

Introduction to
*FlexMLS*TM

Your
MLS system

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Introduction

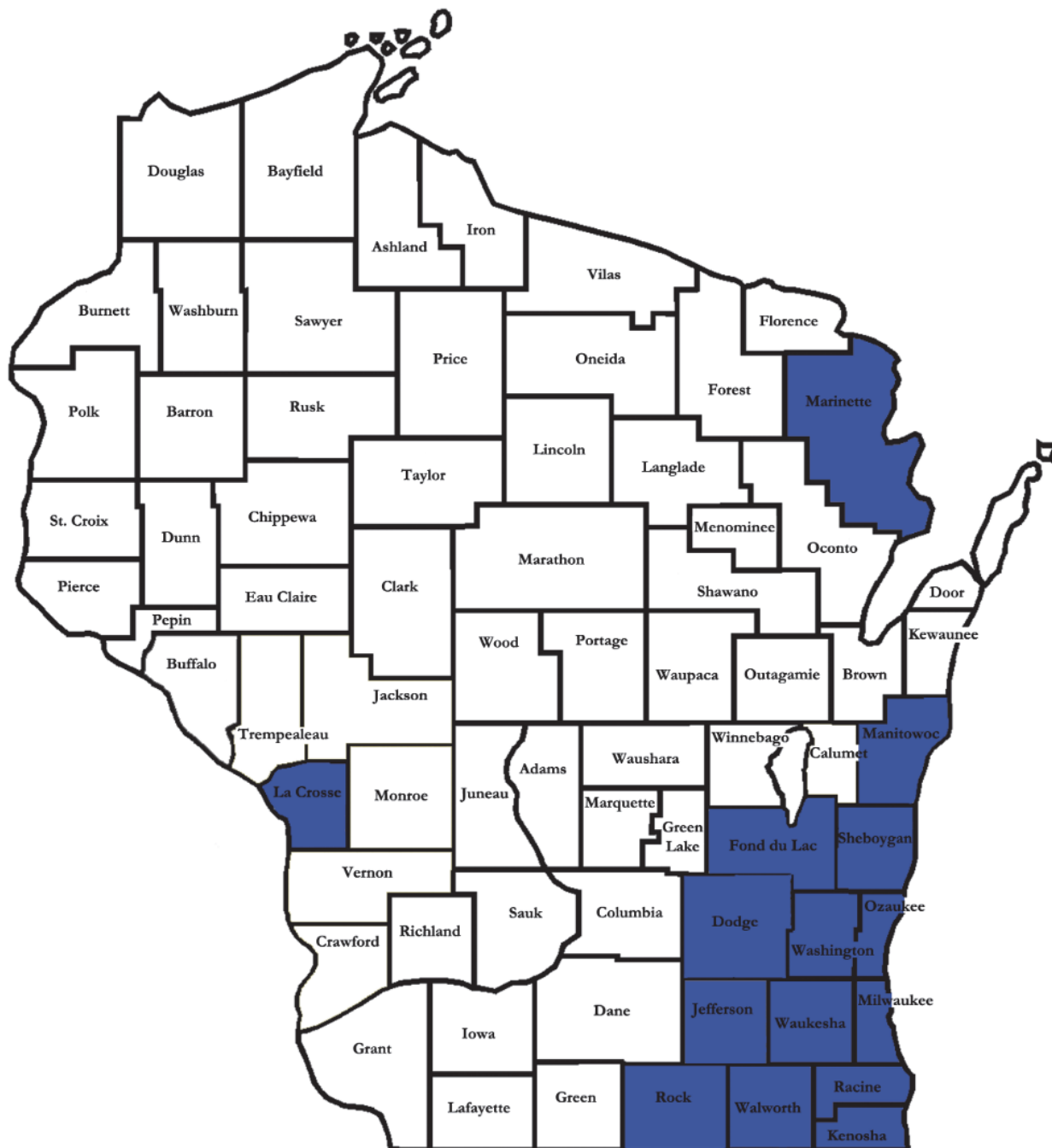
This manual is designed to help you use the *FlexMLS* system. If you have questions about how the system works, you can contact the MLS staff during normal office hours. If you call outside of our normal office hours, we will contact you the next business day.

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

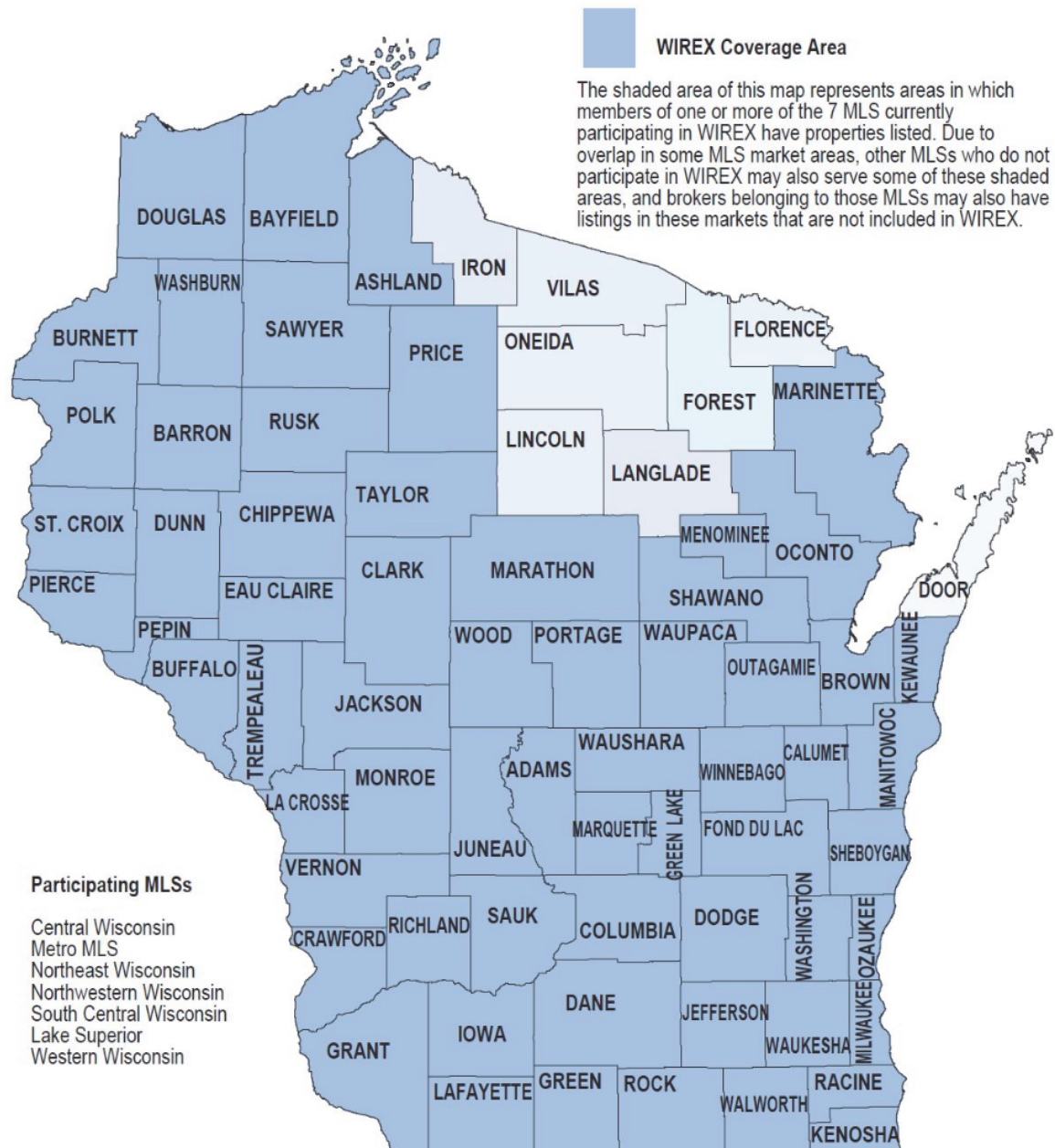
Our Contact Information

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

Metro MLS Coverage Area



WIREX Coverage Area



Features of *FlexMLS* you'll want to Use

E-mail Media and Reports to Customers

The *FlexMLS* system allows you to e-mail any report to your customers. You can choose to e-mail customer reports with or without the tax record, listing documents, videos, virtual tours, photo tours, CMAs, even flyers!

Contact Management

Contact Management in *FlexMLS* is a powerful, yet easy-to-use tool. Contact Management features help you keep track of information you collect from your customers.

The Contact Management program in *FlexMLS* can automatically e-mail matches to you and your customers. Create a search and save it to a contact, type in the e-mail address of the contact, and how often you want the customer to receive matches. You can also add multiple e-mail addresses to one contact file. Let *FlexMLS* save you time and effort!

Map Search

The *FlexMLS* Map Server has features that allow you to narrow a search by geographic area or in a radius from a specific address. Just draw a box, circle, or irregular polygon over the area in which you want to search, and off you go!

Find out what's going on in your Market Area

Market Areas allow you to automatically update your knowledge of current activity in markets of interest to you. You set up a market area with as much or little detail as you like – counties, municipalities, map area, etc. You can include a price range, number of bedrooms, or any other listing features and keywords you want. Tell *FlexMLS* how often you want to update your market area, and what statuses you want to see (expired, new, price change, and so on), and it will keep you updated about what's going on each time you check it.

Listing Collections

Listing Collections give you a way to “shop” for properties that you want to show to a buyer. Simply select listings that you think will interest your buyer; the selected listings will automatically be added to a cart. Once you are done collecting properties, you can save, print or e-mail the desired properties all at once.

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. These shapes are then available to you when performing searches, or when using the statistical gadgets of the dashboard.

Tax Information

Search for public tax records by address or owner name, or many other options! You can access up to ten years of assessment and tax information in a format that is very easy to read. You can also define your own searches and store them as quick searches. Mailing labels may also be generated from the tax database.

View Sent E-mails

The My Sent E-mails function of *FlexMLS* lets you see the dates and times e-mails are sent from your *FlexMLS* account, the e-mail addresses sent to, the dates and times when your customers last looked at the listings you sent, and how many times your customers viewed links you sent them in e-mails from the system. The filter allows you to narrow down e-mails sent manually or by subscription, by number of days, contact name, or date sent. You can also view the content of the e-mails you sent within the last 30 days – a handy reference when a customer calls you.

Quick Searches/Location Search

The Quick Search function allows you to build a customized search template or use an existing system template. In the template, you enter the listing features and keywords you search for most often. Use Location Search to quickly search in a specific zip code, address, or Map Overlay.

Driving Directions

The Driving Directions link allows you and your Contacts to select listings and receive driving directions, via Google Maps.

Multiple Views

When you have search results, you can choose how you want the system to display your search matches, using different categories of information. There are several views to choose from, and you can easily create your own.

Hot Sheets

You have the ability to create hot sheets based on your personal business needs and preferences. You may want to keep track of a specific property type in one or more specific areas, maybe of a certain size, price range, or any other details you'd like. And you may want to pick up your search from the last time you checked it, whether that time period is in minutes, hours, days, or weeks. This is what a custom hot sheet can do for you!

Document Loader

The Document Loader allows you to attach a variety of documents to your listing via file upload. This enhancement gives all agents easier access to these needed documents. You also have the option to view and print all loaded documents for a listing at one time.

Statistical Reports

Track your personal, office, or MLS statistics using any of the numerous reports available under the Statistics menu. Track market activity and productivity with graphical market reports tailored to a market area, including absorption rates, price trends and more. Various reports allow agents to generate reports from any search criteria and options.

Edit your Listings from Search Results screen

You may edit your listings or your office's listings quickly and easily from the Search Results screen, simply by clicking the arrow icon located to the right of the list number, and then click Edit Listing. This will take you to the Change menu for that listing, where you can make any kind of changes or additions, such as documents, photos, or videos.

Portal

The Portal is a feature to help consolidate your communications with your clients. If you choose, your customers will now have access to their own dashboard which will contain information you send to them. You'll have the ability to give customers a login name and password to the portal so that they can save listings to their own carts, and send you messages regarding listings.

Default Map

The Default Map feature allows agents to set their default search map to an area he/she specifies.

Parcel Info

The Parcel Info feature allows you to see a mini listing history (if applicable) of the property, along with a link to access the tax record and to perform a radius search from that property. Parcel Info is used by clicking on a parcel on the map.

Inclusive Search with WIREX

WIREX stands for the Wisconsin Real Estate EXchange. The purpose of WIREX is to create a facility for all Wisconsin MLSs to share and combine their content into a single database for the use and benefit of all MLS Participants. FlexMLS property searches will automatically include all cooperating MLS listings when searching your desired data.

Custom Dashboards

You can create and customize Dashboards using a system recommended dashboard or one you build from scratch, using the available gadgets. Gadgets include, but are not limited to, Saved Searches, Inventory, Hot Sheet, My Sent E-mails, Volume, and Sold DOM. Dashboards can be created and edited by clicking the **Customize** button from the FlexMLS home screen.

Options available from the *FlexMLS* menu

Dashboard	ALLOWS YOU TO VIEW AND SELECT FROM AVAILABLE DASHBOARDS
Add/Change	ADD & EDIT LISTING FUNCTIONS
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.
Search	SEARCH FUNCTIONS
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 Hot sheets.
Quick Search	Use Quick Searches you have created, or templates created by MLS.
Address Search	Search by the address or range of addresses for a property.
Multiple Address	Search for more than one address at a time.
MLS # Search	Search by MLS/listing number(s).
Listing Collections	Create, edit, and view your saved Listing Collections.
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#.
Contacts	CONTACT FUNCTIONS
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.
Listing Activity Events	Shows scheduled emails of your Listing Activity reports.
Schedule/Message	BULLETIN BOARD AND OPEN HOUSES/TOURS
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.
Statistics	STATISTICAL REPORTS AND OFFICE ROSTERS
My Production	Track your user-specific listing and sales statistics.
Market Summery	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.

My Market	MY MARKET FUNCTIONS
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 Area Summary	View summary of your Market Area activity.
Maps/Financial	MAPS AND FINANCIAL CALCULATORS
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.
Tax Info	TAX/PUBLIC RECORDS (INCLUDING ASSESSOR DATA, IF AVAILABLE)
Tax Information	Search public tax records - view tax and assessment information for properties.
Preferences	YOUR <i>FlexMLS</i> PREFERENCES, PROFILE, QUICK SEARCHES OR VIEWS
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 Portal type and 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.).
Broker Distribution (office accounts only)	Settings for Zillow syndication.
Forms	PROFILE SHEETS, GREEN DOCUMENTS, AND EXCLUSIONS REPORT – CLICK TO VIEW OR PRINT

Logging into FlexMLS

Logging into FlexMLS is pretty simple. You'll need to have an internet connection, an agent code, and a password. If you don't already have an internet connection, you'll need to contact an internet service provider (ISP) to get one

Your First Login

1. Connect to the internet and open Firefox, Internet Explorer, or Chrome browser. In the address field of the browser you are using, type the address for *FlexMLS* – **www.metromls.com** – and press the **Enter** key.
2. The *FlexMLS* home page loads. The first page can be accessed by anyone in the world; but to use *FlexMLS*, you have to log in. Click **flexmls Member Log In** button.

Address field

Metro MLS Our Business Is Helping Your Business

Search...

flexmls Member Log In

HOME KNOWLEDGEBASE ▾ MEMBER SUPPORT ▾ NEWS ▾ RESOURCES ▾ ONLINE BILL PAY

Sold in 2017 YTD
\$4,768,396,494
22,488 transactions

Sold in 2016 YTD
\$4,482,070,249
22,681 transactions
(\$7,554,708,824 full year)

Sold in 2015 YTD
\$4,092,049,340
21,175 transactions
(\$6,785,270,579 full year)

* The total of all SOLD listings in the Metro MLS database on a year-to-date basis, updated hourly.

Upcoming Classes

- Contacts, Searches, and Subscriptions August 9th
- Advanced August 10th
- Open Lab Monday August 14th
- Contacts, Searches, and Subscriptions August 15th
- WEBINAR - CMA August 16th
- Introduction to FlexMLS August 17th
- Open Lab Monday August 21st
- COFFEE BREAK WEBINAR - My Sent Emails August 22nd
- COFFEE BREAK WEBINAR - My Sent Emails August 23rd

Contact Us

Hours: Monday-Friday
8:00 AM – 5:00 PM

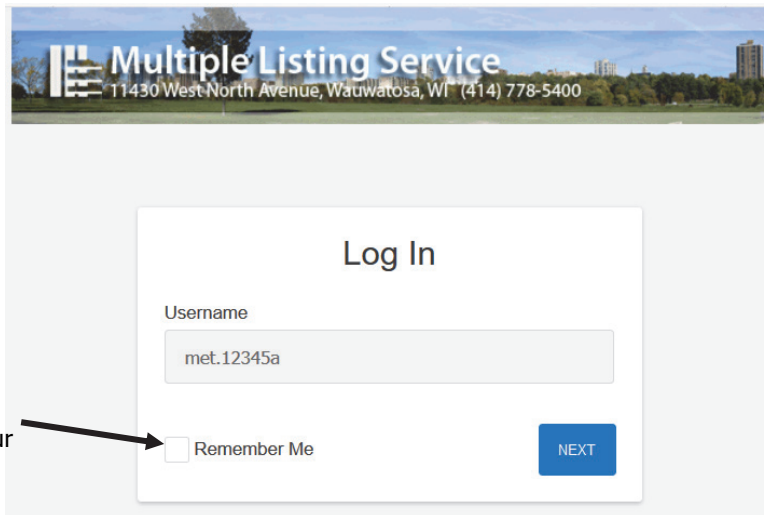
Address: 11430 West North Avenue
Wauwatosa, WI 53226

Admin: 414-778-5400
admin@metromls.com

Support: 414-778-5450
support@metromls.com

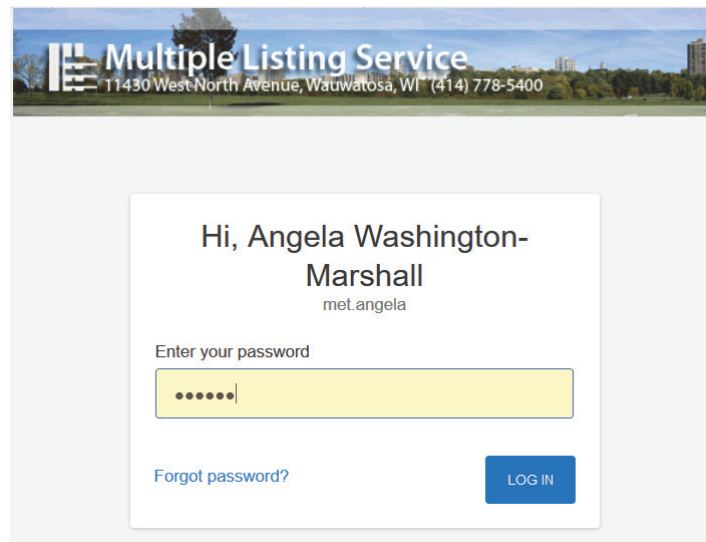
3. The system will open a new page to the login screen. Type your user name in the Username field. Your user name for *FlexMLS* is your agent code – with one exception. You have to put “met.” in front of your agent code. For example, if your agent code is 01234, your user name becomes “met.01234.” If your agent code contains letters, you *must* enter them as lower case letters.

Don't check this box unless you are at your own computer!



The image shows the login interface for the Multiple Listing Service. At the top is a banner with the company logo, name, and address: "Multiple Listing Service", "11430 West North Avenue, Wauwatosa, WI", and "(414) 778-5400". Below the banner is a white box titled "Log In". Inside this box, there is a "Username" label above a text input field containing "met.12345a". Below the username field is a checkbox labeled "Remember Me". To the right of the checkbox is a blue button labeled "NEXT". An arrow points from the text "Don't check this box unless you are at your own computer!" to the "Remember Me" checkbox.

4. At the next box, type your password in the 'Enter your Password' field. **Note:** The first time you log into *FlexMLS*, your password will be the first five digits before the dash on your realtor's license. You will then be required to change your password. Your new password must be **at least** 6 characters with a minimum of one letter **and** one number; passwords are case sensitive.
5. Click the **Log In** button. You'll be prompted to change your password after logging in.



The image shows the password entry interface for the Multiple Listing Service. At the top is the same banner as the previous screen. Below the banner is a white box. Inside this box, it says "Hi, Angela Washington-Marshall" followed by "met.angela". Below this is a label "Enter your password" above a yellow text input field containing five dots. Below the password field is a link "Forgot password?". To the right of the link is a blue button labeled "LOG IN".

If you are an established member, you will need to know your password in order to log in. If you have forgotten your password, you can click on the '**Forgot Password**' link, and a temporary password will be e-mailed to the primary e-mail address you have set up in your profile.

NOTE: If you need to perform office functions (adding/changing listings for any agent in the office, running office statistics, etc.), you need to log in as “met.officecode,” where “officecode” is your office code. If you need to perform company functions (add or change listings for any branch office, run statistics that span your entire company, etc.), you need to log in as “met.companycode.”

6. If this is the first time you’re logging into *FlexMLS*, the system will ask you for some information about yourself. This information is used throughout the system. For example, when you send e-mails, your signature is pulled from here; the information you enter in this screen is the information that will appear in your signature, data sheets, CMA cover page, and other places your personal data shows. (You can update this information at any time by selecting Preferences, then My Profile, then Quick Profile Maintenance.) Enter your information, and then click the **Next** button. You’re now in the system!

Quick Profile Maintenance

General Information

Name	Angela Washington-Marshall		
Marketing Name	<input type="text"/> ?		
E-mail Address	<input type="text" value="awm050501@yahoo.com"/>		
Phone	(<input type="text" value="414"/>) <input type="text" value="778"/> - <input type="text" value="5450"/> ext. <input type="text"/>		
Website	<input type="text" value="www.metromls.com"/>		
License #	<input type="text" value="1234567-89"/>		
Address	<input type="text" value="Multiple Listing Service"/>		
	<input type="text" value="11430 W. North Ave."/>		
	<input type="text" value="Wauwatosa"/>	<input type="text" value="Wisconsin"/> ▾	<input type="text" value="53226"/>
Languages Spoken	<input type="text" value="✖ English ✖ Spanish"/>		
My Bio	<div>This is what I typed in the My Bio box.</div>		
Agent Portal ?	<input type="text" value="http://portal.flexmls.com/awmmetromls"/>		

Professional Designations ?

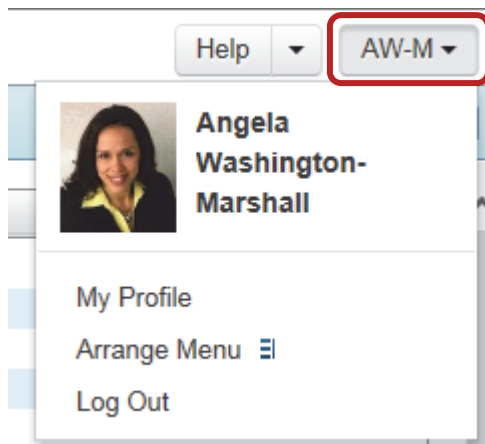
Available		Selected
<div>ABR (ABR) ABRM (ABRM) ALC (ALC) ASP (ASP) BPOR (BPOR)</div>	<input type="button" value="Add >"/>	<div></div> <div><input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Remove"/></div>

Display Options ?

Listing Name	<input type="text" value="System Name"/>	<input checked="" type="checkbox"/> Include Designations
Footer Name	<input type="text" value="System Name"/>	<input checked="" type="checkbox"/> Include Designations
Public View Name	<input type="text" value="System Name"/>	<input checked="" type="checkbox"/> Include Designations
Private View Name	<input type="text" value="System Name"/>	<input checked="" type="checkbox"/> Include Designations

Logging out of FlexMLS

You can log out of an active FlexMLS session by clicking the **User** button at the upper right of your FlexMLS screen. This button should have your initials on it. For example, if your user name is Homer Buyer, the initials shown will be 'HB'.



NOTE: FlexMLS will log you out automatically after 12 hours of inactivity.

Within the User menu button, you also have options to access your my Profile menu.

Basic System Navigation

Let's have a quick look at the main *FlexMLS* screen, the Message Board.

Main menu tree functions are accessible when you click the **Menu** button. This will expand the entire menu tree.

The screenshot shows the FlexMLS Message Board interface. Annotations include:

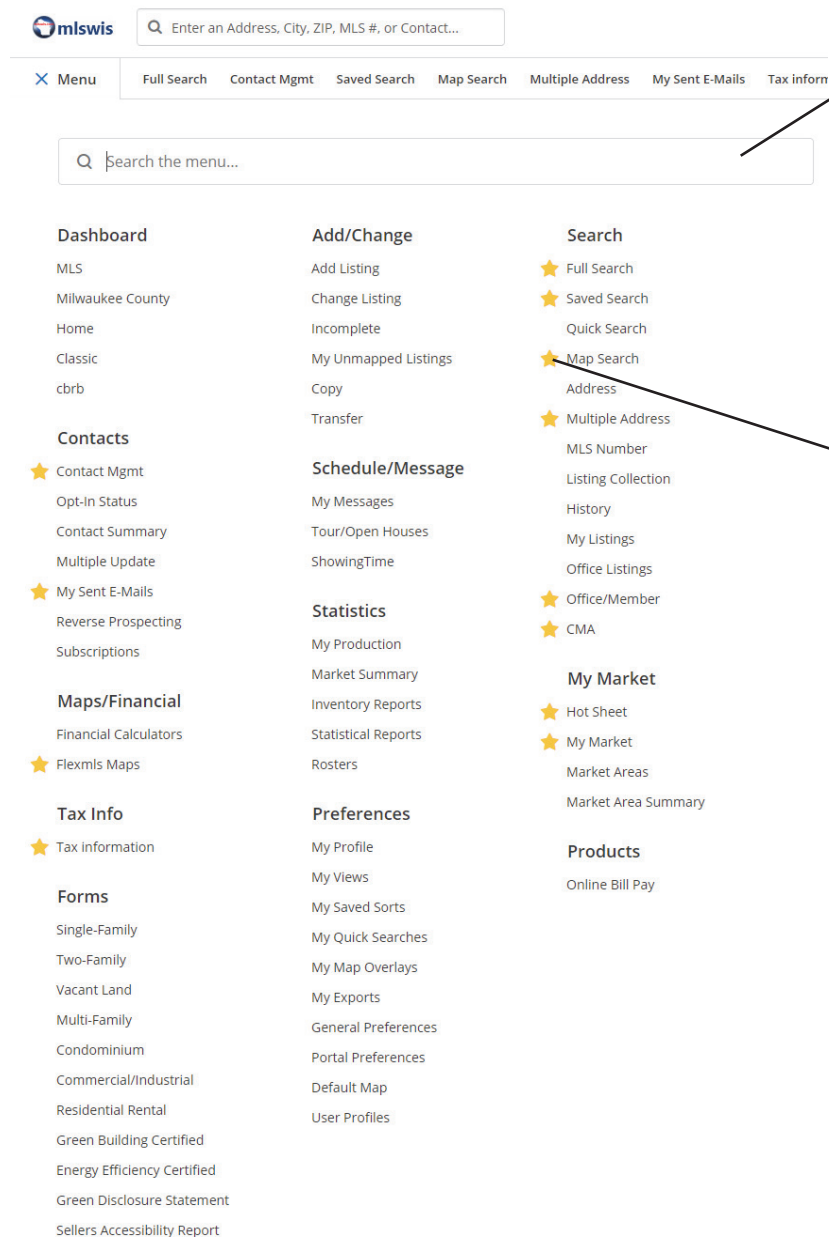
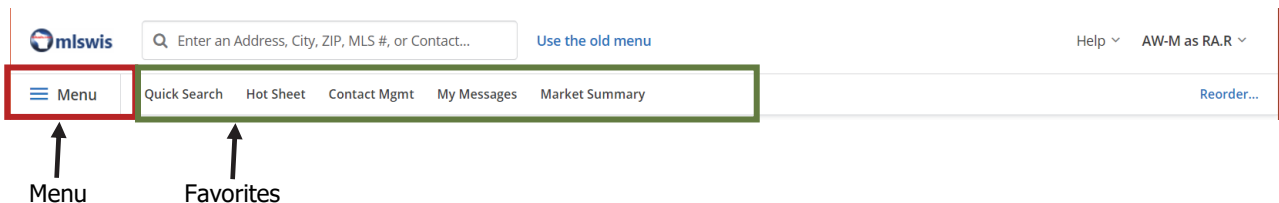
- Clicking the mlswis link will return you to the Message Board.** (points to the mlswis logo)
- Menu** (points to the Menu button in the top navigation bar)
- Help button for guide with current screen.** (points to the Help button in the top right)
- User button** (points to the user profile button in the top right)
- Click to switch between saved Dashboards.** (points to the HOME button in the left sidebar)
- Customize/Add Dashboard** (points to the CUSTOMIZE button in the top right)
- Dashboard Gadgets.** (points to the main content area containing various widgets)

The interface includes the following sections:

- My Listings:** My Active Listings (0), My Pending Listings (0), My Delayed Listings (0), My Listings to Expire (0), My Sold Listings (0), Listing Maintenance, Add Listing.
- Contacts:** Type to filter contacts, Any Group, table with columns: Name, E-mail, Phone, Last Active, Portal, Last Match.
- Hot Sheet for Milwaukee, Condominium:** table with columns: Listing, Count, Status, Count.
- My Sent E-mails:** Type to filter e-mails, Manual, Last 30 days, table with columns: Sent At, Contact, Views.
- Saved Searches:** Type to filter searches, table with columns: Name, new, edit.
- New Search:** Street Address or MLS #, Run Search, table with columns: Search, Results.

Menu Button

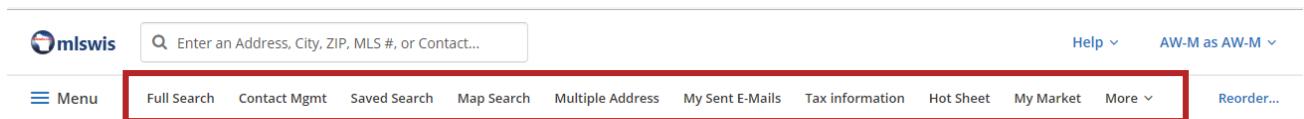
All FlexMLS functions can be accessed by clicking the Menu button. A single left-click will open the main menu and display all functions sorted by category. Simply click a menu item to go to that feature. For example, click **Full Search** to start a new full search. To close the menu, simply single left-click the **Menu** button.



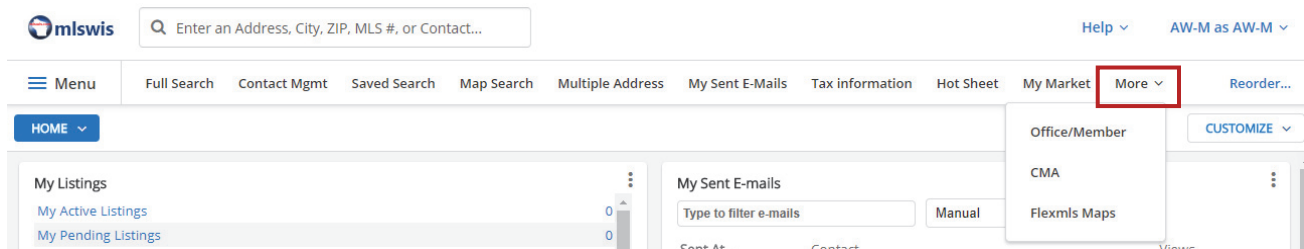
Type into the search box ("Search the menu...") to easily find a menu item. For example, if you type "tax" in the search box, the menu will bring the Tax Information link to you. Click the link to go to Tax Information. It's faster than looking through the whole menu. If you are working on a laptop with reduced screen space, using this method can be quite convenient.

Favorites give you one-click access to features you use the most. You can easily add, remove and rearrange Favorites to match how you work. To mark a menu item as a Favorite, open the **Menu**, hover your mouse over an item and a Favorite star will appear. Click the **star** icon to create a one-click shortcut to it on the Favorites bar. If you want to remove an item from your Favorites, click on the **star** icon next to an existing Favorite. The item is instantly removed from your Favorites and the star changes to an outline.

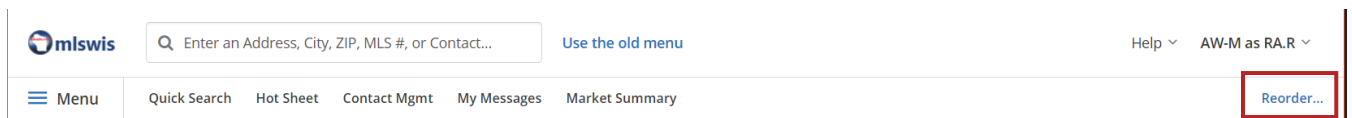
When setup is complete, you'll see the **Menu** button and your selected Favorites.



If you have more menu items in your Favorites than can be displayed on your screen, there will be a **More** link in your Favorites. Click **More** to access your remaining Favorites.



To rearrange the order of your Favorites or remove an item from your Favorites, click the **Reorder** link on the menu bar.



In the pop-up menu listing your favorites, click + hold a menu item to drag and drop it into a new order.

Reorder Favorites

Drag items to rearrange your favorites

Quick Search	Remove
Hot Sheet	Remove
Contact Mgmt	Remove
My Messages	Remove
Market Summary	Remove
Change Listing	Remove
Opt-In Status	Remove
My Sent E-Mails	Remove

CANCEL SAVE

You can also remove an item from your Favorites by clicking **Remove**. Click **Save** when you are done managing your Favorites.

Changing your Profile

Your profile contains your personal information, such as your name, phone numbers, addresses, and so on. This information is used throughout the system. For example, when you e-mail someone, *FlexMLS* automatically puts in your name, e-mail address, and other information from your profile.

When you need to change your profile information, the place to do that is in My Profile.

1. Click the **Preferences** menu heading to open the Preferences menu, and then click **My Profile**. This will take you to the My Profile screen.
2. The icons on this screen represent parts of your profile. Click one of the icons to change that part of your profile.



This icon:	Lets you:
Quick Profile Maintenance	Quickly change your personal contact information. Use this function to edit your primary e-mail address, main phone number, web address, and mailing address.
My Names	Specify a Marketing Name (for instance, a team name) in addition to your System Name, and also whether to use your marketing or system name on listing reports. You can also add designations (such as CRS, GRI, etc.) to your name and specify how and when they should print on listing reports.
My Addresses	Maintain multiple addresses in the system, such as your home and business addresses. You choose one address as your primary address, which will appear on your flyers and e-mails.
My Phone Numbers	Keep multiple phone numbers in the system, such as business and mobile. You must choose one phone number as your primary number. When you create a flyer or e-mail, the system uses the primary phone number.

This icon:	Lets you:
My E-Mail Addresses	<p>Keep multiple e-mail addresses in the system. As with the other functions, you set one of your e-mail addresses as your primary e-mail address. When you e-mail a customer, the system lets you pick any of your e-mail addresses (however, your primary address is selected by default).</p> <p>NOTE: Your primary e-mail address is what is used for e-mail requests for passwords using the ‘Forgot Your Password?’ Link.</p>
My Web Addresses	<p>Keep your web site addresses in the system. You set one web address as your primary address. That address is used when you mail flyers and send e-mails.</p>
Personal Photo and Logo Maintenance	<p>Include your personal photo and business logos in specific documents and functionality in <i>FlexMLS</i>. The suggested file size for photos is 5 MB and logos is 200KB.</p>
Security	<p>Change your password for <i>FlexMLS</i>. This is where you may manually change your password at any time.</p> <p><i>Remember: you must keep your password private. Only you should know your password. Passwords requirements are minimum 6 characters, with at least 1 letter and 1 number.</i></p> <p>NOTE: Every 90 days, the system will automatically prompt you to change your password when you log in.</p> <p>Two-Step Verification adds an extra layer of security to your FlexMLS login by requiring entry of an additional code. You will need to enter both your password and a security code (generated by either a mobile authenticator app or sent to your mobile phone via text message) whenever you sign in to the FlexMLS website or link a new device.</p>

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 E-mail 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 ' X ' 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 ' X ' 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.

This setting:	Does this:
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.

Add/Change

The functions available under Add/Change all relate to the maintenance of listings. Adding and changing the listing data are the major functions. The basic agent-level listing maintenance functions are Add, Change, Incomplete, and Copy. (The Transfer function is available at the office level only).

Add Listing

Add is the function that allows you to enter new listings into the MLS. This function is sometimes called “Broker Load.” To add a new listing, click on **Add** under the *FlexMLS* Add/Change menu on the left side of the screen.

NOTE: All fields that are shaded red are *required* fields.

Using the drop-down arrow at the end of the field, choose the listing’s Property Type. In the Listing Member field, the listing agent’s name for the account you are logged in as, will appear. If you are logged in as the office, you may choose from a list of agents using the magnifying glass located next to the Listing Member field. Click the **Next** button when you are done.

The screenshot shows the 'Add Listing - Single-Family' form. At the top right are buttons for 'Add Listing' and 'Save Incomplete'. Below these are tabs for 'General', 'Address', 'Main Fields', 'Details', 'Rooms', and 'Broker Distribution'. The 'General' tab is active, showing 'General Listing Information' with fields for 'Property Type' (set to 'Single-Family') and 'Listing Member' (set to 'Realtor:Rose A. (rosie)'). A 'Show' dropdown menu is set to 'All Fields'. At the bottom are 'Back' and 'Next' buttons. Annotations with arrows point to the tabs, the 'Show' dropdown, and the 'Back'/'Next' buttons.

Annotations:

- Tabs can be used to navigate between listing screens.
- For added speed in entering listings, change the **Show** field to **Empty Required Fields**, so that only fields required for entry on a listing appear for your completion.
- Back** and **Next** Buttons can be used to navigate between listing screens.

TIP: You can move between fields by using the Tab key on the keyboard. Tabbing is a faster way to move between fields than pointing and clicking with the mouse. You may also move between tabs screens using either the **Next** button or simply clicking on the desired tab.

The next step is to enter the Address Information. Remember, fields appearing in red are required fields. A most useful feature is the ability to show either Required Fields only or Empty Required Fields only. If you would only like to complete the required fields, make your selection using the Show field (located on the upper right side of Add Listing screen). Using the drop-down arrow, choose Required Fields or Empty Required Fields. This will remove all optional data fields, so you only fill in the necessary. Fill in your information and click the **Next** button to go to the next tab.

TIP: For accuracy, if possible, verify your property's address using the Tax Info section of *FlexMLS*. You may also verify format of address entry in the Completing Profile Sheets section in this Intro manual.

Click to view additional information on entering data in the field.

Add Listing – Single-Family [Last AutoSave: 1:03 pm]

General Address Main Fields Details Rooms Broker Distribution

Show All Fields

[Street #] Street Dir [Street Name] Unit#/AddlAddr

[County] [Municipality] Taxing [State] [Zip Code] www.usps.com Zip +4 [Tax Key Number]

Adams Wisconsin

If the mapping system in *FlexMLS* does not recognize the location on the address, you will get an overlay screen that allows you to edit the address and try again, or manually locate the listing on the map. This is the map that appears when you click on the address within *FlexMLS* or when your contacts click on the map tab or link. You are able to check the map of the listing after entry of completed listing to verify its location. The location of the listing on the map may be edited at any time during the life of the listing. When editing the listing's location, you can drag the map, by holding down your left mouse button and drag your mouse in the direction you want to position the map, and use the 'Zoom' indicator to the left of the map to zero in on the area desired for pin placement. Once you have positioned the map with your desired location under the pushpin, click the **Place Pushpin** link in the Info bubble of the pin when you are done.

