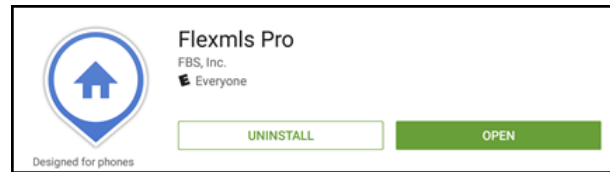


## FlexMLS Pro Mobile App for Android

Take your business mobile! Available in the App Store (iPhone/iPad) and Google Play (Android), search for the native app "Flexmls Pro." Once installed, you will have access to all the MLS data and media anytime, anywhere you need it.

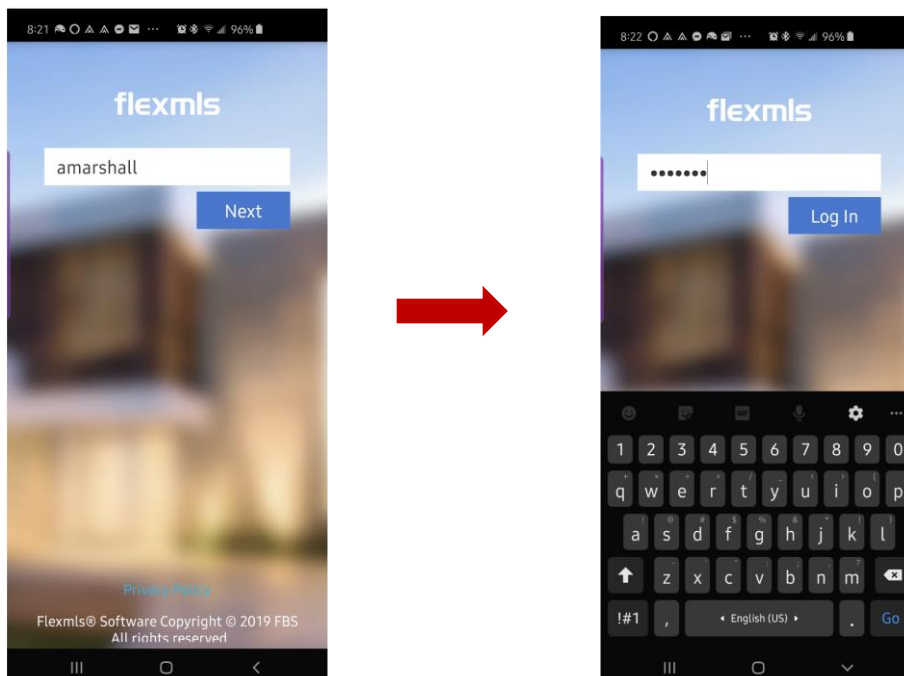


FlexMLS Pro will allow you to perform property searches in a variety of ways:

