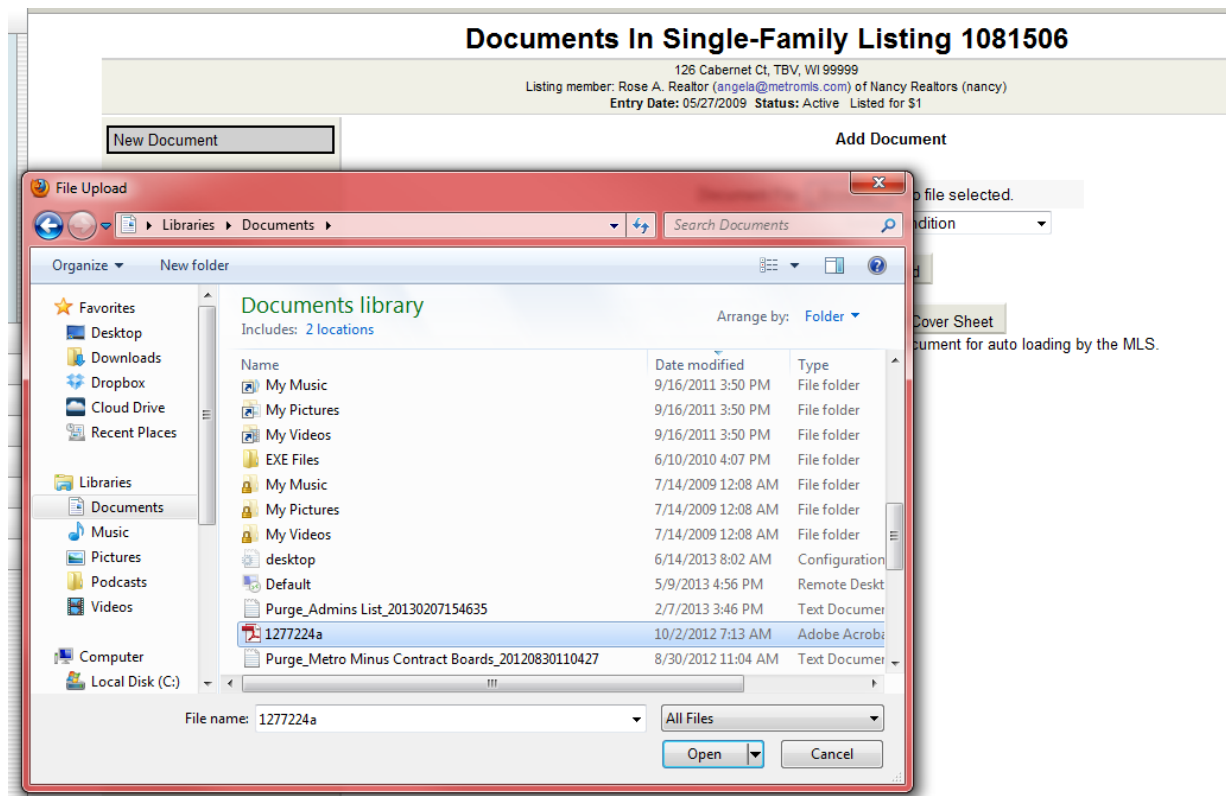
Add Document

Document File: Choose File No file chosen

Description: Seller Condition

Add

In the Description field, click the drop-down arrow and select the type of document you want to upload. Then click the **Choose File** or **Browse** button. This will bring up the **Open** or **Choose File** window that allows you to browse your file locations. Point this box to the location of the file you would like to upload, as shown below.



Highlight your file of choice and click the **Open** button. This will pull the file into the Browse box. Now click the Add button. After successful addition of your document, your screen should look like the example shown below.

### Documents In Single-Family Listing 1

101 MAIN ST  
 Superior, WI 54880-2769  
 Listing member: Rose A. Realtor (angela@metromls.com) of Nancy Realtors (nancy)  
 Entry Date: 10/30/2002 Status: Active Listed for \$260,000

Seller Condition

#### Preview of Seller Condition

View Seller Condition

This document is saved in PDF format. Click the document icon above to view it.

+ Add Document
 Edit / Replace
 Remove

### *Editing/Replacing an Existing Document*

You have the ability to edit/replace existing documents you have loaded in the Documents feature. If you need to replace an existing document with a more current or corrected version, in the Documents menu, click the document to be replaced in the list of documents on the left side of the screen. Then click the **Edit/Replace** button. This will bring up a screen showing an icon of the selected document. Place a check in the Replace Document option. The **Browse** or **Choose File** button will appear. An example of the screen is shown below.

### Documents In Single-Family Listing 1081506

126 Cabernet Ct, TBV, WI 99999  
 Listing member: Rose A. Realtor (angela@metromls.com) of Nancy Realtors (nancy)  
 Entry Date: 05/27/2009 Status: Active Listed for \$1

Seller Condition

#### Preview of Seller Condition

View Seller Condition

Description: Seller Condition

☒ Replace Document
 

Browse...
No file selected.

Save Changes
 Cancel

Click it to browse for your new document, select the document name, and click the **Open** button to pull it into the Browse field. Now click the **Save Changes** button to save your new document.

## How to Access Documents on a Listing

To view documents on a listing, on the Search Results screen, click on the Detail tab, and then the **Documents** link. Documents attached to a listing can be viewed by either clicking the individual report name link or selecting the documents by placing a check in the box to the left of the document name, and then clicking on the **View/Print Selected Documents** link.

Search Results *work on behalf of a contact* Save E-Mail Print CMA Export ShowingCart

5 Results: 47 Selected: 0

Price | Status | MLS #

**\$242,000**  
7412 N Longacre RD  
Fox Point, WI 53217-3504  
Active / 1536900 C Status Change

**\$249,900**  
7614 N Seneca Rd  
Fox Point, WI 53217-3142  
Active / 1541412 C Status Change

**\$259,000**  
8214 N Regent RD  
Fox Point, WI 53217-2734  
Active / 1547274 C

**\$259,500**  
7418 N Boyd Way  
Fox Point, WI 53217-3650  
Active / 1546717 C

**\$269,500**  
217 E Spooner Rd  
Fox Point, WI 53217-2745 C

**Detail** Photos Map Compare Messages

**Documents** more

**Address:** 7412 N Longacre RD Fox Point, Wisconsin 53217-3504 **Taxed by:** Fox Point **MLS #:** 1536900

**Property Type:** Single-Family  
**Status:** Active With Offer  
**Start Showing Date:** 07/06/2017  
**Tax Key:** 0960041000  
**County:** Milwaukee

**Bedrooms:** 3  
**Total Full/Half Baths:** 1 / 1  
**F/H Baths Main:** 1 / 1  
**F/H Baths Upper:**  
**F/H Baths Lower:**  
**Garage Spaces:** 1  
**Garage Type:** Attached

**List Price:** \$242,000  
**Taxes:** \$5,280  
**Tax Year:** 2016  
**Est. Acreage:** 0.2

**Rooms:** 6  
**Est. Total Sq. Ft.:** 1,490  
**Est. Year Built:** 1947  
**Zoning:** RES

**Flood Plain:** No **Days On Market:** 97

**Directions:** Calumet to Bell, South to Lombardy, Turn left to property OR Lake drive to Bell to Lombardy, north to property

**School District:** [Fox Point J2](#)  
**High School:** Nicolet  
**Middle School:** Bayside  
**Elem. School:** Stormonth

Name	Dim	Level	Name	Dim	Level
Master Bedroom	15 x 14	Main	Living/Great Room	19 x 15	Main
Bedroom 2	13 x 10	Main	Kitchen	14 x 10	Main
Bedroom 3	10 x 9	Main	Family Room	18 x 13	Main
			Rec Room	32 x 10	Lower

**Lot Description:** Fenced Yard  
**Style:** 1 Story  
**Architecture:** Ranch  
**Garage:** Electric Door Opener  
**Driveway:** Paved  
**Exterior:** Aluminum/Steel  
**Basement:** Full; Block; Sump Pump; Partial Finished  
**Heating Fuel:** Natural Gas  
**H/C Type:** Forced Air; Central Air  
**Bath Description:** MBR Bath Shower over Tub; At least one Bathtub; Ceramic Tile

**Terms/Misc:** Home Warranty  
**Documents:** Seller Condition; Tax Bill; Prior Title Policy; LeadPaint Disclosure; Other; Listing Contract; Seller Updates  
**Appliances Incl.:** Oven/Range; Refrigerator; Disposal; Dishwasher; Microwave; Washer; Dryer  
**Misc. Exterior:** Deck  
**Misc. Interior:** Natural Fireplace  
**Water/Waste:** Municipal Water; Municipal Sewer  
**Municipality:** Village

**NOTE:** The Documents link will only appear if documents are loaded onto a listing. If the listing does not have a document attached, this link will not be available. Listing Contracts and Exclusive Right to Lease are private documents and cannot be seen by anyone other than the listing agent and the listing office's accounts.