Add Listing – Single-Family

Add Listing
Save Incomplete

General
Address
Main Fields
Details
Rooms
Broker Distribution

Show All Fields

[Street #]	Street Dir	[Street Name]	Unit#/AddlAddr
123	E	Sesame St	

[County]	[Municipality]	Taxing	[State]	[Zip Code]	www.usps.com	Zip +4	[Tax Key Number]
Milwaukee	Milwaukee		Wisconsin	53207		1726	123456789

Mapping: No Locations Found

Edit Address
Submit Without Geocode
Manually Locate

NOTE: Also refer to section “Entering Required Address Information for New Listings.”

TIP: Enter the address exactly as you see it under Property Address on the tax record in WIREdata or the tax bill.

Next is the tab labeled Main Fields (following screen shot). This tab contains the main listing data. This data can be found on the front of the profile sheet. Fill in all desired fields and click the **Next** button to advance to the next tab.

Add Listing – Single-Family

General	Address	Main Fields	Details	Rooms	Broker Distribution
Price/Status					
[Status]		Active ▼			
[List Price]		175000			
Location					
[Postal Municipality]		Milwaukee ▼			
Coordinates		<input type="text"/>			
[Flood Plain]		No ▼			
Taxes and Dates					
[Taxes]		3113.00			
[Tax Year]		2017			
Lot Description		<input type="text"/>			
[Est. Acreage]		.22 ACRES <small>Tip: Acres = lot sq footage / 43,560</small>			
[Source Est. Acreage]		Public Records ▼			
[Zoning]		Residential			
[Listing Date]		5/24/2018 <small>Must match TERM OF THE CONTRACT dates from Listing Contract-line 311</small>			
[Expiration Date]		11/24/2018 <small>Must match TERM OF THE CONTRACT dates from Listing Contract-line 312</small>			
Listing Information					
[Sub Agent Commission]		2.4			
[Sub Agent Commission Type]		% ▼			
[Buyer Agent Commission]		2.4			
[Buyer Agent Commission Type]		% ▼			

NOTE: If you are entering a listing as Delayed, remember to select Delayed for ‘Status’ and enter the date you want the listing to go active in the ‘Start Showing Date’ field.



Add Listing – Single-Family

General	Address	Main Fields	Details	Rooms	Broker Distribution
Price/Status					
[Status]		Delayed ▼			
[Start Showing Date]		5/24/2018			
<div> Start Showing Date has the following restrictions: <ul style="list-style-type: none"> Maximum days after Listing Date: 15 days Minimum days after current date: 1 days </div>					

The next tab is labeled Details. Data for the Details tab can be found on the back of the profile sheet. Fill in all the detail fields for which you have information by checking the appropriate boxes. All sections titled in red are required and the listing cannot be assigned a list number without entering this information. Click the **Next** button to advance to the next tab.

Add Listing – Single-Family

 Add Listing  Save Incomplete

General	Address	Main Fields	Details	Rooms	Broker Distribution
Show All Fields					
Type: Select up to 10 items.					
<input type="checkbox"/>	Waterfrontage on Lot	<input type="checkbox"/>	Water Access/Rights		
<input type="checkbox"/>	Hobby Farm	<input type="checkbox"/>	Separate Quarters		
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Subdivision		
<input type="checkbox"/>	Association	<input type="checkbox"/>	To Be Built		
<input type="checkbox"/>	Deeded Condo	<input type="checkbox"/>	Zero Lot Line		
Water Features: Select up to 11 items.					
<input type="checkbox"/>	Lake	<input type="checkbox"/>	River		
<input type="checkbox"/>	Creek/Stream	<input type="checkbox"/>	Pond		
<input type="checkbox"/>	Channel	<input type="checkbox"/>	Bay		
<input type="checkbox"/>	No Motor Lake	<input type="checkbox"/>	Pier		
<input type="checkbox"/>	Boat Slip	<input type="checkbox"/>	Boat Ramp/Lift		
<input type="checkbox"/>	Private Dock				
Lot Description: Select up to 10 items.					
<input type="checkbox"/>	Cul-de-sac	<input type="checkbox"/>	Corner		
<input type="checkbox"/>	On Golf Course	<input type="checkbox"/>	Rural		
<input type="checkbox"/>	Adjacent to Park/Greenway	<input type="checkbox"/>	Wooded		
<input type="checkbox"/>	View of Water	<input type="checkbox"/>	Sidewalk		
<input type="checkbox"/>	Fenced Yard	<input type="checkbox"/>	Near Public Transit		
Style: Select between 1 and 8 items.					
<input type="checkbox"/>	1 Story	<input type="checkbox"/>	1.5 Story		
<input type="checkbox"/>	2 Story	<input type="checkbox"/>	Bi-Level		
<input type="checkbox"/>	Tri-Level	<input type="checkbox"/>	Multi-Level		
<input type="checkbox"/>	Exposed Basement	<input type="checkbox"/>	Other		
Architecture: Select between 1 and 14 items.					
<input type="checkbox"/>	Ranch	<input type="checkbox"/>	Bungalow		
<input type="checkbox"/>	Contemporary	<input type="checkbox"/>	Colonial		
<input type="checkbox"/>	Cape Cod	<input type="checkbox"/>	Tudor/Provincial		
<input type="checkbox"/>	Victorian/Federal	<input type="checkbox"/>	Log Home		
<input type="checkbox"/>	Farm House	<input type="checkbox"/>	Manufactured		
<input type="checkbox"/>	A-Frame	<input type="checkbox"/>	Prairie/Craftsman		
<input type="checkbox"/>	Raised Ranch	<input type="checkbox"/>	Other		
Garage: Select up to 6 items.					
<input type="checkbox"/>	Electric Door Opener	<input type="checkbox"/>	Built-in under Home		
 Back			 Next		

The next tab to complete (if applicable to property type), is labeled Rooms. Information entered on this tab relates to specific rooms in the property, and details concerning those rooms, such as dimensions, window treatment, carpet, and level location.

Add Listing – Single-Family Add Listing Save Incomplete

General Address Main Fields Details **Rooms** Export Show All Fields

Name	Level	Length	Width
[Living/Great Room]	Main ▾	16	20
[Kitchen]	Main ▾	14	12
[Master Bedroom]	Upper ▾	24	20
Family Room	▾		
Dining Room	▾		
Den/Office	Upper ▾		
Rec Room	▾		
Bedroom 2	▾		
Bedroom 3	▾		
Bedroom 4	▾		
Bedroom 5	▾		
Laundry Room	Main ▾		
Mud Room ▾	Main ▾	10	8
Loft ▾	Upper ▾	10	8
▾	▾		
▾	▾		

Back Next

The last tab is the Broker Distribution tab. This tab provides options to more clearly disclose if and how your listings will be displayed on the internet.

Add Listing – Single-Family Add Listing Save Incomplete

General Address Main Fields Details Rooms **Broker Distribution** Show All Fields

Seller Opt Out

☐ Exclude this listing from ALL MLS authorized public web sites AND from ALL VOW displays

☐ Exclude the Address Information for this listing from any VOW display

☐ Do not allow this listing to be used in Automated Valuation Models (AVMs) on any VOW display

☐ Do not allow any VOW web site user to enter Comments about this listing on any VOW display

Broker Listing Distribution Options

☒ All MLS authorized public web sites

Leaving all Seller Opt Out options unchecked AND leaving the Listing Export option All MLS authorized public web sites checked, allows the listing to be displayed on all public internet websites. This includes Realtor.com, wihomes.com, IDX and VOW websites and other data feeds as applicable.

NOTE: If your broker has Zillow enabled for the listings in your office, you will see an option for Zillow.

Once all required details are entered for the listing, you may click the **Add Listing** button (located on the top right side of the Add Listing screen) to receive the auto-assigned MLS number. At this point, you will receive a small pop-up window (following screen shot) on top of your current screen that will give you three options. You can choose to either continue to the Change menu for that list number, copy that list number to create a new listing, or create a completely different new listing. If you need to gather more information for entry and completion at a later time, and would like to save what you have previously entered, you have the option to save the listing by clicking the **Save Incomplete** button. You can retrieve incomplete listings under the Add/Change menu by clicking **Incomplete**.

The listing has been copied as 1563745.

FINISH AND RETURN HOME

More Options

[View/Print Listing Report for 1563745](#)

[Go to Change Listing screen to update or modify 1563745](#)

[Clone 1563745 by copying this listing and making edits to it](#)

[Begin entering another listing](#)

When adding or editing a listing, FlexMLS will perform background saves of information every two minutes. In the event of a power outage, browser error, or other interruption, you will now be able to retrieve the information that was added or changed. If you are in the process of entering a new listing, the Auto-Save feature will save your information as an Incomplete Listing, which can be accessed from the Add/Change portion of the menu under Incomplete. If you are making changes to an existing listing (a listing that already has an MLS Number), you can retrieve your data by editing the listing again. You will then be given the option to recover the version of the listing that was saved automatically, or discard that information and begin editing the listing again.

Add Listing – Single-Family

(Last AutoSave: 10:07 am)

Add Listing

Save Incomplete

General Address Main Fields Details Rooms Broker Distribution

Show All Fields

Type: Select up to 10 items.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Waterfrontage on Lot | <input type="checkbox"/> Water Access/Rights |
| <input type="checkbox"/> Hobby Farm | <input type="checkbox"/> Separate Quarters |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Association | <input type="checkbox"/> To Be Built |
| <input type="checkbox"/> Deeded Condo | <input type="checkbox"/> Zero Lot Line |

Water Features: Select up to 11 items.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Lake | <input type="checkbox"/> River |
| <input type="checkbox"/> Creek/Stream | <input type="checkbox"/> Pond |
| <input type="checkbox"/> Channel | <input type="checkbox"/> Bay |
| <input type="checkbox"/> No Motor Lake | <input type="checkbox"/> Pier |
| <input type="checkbox"/> Boat Slip | <input type="checkbox"/> Boat Ramp/Lift |
| <input type="checkbox"/> Private Dock | |

Change Listing

To access the Change Listing menu, click on **Change** under the Add/Change section of the *FlexMLS* Menu. You may only access the Change Listing menu for a listing that is yours. If you are logged in as the office, you may access listings of all agents who are members of the office.

Change Listing

Find By MLS Number

Enter the MLS number and click **Next**; or you can click the MLS number to access the Change menu.

MLS #

NEXT

My Listings

Select what listings to show by status

Active

MLS #

Address

List Price

Begin

Expiration

1629557

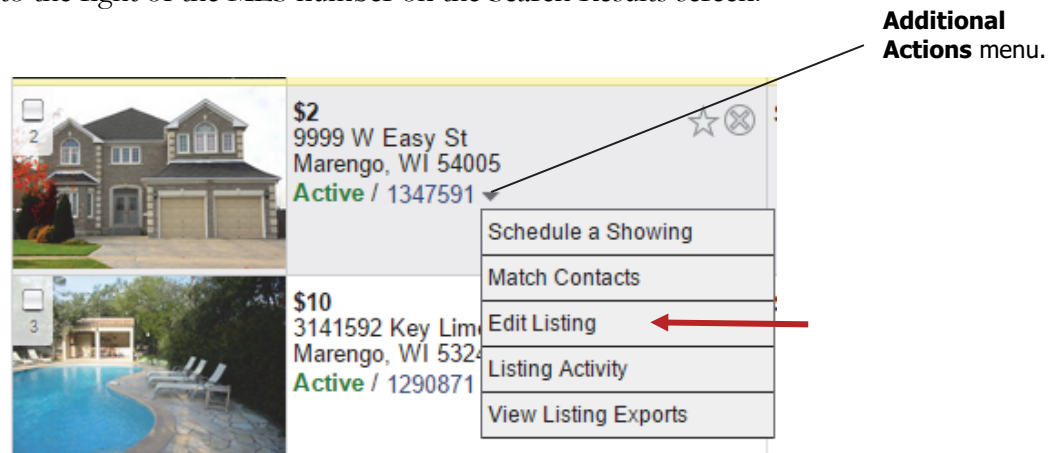
123 Main St

\$150,000

4/3/2019

4/30/2019

NOTE: You can also access the Change menu using the Additional Actions menu (down pointing triangle) located to the right of the MLS number on the Search Results screen.



There are many functions in the Change Listing menu. Any text, status, or price changes are done from here, as well as entry of Tour of Homes/Open House information, document management, photo uploads and Virtual Tours.

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) of Nancy Realtors (nancy) Entry Date: 10/30/2002 Status: Active List Price:\$1

General

- Listing Information >
- Map Location >
- Listing/Selling Members >

Status

- Edit Current Status (Active) >
- Extend or Expire Listing >
- Pend Listing (Under Contract) >
- Close Listing >
- Withdraw Listing (Temporary) >
- Expire Listing >

Price

- Change List Price >

Media

- Photos (1) >
- Documents (2) >
- Videos >
- Virtual Tour >

Scheduled Marketing Activities

- Open House >
- Tour of Homes >
- Enable/Disable ShowingTime >

General section

Listing Information

Items you may edit using the Listing Information link include those on both the Details and Rooms tab, the location (complete address and coordinates), tax information (tax key number, tax amount, tax year, lot size, and zoning), commissions, property information (rooms, square footage, year built), school information, directions, showing information, and public and private remarks.

Map Location

The Map Location link allows you to physically relocate the listing's location on the system map. Position the map by holding down your left mouse button and dragging the map in the directions needed, until your desired location is in view and the spot you would like to place the pin is under the 'floating' pin on the map. Once that is done, click the Place Pushpin link in the Info bubble above the pin. Your change is accepted and saved. You will then be brought back to the Change menu of the listing.

Listing/Selling Members

The Listing/Selling Members link allows the *office* to edit the listing member on all office listings, except for those with sold status; using members in that office.

Status section

Edit Current Status (Active)

The Edit Current Status link allows you to edit listings that are currently in an Active, or Active w/Offer status. From here, Active listings can be changed to Active w/Offer; or Active w/Offer listings can be changed back to Active. Sold listings can only be changed by MLS.

Extend or Expire Listing

The Extend or Expire Listing link allows you to do just that – extend a listing's expiration date, or expire the listing sooner than the original date entered on the listing. Listings expire at midnight of the listing's ending date.

Pend Listing

The Pend Listing link allows you to change either an Active or Active w/Offer listing to a Pending status.

Close Listing

The Close Listing link allows you to change a listing's status to Sold.

Withdraw Listing (Temporary)

The Withdraw Listing link allows you to temporarily take a listing off market.

Expire Listing

The Expire Listing link allows you to change a listing's status immediately to Expired.

Back on Market

The Back on Market link allows you to return a previously expired or pended listing to Active status, complete with a new expiration date, if needed. You may do this up to 60 days after the listing expired.

Start Showing (Active)

The Start Showing (Active) link will only be available on listings in Delayed status. This link will allow you to change a Delayed listing to Active.

Price section

Change List Price

The Change List Price link allows you make price changes to your listing. This affects only the property's list price (not variable list price, if applicable).

Media section

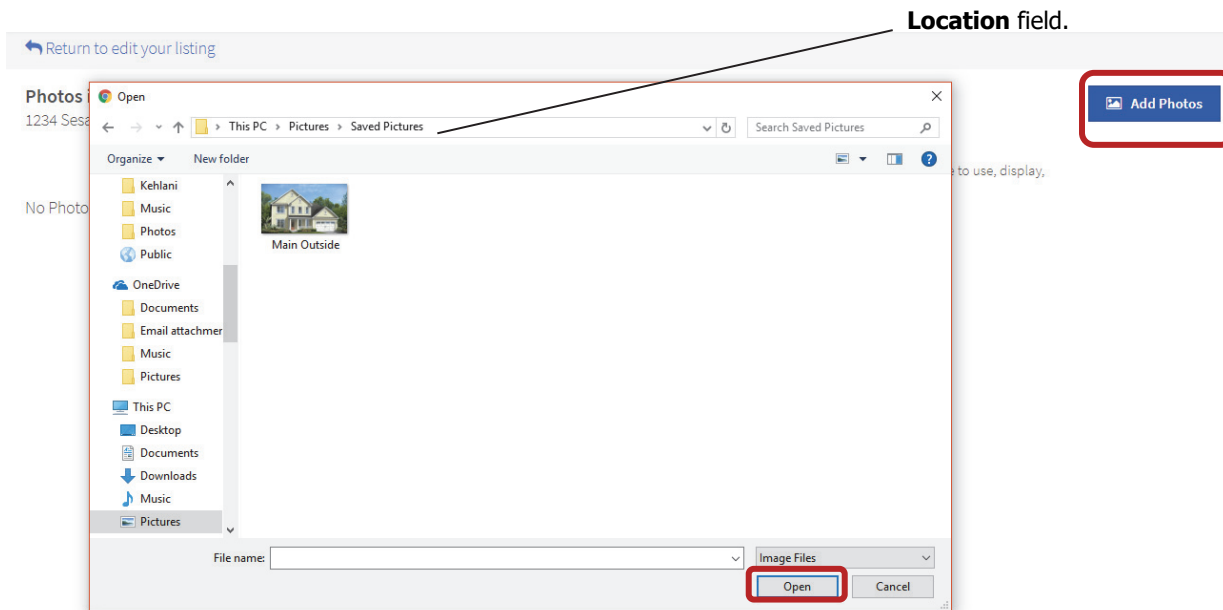
Photos

The Photos link allows you to add, change, or remove listing photos. You can add an unlimited number of photos to your listing. You may also add multiple photos at one time. To add a photo(s), follow the steps listed below.

1. In the Add/Change menu, click on Change. Enter the MLS number to which you would like to add your photo(s). Click **Next**.
2. You should now be at the Change Listing menu for that MLS number. Click on the Photos link.
3. This will bring you to the Photos menu for that MLS number. To start adding photos, click the **Add Photos** button. An 'Open' or 'Choose File' box will appear, as shown in the example that follows.

NOTE: The first photo loaded will be placed as the primary photo.

4. Navigate to the location/folder where your photos are saved. Once the correct location/folder is open, choose the photo file in the window, then click the **Open** button. This will pull the file name of the photo into the Upload Photos box.



5. If you would like to change the name of the photo file (i.e., Main Photo, Basement, Family Room, etc.), click on the file name of the photo in the Upload Photo box; this will open into a text field where you can edit the file name; hit the **Enter** key to save. If you have multiple photos to add, hold down your CTRL key as you select photos to upload.
6. Once you have completed entry of all your photos click the **Start Upload** button to add your photo(s).

NOTE: Photo files *must* be in JPEG format, recommended file size of 5MB, and taken in landscape (no wide angle or panoramic). Please keep in mind, the larger the file size, the longer it will take to upload. We suggest listing your best 25 photos first in the photos menu, as some to the third party site will display only up to 25 photos.

Documents

The Documents link allows you to add important documents to your listings such as the Listing Contract, Seller's Condition Report and the Lead Paint Disclosure. You can do this by uploading those manually in PDF file format.

NOTE: Uploaded document files *must* be in PDF format and no larger than 10MB in size.

Videos

The Videos link allows you to add third party hosted video tours to your listings by copying and pasting the provided embed code from your video vendor into the Branded field in the Video link. Videos can be accessed in the Media tab on the Search Results screen and as an attachment option in manual e-mails.

Virtual Tour

The Virtual Tour link allows you to add your created virtual tour web link (created by a third party vendor you contract) to your listing by copying and pasting it into the provided field for addition to your listing. Virtual Tours can be accessed in the Listing Details menu and as an attachment option in manual e-mails. There is also an option to have all of your virtual tours open in a new window, if desired.

Scheduled Marketing Activities section

Open Houses

The Open Houses link lets you add dates for which you schedule your open houses for. Enter in the date/s your open house is scheduled for, and add any additional comments to be shown in the Open House search, if desired. Open Houses can be added in the Change menu of the MLS number and in Tour/Open Houses under the Messages menu. They may be accessed in the Listing Details menu, as an attachment option in manual e-mails, and also accessed in Tour/Open Houses under the Messages menu. The Open House tab will remain available until 30 days after the event date, to allow access to the Feedback link.

Tour of Homes

The Tour of Homes link allows you to add dates and times for a tour of homes or broker's open. The Tour of Homes tab will remain available until 30 days after the event date, to allow access to the Feedback link.

Enable/Disable ShowingTime

You can use this to access the ShowingTime settings for the listing to enable it (ability to use ShowingTime to schedule showings) or disable showings through ShowingTime.

Incomplete Listing

The Incomplete section of the Add/Change menu houses listings you have not completely finished and that have NOT been assigned an MLS number.

Incomplete Listings

Rose Realtor (Nancy Realtors)

11430 W North Ave , Wauwatosa 53226

11430 W North Ave , Wauwatosa 53226

W1234567 Main St , Waukesha WI 53188

Property Type

Single-Family

Listing Member

Rose Realtor (Nancy Realtors)

Property Address

11430 W North Ave
Wauwatosa 53226

List Price

\$

Initiated By

Angela Washington-Marshall

Last Edited

01/09/2019 at 10:46 AM

REMOVE

PRINT OR EMAIL

EDIT

To save a listing as incomplete, click the **Save Incomplete** button in the upper right hand corner of the Add Listing screen. You can save a listing as incomplete *at any time* in the entry phase; the listing will not be assigned an MLS number until you complete all required fields, and then click the **Add Listing** button. Save Incomplete saves the information you have entered on your listing in the Incomplete bin, including listing photos and documents, until you are ready to complete it.

Add Listing – Single-Family

Add Listing

Save Incomplete

General

Address

Main Fields

Details

Rooms

Broker Distribution

Show All Fields

Type: Select up to 10 items.

<input checked="" type="checkbox"/> Waterfrontage on Lot	<input type="checkbox"/> Water Access/Rights
<input type="checkbox"/> Hobby Farm	<input type="checkbox"/> Separate Quarters
<input type="checkbox"/> New Construction	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Association	<input type="checkbox"/> To Be Built
<input type="checkbox"/> Deeded Condo	<input type="checkbox"/> Zero Lot Line

NOTE: When entering a listing to save as incomplete, make sure the list date entered matches the date on the listing contract.

My Unmapped Listings

My Unmapped Listings shows any listings an agent or office owns where a map was not generated for a listing; you are able to easily map your listing from this screen. Under the Add/Change menu, click on My Unmapped Listings. If you have any listings that are unmapped, you will receive a screen similar to the screen shot that follows.

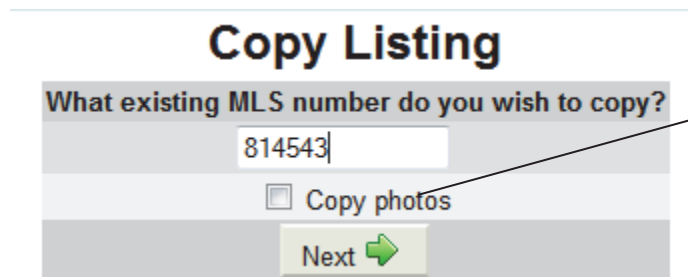
My Unmapped Listings (2 listings, sorted by search criteria with your listings first)					Refresh Page
1319146	Expired	N32W12345 Test St TBV, WI	Listing Agent: Rose A. Realtor	Geocode this Listing	
814543	Expired	1116 E Mickey Mouse Dr Superior, WI	Listing Agent: Rose A. Realtor	Geocode this Listing	

To manually map your listing, click the **Geocode this Listing** button; a pop-up window displaying a map will appear. Use the Zoom Indicator and Pan Arrows to adjust the map. Once you have the location of where you would like to locate the listing pin in your view, simply drag the pin to your desired spot and click the 'Use this Location' link in the Info Bubble of the listing pin. The map will disappear, and the Geocode this Listing button disappears, replaced by a 'Now Geocoded' message.

Copy Listing

The Copy function is generally used for two reasons. First, for entering multiple listings that have similar information, (ex: two or more lots or condos). Second, once a listing has expired, it can be quickly re-listed under a different MLS number using the Copy function. You, under your agent account, can only copy a MLS number that was previously your listing (office administrative accounts can copy any listing owned by the office). To copy a listing, click on Copy under the Add/Change menu.

1. Enter the MLS number of the listing that you wish to copy. If you would like to copy the photos attached to the listing you are copying, put a check in Copy Photos. If you are logged in as your office, choose the listing member by clicking the magnifying glass next to the Listing Member field. In the Member Lookup pop-up window, select the member the new copied listing belongs to, and then click **Done**.



Selecting **Copy photos** will copy all photos from the listing being copied. This function can **only** be used at the time of copying the listing.

2. This will bring you to the Copy Listing tabs screen. At this point, you will need to take care to confirm all fields contain correct and necessary information (all fields do not copy). Make changes to any fields necessary for the new listing and be sure that all required fields are completed. Click the **Add Listing** button.

NOTE: This stand-alone Copy function does NOT copy ALL fields; verify all of your data before clicking the **Add Listing** button.

The screenshot shows a web application window titled "Add Listing - Single-Family". At the top right, there are two buttons: "Add Listing" and "Save Incomplete". Below the title bar is a tabbed interface with tabs for "General", "Address", "Main Fields", "Details", "Rooms", and "Broker Distribution". The "General" tab is currently selected. Under the "General" tab, there is a section titled "General Listing Information". This section contains two fields: "Property Type:" with a dropdown menu showing "Single-Family", and "Listing Member:" with a text field containing "Realtor,Rose A. (rosie)". At the bottom of the form, there are two buttons: "Back" and "Next".

3. Once you click the **Add Listing** button, you will receive a message screen that the listing is saving and to please wait. Once the listing is saved, it will be assigned an auto-generated listing number. Once the listing is copied and assigned a list number, you will have options after the original listing is copied and the new listing is assigned an MLS number, as the following screen shows:

Copy Listing Single-Family

 Add Listing  Save Incomplete

General	Address	Main Fields	Details	Rooms	Broker Distribution
Show All Fields					
[Street #] 101	Street Dir ▼	[Street Name] ⓘ MAIN ST			Unit#/Add/Addr
[County] Douglas ▼	[Municipality] Superior ▼	Taxing	[State] Wisconsin ▼	[Zip Code] 54880	www.usps.com Zip +4 2769 [Tax Key Number] 123456789

The listing has been copied as 1586310.

[FINISH AND RETURN HOME](#)

More Options

[View/Print Listing Report for 1586310](#)
[Go to Change Listing screen to update or modify 1586310](#)
[Clone 1586310 by copying this listing and making edits to it](#)
[Begin entering another listing](#)

- Use **View/Print Listing Report <list number>** to view and or print a data sheet for that listing.
- Use **Go to Change Listing screen to update or modify <list number>** to be routed to the Change menu of that MLS number. Here, you may add items including documents, photos, open houses, and virtual tours.
- Use **Clone <list number> by copying this listing and making edits to it** to duplicate, in its entirety, the listing you just entered. This is the only place in the system where you can copy the entire contents of a listing.
- Use **Begin entering another listing** to enter a new, completely different listing.

NOTE: The stand alone Copy function (in the Add/Change menu) works differently from the Copy function within the Add Listing screen.

Transfer Listing (Office accounts only)

The Transfer Listings function is used to transfer listings between agents within your office.

1. Click **Transfer** under Add/Change on the *FlexMLS* menu to transfer a listing.
2. Choose the agent *from* whom you wish to transfer the listing, select the current status of the listing to be transferred, and click the **Next** button.
3. The agent's listings will appear. Click the Select box for the listing/s that you wish to transfer and click on the **Transfer** link.

Transfer Listings work on behalf of a contact

Transfer Save E-Mail Print CMA Export

List Detail Photos Map Compare Messages

Report History Tax Info Mortgage Info Documents Calculator

Address: 111 1 Milwaukee, Wisconsin 53216-1130 Taxed by: Adams MLS #: 1456075

11430 W North Ave
PO Box 733
Wauwatosa, WI 53226
Phone: 414-778-5450
Fax: 414-778-6161
Email: support@metromis.com
http://www.metromis.com

Provided as a courtesy of:
Nancy Realtors

Directions:
Coordinates:

Property Type: Single-Family List Price: \$1 Rooms: 1 Total F/H Baths: 1 / 1
Status: Pending Bedrooms: 1 Est. Acreage: 1 F/H Baths Main: 1 / 1
County: Adams F/H Baths Upper: F/H Baths Lower:

Garage Spaces: 1 Est. Year Built: 1 Taxes: \$1 Tax Key: 1
Garage Type: Attached Lot Description: Tax Year: 1111 Zoning: res

Flood Plain: No Occ. Permit Required: N Conforming Use: No Days On Market: 212

School District: Abbotsford	Name	Dim	Level	Name	Dim	Level
	Master Bedroom	1 x 1	Main	Living/Great Room	1 x 1	Main
				Kitchen	1 x 1	Main
				Game Room	10 x 10	Main

Type: Waterfrontage on Lot Documents: Seller Condition, Tax Bill, Survey, Prior Title Policy, Abstract, Appraisal, Lead Paint Disclosure, Listing Contract

Style: 1 Story Appliances Incl.: Oven/Range

Architecture: Ranch Misc. Interior: Natural Fireplace

Driveway: Parking Space Water/Waste: Municipal Water

Outbuildings: Storage Shed Municipality: City

Exterior: Brick Occupancy: Immediate

Roofing: Composition

Race/ethnicity: Full

Choose the name of the agent *to whom* you wish to transfer the listing and click the **Next** button.

Transfer Listings

Please choose the member to whom you wish to transfer listings (destination member).

Nancy Realtors (nancy): Beans, Frank N

Nancy Realtors (nancy): CENTER, TECH

Nancy Realtors (nancy): CENTER1, TECH

Nancy Realtors (nancy): CENTER10, TECH

Nancy Realtors (nancy): CENTER2, TECH

Nancy Realtors (nancy): CENTER3, TECH

Nancy Realtors (nancy): CENTER4, TECH

Nancy Realtors (nancy): CENTER5, TECH

Nancy Realtors (nancy): CENTER6, TECH

Nancy Realtors (nancy): CENTER7, TECH

Nancy Realtors (nancy): CENTER8, TECH

Nancy Realtors (nancy): CENTER9, TECH

Nancy Realtors (nancy): for WIREX, Tom

Nancy Realtors (nancy): hippo, happy

Nancy Realtors (nancy): hippo, hilda

Next >>

4. Click the **Next** button to verify the transfer, and then click the **Return to transfer listing menu** button at the next screen to finish.

Transfer Listings, Confirm

1 listing is ready to be transferred to **Beans, Frank N**. Click Next when ready to transfer listings.

Next >>

Search

The functions available under Search all relate to the core search capabilities of FlexMLS.

Using Full Search

In the Full Search function of *FlexMLS*, you can locate properties using all of the features and keywords available for searching. Some of the other benefits to using the full search are:

- Finding matches for a CMA (Comparable Market Analysis)
- Saving a search for later use – you can then update the saved search to find its latest matches without having to re-enter the search criteria
- Saving a search for a Contact
- Finding matches to view locations on the map

Starting a Full Search

1. The following example uses Single Family as the property type, thus showing the tabs available within that search. To start a full search, click the **Full Search** link under the Listings column on the main *FlexMLS* screen (the first screen you see after logging in) or click **Full Search** in the tree menu under Search.
2. The system displays a screen that allows you to select the type/s of property you want to search for and the status/es of the properties. Use the CTRL-click or Shift-click method to select multiple properties.

Select the type of property you want to search for. If you want to search for more than one type, use **Control-click**.

Select the property status you want to search for. If you want to search for more than one status, use **Control-click**.

The screenshot shows a search interface with two main sections. The left section is titled "Please choose one or more property types." and contains a dropdown menu with the following options: Single Family, Multi Family, Vacant Land, Commercial, Rental, Condominium, and Two-Family. The right section is titled "Please choose one or more statuses." and contains a dropdown menu with the following options: Active, Delayed, Pending, Sold, Expired, and Withdrawn. At the bottom center of the interface is a button labeled "Next >>".

Main tab

- Next, the system displays the Full Search screen with the Main tab selected. The other tabs have titles that help identify the general category of features and keywords which are contained in them. These features and keywords come from the Profile Sheets.

Let's look at the Full Search screen in some detail.

The checkboxes next to fields automatically check when you enter anything in the fields. You can also check and uncheck these boxes manually.

The number of current matches for the search criteria you have entered is updated as you enter parameters in **Results**.

MLS Data Share Search

Single Family

Update | Clear All | CMA | Save | View Results

Results: 9

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input checked="" type="checkbox"/> Status <div>Active Delayed Pending Sold Expired</div> See All and Select Date Ranges	<input type="checkbox"/> Contingent <input type="checkbox"/> Exclude	<input type="checkbox"/> With Offer See All	<input checked="" type="checkbox"/> County <div>Marquette Marquette McHenry Menominee Milwaukee</div> See All	<input type="checkbox"/> List Price 0 to 999999999999	<input checked="" type="checkbox"/> Municipality <div>River Hills Shorewood South Milwaukee St. Francis Wauwatosa</div>	<input type="checkbox"/> Sold Price 0 to 999999999999	<input checked="" type="checkbox"/> Bedrooms 3 to 4	<input checked="" type="checkbox"/> Total Bathrooms 2.5 to 9999	<input checked="" type="checkbox"/> Garage Spaces 2.5 to 999999999999
<input checked="" type="checkbox"/> Garage Type <div>Attached Detached None</div> See All	<input type="checkbox"/> School District <div>21st Century Preparatory School Abbotsford Adams-Friendship Area</div> See All	<input type="checkbox"/> Body of Water	<input type="checkbox"/> Street Name	<input type="checkbox"/> State <div>Arizona Arkansas Florida</div> See All					
View Results									

- There are three ways to select counties. In the first method, you click on any county in the list field. We have selected **Adams** county (the first one in the list) and then start typing in the name of the county you want to search. In this case, we want Waukesha County, so we type "wau." Waukesha is highlighted, as shown in the next picture.

Click in the County list...

and start typing the name of the county.

You can also click and drag the scrollbar to locate a county in the list.

<input checked="" type="checkbox"/> County <div>Adams Ashland Barron Bayfield Brown</div> See All	<input checked="" type="checkbox"/> County <div>Washburn Washington Waukesha Waupaca Waushara</div> See All
--	--

Using the second method, you can also click and drag the scroll bar on the right side of the county list until you see the county you want to search, and then click the county. Remember that if you want to search more than one county, hold down the control key continuously as you click on all of the counties you want to search.

The third method involves the **See All** link located under the County box. Clicking this link will display all counties at one time with a checkbox next to each to select the counties of your choice.

County		
<input type="checkbox"/> Adams	<input checked="" type="checkbox"/> Ashland	<input type="checkbox"/> Barron
<input type="checkbox"/> Bayfield	<input type="checkbox"/> Brown	<input type="checkbox"/> Buffalo
<input type="checkbox"/> Burnett	<input type="checkbox"/> Calumet	<input type="checkbox"/> Chippewa
<input type="checkbox"/> Clark	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Door
<input type="checkbox"/> Douglas	<input type="checkbox"/> Dunn	<input type="checkbox"/> Eau Claire
<input type="checkbox"/> Fillmore	<input type="checkbox"/> Florence	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Forest	<input type="checkbox"/> Grant	<input type="checkbox"/> Green
<input type="checkbox"/> Green Lake	<input type="checkbox"/> Houston	<input type="checkbox"/> Iowa
<input type="checkbox"/> Iron	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> Kewaunee

[Select All](#) [Select None](#) [Finished](#)

5. Select the municipalities you want to search. If you are using the scroll box and want to search more than one municipality, hold down the control key as you click on all of the counties you want to search.

☒ Municipality

- Big Bend
- Brookfield
- Butler
- Chenequa
- Delafield

Click the municipalities you want to search. If you want to search more than one municipality, use Ctrl +click.

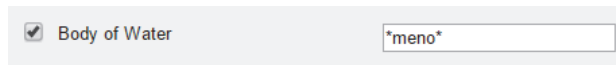
5. Once you've entered the municipalities, you can go ahead and fill in any other search criteria on the **Main** tab that meets your buyer's/s' needs. To get to a field, you can click on it or tab to it. Use the method that's best for you!

Wildcard Searches

A convenient feature of *FlexMLS* is wildcard searching. Let's look at how it works.

In our example search, our buyer is interested in purchasing property on the Menomonee River. However, agents sometimes don't enter the name of the body of water consistently. We want to make sure we get all the properties that might interest our buyer, so we're going to do a wildcard search in the Body of Water field to make sure we get them all.

The asterisks (*) act as wildcards. In this case, we're telling the system to find listings where the Body of Water name contains the string "meno."



A screenshot of a search interface. On the left, there is a checkbox with a checkmark inside, followed by the text "Body of Water". To the right of this is a text input field containing the string "*meno*".

To use wild cards, enter an asterisk (*) in place of the text you aren't sure of, or that you think might be entered in more than one way. In our example, we need to find listings on or near a body of water that contain the string "meno," so we place an asterisk before and after "meno" in the Body of Water field. This will find any body of water that happens to contain the string "meno" somewhere in it.

Wildcard searching works in any field in which you are able to enter text. For example, Body of Water, Subdivision, and Street Name fields – fields where agents might make mistakes when entering listings.

Exterior tab

The Exterior tab of the Full Search screen allows you to search on exterior property features.

Click the **Exterior** tab to search for exterior features of properties.

MLS Data Share Search

Single Family

Results: 7
Update | Clear All | CMA | Save | View Results

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input type="checkbox"/> Est. Acreage 0 to 9999999 <input type="checkbox"/> Est Water Front Feet 0 to 9999999									
+ Type									
+ Lot Description									
+ Architecture									
+ Water Features									
- Style									
<input type="checkbox"/> 1 Story <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not <input checked="" type="checkbox"/> 1.5 Story <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not									
<input checked="" type="checkbox"/> 2 Story <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not <input type="checkbox"/> Bi-Level <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not									
<input type="checkbox"/> Tri-Level <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not <input type="checkbox"/> Multi-Level <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not									
<input type="checkbox"/> Exposed Basement <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not <input type="checkbox"/> Other <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not									
+ Garage									
+ Driveway									
+ Outbuildings									
+ Exterior									
+ Miscellaneous Exterior									
+ Water/Waste									
Open and close features by clicking on the heading for the feature. (The Style feature is shown here).									
View Results									

The system searches only for those features you check. In the picture above, we asked the system not to search for properties that are 1.5 stories by clicking the **Not** button next to **1.5 Story**. (The system automatically checked the box for **1.5 Story** when we clicked the **Not** button.)

- And** Choose **And** if this is a feature that your Contact definitely wants. For example, you could choose **And** for both 1 Story and Exposed Basement and your search results would only include 1-Story properties with an Exposed Basement.
- Or** Choose **Or** if your Contact would like either one feature or another within the same heading. For example, you could choose **Or** for both Gas Fireplace or Natural Fireplace and your search results would include listings with at least either a Gas Fireplace or a Natural Fireplace.
- Not** Choose **Not** if this is a feature that your Contact definitely does not want. For example, you could choose **Not** for 2-Story and your search results would exclude any 2-Story listings.

Dates tab

The Dates tab allows you to input a date range for your selected status. You have the option of using a specific date range or a number of days, months or years using the double arrow option to the left of the data field.

MLS Data Share Search

Single Family Results: 0
[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input type="checkbox"/> Listing Date		<input type="text" value="09/7/2016"/> to <input type="text" value="09/7/2027"/>		<input type="checkbox"/> Expiration Date	<input type="text" value="09/7/2016"/> to <input type="text" value="09/7/2027"/>		<input type="checkbox"/> Pending Date	<input type="text" value="09/7/2016"/> to <input type="text" value="09/7/2027"/>	
<input checked="" type="checkbox"/> Sold Date		<input type="text" value="90"/> days back		<input type="checkbox"/> Status Change Date	<input type="text" value="09/7/2016"/> to <input type="text" value="09/7/2027"/>		<input type="checkbox"/> Start Showing Date	<input type="text" value="09/7/2016"/> to <input type="text" value="09/7/2027"/>	
View Results									

Interior/Rooms tab

The Interior/Rooms tab allows you to search for interior features of properties.