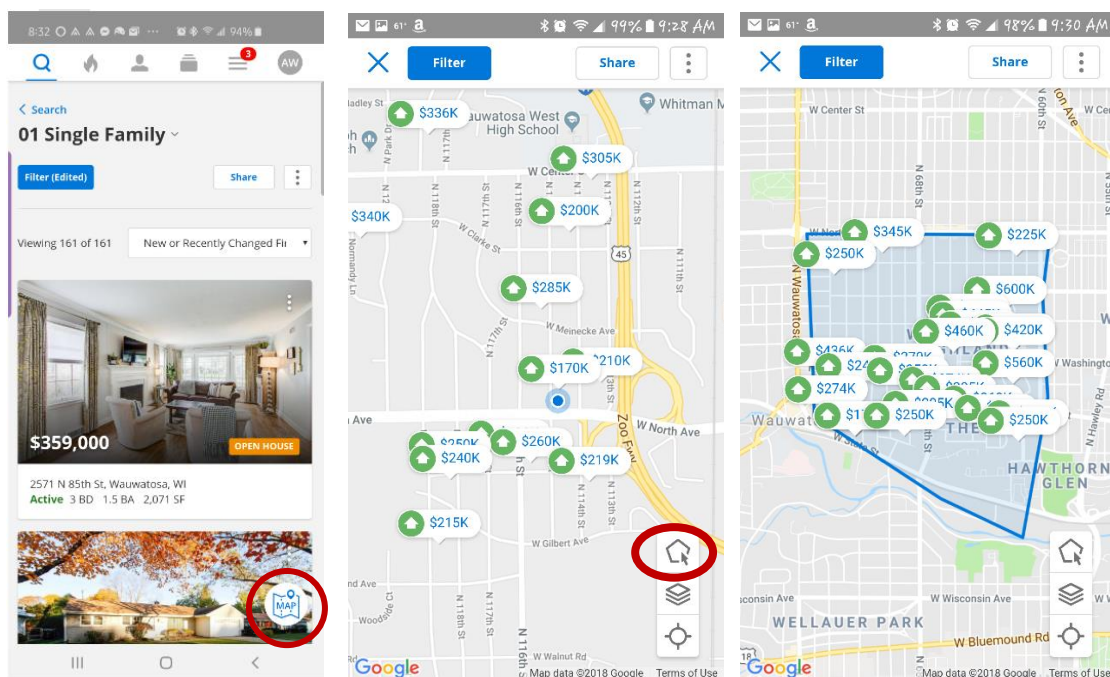
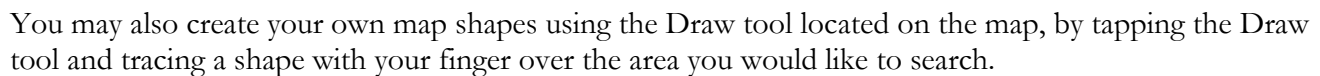
- Find MLS properties near your location using your device's built-in GPS locator.
- Search by city, zip code, price, property type and much more.
- Create new Contacts, searches and subscriptions for them; you can also access existing Contacts and their information.
- Ability to edit status, price, and photos on your listings.
- Access up-to-date active and recent off-market properties.
- Photo galleries and listing details for properties at your fingertips.
- E-mail or call listing agent for properties of interest on the fly.

## Logging In

To log into the app, tap the icon; it will open to the log in screen. Enter your agent code (met.agentcode) and tap **Next**; at the next screen, enter your password and tap **Log In**.

