

How to Enter and Search Open Houses/Tour of Homes

This document will walk you through, step-by-step, on adding and searching open house and tour of homes dates in FlexMLS.

NOTE: Open House and Tour of Homes info is not available for WIREX listings at this time.

Adding an Open House/Tour of Homes

There are two ways to add an open house or tour of homes to your listings. The first way shown is using the Change menu:

1. The first way is to access the Change menu of the listing. You can do this by clicking on My Listings to display your listings. In the results screen, click the Additional Actions menu (downward pointing triangle) located to the right of the list number.

Using **Edit Listing** under the Additional Actions menu to access the Change menu

EDIT SEARCHLISTDETAILPHOTOSMAPCOMPAREMESSAGES

Results: 38Selected: 0

11SortView[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	Zip Code	Mur
		Price Reduced													
17		\$189,900	Active	3148 S Indiana Ave Milwaukee, WI 53207	189,900	2	2	0	3 D	1,110	Single-Family	0.08	53207	Milwa	
18		\$192,000	Active	3931 S Pine Ave Milwaukee, WI 53207	192,000	3	1	0	1 D	1,263	Single-Family	0.11	53207	Milwa	
19		\$199,900	Active	613 E	199,900	4	2	0	2 D	1,845	Single-Family	0.13	53207	Milwa	