Our buyer wants a gas or natural fireplace. These features are under Miscellaneous Interior. Remember how to open the features? That's right; click on the (plus) + sign for the feature category. Rooms are organized by level.

MLS Data Share Search

Single Family Results: 5
[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input type="checkbox"/> Full Baths Main		<input type="text" value="0"/> to <input type="text" value="999"/>		<input type="checkbox"/> Half Baths Main		<input type="text" value="0"/> to <input type="text" value="999"/>			
<input type="checkbox"/> Full Baths Upper		<input type="text" value="0"/> to <input type="text" value="999"/>		<input type="checkbox"/> Half Baths Upper		<input type="text" value="0"/> to <input type="text" value="999"/>			
<input type="checkbox"/> Full Baths Lower		<input type="text" value="0"/> to <input type="text" value="999"/>		<input type="checkbox"/> Half Baths Lower		<input type="text" value="0"/> to <input type="text" value="999"/>			
<div>+ Basement</div> <div>+ Heating Fuel</div> <div>+ Heating/Cooling Type</div> <div>+ Bath Description</div> <div>+ Appliances Included</div> <div>Miscellaneous Interior</div> <div><input checked="" type="checkbox"/> Natural Fireplace <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input checked="" type="checkbox"/> Gas Fireplace <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Electric Fireplace <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Free Standing Stove <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Indoor Pool <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Security System <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Pantry <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Cable TV Available <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Vaulted Ceiling <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Hot Tub <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Wood or Sim. Wood Floors <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Split Bedrooms <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Expandable Attic <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> 2 or more Fireplaces <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Walk-in Closet <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Wet Bar <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Intercom/Music <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Central Vacuum <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Skylight <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Sauna <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> High Speed Internet Available <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Kitchen Island <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div><input type="checkbox"/> Walk-thru Bedroom <input type="radio"/> And <input checked="" type="radio"/> Or <input type="radio"/> Not</div> <div>+ Rooms on Main Level</div> <div>+ Rooms on Upper Level</div> <div>+ Rooms on Lower Level</div> <div style="text-align: center;">View Results</div>									

Again, all of the other features have the **Or** radio button selected, but *FlexMLS* will search only for the two features with check boxes.

Taxes tab

The Taxes tab allows for you to search on details of how the property is taxed. This tab also includes search options for Estimated Year Built and Estimated Total Square Footage.

MLS Data Share Search

Single Family Results: 124
[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input type="checkbox"/> Tax Key Number	<input type="text"/>	<input type="checkbox"/> Parcel 2	<input type="text"/>	<input type="checkbox"/> Parcel 3	<input type="text"/>	<input type="checkbox"/> Parcel 4	<input type="text"/>	<input type="checkbox"/> Est. Year Built	<input type="text"/>
<input type="checkbox"/> Parcel 4	<input type="text"/>	<input type="checkbox"/> Taxes	<input type="text"/>	<input type="checkbox"/> Est. Fin AboveGr SqFt	<input type="text"/>	<input type="checkbox"/> Est. Fin BelowGr SqFt	<input type="text"/>	<input type="checkbox"/> HOA Dues/Yr.	<input type="text"/>
<input type="checkbox"/> Est. Total Sq. Ft.	<input type="text"/>	<input type="checkbox"/> Lot Description	<input type="text"/>	<input type="checkbox"/> Owner	<input type="text"/>	<input type="checkbox"/> Flood Plain	<input type="text"/>	<input type="checkbox"/> No Partial Unknown	<input type="text"/>
<input type="checkbox"/> Est Unfin Below Gr Sq Ft	<input type="text"/>							<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Zoning	<input type="text"/>							<input type="text"/>	<input type="text"/>

[+ Documents on File](#)

[View Results](#)

Address/School tab

The Address/School tab allows you to search on details related to the address and neighborhood school. This includes street name, zip code, elementary, middle, and high school. You may also search municipality type, such as city, town, or village if applicable.

MLS Data Share Search

Single Family Results: 66
[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input type="checkbox"/> Street #	<input type="text"/>	<input type="checkbox"/> Street Name	<input type="text"/>	<input type="checkbox"/> State	<input type="text"/>	<input type="checkbox"/> High School	<input type="text"/>	<input type="checkbox"/> Postal Municipality	<input type="text"/>
<input checked="" type="checkbox"/> Zip Code	<input type="text"/>	<input type="checkbox"/> Unit#/AddlAddr	<input type="text"/>	<input type="checkbox"/> Middle School	<input type="text"/>	<input type="checkbox"/> High School	<input type="text"/>	<input type="checkbox"/> Postal Municipality	<input type="text"/>
<input type="checkbox"/> Elementary School	<input type="text"/>	<input type="checkbox"/> Middle School	<input type="text"/>	<input type="checkbox"/> High School	<input type="text"/>	<input type="checkbox"/> High School	<input type="text"/>	<input type="checkbox"/> Postal Municipality	<input type="text"/>
<input type="checkbox"/> Elementary School	<input type="text"/>	<input type="checkbox"/> Middle School	<input type="text"/>	<input type="checkbox"/> High School	<input type="text"/>	<input type="checkbox"/> High School	<input type="text"/>	<input type="checkbox"/> Postal Municipality	<input type="text"/>

[+ Municipality](#)

[View Results](#)

Other tab

The Other tab contains miscellaneous search details such as Limited/Unserviced, Public Remarks, and Private Remarks. You may also search Short Sale and in foreclosure/REO listings using the options located under the **Financing Available** link.

MLS Data Share Search

Single Family Results: 65
[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
<input type="checkbox"/> Broker Owned <div><div>N</div><div>Y</div></div> See All			<input type="checkbox"/> Named Prospects <div><div>N</div><div>Y</div></div> See All			<input type="checkbox"/> Excl. Agency Control <div><div>N</div><div>Y</div></div> See All			
<input type="checkbox"/> Var. Comm. <div><div>N</div><div>Y</div></div> See All			<input checked="" type="checkbox"/> Limited/Unserviced <div><div>No</div><div>Yes</div></div> See All			<input type="checkbox"/> Public Remarks <input type="text"/>			
<input type="checkbox"/> Private Remarks <input type="text"/>			<input type="checkbox"/> Inclusions <input type="text"/>			<input type="checkbox"/> Exclusions <input type="text"/>			
<input type="checkbox"/> Showing Info. <input type="text"/>			<input type="checkbox"/> Property PIN <input type="text"/>			<input type="checkbox"/> Terms of Sale <div><div>Adj Rate Mtg</div><div>Assumable</div><div>Assumable FHA</div></div> See All			
<div>+ Terms/Misc + Accessibility + Green Features + Hobby Farm</div>									
<div>View Results</div>									

Office/Member tab

If you would like to search listings of one or more specific offices, members, or MLS memberships (Association), you may do that in the Office/Member tab. Enter the name or met. ID in the appropriate field, and click the **Browse** button. Your search result will populate in the search field. If there are multiple results for your entry, it will present you with a list. Select your choice and click the **Add** button at the bottom of the list window.

MLS Data Share Search

Single Family Results: 0
[Update](#) | [Clear All](#) | [CMA](#) | [Save](#) | [View Results](#)

Main	Exterior	Dates	Interior/Rooms	Taxes	Address/School	Other	Office/Member	Map	Summary
Office Search Enter office name or ID and click "browse": <input type="text"/> Browse						Member Search Enter member name or ID and click "browse": <input type="text"/> Browse			
						Member(s) used in search <div><input checked="" type="checkbox"/> Listing <input type="checkbox"/> Selling <input type="radio"/> And <input checked="" type="radio"/> Or</div> <div>Realtor, Rose A. (rosie) of Nancy Realtors (nancy) of Wauwatosa</div> <div>Remove</div>			
Company Search Enter company name or ID and click "browse": <input type="text"/> Browse						Association Search Enter association name and click "browse": <input type="text"/> Browse			
<div>View Results</div>									

You will also have filter options for Listing, Selling to combine with **And** or **Or**. Listing is for the list side of the property. Selling is for the sold side of the property. **And** is exclusive for one or both sides. **Or** is for one side or the other. Select your desired filter options.

Member Search
Enter member name or ID and click "browse":

Member(s) used in search

☒ Listing ☒ Selling ☐ And ☒ Or

Realtor, Nancy A (nancymls) of Nancy Realtors (nancy) of Wauwatosa

Map Tab

Location, location, location ... One of the great features of *FlexMLS* is that you can narrow down a search geographically simply by drawing a box, a circle, or irregular polygon on a map. Let's see this at work.

NOTE: If you would like a map displaying your properties after you find them, click the **View Results** link; from there, click the Map tab located on the Search Results screen. You can also define search areas from there.

The Map tab allows you to define your client's search area(s). In our case, our buyer wants to move to Milwaukee County, but doesn't want to live too far east of Brookfield. So, we click the Map tab.

The screenshot displays the FlexMLS Map Tab interface. At the top, there are tabs for Main, Exterior, Dates, Interior/Rooms, Taxes, Address/School, Other, Office/Member, and a Map tab which is currently selected. Below the tabs is a search bar with a 'Search Areas' button and a 'Use Visible Map' button. The map itself shows a large purple circular search area centered around Brookfield, WI. A red pin is located within this area. A scale bar at the bottom left indicates 1000 meters and 3000 feet. A '1.5 mi' scale indicator is also present. Various map controls are visible, including pan arrows, zoom in (+) and zoom out (-) buttons, a 'See All Points on Map' button, and a 'Measure' tool. Labels with arrows point to these controls: 'Zoom Indicator & Pan Arrows.' points to the pan arrows; 'The Search Areas box.' points to the purple circle; 'Mileage Indicator.' points to the '1.5 mi' scale bar; 'Define Search Areas, Locate Address and Show/Hide Property List icons.' points to the search bar and map controls; 'Area Mileage Indicator, Back and Forward arrows, and See All Points on Map (middle icon) tools.' points to the bottom map controls; and 'The Pan Map icon (gloved hand), Zoom tool (+ sign), Parcel Info icon, and Measure tool.' points to the bottom map controls.

Zoom Indicator & Pan Arrows.

The Search Areas box.

Mileage Indicator.

Define Search Areas, Locate Address and Show/Hide Property List icons.

Area Mileage Indicator, Back and Forward arrows, and See All Points on Map (middle icon) tools.

The Pan Map icon (gloved hand), Zoom tool (+ sign), Parcel Info icon, and Measure tool.

The circle drawn on top of the map shows the area in which we're going to search – to mark off an area you want to search, zoom down until your desired area is in view. Single left-click your mouse button, and then move your mouse until your desired area is shaded. Then, single left-click to stop the shading action.

Our current matches – the matches we have based on the information we entered previously, and then defined using the shaded search area, are shown in the Search Areas box next to the shaded shape.

Click **View Results** to see the search results.

If you decide you do not want to use the Map in your search, click the red circle with the minus (-) sign in the Search Areas box next to the defined search shape.

- The **Zoom Indicator** 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 **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.
- **Mileage Indicator** shows number of miles from center point (radius search only).
- **Show/Hide Define Search Areas** box will show or hide the Search Areas tool.
- The **Locate Address** pin will show or hide the **Address** field, which allows you to manually add addresses to the map.
- The **Show/Hide Property List** icon will show or hide the property address list when viewing listings you have manually located 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 **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 **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 **Area Mileage** indicator gives you an approximation of the mileage of the area you are viewing on the map.

To create a rectangular search area, first click the **New Search Area** button; 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, first click the **New Search Area** button; 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, first click the **New Search Area** button; 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.

Summary Tab

The Summary Tab allows you to verify parameters you have entered in at this point. You may also narrow your results using search options under the **Activities and Multimedia** link.

MLS Data Share Search

Single Family

Results: 5
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 2.5 and 9999; Garage Spaces between 2.5 and 9999999999; Garage Type of 'Attached'; Limited/Unserviced of 'No'; or 1.5 Story; or 2 Story; or Natural Fireplace; or Gas Fireplace.									
<input checked="" type="checkbox"/> Status <input type="checkbox"/> Exclude Active Delayed Pending Sold Expired	<input checked="" type="checkbox"/> Bedrooms <input type="checkbox"/> Exclude 3 to 4 See All and Select Date Ranges	<input checked="" type="checkbox"/> Garage Type <input type="checkbox"/> Exclude Attached Detached None	<input checked="" type="checkbox"/> Style: 2 Story <input type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not	<input checked="" type="checkbox"/> County <input type="checkbox"/> Exclude Marinette Marquette McHenry Menominee Milwaukee	<input checked="" type="checkbox"/> Total Bathrooms <input type="checkbox"/> Exclude 2.5 to 9999 See All	<input checked="" type="checkbox"/> Limited/Unserviced <input type="checkbox"/> Exclude No Yes	<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Exclude River Hills Shorewood South Milwaukee St. Francis Wauwatosa	<input checked="" type="checkbox"/> Garage Spaces <input type="checkbox"/> Exclude 2.5 to 9999999999	<input checked="" type="checkbox"/> Style: 1.5 Story <input type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not
<input checked="" type="checkbox"/> Misc. Interior: Natural Fireplace <input type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not									
<input checked="" type="checkbox"/> Misc. Interior: Gas Fireplace <input type="radio"/> And <input type="radio"/> Or <input type="radio"/> Not									
Activities and Multimedia Multimedia <input type="checkbox"/> Has Pictures <input type="checkbox"/> Has Documents <input type="checkbox"/> Has Videos <input type="checkbox"/> Has Virtual Tours									
Activities <input type="checkbox"/> Open House: Date <input type="checkbox"/> Tour of Home: Date									
1 to 99999 1 to 99999 1 to 99999 09/7/2017 to 09/7/2018 09/7/2017 to 09/7/2018									
View Results									

Activities and Multimedia options

Clear All – Use this link to clear all entered parameters of your search.

Update – Lets you check the number of matches in Flex for your current parameters.

CMA – Allows you to take all matches directly into the CMA module.

Save – Allows you to immediately save the search parameters to create a Saved Search or save the search to a Contact.

View Results – Takes you to the Search Results screen to view the matches.

In addition to searching using parameters on the preceding tabs, you may also include parameters to search for specific types of activities and media; for example, if you want only listings that have at least a certain number of photos attached and documents, make the appropriate selections. You may also include listings with Open Houses in a specific date range. Remember, if a listing does not include what you are asking for, it will not appear in your search results.

Search Results

When you get the results of the search, you'll see the Search Results screen. This screen gives you many options. The List tab is the default for this screen.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 41 Selected: 0

	Price	Status	MLS #	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Spaces	Garage Type	Est. Total Sq. Ft.	Property Type	Zip Code	Municipality
1	\$210,000	Active	343 W Manor Cir Bayside, WI 53217	Bayside	210,000	3	1	0	2.5	A	1,224	Single-Family	53217	Bayside
2	\$229,000	Active	810 E Ellsworth Ln Bayside, WI 53217	Bayside	229,000	4	2	0	2.5	A	1,740	Single-Family	53217	Bayside
3	\$245,995	Active	9040 N Mohawk Rd Bayside, WI 53217	Bayside	245,995	3	2	0	2.5	A	1,584	Single-Family	53217	Bayside
4	\$249,900	Active	9006 N Rexleigh Dr Bayside, WI 53217	Bayside	249,900	3	1	1	2	A	1,518	Single-Family	53217	Bayside

The numbered box to the left of the main listing photo is the **Select** box. Clicking it will add a checkmark to the box. Clicking it a second time will deselect the box. When you select any number of listings, they will automatically be added to **Selected**. To view only the selected listings, click the **Selected** link. You can still access your total search results by clicking on the Results link.

You can adjust the column widths of any column in the one-line and normal views on the List link of Search Results. Click on a column separator in the header and drag the double arrow to adjust the width.

The listing statuses are color coded for easier viewing; Active is green, Pending is gold, Sold is blue, Expired is red, and Withdrawn and Delayed are black. There is also a Change Indicator for listings that have had a price change, status change, and back on market. This indicator will be located under the thumbnail of the photo in the List tab and in the 24 Hour Standard Hot sheet. The Change Indicator will show for 72 hours after the change has been made to the listing.

The list number link routes you to the data sheet on the Detail tab for that listing. The black downwards pointing triangle to the right of the list number link will display the Additional Actions menu for that listing. If it is **not** your listing, your only choices will be Match Contacts, Error Form, and Show via ShowingTime. The Match Contacts function will run that particular listing against all of your contacts that have at least one search saved to their contact file. The Error Form allows you to report errors

found on listings to our Data Integrity team. Show via ShowingTime allows you to request a showing on that listing via ShowingTime.

If it **is** your listing, you will also get the choices of Edit Listing, Listing Activity, and View Broker Distribution. Using Edit Listing will take you to the Change menu of that listing, where you can add photos, documents, or make any other kind of changes to your listing. Listing Activity displays activity such as number of times the listing is currently marked as a Favorite, Possibility, or a Reject, and number of times there has been different message types requested on your listing. View Broker Distribution allows you to quickly view the distribution settings on your listing.

The **Select/Deselect** checkbox in the upper left corner of the screen (under the **Results** link) allows you to select or deselect all listings in your search, up to 200, with one mouse click. The List link has what is known as an Infinite Scroll screen. Each frame contains a maximum of 50 listings. For example, if you have a total of 75 results for listings, the frame will have 50 listings loaded, ready for view. When you scroll to the bottom of the screen, displaying the 50th listing, the next 50 listings will load.

The three icons located to the right of the **Selected** link are functions called **Contact**, **Schedule a Showing**, and **Private Note** respectively. Clicking on any of the icons will present you with a pop-up box displaying the options for that function. These icons are accessible only on the **List** link.



NOTE: Private Notes can only be seen by the author of the note. The ShowingTime tool is *only* a request for a showing, not an actual appointment. We recommend following the Showing Instructions entered by listing agent for requesting a showing.

Select/Deselect
All Listings button.

Results: 6 Selected: 0

	Price	Status	MLS #
1 \$469,900 203 N 86th St Wauwatosa, WI 53226 Active / 1650631			
2 \$524,900 8716 Jackson Park Blvd Wauwatosa, WI 53226 Active / 1642188			
3 \$550,000 1723 N 72nd St Wauwatosa, WI 53213 Active / 1649545			
4 \$589,900 609 N 67th St Wauwatosa, WI 53213 Active / 1652597 New Listing			
5 \$645,000 1251 N 86th St Wauwatosa, WI 53226 Active / 1638491			
6 \$674,900 2533 N 97th St Wauwatosa, WI 53226 Active / 1643599			

Match Contacts
Error Form
Show via ShowingTime

Single Listing View Grid View

When selecting another link on the Search Results screen, such as the Map link or the Detail link, the List link shrinks into a smaller pane, called the Summary Panel. This way, you can perform other tasks while having your search results handy!

The left-pointing arrow allows you to hide the Summary Panel to expand the viewing area of your chosen pane.

Clicking the thumbnail of any of the photos will take you to the Photo tab, displaying the photos for that listing.

Match Contacts will run that particular property against all of your Contact searches for a match. Results are displayed once the process is complete.

Error Form opens to the screen to report listing errors to the MLS.

Show via ShowingTime allows you to send a showing request to the listing agent of the property the request was accessed for.

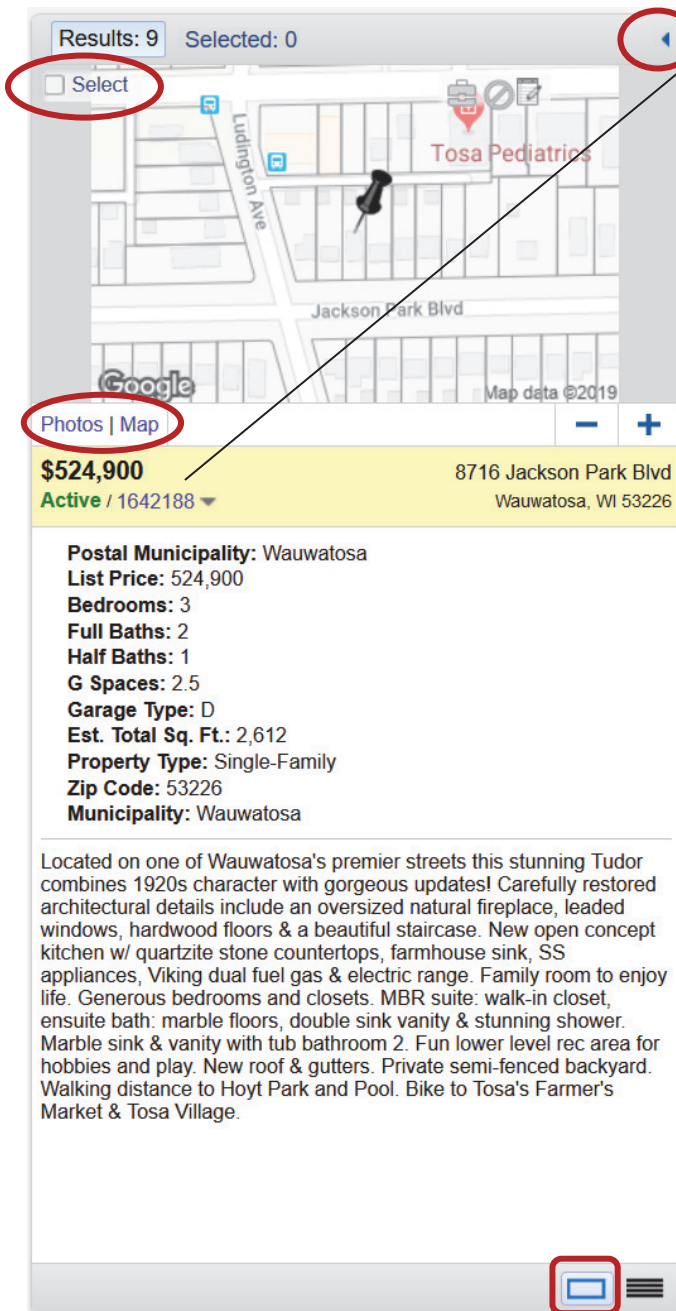
Edit Listing allows you to access the Change menu for *your* listing(s).

Listing Activity is available for viewing on *your* listings. This feature links with the Portal and Messages tab features.

View Broker Distribution routes you to the Export tab in the Listing Information link of the Change menu of *your* listing.

Clicking the List Number will open to the listing report. Clicking the arrow opens the Additional Actions menu.

These icons are called the **Single Listing View** (single box) and the **Grid View**. The Grid View is the example you see at the left.



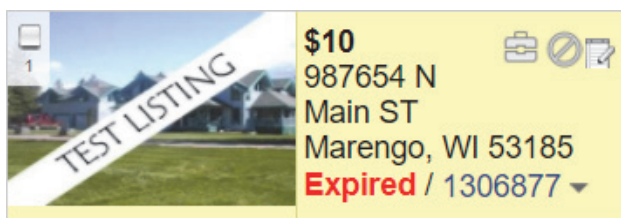
This is the **Single Listing View**. This view allows for you to view a single listing in the Summary Panel. Features include links for viewing the listing photos one at a time and an adjustable area map of the listing's location.

You may select the listing from this point to add to the **Selected** link by putting a check in the Select box.

In the lower pane, the details of the listing can be viewed.

Clicking the list number link will open to the listing report under the Details link.

If desired, you can hide the Single Listing View panel by clicking the arrow on the upper right side.



These 3 icons are Contact Portal functions; the 'suitcase' allows you to mark a listing as Recommended; the 'No' symbol allows you to remove a listing from that Contact's Portal search; the notepad allows you to add a listing note to that listing viewable to the Contact.

The One Line icon will present your listings on the Search Results screen in a one line view. To return to the default, click the icon located to the right of the One Line icon.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 11 Selected: 0 [Icons]

[Icons] - 11 + Sort View [Single Family *]

<input type="checkbox"/>	MLS #	Status	Address	Price	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Spaces	Est. Total Sq. Ft.	Property Type	Zip Code	Municipality
<input type="checkbox"/>	1 1647671	Active [C]	9018 Jackson Park Blvd	\$459,000	Wauwatosa	459,000	3	2	1	2 D	1,732	Single-Family	53226	Wauwatosa
<input type="checkbox"/>	2 1650631	Active	203 N 86th St	\$469,900	Wauwatosa	469,900	4	2	1	2.5 D	2,810	Single-Family	53226	Wauwatosa
<input type="checkbox"/>	3 1642188	Active	8716 Jackson Park Blvd	\$524,900	Wauwatosa	524,900	3	2	1	2.5 D	2,612	Single-Family	53226	Wauwatosa
<input type="checkbox"/>	4 1648364	Active [C]	7436 Maple Ter	\$525,000	Wauwatosa	525,000	3	2	1	2 A	3,170	Single-Family	53213	Wauwatosa
<input type="checkbox"/>	5 1649545	Active	1723 N 72nd St	\$550,000	Wauwatosa	550,000	4	3	0	2.5 D	2,859	Single-Family	53213	Wauwatosa
<input type="checkbox"/>	6 1627378	Active [C]	7424 Maple Ter	\$579,900	Wauwatosa	579,900	4	2	2	2.5 A	3,358	Single-Family	53213	Wauwatosa
<input type="checkbox"/>	7 1652597	Active - New Listing	609 N 67th	\$589,900	Wauwatosa	589,900	3	3	1	2.5 A	3,000	Single-Family	53213	Wauwatosa
<input type="checkbox"/>	8 1638491	Active	1251 N 86th St	\$645,000	Wauwatosa	645,000	2	2	0	2.75 A	2,634	Single-Family	53226	Wauwatosa
<input type="checkbox"/>	9 1643599	Active	2533 N 97th St	\$674,900	Wauwatosa	674,900	4	2	1	2 D	2,658	Single-Family	53226	Wauwatosa
<input type="checkbox"/>	10 1651024	Active [C] - Status Change	1735 N 83rd St	\$719,000	Wauwatosa	719,000	4	2	1	2.5 A	3,650	Single-Family	53213	Wauwatosa
<input type="checkbox"/>	11 1642942	Active [C]	1616 Alta Vista Ave	\$759,000	Wauwatosa	759,000	3	4	1	2 D	3,163	Single-Family	53213	Wauwatosa

Custom Sort

You may change the order of listings by using the Custom Sort function. Select your desired listings and click the **Selected** link. You can move the listings in by single left click + hold the listing and drag it to your desired position in the list. The single arrow moves the listing one position; the double arrows move the listing either to the first position (top) or the last position (bottom) of your list.

Search Results

Work on behalf of ... E-Mail Save Print CMA

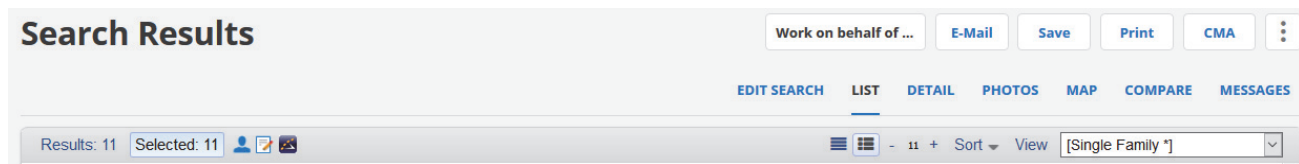
EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 11 Selected: 11 [Icons]

[Icons] - 11 + Sort View [Single Family *]

<input checked="" type="checkbox"/>	MLS #	Status	Address	Price	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Spaces	Est. Total Sq. Ft.	Property Type	Zip Code	Municipality
<input checked="" type="checkbox"/>	1 1647671	Active [C]	9018 Jackson Park Blvd	\$459,000	Wauwatosa	459,000	3	2	1	2 D	1,732	Single-Family	53226	Wauwatosa
<input checked="" type="checkbox"/>	2 1642188	Active	8716 Jackson Park Blvd	\$524,900	Wauwatosa	524,900	3	2	1	2.5 D	2,612	Single-Family	53226	Wauwatosa
<input checked="" type="checkbox"/>	3 1650631	Active	203 N 86th St	\$469,900	Wauwatosa	469,900	4	2	1	2.5 D	2,810	Single-Family	53226	Wauwatosa
<input checked="" type="checkbox"/>	4 1648364	Active [C]	7436 Maple Ter	\$525,000	Wauwatosa	525,000	3	2	1	2 A	3,170	Single-Family	53213	Wauwatosa
<input checked="" type="checkbox"/>	5 1649545	Active	1723 N 72nd St	\$550,000	Wauwatosa	550,000	4	3	0	2.5 D	2,859	Single-Family	53213	Wauwatosa
<input checked="" type="checkbox"/>	6 1627378	Active [C]	7424 Maple Ter	\$579,900	Wauwatosa	579,900	4	2	2	2.5 A	3,358	Single-Family	53213	Wauwatosa
<input checked="" type="checkbox"/>	7 1652597	Active - New Listing	609 N 67th	\$589,900	Wauwatosa	589,900	3	3	1	2.5 A	3,000	Single-Family	53213	Wauwatosa
<input checked="" type="checkbox"/>	8 1638491	Active	1251 N 86th St	\$645,000	Wauwatosa	645,000	2	2	0	2.75 A	2,634	Single-Family	53226	Wauwatosa
<input checked="" type="checkbox"/>	9 1643599	Active	2533 N 97th St	\$674,900	Wauwatosa	674,900	4	2	1	2 D	2,658	Single-Family	53226	Wauwatosa
<input checked="" type="checkbox"/>	10 1651024	Active [C] - Status Change	1735 N 83rd St	\$719,000	Wauwatosa	719,000	4	2	1	2.5 A	3,650	Single-Family	53213	Wauwatosa
<input checked="" type="checkbox"/>	11 1642942	Active [C]	1616 Alta Vista Ave	\$759,000	Wauwatosa	759,000	3	4	1	2 D	3,163	Single-Family	53213	Wauwatosa

Screen Functions



The above picture shows you the links and tabs for functions available to you from the Search Results screen. Going left to right, here are the explanations of what each item does.



The **Results** link shows you the total listing results for your search. If you navigate away from the listings and need to get back, clicking the link will return you to the original results.

The **Selected** link displays listings which you have selected. Click the Selected link to view the selected listings for you to use in other tabs, e-mail, print, or save for a future use.

The **Contact** icon (head and shoulders) allows you to contact, via message, the agent of a highlighted listing, contact a Portal client regarding the highlighted listing, and send open house feedback to the listing agent of the highlighted listing.

The **Private Note** icon (notepad) allows you to enter a private note for yourself regarding the highlighted listing.

The **ShowingTime** icon (dark blue square with dots) allows you to send a schedule a showing request Via ShowingTime with the listing agent of the highlighted listing.

The   icons allow you to view your search results in a one line format and to return to the default thumbnail list view.

The **–** and **+** signs increase or decrease the font size on the Search Results screen.

The **Sort** link allows you to change the sort order of the current view, or create a sort. You may sort the current columns by viewing order (1st, 2nd, 3rd, etc) and/or sort each column in ascending or descending order.

The **View** link allows you to edit the columns in your current view; you may add, delete, or rearrange columns to suit your needs.

The **View drop-down** field gives you access to all views saved in your *FlexMLS* account. You may change your Search Results screen to any view you would like; the view is automatically updated.

The **Edit Search** link allows you to edit **all** parameters of your search using additional features that are not available in the Full Search tabbed mode. These features include, but are not limited to editing the property type, searching for listings that include pictures, videos, documents, virtual tours, and open house dates; these options may include ranges that you define, such as date ranges, and numbers of attachments.

The **List** link is the default tab for all Search Results screens. This tab displays the results of your search using system or custom views.

The **Detail** link splits the main screen; showing you the listings grid in the left pane and the report of the highlighted listing in the right pane. You also have access to the types of reports to view, address history, mortgage calculator, and if applicable, documents and open house dates.

The **Photos** link gives you access to any photos, videos, and virtual tour attached to a listing.

The **Map** link shows your listings on a geographical map. You may use the map tools to further adjust your search results.

The **Compare** link allows you compare the currently selected listing to the other listings in the Search Results screen, displaying statistics for Original Price, List Price, Sale Price, DOM, Price Change, and % of Price Change.

The **Messages** link is a tool for agent-to-Portal client communication. You may send messages about the highlighted listing to any of your Portal clients. This is also where you can view private notes you have made on a listing.

The **‘Work on behalf of...’** button allows you to add listings to the selected Contact’s Saved, Recommend, and Hide Portal collections.

The **E-Mail** button allows you to manually e-mail listings.

The **Save** button allows you to save a search or listings to a cart.


The **Print** button allows you to print any or all of your listings using the numerous options in the Print tool. You may also e-mail documents in the Printer Friendly version.

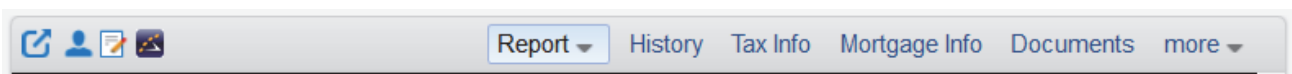
The **CMA** button allows you to take your selected listings and create a CMA with them.

The **Export** link allows you to export a maximum of 400 listings at a time, into a .CSV file to upload in another program, such as Pocket Real Estate.

The **‘3 Dots’** button contains the **ShowingCart**, **Export**, **Search Details**, and **Jump to Listing** functions.

- **ShowingCart** allows you to select several listings and add them to a ShowingCart in ShowingTime to arrange a tour.
- **Export** allows you to export data from listings on the Search Results screen into a CSV file format.
- **Search Details** displays the parameters you selected for that search.
- **Jump to Listing** allows you to ‘jump’ to any listing in your results using its number.

The **Detach Window** icon  allows you to detach the current window into its own window for viewing or printing. It is the double box icon located in the upper left corner of the Detail, Photos, and Map links.



Print Options

The **Print** button offers several menu options when printing data from *FlexMLS*. These options are displayed and explained in the following screen shots. You can also e-mail the Printer Friendly version from Print.

Listings to Print or E-mail

☐ Current Listing (1)
☐ Selected (0)
☒ All Results (7)

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

Version: Public ▾

☒ List
View: [Address & MLS Number *] ▾
☐ Search Criteria
☒ One Line
☒ Word wrapping
☒ Font Size: 12 pt ▾
☒ Title: address & mls number

☐ Detail
☐ Photos
☐ Map
☐ Compare
☐ Messages

☐ Preview and Print in a new window
Save / Reset Selections

Preview Edit E-Mail

Print PDF

This gives you the option of what listings you would like to print or e-mail in the printer-friendly format.

Choose the report version you would like to print or e-mail.

The **List** option allows you to print the listings as you see them on Search Results.

The **View** option will display the columns on the List tab; you can select a view to use in this list, along with using a preset or custom title for the header of the list.

Search Criteria will display the parameters you chose to search for the properties.

One Line will give you the list column view with no thumbnail photo.

Word Wrapping automatically moves a word that is too long to fit on a line to the beginning of the next line.

Font Size will adjust the printed font to the size you choose.

E-Mail will send the Printer Friendly version.

PDF will create the report as a PDF attachment.

Listings to Print or E-mail

☐ Current Listing (1)
☐ Selected (0)
☒ All Results (7)

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

Version: Public ▾

☒ List
View: [Address & MLS Number *] ▾
☐ Search Criteria
☒ One Line
☒ Word wrapping
☒ Font Size: 12 pt ▾
☒ Title: address & mls number

address & mls number [Reset Columns](#)

	MLS #	Status	Addr	Price	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Type	Est. Total Sq. Ft.	Property Type
1	1049687	Active	225 E Ravine Baye Rd	\$579,000	Bayside	579,000	4	3	1	3 A	5,512	Single-Family
2	1627359	Active	101 W Ravine Baye Rd	\$599,000	Bayside	599,000	5	3	2	2.5 A	4,986	Single-Family
3	1633269	Active	1430 E Hermitage Rd	\$625,000	Bayside	625,000	5	4	0	3 A	4,362	Single-Family
4	1631948	Active	711 W Jonathan Ln	\$649,000	Bayside	649,000	3	2	1	2 D	2,692	Single-Family
5	1600539	Active	9718 N Lake Dr	\$995,000	Bayside	995,000	4	3	1	3 A	2,989	Single-Family
6	1620942	Active	233 E Ravine Baye Rd	\$999,900	Bayside	999,900	5	4	1	2.5 A	6,623	Single-Family
	1617917	Active	1260 E Donges Ct	\$1,039,900	Bayside	1,039,900	3	3	1	2.5 A	4,715	Single-Family

Title for header and **Reset Columns** link

The shaded area shows the columns used in the view.

You can adjust the width of the columns before printing by dragging the dividers; to return to original width, use **Reset Columns** link.

Listings to Print or E-mail

☐ Current Listing (1)
☐ Selected (5)
☐ All Results (5)

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

Version: **Public**

☐ List
☒ Detail
☒ Full Report (No Photo)
☐ Full Report (No Photo) With Tax
☐ Full Report Addtl Photos

☐ Print both public and private reports

Prepared By: **System Name**

☐ History
☐ Mortgage Info
☐ Documents
☐ Tour of Homes
☐ Open Houses
☐ Mortgage Calculator

☒ Photos
☐ Print all photos for all listings
☐ Print primary photo for all listings

☐ Map
☐ Compare
☐ Messages

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

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

Report contains an estimate of 18 pages.

These are the options to include listing reports and the type of report can be selected using the menu. The blue '+' sign drops down the 'Prepared By' field. You may select 'Print both public and private reports' to give you both report versions for your desired listings with one command. You may also select multiple reports to print at one time.

These options include other attachments for each listing, such as address history, documents, open house information, and a mortgage calculator. Options that are grayed out are available only if that option is available on a listing.

The **Photos** option gives you the choice of printing or e-mailing all photos for all listings, or printing the main list photo for each listing.

The **Map** option allows you to either print or e-mail the listings map. You have the option of doing a map for each listing, or combining all listings on one map.

The **Compare** option lets you compare the currently selected listing to the others. **Messages**, excluding Private Messages, will show/print all messages received on your listings.

[Return to Search Results](#)

Listings to Print or E-mail

☐ Current Listing (1)
☐ Selected (0)
☐ All Results (14)

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

Version: **Public**

☐ List
☐ Detail
☐ Photos
☐ Map
☒ Compare
☒ Print Charts
☐ Messages

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


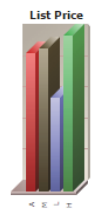
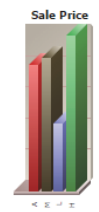
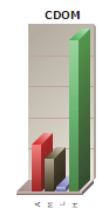
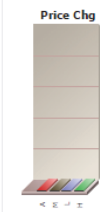
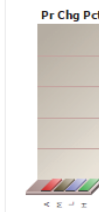
[Preview](#) [Edit](#) [E-Mail](#)
[Print](#) [PDF](#)

Report contains an estimate of 1 pages.

Compare for MLS # 1401720 10919 W Wells St, Wauwatosa, WI 53226-3745 \$140,000

	Original Price	List Price	Sale Price	CDOM	Price Chg	% Price Chg
Volume	--	\$1,851,800	\$1,213,600			
Average	--	\$132,271	\$121,360	118	--	--
Median	--	\$137,350	\$128,000	83	--	--
Low	--	\$90,000	\$65,000	12	--	--
High	--	\$149,900	\$149,500	386	--	--
Number of listings*	-- w/Orig. Pr.	14	10 sold	14		0 changed price

Legend: Average (red), Median (green), Low (blue), High (purple)

* The number of listings in each column reflects how many listings are represented by the aggregate statistics (average, median, etc.). The statistics across any row of aggregate statistics may not all refer to the same listing.

'Preview and Print in a new window' lets you preview your selections in a new window, allowing for easier editing, if needed. The **Save** link lets you save the selected options as a default to use in the future. The **Reset** link clears out all selected options. You are also given an estimate of the length of the report in pages.

E-Mail Options

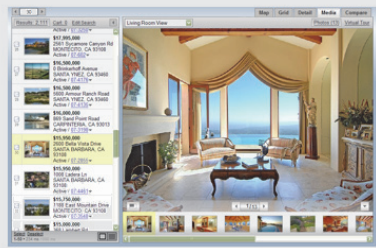
The **E-mail** button offers menu options when e-mailing data from *FlexMLS*.