## Statistics

- **My Production** tracks your user-specific listing and sales statistics. This section includes two reports – the Quick View and Member YTD Report. Click on the drop-down list next to My Production to choose which report you would like to view.
- **Market Summary** can be used to see graphs and tables describing the state of your defined market for a set time period. The first half of the report are six tables that illustrate trends in the Number of Listings, Listing Prices, Absorption rate, Sold to List Ratio, Days on Market, and Price Volume. The second half of the report offers detailed data supporting the graphs.
- **Inventory Reports** are a set of six reports that relate to inventory and production for agents and offices.
- **Statistical Reports** are a collection of reports that relates to sales and listing activity.
- **Rosters** links to the office and agent rosters.







The Inventory Reports and Statistical reports menus provide both a description of the content and sample of the output for each type of report.

### *Inventory Reports*

- **Broker Inventory Report** tracks both agent and office listing activity, as well as sales volume based on a date range. The report provides both listing details and summary statistics, including transaction sides, cooperative sales, and volumes. The report will list your activity by listing address.
- **MLS Listings to Expire** allows you to forecast which of your listings will expire in a specified time period.
- **New Listing Report** lists details for individual listings new during the time period specified and indicates whether the listings were extended or not.
- **Sales Activity by Property Type Report** presents sales summary statistics (totals, volumes, averages) for both a specified period and year to date, so you can see current activity and compare that activity to another time period.
- **Agent Listing and Sales Summary:** This report provides summary statistics using sides, volume and agent's percentage of MLS Board total sales for listings and sales by agent during the time period specified.
- **Productions Report:** This report lists all sold listings by address and list number for the specified period, using any combination of or all property types. Each property type will show list member volume, sold member volume, and its totals. MLS Board stats for the same info are given.

## Inventory and Production Reports

Click a report name to run the report

Report		Description
Broker Inventory	 <a href="#">View Sample</a>	<b>Broker Inventory</b>
My Listings to Expire	 <a href="#">View Sample</a>	This report tracks agent and office listing activity and sales volume. The report provides both listing details and summary statistics, including transaction sides, cooperative sales, and volumes.
New Listing	 <a href="#">View Sample</a>	
Sales Activity by Property Type	 <a href="#">View Sample</a>	
Agent Listing and Sales Summary	 <a href="#">View Sample</a>	
Production Report	 <a href="#">View Sample</a>	

Moving your mouse over the report name displays the report's details.








To see a sample of what a particular report looks like, click the View Sample link for the desired report.

## Statistical Reports

- **Statistical Summaries** provides summary statistics for sales, including breakdowns for co-listings and list/sale, in addition to stats for new, expired, and other statuses during the time specified.
- **Terms** breaks down sales by the terms of sale in a date range. This report can be run for Company, Office, Agent, and the entire MLS.
- **Market Penetration** allows agents to view their listing and sales activity compared to their office or compared to the MLS as a whole. When the report is run for an Agent, the report can compare the Agent to the Office, Company, or the entire MLS. When the report is run for an Office, the report can compare the Office to the Company or to the entire MLS. When the report is run for a Company, the report can compare the Company to the entire MLS. This can also be filtered by things like **Municipality**, **County**, **Price Range**, and others. If you select Market Share, the report will rank **Company**, **Office**, **Agent/s**, based on Listings, Sales, Listings and Sales, or Listings or Sales. You can choose how many **Company**, **Office**, and/or **Agents** you would like the report to contain.
- **Market Comparison** allows agents to compare their productivity from year to year, and can also be run for the MLS as a whole.
- **Days on Market** summarizes days on market statistics for your sales, and can also be run for the MLS as a whole.
- **Price Range Statistics** summarizes your sales by price range, and can also be run for the MLS as a whole.
- **Managerial Statistics** summarizes the agents' or offices' sales and listing activity and provides market share data.

## Inventory and Production Reports

Click a report name to run the report

Report		Description
<a href="#">Statistical Summaries</a>	 View Sample	<a href="#">Statistical Summaries</a> This report provides summary statistics for sales, including breakdowns for co-listings and list/sale, in addition to stats for new, expired and other statuses during the time period specified.
Terms	 View Sample	
Market Penetration	 View Sample	
Market Comparison	 View Sample	
Days On Market	 View Sample	
Price Range Statistics	 View Sample	
Managerial Statistics	 View Sample	

## Rosters

The Office and Membership by Office Roster and the Membership Roster are available in PDF document format. The rosters are typically updated on the first Monday of each month.

## Searching for Tax information

Tax information is provided to the MLS by *WTREdata*. *WTREdata* collects the tax information, assessment data, and legal descriptions that are stored in the tax system.

Following are some of the reasons you'll find tax information helpful to you in your business:

- When you are going on a listing appointment, you can get the tax information either by searching for address or owner name.
- When you are calling owners whose listings have expired, you can search for the tax information before you call so that you have some information about their property.
- You can get tax information before Contacting a FSBO (for sale by owner) to see if they are interested in listing their property with you.
- You can use the ID Walk in tax information to find properties around the subject property – either for a CMA or just to gain information about surrounding properties when going on a listing appointment.
- You can search by subdivision name or condominium name (if provided) in the legal description to find all of the properties in a particular subdivision or condominium complex.
- You can print labels for selected properties. You could either use a search by address range or subdivision name in the legal field (again, if it is provided) to print labels. You could use this to print labels for properties in your market area, or perhaps labels for properties around your listing.

Some of the features of the tax system that will make your work quicker and easier are:


- If you normally search in only a few counties, you can set up default counties to eliminate a step when you're setting up searches.
- You can save searches for later use.
- You can create quick searches that have just the criteria you're interested in searching for.
- Parcel carts hold the matches from your searches – you can then recall those matches later.

## Getting to Tax Information

To get to the tax system, open the *FlexMLS Tax* menu and click **Tax Information**. This takes you to the *WIREdata* Main Page. This page opens in a separate browser window so you can access *FlexMLS* at the same time.

### *The WIREdata Menu*

Along the left side of the WIREdata screen, is the WIREdata menu.



- Choose Counties
- Search
  - Address
  - Address Range
  - Owner Name
  - Taxkey
  - Assessment
  - All Fields
  - Quick Searches
  - Saved Searches
- Parcel Carts
- Setup
- Update Information
- Archived Parcels
- Assessor Source List

Welcome to PropertyLink<sup>SM</sup>, you are logged in as: ammarshall

---

#### UPDATE INFORMATION

Please refer to the **Update Information** section located below for counties and municipalities indicating when the data was last updated.

A **NEW** label will display next to the date for information that has been updated within the last two weeks.

#### Assessor Source

When assessor data is unavailable on a tax record please reference the [assessor source list](#).

---

Questions can be directed to WIREdata staff @ 414-778-6154.

---

Your current counties are :

---

Update Information			
Community	Taxes and Assessments	Assessor	Sales
Adams County	12-13-2016		02-28-2017
Ashland County	12-14-2016		02-28-2017
Barron County	12-15-2016		02-28-2017
Bayfield County	12-15-2016		02-28-2017
Brown County	12-22-2016		02-28-2017
Buffalo County	01-19-2017		02-28-2017
Burnett County	12-20-2016		02-28-2017
Calumet County	12-21-2016		02-28-2017
Appleton, City Of	01-06-2016		
Menasha, City Of	12-20-2016		
Chippewa County	12-19-2016		02-28-2017
Columbia County	04-19-2017		02-28-2017

The menu has the following choices:

<b>Choose Counties</b>	Set your defaults for counties
<b>Search</b>	Searching functions
Address	Search for property tax information by address (up to 10 at a time)
Address Range	Search for tax information using a range of addresses on a street (up to 10)
Owner Name	Search for property tax information by owner name (up to 10, last name first)
Taxkey	Search by <i>tax key</i> number (up to 10, searches with a “begins with”)
Assessment	Search for property tax information by assessment information
All Fields	Search by any field (parcel information, tax information, assessor data, etc.)
Quick Searches	Search using a Quick Search you created under Setup
Saved Searches	Search using a Saved Search you created under the Browse View
<b>Parcel Carts</b>	View, delete or edit Parcel Carts
<b>Setup</b>	Setup preferences, views, quick searches and saved searches
Preferences	Set your defaults for your preferences, change counties
Browse Views	Create, edit, delete or use your own Views
Quick Searches	Create, edit, delete or use Quick Searches
Saved Searches	Use or delete your Saved Searches
<b>Update Information</b>	Indicates the date in which information has been updated
<b>Archived Parcels</b>	Displays ONLY parcels that have NO current assessments or taxes
<b>Assessor Source List</b>	Opens to a PDF file listing tax website links for Wisconsin counties/municipalities

**NOTE:** When searching tax records, it is very important to know and remember that not ALL municipalities/counties provide assessor data (square footage, year built, number of units, etc.).

## Searching by Address Range

Searching for tax information by address range is useful if you want to locate a series of properties for a CMA or to print labels for mailings.

1. To start a search by address range, open the *WIREdata* **Search** menu and click **Address Range**.
2. If this is your first search in the tax system, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores up to four counties you select as default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu under **Setup** or **Choose Counties**.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

Once you have selected your counties, click **Address Range Search** to proceed.

Select the counties you want to search. You can search up to four at a time.