Match Contacts

Error Form

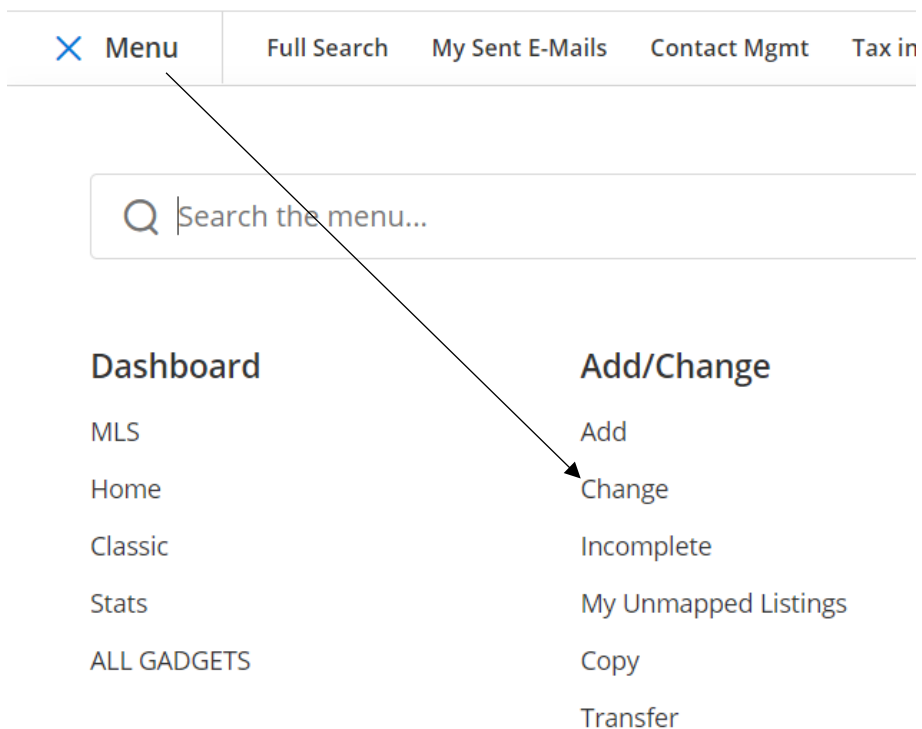
Show via ShowingTime

Edit Listing

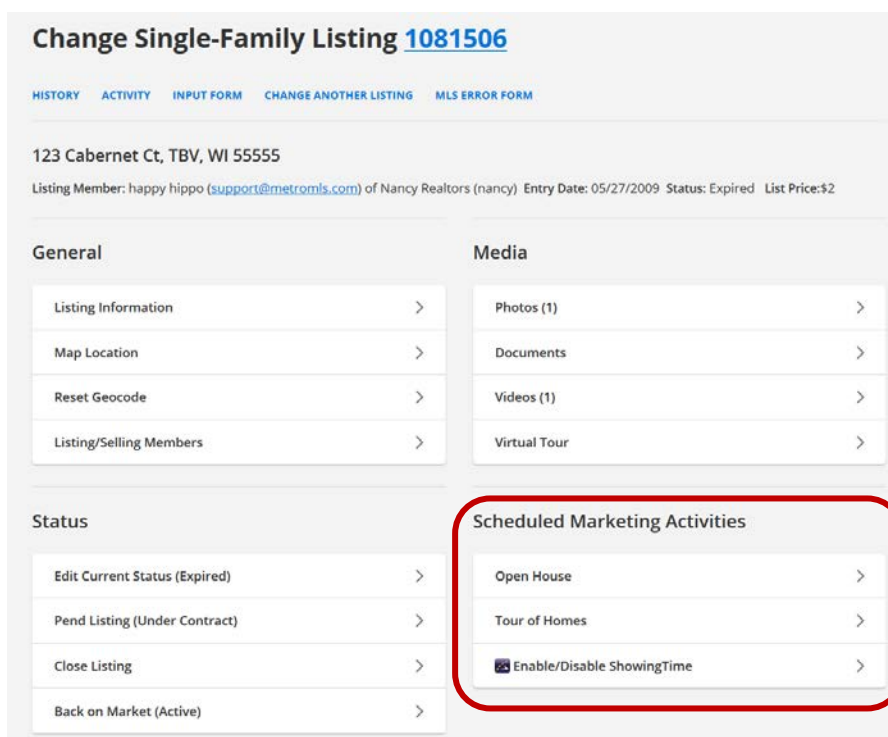
Listing Activity

View Broker Distribution

The second way is to click the Menu button; in the Add/Change section, click **Change Listing**. Select the list number in the Change Listing screen.



2. Once at the Change menu, click the appropriate link under the Scheduled Marketing Activities section.



3. The next screen will be the menu for the link clicked. Here, click the **Add** button.

[Return to the edit listing screen](#)

Open Houses

10/10/2017 to 10/24/2017 Go

MLS #	Address	Open Houses	Date	Time
No events scheduled.				
Add				

You will have the choice of scheduling a virtual open house or an in-person open house.

Open House

New Open House Entry

MLS #: 1632103
123 Test Listing Ave, Wauwatosa, WI 53226

Type: **Select One** ▼

- Select One
- In-Person
- Virtual

verify same or have a qualified expert. The information to in

4. This will bring you to the New Entry screen for the type of open house you selected. For Virtual Open House, paste the link and enter the date and time for the open house.

Open House

New Open House Entry

MLS #: 1632103
123 Test Listing Ave, Wauwatosa, WI 53226

Type: **Virtual** ▼

Link Text: Attend Virtual Open House

Link URL: ?

- Only post links to live online events that will be held at a scheduled date and time.
- Post pre-recorded videos and virtual tours in the Videos and Virtual Tours section of the listing.

Open House Date:

Start time: 9 : 00 AM

End time: 9 : 00 PM

Comments:

Next >>

For the In-Person Open house, the list number displayed is the listing the open house or tour of homes information will be added to. Enter the date the event will take place by typing the date in the Date field or using the calendar icon located to the right of that field. In the Start time and End time fields, use the

arrow keys to set your start and end times for your event. Don't forget to include the correct AM and PM for both fields. Enter any additional comments you would like displayed along with the date of the event. You may use the Spell Check link, if needed. Once your data entry is complete, click the **Next** button.

Open House

New Open House Entry			
MLS #:	1		
	101 MAIN ST, Superior, WI 54880-2769		
Open House Date:	10/14/2017		
Start time:	1 ▼	:	00 ▼ PM ▼
End time:	3 ▼	:	00 ▼ PM ▼
Comments:	<div>Please register at entry.</div>		
Next >>			

- The last screen is confirmation the event has been added to the listing. The list number, list address, listing member information, list status and price, along with the date the event was added and the date and time the event is to be held is displayed. Actions Available on this screen are:

Add – This adds an additional new event date to the same listing.

Edit – This function allows you edit an existing event. If you have more than one, select the event to be edited by checking the box to the left of the list number.

Remove – This function will remove the selected event.

The date range fields shown will allow you to search for events you have scheduled on any your listings. You can edit them from this same screen.