Return to Search Results


What would you like to e-mail?

Interactive Version

Map Grid Detail Media Compare



Printer Friendly Version



☐ Don't show this again (I know I can e-mail the Printer Friendly Version from Print)

Selecting this option will show only the interactive version when choosing **E-Mail**.

Printer Friendly Version

The Printer Friendly version gives you the same options as the **Print** button for e-mailing your listings. You may select your desired documents to print in the left side pane, and preview them, if desired, before printing. These will load and are viewed as full sheet documents (refer to Print Options section).

Interactive Version

The Interactive e-mail version sends out your e-mails in a tabbed format very similar to the grid in your Search Results screen. Your customer can navigate between the tabs to view the information about the sent listings. You may choose what tabs to include in your e-mail for the selected listings and preview the e-mail before sending.

Return to Search Results

Listings to E-Mail

- ☐ Current Listing (1)
- ☒ Selected (6)
- ☐ All Results (6)

Start Position: Default

Version: Public

View: [Single Family *]

- ☒ Detail
- ☒ Full Report Addtl Photos
- ☐ History
- ☐ Documents
- ☐ Open Houses
- ☐ Mortgage Calculator
- ☒ Photos
- ☒ Video(s)
- ☒ Virtual Tour
- ☒ Map
- ☐ Compare
- ☒ Branding

Card Orientation: Top

Accent Background Color

Save / Reset Selections

Recipients

From: awmmmlm@gmail.com [primary]

To: bar|

Barkleys awmmmlm@gmail.com

You may also enter one or more additional e-mail addresses below:

☐ Send a copy to me

☒ Notify me the first time the recipient views this page

☐ Send mail using my computer's e-mail program (ex: Microsoft Outlook, Mozilla Thunderbird)

Message

Templates: You currently have no saved email templates options

Subject: Listings

Message body: This are the current listings matching your search requirements.

Return to Search Results

Listings to E-Mail

☐ Current Listing (1)
☒ Cart (8)
☐ All Results (848)

Start Position: Map

Version: Default

View: [Single Family *]

☒ Detail
☒ Full Report
☐ Documents
☐ Open Houses
☒ Mortgage Calculator
☒ Photos
☒ Video(s)

The **Start Position** field lets you select what tab will be in the forefront when your contact opens the e-mail link. Just click on the drop-down arrow and select your choice.

Start Position: Default

Version: Public

View: [Single Family *]

☒ Detail
☒ Full Report
☐ Documents
☐ Open Houses
☒ Mortgage Calculator
☒ Photos
☒ Video(s)
☒ Virtual Tour
☒ Map
☒ Compare
☒ Branding

Card Orientation: Left

Accent Background

Save / Reset Settings

The **View** field allows you to select a view to send in your e-mail. This setting affects what columns are seen in the Grid tab.

The **Detail** option gives you a drop-down menu of available listing reports you can send. The blue '+' sign drops down the Prepared By field. You have your choice of attachments to send. Simply select your desired attachments by placing a checkmark in the box to the left of that attachment.

Photos give you the option to send all photos attached to the listings.

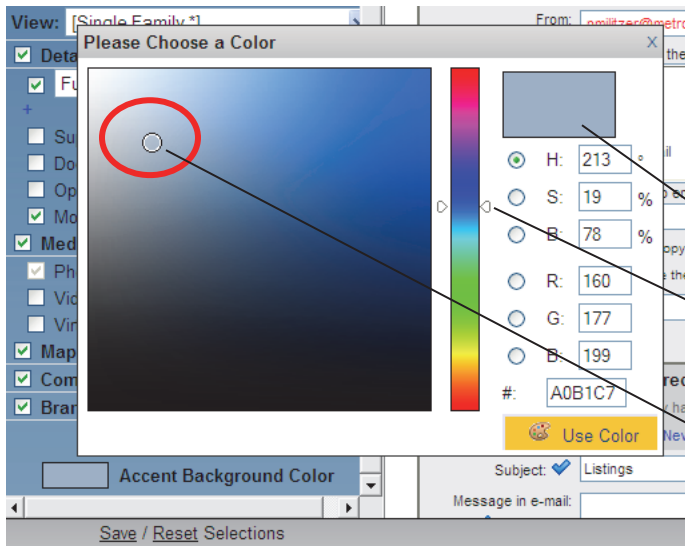
Videos will send any available videos that may be attached to the listing(s).

Virtual Tour will send any available virtual tours that may be attached to the listing(s).

The **Map** option includes listing location maps.

Compare includes a statistical graph showing comparisons of the selected listings.

Branding places your business card within the interactive e-mail. This card includes your personal photo (from your Personal Photo and Logo Maintenance menu), name, contact information, and web address (if applicable). The Card Orientation tool lets you choose where the business card is placed within the e-mail. Accent Background allows you to choose a color for your e-mail background.



Clicking the color square for **Accent Background Color** will bring forth the Color Picker tool. First, choose your primary color in the color strip, and then single left-click + hold your left mouse button on the circle slider, move it around until the Color Preview window shows the color you would like to use. To save the color, click the **Use Color** button.

Color Preview window.

Color strip

Circle Slider.

E-Mail Options Using New Portal

If you are using the New Portal, your email options will be different than users of the Classic Portal. You will only have the options to manually email Documents and Open House information.

Listings to E-Mail
☐ Current Listing (1)
☐ Selected (0)
☒ All Results (41)

Version: Public ▾
☒ Documents
☒ Open Houses

Recipients

From: angela@metromls.com [primary] ▾
To: [Add New Contact](#)
0 contacts selected
You may also enter one or more additional e-mail addresses below:

☐ Send a copy to me
☒ Notify me the first time the recipient views this page
How would you like to send this e-mail? ▾

Message

Templates: ▾ [options](#)
Subject:
Message body:

Hello. These are the listings that currently match your search criteria. I have created a subscription for listings matching this criteria to be sent to you automatically.

You should have received an opt-in request with the subject line, 'New Listing Updates' that includes my name. Make sure you open that email and click the 'Yes, please send me listigns button' so that listings will be sent automatically to you.

If you have any questions, do not hesitate to contact me!

☐ HTML ☒ Text

☒ Signature: -----
Angela Washington-Marshall, GREEN, e-PRO, The Metro MLS Support Staff
Metro MLS Staff
Multiple Listing Service
11430 W. North Ave.
Wauwatosa, WI 53226
Office - (414) 778-5450
angela@metromls.com
http://www.metromls.com

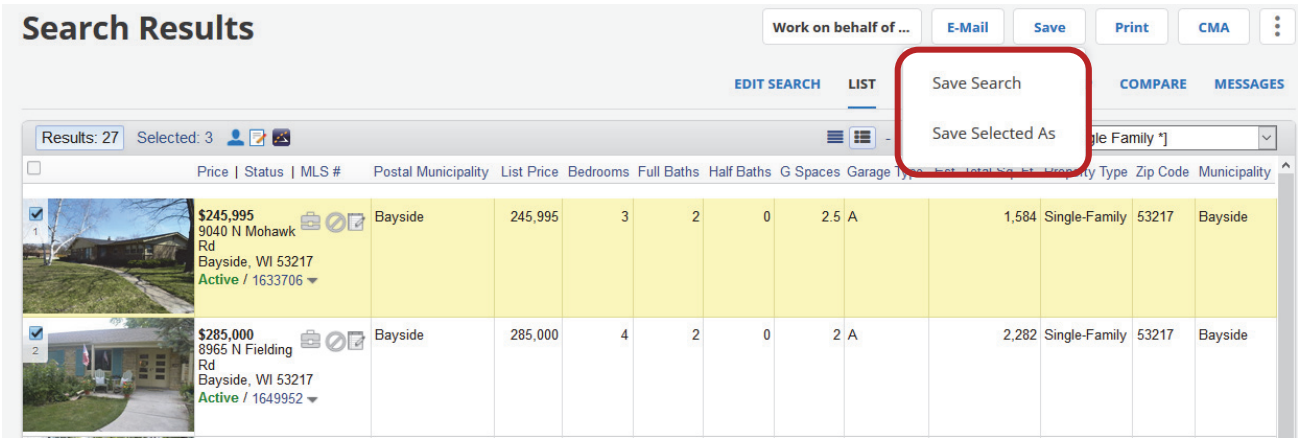
View Listings

E-Mail

NOTE: You can verify your Portal type by clicking Menu; under the Preferences section, click **Portal Preferences**.

Save Options

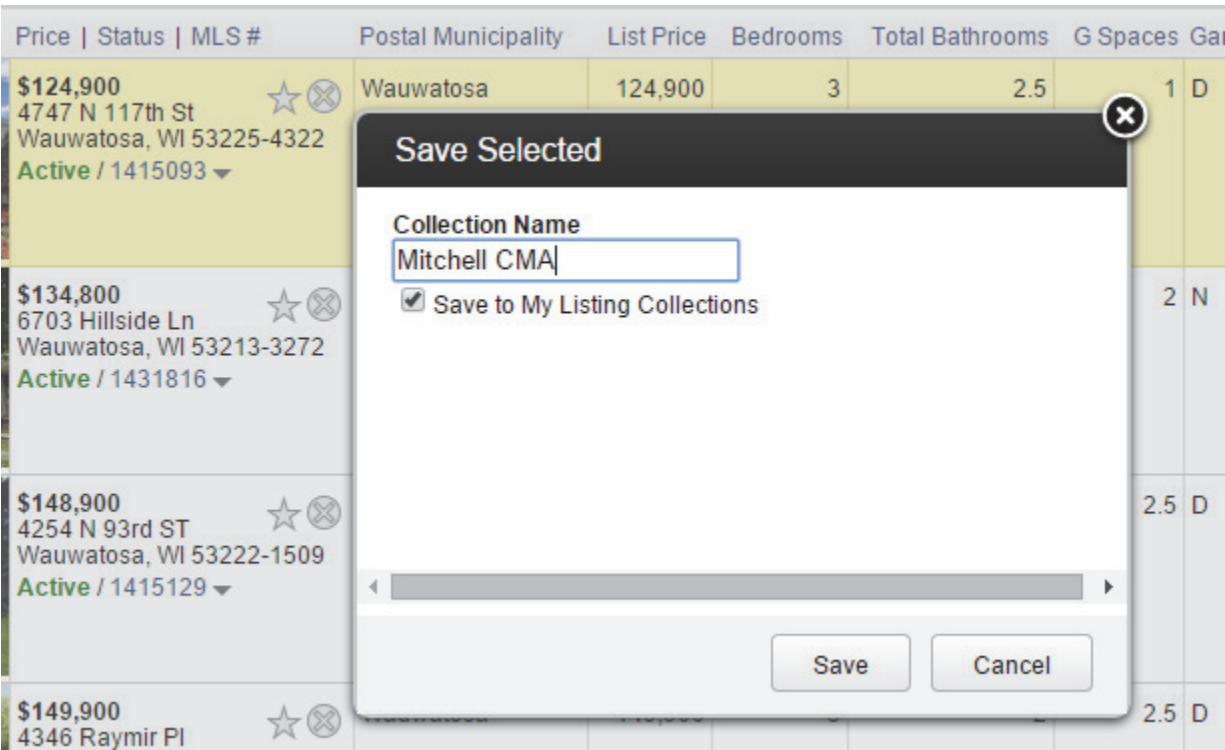
The options in **Save** on the Search Results screen lets you save the search, or if applicable, save selected listings to a collection to use at a later time.



NOTE: This box will only appear if you have any listings selected. If you do not have listings selected, it will present you with the Save Search pop-up box.

Saving Selected Listings to a Collection

The screen above is what will show if you have put listings in a cart by selecting them with a checkmark. Choosing the **Save Selected As** link will present you with the following pop-up, shown below.

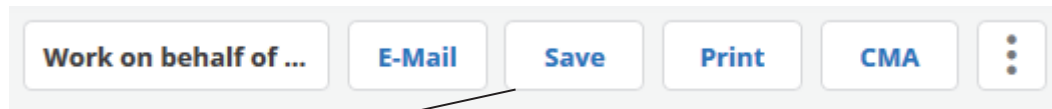


By clicking your mouse into the field, you can create a brand new cart by entering a name/description for the cart, or add the selected listings to an existing cart.

Saving a Search

The **Save** link allows you to save your search criteria for later use. You can use saved searches for checking listing activity at a later date, or for a Contact or Market Area.

1. Once you have a search you want to save, click the **Save** link.



Click the **Save** button at the top of the Search Results screen to save your search.

2. After you click the **Save** button, you will see the Save Search screen. On this screen, you can define how you want to save the search.
3. When you save a new search, you give the search a name. By default, the system assumes you always want to save the search under a new name. Next, type the name of the search in the Search Name field. Make sure you name the search so you can easily identify what the search is!
4. However, if you are making changes to an *existing* saved search, click **Existing**. You will not need to select a view under “What view do you wish to associate with this search?” because the view will default to the property type used in the search. However, this can be changed to any view of your choice, by clicking the drop-down arrow and selecting your desired view from the drop-down list.

Click **New**.

Type a name for your search in the Search Name field.

Enter a description for your search if desired.

Click **Save**.

The screenshot shows a 'Save Search' dialog box with a dark header bar. Below the header, there are three radio buttons for 'Save Type': 'New' (selected), 'Existing', and 'Mark as Favorite' (checkbox). The 'Search Name' field contains 'Jones Tosa SF'. The 'Search Description' field is empty. Below these fields, there are three radio buttons for 'Contact': 'None' (selected), 'New', and 'Existing'. A blue link '+ Additional Search Options' is visible. At the bottom, there are three buttons: 'Save and Add Subscription', 'Save', and 'Cancel'. Annotations with lines point to the 'New' radio button, the 'Search Name' field, the 'Search Description' field, and the 'Save' button.

5. If that's all the information you want to enter for this saved search, click **Save**. Once you click Save, you will go to the 'Show My Saved Searches' screen. (We'll discuss Subscriptions as we go through saving a search as a Contact.) We'll click **Additional Search Options** and talk about those.

Additional Search Options

Additional Search Options allows you to choose how often the system updates your saved search and whether the search is for a Contact.

There are two ways to do a saved search. Generally, saved searches return every listing that matches your saved search criteria. However, you can set up your saved searches to return only those listings that have changed since the last time you ran the saved search. You get to define what counts as a change. Those changes – listings that are entirely new, have price changes or status changes, or listings that are back on the market, extensions, and text changes – are called “events.” The event types are defined below.

This event:	Means:
New	A new listing came on the market.
Price change	A listing's price has changed.
Status change	A listing's status (Active, Delayed, Pending, etc.) has changed; this will only bring the listings whose states matches the search's parameters.
Back on Market	A listing that had the status of Pending, Expired, or Withdrawn has been changed to Active status.
Extension	The listing contract for the listing was extended.
Open House	An Open House event has been added to a matching listing.

Saving a Search to an existing Contact

Choose which events you want the search to determine as “New” when you update your saved search. For Contact, select the radio button labeled **Existing**. Left-click your mouse in the Enter a Contact Name field; a list of your previously saved Contacts will be displayed. Select the Contact you wish to save the above named search to. Click **Save and Add Subscription** to continue on to set up a subscription event. Click **Save** to save the search to the Contact without a Subscription event.

Save Search

Save Type: ☒ New ☐ Existing ☐ Mark as Favorite

Search Name:

Search Description:

Angela	angela@metromls.com
beta_portal_on	chuck@metromls.com
betatest	chuck@metromls.com
Broc (no portal)	Brocloans@gmail.com
Chuck	chuck@metromls.com
gregg bell	gregg@metromls.com
Home Buyer	hbuyer@metromls.com
New ContactMet	newcontactmet@mailinator.com

Enter a Contact Name

What events define a listing as **New** for this search?

☒ New ☒ Price Change ☐ Open House
☒ Back On Market ☐ Extension ☒ Status Change [All Events](#) [No Events](#)

Save and Add Subscription **Save** **Cancel**

Saving a Search to a new Contact

If you wish to create a search first and then create a Contact, you can create the Contact on the fly in the Saved Search screen. Follow the previous steps for saving a search. Once you have given your search a name, click on **Additional Search Options**. In the Display Name field, enter the Contact's ID name. In the Contact E-mail field, enter the Contact's primary e-mail address, if desired. If you do not have the e-mail address, you can still create the Contact and enter the e-mail address at a later time.

- Additional Search Options

Contact: ☐ None ☒ New ☐ Existing

Display Name:
Home Buyer

Contact E-mail (optional):
homebuyer@metromls.com

Create a Portal account for this prospect
☒ No ☐ Yes

What events define a listing as **New** for this search?

☒ New ☒ Back on market ☐ Extension
☒ Price change ☒ Status change ☐ Open House Prospect Events All Events No Events

Save and Add Subscription Save Cancel

If you would also like to create a Portal account for the Contact, you may do so. Under **Create a Portal account for this prospect**, select the **Yes** radio button. Once you click the **Save and Add Subscription** or **Save** buttons, the Portal notification will be sent.

- Additional Search Options

Contact: ☐ None ☒ New ☐ Existing

Display Name:
buyers

Contact E-mail:
buyer@email.com

Create a Portal account for this prospect
☐ No ☒ Yes

What events define a listing as **New** for this search?

☒ New ☒ Price Change ☐ Open House
☒ Back On Market ☐ Extension ☒ Status Change All Events No Events

Save and Add Subscription Save Cancel

If you select **Save and Add Subscription**, you will be taken to the following screen. Here you can choose a schedule for the Subscription, edit the view that will be displayed on your Contact's List tab, and to enter a message in for this Subscription. The message entered will be sent with every listing Subscription to your Contact.

Edit Subscription

General Subscription Options

Subscription name: Subscription Barkleys 2

Send notification of new listings to: ☐ You (sender) ☒ Selected contacts

☒ Send me an email when a contact clicks the link

☐ Enable Preview Mode ?

Contacts: [Add New Contact](#)

Schedule: Please choose a schedule for this subscription

☒ Weekly: ☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday | [Clear days](#)

☐ Monthly: day of each month

☐ ASAP

☐ Continuous

View to send

Single Family:
Status, Postal Municipality, List Price, Address, Bedrooms, Full Baths, Half Baths, Garage Spaces, Garage Type, Ext. Total Sq. Ft., Property Type

E-mail content

Templates: You currently have no saved email templates

[Save as New](#)

Subject:

Body:

HTML ☒ Text ☐

File Edit Insert View Format Table Tools

B I U A A Font Family Font Sizes **Text Alignment** **Table** **My Photos** **List Photos**

[Save](#)

NOTE: Once you save the Subscription, it will send out the updates for your search *starting from that point in time going forward*; if you want your customer to see the listings that are currently in the search, you must manually e-mail the first set of results from when you created the search. You can easily do that using the **View All** link located on the Searches/Subscriptions tab of the Contact's file in Contact Management.

Barkley

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

Searches

Homer SF Tosa

[Add](#) [Rename](#) [Edit](#) [Remove](#)

View

Single Family

Listing Activity Report

Results

[View all](#)

[View new in the last 24 hours](#)

[View new since 07/12/2019 09:20 AM](#)

[Reset time and view new since 07/12/2019 09:20 AM](#)

Subscriptions

Subscription Homer Buyer

Created July 09, 2019, Updated July 09, 2019

homerbuyer@protonmail.com

Search Parameters

Metro MLS, WIREX - except Metro MLS, Property type Single Family; Bedrooms between 3 and 4, County of 'Milwaukee'; Municipality of 'Wauwatosa'; Status of 'Active', 'Delayed'; Total Bathrooms between 1.5 and 2.5, and not Contingent of 'With Offer'; New results include new listings, back on market, price changes, status changes, and open house.

Created July 09, 2019, Updated July 09, 2019

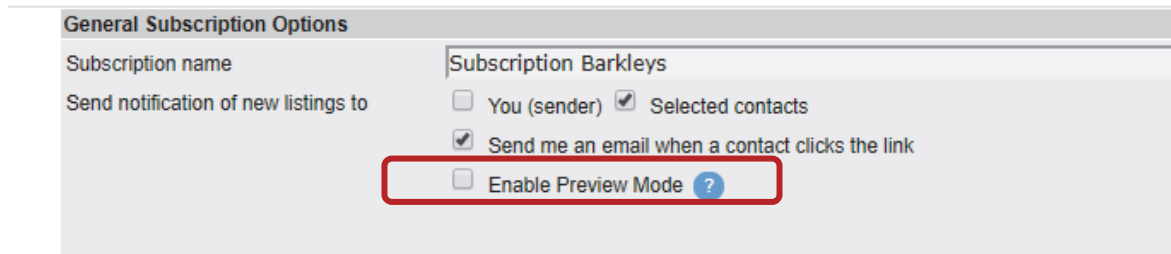
[EDIT CONTACT](#) [REMOVE](#) [DEACTIVATE](#) [TRANSFER](#) [CLOSE](#)

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



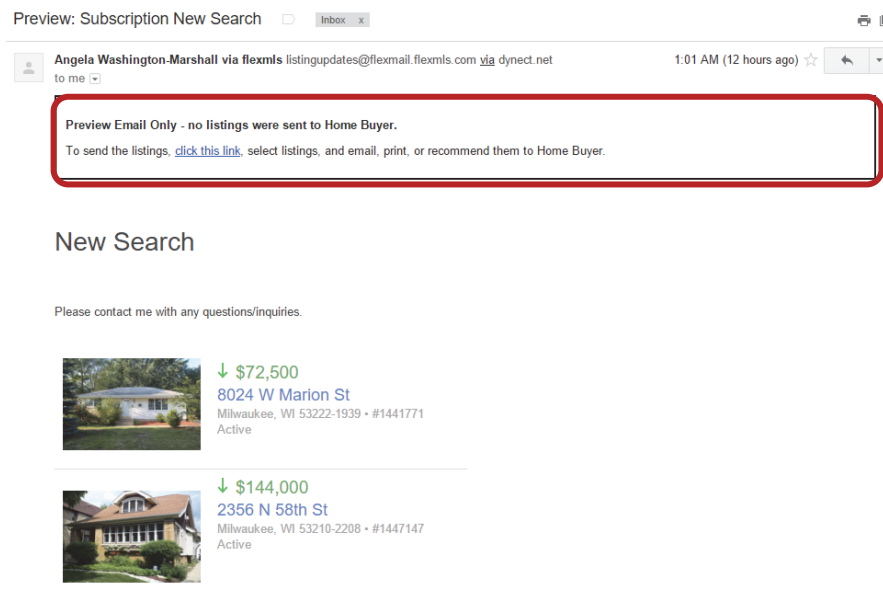
General Subscription Options

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 1:01 AM (12 hours ago)


to me

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.



Angela Washington-Marshall,
The Metro MLS Support Staff,
GREEN, e-PRO
Metro MLS Staff

News Feed 50+

Searches

Homer SF Tosa

Listings

Saved

Hidden

Recommended



Hidden by Agent

News Feed

for Barkley **Approve** E-Mail Save Print CMA

LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 50 Selected: 0

	Price	Status	MLS #	Postal Municipality	List Price	Bedrooms	Baths	Full Baths	Half Baths	G Garage	Total Sq. Ft.	Property Type	Est. Acreage	Zip	Municipality
 <p>\$424,900 N6309 County Rd P Delavan, WI 53115 Active / 1653464 New at 8-12-2019 12:44</p> <p>Approve</p>				Delavan	424,900	4	2	0	2	A	2,285	Single-Family	4.37	53115	Delavan
 <p>\$125,000 6095 Sherrie Ln Underhill, WI 54124 Active / 1653231 New at 8-12-2019 12:41</p>				Underhill	125,000	2	2	0	3	D	1,502	Single-Family	1.02	54124	Underhill

Search Results Links

The Search Results screen pages are sectioned by links. These links contain information and tools that are vital in how you configure listing information to ‘package and sell’ to your clients. Each link is discussed in detail in the following sections.

List Options

The **List** link is the default screen when you view the results of any kind of search. On this link, you can select listings for other functions, view listing activity for your listings, access Message functions using the message type icons, access the data sheet of the listings using the MLS number link, and much more. If these listings belong to you, you may also edit the listing using the Additional Actions menu – the black downward pointing arrow located to the right of the MLS number. If you would like to run a particular listing against saved Contact searches, click the same black arrow and select **Match Contacts** from the menu that appears. This will run the chosen property to verify if it matches the parameters saved in any of your saved Contact searches. To edit a search, click the **Edit Search** link. You may also edit Views and Sorts from this screen.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 7 Selected: 0

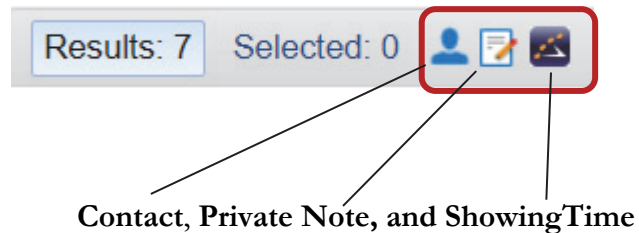
Messaging icon.

	Price	Status	MLS #	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Spaces	Est. Total Sq. Ft.	Property Type	Zip Code	Municipality
1	\$550,000	Active	1723 N 72nd St Wauwatosa, WI 53213	Wauwatosa	550,000	4	3	0	2.5 D	2,859	Single-Family	53213	Wauwatosa
2	\$579,900	Active	7424 Maple Ter Wauwatosa, WI 53213	Wauwatosa	579,900	4	2	2	2.5 A	3,358	Single-Family	53213	Wauwatosa
3	\$589,900	Active	609 N 67th Wauwatosa, WI 53213	Wauwatosa	589,900	3	3	1	2.5 A	3,000	Single-Family	53213	Wauwatosa
4	\$645,000	Active	1251 N 86th St Wauwatosa, WI 53226	Wauwatosa	645,000	2	2	0	2.75 A	2,634	Single-Family	53226	Wauwatosa

Edit your listing, view your listing activity, schedule a showing via ShowingTime, or run Match Contacts tool using the **Additional Actions** (triangle icon) menu.

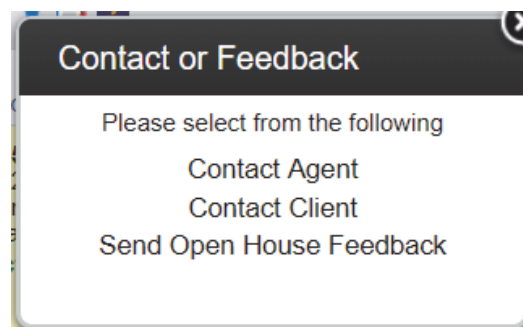
Messaging Icons

The two of the three icons located to the right of the **Selected** link are functions related to the Messages tab called **Contact** and **Private Note**; **ShowingTime** connects you to the ShowingTime scheduling function. Clicking on the Contact and Private Note icons will present you with a pop-up box displaying the options for that function; ShowingTime will open in a new tab to the ShowingTime menu. These icons are accessible on the List, Detail, Photos, Map, and Compare tabs.

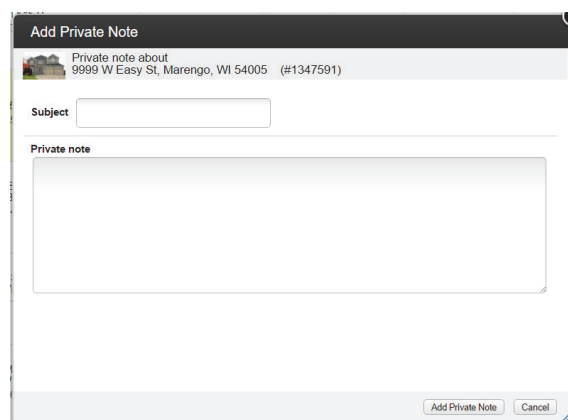


NOTE: Private Notes can only be seen by the author of the note.

The **Contact** icon (head and shoulders) allows you to contact, via message, the agent of a highlighted listing, contact a Portal client regarding the highlighted listing, and send showing and open house feedback to the listing agent of the highlighted listing.



The **Private Note** icon (notepad) allows you to enter a private note for yourself regarding the highlighted listing. Private Notes can be read on the Messages tab of the Search Results screen when the noted listing is highlighted.



The Detail tab displays the data sheet and other data types of the listing. Here, you can select the reports type you would like shown by using the **Report** link. You may also view property history, tax info, documents, open house and tour of homes dates, and the mortgage calculator.

The **Report** link gives you access to numerous types of datasheets, such as the One Line, Full Listing Addtl Photos, and Full Report with Tax. You can view either the public or private version from here.

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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.

The screenshot shows the 'Search Results' page. On the left, there are three property listings. The main panel on the right shows the 'DETAIL' tab for the property at 1723 N 72nd St, Wauwatosa, WI 53213. The 'History' link is highlighted with a red box. Below the history link, a table titled 'Property and Listing History' displays the listing's history.

MLS #	Status	Price	% Change	Date	DOM	CDOM	Address	Begin Date	Original List Price
+ 1649545	Active	\$550,000	50.7%	07/30/2019	10	10	1723 N 72nd St	07/18/2019	\$550,000
+ 1355763	Sold	\$365,000	123.2%	05/30/2014	58	58	1723 N 72nd St	03/31/2014	\$389,900
+ 1334888	Sold	\$163,500		11/15/2013	8	8	1723 N 72nd St	10/05/2013	\$150,000

Tax Info link

The **Tax Info** link provides you with direct access to the Full Report tax record for the chosen listing.

The screenshot shows the 'Search Results' page. On the left, there are six property listings. The main panel on the right shows the 'DETAIL' tab for the property at 1723 N 72ND ST, Wauwatosa, WI 53213. The 'Tax Info' link is highlighted with a red box. Below the tax info link, a 'Full Report' is displayed, including property details, owner information, and a table of assessments and taxes.

Full Report
Property Location : 1723 N 72ND ST

Owner: Aaron A Zwaska
Zwaska Logan B
1723 N 72ND ST
Wauwatosa, WI 53213

Owner Occupied: Yes
Property Address: 1723 N 72ND ST
Wauwatosa, WI 53213-2351

County: Milwaukee
Taxed by: City Of Wauwatosa
Taxkey # 344036100

Map with: MapQuest, Google Maps

Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
2018	Residential	\$ 106,200	\$ 254,700	\$ 360,900	0.000 -	0.170	0.893294995
2017	Residential	\$ 106,200	\$ 254,700	\$ 360,900	0.979 ↓	0.170	0.918287166
2016	Residential	\$ 106,200	\$ 251,200	\$ 357,400	0.000 -		0.969651787
2015	Residential	\$ 106,200	\$ 251,200	\$ 357,400	74.512 ↓		0.966896785
2014	Residential	\$ 106,200	\$ 98,600	\$ 204,800	0.000 -		0.986202868
2013	Residential	\$ 106,200	\$ 98,600	\$ 204,800	7.903 ↓		1.063975427
2012	Residential	\$ 70,100	\$ 119,700	\$ 189,800	0.000 -		1.102697543
2011	Residential	\$ 70,100	\$ 119,700	\$ 189,800	0.000 -		1.042293218
2010	Residential	\$ 70,100	\$ 119,700	\$ 189,800	0.000 -		1.015739223

Tax Year	Total Tax	First Dollar	Lottery Credit	Net Tax	Special Taxes	Special Assessment	Special Charges	Full Pay Amount
2018	\$8,579.21	\$54.00	\$131.14	\$8,394.07				\$8,394.07
2017	\$8,501.86	\$53.68	\$93.95	\$8,354.23				\$8,354.23
2016	\$8,468.03	\$57.83	\$108.76	\$8,301.44				\$8,301.44
2015	\$8,337.41	\$54.00	\$87.23	\$8,196.18				\$8,196.18
2014	\$4,790.64	\$54.71	\$92.58	\$4,643.35				\$4,643.35
2013	\$4,861.12	\$59.95	\$102.10	\$4,699.07				\$4,699.07
2012	\$4,309.28	\$63.49	\$88.50	\$4,157.29				\$4,157.29
2011	\$4,158.57	\$58.02	\$76.79	\$4,023.76				\$4,023.76
2010	\$4,145.68	\$58.13	\$73.30	\$4,014.25				\$4,014.25

Assessor
Building Square Feet : 1220
Bedrooms : 3
Year Built : 1921
Year Remodeled :
Township :
Range :

Mortgage Info link

The **Mortgage Info** link is a generic calculator provided by a third party vendor. Rates and products shown below are only examples based on market averages. If you would like actual mortgage information from your preferred lenders to show here, your broker can visit the vendor site and sign up using the **Click Here** link on this tab.

The screenshot shows the 'Search Results' page. On the left, there are three property listings with their respective photos and details. On the right, the 'Mortgage Info' link is highlighted in the top navigation bar. Below the navigation bar, there is a 'Mortgage Payment Calculator' section with a table showing various loan options and their payments. To the right of the calculator is a 'Personalize Your Mortgage' section with input fields for 'Estimated Sales Price' and 'Down Payment: Amount or Percent'.

	15 Year Fixed	30 Year Fixed	5/1 ARM	7/1 ARM
Down Payment:	\$110,000	\$110,000	\$110,000	\$110,000
Mortgage Paymt:	\$3,422	\$2,362	\$2,069	\$2,229
Rate:	4.750%	5.000%	3.875%	4.500%
APR:	4.830%	5.080%	3.955%	4.580%
Taxes:	\$700	\$700	\$700	\$700
Ins./HOA Dues:	\$87	\$87	\$87	\$87
PMI:	\$0	\$0	\$0	\$0
Mo. Payment:	\$4,209	\$3,149	\$2,856	\$3,016

Documents link

Accessing documents on listings can be done quickly, simply by clicking the **Documents** link. Any uploaded documents will be listed in the link. You may either click on your desired document using the link for that document, or selecting multiple documents and using the **View/Print Checked Documents** link.

NOTE: Listing contracts and Exclusive Right to Lease documents are private documents and can only be seen by the listing agent or listing office's account.

The screenshot shows the 'Search Results' page. On the left, there are three property listings. On the right, the 'Documents' link is highlighted in the top navigation bar. Below the navigation bar, there is a 'Documents' section with a list of documents: 'LeadPaint Disclosure (Public)' and 'Seller Condition (Public)'. Below the list is a link that says 'View/Print Checked Documents'.

Open House or Tour of Homes link

If there is an open house or tour of homes date on a listing, the named link will appear in the upper right corner. Clicking on the link displays the date and time of the event, directions, and any added comments. You may also leave feedback for the listing agent regarding an event you have attended for their listing. This can be done by clicking the **Feedback** link. This link will remain up to 30 days after the end date.

The screenshot shows a real estate search results page. At the top, there's a 'Search Results' header with buttons for 'Work on behalf of ...', 'E-Mail', 'Save', 'Print', 'CMA', and a dropdown menu. Below this are tabs for 'EDIT SEARCH', 'LIST', 'DETAIL', 'PHOTOS', 'MAP', 'COMPARE', and 'MESSAGES'. The 'DETAIL' tab is active. On the left, there's a list of search results with two properties visible. On the right, there's a table with columns: 'Date', 'Time', 'Comments', 'Directions', and 'Leave Feedback'. The 'Open House' link is highlighted in a red box in the top navigation bar. An arrow points to the 'Feedback' link in the table.

Date	Time	Comments	Directions	Leave Feedback
08/11/2019	02:30 PM – 04:00 PM		Capital Drive to 110th, north to Glenway Court, East onto circle	Feedback
07/27/2019	11:30 AM – 01:30 PM		Capital Drive to 110th, north to Glenway Court, East onto circle	Feedback
07/14/2019	01:00 PM – 02:30 PM		Capital Drive to 110th, north to Glenway Court, East onto circle	Feedback

ShowingTime link

If a listing agent is using ShowingTime, the ShowingTime link will be visible. Use this to schedule a showing on a listing.

The screenshot shows a real estate search results page. At the top, there's a 'Search Results' header with buttons for 'Work on behalf of ...', 'E-Mail', 'Save', 'Print', 'CMA', and a dropdown menu. Below this are tabs for 'EDIT SEARCH', 'LIST', 'DETAIL', 'PHOTOS', 'MAP', 'COMPARE', and 'MESSAGES'. The 'DETAIL' tab is active. On the left, there's a list of search results with two properties visible. On the right, there's a table with columns: 'Date', 'Time', 'Comments', 'Directions', and 'Leave Feedback'. The 'ShowingTime' link is highlighted in a red box in the top navigation bar. Below the search results, there's a detailed view of the ShowingTime interface. It includes a 'Welcome Rose Realtor' message, a 'Property: 1266 N 123RD ST, WAUWATOSA' listing, and a 'My Profile' section with contact information and appointment preferences.

ShowingTime Interface Details:

- Welcome Rose Realtor**
- Property:** 1266 N 123RD ST, WAUWATOSA
- Listing Details:**
 - Address: 1266 N 123rd St, Wauwatosa, WI 53226
 - Listing ID: 1548509
 - Price: \$309,000
 - Status: ACTIVE
 - Appointment Type: Courtesy Call: Instantly confirmed with appointment request.
- My Profile:**
 - First Name: Rose
 - Last Name: Realtor
 - Company: Nancy Realtors
 - Please send me appointment confirmations for this listing by:
 - ☒ Email:
 - ☐ Phone Call:
 - ☒ Text Msg:
 - [Click here to view Terms and Conditions](#)
 - ☒ Agree to the Terms and Conditions above for using this service.
- Buttons:** Cancel, Schedule a Single Showing, or Add to ShowingCart™

Calculator link

The Calculator link provides you and your contacts with a tool that you may plug in numbers for estimated mortgage payment amount using down payment amount, interest rate percentages, and loan term.

The screenshot shows the 'Search Results' interface. On the left, there's a list of properties with details like price, status, and address. On the right, there's a 'Mortgage Calculator' tool with input fields for Purchase Price (\$179,900), Down Payment (20%), Interest Rate (5%), and Loan Term (30 years), resulting in a Monthly Payment of \$772*. The 'Calculator' link in the top navigation bar is highlighted with a red box.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST **DETAIL** PHOTOS MAP COMPARE MESSAGES

Results: 10 Selected: 0

Price | Status | MLS #

\$179,900
4028 Glenway Ct
Wauwatosa, WI 53222
Active / 1642817

\$189,000
2653 N 80th St
Wauwatosa, WI 53213
Active / 1650969

\$189,700
308 N 112th St

Mortgage Calculator

Purchase Price: \$ 179900
Down Payment: 20 Percent (%)
Interest Rate: 5 %
Loan Term: 30 years
Monthly Payment: **\$772***

* The above payment amount is based on the specified interest rate and other terms, which may not be the actual terms applicable to you and may not include all costs you have to pay. Do not rely on this payment amount as your final payment.

zipForm link

The ZipForm link allows you to easily and quickly import listing information into your zipForm documents. zipForms are available for both Metro and WIREX listings. To use, pull up the listing; on the Detail tab, select the **zipForm** link.

The screenshot shows the 'Search Results' interface, similar to the previous one. The 'zipForm' link in the top navigation bar is highlighted with a red box.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST **DETAIL** PHOTOS MAP COMPARE MESSAGES

Results: 10 Selected: 0

Report History Tax Info Mortgage Info Documents Open House ShowingTime **Calculator** **zipForm**

Photos Options

The Photos link gives you access to all photos, videos, and virtual tours that are attached to the listing. The highlighted listing in the Summary panel is the property displayed. You may view different photos by clicking the desired photo in the Filmstrip. You can also view as a slideshow.