Select the desired counties, check up to 4

<input type="checkbox"/> Adams	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Marathon	<input type="checkbox"/> Marquette
<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Oneida
<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Portage	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Sauk
<input type="checkbox"/> Sheboygan	<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas	<input type="checkbox"/> Walworth
<input type="checkbox"/> Washington	<input type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		

**Address Range Search** **Save Counties** **Restore Counties**

Click **Save Counties** to make the selected counties your default.

Click **Restore Counties** to reload your saved default counties (if you have not saved default counties, this button has no effect).

The counties chosen here will be used for your searches until you leave the tax system or choose different counties. If you want to use these counties the next time you use the tax system, click the **Save Counties** button, and your checked counties will be automatically used for your searches.

When you occasionally need to search in other counties, click the **Choose Counties** menu item and pick the counties desired for your searches. If you don't save these new counties, they will only be used until you leave the tax system. The next time you use the tax system, the last set of counties that you saved will be your default counties.

Select the county or counties you want to search, and then click **Address Range Search**.

From the **Municipalities in (County name)** list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.

3. Enter the street number ranges and street names you want to find. The **Street Name** field is a “begins with” field. If you type “MAIN” in the Street Name field, the system finds “Main,” “Main St,” “Main Street,” or any street that begins with the letters “MAIN.”

1. Select the municipalities you want to search. When you select a municipality, it appears in the list below.

If you want to search the entire county (or counties) you selected, check **Search entire county**.

3. Click **Search**.

2. Enter the address range(s) you want to search in these fields.

Search

Clear Search

Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee

Municipalities in Ozaukee

☐ Search entire county

☐ Search entire county

Milwaukee, City Of

Unselect

Unselect

Address Type

☒ Property ☐ Owner

☐ Owner Occupied

Street #	to	Street #	Dir	Street Name	Street Type
2700		2800		76	
100		300		center	

Search

Clear Search

Address Searching Tips

- Select Address Type to search either Property or Owner address, or both.
- Enter only the street name in the Street Name field. Street type may be selected to limit search results.

- Click **Search**. The system displays the Browse Results screen. This screen displays the matches for your search. To see the details for a property, check the **Select** check box for the property, and then click **Details**.

To show the details for a property, check the Select checkbox for the property, and then click **Details**.

Clicking the plus (+) will toggle the display between one owner name and all owner names for the parcel if there are multiple names.

Details

Modify

One Line Rep

Full Report

Mailing Labels

Data Export

Save Search

Parcel Carts

Page 1

of 1 pages

View fields: Standard

Parcels 7 to 38 of 38 total parcels

Number currently selected : 0

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Diotte Peter C & Mary F	11119 W Clarke ST	Wauwatosa, City Of	Milwaukee	336003301
<input type="checkbox"/>	Lee Michael C & Tara S	11120 W Clarke ST	Wauwatosa, City Of	Milwaukee	336002401
<input type="checkbox"/>	Luebke William A Leonardi Anne L	11130 W Clarke ST	Wauwatosa, City Of	Milwaukee	336002602
<input type="checkbox"/>	Bell Joan Y Young Abbey D	11145 W Clarke ST	Wauwatosa, City Of	Milwaukee	336003900
<input type="checkbox"/>	Loomis William F & Denita M Trust	11327 W Clarke ST	Wauwatosa, City Of	Milwaukee	336013000
<input type="checkbox"/>	Crittenden Rose Ann	11328 W Clarke ST	Wauwatosa, City Of	Milwaukee	336008300
<input type="checkbox"/>	Savignac Thomas A	11407 W Clarke ST	Wauwatosa, City Of	Milwaukee	336023000
<input type="checkbox"/>	Nevinski Andrew D	11424 W Clarke ST	Wauwatosa, City Of	Milwaukee	336021800
<input type="checkbox"/>	Lahmann Gerald J	11506 W Clarke ST	Wauwatosa, City Of	Milwaukee	336036000
<input type="checkbox"/>	Fauteck Clarence W	11600 W Clarke ST	Wauwatosa, City Of	Milwaukee	337001400
<input type="checkbox"/>	Brueske William D & Ardele R	11607 W Clarke ST	Wauwatosa, City Of	Milwaukee	337012002
<input type="checkbox"/>	Haight Victor A	11619 W Clarke ST	Wauwatosa, City Of	Milwaukee	337012200
<input type="checkbox"/>	Kirchen Revocable Trust	11622 W Clarke ST	Wauwatosa, City Of	Milwaukee	337001200
<input type="checkbox"/>	+ Perhach David S	11637 W Clarke ST	Wauwatosa, City Of	Milwaukee	337011400
<input type="checkbox"/>	Crowley William J	11640 W Clarke ST	Wauwatosa, City Of	Milwaukee	337001000
<input type="checkbox"/>	Martens William E	11716 W Clarke ST	Wauwatosa, City Of	Milwaukee	337002000
<input type="checkbox"/>	Anderson Bradley S & Suzanne B	11725 W Clarke ST	Wauwatosa, City Of	Milwaukee	337014000
<input type="checkbox"/>	Reddy Peter J	11744 W Clarke ST	Wauwatosa, City Of	Milwaukee	337001900
<input type="checkbox"/>	Toubl Jerry F	11822 W Clarke ST	Wauwatosa, City Of	Milwaukee	337002801
<input type="checkbox"/>	Lemke Marilyn B	11823 W Clarke ST	Wauwatosa, City Of	Milwaukee	337015400
<input type="checkbox"/>	Karbash Donald W	11830 W Clarke ST	Wauwatosa, City Of	Milwaukee	337002802
<input type="checkbox"/>	Eckblad Christopher B Eckblad Christine M	10009 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	335001600
<input type="checkbox"/>	Spahr Mary J	10010 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	335001300
<input type="checkbox"/>	De Seve Marna J	10030 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	335001201
<input type="checkbox"/>	M & I Trust Comp Trustee % Bruno Nordberg	10108 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	335001101
<input type="checkbox"/>	Mayfair Manor Apartments LLC % Bieck Management LLC	11001 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	336005800
<input type="checkbox"/>	Mayfair Manor Apartments LLC % Bieck Management Inc	11040 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	336005100
<input type="checkbox"/>	Smith Thomas J & Tiffany J	11170 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	336998300
<input type="checkbox"/>	Singh Hakam	11305 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	336013100
<input type="checkbox"/>	Pozayt Lorraine L	11306 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	336011200
<input type="checkbox"/>	Boothroyd Living Trust	11407 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	336025801
<input type="checkbox"/>	+ Daniel F Trust	11716 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337013100
<input type="checkbox"/>	+ Noerenberg Vernon Joint Revocable Tru	11730 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337013000
<input type="checkbox"/>	Holman Beverly S	11809 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337008800
<input type="checkbox"/>	Gill James D & Carol A	11911 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337006800
<input type="checkbox"/>	Hart Peter M & Judy R	11916 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337014700
<input type="checkbox"/>	Schwertfeger Frederick C Schwertfeger Caroline E	11933 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337004900
<input type="checkbox"/>	Hurley Antonio J	12011 W Meinecke AVE	Wauwatosa, City Of	Milwaukee	337004300

Search Criteria

Browse only tagged matches

The following table describes the functions of the buttons and fields on the Browse Results screen.

This button or field:	Does this:
Details	Shows the details for the properties you select.
Modify	Allows you to modify your search parameters.
One Line Report	Generates a list of search results parcels using columns in view displayed.
Full Report	Displays a full report for the selected properties.
Mailing Labels	Allows you to generate mailing labels for the selected properties (we'll talk more about this in <i>Search by All Fields</i> ).
Data Export	Export data from tax records into a .CSV file.
Save Search	Allows you to save your search criteria for reuse.
Parcel Carts	Lets you save the selected properties in a "parcel cart," which is a way you can save and organize properties from different searches into one easy-to-retrieve place.
Page (number) of (number)	Indicates which page of properties you are currently viewing. You can type a number into the field to go directly to that page.
Previous Page	Takes you to the previous page of properties.
Next Page	Takes you to the next page of properties.
View Fields	Allows you to change your view of the data on the screen.
Number currently selected	Shows you how many properties you have selected on the screen.
Select (button)	Selects all of the listings in the search results (on all pages). When you click the <b>Select</b> button, all the select checkboxes will check.
Select (checkboxes)	Check the select boxes to select the tax records you want to use.
Magnifying glass	Click the magnifying glass icon next to a tax record to see the full report for that record (if you want to see more than one full report at a time, select the records, then click the <b>Full Report</b> button).
Owner Name 1	Sorts the search results by the tax record's "Owner Name 1" field. Remember, a property may have more than one Owner Name field – only the Owner Name 1 field shows up on this screen.
Property Address	Sorts the search results by property address.
Municipality	Sorts the search results by municipality, then by county.
County	Sorts the search results by county, then by municipality.
Taxkey	Sorts the search results by tax key number.

Depending on the Browse view you've selected, these fields may or may not be present.

## Searching by Address

You can search the tax system directly for a property address. To do this:

1. Open the *WIREdata* Search menu, then click **Address**.
2. If this is your first search in the tax system, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click **Address Search**.