Open Houses

← Date Range fields

Open Houses			
MLS #	Address	Open Houses Date	Time
<input type="checkbox"/> 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	10/14/2017	01:00 PM to 03:00 PM
<div>Add Edit Remove</div>			

The second way to add an open house or tour of homes to your listings is via Menu; under the Schedule/Message section, click **Tour/Open Houses** link.

1. In the Find Open Houses or Tour of Homes screen, click the appropriate link for the type of event you are adding. The next screen will be the menu for the link that was clicked. From here, click the **Add** button. The steps going forward are identical to those previously mentioned, starting with # 3.

Find Open Houses or Tour of Homes

What to Find

☒ Open Houses
☐ Tour of Homes

Date or Date Range

From: 10/10/2017
To: 10/16/2017

☐ Filter by saved search
☐ Filter by quick search
☐ Filter by one or more offices

MLS Data Share

Metro MLS
WIREX - except Metro MLS

☒ Include primary listing photo

Next >>

Add/Edit Tour of Homes or Open Houses in My Listings

[Add/Edit Tour of Homes](#)
[Add/Edit Open Houses](#)

Searching Open Houses/Tour of Homes

There are four ways to search open houses and tour of homes in FlexMLS. The first way is shown using Full Search:

1. In Menu, under the Search section, click **Full Search**. Select your desired property type, status of active, and then click the **Next** button.

Please choose one or more property types.

Single Family ▲

Multi Family

Vacant Land

Commercial

Rental

Condominium

Two-Family ▼

Please choose one or more statuses.

Active ▲

Delayed

Pending

Sold

Expired

Withdrawn ▼

[Next >>](#)

2. Begin to enter your desired property search criteria; to enter a date range for searching open house or tour of homes events, click the Summary tab. Within the Summary tab, click the **Activities and Multimedia** link.

Single Family
Results: 1

[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
------	----------	-------	----------------	-------	----------------	-------	---------------	-----	----------------

Search Parameters: Metro MLS, WIREX - except Metro MLS; Property type Single Family; Status of 'Active'; County of 'Milwaukee'; Municipality of 'Wauwatosa'; Bedrooms between 3 and 4; Total Bathrooms between 1.5 and 9999; Garage Spaces between 2.5 and 999999999999

☒ Status Active ▼
Delayed
Pending
Sold
Expired

☒ Bedrooms See All and Select Date Ranges
3 to 4

☒ County Marinette ▲
Marquette
McHenry
Menominee
Milwaukee ▼

☒ Total Bathrooms See All
1.5 to 9999

☒ Municipality River Hills ▲
Shorewood
South Milwaukee
St. Francis
Wauwatosa ▼

☒ Garage Spaces 2.5 to 999999999999

Activities and Multimedia

Multimedia

☐ Has Pictures 1 to 99999

☐ Has Documents 1 to 99999

☐ Has Videos 1 to 99999

☐ Has Virtual Tours

Activities







☒ Open House: Date 10/10/2017 to 10/10/2018

☐ Tour of Home: Date 10/10/2017 to 10/10/2018

[View Results](#)