The screenshot displays a real estate search results interface. On the left, a 'Search Results' panel shows a list of six properties. The fifth property, located at 1735 N 83rd St, Wauwatosa, WI 53213, is highlighted with a yellow background and a red 'C' icon. A black arrow points from the text 'Click to view photos as a slideshow' to a small icon in the bottom right corner of the property list. The main area on the right shows a large photo of a house with a blue roof and a red bush in the foreground. Above the photo, there are tabs for 'Pictures (45)', 'Videos (1)', and 'Virtual Tour'. Below the photo, a filmstrip shows a sequence of smaller photos of the property's interior and exterior. The top of the page features a navigation bar with links for 'Work on behalf of ...', 'E-Mail', 'Save', 'Print', 'CMA', and a dropdown menu. Below this, a secondary navigation bar includes 'EDIT SEARCH', 'LIST', 'DETAIL', 'PHOTOS' (which is highlighted with a red box), 'MAP', 'COMPARE', and 'MESSAGES'.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL **PHOTOS** MAP COMPARE MESSAGES

Results: 6 Selected: 0

Price | Status | MLS #

- ☐ 1 \$579,900
7424 Maple Ter
Wauwatosa, WI 53213
Active / 1627378
- ☐ 2 \$589,900
609 N 67th
Wauwatosa, WI 53213
Active / 1652597
New Listing
- ☐ 3 \$645,000
1251 N 86th St
Wauwatosa, WI 53226
Active / 1638491
- ☐ 4 \$674,900
2533 N 97th St
Wauwatosa, WI 53226
Active / 1643599
- ☐ 5 \$719,000
1735 N 83rd St
Wauwatosa, WI 53213
Active / 1651024
Status Change
- ☐ 6 \$759,000
1616 Alta Vista Ave
Wauwatosa, WI 53213
Active / 1642942

Maples Terrace-16

Pictures (45) Videos (1) Virtual Tour

1/45

Click to view photos as
a slideshow

Map Options

The Map tab allows you to see locations of your search results and view them in a number of ways.

The screenshot displays the 'Search Results' page with a map view. On the left, a list of six properties is shown, each with a thumbnail, price, address, and status. The map on the right shows a blue outline of a search area in Wauwatosa, WI. Various tools and options are highlighted with red boxes and labels:

- Pan and Zoom tools and Actions for Selected Listing:** Points to the map navigation controls (compass, zoom in/out, pan) and the 'Actions for Selected Listing' dropdown menu.
- Map View Options:** Points to the 'Map', 'Satellite', and 'Overlays' buttons in the top right corner.
- Drawing and Navigation tools:** Points to the drawing tools (rectangle, circle, line, etc.) and navigation tools (previous, current, all points) at the bottom.
- Show/Hide Color Legend and Locate Address:** Points to the color legend and the 'Locate Address' button at the bottom right.

The map shows a blue outline of a search area in Wauwatosa, WI, with labels for 'Menomonee River Parkway', 'Currie Park', 'Medical College of Wisconsin', 'Wauwatosa', 'Miller Park', and 'West Allis'. The map includes a scale bar (2 km, 1 mi) and a 'Driving Directions' button.

NOTE: For definitions of Zoom and Pan Map tools, Previous, Current, and All Points icons, refer to the Map Tab section in previous pages.

The **Actions for Selected Listing** drop-down menu contains the following options for the highlighted listing:

- **Show More Information** – This option shows a single listing summary report in the left panel while keeping the map visible on the right. View details about the listing, or scroll through smaller versions of the photo on this single-listing view.
- **Add to Selected Listings** – This option adds the current listing to the **Selected** link.
- **Show Street View** – This option opens to Google Maps and shows you a street view of the listing.
- **Show Bird's Eye Map** – This option links to Bing Maps to view an aerial image of the listing, if such imagery is available in your area.
- **Zoom to Listing** – This option adjusts the map to the closest zoom level available for the selected listing.
- **Radius Search from Listing** – This option may be used to create a circle search shape with the selected listing as the center point – enter a radius to designate how many miles from the point you would like to search.
- **Move this Listing** – This option allows you to move listings if it is your listing, or suggest new locations for listings of another member.

The **Map View** options let you decide how to view the map. Clicking the **Satellite** button will change the map to Satellite view. The **Overlays** button gives you multiple choices in viewing the map. **Imagery** **Parcels** allows you to show and hide the parcel outlines on the Satellite map. **Zip Codes** will outline areas by zip code. **Counties** will outline areas by county. You may also choose to show or hide listing icons, and search area shapes you may have drawn.

Driving Directions (previously the **Route** link) allows you to select listings and receive driving directions, via Google Maps. Maximum number of listings that can be routed is 25. This function is also available to your Contacts, via e-mailed listings in Interactive version and in the Contact Portal.

The **Area Mileage** indicator gives you an approximation of the mileage of the area you are viewing on the map. Drawing and Navigation tools give you tools in which you can use with your map. Going from left to right, the **Pan** tool is the default; this allows you to adjust the location of your map by holding down your left mouse button, and dragging the map into your desired direction. The **Zoom** tool allows you to zoom in on a specific area by drawing a square or rectangle over the area. Once you have completed drawing the area you would like to zoom in on, it will zoom immediately. 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 **Measure** tool allows you to plot the distance between multiple points on the map. The **Square**, **Circle** and **Polygon** shapes are the shapes you can use to define a specific search area on the map.

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

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

The Listing icons are the colored house icons shown on the map. Clicking on any one of them will display the Info Bubble of the icon. From here, you can perform a radius search, access the tax record, access available listing history, or zoom in on the location of the listing. Clicking on any of the Listing icons will display the listing in the left side summary panel pane.

Edit Existing Shapes on the Map








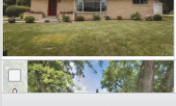

You can edit new or existing shapes on the map without having to delete them and start over. This functionality is only available on the Search Results screen Map tab. On the Map tab, click on your desired shape to edit. An Edit bubble will appear for that shape. To edit the name, color, or shape, click the **Edit** link next to <shape type> in the bubble.

Search Results

Work on behalf of ...
E-Mail
Save
Print
CMA

EDIT SEARCH
LIST
DETAIL
PHOTOS
MAP
COMPARE
MESSAGES

Results: 12
Selected: 0

	Price	Status	MLS #
	\$169,900	Active	2022 N 113th St Wauwatosa, WI 53226 1648303
	\$199,900	Active	11640 W Clarke St Wauwatosa, WI 53226 1641016
	\$199,900	Active	11510 W Gilbert Ave Wauwatosa, WI 53226 1647667
	\$214,900	Active	2028 N 114th St Wauwatosa, WI 53226 1652003
	\$219,900	Active	1822 N 119th St Wauwatosa, WI 53226 1647817
	\$225,000	Active	2110 N 113th St Wauwatosa, WI 53226 1650855
	\$238,000	Active	2654 N 117th St Wauwatosa, WI 53226 1647478
	\$250,000	Active	2225 N 122nd St Wauwatosa, WI 53226 1648869
	\$259,900		2224 N 119th St

Actions for Selected Listing
Driving Directions

Map
Satellite
Overlays

Wauwatosa
Circle

edit
edit

Radius Search
Street View
Bird's Eye
Zoom Here

2 km
1 mi

Other options available in the Edit Shapes bubble are **Radius Search** from that defined area, **Bird's Eye** view, which will show you a bird's eye view using MSN Live maps, and **Zoom Here**, which will zoom down on that defined area.










In the text field, you may enter a desired name for your shape. An example would be the name of the area, or location of the defined area. Clicking on any of the color squares will change the defined shape to that color. Clicking the **Edit Shape** link will add 'handles' that look like orange bubbles to the border of the shape and one in the center.

Search Results

Work on behalf of ...
E-Mail
Save
Print
CMA

EDIT SEARCH
LIST
DETAIL
PHOTOS
MAP
COMPARE
MESSAGES

Results: 12
Selected: 0

	Price	Status	MLS #
	\$169,900	Active	2022 N 113th St Wauwatosa, WI 53226 1648303
	\$199,900	Active	11640 W Clarke St Wauwatosa, WI 53226 1641016
	\$199,900	Active	11510 W Gilbert Ave Wauwatosa, WI 53226 1647667
	\$214,900	Active	2028 N 114th St Wauwatosa, WI 53226 1652003
	\$219,900	Active	1822 N 119th St Wauwatosa, WI 53226 1647817
	\$225,000	Active	2110 N 113th St Wauwatosa, WI 53226 1650855
	\$238,000	Active	2654 N 117th St Wauwatosa, WI 53226 1647478
	\$250,000	Active	2225 N 122nd St Wauwatosa, WI 53226 1648869
	\$259,900		2724 N 119th St

Actions for Selected Listing
Driving Directions

Map
Satellite
Overlays

Radius from Office

Color

Edit Shape
Remove

2499 ft

2 km
1 mi

Map data ©2019
Terms of Use
Report a Problem

Left clicking + dragging the handle on the border of the shape will move that side in the direction you drag it. Left clicking + dragging the handle in the center will move the entire shape. Once you complete your edits, click the **Leave Edit Shape Mode** link. Click **View Results** to view listings in your defined area.

The screenshot displays the 'Search Results' interface. On the left is a sidebar with search filters, and on the right is a map with a blue circular shape.

Search Results Sidebar:

- View Results:** 12 (highlighted with a red box)
- Property Type:** Single Family
- Location, address or MLS #:** [Search bar]
- County:** Milwaukee
- Municipality:** Wauwatosa
- Shape:** within (highlighted with a red box)
 - Radius from Office
- Status:** Active
- List Price:** 575000 to max
- Additional Search Options:**
 - ☐ Pictures
 - ☐ Videos
 - ☐ Documents
 - ☐ Virtual Tours
 - ☐ Open House Date
 - ☐ Tour of Homes Date
 - ☐ within Listing Collection

Map Interface:

- Map Controls:** Map, Satellite, Overlays
- Map Content:** A blue circular shape is drawn on the map. It contains several green house icons. A black arrow points to the center of the circle, and another black arrow points to the border of the circle. The text "Edit Handles." is written near the border.
- Map Labels:** Wauwatosa West High School, West Suburban YMCA, Wauwatosa School District, Wisconsin Lutheran College Outdoor...
- Map Scale:** 500 m, 2000 ft
- Map Legend:** Click shapes to begin editing them
- Map Action:** Leave Edit Shape Mode (highlighted with a red box)

In the left side Edit Search panel under Search Areas, you can view the names of your shape(s) with associating color(s).

The Compare Tab displays statistical comparisons between the highlighted listing and the other listings in the search. 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.

Compared listing.

Search Results

[Work on behalf of ...](#)
[E-Mail](#)
[Save](#)
[Print](#)
[CMA](#)

[EDIT SEARCH](#)
[LIST](#)
[DETAIL](#)
[PHOTOS](#)
[MAP](#)
[COMPARE](#)
[MESSAGES](#)

Results: 12 **Selected:** 0

	Price Status MLS #
	\$169,900 2022 N 113th St Wauwatosa, WI 53226 Active / 1648303
	\$199,900 11640 W Clarke St Wauwatosa, WI 53226 Active / 1641016
	\$199,900 11510 W Gilbert Ave Wauwatosa, WI 53226 Active / 1647667
	\$214,900 2028 N 114th St Wauwatosa, WI 53226 Active / 1652003
	\$219,900 1822 N 119th St Wauwatosa, WI 53226 Active / 1647817
	\$225,000 2110 N 113th St Wauwatosa, WI 53226 Active / 1650855
	\$238,000 2654 N 117th St Wauwatosa, WI 53226 Active / 1647478
	\$250,000 2225 N 122nd St Wauwatosa, WI 53226 Active / 1648869
	\$259,900 2224 N 119th St

Search Statistics

Listings by Status

Active	12
Pending	0
Sold	0
Other	0
Total	12

Listings by Status

Active, 100%

[Print](#)

Average, Median, Low and High Statistics

	Bdrms	Baths	Sq. Ft.	List Price	Sold Price	List Price per SqFt	Sold Price per SqFt
Average	2.9	1.5	1,514	\$238,433	-	\$163	-
Median	3	1.5	1,320.5	\$231,500	-	\$166	-
Low	2	1	957	\$169,900	-	\$113	-
High	4	2	2,299	\$299,900	-	\$208	-
Volume	-	-	-	\$2,861,200	-	-	-

12 listings

12 listings

12 listings

12 listings

0 listings

12 listings

0 list

Days on Market and Sold/List Ratios by Market Time

	0-30 Days	31-60 Days	61-90 Days	90-120 Days	121+ Days
Number of Listings	-	-	-	-	-
% of Total	-	-	-	-	-
Average SP/LP	-	-	-	-	-
Average SP/OLP	-	-	-	-	-

No data to display.

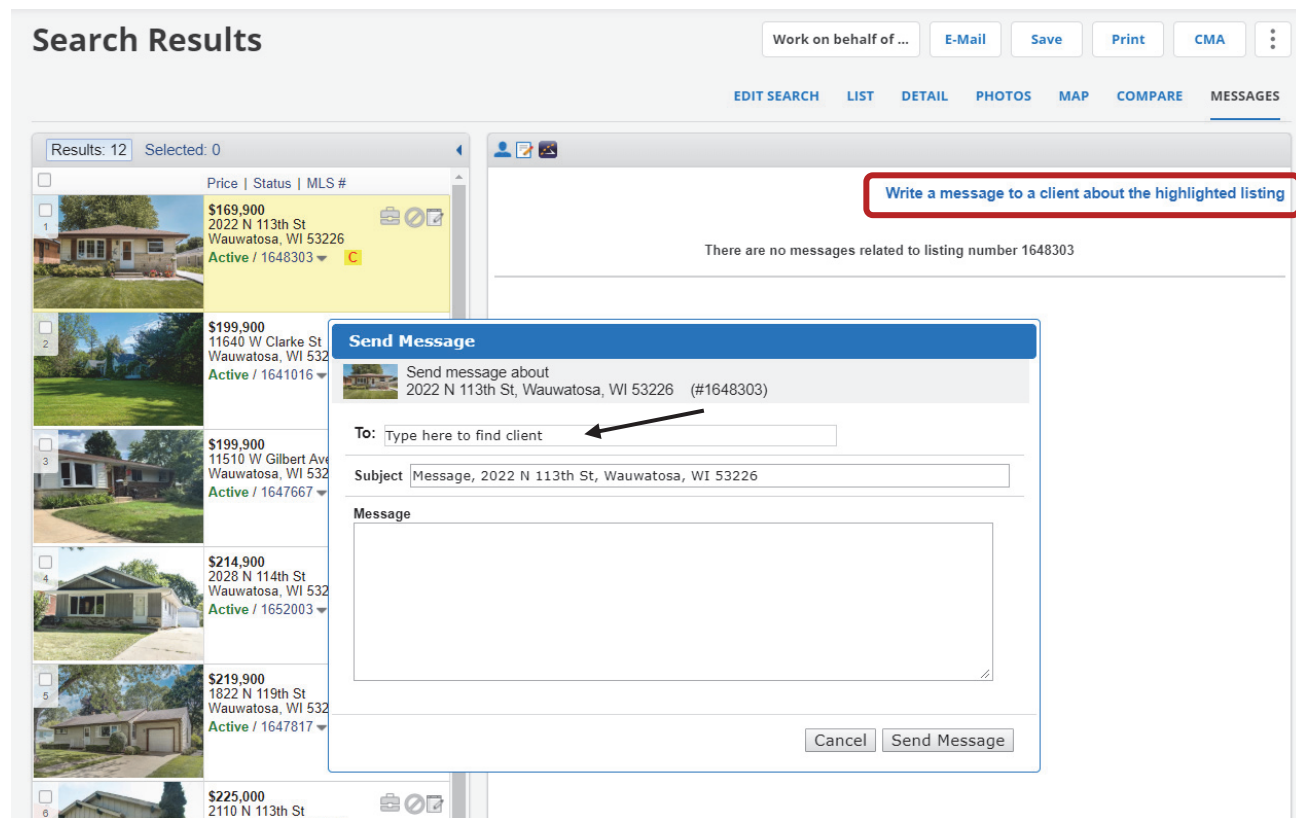
- 0-30 Days
- 31-60 Days
- 61-90 Days
- 91-120 Days
- 121+ Days

Average SP/LP

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Messages Options

The Messages tab provides a tool for agent to Contact communication on listings. You may send a message to any Contact with an active Portal regarding a specified listing, using the **Write a message to a client about the highlighted listing** link.



Editing a Search

There will be more than an occasion or two when you will need to make changes to a search. The following pages explain the different ways in which you can edit a search

Editing a Search from Search Results Screen

To edit a search from the Search Results screen, click the **Edit Search** link. This will default to edit your search in the search mode you have selected in your General Preferences.

NOTE: You may choose your default edit search mode in **Preferences > General Preferences**.

You may edit your search in two different ways: using the Full Search mode or the Quick Search mode. The following sections describe the details of each search mode.

Editing a Search using Full Search

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

Search Results

Work on behalf of ... [E-Mail](#) [Save](#) [Print](#) [CMA](#) [⋮](#)

[EDIT SEARCH](#) [LIST](#) [DETAIL](#) [PHOTOS](#) [MAP](#) [COMPARE](#) [MESSAGES](#)

[View Results: 7](#) [Full Search](#)

Main [Exterior](#) [Dates](#) [Interior/Rooms](#) [Taxes](#) [Address/School](#) [Other](#) [Office/Member](#) [Summary](#)

☒ **Status** [Active](#) [Delayed](#) [Pending](#) [Sold](#) [Expired](#) [See All and Select Date Ranges](#)

☒ **Contingent** [With Offer](#) [See All](#)

☒ **Exclude**

☒ **Bedrooms** to

☐ **Garage Type** [Attached](#) [Detached](#) [None](#) [See All](#)

☐ **School District** [21st Century Preparatory School](#) [Abbotsford](#) [Abbotsford](#) [See All](#)

☒ **County** [Marquette \(MI\)](#) [McHenry](#) [Menominee](#) [Menominee \(MI\)](#) [Milwaukee](#) [See All](#)

☒ **List Price** to

☒ **Total Bathrooms** to

☐ **Body of Water**

☐ **Street Name**

☒ **Municipality** [River Hills](#) [Saint Francis](#) [Shorewood](#) [South Milwaukee](#) [Wauwatosa](#)

☐ **Sold Price** to

☐ **Garage Spaces** to

☐ **Subdivision**

☐ **State** [Arizona](#) [Arkansas](#) [Florida](#) [See All](#)

This will take you back into the Full Search tabbed mode. After making your changes, you may either click **Save** to save the search criteria or click the **View Results** link to see your listings in the Search Results screen.

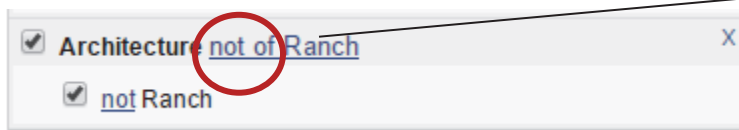
NOTE: You cannot edit the property type of a search using the Full Search mode; only Quick Search offers that option.

Editing a Search using Quick Search

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

The screenshot displays the 'Search Results' interface. On the left, a sidebar contains search filters: County (Milwaukee), Municipality (Wauwatosa), Property Type (Single Family), Status (Active), Contingent (not of With Offer), List Price (between 170000 and 220000), Bedrooms (between 3+), and Total Bathrooms (between 1.5+). Below these are 'Additional Search Options' like Pictures, Videos, Documents, Virtual Tours, Open House Date, Tour of Homes Date, and within Listing Collection. The main area shows a map of Wauwatosa with a blue search boundary. A 'Quick Search' button is highlighted in the top right of the map area.

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.



Clicking 'of' will change it to the excluding option of 'not of'. What that means to your search is, it will give you all statuses **except** Active; thus excluding the status of Active from your search.

Other inclusive/exclusive hyperlinked choices include, but are not limited to between/not between, has/does not have, and within/not within.

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.

You may add additional parameters to your search other than what is shown in the Edit Search pane. By clicking the **Browse** button, 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.

You may also edit a search including your currently selected parameters by defining a specified area on the map. You may define one or multiple areas using the shape tools, a radius search from one of the listing icons, or a specified address added to the map. These areas can be saved to a search.

The screenshot displays the 'Search Results' interface. On the left, a sidebar titled 'View Results: 3' contains search filters. The 'Location, address or MLS #' field has a 'Browse »' button. Below this, filters for 'County' (Milwaukee), 'Municipality' (Wauwatosa), 'Shape' (within, Rectangle), and 'Property Type' (Single Family) are shown. A list of criteria includes 'Status of Active', 'Contingent not of With Offer', 'List Price between 170000 and 220000', 'Bedrooms between 3+', and 'Total Bathrooms between 1.5+'. An 'Add a field to the search' button is present. The 'Additional Search Options' section includes checkboxes for 'Pictures', 'Videos', 'Documents', 'Virtual Tours', 'Open House Date', 'Tour of Homes Date', and 'within Listing Collection'. A red arrow points from the 'Rectangle' shape selection in the filters to a blue-outlined rectangular area on the map. The map shows a city street grid with labels for 'Butler', 'Currie Park', 'Medical College of Wisconsin', 'Wauwatosa', and 'Milwaukee County Zoo'. A scale bar at the bottom left indicates 2 km and 1 mi. At the bottom right, a red box highlights the map's navigation and tool icons.

Saved Searches

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
Favorites	
Riverwest SF/2f/Condo Hotsheet	
Recent Searches	Search parameters 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'.
53207	
Draft Full Search	
Draft Multiple Address Search Results Search	
Draft Full Search	
Saved Searches	Search description
53207	
Delayed Hotsheet	
Washington Heights - DO NOT DELETE	
Draft Searches	Results View Totals
Draft Full Search — 6 months ago	View all
Draft Multiple Address Search Results Search — 6 months ago	View new in the last 24 hours
Draft Full Search — 12 months ago	View new since 10/27/2017 12:10 PM
	Reset the time and view new since 10/27/2017 12:10 PM
	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 time and date.

Contacts

Contact Management is a powerful, yet easy-to-use client management tool in *FlexMLS*. The functionality of this program includes saving your client's personal information in an easy to read and access format, attaching multiple property searches to each client, and automatically e-mailing up-to-date search results to one or more e-mail addresses of your choice! The following pages will aid you with step-by-step instructions on using the features of this program.

What is a Contact?

A Contact is your buyer. A Contact search is a search you save specifically for a buyer. You enter the search criteria for the kind of properties your buyer is interested in, save the search to the buyer, and let the system automatically tell you when properties that meet those criteria come on the market.

Using Contact Management






Add a Contact



To get started using the Contact Management module, click the Menu button; under Contacts, click **Contact Mgmt.** To add a contact, click the **Add Contact** button on the upper right side of the screen.






In the Add Contact screen, you will be able to enter basic information for your Contact, such as their name, spouse's name, phone numbers, e-mail addresses, and physical addresses.

Add Contact

	Name:	<input type="text"/>		Groups:	None  Add
	Name:	<input type="text"/>			 Edit Group List
	Additional Contact:	<input type="text"/>			
	Organization:	<input type="text"/>			
	E-Mail:	<input type="text"/>			
		 Add			

	Primary:	<input type="text"/>	Mobile:	<input type="text"/>		Home:	<input type="text" value="address"/>
	Home:	<input type="text"/>	Other:	<input type="text"/>			<input type="text" value="address 2"/>
	Office:	<input type="text"/>	Pager:	<input type="text"/>		<input type="text" value="city"/>	<input type="text" value="st"/> <input type="text" value="zip"/>
	Fax:	<input type="text"/>				Office:	<input type="text" value="address"/>
							<input type="text" value="address 2"/>
						<input type="text" value="city"/>	<input type="text" value="st"/> <input type="text" value="zip"/>

	<input checked="" type="checkbox"/> Reverse Prospecting
	No Additional Info  Add

	<input type="checkbox"/> 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 first position Name field is the ID you give your Contact that will show in your list of clients in Contact Management. This name is seen only by you and identifies your client to you. After you have entered all desired information on this screen, click the **Add Contact** button at the bottom of the screen.

Add Contact

Name:

Groups: None [Add](#) [Edit Group List](#)

Name:

Additional Contact:

Organization:

E-Mail: [Add](#)

Primary:

Home:

Office:

Fax:

Mobile:

Other:

Pager:

Home:

Office:

☒ **Reverse Prospecting**
No Additional Info [Add](#)
☐ **Create a Portal Account for this Contact**
An e-mail with the portal login name and password will automatically be sent

Checking this box enables the Reverse Prospecting function.

Checking this box will immediately create a Portal account for the Contact.

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

To add additional e-mail addresses, click the **Add** button, type the e-mail address in the additional field, and select **Notify**.

Once your Contact has been added into *FlexMLS*, your screen will look similar to the screen below; at this point, you can add other information, such as attaching searches, notes, etc. If you need to change existing information on Contact Details, click the **Edit Contact** button at the bottom of the page.

New Contact

CONTACT DETAILS ACTIVITY SEARCHES/SUBSCRIPTIONS PORTAL MESSAGES NOTES LISTING NOTES LINKS

New Contact

E-mail

Last E-mail Activity **Status** **Action**

[Send Confirmation E-mail](#)

Group: None

Primary:

Home:

Office:

Fax:

Mobile:

Other:

Pager:

Home:

Office:

Reverse Prospecting:

E-mail Activity:

Total Activity:

[EDIT CONTACT](#)

[REMOVE](#)

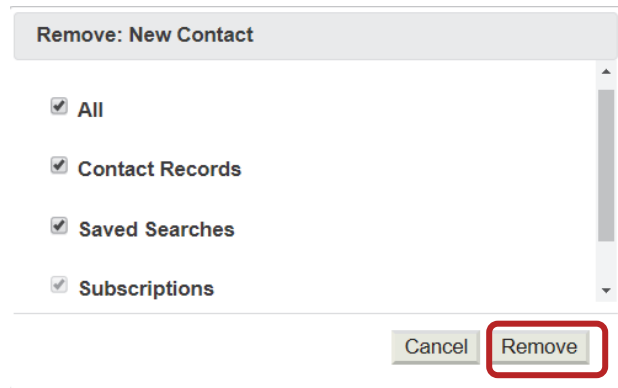
[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

Remove a Contact

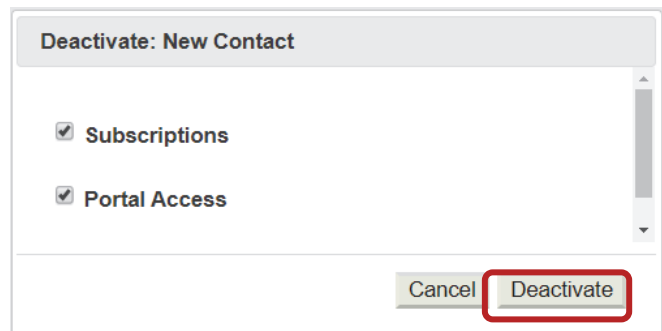
To remove a Contact, select the Contact in your Contact Management list; in the Contact's box, click the **Remove** link. A pop-up box will appear presenting you with options of the Contact you can remove.



A dialog box titled "Remove: New Contact" with a list of items to be removed, each with a checked checkbox: "All", "Contact Records", "Saved Searches", and "Subscriptions". At the bottom right, there are two buttons: "Cancel" and "Remove". The "Remove" button is highlighted with a red rectangular border.

Deactivate a Contact

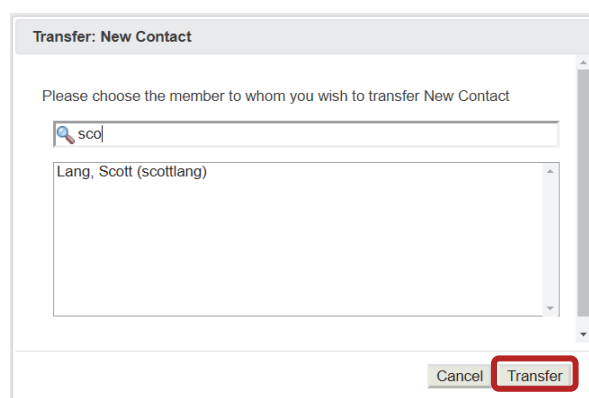
You may temporarily stop activities of a Contact by using the Deactivate option. To deactivate a Contact, select the Contact under the Display Name column, and then click the **Deactivate** button. A pop-up box will appear presenting you with options of the Contact you can deactivate.



A dialog box titled "Deactivate: New Contact" with a list of items to be deactivated, each with a checked checkbox: "Subscriptions" and "Portal Access". At the bottom right, there are two buttons: "Cancel" and "Deactivate". The "Deactivate" button is highlighted with a red rectangular border.

Transfer a Contact

You may transfer a Contact to another member within your home office by selecting the Contact, and then clicking the **Transfer** button. A pop-up box will appear where you can enter the name of the member to whom you would like to transfer the Contact.




A dialog box titled "Transfer: New Contact" with the instruction "Please choose the member to whom you wish to transfer New Contact". It features a search input field containing "sco" and a dropdown list showing "Lang, Scott (scottlang)". At the bottom right, there are two buttons: "Cancel" and "Transfer". The "Transfer" button is highlighted with a red rectangular border.


Attaching a Search to a Contact


To attach a search to a Contact, select your Contact; in the Contact's box, click the **Searches/Subscriptions** link. If you have no searches saved to your prospect, your screen will look like the one below. Click the **Add** button.


New Contact


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

**Searches**

 **Add**

 **Rename**

 **Edit**

 **Remove**

View

Listing Activity Report

Results

Subscriptions

Search Parameters


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


After clicking **Add**, the Attached Saved Search box will appear. Click the **Create New Full Search** button.


Attach Saved Search


Which searches would you like to attach to this contact?

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

 Create New Quick Search...

 Create New Full Search...

 Cancel

 Attach Search(es)

NOTE: If you do not have a Saved Search, you will be routed to the Available Quick Search screen.

You may attach one or more existing searches from your Saved Searches to a prospect by highlighting a search (if more than one, hold down your **CTRL** key while selecting them with your mouse) in the box, and then clicking the **Attach Search(es)** button.

To create a new search, click the **Create New Full Search** button. This will open a new screen displaying the Full Search screen to begin to enter your search parameters.

Please choose one or more property types.

Please choose one or more statuses.

Single Family
Multi Family
Vacant Land
Commercial
Rental
Condominium
Two-Family

Active
Delayed
Pending
Sold
Expired
Withdrawn

Next >>

Once you have completed entering your search parameters, you have the options to update the search (get the current number of matches), clear all entered parameters, view the search results, or save your search by clicking the **Save Search** button or the **Save** link.

MLS Data Share Search

Single Family

Results: 7

Update | Clear All | Save | View Results

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

☒ Status: Active
☐ Contingent
☐ Exclude
☒ Bedrooms: 3 to 4
☐ Garage Type: Attached
☐ School District: 21st Century Preparatory School

☒ County: Marinette
☒ List Price: 175000 to 200000
☒ Total Bathrooms: 1.5 to 9999
☐ Body of Water

☒ Municipality: River Hills
☐ Sold Price: 0 to 999999999999
☒ Garage Spaces: 2.5 to 999999999999
☐ Subdivision

☐ State: Arizona

Save Search

Clicking the **Save Search** button will bring you to the Save Search screen:

Save Search

Save Type: ☒ New ☐ Existing ☐ Mark as Favorite

Search Name:

Search Description:

What view do you wish to associate with this search?

Single Family

▼ Note

that if you remove the selected view, this search will be removed.

- Additional Search Options

Contact: New Contact

✖ New Contact

What events define a listing as **New** for this search?

☒ New ☒ Price Change ☒ Open House
☒ Back On Market ☐ Extension ☒ Status Change All Events No Events

Save and Return to Contact Management

Attached
Contact.

In this screen, give your search a name in the Search Name field. Notice that when you click on Additional Search Options, the Contact you started with in Contact Management is now in the Contact list. Choose your desired events for this search to send by selecting them with a check in the appropriate box(es). To complete saving the search, click the **Save and Return to Contact Management** button.

You should now be back at Contact Management in the Contact file where you started, with the Searches/Subscriptions link highlighted. In this tab, you will now see the name you gave your search in the Searches box and its parameters under the Search Parameters section to the lower right. If desired, you may now create a listing subscription by clicking the **Add a Subscription** link.

New Contact

CONTACT DETAILSACTIVITYSEARCHES/SUBSCRIPTIONSPORTALMESSAGESNOTESLISTING NOTESLINKS

Searches

New Property Search

Add Rename Edit Remove

View

Single Family

Listing Activity Report

Results 🔍 View Totals

View all	-
View new in the last 24 hours	-
View new since 04/24/2018 03:50 PM	-
Reset time and view new since 04/24/2018 03:50 PM	-

Subscriptions + Add a Subscription

Search Parameters

Metro MLS, WIREX - except Metro MLS; Property type Single Family; Status of 'Active'; New results include new listings, back on market, price changes, status changes, and open house.

Created May 24, 2018, Updated May 24, 2018

EDIT CONTACTREMOVEDEACTIVATETRANSFER

CLOSE


Clicking the **Add a Subscription** link will take you to the Edit Subscription screen. Here, just choose the schedule you would like the listing subscription to follow and then click the **Save** button (at the bottom) to save your listing subscription. This will return you to that Contact in the Contact Management screen.

Edit Subscription

General Subscription Options

Subscription name:

Send notification of new listings to:

- ☐ You (sender)
- ☒ Selected contacts
- ☒ Send me an email when a contact clicks the link
- ☐ Enable Preview Mode 

Contacts:

Schedule: Please choose a schedule for this subscription

☒ Weekly: ☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday | [Clear days](#)

☐ Monthly: day of each month

☐ ASAP

☐ Continuous

View to send

Single Family:
Postal Municipality, Status, List Price, Address, Bedrooms, Full Baths, Half Baths, Garage Spaces, Garage Type, Est. Total Sq. Ft., Property Type

E-mail content































Templates: You currently have no saved email templates

Subject:

Body:

File Edit Insert View Format Table Tools

HTML ☒ Text ☐


B ***I*** **U** **A**  **A** Font Family Font Sizes                             


Adding Additional E-mail Addresses to a Subscription

To add additional e-mail addresses to a Subscription, start by selecting the Contact you would like to work with in Contact Management. In the Contact Details screen, click the Edit Contact link.


New Contact


CONTACT DETAILS **ACTIVITY** **SEARCHES/SUBSCRIPTIONS** **PORTAL** **MESSAGES** **NOTES** **LISTING NOTES** **LINKS**


**New Contact**

 **E-mail**

Last E-mail Activity **Status** **Action**

 verynewcontact@email.com [Send Confirmation E-mail](#)


 **Group: None**

**Primary:** 4141231234 **Mobile:**


Home: **Other:**

Office: **Pager:**

Fax:

 **Home:** 123 Sesame St, PBSville, WI 5301

Office:

 **Reverse Prospecting:** Disabled


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

Total Activity: Manual: 0, Viewed: 0

EDIT CONTACT **REMOVE** **DEACTIVATE** **TRANSFER** **CLOSE**

In the E-Mail section, click the **Add** button. This will open a blank field for you to enter another e-mail address. Put a checkmark in the Notify box to the right of the e-mail address. For each e-mail address you would like to enter, click the **Add** button for access to a field to enter them in and select **Notify** if you would like for that address to receive all subscription e-mails.

Edit Contact - New Contact


**Name:** New Contact

Name:

Additional Contact:


Organization:

E-Mail: newcontact@email.com





Edit Contact - New Contact


**Name:** New Contact


Name:

Additional Contact:

Organization:

E-Mail: newcontact@email.com

E-Mail: newcontact2@email.com ☒ **Notify** 



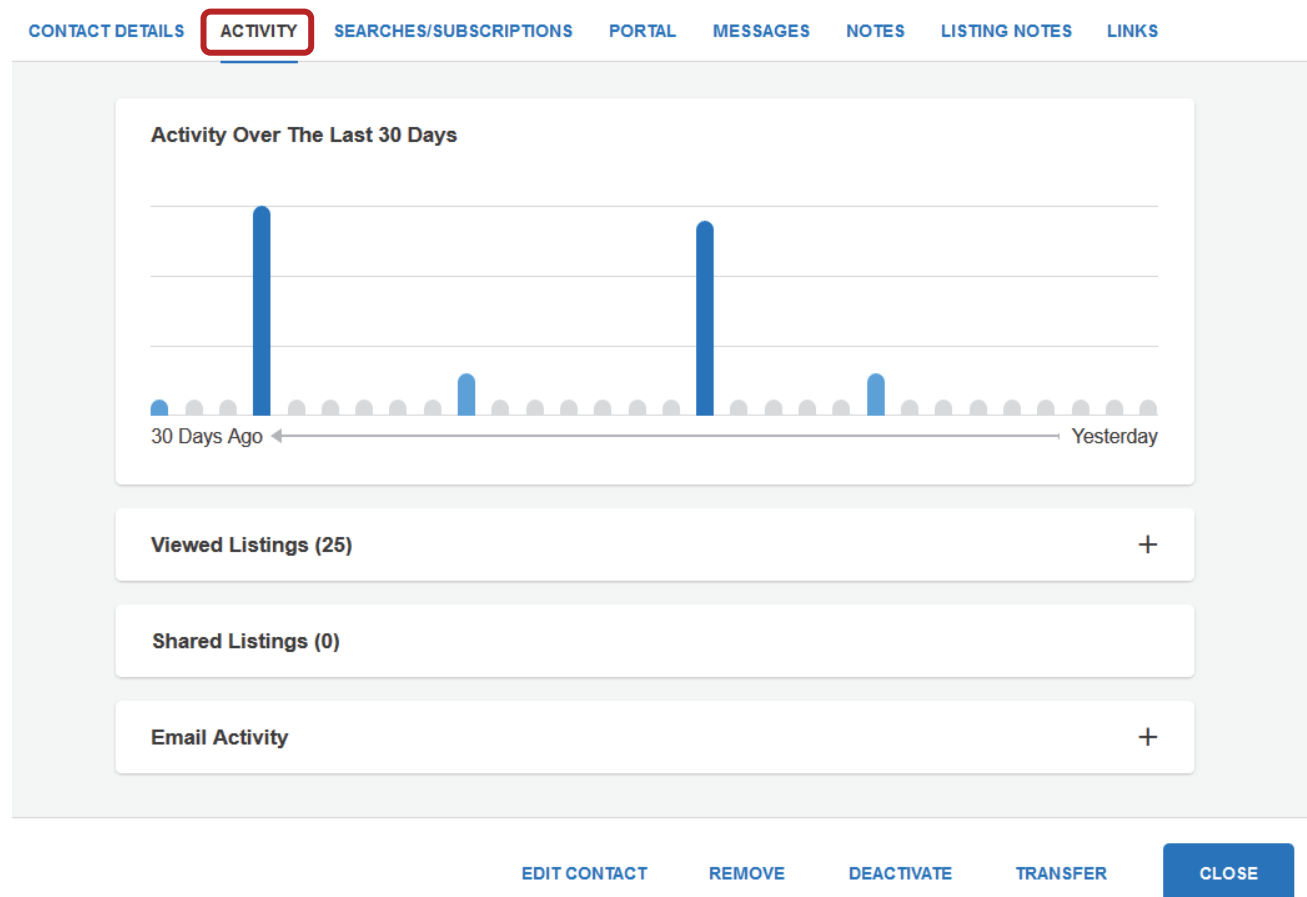
After you are done adding e-mail addresses, click the **Save Changes** button at the bottom right corner of the screen.

Additional Features of Contact Management

Activity link

The Activity link has a graph that shows you a visual representation of the contact's activity over the past 30 days. A quick look shows you what days the contact was the most active. Additionally, there are expandable sections that allow you to see which listings they've viewed, which listings they've shared, and how many times they've clicked on an email link to view listings.

Barkleys




Portal link

The Contact Portal feature helps you to consolidate communications with your contacts. Contacts can access both messages and listings you send them. The Portal link within the Contact allows you create their Portal, manage its settings, and view content added to their collections.