3. Choose the municipality or municipalities you want to search. If you want to search the entire county, check the **Search entire county** checkbox.

Choose the municipality or municipalities you want to search, or you can search the entire county.

Search Clear Search Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee Municipalities in Ozaukee

☒ Search entire county

Unselect

☐ Owner

Street #	Dir	Street Name	Street Type

Search Clear Search

**Address Searching Tips**

- Select Address Type to search either Property or Owner address, or both.
- Enter only the street name in the Street Name field. Street type may be selected to limit search results.

4. Enter the address(es) for which you want tax information, and click **Search**. The **Street Name** field is a “begins with” field. If you type “MAIN” in the Street Name field, the system finds “Main,” “Main St,” “Main Street,” or any street that begins with the letters “MAIN.” You never know how a county or municipality enters addresses in their tax records!

Choose to search by property address or owner address. You may also search for Owner Occupied properties here.

Type the street address(es) into these fields.

Search Clear Search Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee Municipalities in Ozaukee

☒ Search entire county ☐ Search entire county

Unselect Unselect

Address Type ☒ Property ☐ Owner  
☐ Owner Occupied

Street #	Dir	Street Name	Street Type
11430		north	

Search Clear Search

Address Searching Tips

- Select Address Type to search either Property or Owner address, or both.
- Enter only the street name in the Street Name field. Street type may be selected to limit search results.

The system locates the property and displays its tax record. The default view of the tax record is the Assessor View. You can configure the tax system to display in whatever default view you want. See *Preferences* on page 158 for more information.

If you have more than one match, the system displays the Browse Results screen. If you have a single match, the system displays the tax record for that match, as shown below.

Click **Print Report** to print a report of all available information for this parcel.

**Search Criteria** will display a screen showing the criteria you searched for.

**Search Results** returns you to the Search Results screen where you can select or deselect matches to view.

Click **Modify Search** to change your search criteria.

**WIREdata CORPORATION** Full Report  
Property Location: 11430 W North AVE

View: Assessor View [Report Option](#) [Print Report](#) [Search Criteria](#) [Search Results](#) [Modify Search](#)

Taxed by: City Of Wauwatosa  
Taxkey # 336027301  
Owner Occupied: Yes  
Property Address: 11430 W North AVE  
Wauwatosa, WI 53226-2238

Map with: [MapQuest](#) [Google Maps](#)

ID Walk Down ID Walk Up  
Record 1 of 1 selected records

**Assessor**

Building Square Feet:	Year Built:	Township:
Bedrooms:	Year Remodeled:	Range:
Full Baths:	Effective Year Built:	Section:
Half Baths:	Air Conditioning:	Quarter:
Total Rooms:	Fireplace:	Pool:
Number of Stories:	Number of Units:	Attic:
Building Type:		Basement:
Exterior Wall:		Heat:
Exterior Condition:		Garage:
Land Use: 260 Commercial		School District: 6244 Wauwatosa
Zoning: AA PROF Aa Professional		Historic Designation:

The next illustration shows how to change the view of a tax record. To change to a different view, select it from the **View** list.

Select the **Full Report View** from the list. You can choose any of the views (Assessments, Assessor, Full Report, Legals, Sales or Taxes) from this list.

**WIREDATA CORPORATION**

**Full Report**  
Property Location : 11430 W North AVE

View: **Assessor View** ☒ **Report Option** **Print Report** **Search Criteria** **Search Results** **Modify Search**

Assessments View  
Assessor View  
**Full Report View**  
Legals View  
Sales View  
Taxes View

Taxed by: City Of Wauwatosa  
Taxkey # 336027301  
Owner Occupied: Yes  
Property Address: 11430 W North AVE  
Wauwatosa, WI 53226-2238  
Map with: [MapQuest](#) [Google Maps](#)  
ID Walk Down ID Walk Up  
Record 1 of 1 selected records

Bedrooms :	Year Built :	Township :
Full Baths :	Year Remodeled :	Range :
Half Baths :	Effective Year Built :	Section :
Total Rooms :	Air Conditioning :	Quarter :
Number of Stories :	Fireplace :	Pool :
	Number of Units :	Attic :
Building Type :		Basement :
Exterior Wall :		Heat :
Exterior Condition :		Garage :
Land Use : 260 Commercial		School District : 6244 Wauwatosa
Zoning : AA PROF Aa Professional		Historic Designation :

The next illustration shows the **Full Report View**.

This is the **Full Report View**.

Notice that the owner, property, and *tax key* information carry over to each view.

**ID Walk Down** will take you to the next *tax key* number down.

Click **Quit ID Walk** to return to your original property match.

**ID Walk Up** will take you to the next *tax key* number up.

**Full Report**  
Property Location : 11430 W North AVE

View: Full Report View

Report Option | Print Report | Search Criteria | Search Results | Modify Search

Taxed by: City Of Wauwatosa  
Taxkey # 336027301  
Owner Occupied: Yes  
Property Address: 11430 W North AVE  
Wauwatosa, WI 53226-2238

Map with: MapQuest, Google Maps

**Assessments**

Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
2016	Commercial	\$ 192,000	\$ 431,000	\$ 623,000	0.000 -	0.220	0.969651787
2015	Commercial	\$ 192,000	\$ 431,000	\$ 623,000	0.000 -		0.966896785
2014	Commercial	\$ 192,000	\$ 431,000	\$ 623,000	0.000 -		0.986202868
2013	Commercial	\$ 192,000	\$ 431,000	\$ 623,000	-11.481 ↓		1.063975427
2012	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 -		1.102697543
2011	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 -		1.042293218
2010	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 -		1.015739223
2009	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 -		0.990160277
2008	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 -		0.979120669

**Taxes**

Tax Year	Total Tax	First Dollar	Lottery Credit	Net Tax	Special Taxes	Special Assessment	Special Charges	Full Pay Amount
2016	\$14,761.02	\$57.83		\$14,703.19		\$62.50		\$14,765.69
2015	\$14,533.31	\$54.00		\$14,479.31		\$62.50		\$14,541.81
2014	\$14,573.09	\$54.71		\$14,518.38		\$62.50		\$14,580.88
2013	\$14,787.53	\$59.95		\$14,727.58		\$62.50		\$14,790.08
2012	\$15,979.27	\$63.49		\$15,915.78		\$62.50		\$15,978.28
2011	\$15,420.43	\$58.02		\$15,362.41		\$62.50		\$15,424.91
2010	\$15,372.66	\$58.13		\$15,314.53		\$62.50		\$15,377.03
2009	\$14,883.22	\$56.24		\$14,826.98		\$140.60		\$14,967.58
2008	\$14,301.53	\$29.05	\$67.04	\$14,205.44		\$50.00		\$14,255.44

**Assessor**

Building Square Feet :	Year Built :	Township :
Bedrooms :	Year Remodeled :	Range :
Full Baths :	Effective Year Built :	Section :
Half Baths :	Air Conditioning :	Quarter :
Total Rooms :	Fireplace :	Pool :
Number of Stories :	Number of Units :	Attic :
Building Type :	Basement :	
Exterior Wall :	Heat :	
Exterior Condition :	Garage :	
Land Use : 260 Commercial	School District : 6244 Wauwatosa	
Zoning : AA PROF Aa Professional	Historic Designation :	

**Legal Description**  
Lots 19 & 20 BLK 9 Washington Gardens No 2 Se 1/4 Sec 18

**Sales**

Conveyance Date : 10/7/2016	Date Recorded : 10/10/2016	Value/Sale Price : \$ 17,800.00
Grantor Name : Multiple Listing Service Inc.	Transfer Fee :	
Grantee Name : Wisconsin Department Of Transportation	Document# : 10611031	
Conveyance Instrument : Warranty / Condo Deed	Conveyance Type : Sale Or Land Contract	

## Using ID Walk

The ID Walk function lets you “walk up” or “walk down” through *tax key* numbers. ID Walk is helpful when you need to see the properties near the property you searched for.

## Search by Owner Name

You can locate tax records by owner name. To do this:

To start a search by owner name, open the *WIREdata* **Search** menu and click **Owner Name**.

5. If this is your first search in the tax system, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu.)

You can also save the counties you select as defaults every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click **Owner Name Search**.

6. From the **Municipalities in (County name)** list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
7. Enter the name(s) you want to search for in the **Owner Name** field(s). Enter the last name first. Use the first initial or part of the first name only if the last name is common (like Smith).

Enter the owner name(s) you want to find in the **Last Name** and/or **First Name** field(s).

Search Clear Search Sort Results By: ☐ Taxkey ☐ Address ☒ Owner

Municipalities in Milwaukee Municipalities in Ozaukee

☒ Search entire county ☐ Search entire county

Unselect Unselect

Last Name	First Name
wagner	me

Search Clear Search

**Owner Name Searching Tips**

- For Business names, use only the last name search field.
- For peoples names, enter a last name. The first name can be used to limit results.

8. If there is more than one match, the system displays the Browse Results screen (shown below). If there is a single match, the system displays the details screen – that’s shown in the next step.

If there is more than one match, the system displays the Browse Results screen.