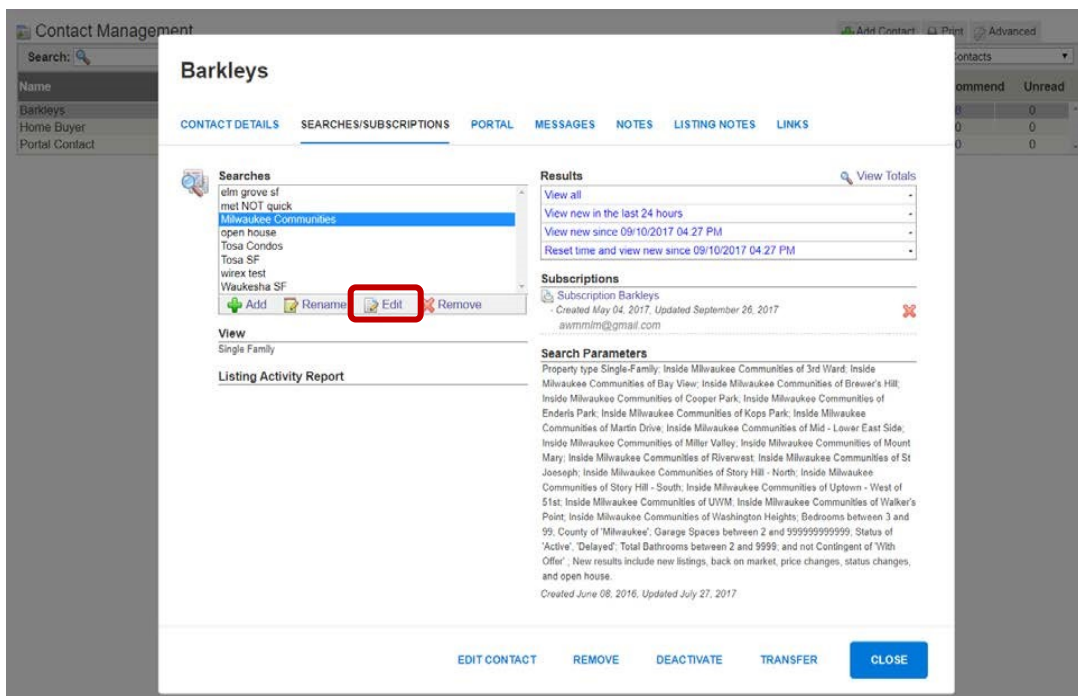
3. Under Activities, enter the date or date range you wish to find for your desired event. Entering the date will automatically place a check in the event for which you edit the date. After entry of all parameters, you can click the Update link to check for matches within the selected date range. If listings are found, click the **View Results** button.
4. On the Search Results screen, you can view Open House or Tour of Homes dates and information on the Details page > **Open House** or **Tour of Homes** link.

Your results screen will look like this:

Open House From 10/13/2017 To 10/15/2017	
Search Parameters: Property type Single-Family; Status of 'Active'; Bedrooms between 3 and 99; Total Bathrooms between 1.5 and 9999; School District of 'Wauwatosa'.	
   	
Select	MLS #
<input type="checkbox"/>	1551359
	Open House Information Scheduled Time: Saturday, October 14, 2017 12:00 PM to 02:00 PM Listed by: Katie Wakefield of Firefly Real Estate, LLC (fire) Address: 154 N 88th St, Wauwatosa, WI 53226-4614 Price: 389,900 Total Bathrooms: 2.50 Bedrooms: 3 Directions: Bluemound to Ravenswood Circle, south around the circle to 88th, south on 88th to property. Comments:
<input type="checkbox"/>	1541607
	Scheduled Time: Sunday, October 15, 2017 03:00 PM to 04:30 PM Listed by: Melody D Elliott-Kubina of Custom Fit Realty, LLC (cfrty) (262) 894-0623 Address: 4434 N 107th St, Wauwatosa, WI 53225-4525 Price: 169,900 Total Bathrooms: 1.50 Bedrooms: 3 Directions: Highway 100 North to Congress east to 107th st north to address Comments: tosa beauty move in ready
Show Selected Only	

The third way to search for Open House or Tour of Homes that is specific to a Contact search is through Contact Management:

1. In **Menu**, under the Contacts section, click **Contact Mgmt.** Select the Contact for whom you would like to search the Open House or Tour of Homes event under the Name column. Click the **Searches/Subscription** link. In the Searches box, if you have more than one search saved to that Contact, select the search you would like to edit to find an Open House or Tour of Homes date(s). Click the **Edit** button.



- At the Edit Saved Search pop-up box, click the **Edit Search** button.



- After clicking the **Edit Search** button, this will take you to the Summary tab within Full Search. On the Summary tab, click the **Activities and Multimedia** link. Under Activities, enter the date or date range you wish to find for your desired event. Entering the date will automatically place a check in the event for which you edit the date. If listings are found, you can click the **View Results** link at the upper right side of screen.
- On the Search Results screen, you can view Open House or Tour of Homes dates and information on the Details tab > Open House or Tour of Homes link.

NOTE: Do not save the Opens House/Tour of Homes date to your search. This is just editing your Contact's search to find if there are Open House or Tour of Homes events available for properties matching your Contact's search criteria.