Angela Washington-Marshall

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

 **Client Portal:** ☒ ON ☐ OFF [View Portal](#)
Your portal url: <http://portal.flexmls.com/awmmetromls>

[View News Feed](#)

Portal Listing Collections

 Saved	3 Clear
 Recommended	1 Clear
 Hidden	2 Clear
 Hidden by Agent	0 Clear
 test collection	3 Delete

Portal Activity

Last Active	02/21/2019 12:14 PM
-------------	---------------------

☐ Send a message to me when Angela Washington-Marshall logs into the portal on a computer

Most Recent Unsaved Search

No unsaved searches

Portal Account

Username: awmmmlm@gmail.com

[Reset Account](#)

[Change Settings...](#)

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

Messages link

The Messages tab archives all message communications between you and that Contact, along with date and time stamps of messages sent. Here, you create, reply to, and delete messages. These messages are sent to both the Contact Portal and the Contact's primary e-mail address.

Angela Washington-Marshall

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



Contact Messages:

☐ Send a message to me when Angela Washington-Marshall logs into the portal

[Write a message to Angela Washington-Marshall](#)

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

Note added to 2600 Keri Ct, Waukesha, WI 53188 (MLS# 1621110)

From: Angela Washington-Marshall

01/29/2019

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

Send Message

Send message to

To: Gnarl's E Barkley

Subject:

Message

Enter your message here.

NOTE: The Messages function only works with Contacts with an active Portal.

Notes link


You have the ability to keep a journal for your activities with a Contact. If you wish to record phone calls, showings, mailings, and the like, you can do this using the Notes tab in your Contact's file. In Contact Management, select the Contact you wish to work with, and then click the Notes tab. To add text to the box in this tab, click the **Add New** button underneath the Contact Notes box. This will open a text box within the Contact Notes box where you can type your desired notes. Under this text box, you will see the current date and time. If needed, you can adjust both of these to reflect a different date and time stamp for the current note you are adding. To save your note, click the **Save Note** button located on the right side of the Contact Note box.

Angela Washington-Marshall

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



Contact Notes:

 Buyer called me regarding listing # 1601234; wants to schedule a showing.
2/22/2019 11:28 AM

 [Add New](#)

 [Print](#)

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)


Angela Washington-Marshall

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



Contact Notes:



 [Cancel Editing](#)

 [Save Note](#)

2/22/2019



11:30 AM



Buyer called me regarding listing # 1601234; wants to schedule a showing.
2/22/2019 11:28 AM

 [Add New](#)

 [Print](#)

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

Listing Notes link

The Listing Notes tab allows you (the agent) to edit and view listing notes your Contact has made on listings in their Contact Portal. Listing Notes are specific to the Contact and Listing in question - both you and the Contact can edit and view the note, but only the Contact can create and edit them in their Portal.

Angela Washington-Marshall

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



Listing Notes:

Sort by Newest first ▾

1617627
11:33 AM



Lovely landscaped yard

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

Links link

The Links link keeps a log of all manual e-mails sent for that Contact. The links will remain for 30 days from the date sent. On this tab, you can view the content of 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 also remove them from the Searches and Reports section of that Contact's Portal dashboard. Deletions from this screen do not affect the My Sent E-mails screen.

Angela Washington-Marshall

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



Contact Links:

	Description	View	Hit Count	Last Viewed At	Sent At
Search Results	Initial Listings	Address & MLS Number	0		01/25/2019 at 11:48 AM

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

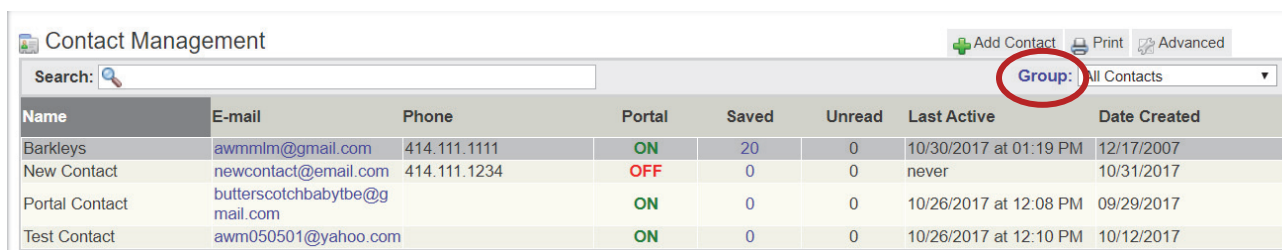
[TRANSFER](#)

[CLOSE](#)

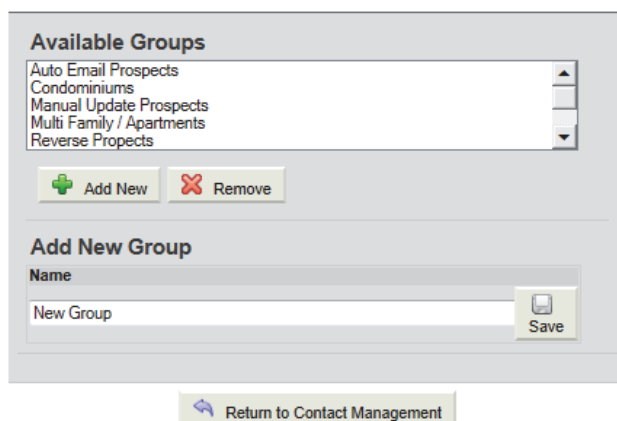
Groups

The Groups function allows you to create groups of your choosing, and organize your Contacts in those groups. Imagine we were back on the old 'paper' system. You would most likely have your clients organized in file folders. These folders would have names according to how you have your clients organized. Maybe you would sort them according to the property types they are interested in. Or, you may have them sorted by the municipality in which they would like to purchase property. You can do this same function, by creating groups, and then adding the Contact in the group or groups that would apply.

To create a Group in the Contact Management screen, click the **Group** link.



This will bring up the Available Groups box. To create a new group, click the **Add New** button. Add New Group will appear with a Name field where you can type your Group name. Click the **Save** button to save your group. Click the **Return to Contact Management** button to exit this screen and return to Contact Management.



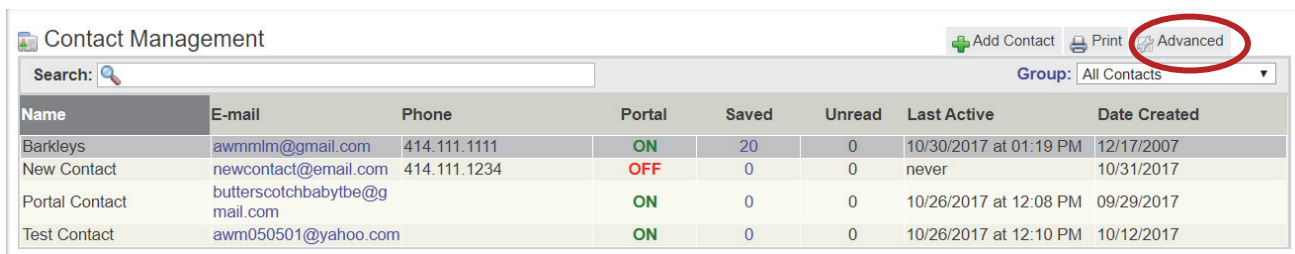
Advanced

The Advanced function contains the following features:

- **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 function will take all of your Contacts and convert 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.

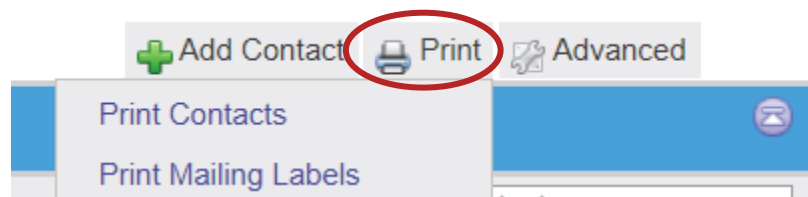
- **Create Portal Accounts** – This function will immediately create Portal accounts for all of your Contacts at one time, generating a system created username and password for each.
- **Create Portal Accounts with Notification** – This function will immediately create Portal accounts for all of your 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 function shows or hides the Quick Add option (the blue bar). 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.



Name	E-mail	Phone	Portal	Saved	Unread	Last Active	Date Created
Barkleys	awmmmlm@gmail.com	414.111.1111	ON	20	0	10/30/2017 at 01:19 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	10/26/2017 at 12:08 PM	09/29/2017
Test Contact	awm050501@yahoo.com		ON	0	0	10/26/2017 at 12:10 PM	10/12/2017

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.

Editing a Search

To edit an existing search for a Contact, start at Contact Management. Select the Contact you want to work with, and then click the **Searches/Subscriptions** link. Under the Searches box, click the **Edit** button.

New Contact

CONTACT DETAILS **ACTIVITY** **SEARCHES/SUBSCRIPTIONS** **PORTAL** **MESSAGES** **NOTES** **LISTING NOTES** **LINKS**

Searches

New Property Search

+ Add Rename **Edit** Remove

View
Single Family

Listing Activity Report

Results [View Totals](#)

View all
View new in the last 24 hours
View new since 04/24/2018 03:58 PM
Reset time and view new since 04/24/2018 03:58 PM

Subscriptions

Subscription New Contact
- Created May 24, 2018, Updated May 24, 2018
verynewcontact@email.com (Pending)

Search Parameters
Metro MLS, WIREX - except Metro MLS; Property type Single Family; Status of 'Active';
New results include new listings, back on market, price changes, status changes, and open house.
Created May 24, 2018, Updated May 24, 2018

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

There will be a pop-up box where you can choose to edit the search or edit the view associated with the search. Click the **Edit Search** button.

Edit Saved Search

Would you like to edit the search criteria or the view associated with this search?

Cancel **Edit Search** Edit View

This will take you into the search parameters. After editing, you can choose to save your new changes to the existing search by clicking the **Save Search** button, or you can click the **View Results** link to view the listings of that search, e-mail, or print them.

[Return to Contact Management](#)

MLS Data Share Search

Single Family

[Update](#) | [Clear All](#) | [Save](#)

Results: 42
[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; Bedrooms between 3 and 4; County of 'Milwaukee'; Garage Spaces between 2.5 and 999999999999; Municipality of 'Wauwatosa'; Status of 'Active'; Total Bathrooms between 1.5 and 9999.									
<input checked="" type="checkbox"/> Bedrooms <input type="checkbox"/> Exclude	3 to 4		<input checked="" type="checkbox"/> County <input type="checkbox"/> Exclude	<div> Marinette Marquette McHenry Menominee Milwaukee </div>	<input checked="" type="checkbox"/> Garage Spaces <input type="checkbox"/> Exclude	2.5 to 999999999999			
<input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Exclude	<div> River Hills Shorewood South Milwaukee St. Francis Wauwatosa </div>		<input checked="" type="checkbox"/> Status <input type="checkbox"/> Exclude	<div> Active Delayed Pending Sold Expired </div>	<input checked="" type="checkbox"/> Total Bathrooms <input type="checkbox"/> Exclude	1.5 to 9999			
+ Activities and Multimedia									
Save Search									

Editing a Subscription

To edit a Subscription, start at Contact Management. Highlight the Contact you want to work with, click the Searches/Subscriptions tab and then, under the Subscriptions heading, click the Subscription link. This will open the Edit Subscription screen.

New Contact

CONTACT DETAILS
ACTIVITY
SEARCHES/SUBSCRIPTIONS
PORTAL
MESSAGES
NOTES
LISTING NOTES
LINKS

Searches

New Property Search

[Add](#)
[Rename](#)
[Edit](#)
[Remove](#)

View
Single Family

Listing Activity Report

Results
[View Totals](#)

[View all](#)
[View new in the last 24 hours](#)
[View new since 04/24/2018 03:58 PM](#)
[Reset time and view new since 04/24/2018 03:58 PM](#)

Subscriptions

[Subscription New Contact](#)

Created May 24, 2018 - Updated May 24, 2018
verynewcontact@email.com (Pending)

Search Parameters
Metro MLS, WIREX - except Metro MLS;Property type Single Family; Status of 'Active';
New results include new listings, back on market, price changes, status changes, and open house.
Created May 24, 2018, Updated May 24, 2018

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

In the General Subscription Options section, the name of the Subscription (Subscription name) is listed. FlexMLS typically will precede the Contact's ID with the word 'Subscription. You may edit this, if you'd like.

‘Send notification of new listings to’ is who the subscription e-mails will be delivered to. ‘Selected contacts’ is who is listed in the Contacts field (shown below); ‘Send me an e-mail when a contact clicks the link’ generates the e-mail notification the agent receives when the Contact clicks the listing link in the sent e-mail to view the listings. These two options are selected by default. The ‘You’ options send a copy of the Subscription to the agent.

‘Enable Preview Mode’ is not selected by default; enabling this option will send the Subscription emails to you (the agent) but not to your Contact so that you may review and select listings for approval to send to your Contact.

Edit Subscription

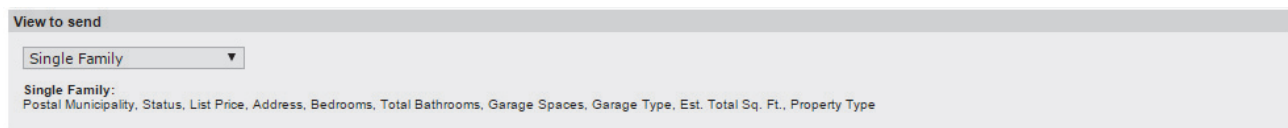
The screenshot shows the 'General Subscription Options' section of the 'Edit Subscription' form. It includes a text field for 'Subscription name' with the value 'Subscription Barkleys 2'. Below it, there are three checkboxes for 'Send notification of new listings to': 'You (sender)' (unchecked), 'Selected contacts' (checked), and 'Send me an email when a contact clicks the link' (checked). There is also an unchecked checkbox for 'Enable Preview Mode' with a question mark icon. At the bottom, there is a 'Contacts' field with a dropdown menu showing 'Barkleys' and an 'Add New Contact' button.

In the ‘Schedule’ section, choose the desired schedule for delivery of the subscription for the event using the radio button to the left of the option. E-mails are sent if there are matches for the search.

The screenshot shows the 'Schedule' section of the 'Edit Subscription' form. It has a title 'Schedule: Please choose a schedule for this subscription'. There are four radio button options: 'Weekly', 'Monthly', 'ASAP', and 'Continuous'. The 'Weekly' option is selected. To the right of the 'Weekly' radio button, there are checkboxes for each day of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, all of which are checked. A 'Clear days' link is also present. The 'Monthly' option has a dropdown menu showing '1st' and the text 'day of each month'. The 'ASAP' and 'Continuous' options are not selected.

- **Weekly** sends an e-mail once a day on the days you have selected. This e-mail is sent between the hours of 11pm – 3 am.
- **Monthly** sends an e-mail once a month on the date you select from the drop-down menu. This e-mail is sent between the hours of 11pm – 3 am.
- **ASAP** sends an e-mail within 15 minutes of a listing matching your Contact’s search. This e-mail is sent whenever there are matches.
- **Continuous** sends an e-mail up to four times a day. These e-mails are sent once in the morning (approximately between 8am – 10 am), once in the afternoon (approximately between 1pm – 3pm), once in the evening (approximately between 5pm – 7pm), and once overnight (approximately between 11pm – 3 am).

In the 'View to send' section, choose the View to send for your listings. A View is the columns displayed on the Search Results screen List tab. You typically want to choose a View that matches the property type of your search.

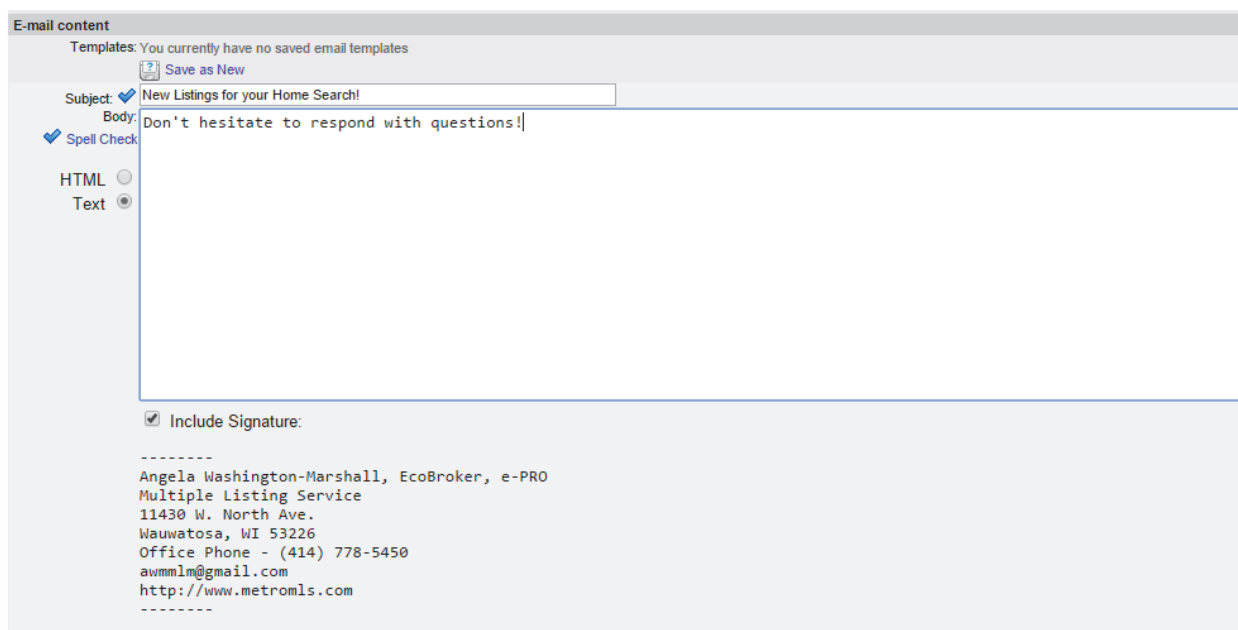


View to send

Single Family ▼


Single Family:
Postal Municipality, Status, List Price, Address, Bedrooms, Total Bathrooms, Garage Spaces, Garage Type, Est. Total Sq. Ft., Property Type

In the 'E-mail content' section, enter text for the subject line that will appear in your Contact's inbox. You may also include a message in the body, if you wish. This will be delivered with each subscription.



E-mail content

Templates: You currently have no saved email templates

 Save as New

Subject: ☒ New Listings for your Home Search!

Body: ☒ Don't hesitate to respond with questions!

☒ Spell Check

HTML ☐

Text ☒

☒ Include Signature:


Angela Washington-Marshall, EcoBroker, e-PRO
Multiple Listing Service
11430 W. North Ave.
Wauwatosa, WI 53226
Office Phone - (414) 778-5450
awmm1m@gmail.com
<http://www.metromls.com>





Removing a Subscription

To remove ONLY the Subscription and retain the Contact with its associated search, start at Contact Management. Highlight the Contact you want to work with, click the Searches/Subscriptions tab, select the search in the Searches box, and then under the Subscriptions heading, click the red 'X' located at the right of the event you would like to remove. Click **OK** on the pop-up that appears, confirming deletion.

New Contact


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

**Searches**
New Property Search



 Add  Rename  Edit  Remove

View
Single Family

Listing Activity Report

Results Click to remove Subscription.  [View Totals](#)

View all	-
View new in the last 24 hours	-
View new since 04/24/2018 03:58 PM	-
Reset time and view new since 04/24/2018 03:58 PM	-

Subscriptions
 [Subscription New Contact](#)
- Created May 24, 2018, Updated May 24, 2018
verynewcontact@email.com (Pending) 

Search Parameters
Metro MLS, WIREX - except Metro MLS;Property type Single Family; Status of 'Active';
New results include new listings, back on market, price changes, status changes, and open house.
Created May 24, 2018, Updated May 24, 2018


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

Removing a Search





To remove a search from a Contact, but retain the Contact, start at Contact Management. Select the Contact you want to work with, and then click the Searches/Subscriptions link. In the Searches box, highlight the search to be removed, and then click the **Remove** button under the Searches box. In the Remove Saved Search pop-up, it asks you would you like to remove this search from this contact only or from the system entirely. Make your desired choice to complete the transaction. This will also remove any event associated with the deleted search.

New Contact

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


**Searches**

New Property Search

 Add  Rename  Edit  Remove

View
Single Family

Listing Activity Report

Results  View Totals


View all

View new in the last 24 hours

View new since 04/24/2018 03:58 PM

Reset time and view new since 04/24/2018 03:58 PM

Subscriptions

 Subscription New Contact

- Created May 24, 2018, Updated May 24, 2018
verynewcontact@email.com (Pending)

Search Parameters

Metro MLS, WIREX - except Metro MLS;Property type Single Family; Status of 'Active';
New results include new listings, back on market, price changes, status changes, and open house.
Created May 24, 2018, Updated May 24, 2018


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


Removing a Contact


To remove a Contact completely from your FlexMLS account, start at Contact Management. Select the Contact you want to work with, and then click the **Remove** link located at the bottom of the screen.


New Contact


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


**New Contact**


 **Group:** None


 **E-mail**


 **Last E-mail Activity**

 **Status**

 **Action**

 **verynewcontact@email.com**

 Pending

 [Send opt-in request](#)

**Primary:**

 **Home:**

 **Office:**

 **Fax:**

4141231234

**Mobile:**

 **Other:**

 **Pager:**

 **Home:** 123 Sesame St, PBSville, WI 53012 **Office:**

**Reverse Prospecting:** Disabled

 **E-mail Activity:**

 **Total Activity:**

 **Listings to Approve:**

 **Listings Automatically Sent:**

Subscription Viewed: **0**, Manual: **0**, Viewed: **0**

Manual: **0**, Viewed: **0**

0

0

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

Edit Contact – Use when you need to edit information on the Contact Details link.

Deactivate – This will stop any active subscriptions and portal.

Transfer - This will transfer a complete Contact file to any member in your office.

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

In this column:	The report shows you:
Display Name	The Contact ID. You can click the ID to go to the Edit Contact screen.
Name	The Contact name, if entered. If you have not entered a name, the system will use the Contact's ID for this screen.
E-mail	The Contact's e-mail address/es. You can click the address to launch your local e-mail client.
Sent E-mail	Viewed Subscription – the number of subscription e-mails viewed by the Contact. Manual Viewed – the number of manual e-mails viewed by the Contact.
Saved Search	The Saved Search attached to the Contact. You can click the Saved Search to go to the Full Search screen. When you do this, the saved search criteria are loaded into the Full Search screen.
New Matches Between	Shows the last time the search was run and new matches were updated for the Contact.
Matches	New – Shows how many new matches were found for the Contact between the last updates. All – Shows the total number of matches that currently meet the search criteria. You can click the number in New or All to display the matches in the Search Results screen.
Magnifying Glass	Click the Magnifying Glass icon to view the number of new matches for the Contact from the last update. The time stamp under the “New Matches Between” column will <i>not</i> permanently change as this is a soft update (doesn't affect Subscriptions).
Manual Update	Click the Update link to manually run the search for the Contact from the last update. Manual Update <i>does</i> change the time stamp under the New Matches Between column, thus affecting your Contact's Subscription schedule, if applicable.

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	Manual	Viewed 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	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	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.

New Contact

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

**Searches**
New Property Search


 Add  Rename  Edit  Remove

View
Single Family

Listing Activity Report

Results [View Totals](#)

View all	-
View new in the last 24 hours	-
View new since 04/24/2018 03:58 PM	-
Reset time and view new since 04/24/2018 03:58 PM	-

Subscriptions
 [Subscription New Contact](#)
- Created May 24, 2018, Updated May 24, 2018
verynewcontact@email.com (Pending)

Search Parameters
Metro MLS, WIREX - except Metro MLS;Property type Single Family; Status of 'Active'.;
New results include new listings, back on market, price changes, status changes, and open house.
Created May 24, 2018, Updated May 24, 2018

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

Multiple Update

To print reports for Contacts through Multiple Update:

1. Under the Contacts menu, click Multiple Update.
2. Under the Select column, check the box for the Contact you would like to update (you can run up to 15 Contacts at a time). Then click 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"/>				gregg test	M	08/15/2012 11:36 AM and 08/15/2012 11:36 AM	0
<input type="checkbox"/>	Chuck	Chuck	chuck@metromls.com	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

3. This will bring up the results screen for the Contact(s) you chose to update. This screen will include the Contact's ID, search name, the parameters of the search, the events the search looks for, the New Matches From and To dates, and time the search was run.

Prospect: Angela: Washington-Marshall, Angela
 Search: **My Douglas County**
 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: **2**

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

Search: **Tosa**
 Property type 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: **19**

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	871R Ravenswood Cir	7	4	2 / 1	10/11/2012	\$ 280,000

4. Select the listing/s you would like to print a report for, and then click the **See Selected Listings On Search Results** button. This will take you to the Search Results screen where you can click **Print** to run your report(s).

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 (90 days)

Type to filter e-mails

Last 30 days

Sent At	Contact Name	E-mail	Last Viewed At	Hit Count	Content	Resend
06/01/2018 12:17 PM	support@metromls.com	support@metromls.com	06/01/2018 12:20 PM	1	View	Send
06/01/2018 12:10 PM	Barkleys	awmmlm@gmail.com	06/01/2018 12:15 PM	2	View	Send
05/23/2018 11:03 AM	Barkleys	awmmlm@gmail.com		0	View	Send
05/10/2018 09:01 AM	Barkleys	awmmlm@gmail.com	05/10/2018 09:16 AM	1	View	Send
05/10/2018 08:59 AM	Barkleys	awmmlm@gmail.com		0	View	Send

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 'Type to filter e-mails' 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.

View My Sent E-mails

E-mail Type: ☒ Manual ☐ Subscription (90 days)

Type to filter e-mails

Last 30 days

Sent At	Contact Name	E-mail	Last Viewed At
06/01/2018 12:17 PM	support@metromls.com	support@metromls.com	06/01/2018 12:20 PM
06/01/2018 12:10 PM	Barkleys	awmmlm@gmail.com	06/01/2018 12:15 PM
05/23/2018 11:03 AM	Barkleys	awmmlm@gmail.com	
05/10/2018 09:01 AM	Barkleys	awmmlm@gmail.com	05/10/2018 09:16 AM
05/10/2018 08:59 AM	Barkleys	awmmlm@gmail.com	

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 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 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 housing opportunity listing.
Copyright 2018 by Multiple Listing Service, Inc. See copyright notice.
Prepared by Annala Washington-Marshall, FRP/PR on Thursday, June 07, 2018 2:23 PM

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

Search Menu Options

Quick Search

Using Quick 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, in Menu, under the Search section, click on **Quick Search**; choose your desired property type search and then enter your desired parameters.

The screenshot displays the 'Quick Search' interface. On the left, a dropdown menu is open for '01 Single Family', showing options like '02 Two-Family', '03 Vacant Land', and '04 Multi-Family'. Below this, various search filters are listed with checkboxes and input fields, including 'Listing Date', 'List Price', 'Sold Price', 'Bedrooms between 3 and 4', 'Total Bathrooms between 1.5 and 2.5', 'Garage Spaces', 'Garage Type', 'Body of Water', 'Subdivision', 'School District', 'Street Name', and 'Start Showing Date'. A section for 'Additional Search Options' includes 'Pictures', 'Videos', 'Documents', 'Virtual Tours', 'Open House Date', 'Tour of Homes Date', and 'within Listing Collection'. On the right, a map of Milwaukee is shown with a blue polygon highlighting a specific area in the South Shore Park neighborhood. The map includes labels for various landmarks and streets, and a red arrow points to the highlighted area. At the bottom of the map, a red box highlights the map controls, including zoom in/out buttons and a scale bar.

The left side of the screen is where you enter parameters such as status, price, county, municipality, etc. The right side of the screen is the map. To define a geographical 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 Options under the Search Results Tab section or Map Server in User Guides > FlexMLS Manuals section of FlexMLS.

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 ^](#)

<p>Status</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">Select</div>	<p>Property Type</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; flex-wrap: wrap;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Single Family x</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Multi Family x</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Vacant Land x</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Commercial x</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Farm x</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Rental x</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin: 2px;">Condominium x</div> </div> </div>
<p>Status Change Date</p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; flex: 1;">From</div> <div style="border: 1px solid #ccc; padding: 5px; flex: 1;">To</div> </div>	
<p>Included Listings</p> <div style="border: 1px solid #ccc; padding: 5px;"> All listings ▼ </div>	

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.

Multiple Address

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' form. 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 for data entry. Below the table is a 'Property Type' dropdown menu with options: Single Family, Multi Family, Vacant Land, Commercial, Farm, and Rental. To the right of the dropdown is a 'Status' dropdown menu with options: All, Active, Delayed, Expired, Pending, Sold, and Withdrawn. Below these are three radio button options: 'Include ALL listings' (selected), 'Include only YOUR OFFICE'S listings', and 'Include only YOUR listings'. At the bottom right is a 'Next >>' button.

Enter the street names.

Choose your property type search option

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.

MLS # Search

A speedy way to locate specific listings is to search using the MLS listing numbers.

1. To start a search by MLS number, under the FlexMLS Search menu, click **MLS # Search**. The system displays the **MLS # Search** screen.
2. Enter the MLS number(s) you'd like to search by typing them in; you may also enter them using copy + paste.
3. The default MLS to search is Metro MLS; if you are searching for a WIREX listing, simply single left-click you mouse in the **Data Sharing** field and select **WIREX** checkbox. Click the **Search** button to view your results.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)

1615650

Data Sharing

Metro MLS x |

Radius Search

☐

SEARCH

If you would like to search multiple MLS numbers, simply enter them in as one string, separated by a comma and no space (example shown below).

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)

1615650,1614562,1621273,1621843,1613215,1603229,1608203,1607007,1618785,162276

Data Sharing

Metro MLS x

Radius Search

☐

SEARCH

Using Radius Search

To search in radius of a list number, toggle the **Radius Search** switch on by single left-clicking it; if it's colored blue, it is enabled. This will present you with a **Distance** field. Enter your desired distance to search in radius of the list number.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1612667

Data Sharing
Metro MLS x

Radius Search ☒

Distance (Miles)
1.5

Listing Status
Active x

SEARCH

The default status for listings to search in radius is Active; you can edit this to search different or multiple statuses by single left-clicking in the **Listing Status** field and checking your desired status(es); click the **Done** button once you have completed your selections. Click **Search** to view your results.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1612667

Data Sharing
Metro MLS x

Radius Search ☒

Distance (Miles)
1.5

Listing Status
Active x Delayed x

- ☒ Active
- ☒ Delayed
- ☐ Pending
- ☐ Sold
- ☐ Expired

DONE

Once on the Search results screen, you can view the radius on the Map tab; the MLS number you searched will be among the listings found in the radius. If you select it, you will see it is in the center of your radius.

You may search multiple list numbers using this feature; keep in mind, the more list numbers you search in radius, the longer it may take to load your results.

The screenshot displays the 'Search Results' interface. On the left, a list of 65 results is shown, with 0 selected. The list includes property details such as price, status, and MLS number. On the right, a map view shows the search radius centered on a specific location, with various property markers visible. The map includes navigation controls and a scale bar.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 65 Selected: 0

Price | Status | MLS #

- 1 **\$35,000**
3600 Haymeadow Rd
Caledonia, WI 53126
Active / 1619800
- 2 **\$54,500**
3241 HWY 31
Caledonia, WI 53405
Active / 1640517
- 3 **\$65,900**
Lt4 Orchard Estates
Mount Pleasant, WI 53406
Active / 1557662
- 4 **\$68,900**
Lt48 Brougham Ln
Mount Pleasant, WI 53406
Active / 1624678
- 5 **\$71,900**
Lt18 Orchard Estates
Mount Pleasant, WI 53406
Active / 1557658
- 6 **\$74,900**
Lt19 Hackney Ct
Mount Pleasant, WI 53406
Active / 1624679
- 7 **\$74,900**
3507 3 Mile RD
Caledonia, WI 53404
Active / 1627988

Map Satellite Overlays

Driving Directions

2 km 1 mi

2019 Terms of Use Report Map Color

NOTE: At this time, there is no filter available for property type when using the Radius Search feature; thus, when searching in radius of an MLS number, your results may include all property types. To edit your results to use a specific property type, please review the section of this document titled, 'Editing your Results Using Radius Search'.

Editing your Results using Radius Search

If you are searching by radius using an off-market status (sold, expired, or withdrawn), once you have viewed your results, you can edit the date once viewing your results using the **Edit Search** tab, as off-market listings go back as far as 1995.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)

Data Sharing

Radius Search ☒

Distance (Miles)

Listing Status

SEARCH

If you are editing in the Full Search mode, after you click **Edit Search**, click the **Dates** tab and edit the applicable date range.

Search Results

Work on behalf of ... [E-Mail](#) [Save](#) [Print](#) [CMA](#) [⋮](#)

[EDIT SEARCH](#) [LIST](#) [DETAIL](#) [PHOTOS](#) [MAP](#) [COMPARE](#) [MESSAGES](#)

View Results: 155 Quick Search [Full Search](#)

Main	Address/School	Dates	Taxes	Other	Office/Member	Summary
<input type="checkbox"/> Listing Date	= 08/12/2018 to 08/12/2029	<input type="checkbox"/> Expiration Date	= 08/12/2018 to 08/12/2029	<input type="checkbox"/> Pending Date	= 08/12/2018 to 08/12/2029	
<input checked="" type="checkbox"/> Sold Date	= 01/01/2019 to 08/12/2029	<input type="checkbox"/> Status Change Date	= 08/12/2018 to 08/12/2029	<input type="checkbox"/> Start Showing Date	= 08/12/2018 to 08/12/2029	

If you are editing in the Quick Search (Quick Search side panel) mode, after you click **Edit Search**, click the **calendar** icon (indicated below) to the right of your status; this will open the Off Market Dates section. You may also add and edit other parameters, such as Property Type. Select the parameters for your applicable date entry; click **View Results**.

Search Results

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

View Results: 155

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

Shape [within](#)
x 2.00 mile radius of listing 1612667

Property Type of [Single-Family](#), [Two-Family](#), [Vacant Land](#), [Multi-Family](#), [Condominium](#), [Comm/Industrial](#), [Residential Rental](#)

☒ Status of [Sold](#)

Active
Delayed
Pending

Off Market Dates

☒ Sold Date to
☐ Expiration Date to

[Hide Date Ranges](#)

+ Add a field to the search

- Additional Search Options

☐ Pictures
☐ Videos
☐ Documents
☐ Virtual Tours
☐ Open House Date
☐ Tour of Homes Date
☐ [within](#) Listing Collection

Quick Search Full Search

Map Satellite Overlays

2 km
1 mi

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 following fields and annotations:

- Street #**: A section with 'From' and 'To' input fields. An annotation points to the 'From' field with the text: '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.'
- Street Direction Pfx**: A single-line input field.
- Street Name**: A single-line input field containing the text 'clovernook'. An annotation points to this field with the text: 'Enter the street name here.'
- County**: A dropdown menu with options: Marathon, Marinette, Marquette, McHenry, Menominee, Milwaukee.
- Municipality**: A dropdown menu with options: Glendale, Greendale, Greenfield, Hales Corners, Milwaukee.
- MLS #**: A single-line input field.
- Status Date**: A section with 'to' and 'from' input fields.
- Next >>**: A button at the bottom of the form.

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		
SD*	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:

This status code:	Means this listing was/is:
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)					
Entry Date: 09/28/2004 Status: Sold Sold for \$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

Click **Back** to return to the
History Search Results screen.

[<< Back](#)

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.

The screenshot shows the 'Office/Member Search' interface. At the top, there are two tabs: 'Search' (active) and 'Pick From a List'. Below the tabs is a search bar with the placeholder text 'Name, Member/Office Code, E-mail, Primary Phone, Fax, or Zip Code:' and a 'Find' button. To the right of the search bar is an 'Options' button with a green arrow icon. Below the search bar, there is a large empty box for search results. To the right of this box is a sidebar with search options: 'Include members not in list' (checkbox), 'Include inactive members' (checkbox with 'Metro MLS' selected), and 'WIREX - except Metro MLS' (checkbox). Below these options is a 'Languages' section with a text input field.

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

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

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

The screenshot shows the 'Office/Member Search' interface with the search results for 'rosie'. The search bar contains 'rosie' and the 'Find' button is clicked. The results are displayed in a list under the 'Members' tab. The first result is highlighted: 'Realtor, Rose A. (rosie) (MLS/Board Staff) of Nancy Realtors (nancy) of Wauwatosa'. Below the list, there are two sections: 'Member Information' and 'View Member Listing Options'. The 'Member Information' section shows a profile picture of Rose A. Realtor and her contact details: 'Nancy Realtors of Wauwatosa', '11430 W. North Avenue', 'Wauwatosa, WI 53226', 'Office - (414) 778-5400 ext. 150', 'Home Fax - (414) 778-6143', 'cell - (414) 778-9311', 'Office Code: nancy', 'Member Code: rosie', 'angela@metromls.com', 'http://www.metromls.com', 'License # 123-456789', and 'Office License # 12345-91'. The 'View Member Listing Options' section shows checkboxes for 'Listing' (checked), 'Selling' (unchecked), 'Co-listing' (checked), and 'Co-selling' (unchecked). It also has a 'Status' section with checkboxes for 'Active' (checked), 'Delayed' (unchecked), 'Pending' (checked), 'Sold' (unchecked), 'Expired' (unchecked), and 'Withdrawn' (unchecked). There are date pickers for 'From' (02/22/2018) and 'To' (02/22/2029). A 'View Listings' button is at the bottom right.

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

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

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 30 selected listings.


Comparable Market Analysis for 11



☒ 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.

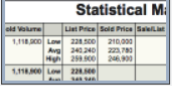
Quick CMA



☐ 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 M



☐ 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 >>

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.

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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

Comps

Adjustments

Summary

Recommendation

Finish

Cover Page Information

Title: Comparable Market Analysis

For: Home Seller

As of: ☒ Wednesday, November 1, 2017 ☐ Always Use Current Date

By: ☐ Angela Washington-Marshall of Metro MLS Staff ☒

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

Click this button 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 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](#)

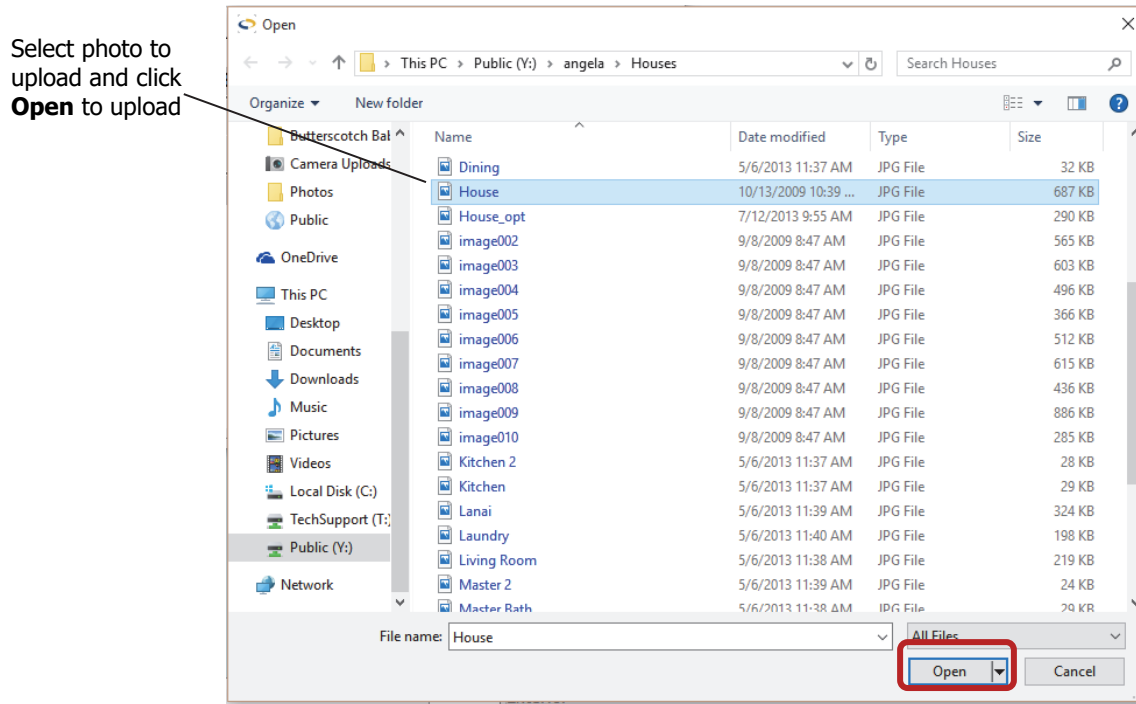
flexmls field name	Field name i.e. Lot Acres	Description i.e. 3 acres	Action
Type	Type		X ↕
County	County		X ↕
# of Rooms	# of Rooms		X ↕

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

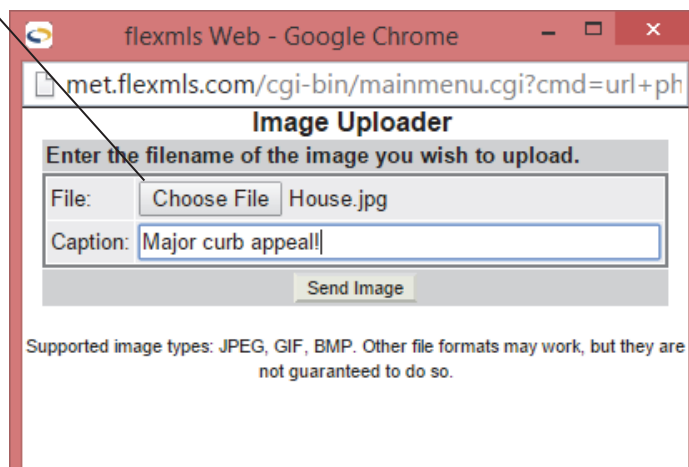
[<< Previous Step](#) [Next Step >>](#)

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 **Browse** button, this will open your file upload 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.