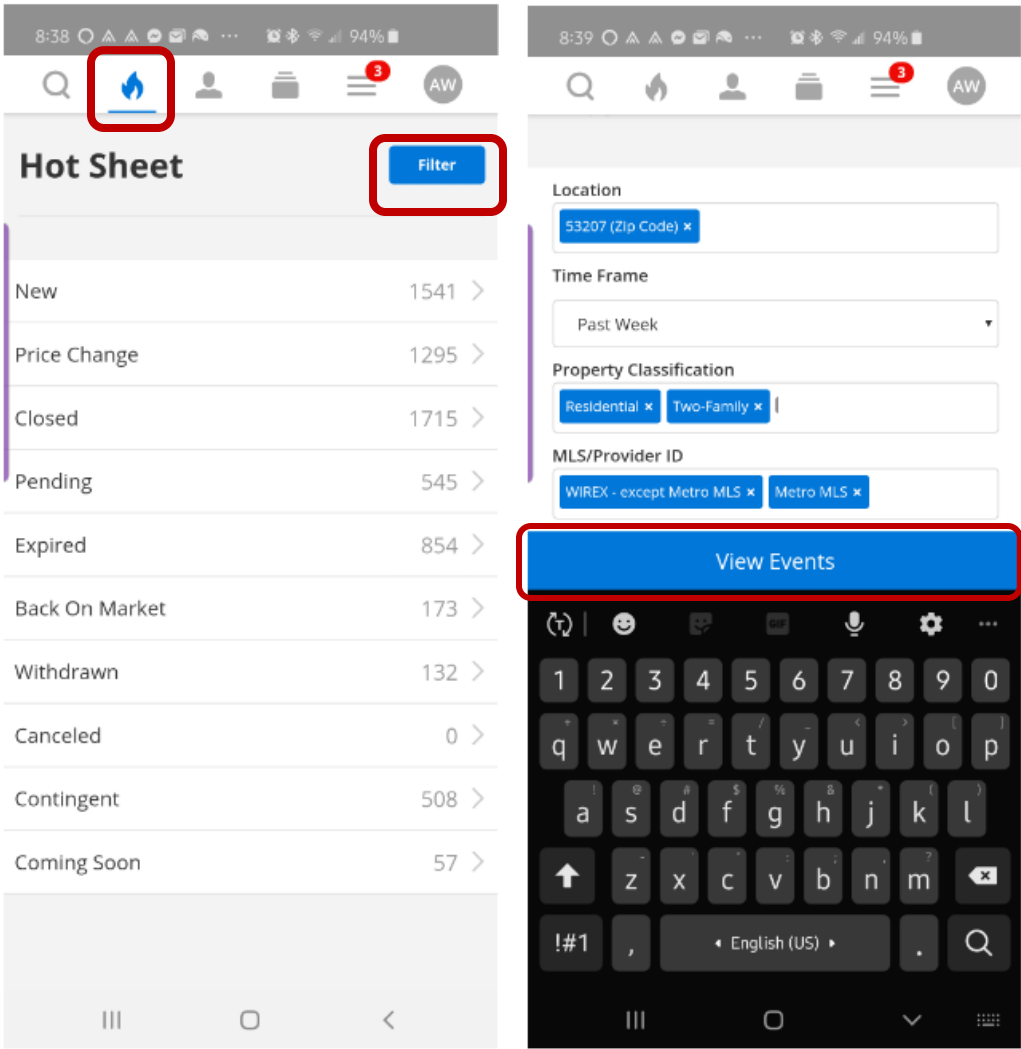


Once you have successfully logged in, you will be routed to the main menu screen of the app; the default screen is the search screen. From this screen, you can create a new search using the **Quick Launch** field or using **New Search**. You can also search on a specific address using **Address** or list number using **MLS#**. **Recent** gives you access to the last five searches you've performed; **Favorites** will display saved searches you have marked as favorite; **Saved** will display all of your saved searches.



Hot Sheet

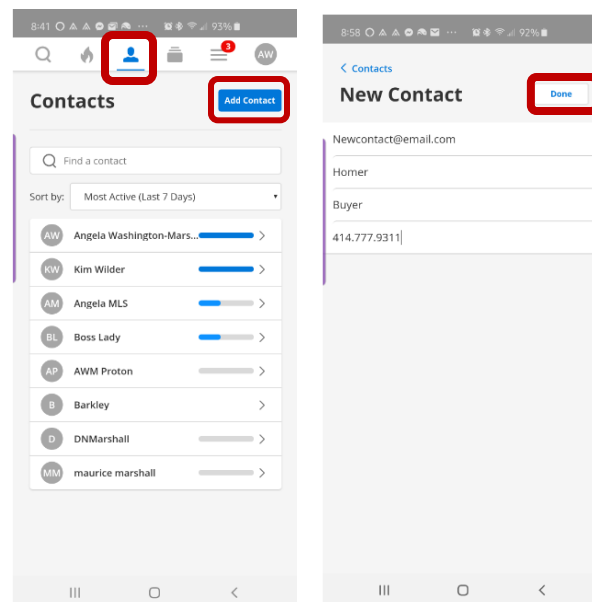
The **Hot Sheet** icon will route you to the options for the Hot Sheet on the mobile site. By tapping the **Filter** link, the Hot Sheet allows users to specify a time frame, locations (which includes municipality, county, and zip code), and property types. You can then view the results by tapping the event and using the list or map views with the same sorting and action options (Share, Recommend, Add to Collection, etc) as are available through searches.