Details		Modify		One Line Repo		Full Report		Mailing Labels		Data Export		Save Search		Parcel Carts	
Page 1 of 1 pages												View fields: Standard			
Parcels 1 to 8 of 8 total parcels												Number currently selected: 1			
Select	Owner Name	Property Address	Municipality	County	Taxkey										
<input type="checkbox"/>	Ratarasam Somchintana & Manu	11404 W North AVE	Wauwatosa, City Of	Milwaukee	336026900										
<input type="checkbox"/>	Coakley Jacquelyne P Trustee	11408 W North AVE	Wauwatosa, City Of	Milwaukee	336027000										
<input type="checkbox"/>	F & F Associates LLC	11411 W North AVE	Wauwatosa, City Of	Milwaukee	339002201										
<input type="checkbox"/>	+ Moertl Thomas P & Deborah J	11418 W North AVE	Wauwatosa, City Of	Milwaukee	336027101										
<input type="checkbox"/>	+ Michael John	11421 W North AVE	Wauwatosa, City Of	Milwaukee	339002400										
<input checked="" type="checkbox"/>	Multiple Listing Service	11430 W North AVE	Wauwatosa, City Of	Milwaukee	336027301										
<input type="checkbox"/>	Stein Gerard E & Ann M	11431 W North AVE	Wauwatosa, City Of	Milwaukee	339002500										
<input type="checkbox"/>	SG LLC	11500 W North AVE	Wauwatosa, City Of	Milwaukee	336030001										
Search Criteria		Browse only tagged matches													

## Searching by Taxkey Number

The system allows you to search directly for the tax record by a tax key number. You can also search for all tax key numbers that start with the same numbers.

To perform a tax key search:

1. Open the *WIREdata* **Search** menu and click **Taxkey**.
2. If this is your first search in the tax system, the next screen allows you to select counties to search. (If you already have counties selected, go to step 3.)

The tax system stores the counties you select as the default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won’t have to select counties each time you start searching the tax system. (If you need to search in a county that isn’t included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click **Taxkey Search**.

3. From the **Municipalities in (County name)** list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
4. Enter the Taxkey number(s) you want to find in the Taxkey field(s). You can enter an entire Taxkey number, or the beginning part of a number. Click **Search**.

Type the Taxkey numbers you want to find in these fields. You can either enter a complete Taxkey number, or you can enter the beginning of a Taxkey number.

The screenshot shows a search interface with the following elements:

- Buttons: **Search**, **Clear Search**, **Sort Results By:** (with radio buttons for **Taxkey**, **Address**, and **Owner**).
- Dropdowns: **Municipalities in Milwaukee** and **Municipalities in Ozaukee**.
- Checkboxes: ☐ **Search entire county** for both counties.
- Text Input: A field for Milwaukee containing "Milwaukee, City Of".
- Buttons: **Unselect** buttons for each county.
- Section: **Taxkey** with a list of input fields. The first three contain "0960164", "1000188", and "4332217000".
- Buttons: **Search** and **Clear Search** at the bottom.

## Search by Assessment Data

An assessment data search is useful if you are trying to locate properties in a particular property class (Residential, Agricultural, Commercial, etc.) or a range of assessment information. To search by assessment data:

1. Open the *WIREdata* **Search** menu and click **Assessment**.
2. If this is your first search in the tax system, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu.)

You can also save the counties you select as defaults every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click **Assessment Search**.

- From the **Municipalities in (County name)** list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
- Select the property class(es) you want to search from the **Property Class** list. Enter the range of values in the **Land Total**, **Improvement Total**, **Assessment Total**, or **Acres Total** fields.

Select the Property Class(es) you want to search.

Type value ranges in these fields.

Search

Clear Search

Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee

☐ Search entire county

Milwaukee, City Of

Unselect

Municipalities in Ozaukee

☒ Search entire county

Unselect

Property Class

Redevelopment

Residential

Separate Schools

Sewer Disposal

Sewer System

Land Total

Min

Max

Improvement Total

Min

Max

Assessment Total

100000

Min

125000

Max

Acres Total

Min

Max

Search

Clear Search

## Search by All Fields

You can search tax information by all available fields in the tax system. To do this:

1. Open the *WIREdata* **Search** menu and click **All Fields**.
2. If this is your first search in the tax system, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click **Full Search**.

3. From the **Municipalities in (County name)** list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
4. The screen shows you all of the available fields. Enter your search parameters into the fields you want to search, then click **Search**.

In the illustration below, we've opened the Site Info portion of the screen. Here, we can search using **Legal Description**, which often contains subdivision or condominium names. In our case, we are searching for Concord Place Condominiums in Mequon.

All of these sections will be open when you initially open this screen.

A plus (+) sign next to a section header indicates there is information under the heading. Click the heading to open the section.

A minus (-) sign next to a header indicates that the section is open. Click the section heading to close it.

If a section contains search criteria and you close it, a message saying "Has Criteria" appears next to the section name.

The screenshot displays the WIREdata Search interface. At the top, there are buttons for 'Search' and 'Clear Search', and a 'Sort Results By' section with radio buttons for 'Taxkey', 'Address' (selected), and 'Owner'. Below this, there are two columns for selecting municipalities: 'Municipalities in Milwaukee' and 'Municipalities in Ozaukee'. Each column has a dropdown menu and a checkbox for 'Search entire county'. The 'Municipalities in Ozaukee' dropdown is currently set to 'Mequon, City Of'. Below these are 'Unselect' buttons for each column. A list of expandable sections is shown: '+ Parcel Info', '+ Assessment Info', '+ Taxes Info', '+ Assessor Info', and '- Site Info' (which is expanded). The expanded 'Site Info' section contains fields for 'Historic Designation', 'School District', 'Township', 'Range', 'Section', and 'Quarter', each with a dropdown or input field and an 'Or' option. The 'Legal Description' field is currently set to 'concord place'. At the bottom, there are 'Search' and 'Clear Search' buttons.

These are the matches for Concord Place – we’re going to print labels for these properties. To do this, we click the **Select** button on the left side of the screen to select all of the properties. Then, we click **Mailing Labels**.

Click **Select** to choose all of the properties.

Click **Mailing Labels** to print labels for those properties.

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Diotte Peter C & Mary F	11119 W Clarke ST	Wauwatosa, City Of	Milwaukee	336003301
<input type="checkbox"/>	Lee Michael C & Tara S	11120 W Clarke ST	Wauwatosa, City Of	Milwaukee	336002401
<input type="checkbox"/>	Luebke William A Leonardi Anne L	11130 W Clarke ST	Wauwatosa, City Of	Milwaukee	336002602
<input type="checkbox"/>	Bell Joan Y Young Abbey D	11145 W Clarke ST	Wauwatosa, City Of	Milwaukee	336003900
<input type="checkbox"/>	Loomis William F & Denita M Trust	11327 W Clarke ST	Wauwatosa, City Of	Milwaukee	336013000
<input type="checkbox"/>	Crittenden Rose Ann	11328 W Clarke ST	Wauwatosa, City Of	Milwaukee	336008300
<input type="checkbox"/>	Savignac Thomas A	11407 W Clarke ST	Wauwatosa, City Of	Milwaukee	336023000
<input type="checkbox"/>	Nevinski Andrew D	11424 W Clarke ST	Wauwatosa, City Of	Milwaukee	336021800
<input type="checkbox"/>	Lahmann Gerald J	11506 W Clarke ST	Wauwatosa, City Of	Milwaukee	336036000
<input type="checkbox"/>	Fauteck Clarence W	11600 W Clarke ST	Wauwatosa, City Of	Milwaukee	337001400
<input type="checkbox"/>	Brueske William D A & Ardele R	11607 W Clarke ST	Wauwatosa, City Of	Milwaukee	337012002
<input type="checkbox"/>	Haight Victor A	11619 W Clarke ST	Wauwatosa, City Of	Milwaukee	337012200
<input type="checkbox"/>	Kirchen Revocable Trust	11622 W Clarke ST	Wauwatosa, City Of	Milwaukee	337001200
<input type="checkbox"/>	Perhach David S	11637 W Clarke ST	Wauwatosa, City Of	Milwaukee	337011400

This screen lets us format the mailing labels, setting how names appear, which address is used, and the order in which the labels will print.

Choose how you want the names to appear on your labels.

If you want “Or Current Resident” to appear on your labels, check this box. (If you check this box, only the owner name in the “Owner Name 1” field of the tax record will appear on the label with “Or Current Resident.”)

Select whether you want the owner address or property address on the labels.

Choose whether you want your labels to print in order of Zip Code, Owner Name or by the order they appear on the Browse Results screen.

**Generate mailing labels for the properties you have selected**

**Choose your desired label formatting options**

Name(s) appear as: ☒ First Name First ☐ Last Name First ☐ Resident

Also include line: ☒ "Or Current Resident"

Address used: ☒ Owner Address ☐ Property Address

Print order: ☒ Owner Name ☐ Zip Code ☐ Browse Order

\*\*\* Note : labels are currently formatted for Avery 5160 label sheets \*\*\*

[Generate PDF label file](#) [Delimited Data File](#) [Return To Browsing](#)

**Instructions for printing labels from Adobe Acrobat Reader:**

When selecting print from either the *File* menu, or from the *print* button, a print options window will pop up.