Return to Contact Management

Milwaukee Communities *work on behalf of a contact* Save E-Mail Print CMA Export ShowingCart

1

Results: 2 Selected: 0

Price	Status	MLS #
\$239,000	Active	1553264
\$253,800	Active	1553549

10/14/2017 12:00 PM – 01:30 PM Oakland ave. south of Locust to home Feedback

10/08/2017 12:00 PM – 02:00 PM Oakland ave. south of Locust to home Feedback

The fourth way to search for Open House or Tour of Homes is through the Open Houses link under the Listings gadget on the Message Board (applies to the Classic dashboard only):

CLASSIC

CUSTOMIZE

Message Board

Multiple Listing Service, Inc.

Uploading Listing Contracts as a Private Document

Benefits include: Immediately verify from the documents tab that the Listing Contract was successfully uploaded. View the history of the listing to assure you have uploaded the Listing Contract within the required timeframe. Listing contracts are Private to the listing agent, listing office and Metro MLS staff only.
Follow the link for uploading Listing Contracts for more details:
Uploading Listing Contracts as a Private Document
Any questions, please call the Help Desk at 414.778.5450 or e-mail support@metromls.com

Helpful Links

Search the Help Knowledgebase

Search WiHomes.com

March 2015 FlexMLS Update
Tutorial: 2015 Update - Contact Management Updates
Tutorial: 2015 Update - Quick Launch Bar
Flextips: Link to Recent Flextips

Listings

Status	Total
My Active Listings	0
My Delayed Listings	0
My Pending Listings	0
My Listings To Expire	0
My Sold Listings	0

> Add a listing

> Change a listing

> Hot sheet

Open House

> Full Search

> Quick Search

> My Contacts

> Market Area

> MLS #

Messages

New messages 51

Contacts

☒ Barkleys

☒ Home Buyer

☒ Portal Contact

> Add contact

MLS Links

MLS Quick Links

[MetroMLS Homepage](#)

[Online Bill Pay](#)

[Class Schedule](#)

[Walk Score](#)

[Appraiser and 1004MC links](#)

[Mortgage Calculators](#)

Quick Links (continued)

[Office and Agent Rosters](#)

[County Coordinate Maps](#)

[Board of Realtors](#)

[MLS Rules and Procedures](#)

[Zip Code Finder](#)

1. Click the **Open House** link. This will take you to the Find Open Houses or Tour of Homes screen. Under What to Find, select your desired event. Under Date or Date Range, enter the date(s) which you would like to search for events. Use filters provided, if desired.

Find Open Houses or Tour of Homes

What to Find

☒ Open Houses

☐ Tour of Homes

Date or Date Range

From:

To:

☐ Filter by saved search

☐ Filter by quick search

☐ Filter by one or more offices

MLS Data Share

Metro MLS

WIREX - except Metro MLS

☒ Include primary listing photo

Next >>

Add/Edit Tour of Homes or Open Houses in My Listings

[Add/Edit Tour of Homes](#)

[Add/Edit Open Houses](#)

How to Print Open House Information

To print Open House information on listings, select the listing(s) you would like to print, and then click the **Print** link on the upper right side of the screen, above the tabs.

NOTE: If you would like to print all listings on the Search Results screen, no need to select; go directly to **Print**.

In the left side Options panel, select the options you would like to print. The Detail check box has to be selected to expand additional print options and select the Open Houses check box. In the example shown below, the Full Report data sheet and Open Houses is selected.

NOTE: Tour of Homes information is not available for printing.

The following is an example of the Full Report with Open House data for printing:

[Return to Contact Management](#)
[Return to Search Results](#)

Listings to Print or E-mail
☐ Current Listing (1)
☐ Selected (0)
☒ All Results (2)
* For 200+ listings, only List and Compare may be printed
Version: Private
☐ List
☒ Detail
1 Line Report
All Photos Full Report
All Photos Full Report w/ Tax
☐ Print both public and private reports
☐ History
☐ Mortgage Info
☐ Documents
☐ Tour of Homes
☒ Open Houses
☐ Mortgage Calculator
☐ Photos
☐ Map
☐ Compare
☐ Messages

Address: 2736 N Oakland Ave Milwaukee, Wisconsin 53211-3533 Taxed by: Milwaukee MLS #: 1553264



Property Type: Single-Family
Status: Active
Tax Key: 3160023000
County: Milwaukee
Bedrooms: 5
Total Full/Half Baths: 3 / 2
F/H Baths Main: 0 / 1
F/H Baths Upper: 3
F/H Baths Lower: 1
Garage Spaces: 2
Garage Type: Detached
Flood Plain: No
Days On Market: 9