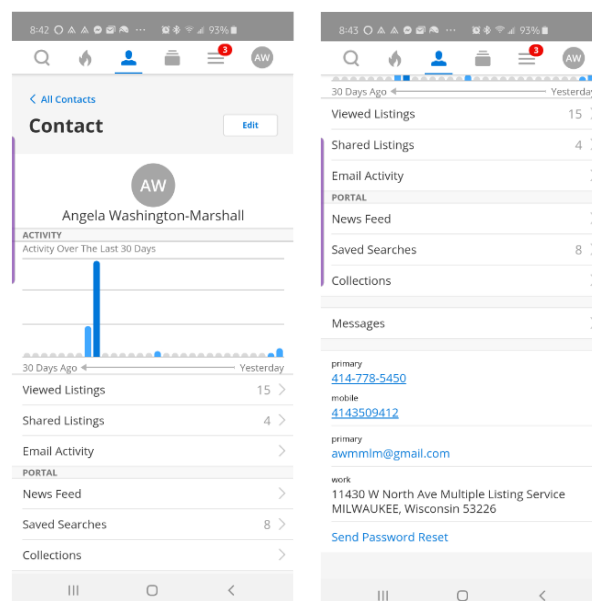
## Contacts

The Contacts icon allows you to access existing Contact files and to create new Contacts using basic contact information.

To add a Contact, tap the **Add Contact** button; the available fields to add a Contact will appear. The email address is required to add a Contact; the First Name, Last Name, and Phone fields are optional. If you are entering just the email address, after entry, tapping one of the other fields will allow you to tap the **Done** button to save the file.

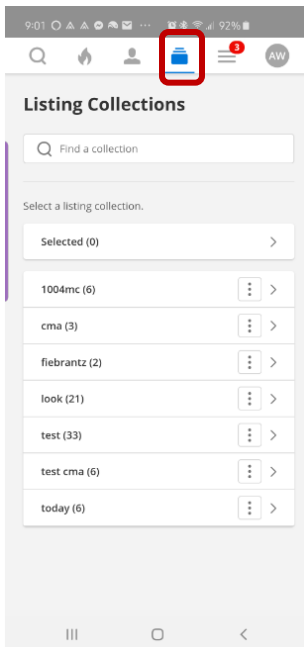


To view or edit an existing Contact, tap the Contact in the list; when it opens to the file, you can see links to access their News Feed, Collections (if their Portal is enabled), searches, and messages between you both (if their Portal is enabled). You can also view their primary, home, and mobile numbers (if entered), primary email address, home and work addresses (if entered). To edit Contact personal information, tap the **Edit** button.



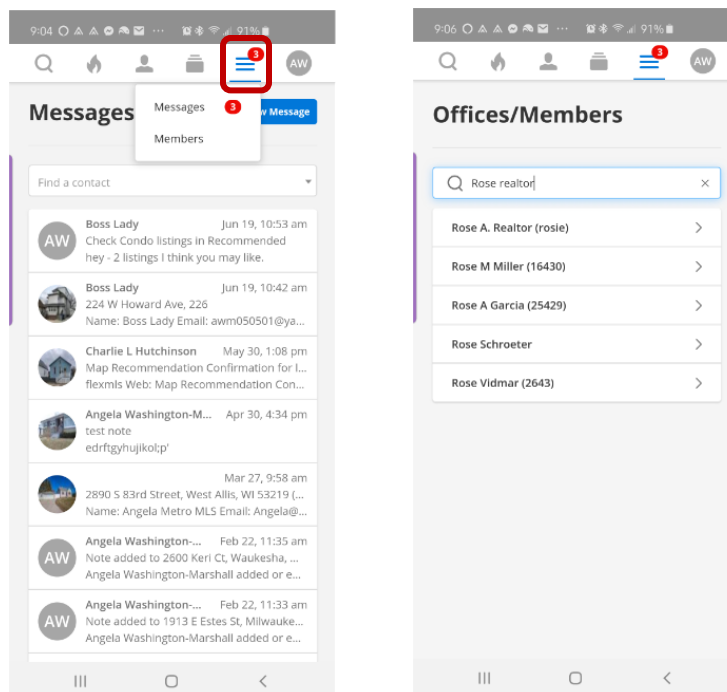
## Collections

The Collections icon allows you to access listings you have selected in a search you have performed in the app (**Selected**), and your saved Listing Collections. You can view the contents by tapping the Collection and using the list, gallery, or map views with the same sorting and action options (Share, Recommend, etc) as are available through searches.