**Acrobat Reader 10 users:**

In the Page Sizing & Handling section

- Size Options: choose **Actual size**
- Uncheck "Choose paper source by PDF page size"
- Uncheck "Print on both sides of paper"
- Orientation: choose **Portrait**

**Acrobat Reader 7, 8 or 9 users:**

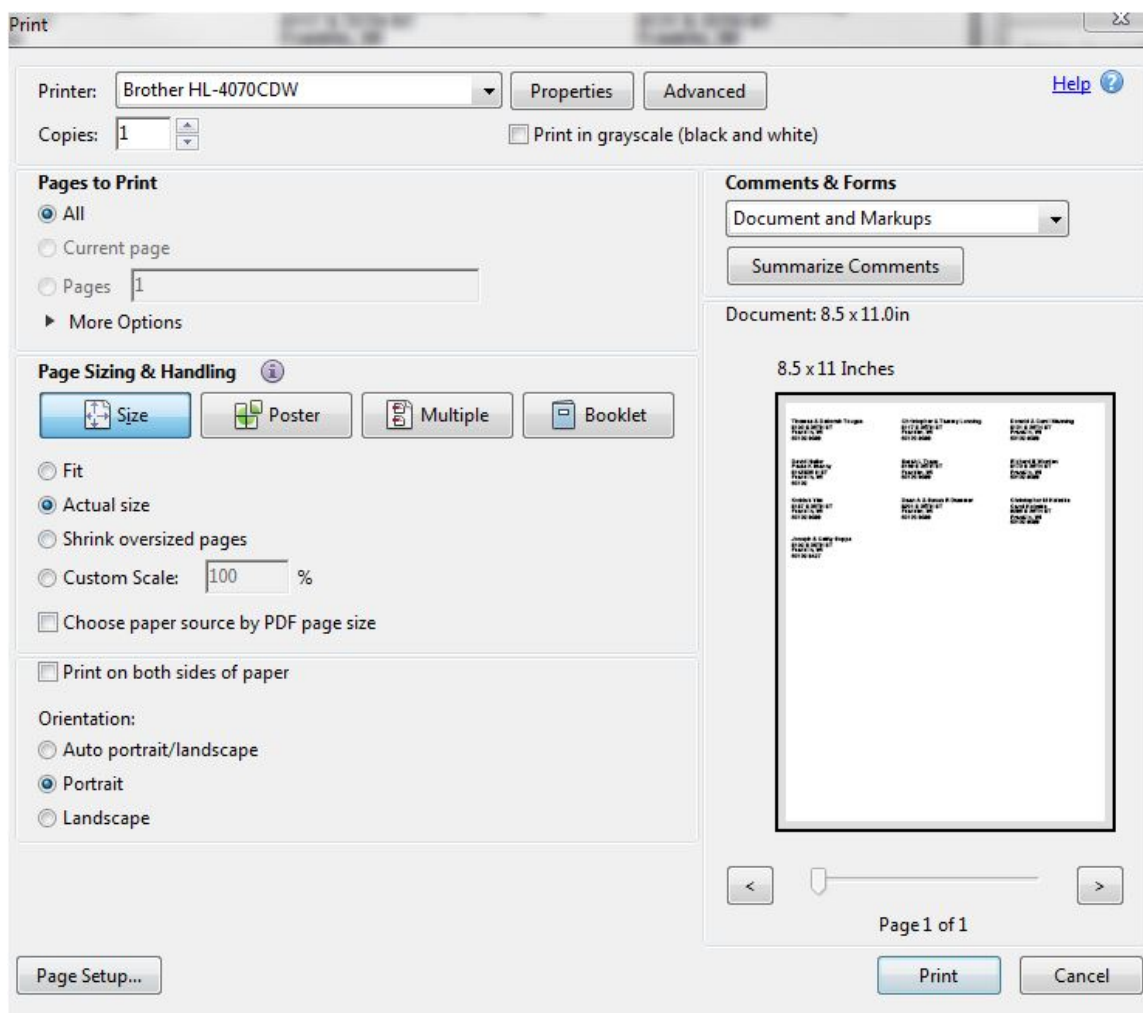
Be sure that in the **Page Handling** section, the setting are as follows:

- Page Scaling: **None**
- Auto rotate and center is **NOT** checked
- Choose paper source by PDF size is **NOT** checked

[Download Adobe Acrobat Reader](#)

Mailing labels are generated as a PDF file, which you can print from Adobe Acrobat Reader. If you don't have Adobe Acrobat Reader installed on your computer, you can download it for free.

Mailing labels are created in Adobe Acrobat format. You will need the latest version of Adobe Acrobat Reader to use these files. If you do not have the latest Adobe Acrobat Reader version, click the **Download Adobe Acrobat Reader** link at the bottom of the screen. After you select **Print**, Select 'Actual size' option.



If the labels are not printing correctly, click the Advanced Options button on the mailing labels page and adjust the vertical and horizontal alignment.

Click the **Advanced Options** button on the mailing labels page if you have trouble with label alignment.

Click here to adjust labels vertically.

**Advanced Options**

If your labels are misaligned vertically, you may need to change the vertical shift here.

Adjust my labels: None (Default)

If your labels are misaligned horizontally, you may need to change the horizontal shift here.

Adjust my labels: None (Default)

Click here to adjust labels horizontally.

# Tax Information Setup

## Preferences

1. To set your default preferences to customize the tax system for your use, open the *WIREdata* Setup menu, and click **Preferences**. The tax system displays the **Set up your personal preferences** screen.
2. To select up to four counties as your default counties, check the checkboxes for the counties you want to be your defaults.
3. The default **Number of matches per browse screen** is set at 12. If you would like to change the number of matches that display on the browse screen, **click** in the box and **enter** the number of matches per screen for your default. You can set this value up to 99.
4. For the display, the box next to **When displaying details for a parcel, start with:** is set to default at **Assessor View**. If you wish to have a different view when you are displaying details, click on the arrow in the drop-down box next to **Assessor View** and highlight the view you want to set as your default.
5. By default, **When browsing parcels, use this view** is set at **Standard**. You will only be able to select other browsing views if you create them (see *Browse Views* below).

Select the counties you want to search by default in your tax searches.

Choose your default view for displaying details for a parcel.

Set the number of matches you want to see on each browse screen.

Select the view you want to use when browsing parcels. (The Standard view is the only one you can use until you define your own views.)

Click **Save These Settings** to save your preferences.

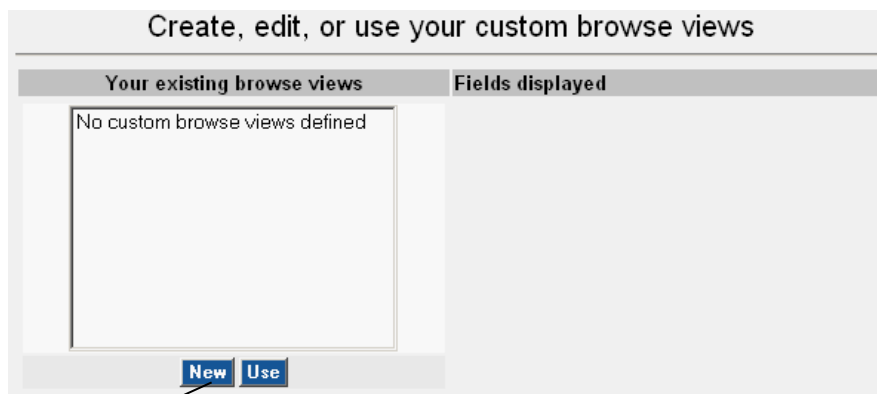
Click **Restore Defaults** to restore your preferences to the default settings.

The screenshot shows the 'Set up your personal preferences' screen. It features a title bar, a subtitle 'Select the desired counties, check up to 4', and three columns of county checkboxes. Below the checkboxes are several settings: a checkbox for 'Have chosen counties pre-selected on new searches?', a text input for 'Number of matches per browse screen' (set to 12), a dropdown for 'When displaying details for a parcel, start with:' (set to Assessor View), and another dropdown for 'When browsing parcels, use this view:' (set to Standard). At the bottom, there are 'Report Printing Options' with checkboxes for 'All Tax Info' and 'Sales View', and two buttons: 'Save These Settings' and 'Restore Defaults'.

Set up your personal preferences		
Select the desired counties, check up to 4		
<input type="checkbox"/> Adams	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Marathon	<input type="checkbox"/> Marquette
<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Oneida
<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Portage	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Sauk
<input type="checkbox"/> Sheboygan	<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas	<input type="checkbox"/> Walworth
<input type="checkbox"/> Washington	<input type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		
Have chosen counties pre-selected on new searches? <input checked="" type="checkbox"/>		
Number of matches per browse screen : 12		
When displaying details for a parcel, start with : Assessor View		
When browsing parcels, use this view : Standard		
Report Printing Options:		
<input checked="" type="checkbox"/> All Tax Info <a href="#">Advanced Options</a>		
<input checked="" type="checkbox"/> Sales View (Sales will print on a separate page)		
<a href="#">Save These Settings</a> <a href="#">Restore Defaults</a>		

## Browse Views

1. To create your own views that you can choose on the browse screen, open the *WIREdata* Setup menu, and click **Browse Views**. The system displays the Create, edit, or use your custom browse views setup screen.
2. To create a new browse screen, click **New**. The system displays the Create a new custom parcel browse screen.