List Price: \$239,000
Taxes: \$6,895
Tax Year: 2016
Est. Acreage: 0.08
Rooms: 10
Est. Total Sq. Ft.: 2,400
Est. Fin Above Grade SqFt: 3,200
Est. Year Built: 1885
Lot Description: .083
Zoning: res

Directions: Oakland ave. south of Locust to home

Name	Dim	Level	Name	Dim	Level
Master Bedroom	16 x 12	Upper	Living/Great Room	18 x 13	Main
Bedroom 2	12 x 11	Upper	Kitchen	11 x 11	Main
Bedroom 3	14 x 12	Upper	Family Room	15 x 11	Main
Bedroom 4	14 x 11	Upper	Dining Room	19 x 11	Main
Bedroom 5	14 x 11	Upper	Rec Room	20 x 17	Upper

Lot Description: Wooded; Sidewalk; Fenced Yard
Style: 2 Story; Other
Architecture: Colonial; Tudor/Provincial
Garage: Electric Door Opener
Driveway: Alley Entrance
Exterior: Brick; Aluminum/Steel
Basement: Full; Block
Heating Fuel: Natural Gas
H/C Type: Forced Air
Bath Description: Off MBR; MBR Bath Walk-in Shower; At least one Bathroom; Shower Stall; Ceramic Tile

Documents: Seller Condition; LeadPaint Disclosure; Listing Contract
Appliances Incl.: Oven/Range; Refrigerator; Dishwasher; Washer; Dryer
Misc. Exterior: Patio
Misc. Interior: Electric Fireplace; Walk-in Closet; Pantry; Cable TV Available; Skylight; Wood or Sim. Wood Floors; Expandable Attic
Water/Waste: Municipal Water; Municipal Sewer
Municipality: City
Accessibility: Open Floor Plan

Remarks: Grand East side home with Great VALUE. Lots of charm and original wood work. Hardwood floors on all floors. Beautiful 19 x 11 dining room, great room, front room and kitchen on first floor. 2nd floor, 4 large bedrooms and 2 full baths including 1 suite. Very bright with lots of windows. 3rd floor bedroom/suite w/full bath and sitting area not included in Square footage a plus, great AirBnB option. Newer windows. Very private fenced in back yard. 2 car detached garage. Great for owner occupied or as investment property great location (income could be as much or more than a duplex)
Showing Information: call listing office
Inclusions: stove range refrigerator, dishwasher refrigerator in basement 3rd floor stove

Sub Agent Comm: 2.4 %
Buyer Agent Comm: 2.4 %
Limited/Unserviced: No

Excl. Agency Contract: N
Var. Comm.: N
Named Prospects: N

Broker Owned: N
Electronic Consent: Yes
Listing Date: 10/02/2017
Expiration Date: 12/29/2017

Listing Office: Realty Executives - Integrity; exec04
Ph: 414-906-4500
Fax: 414-906-9888
URL: <http://www.realtyexecutivesintegrity.com/>

Listing Agent: Robert J Arnold : 16772
Ph: 414-379-1101 Cell: 414-379-1101
Fax: 414-921-0899
Email: NorthShoreHomes@msn.com

LA Address: 4655 N Port Washington Road Suite 300
Glendale, WI 53212
LO License #: 835638-91
LA License #: 57950-94

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, lot, building or room dimensions and all other measurements of any sort or type. Equal housing opportunity listing. Copyright 2017, by Multiple Listing Service, Inc. See copyright notice. Prepared by Angela Washington-Marshall, EOBroker GREEN e-PRO on Tuesday, October 10, 2017 4:37 PM.