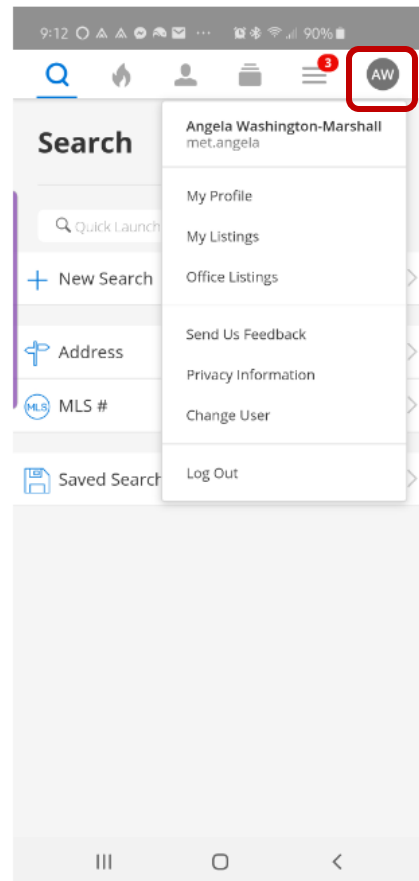
## More

The icon with three horizontal lines is called **More**. This icon gives you access to messages sent to you via FlexMLS by both contacts and agents, Metro MLS member lookup, your current listings, and a Log Out button,

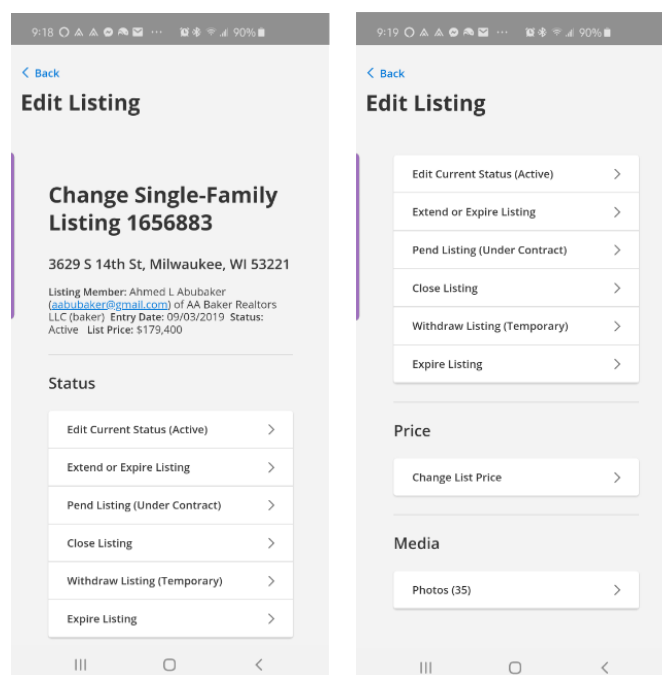


## Your Profile

The icon with your initials is how you can access your profile information and settings.