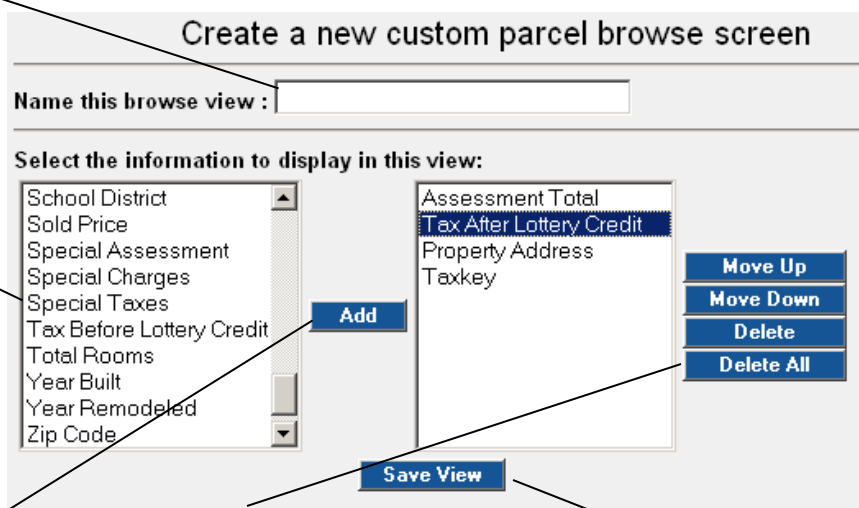


Click **New** to create a new custom browse view.

3. Type the name for the browse view in the **Name this browse view** field.
4. To add fields to your browse screen, click a field you want to add (you can also double-click the field), then click the **Add** button. (If you like, you can use Control+click to select more than one field at a time.) The field will appear in the list to the right.
5. When you have finished selecting the fields for your browse screen, you can choose to move them up or down in the list as necessary. You can also delete fields from the browse view. When you are finished making changes, click **Save View**.

1. Type a name for your custom browse screen here.

2. Click the field you want to add to the custom browse screen. (You can use Control+click to select more than one field at a time.)



3. Click **Add**.

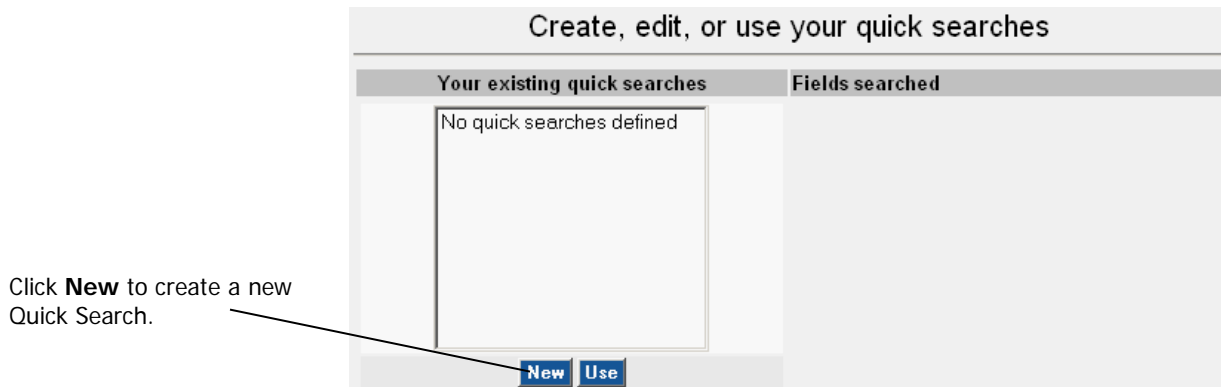
4. To move a field up or down in the list, click **Move Up** or **Move Down**.

5. When you're done adding fields to your Quick Search, click **Save Search**.

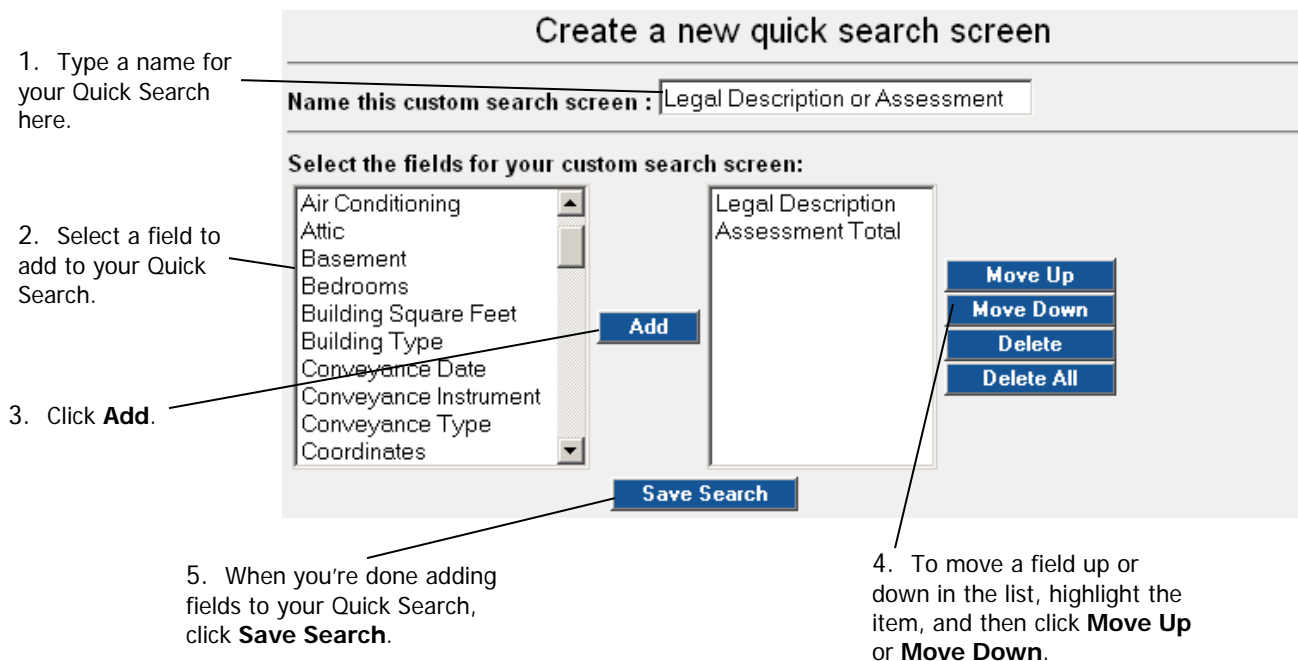
## Quick Searches

You can create your own Quick Searches for tax information. A Quick Search is a custom search that contains selected tax fields you want to use in a search. After you create Quick Searches, you can access them by opening the *WIREdata* **Search** menu and clicking **Quick Search**. (You can also access your Quick Searches by opening the *WIREdata* **Setup** menu and clicking **Quick Searches**.) To create a Quick Search:

1. Open the *WIREdata* **Setup** menu, then click **Quick Searches**. The system displays the **Create, edit, or use your Quick Searches** screen.
2. Click **New**. The system displays the **Create a new quick search screen**.



3. Type a name for your Quick Search in the **Name this custom search screen** field.
4. From the list on the left, select a field you want in your Quick Search screen. Click **Add**. The field appears in the list on the right.
5. If you want to move fields up and down in the list, select the field you want to move, and then click **Move Up** or **Move Down**. You can also delete fields from the Quick Search. When you are finished making changes, click **Save Search**.



The following is an example of a Quick Search screen (the one created through the example screens shown above).

## *Saved Searches*

You can save tax information searches for later reuse. A saved search saves the search criteria (it is not connected with any Contact); you can then re-run the search at any time without having to re-enter the search criteria. To save a tax search:

1. After running a search you would like to save, click the **Save Search** button. The tax system displays the **Save your current search** screen.
2. On this screen, type a name for the saved search in the **Name your search** field, then click **Save Search Criteria**.

3. The tax system returns you to the browse screen.

To run saved searches, open the *WIREdata* **Search** menu and click **Saved Searches**. Select the search you want to run, and then click **Run**.

To modify or delete saved searches, open the *WIREdata* **Setup** menu and click **Saved Searches**. (You can run saved searches from here as well.)

## Parcel Carts

A Parcel Cart allows you to save tax records for later use. When you locate a parcel you would like to save, you select the parcel and add it to a cart. You can then open the parcel cart to see the parcels you've saved.

To create a Parcel Cart:

1. After you have searched for tax records, select the records you want to save to a Parcel Cart. Click **Parcel Carts**.