Click **Choose File** to upload photo.



Click the **Send Image** button to load. 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"/>	1242105	Active	9154 Brandy Brook Trl	Brown Deer	WI	53223-2154	\$234,500
<input checked="" type="checkbox"/>	1208393	Active	4912 W Fairy Chasm Ct	Brown Deer	WI	53223-1405	\$239,600
<input checked="" type="checkbox"/>	1245101	Active	9072 N Brandybrook Trl	Brown Deer	WI	53223-2154	\$259,900
<input checked="" type="checkbox"/>	1236180	Pending	6240 W Dean Rd	Brown Deer	WI	53223-2826	\$109,900
<input checked="" type="checkbox"/>	1248113	Pending	5458 W Fairy Chasm Rd	Brown Deer	WI	53223-1612	\$165,000
<input checked="" type="checkbox"/>	1235879	Pending	9561 N 65th St	Brown Deer	WI	53223-1203	\$229,000
<input checked="" type="checkbox"/>	1156954	Sold	8582 N Stoneridge Ct	Brown Deer	WI	53223-3164	\$126,500
<input checked="" type="checkbox"/>	1221040	Sold	5106 W Woodland Dr	Brown Deer	WI	53223-1332	\$180,000
<input checked="" type="checkbox"/>	1215916	Sold	6204 W Cloverleaf Ln	Brown Deer	WI	53223-1216	\$199,000
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 comparable properties to your CMA. All three 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:

- Find comps using the map by clicking the **Find Comps** button for 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.

The screenshot shows the 'Non-MLS Comparables' tab selected. On the left, a sidebar contains search options: Mapping, Full Search, Quick Search, Listing Cart, and MLS Number. A red box highlights the 'Find Comps' and 'Add Comps' buttons. The main panel displays 'Available Non-MLS Comparables' with a list of properties. Below the list are buttons for 'Add to CMA', 'Edit Comparable', 'Delete Comparable', and 'Create New Comparable'. A sample property is shown with details like Name, Address, List Price, and Sold Price.

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.

The screenshot shows the 'Adjustments' tab. Annotations include: 'Select a field to make an adjustment' pointing to the 'Fields' list on the left; 'Click the address to display a full report for the comparable' pointing to the 'Comparable' list; 'Enter the adjustment for each comparable here' pointing to the 'Adjust +/-' column. A red box highlights the 'Auto-Adjust Comparables' button. A red 'X' is in the 'Bm' column of the 'Adjustments For Comparable' table. The 'Auto-Adjust Comparables' button is highlighted with a red box. The 'Adjustments For Comparable' table shows a list of adjustments with columns for Description, +/-, Value, Bm, and a final value.

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 software window titled "Automatic Adjustments" and "Manual Adjustments". The "Manual Adjustments" tab is selected and highlighted with a red rectangle. Below the tabs is a section titled "Available Manual Adjustments" containing a list box with the entry "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 buttons is a section titled "Add New Adjustment" with two input fields: "Description" and "+/- Value". The "Description" field is empty, and the "+/- Value" field contains a "+" sign and the number "0". To the right of these fields is 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 software window titled "Automatic Adjustments" and "Manual Adjustments". The "Automatic Adjustments" tab is selected and highlighted with a red rectangle. Below the tabs is a section titled "Available Auto Adjustments" containing a list box with the entry "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.

NOTE: Average square footage and average price per square foot are calculated using only the comparable listings that have square footage entered.

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	
Price Analysis													
Summary of Active Listings													
MLS #	Address			Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price				
1276584	2317 N 118th St, Wauwatosa WI			\$189,900	144	144	\$179,800	-	\$179,800				
1282931	741 N 113th St, Wauwatosa WI			\$189,900	94	94	\$179,900	-	\$179,900				
1273102	10101 W Ruby Ave, Wauwatosa WI			\$269,500	169	169	\$249,800	-	\$249,800				
Summary of Pending Listings													
MLS #	Address			Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price				
1211608	12130 W Locust St, Wauwatosa WI			\$179,900	360	360	\$150,500	-	\$150,500				
1275920	2631 N 69th St, Wauwatosa WI			\$229,900	127	127	\$224,900	-	\$224,900				
1228165	2580 N 100th St, Wauwatosa WI			\$549,500	451	451	\$475,000	-	\$475,000				
Summary of Sold Listings													
MLS #	Address			List Price	DOM	CDOM	Sold Date	Sold Price	Total Adjustments	Adjusted Price			
1222574	9854 W Argonne Dr, Wauwatosa WI			\$154,900	192	192	04/05/2012	\$161,000	-	\$161,000			
1240440	12209 W Chambers St, Wauwatosa WI			\$209,000	121	121	07/23/2012	\$200,000	-	\$200,000			
1257491	2850 N 122nd St, Wauwatosa WI			\$190,000	77	77	08/30/2012	\$187,500	-	\$187,500			
Low, Average, Median, and High Comparisons													
				Active		Pending		Sold		Overall			
Low				\$179,800		\$150,500		\$161,000		\$150,500			
Average				\$203,167		\$283,467		\$182,833		\$223,156			
Median				\$179,900		\$224,900		\$187,500		\$187,500			
High				\$249,800		\$475,000		\$200,000		\$475,000			
Overall Market Analysis (Unadjusted)													
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	3	609,500	203,167	0	0	0.00	1,586	113.98	0.00	136	136		
Pending	3	850,400	283,467	0	0	0.00	2,560	107.60	0.00	313	313		
Sold	3	553,900	184,633	548,500	182,833	0.99	1,931	95.64	94.70	130	130		
Overall	9	2,013,800	223,756	548,500	182,833	0.37	2,081	104.71	94.70	193	193		
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> << Previous Step Next Step >> </div>													

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.

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 have the option to get a satellite version.
- **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.
- **Display Listing Price Recommendation** shows the recommended price for the subject property. You have the option to display a chart of the recommendation.
- **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.

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](#)

- **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. 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 to convert your CMA report into a PDF file.

Cover Page

Comparable Market Analysis

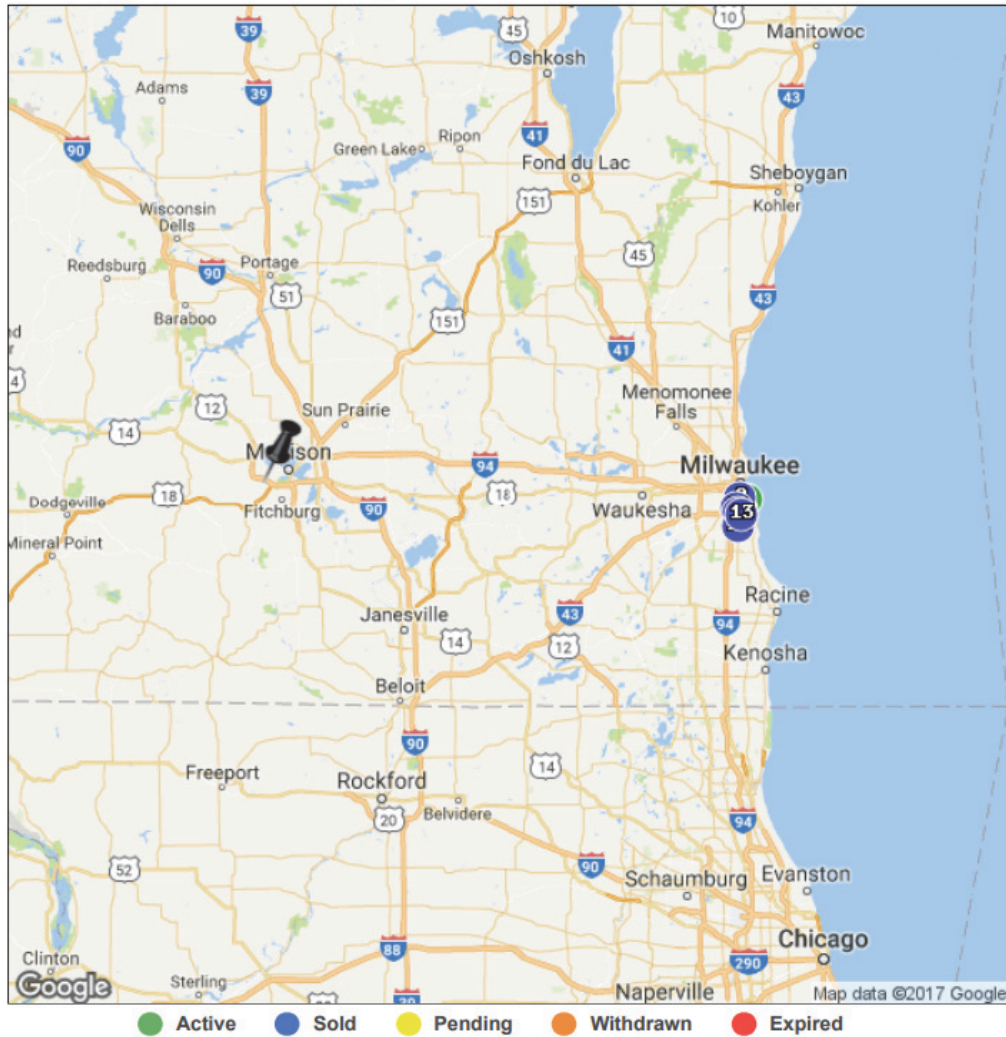
5605 Dorsett Dr, Madison, WI, 53711


Prepared for Home Seller—Wednesday, November 1, 2017



Angela Washington-Marshall, The Metro MLS Sales Staff, EcoBroker, GREEN, e-PRO
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 Multiple Listing Service
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Map of Subject And Comparable Properties



	Address	MLS #	Status	Distance from Subject
 Subject	5605 Dorsett Dr Madison WI 53711			
1	514 W Howard Ave , Milwaukee WI 53207-3815	1540161	Active	78.86m
2	3822 S Austin St , Milwaukee WI 53207-3913	1544339	Active	79.37m
3	3909 S 1st Pl , Milwaukee WI 53207-4307	1554484	Active	79.12m
4	328 E Dewey Pl , Milwaukee WI 53207-2044	1500714	Active	79.37m
5	2733 S Wentworth Ave , Milwaukee WI 53207-2331	1555568	Active	80.32m
6	2487 S Saint Clair St , Milwaukee WI 53207	1543799	Active	80.01m
7	2763 S Shore Dr , Milwaukee WI 53207-2345	1534509	Active	80.45m
8	3964 S Quincy Ave , Milwaukee WI 53207-4450	1551677	Pending	79.66m
9	2415 S Kinnickinnic Ave , Milwaukee WI 53207-1627	1524109	Sold	79.50m
10	181 W Saveland Ave , Milwaukee WI 53207-3871	1540437	Sold	79.08m
11	4453 S Austin St , Milwaukee WI 53207-5013	1523808	Sold	79.41m
12	143 W Goldleaf Ave , Milwaukee WI 53207-6266	1523790	Sold	79.37m

Subject Property Description

CMA Prepared for Home Seller by Angela Washington-Marshall, The Metro MLS Sales Staff

5605 Dorsett Dr Madison WI 53711

Subject



Address	5605 Dorsett Dr Madison, WI 53711
Type	Single Family
County	DAN
Bedrooms	3
Full Baths	1
Half Baths	1
Est. Total Sq. Ft.	1320.00
Architecture	Ranch
Exterior	Wood
Style	1 Story
Est. Acreage	.092
Subdivision	Orchard Ridge
Water Features	N/A
School District	Madison
Taxes	3991.00
Tax Year	2008
Est. Year Built	1956
Garage Spaces	1.00
Garage Type	A
Basement	Full
Heating Fuel	Natural Gas

Side-by-Side CMA Report

CMA Prepared for Home Seller by Angela Washington-Marshall, The Metro MLS Sales Staff

5605 Dorsett Dr Madison WI 53711

Comparable Properties

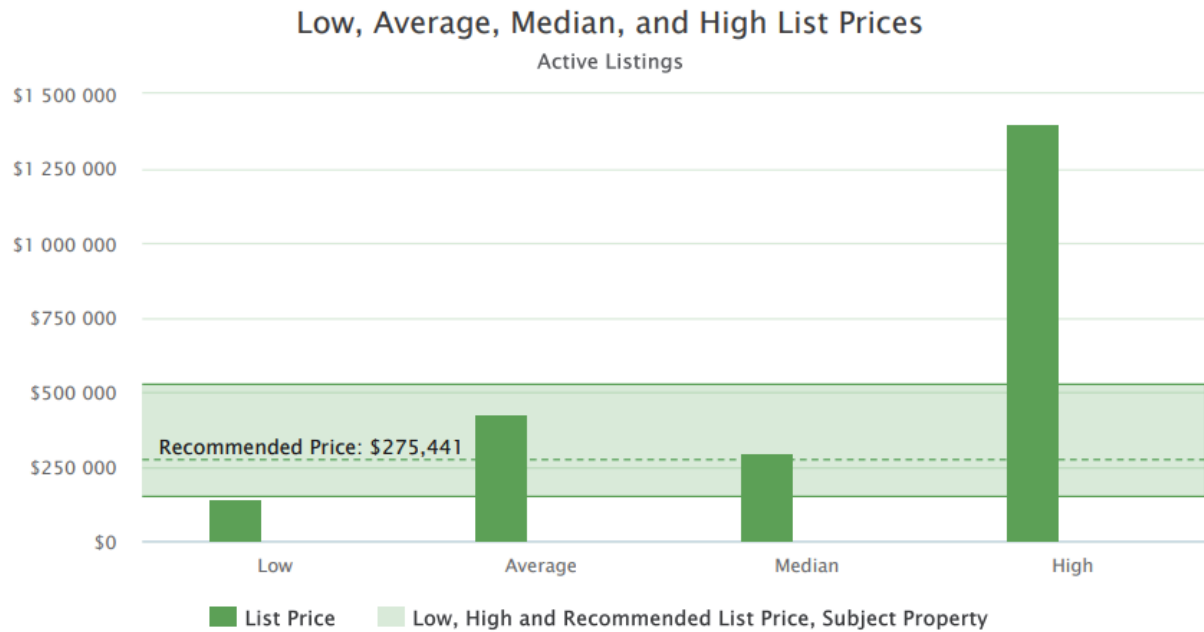
	Subject	1500714	1534509	1540161
				
	5605 Dorsett Dr Madison WI 53711	328 E Dewey Pl Milwaukee WI	2763 S Shore Dr Milwaukee WI	514 W Howard Ave Milwaukee WI
Distance From Subject		79.37	80.45	78.86
List Price		\$295,900	\$1,399,000	\$140,000
Original List Price		\$304,900	\$1,550,000	\$145,000
Sold Price				
Status		Active	Active	Active
Status Date		09/29/2017	06/14/2017	07/13/2017
Days on Market		388	143	112
Cumulative Days on Market		388	143	203
Adjustment		+/-	+/-	+/-
Type	Single Family		Separate Quarters	
County	DAN	Milwaukee	Milwaukee	Milwaukee
Bedrooms	3	4	4	3
Full Baths	1	3	4	2
Half Baths	1	1	1	1
Est. Total Sq. Ft.	1,320	1,923	6,348	1,390
Architecture	Ranch	Bungalow	Tudor/Provincial	Cape Cod
Exterior	Wood	Vinyl; Pressed Board	Stone; Wood; Stucco	Brick; Aluminum/Steel; Low Maintenance Trim
Style	1 Story	2 Story	2 Story	1.5 Story
Est. Acreage	0.09	0.09	0.3	0.12
Subdivision	Orchard Ridge			
Water Features	N/A			
School District	Madison	Milwaukee	Milwaukee	Milwaukee
Taxes	3,991	4,582.9	28,575	3,542
Tax Year	2008	2016	2016	2016
Est. Year Built	1956	1918	2009	1954
Garage Spaces	1	0	3.5	2
Garage Type	A	None	Attached	Detached
Basement	Full	Full; Block; 8+ Ceiling; Partial Finished	Full; Poured Concrete; Partial Finished	Full; Block; Other
Heating Fuel	Natural Gas	Natural Gas	Natural Gas	Natural Gas
Adjusted Price	\$275,441	\$295,900	\$1,399,000	\$140,000

Display Charts, Statistical Summary, and Search Parameters

CMA Prepared for Home Seller by Angela Washington-Marshall, The Metro MLS Sales Staff

5605 Dorsett Dr Madison WI 53711

Price Analysis



Summary of Active Listings

MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price
1540161	514 W Howard Ave, Milwaukee WI	\$145,000	112	203	\$140,000	-	\$140,000
1544339	3822 S Austin St, Milwaukee WI	\$220,000	87	107	\$209,900	-	\$209,900
1554484	3909 S 1st Pl, Milwaukee WI	\$259,900	22	22	\$257,400	-	\$257,400
1500714	328 E Dewey Pl, Milwaukee WI	\$304,900	388	388	\$295,900	-	\$295,900
1555568	2733 S Wentworth Ave, Milwaukee WI	\$319,900	14	14	\$319,900	-	\$319,900
1543799	2487 S Saint Clair St, Milwaukee WI	\$330,000	91	91	\$378,000	-	\$378,000
1534509	2763 S Shore Dr, Milwaukee WI	\$1,550,000	143	143	\$1,399,000	-	\$1,399,000

Summary of Pending Listings

MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price
1551677	3964 S Quincy Ave, Milwaukee WI	\$189,900	4	12	\$199,000	-	\$199,000

Summary of Sold Listings

MLS #	Address	List Price	DOM	CDOM	Sold Date	Sold Price	Total Adjustments	Adjusted Price
1524109	2415 S Kinnickinnic Ave, Milwaukee WI	\$168,000	10	10	06/07/2017	\$153,000	-	\$153,000
1540437	181 W Saveland Ave, Milwaukee WI	\$189,900	4	4	08/31/2017	\$187,000	-	\$187,000
1523808	4453 S Austin St, Milwaukee WI	\$189,000	2	2	05/24/2017	\$204,000	-	\$204,000
1523790	143 W Goldleaf Ave, Milwaukee WI	\$194,900	49	49	06/16/2017	\$211,000	-	\$211,000
1506922	641 E Cudahy Ave, Milwaukee WI	\$210,000	106	212	05/30/2017	\$214,000	-	\$214,000

Low, Average, Median, and High Comparisons

	Active	Pending	Sold	Overall
Low	\$140,000	\$199,000	\$153,000	\$140,000
Average	\$428,586	\$199,000	\$193,800	\$320,623
Median	\$295,900	\$199,000	\$204,000	\$211,000
High	\$1,399,000	\$199,000	\$214,000	\$1,399,000

Overall Market Analysis (Unadjusted)

Status	#	List Vol.	Avg. List Price	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	12	4,274,700	356,225	0	0.00	2,242	146.44	0.00	94	105
Pending	1	199,000	199,000	0	0.00	1,598	124.53	0.00	4	12
Sold	16	4,153,100	259,569	4,154,500	259,656	1,876	141.18	142.08	24	31
Overall	29	8,626,800	297,476	4,154,500	259,656	2,018	142.78	142.08	53	61

SELECTION CRITERIA FOR COMPARABLE PROPERTIES

Search Parameters: Metro MLS, WIREX - except Metro MLS; Property type Single Family; Zip Code like 53207*; Status of 'Active', 'Pending', 'Sold'; Bedrooms between 3 and 4; Total Bathrooms between 2.5 and 9999; Sold Date between '4/1/2017' and '11/1/2027'.

Listing Price Recommendation

CMA Prepared for Home Seller by Angela Washington-Marshall, The Metro MLS Sales Staff

5605 Dorsett Dr Madison WI 53711

Listing Price Recommendation



Low	\$153,000
High	\$528,000
Recommended	\$275,441

3-Up Comparison

Comparable Properties

1500714



328 E Dewey Pl
Milwaukee WI

1534509



2763 S Shore Dr
Milwaukee WI

1540161



514 W Howard Ave
Milwaukee WI

List Price	\$295,900	\$1,399,000	\$140,000
Original List Price	\$304,900	\$1,550,000	\$145,000
Sold Price			
Status	Active	Active	Active
Status Date	09/29/2017	06/14/2017	07/13/2017
Days on Market	388	143	112
Cumulative Days on Market	388	143	203
Adjustment	+/-	+/-	+/-
Type		Separate Quarters	
County	Milwaukee	Milwaukee	Milwaukee
Bedrooms	4	4	3
Full Baths	3	4	2
Half Baths	1	1	1
Est. Total Sq. Ft.	1,923	6,348	1,390
Architecture	Bungalow	Tudor/Provincial	Cape Cod
Exterior	Vinyl; Pressed Board	Stone; Wood; Stucco	Brick; Aluminum/Steel; Low Maintenance Trim
Style	2 Story	2 Story	1.5 Story
Est. Acreage	0.09	0.3	0.12
Subdivision			
Water Features			
School District	Milwaukee	Milwaukee	Milwaukee
Taxes	4,582.9	28,575	3,542
Tax Year	2016	2016	2016
Est. Year Built	1918	2009	1954
Garage Spaces	0	3.5	2
Garage Type	None	Attached	Detached
Basement	Full; Block; 8+ Ceiling; Partial Finished	Full; Poured Concrete; Partial Finished	Full; Block; Other
Heating Fuel	Natural Gas	Natural Gas	Natural Gas
Adjusted Price	\$295,900	\$1,399,000	\$140,000

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
Comparable Market Analysis Display Options						
<input type="checkbox"/> Cover page						
<input checked="" 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						
Listing Detail Options						
<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						
E-mail Save View Download						

NOTE: If you would like to use the Recommendation tab, click the tab, click the **Recalculate** button on that page, and then return to the Finish tab.

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
<input checked="" type="checkbox"/> Total Statistics
<input checked="" type="checkbox"/> Include total row at bottom of statistics analysis
<input type="checkbox"/> Remove Est. Total Sq. Ft. Statistics
<input type="checkbox"/> Individual Listing Information
<input type="checkbox"/> Print listing information on separate page(s)
View: [Single Family *] ▼
<input type="checkbox"/> Fannie Mae 1004MC
<div>08/07/2015 </div> <div>Effective Date (end date of the 1 year period, must be less than or equal to today's date)</div> <div>mm/dd/yyyy</div>
Checking this option will include statistics to assist you in filling out the Fannie Mae 1004MC appraisal report.
<input type="checkbox"/> 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

The following screen shows the sort using Status:

Statistical Market Analysis

Status	Listings	List Volume	Sold Volume	List Price	Sold Price	Sale/List Price	Est. Total Sq. Ft.	List Price Per Est. Total Sq. Ft.	Sold Price Per Est. Total Sq. Ft.	Days on Market	Cumulative Days on Market
Active	112	54,056,318	0	Low 169,900 Avg 482,646 High 3,600,000	0	0.00	1,736	66.84	0.00	1	1
						0.00	3,150	144.53	0.00	83	110
						0.00	7,945	453.12	0.00	384	976
Pending	7	2,966,100	0	Low 267,500 Avg 423,729 High 799,900	0	0.00	1,700	80.96	0.00	7	7
						0.00	2,808	152.56	0.00	64	144
						0.00	3,598	225.07	0.00	173	652
Sold	211	79,515,497	77,673,889	Low 139,900 Avg 376,851 High 1,645,000	139,900 368,123 1,588,620	0.78 0.98 1.09	1,408	60.39	55.08	1	1
							2,843	132.53	129.79	49	71
							7,550	388.73	348.84	400	750
Overall	330	136,537,915	77,673,889	Low 139,900 Avg 413,751 High 3,600,000	139,900 368,123 1,588,620	0.78 0.98 1.09	1,408	60.39	55.08	1	1
							2,946	137.03	129.79	61	85
							7,945	453.12	348.84	400	976

Selection Criteria for Comparable Properties

Search Parameters: Metro MLS, WIREX - except Metro MLS; Property type Single Family; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Bedrooms between 3 and 4; Total Bathrooms between 2.5 and 9999; Garage Spaces between 2.5 and 999999999999; Garage Type of 'Attached'; Est. Acreage between .25 and 9999999; Sold Date between '4/1/2017' and '11/1/2027'; and not Ranch; and not 1 Story.

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	Est. Total Sq. Ft.	List Price Per Est. Total Sq. Ft.	Sold Price Per Est. Total Sq. Ft.	Days on Market	Cumulative Days on Market
5	1	289,500	275,500	Low 289,500 Avg 289,500 High 289,500	275,500	0.95	4,794	60.39	57.47	30	30
						0.95	4,794	60.39	57.47	30	30
						0.95	4,794	60.39	57.47	30	30
6	9	2,951,088	2,624,900	Low 242,900 Avg 327,899 High 375,000	238,900	0.95	1,928	98.30	96.68	2	2
					328,112	0.98	2,328	143.17	141.13	50	69
					375,000	1.00	3,040	175.39	167.92	178	261
7	36	11,271,399	7,397,700	Low 169,900 Avg 313,094 High 799,900	187,000	0.87	1,408	66.84	80.53	3	3
					295,908	0.98	2,376	132.33	129.79	60	86
					500,000	1.05	4,072	225.07	189.45	231	406
8	92	32,224,169	21,448,970	Low 139,900 Avg 350,263 High 1,075,000	139,900	0.78	1,853	65.07	65.07	1	1
					324,984	0.98	2,645	132.46	127.73	52	75
					559,900	1.09	4,529	263.16	169.58	400	610
9	50	20,423,439	9,651,712	Low 219,900 Avg 408,469 High 1,799,000	255,000	0.90	1,987	79.81	76.15	1	1
					357,471	0.98	3,038	133.07	124.52	64	79
					575,000	1.01	5,069	354.90	187.60	206	402
10	50	25,581,370	14,438,290	Low 189,900 Avg 511,627 High 1,645,000	168,530	0.89	1,983	62.06	55.08	1	1
					465,751	0.98	3,414	146.74	143.20	65	106
					1,588,620	1.01	6,291	361.22	348.84	262	976
11	23	10,336,300	5,927,300	Low 199,900 Avg 449,404 High 895,000	200,000	0.91	2,300	68.27	68.31	3	3
					423,379	0.99	3,369	133.32	121.88	63	79
					670,000	1.04	4,474	244.54	197.06	229	287
12	9	7,038,700	2,892,000	Low 374,900 Avg 782,078 High 1,600,000	369,000	0.88	3,448	92.58	90.60	6	6
					723,000	0.96	4,459	177.18	162.24	143	211
					1,400,000	0.99	7,550	388.73	340.14	384	750
13	3	1,373,650	1,318,500	Low 374,750 Avg 457,883 High 589,000	340,000	0.91	3,278	105.29	97.14	4	4
					439,500	0.95	4,124	112.47	107.32	36	36
					583,500	0.99	5,594	125.05	120.50	98	98
14	1	1,399,000	0	Low 1,399,000 Avg 1,399,000 High 1,399,000	0	0.00	6,348	220.38	0.00	143	143
					0	0.00	6,348	220.38	0.00	143	143
					0	0.00	6,348	220.38	0.00	143	143
15	1	3,600,000	0	Low 3,600,000 Avg 3,600,000 High 3,600,000	0	0.00	7,945	453.12	0.00	87	87
					0	0.00	7,945	453.12	0.00	87	87
					0	0.00	7,945	453.12	0.00	87	87
19	1	1,495,000	1,330,000	Low 1,495,000 Avg 1,495,000 High 1,495,000	1,330,000	0.89	7,335	203.82	181.32	55	55
					1,330,000	0.89	7,335	203.82	181.32	55	55
					1,330,000	0.89	7,335	203.82	181.32	55	55
	54	18,554,300	10,369,017	Low 199,900 Avg 343,598 High 850,000	232,000	0.94	1,700	80.96	82.36	1	1
					334,484	0.99	2,657	130.63	124.65	55	78
					463,000	1.03	4,480	217.35	154.88	360	652
Overall	330	136,537,915	77,673,889	Low 139,900 Avg 413,751 High 3,600,000	139,900	0.78	1,408	60.39	55.08	1	1
					368,123	0.98	2,946	137.03	129.79	61	85
					1,588,620	1.09	7,945	453.12	348.84	400	976

Selection Criteria for Comparable Properties

Search Parameters: Metro MLS, WIREX - except Metro MLS; Property type Single Family; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Bedrooms between 3 and 4; Total Bathrooms between 2.5 and 9999; Garage Spaces between 2.5 and 999999999999; Garage Type of 'Attached'; Est. Acreage between .25 and 9999999; Sold Date between '4/1/2017' and '11/1/2027'; and not Ranch; and not 1 Story.

The following screen shows the sort using Bedrooms:

Statistical Market Analysis													
Bedrooms	# Listings	List Volume	Sold Volume	List Price	Sold Price	Sale/List Price	Est. Total Sq. Ft.	List Price Per Est. Total Sq. Ft.	Sold Price Per Est. Total Sq. Ft.	Days on Market	Cumulative Days on Market		
3	94	31,467,285	20,357,950	Low	169,900	139,900	0.78	1,700	66.84	68.31	2	2	
				Avg	334,758	318,093	0.98	2,523	133.31	130.18	53	76	
				High	1,075,000	575,000	1.09	4,529	263.16	189.45	240	610	
4	236	105,070,630	57,315,939	Low	139,900	139,900	0.87	1,408	60.39	55.08	1	1	
				Avg	445,215	389,904	0.98	3,115	138.51	129.62	64	89	
				High	3,600,000	1,588,620	1.05	7,945	453.12	348.84	400	976	
Overall	330	136,537,915	77,673,889	Low	139,900	139,900	0.78	1,408	60.39	55.08	1	1	
				Avg	413,751	368,123	0.98	2,946	137.03	129.79	61	85	
				High	3,600,000	1,588,620	1.09	7,945	453.12	348.84	400	976	

Selection Criteria for Comparable Properties

Search Parameters: Metro MLS, WIREX - except Metro MLS;Property type Single Family; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Bedrooms between 3 and 4; Total Bathrooms between 2.5 and 9999; Garage Spaces between 2.5 and 999999999999; Garage Type of 'Attached'; Est. Acreage between .25 and 9999999; Sold Date between '4/1/2017' and '11/1/2027'; and not Ranch; and not 1 Story.

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	Est. Total Sq. Ft.	List Price Per Est. Total Sq. Ft.	Sold Price Per Est. Total Sq. Ft.	Days on Market	Cumulative Days on Market		
2.50	222	75,224,728	49,025,957	Low	139,900	139,900	0.78	1,408	62.06	55.08	1	1	
				Avg	338,850	329,033	0.98	2,618	130.70	128.64	55	78	
				High	799,000	575,000	1.09	4,424	206.73	189.45	400	652	
3.00	16	6,136,350	3,683,350	Low	240,000	245,000	0.87	1,853	60.39	57.47	5	5	
				Avg	383,522	368,335	0.97	2,891	134.49	121.02	51	57	
				High	975,000	670,000	1.00	4,794	304.69	197.06	179	224	
3.50	76	40,801,437	19,638,182	Low	271,000	270,000	0.90	1,928	79.81	76.15	1	1	
				Avg	536,861	436,404	0.98	3,574	143.49	129.23	69	102	
				High	3,600,000	1,588,620	1.03	7,945	453.12	348.84	384	976	
4.00	4	1,623,600	788,000	Low	314,800	308,000	0.98	1,998	92.10	134.15	8	8	
				Avg	405,900	394,000	1.01	3,371	126.57	144.15	58	58	
				High	459,900	480,000	1.04	4,559	157.56	154.15	154	154	
4.50	11	11,256,800	3,208,400	Low	549,900	549,400	0.88	3,533	92.58	90.60	6	6	
				Avg	1,023,345	802,100	0.96	4,770	221.55	180.58	128	177	
				High	1,799,000	1,400,000	1.00	7,550	388.73	340.14	297	750	
5.50	1	1,495,000	1,330,000	Low	1,495,000	1,330,000	0.89	7,335	203.82	181.32	55	55	
				Avg	1,495,000	1,330,000	0.89	7,335	203.82	181.32	55	55	
				High	1,495,000	1,330,000	0.89	7,335	203.82	181.32	55	55	
Overall	330	136,537,915	77,673,889	Low	139,900	139,900	0.78	1,408	60.39	55.08	1	1	
				Avg	413,751	368,123	0.98	2,946	137.03	129.79	61	85	
				High	3,600,000	1,588,620	1.09	7,945	453.12	348.84	400	976	

Selection Criteria for Comparable Properties

Search Parameters: Metro MLS, WIREX - except Metro MLS;Property type Single Family; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Bedrooms between 3 and 4; Total Bathrooms between 2.5 and 9999; Garage Spaces between 2.5 and 999999999999; Garage Type of 'Attached'; Est. Acreage between .25 and 9999999; Sold Date between '4/1/2017' and '11/1/2027'; and not Ranch; and not 1 Story.

The following screen shows the sort using Municipality:

Statistical Market Analysis

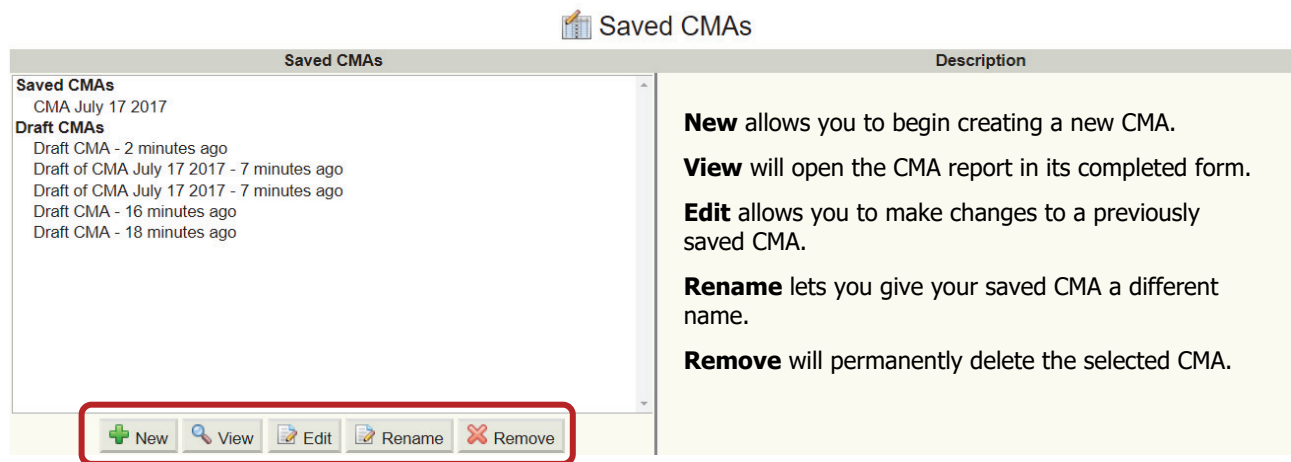
Municipality	# Listings	List Volume	Sold Volume	List Price	Sold Price	Sale/List Price	Est. Total Sq. Ft.	List Price Per Est. Total Sq. Ft.	Sold Price Per Est. Total Sq. Ft.	Days on Market	Cumulative Days on Market
Bayside	26	13,193,700	2,724,400	Low 260,000 Avg 507,450 High 1,075,000	245,000 389,200 515,000	0.94 0.97 1.00	2,218 3,274 4,835	89.86 154.14 304.69	110.46 140.13 174.05	6 69 240	6 98 340
Brown Deer	11	2,835,000	1,925,800	Low 139,900 Avg 257,727 High 369,900	139,900 240,725 310,000	0.95 0.99 1.01	1,998 2,383 3,217	65.07 109.19 157.56	65.07 106.32 154.15	3 66 143	3 66 143
Fox Point	18	16,604,400	3,956,634	Low 268,900 Avg 922,467 High 3,600,000	275,000 659,439 1,588,620	0.94 0.99 1.02	1,971 3,987 7,945	107.22 209.84 453.12	109.65 189.70 348.84	3 106 262	3 171 976
Franklin	82	33,412,889	24,372,440	Low 210,000 Avg 407,474 High 1,495,000	215,000 399,548 1,330,000	0.89 0.98 1.05	1,737 2,927 7,335	90.69 140.37 217.35	88.29 137.34 188.81	1 55 360	1 69 360
Glendale	22	7,307,400	3,722,900	Low 224,900 Avg 332,155 High 475,000	222,000 310,242 400,000	0.95 0.98 1.00	1,853 2,887 4,559	88.54 116.91 161.81	88.86 109.66 128.39	7 67 206	7 141 610
Greendale	12	4,143,000	3,073,000	Low 244,900 Avg 345,250 High 425,000	280,000 341,444 425,000	0.90 0.97 1.01	1,932 2,478 3,451	112.98 140.67 172.79	108.66 134.42 156.37	1 28 85	1 29 85
Greenfield	31	9,722,980	5,088,603	Low 199,900 Avg 313,645 High 378,900	234,900 318,038 369,000	0.93 0.99 1.05	1,736 2,664 4,794	60.39 121.44 162.35	57.47 116.94 153.33	2 59 237	2 77 237
Hales Corners	16	5,454,300	3,231,400	Low 259,900 Avg 340,894 High 499,900	262,000 323,140 435,000	0.91 0.98 1.01	2,140 2,882 3,936	80.96 120.31 159.25	97.04 121.96 155.75	1 52 229	1 107 652
Milwaukee	22	7,425,100	4,443,800	Low 195,000 Avg 337,505 High 1,399,000	187,000 277,738 559,900	0.92 0.98 1.01	1,925 2,892 6,348	81.02 111.97 220.38	80.53 102.35 126.56	3 70 400	3 70 400
Oak Creek	54	19,016,046	14,580,882	Low 264,900 Avg 352,149 High 550,000	268,000 355,631 540,000	0.91 0.99 1.09	1,700 2,658 4,252	100.36 134.74 173.04	97.14 132.57 169.58	1 44 210	1 64 272
River Hills	5	3,354,700	1,214,000	Low 445,900 Avg 670,940 High 1,100,000	530,000 607,000 684,000	0.95 0.96 0.98	4,138 5,539 7,550	89.00 123.97 199.96	84.25 87.42 90.60	21 195 384	21 286 750
Shorewood	2	2,264,900	1,200,000	Low 999,900 Avg 1,132,450 High 1,265,000	1,200,000 1,200,000 1,200,000	0.95 0.95 0.95	5,228 5,250 5,273	189.63 215.80 241.97	229.53 229.53 229.53	9 57 105	9 57 105
South Milwaukee	4	1,049,700	1,017,400	Low 229,900 Avg 262,425 High 319,900	226,500 254,350 289,900	0.91 0.97 1.00	1,891 2,099 2,262	108.27 124.98 142.94	108.31 121.31 129.54	7 58 96	7 105 273
St. Francis	1	239,000	241,000	Low 239,000 Avg 239,000 High 239,000	241,000 241,000 241,000	1.01 1.01 1.01	2,500 2,500 2,500	95.60 95.60 95.60	96.40 96.40 96.40	25 25 25	25 25 25
Unknown	1	399,900	399,900	Low 399,900 Avg 399,900 High 399,900	399,900 399,900 399,900	1.00 1.00 1.00	2,582 2,582 2,582	154.88 154.88 154.88	154.88 154.88 154.88	29 29 29	29 29 29
Wauwatosa	8	3,009,400	2,113,800	Low 199,900 Avg 376,175 High 575,000	199,000 352,300 500,000	0.87 0.96 1.00	1,408 2,684 3,881	109.53 138.98 182.08	109.04 134.29 158.33	7 59 179	8 71 179
West Allis	10	2,615,600	1,512,930	Low 169,900 Avg 261,560 High 389,900	168,530 252,155 310,000	0.89 0.96 1.00	1,965 2,888 4,652	62.06 93.77 134.81	55.08 97.66 131.81	4 71 198	4 71 198
Whitefish Bay	5	4,489,900	2,855,000	Low 390,000 Avg 897,980 High 1,600,000	305,000 713,750 1,400,000	0.78 0.91 1.00	2,123 3,616 4,883	134.80 236.60 388.73	134.83 203.92 340.14	6 29 54	6 76 225
Overall	330	136,537,915	77,673,889	Low 139,900 Avg 413,751 High 3,600,000	139,900 368,123 1,588,620	0.78 0.98 1.09	1,408 2,946 7,945	60.39 137.03 453.12	55.08 129.79 348.84	1 61 400	1 85 976

Selection Criteria for Comparable Properties

Search Parameters: Metro MLS; WIREX - except Metro MLS; Property type Single Family; Status of 'Active', 'Pending', 'Sold'; County of 'Milwaukee'; Bedrooms between 3 and 4; Total Bathrooms between 2.5 and 9999; Garage Spaces between 2.5 and 999999999999; Garage Type of 'Attached'; Est. Acreage between .25 and 99999999; Sold Date between '4/1/2017' and '11/1/2027'; and not Ranch; and not 1 Story.