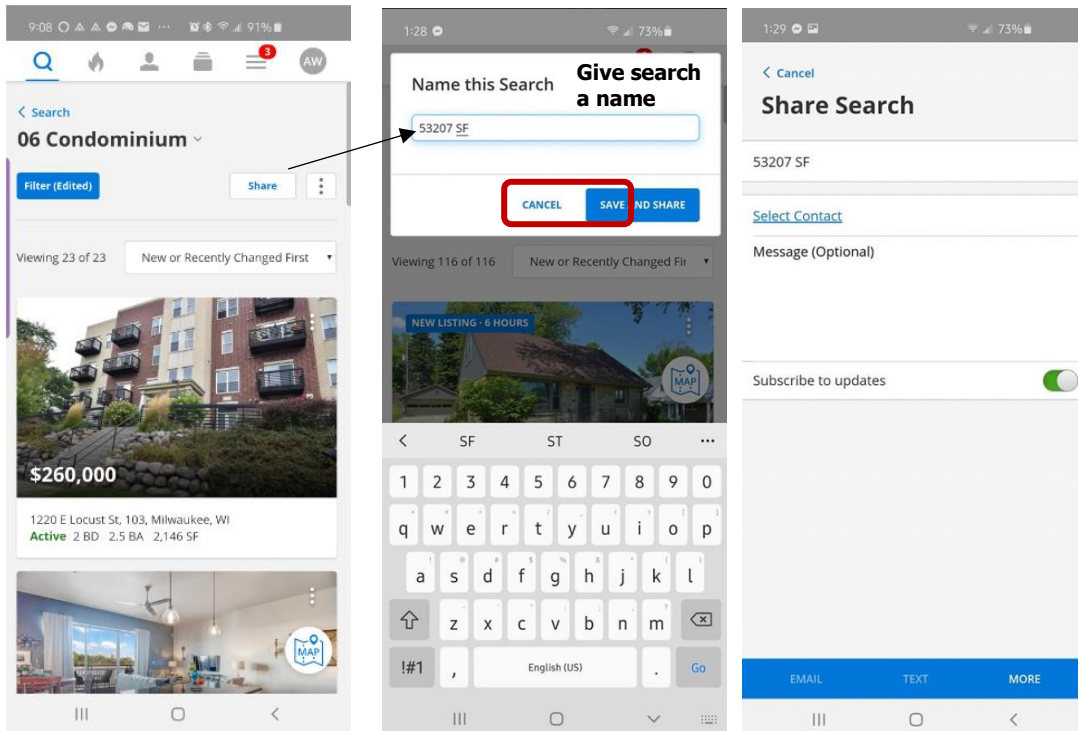
If you currently have listings, you can edit information, such as status, price, and add photos.



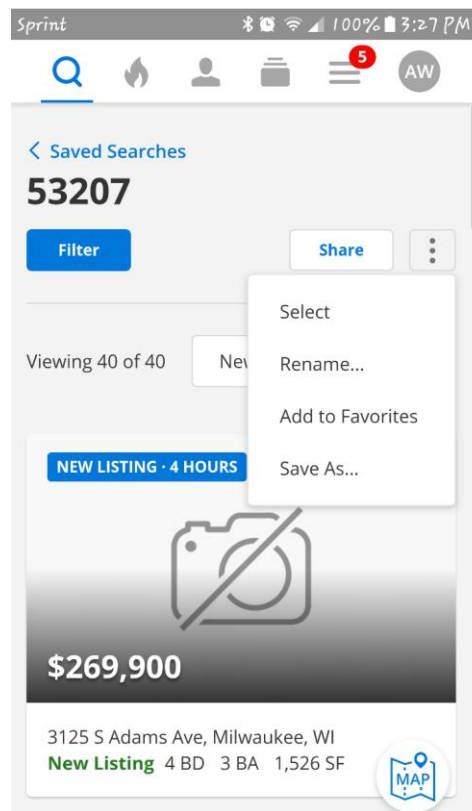
## Search Results Options

The following is a review of available options from Search Results:

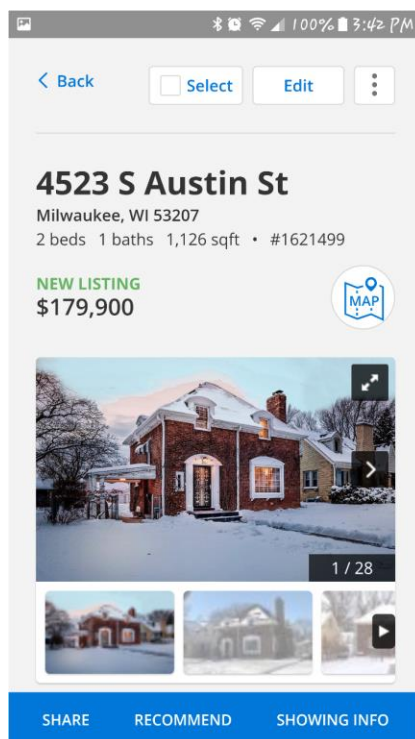
- **Filter** – use to enter desired search criteria.
- **Share** – use to email search results; you have the option to create a subscription for that search to that Contact.