1. Select the tax records you want to add to a cart.

2. Click **Parcel Carts**.



The screenshot shows a web interface for tax records. At the top, there are tabs: Details, Modify, One Line Reps, Full Report, Mailing Labels, Data Export, Save Search, and Parcel Carts. Below the tabs, it says 'Page 1 of 1 pages' and 'Parcels 1 to 14 of 14 total parcels'. On the right, there is a 'View fields' dropdown set to 'Standard' and a 'Number currently selected' field showing '3'. The main part of the interface is a table with columns: Select, Owner Name, Property Address, Municipality, County, and Taxkey. There are 10 rows of data, each with a checkbox in the 'Select' column. Annotations with arrows point to the 'Parcel Carts' tab and the first row of the table.

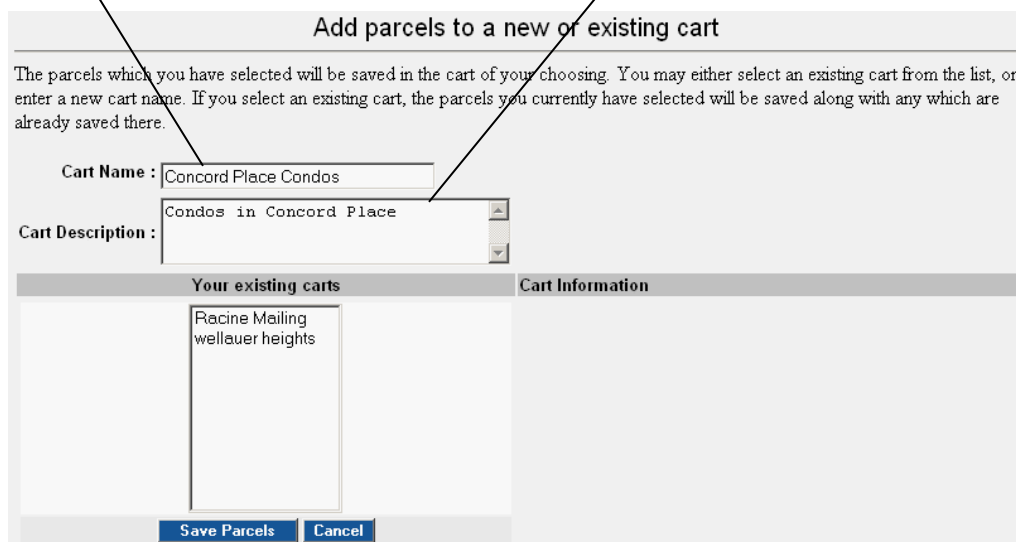
Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Diotte Peter C & Mary F	11119 W Clarke ST	Wauwatosa, City Of	Milwaukee	336003301
<input checked="" type="checkbox"/>	Lee Michael C & Tara S	11120 W Clarke ST	Wauwatosa, City Of	Milwaukee	336002401
<input checked="" type="checkbox"/>	Luebke William A Leonardi Anne L	11130 W Clarke ST	Wauwatosa, City Of	Milwaukee	336002602
<input checked="" type="checkbox"/>	Bell Joan Y Young Abbey D	11145 W Clarke ST	Wauwatosa, City Of	Milwaukee	336003900
<input type="checkbox"/>	Loomis William F & Denita M Trust	11327 W Clarke ST	Wauwatosa, City Of	Milwaukee	336013000
<input type="checkbox"/>	Crittenden Rose Ann	11328 W Clarke ST	Wauwatosa, City Of	Milwaukee	336008300
<input type="checkbox"/>	Savignac Thomas A	11407 W Clarke ST	Wauwatosa, City Of	Milwaukee	336023000
<input type="checkbox"/>	Nevinski Andrew D	11424 W Clarke ST	Wauwatosa, City Of	Milwaukee	336021800
<input type="checkbox"/>	Lahmann Gerald J	11506 W Clarke ST	Wauwatosa, City Of	Milwaukee	336036000

2. The tax system displays the Add parcels to a new or existing cart screen. Type the name for your Parcel Cart in the **Cart Name** field. You can also type a description of the cart in the **Cart Description** field. Click **Save Parcels**.

3.

Type the name for the Parcel Cart here.

Type a description for the Parcel Cart here.



The screenshot shows a form titled 'Add parcels to a new or existing cart'. Below the title is a paragraph of text: 'The parcels which you have selected will be saved in the cart of your choosing. You may either select an existing cart from the list, or enter a new cart name. If you select an existing cart, the parcels you currently have selected will be saved along with any which are already saved there.' There are two input fields: 'Cart Name' with the value 'Concord Place Condos' and 'Cart Description' with the value 'Condos in Concord Place'. Below these fields is a section titled 'Your existing carts' which contains a list box with the value 'Racine Mailing wellauer heights'. To the right of this section is a 'Cart Information' section. At the bottom of the form are two buttons: 'Save Parcels' and 'Cancel'. Annotations with arrows point to the 'Cart Name' field, the 'Cart Description' field, and the 'Save Parcels' button.

**Add parcels to a new or existing cart**

The parcels which you have selected will be saved in the cart of your choosing. You may either select an existing cart from the list, or enter a new cart name. If you select an existing cart, the parcels you currently have selected will be saved along with any which are already saved there.

**Cart Name :** Concord Place Condos

**Cart Description :** Condos in Concord Place

**Your existing carts**

- Racine Mailing wellauer heights

**Cart Information**

**Save Parcels** **Cancel**

Click **Save Parcels**.

To see what you've stored in a Parcel Cart, open the *WIREdata Setup* menu and click **Parcel Carts**. Select the cart you want to view, and then click **View Parcels**.

If you want to delete a Parcel Cart, click the cart, and then click **Delete Cart**. If you want to edit a Parcel Cart, click the cart, and then click **Edit Cart**. The tax system shows you the parcels in the cart. Select the parcels you want to delete, and then click **Delete From Cart**.

## Sample Tax Report

This is a printout with tax and assessment information. This municipality provides assessor data, which is also included. The last section contains the legal description of the property. If sales data is provided, that will be included at the bottom of the report.

**Full Report**  
Property Location : 11430 W North AVE

View: **Full Report View**
Report Options
Print Report
Search Criteria
Search Results
Modify Search

Owner :  
Multiple Listing Service  
11430 W North AVE  
Wauwatosa, WI 53226-2238

Taxes by: City Of Wauwatosa  
Taxkey # 336027301  
Owner Occupied: Yes  
Property Address :  
11430 W North AVE  
Wauwatosa, WI 53226-2238

ID Walk Down
ID Walk Up

Record 1 of 1 selected records

Assessments	Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
	2007	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 --		0.964234403
	2006	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	32.343 ↑		0.998233601
	2005	Commercial	\$ 115,200	\$ 416,600	\$ 531,800	0.000 --		0.785353545
	2004	Commercial	\$ 115,200	\$ 416,600	\$ 531,800	0.000 --		0.879102939
	2003	Commercial	\$ 115,200	\$ 416,600	\$ 531,800	1.585 ↑		0.930183891
	2002	Commercial	\$ 115,200	\$ 408,300	\$ 523,500	33.682 ↑		1.002456647
	2001	Commercial	\$ 81,600	\$ 310,000	\$ 391,600	0.000 --		0.768329574
	2000	Commercial	\$ 81,600	\$ 310,000	\$ 391,600	0.000 --		0.816136783
	1999	Commercial	\$ 81,600	\$ 310,000	\$ 391,600	0.000 --		0.862546960

Taxes	Tax Year	Tax Before Lottery Credit	Lottery Credit	Tax After Lottery Credit	Special Taxes	Special Assessment	Special Charges	Full Pay Amount
	2007	\$14,096.89	\$69.42	\$14,027.47		\$35.00		\$14,062.47
	2006	\$13,569.32	\$77.52	\$13,491.80		\$35.00		\$13,526.80
	2005	\$13,867.81	\$63.87	\$13,803.94		\$35.00		\$13,838.94
	2004	\$13,337.40	\$74.41	\$13,262.99		\$35.00		\$13,297.99
	2003	\$13,104.23	\$68.78	\$13,035.45		\$35.00		\$13,070.45
	2002	\$12,295.46	\$61.35			\$35.00		
	2001	\$12,329.93	\$63.65			\$35.00		
	2000	\$11,935.87	\$57.58			\$35.00		
	1999	\$11,482.00	\$142.84			\$35.00		

**Assessor**

Building Square Feet :  
Bedrooms :  
Full Baths :  
Half Baths :  
Total Rooms :  
Number of Stories :

Year Built :  
Year Remodeled :  
Effective Year Built :  
Air Conditioning :  
Fireplace :  
Number of Units :

Township :  
Range :  
Section :  
Quarter :  
Pool :  
Attic :

Building Type :  
Exterior Wall :  
Exterior Condition :  
Land Use : 260 Commercial  
Zoning : AA PROF Aa Professional

Basement :  
Heat :  
Garage :  
School District : 6244 Wauwatosa School District  
Historic Designation :

**Legal Description**  
Lots 19 & 20 BLK 9 Washington Gardens No 2 Se 1/4 Sec 18

**Sales**

Information is supplied by third parties and has not been verified

**NOTE:** When viewing the information on the screen, the information has shading to make it easier to read online. When you print the report, the shading will not appear