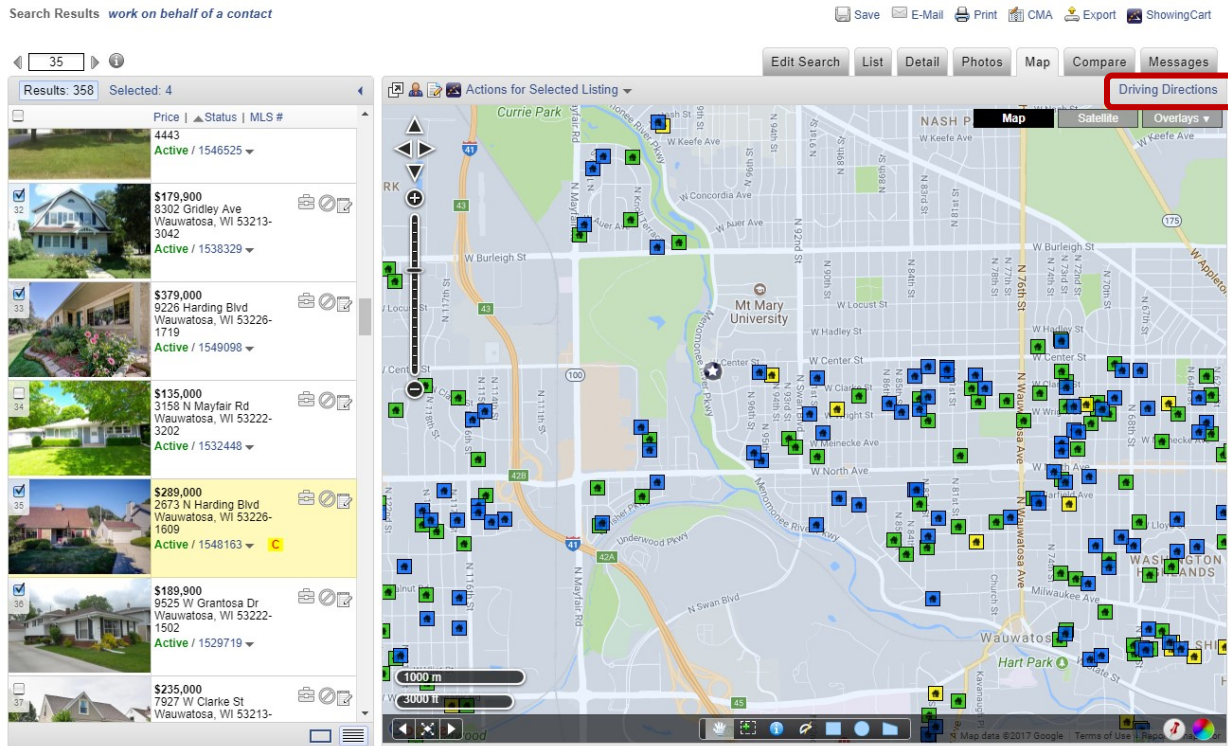
Open Houses for MLS # 1553264 2736 N Oakland Ave, Milwaukee, WI 53211-3533 **\$239,000**

Date	Time	Comments	Directions
10/14/2017	12:00 PM – 01:30 PM		Oakland ave. south of Locust to home

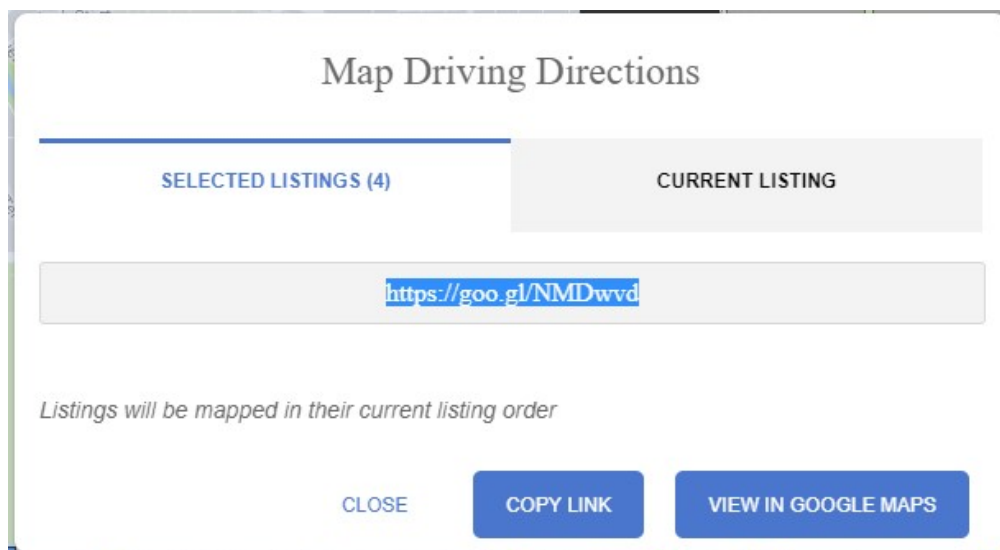
Report contains an estimate of 3 pages.