- **3 Dots** – use to present checkboxes for selecting listings to add to a Collection or to email, rename the search, and save the search parameters.

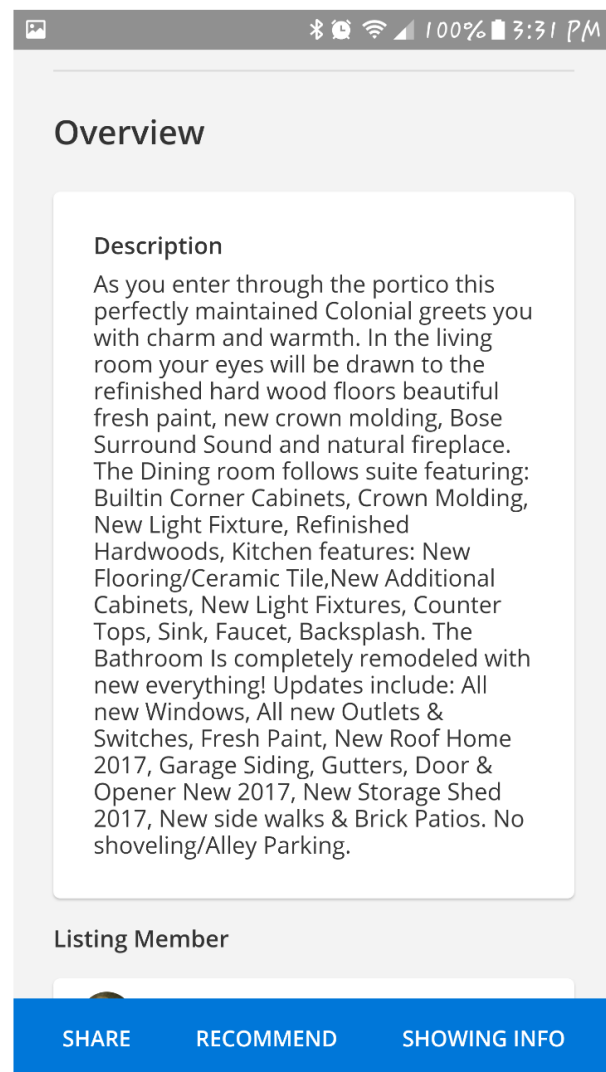
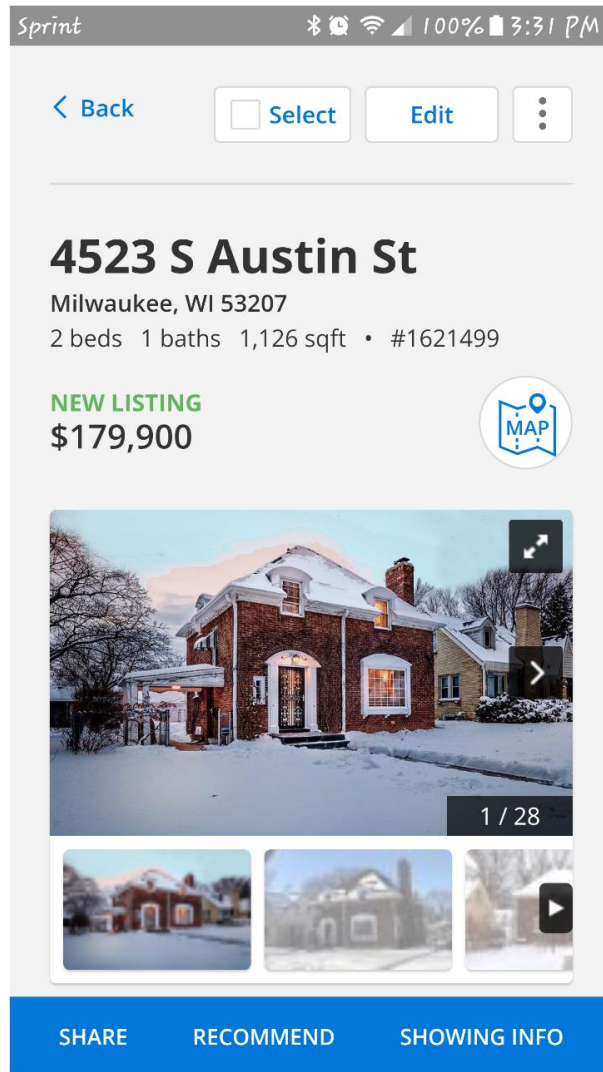


**NOTE:** Opening a listing in which you are the listing agent will present you with an **Edit** button; here you can edit your listing's status, price, and add photos.