Using Driving Directions with Listings

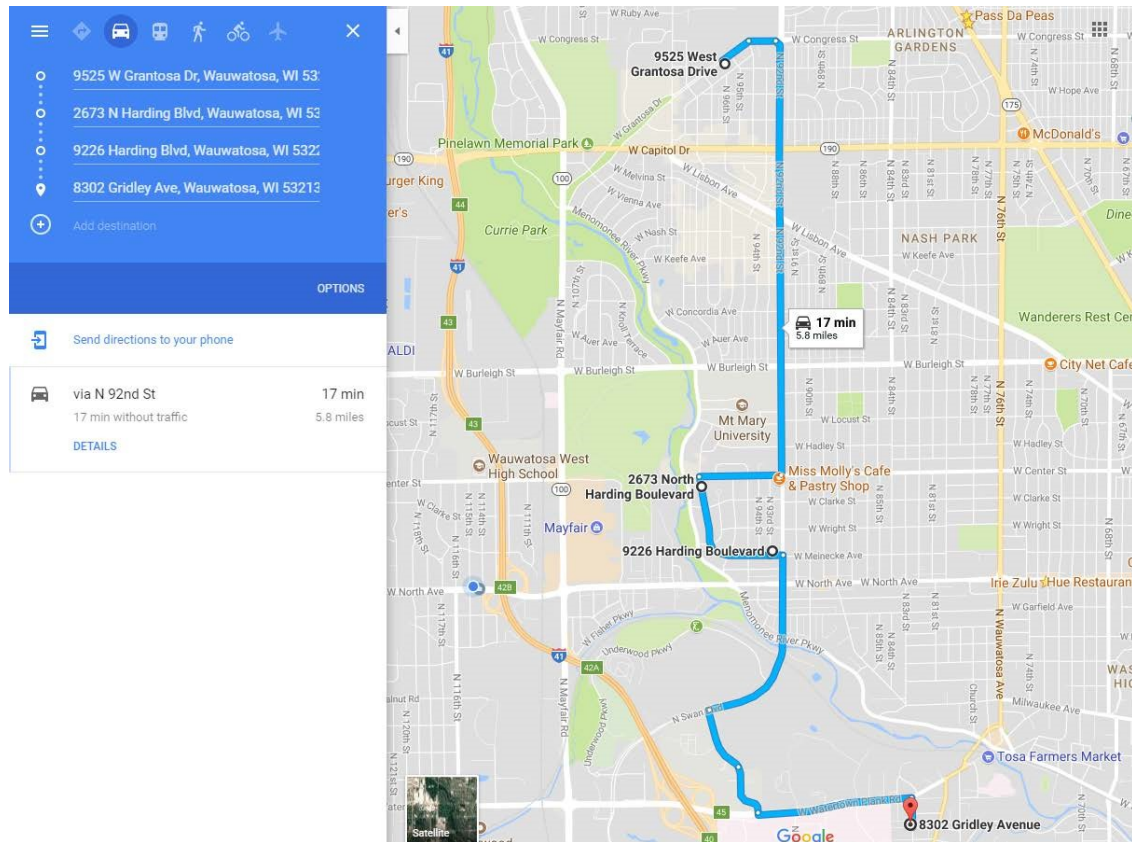
You can easily map a route for your Open House, Tour of Homes, or any listings. Once you have your listings on the Search Results screen, select them, click the Map tab, and then click the **Driving Directions** link on the top right corner of the map.



The Map Driving Directions box will appear; to map your route, click the **VIEW IN GOOGLE MAPS** button.



This will open a new browser window, routing you to Google Maps. If you need to change the route (as it will route them in the order they are on the Search Results screen), move them in the order you wish by moving the circle to the left of the address in the address list box; the addresses are listed on the map next to their corresponding circle. For example, if your desired starting address is the last in the list, single leftclick and hold your mouse on that address circle and drag it to the first position. The map and directions will auto-adjust. Once you are complete, you can print this map or e-mail it from Google.



If you need to enter a starting destination, such as your office or home address, click the Add Destination link. Enter your desired address, including city and state in the space provided. Hit your Enter key and the address will be added to the route. Next, drag that address to the starting (A) position.