After tapping a listing to open, you can view the listing's photos by swiping left on the photos, view the listing information by scrolling down the screen, and using the options in the blue menu bar at the bottom of the screen.



**Share:** allows you to share individual listings via email, text (if you have a mobile number entered on your Contact's file), and social media sites.

**Recommend:** allows you to add that listing to a Contact's Recommended collection in their Portal.

**Showing Info:** displays links for the listing agent, listing office, text entered for showing information, and private remarks on that listing.

Listing Member

Sue Patti

>

Listing Office

REALTY EXECUTIVES  
INTEGRITY

Realty Executives - Integrity

>

Features

Status Change Info

Status Change Date  
February 1, 2019

SHOW MORE >

Price History

SHARE

RECOMMEND

SHOWING INFO

Price History

Date	Event	Price
2/3/19	Expired	\$179,900
2/3/19	New Listing	\$179,900
2/1/19	New Listing	\$179,900

View Property History >

Documents

LeadPaint Disclosure >

Survey >

Full Disclosure >

SHARE

RECOMMEND

SHOWING INFO

Taxes

Tax Key Number  
5940630000

Taxes  
\$3,565.73

Tax Year  
2018

Zoning  
Residential

More Info

Tax Information >

ShowingTime >

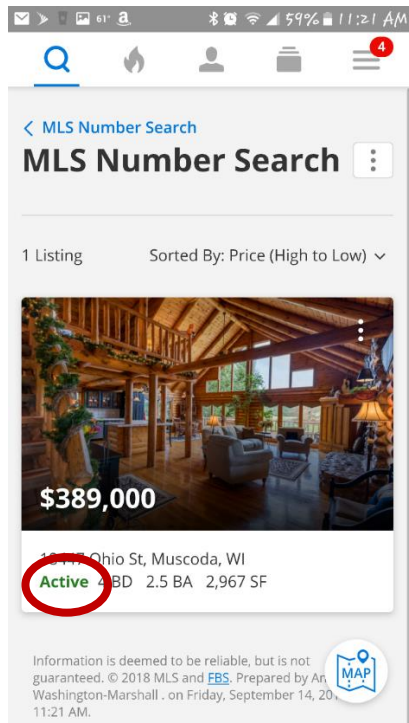
SHARE

RECOMMEND

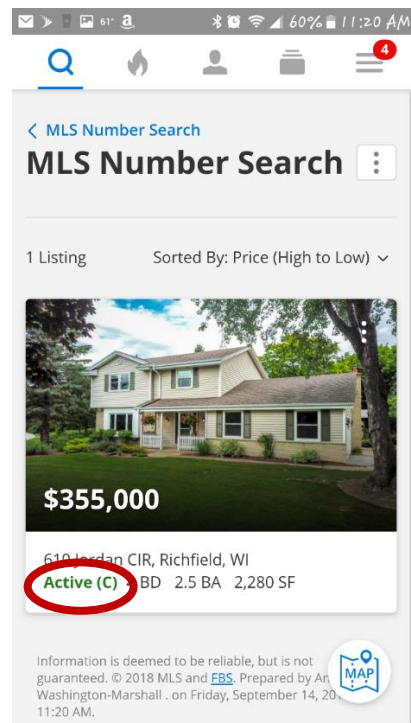
SHOWING INFO

## Active and Active with Offer

This is the indicator for an Active listing;



this is the indicator for an Active with Offer listing.



## Listings New and Updated within the Last 72 Hours

Listings that are new and updated in that timeframe will show an indicator on the main list photo in the search results screen.