CMA menu under Search

You can also create a CMA from the CMA menu; simply click the **New** button and it will step you through the process. To view a saved CMA, click on CMA from the left side menu. This will bring up the Saved CMAs screen. Select the CMA you want to view and click on the **View** button. To edit a previously saved CMA, click the **Edit** button. To rename a previously saved CMA, click the **Rename** button. To remove a CMA, select it on the Saved CMA screen and click on **Remove** button.



My Listings/Office Listings

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

- My Listings shows your current listings that have Active, Active with Offer, or Pending status.
- Office Listings shows all the listings from your office that has Active, Active with Offer, or Pending statuses.
- Company Listings, if applicable, shows all the listings from your company that have Active, Active with Offer, or Pending statuses.

To perform any of these searches, open the *FlexMLS* Search menu and click on My Listings, Office Listings, or Company 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 section 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:

- **Hot Sheet** gives you two options; the first is the Standard 24 Hour Hot sheet, which shows **all** the activity in the MLS over the past 24 hours. The second is the Custom Hot sheet, which allows you to select specific statuses and categories, or to use one of your saved searches to run a hot sheet.
- **Markets Areas**, which saves up to five hot sheets 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.

Hot Sheets

There are two different ways you can run a Hot Sheet.

Standard 24- Hour Hot Sheet

Standard 24-Hour Hot sheet, shows *all* activity in the county/counties selected over the past 24 hours. When you choose this option, you only have the ability to search by county. You can select up to six counties at once by using the CTRL+click method.

This option will automatically go to the Search Results screen and display matches for all events that happened in MLS over the past 24 hours. You will be able to see all of the activity for all categories and statuses in the counties you selected.

Hot Sheet

24-Hour Hot Sheet

View all listing events from the past 24 hours.

Tip: When you run the 24-Hour Hot Sheet on a Monday, it automatically displays the last 72 hours of listing activity, so it includes listing updates from the previous Friday and the weekend.

County

Waukesha x

Property Type

Single-Family x

RESET FILTERS

RUN 24-HOUR HOT SHEET

Custom Hot Sheet

Generate a customized Hot Sheet based on specific search criteria you have selected.

Tip: Set your search criteria by selecting "Custom Hot Sheet Settings". The next time you run the Custom Hot Sheet it will use the previously selected criteria and pull listing events since the last time it was run (up to 72 hours prior).

Show activity since 03/18/2019 at 03:39 PM Central.

CUSTOM HOT SHEET SETTINGS

RUN CUSTOM HOT SHEET

NOTE: If you run the 24-Hour Hot sheet on a Monday, it displays the last 72 hours activity. This is to cover activity on the previous Friday and weekend.

Work on behalf of ... E-Mail Save Print CMA

[LIST](#)
[DETAIL](#)
[PHOTOS](#)
[MAP](#)
[COMPARE](#)
[MESSAGES](#)

```
javascript:showResults();
```

Clicking the **Event** link will take you to that section. The event will be displayed in the upper left corner

Custom Hot Sheet

Custom Hot Sheet allows you to use Quick Search or a Saved Search as a Hot Sheet.

With this Hot Sheet option, you have the ability to select MLS, property type, status, county, price range, and time period using the Quick Search feature. Or, you can run one of your Saved Searches as a Hot sheet. Your matches will be displayed in the Search Results screen.

1. Click on Full Search on the *FlexMLS* menu and enter your Hot Sheet criteria. Click on **Save** in the upper right corner of the Full Search to save the Hot Sheet search. Enter a name for the Hot Sheet in the Search Name field and then click on **Finish**.
2. Now click **Hot Sheet** in the *FlexMLS* Menu button.
3. Click the **Custom Hot Sheet Settings** link.
4. Select the History Events on the left side to be applied to your search.
5. Enter the dates that you want for your Hot Sheet.
6. Select the Saved Search you just created and saved on the right. Click **Run Saved Search Hot sheet**. Your matches will be displayed in the Search Results screen.

The screenshot shows the 'Hot Sheet Inquiry' interface. At the top, it says 'Quick Search Hot Sheet last run on 10/27/2017 at 12:19 PM Central'. Below this is a 'Time Period (45 day maximum)' section with 'Start Date' (10/30/2017) and 'End Date' (11/01/2017) fields, and 'Start Time' (12:00 AM) and 'End Time' (11:59 PM) dropdowns. A 'History Event' sidebar on the left lists various events like 'New Listing', 'Price Change', 'With Offer', 'Sold', 'Pending', 'Expired', 'Extension', 'Back on market', 'Withdrawn', 'Cancelled', and 'Text Change', with a 'Select All' button and a note: 'Hold the Ctrl key and click to select more than one item in the list.' The main area is divided into 'Quick Search' and 'Saved Search' sections. The 'Quick Search' section includes 'Property Types' (Single-Family, Two-Family, Vacant Land, Multi-Family, Condominium), 'Price Range' (\$0 to \$999999999), 'County' (Lake, Langlade, Lincoln, Manitowoc, Marathon, Marinette, Marquette, McHenry, Menominee, Milwaukee), and 'MLS' (Metro MLS, WIREX - except Metro MLS). The 'Saved Search' section shows a list of saved searches: '53207 Delayed Hotsheet', 'Riverwest SF/2fl/Condo Hotsheet', and 'Washington Heights - DO NOT DELETE'. At the bottom, there are two buttons: 'Run Quick Search Hot Sheet' and 'Run Saved Search Hot Sheet'.

The *FlexMLS* system will remember the last time and date that you ran your Saved Search Hot sheet. To run the same Saved Search Hot sheet from that date, click on My Market on the *FlexMLS* menu and then click on Hot Sheet. The date that the search was last run shows up under the **Run Custom Hot Sheet** link. Click on **Run Custom Hot Sheet**. Your matches will be displayed in the Search Results screen.

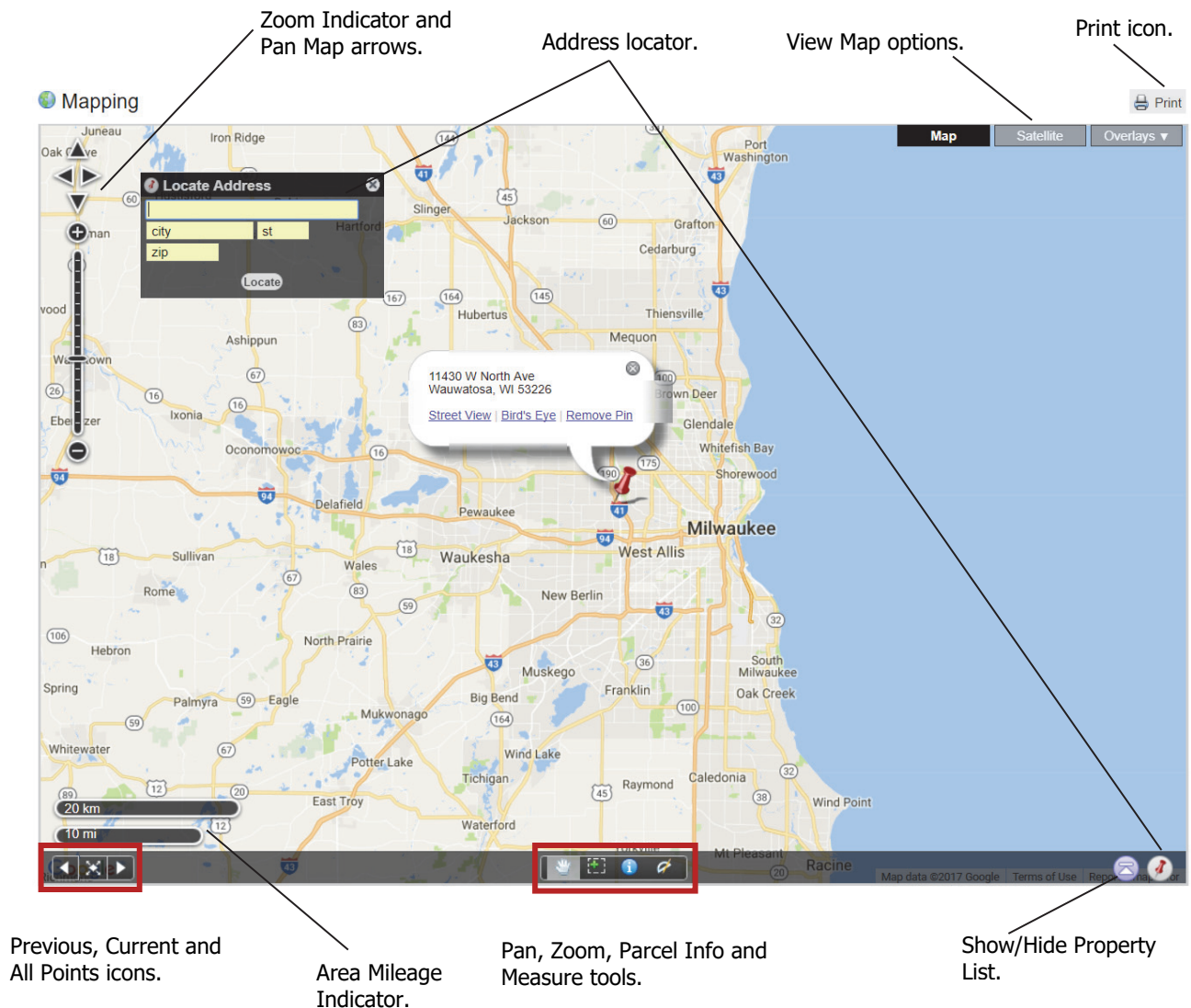
NOTE: If you want flexibility when searching status, do not save a status in your Saved Search Hot sheet. This can be done by *deselecting* the highlighted status on the Main tab in Full Search.

Using FlexMLS Maps

If you choose *FlexMLS* Maps from Maps/Financial in the *FlexMLS* menu, you can locate a property anywhere in the United States!

The first FlexMLS maps screen shows a map over the general Metro MLS coverage areas. Enter the address you want mapped and click the **Locate** button. The system will map the address for you

Here's what the mapped address looks like. From this point, you can zoom in and out, using the Zoom indicator. You may also click on the **Print** icon to print a map, or use the **Address** function to add additional addresses to the map. The **Remove Pin** link in the Address Info bubble can be used to remove unwanted addresses from the map.



Financial Calculators

The *FlexMLS* system has many financial functions available for you to help your customers and 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 on Financial Calculators. The system displays the Calculation Reports screen, which has a list of calculators you can use. Select the report you want to use by clicking on the report name.

To view a sample of the report you want to run, click on the View Sample link.

- **Amortization Schedule:** This calculator displays the breakdown of principal and interest in mortgage payments.
- **FHA Loan Qualification:** This calculator determines FHA loan qualification and calculates the largest allowable mortgage.
- **VA Loan Qualification:** This calculator determines VA loan qualification and calculates the largest allowable mortgage.
- **Closing Cost Estimator:** This calculator allows input of charges and expenses for a buyer and/or seller at closing and calculates the closing costs and/or net proceeds.

Click report name to run the specific calculation report.

Click **View Sample** to see a sample of the report.

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

NOTE: On the Message Board under MLS Links, there is a link labeled Mortgage Calculators, which will take you to a web site that contains other financial calculators.

Create Reports and Flyers

From the Search Results screen, click the Details tab to bring up the Report options for the listings.

1. Highlight the listing you would like to view.

2. Choose the report you want.

3. Choose whether you want a public or private version of the report. Public reports do not contain contact information for the listing agent or office.

Search Results

Results: 95 Selected: 0

Price | Status | MLS #

- 1. \$2,500 2106 E Holt Ave Milwaukee, WI 53207 Active / 1650321
- 2. \$72,500 3348 S Illinois Ave Milwaukee, WI 53207 Active / 1653399 **New Listing**
- 3. \$119,900 3553 S 2nd St Milwaukee, WI 53207 Active / 1649984
- 4. \$122,500 4655 S Logan Ave Milwaukee, WI 53207 Active / 1615976
- 5. \$124,900 3672 S 5th St Milwaukee, WI 53207 Active / 1651436 **Status Change**
- 6. \$124,900 3340 S Griffin AVE Milwaukee, WI 53207 Active / 1638319
- 7. \$129,900 3750 S Alabama Ave Milwaukee, WI 53207 Active / 1652163

Details for 3348 S Illinois Ave Milwaukee, WI 53207 (MLS #: 1653399)

Address: 3348 S Illinois Ave Milwaukee, WI 53207

Report History Tax Info Mortgage Info Documents more

Flyer 5 - agent pic right
Flyer 6
Flyer 6 - agent pic right
Flyer 7
Flyer 8
Flyer 9
Full Report
Full Report (No Photo)
Full Report (No Photo) With Tax
Full Report Addtl Photos

☐ Public ☒ Private

angela@metromls.com
http://www.metromls.com

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

Directions: KK, east on Oklahoma Ave., south on Illinois Ave
Coordinates: 33S 28E

Property Type: Single-Family
Status: Active
County: Milwaukee

List Price: \$72,500
Bedrooms: 3
Est. Acreage: 0.07

Rooms: 6
Est. Total Sq. Ft.: 1,134

Total F/H Baths: 1 / 0
F/H Baths Main: 0 / 0
F/H Baths Upper: 1
F/H Baths Lower:

Garage Spaces: 0
Garage Type: None

Est. Year Built: 1924
Lot Description: 60 x 53

Taxes: \$4,249.34
Tax Year: 2018
Zoning: RS6

Tax Key: 5410272000

Flood Plain: Unknown

School District: [Milwaukee](#)

Name			Dim	Level	Name			Dim	Level
Master Bedroom			11 x 9	Upper	Living/Great Room			11 x 11	Main
Bedroom 2			11 x 9	Main	Kitchen			11 x 11	Main
Bedroom 3			11 x 6	Upper	Dining Room			12 x 11	Main

Days On Market: 1

Lot Description: Sidewalk; Near Public Transit
Style: 2 Story
Architecture: Bungalow
Driveway: Unpaved; Parking Space
Outbuildings: Storage Shed
Exterior: Aluminum/Steel
Basement: Full; Block
Heating Fuel: Natural Gas
H/C Type: Forced Air
Bath Description: Shower Stall

Terms/Misc: In foreclosure/REO
Documents: Listing Contract; Other
Appliances Incl.: None
Misc. Interior: Cable TV Available
Water/Waste: Municipal Water; Municipal Sewer
Municipality: City

Remarks: Bring your paint brush and decorating ideas to this home in a sought after neighborhood of Bayview and close to Lake Michigan. Natural woodwork can be found on the 1st floor, and you may find hardwood flooring under the carpet. Formal dining room has a built-in buffet to showcase your family heirlooms. Covered back deck let's you enjoy the summer more. Tandem parking is available on the gravel drive to the south. This will not pass FHA/VA due to roof. Being sold in "AS IS" condition
Private Remarks: ALL OFFERS MUST BE SUBMITTED BY THE BUYER'S AGENT ON OFFERSUBMISSION.COM ID# 1553107. BUYER PAYS \$300 FEE AT CLOSING. NO PAPERWORK REQUIRED UNTIL OFFER IS ACCEPTED. "Please use a PC this is not an Apple friendly site" No RECR. Seller does NOT pay GAP. Cash offers require POF & 10% earnest money (do not have it accompany the offer) Being sold in "AS IS" condition. Offers reviewed at 10 DOM
Showing Instructions: use link in MLS or call 855-746-9300

Sub Agent Comm: 875 \$
Buyer Agent Comm: 875 \$
Limited/Unserviced: No

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

Broker Owned: N
Electronic Consent: Yes
Listing Date: 08/12/2019
Expiration Date: 12/12/2019

To print or e-mail reports or flyers, you can select either the **Print** or **E-mail** buttons.

1 Line Report

Status:	MLS #:	Munic.:	Address:	Rms:	Beds:	Baths:	Orig. List Price:	List Price:	Sold Price:	DOM:	Sold Date:
Active	1546400	Milwaukee	4516 S Pine Ave	7	4	2 / 0	\$ 189,000	\$ 189,000	\$	78	
Active With Offer	1550158	Milwaukee	4233 S 1st Pl		3	1 / 0	\$ 187,000	\$ 187,000	\$	48	
Active	1554665	Milwaukee	2516 S Lenox St	7	4	1 / 0	\$ 185,000	\$ 185,000	\$	21	
Active	1542562	Milwaukee	222 W Tripoli AVE	7	3	1 / 1	\$ 209,000	\$ 189,000	\$	98	
Active	1550111	Milwaukee	3781 S Howell Ave	6	3	2 / 0	\$ 193,900	\$ 189,900	\$	52	

Brief Report (public version)

Address: 4516 S Pine Ave Milwaukee, Wisconsin 53207-5211 Taxed by: Milwaukee			MLS #: 1546400
Property Type: Single-Family Status: Active	List Price: \$189,000 County: Milwaukee	Rooms: 7 Bedrooms: 4	Baths: 2 / 0 Est. Total Sq. Ft.: 1,882
Garage Spaces: 2.5 Garage Type: Attached	Est. Year Built: 1937 Lot Description:	Taxes: \$4,938 Tax Year: 2016	Tax Key: 5939927000 Zoning: Res
School District: Milwaukee			
Type: Style: 2 Story Architecture: Tudor/Provincial	Heating Fuel: Natural Gas Heating/Cooling Type: Forced Air Water/Waste: Municipal Water; Municipal Sewer	Exterior: Brick Days On Market: 78	
Remarks: You will be in awe of this lovely, spacious, 4 bedroom 2-story home, located on a quiet tree-lined street in Bay View area, and steeped in old world charm. From the plaster walls, coved ceilings in living and dining rooms, and pristine natural woodwork, to the spacious bedrooms, including an enormous 24x12 master with 3 closets! You will fall in love with this home. stunning home! Fourth bedroom would make a great office or den. Enjoy the very private and quiet backyard!			
Directions: E Howard Ave to Whitnall Ave, SE on Whitnall to Pine Ave. Home is 2 blocks south			
Coordinates:			
Listing Office: First Weber Inc - Delafield: fwg14			

Full Report (public version)

Address: 4516 S Pine Ave Milwaukee, Wisconsin 53207-5211		Taxed by: Milwaukee		MLS #: 1546400																												
	Property Type: Single-Family Status: Active Tax Key: 5939927000 County: Milwaukee		List Price: \$189,000 Taxes: \$4,938 Tax Year: 2016 Est. Acreage: 0.2																													
	Bedrooms: 4 Total Full/Half Baths: 2 / 0 F/H Baths Main: 1 / 0 F/H Baths Upper: 1 F/H Baths Lower: Garage Spaces: 2.5 Garage Type: Attached		Rooms: 7 Est. Total Sq. Ft.: 1,882 Est. Year Built: 1937 Zoning: Res																													
	Flood Plain: No		Days On Market: 78																													
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	School District: Milwaukee																															
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Lot Description: Sidewalk; Near Public Transit Style: 2 Story Architecture: Tudor/Provincial Garage: Electric Door Opener Driveway: Paved; Parking Space Exterior: Brick Basement: Full; Block Heating Fuel: Natural Gas H/C Type: Forced Air Bath Description: At least one Bathtub; Shower Over Tub		Documents: Seller Condition; Tax Bill Appliances Incl.: Oven/Range; Refrigerator; Washer; Dryer; Window A/C Misc. Exterior: Patio Misc. Interior: Walk-in Closet; Cable TV Available; High Speed Internet Available; Wood or Sim. Wood Floors Water/Waste: Municipal Water; Municipal Sewer Municipality: City Accessibility: Bedroom on Main Level; Full Bath on Main Level Green Features: Low E Windows																														
Remarks: You will be in awe of this lovely, spacious, 4 bedroom 2-story home, located on a quiet tree-lined street in Bay View area, and steeped in old world charm. From the plaster walls, coved ceilings in living and dining rooms, and pristine natural woodwork, to the spacious bedrooms, including an enormous 24x12 master with 3 closets! You will fall in love with this home. stunning home! Fourth bedroom would make a great office or den. Enjoy the very private and quiet backyard! Inclusions: Oven/range, Refrigerator, Washer/dryer (both less than a year old), Snowblower, Lawnmower, 3 ceiling fans, 2 AC units Exclusions: Sellers personal property																																
Listing Office: First Weber Inc - Delafield: fwg14			LO License #: 833993-91																													



Information is supplied by seller and other third parties and has not been verified.
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Prepared by Nancy Realtors on Thursday, April 10, 2008 1:46 PM

Full Report w/ Tax (Same as Full Report, but with Tax Info)

WIREDATA CORPORATION		Full Report						
		Property Location : 4516 S Pine AVE						
Owner: Lewandowski Robert G & Juanita W 4516 S Pine AVE Milwaukee, WI 53207-5211		Owner Occupied: Yes Property Address: 4516 S Pine AVE Milwaukee, WI 53207-5211	Map with: MapQuest Google Maps					
		County: Milwaukee Taxed by: City Of Milwaukee Taxkey # 5939927000						
Assessments								
Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio	
2016	Residential	\$ 34,000	\$ 145,600	\$ 179,600	0.000-	0.203	0.961806323	
2015	Residential	\$ 34,000	\$ 145,600	\$ 179,600	0.000-	0.203	0.967857030	
2014	Residential	\$ 34,000	\$ 145,600	\$ 179,600	3.041↑	0.203	0.958184478	
2013	Residential	\$ 34,000	\$ 140,300	\$ 174,300	0.000-	0.203	0.962670584	
2012	Residential	\$ 34,000	\$ 140,300	\$ 174,300	-10.015↓	0.203	0.961892953	
2011	Residential	\$ 34,000	\$ 159,700	\$ 193,700	0.000-	0.203	1.004732798	
2010	Residential	\$ 34,000	\$ 159,700	\$ 193,700	-5.002↓	0.203	0.956617820	
2009	Residential	\$ 34,000	\$ 169,900	\$ 203,900	0.000-	0.203	0.928238797	
2008	Residential	\$ 34,000	\$ 169,900	\$ 203,900	-4.986↓	0.203	0.952117558	
Taxes								
Tax Year	Total Tax	First Dollar	Lottery Credit	Net Tax	Special Taxes	Special Assessment	Special Charges	Full Pay Amount
2016								\$4,937.50
2015			\$130.99	\$5,060.44				\$5,060.44
2014			\$136.09	\$5,166.66				\$5,166.66
2013			\$134.74	\$5,122.34				\$5,122.34
2012			\$112.43	\$5,028.05				\$5,028.05
2011			\$103.33	\$5,028.41				\$5,028.41
2010			\$93.56	\$4,979.67				\$4,979.67
2009			\$83.41	\$5,141.57				\$5,141.57
2008			\$87.28	\$4,775.09				\$4,775.09
Assessor								
Building Square Feet : 1882		Year Built : 1937		Township : 6N				
Bedrooms : 5		Year Remodeled :		Range : 22E				
Full Baths : 1		Effective Year Built :		Section : 21				
Half Baths : 1		Air Conditioning :		Quarter :				
Total Rooms :		Fireplace :		Pool :				
Number of Stories : 1.50		Number of Units : 1		Attic : No Attic				
Building Type : Tudor		Basement : Full Basement						
Exterior Wall :		Heat :						
Exterior Condition :		Garage : Detached Garage						
Land Use : 8810 Single-Private Households		School District : 3619 Milwaukee						
Zoning : RS6 Residential Single-Family		Historic Designation :						
Census Tract : 210.00								
Legal Description								
Plat Page 59310 Neighborhood 4720 Lands In Se 1/4 Sec 21-6-22 N 63.90' Of S 1196.13' Of W 171' Exc ST								
Sales								

Quick Report (2 per page)

Address: 4516 S Pine Ave Milwaukee, Wisconsin 53207-5211 Taxed by: Milwaukee		MLS #: 1546400
	Property Type: Single-Family Status: Active School District: Milwaukee Subdivision:	List Price: \$ 189,000 Taxes: \$4,938 / 2016 Days On Market: 78 County: Milwaukee
	Bedrooms: 4 Baths: 2 / 0 Garage Spaces: 2.5 Garage Type: Attached	Rooms: 7 Est. Year Built: 1937 Est. Total Sq. Ft.: 1,882 Lot Description:
Style: 2 Story Architecture: Tudor/Provincial		Exterior: Brick Water/Waste: Municipal Water; Municipal Sewer
Remarks: You will be in awe of this lovely, spacious, 4 bedroom 2-story home, located on a quiet tree-lined street in Bay View area, and steeped in old world charm. From the plaster walls, coved ceilings in living and dining rooms, and pristine natural woodwork, to the spacious bedrooms, including an enormous 24x12 master with 3 closets! You will fall in love with this home. stunning home! Fourth bedroom would make a great office or den. Enjoy the very private and quiet backyard! Directions: E Howard Ave to Whitnall Ave, SE on Whitnall to Pine Ave. Home is 2 blocks south Coordinates:		
Listing Office: First Weber Inc - Delafield: fwg14		
Address: 4233 S 1st Pl Milwaukee, Wisconsin 53207-4923 Taxed by: Milwaukee		MLS #: 1550158
	Property Type: Single-Family Status: Active With Offer School District: Milwaukee Subdivision:	List Price: \$ 187,000 Taxes: \$3,566 / 2016 Days On Market: 48 County: Milwaukee
	Bedrooms: 3 Baths: 1 / 0 Garage Spaces: 2 Garage Type: Detached	Rooms: Est. Year Built: 1928 Est. Total Sq. Ft.: 1,737 Lot Description:
Style: 1.5 Story Architecture: Cape Cod		Exterior: Aluminum/Steel Water/Waste: Municipal Water; Municipal Sewer
Remarks: Beautiful, spacious Bay View/Town of Lake Cape Cod. Fantastic living room with new gas fireplace insert. Perfect updated entertaining kitchen that is open to dining room! Pretty updated full bath. 3 bedrooms with great sized 1st floor master bedroom. Two cute additional finished rooms in basement... playroom/office and family room with fireplace and awesome built in bar. Newer roof. Outdoor oasis with large deck, pergola with an herb wall. 3 great neighborhood schools within walking distance! Easy access to downtown. You will LOVE this house in the Garden District! Directions: Town of Lake/Garden District, south of Saveland Park Coordinates:		
Listing Office: Keller Williams Realty-Milwaukee North Shore: keller4		

Quick Report 4 (4 per page)

Address: 4516 S Pine Ave Milwaukee, Wisconsin 53207-5211 Taxed by: Milwaukee				MLS #: 1546400
	Status: Active	Prop. Type: Single-Family	Sub.:	List Price: \$189,000
	Taxes: \$4,938	Tax Year: 2016	Rooms: 7	Est. Total Sq. Ft.: 1,882
	Bedrooms: 4	Baths: 2 / 0	Est. Year Built: 1937	Lot Sz.:
	Garage Spaces: 2.5	Garage Type: Attached	Days On Market: 78	Est. Acreage: 0.2
	Style: 2 Story Architecture: Tudor/Provincial		Exterior: Brick Water/Waste: Municipal Water; Municipal Sewer	
You will be in awe of this lovely, spacious, 4 bedroom 2-story home, located on a quiet tree-lined street in Bay View area, and steeped in old world charm. From the plaster walls, coved ceilings in living and dining rooms, and pristine natural woodwork, to the spacious bedrooms, including an enormous 24x12 master with 3 closets! You will fall in love with this home. stunning home! Fourth bedroom would make a great office or den. Enjoy the very private and quiet backyard!				
Listing Office: First Weber Inc - Delafield fwg14				
Address: 4233 S 1st Pl Milwaukee, Wisconsin 53207-4923 Taxed by: Milwaukee				MLS #: 1550158
	Status: Active With Offer	Prop. Type: Single-Family	Sub.:	List Price: \$187,000
	Taxes: \$3,566	Tax Year: 2016	Rooms:	Est. Total Sq. Ft.: 1,737
	Bedrooms: 3	Baths: 1 / 0	Est. Year Built: 1928	Lot Sz.:
	Garage Spaces: 2	Garage Type: Detached	Days On Market: 48	Est. Acreage: 0.11
	Style: 1.5 Story Architecture: Cape Cod		Exterior: Aluminum/Steel Water/Waste: Municipal Water; Municipal Sewer	
Beautiful, spacious Bay View/Town of Lake Cape Cod. Fantastic living room with new gas fireplace insert. Perfect updated entertaining kitchen that is open to dining room! Pretty updated full bath. 3 bedrooms with great sized 1st floor master bedroom. Two cute additional finished rooms in basement... playroom/office and family room with fireplace and awesome built in bar. Newer roof. Outdoor oasis with large deck, pergola with an herb wall. 3 great neighborhood schools within walking distance! Easy access to downtown. You will LOVE this house in the Garden District!				
Listing Office: Keller Williams Realty-Milwaukee North Shore keller4				
Address: 2516 S Lenox St Milwaukee, Wisconsin 53207-1804 Taxed by: Milwaukee				MLS #: 1554665
	Status: Active	Prop. Type: Single-Family	Sub.:	List Price: \$185,000
	Taxes: \$4,412	Tax Year: 2016	Rooms: 7	Est. Total Sq. Ft.: 1,481
	Bedrooms: 4	Baths: 1 / 0	Est. Year Built: 1891	Lot Sz.:
	Garage Spaces: 3	Garage Type: None	Days On Market: 21	Est. Acreage: 0.12
	Style: 2 Story Architecture: Victorian/Federal		Exterior: Wood; Aluminum/Steel Water/Waste: Municipal Water; Municipal Sewer	
Welcome to sought-after Bay View. Lovely 4-bedroom Federal Style Victorian just a short stroll to all that Bay View has to offer: shops, restaurants, library & the lake, just to name a few. All the big ticket items have been taken care of by the seller so you just need to move in & make it yours. Living rm open to dining rm for great flow. Eat-in kitchen overlooking the backyard, full bath, & 1 bedroom or office on main floor. 3 bedrooms up. Fenced in yard with beautiful side deck for summer entertaining. Full basement. 1 yr. Home Warranty Included.				
Listing Office: Keller Williams Realty-Milwaukee North Shore keller4				
Address: 222 W Tripoli AVE Milwaukee, Wisconsin 53207-3849 Taxed by: Milwaukee				MLS #: 1542562
	Status: Active	Prop. Type: Single-Family	Sub.:	List Price: \$189,000
	Taxes: \$5,321	Tax Year: 2016	Rooms: 7	Est. Total Sq. Ft.: 2,078
	Bedrooms: 3	Baths: 1 / 1	Est. Year Built: 1952	Lot Sz.:
	Garage Spaces: 1.5	Garage Type: Detached	Days On Market: 98	Est. Acreage: 0.14
	Style: 2 Story Architecture: Colonial		Exterior: Brick; Aluminum/Steel Water/Waste: Municipal Water; Municipal Sewer	
Bayview classic. Three bedroom one and half baths. Hardwood floors, newer furnace (2014), roof (2011), family room carpet, central air (2009). Fenced backyard with new fence (2017). Close to Saveland Park, transportation and freeway. Lower level rec room.				
Listing Office: Powers Realty Group powers01				

Full Report Addtl Photos

Address: 4516 S Pine Ave Milwaukee, Wisconsin 53207-5211 Taxed by: Milwaukee		MLS #: 1546400																											
 		 <p>Multiple Listing Service 11430 W. North Ave. Wauwatosa, WI 53226 Phone: 414-778-5450 Fax: 414-778-6143 Email: awmmlm@gmail.com http://www.metromls.com</p>  <p>Provided as a courtesy of: Angela Washington-Marshall EcoBroker, GREEN, e-PRO Metro MLS Staff</p>																											
Directions: E Howard Ave to Whitnall Ave, SE on Whitnall to Pine Ave. Home is 2 blocks south Coordinates: Property PIN: 80808																													
Property Type: Single-Family Status: Active County: Milwaukee	List Price: \$189,000 Bedrooms: 4 Est. Acreage: 0.2	Rooms: 7 Est. Total Sq. Ft.: 1,882	Total F/H Baths: 2 / 0 F/H Baths Main: 1/ 0 F/H Baths Upper: 1 F/H Baths Lower:																										
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Remarks: You will be in awe of this lovely, spacious, 4 bedroom 2-story home, located on a quiet tree-lined street in Bay View area, and steeped in old world charm. From the plaster walls, coved ceilings in living and dining rooms, and pristine natural woodwork, to the spacious bedrooms, including an enormous 24x12 master with 3 closets! You will fall in love with this home. stunning home! Fourth bedroom would make a great office or den. Enjoy the very private and quiet backyard! Inclusions: Oven/range, Refrigerator, Washer/dryer (both less than a year old), Snowblower, Lawnmower, 3 ceiling fans, 2 AC units Exclusions: Sellers personal property																													
Listing Office: First Weber Inc - Delafield: fwg14		LO License #: 833993-91																											

Promotional Reports and Flyers

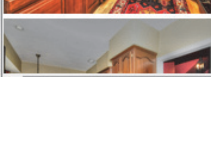






The Promotional reports offer you an additional option in detailing a property to a client. These reports give you basic information on the property, in addition to additional listing photos. They are an excellent option to showcase a property's features with its additional photos all on the same sheet, saving you paper.


The flyers are formatted to showcase **YOUR LISTINGS**; not only the features and additional photographs, but to include all of your personal contact information available in your personal profile.

There are currently nine (9) different Promotional reports and flyers for you to choose from. Before deciding on which to use, we suggest previewing them before printing. Following are examples of what is available for each.

NOTE: If you are using the flyers, set your version to Private, so it can pull **your** personal information, and will not pull the listing's private info; if you are using Promotional reports, set your version to Public so the listings private info will not show, and your personal contact info will.

Promotional Report 3 (public version)







6143 Washington Cir
City of Wauwatosa, Wisconsin 53213-2451
\$680,000

MLS #:	1427606	Room Dimensions:	
Property Type:	Single-Family	Master Bedroom	15 x 13
Bedrooms:	3	Bedroom 2	12 x 12
Full/Half Baths:	2 / 1	Bedroom 3	14 x 12
Est. Total Sq. Ft:	2,711	Living/Great Room	32 x 14
# of Rooms:	7	Kitchen	17 x 8
Taxes:	\$9,520 / 2014	Dining Room	14 x 12
Exterior:	Brick; Partial-Stone; Partial-Stucco/Slate	Rec Room	32 x 16
Roofing:	Composition		
Est. Acreage:	0.39		
Garage:	4 / Detached		
Basement:	Full		
Heating/Cooling:	Forced Air; Radiant/Hot Water / Central Air		
Water/Waste:	Municipal Water; Municipal Sewer		
Occupancy:	See Listing Broker		
School District:	Wauwatosa		

Architecturally significant Tudor on a park-like lot in historical Washington Highlands. Exceptional details, carved wood, arched doorways, beautiful lead windows. Large living room and dining room afford you gracious spaces for entertaining. Sun room. Updated kitchen. Stunning staircase leads to the second level, boasting master suite and two bedrooms. Two garages, one attached, one detached. Park-like yard with two patios, one with blue-stone and a pergola and one with pavers and a secret garden.
Directions: Lloyd St to Martha Washington to Washington Circle.



Angela Washington-Marshall EcoBroker,e-PRO
Metro MLS Staff
Multiple Listing Service
11430 W. North Ave.
Wauwatosa, WI 53226
Phone: 414-778-5450
Cell: 414-555-1212
Fax: 414-778-6143
Email: awmmlm@gmail.com



MULTIPLE LISTING SERVICE®

Listing Office: Shorewest Realtors, Inc.: swr01

Flyer 3 (public version)



6143 Washington Cir
Wauwatosa, Wisconsin 53213-2451
 Taxed by City of Wauwatosa
\$680,000

MLS #: 1427606
 Property Type: Single-Family
 Bedrooms: 3
 Full/Half Baths: 2 / 1
 Est. Total Sq. Ft.: 2,711
 Est. Year Built: 1929
 # of Rooms: 7
 Taxes: \$9,520 / 2014
 Exterior: Brick; Partial-Stone; Partial-Stucco/Slate
 Roofing: Composition
 Est. Acreage: 0.39
 Garage: 4 / Detached
 Basement: Full
 Heating/Cooling: Forced Air; Radiant/Hot Water / Central Air
 Water/Waste: Municipal Water; Municipal Sewer
 Occupancy: See Listing Broker
 School District: Wauwatosa

Room Dimensions:
 Master Bedroom 15 x 13
 Bedroom 2 12 x 12
 Bedroom 3 14 x 12
 Living/Great Room 32 x 14
 Kitchen 17 x 8
 Dining Room 14 x 12
 Rec Room 32 x 16

Architecturally significant Tudor on a park-like lot in historical Washington Highlands. Exceptional details, carved wood, arched doorways, beautiful lead windows. Large living room and dining room afford you gracious spaces for entertaining. Sun room. Updated kitchen. Stunning staircase leads to the second level, boasting master suite and two bedrooms. Two garages, one attached, one detached. Park-like yard with two patios, one with blue-stone and a pergola and one with pavers and a secret garden.
 Directions: Lloyd St to Martha Washington to Washington Circle.



Shorewest Realtors, Inc.
 Phone:
 Cell:
 Fax:
 Email:
 Web:

Flyer 3 (private version)



6143 Washington Cir
Wauwatosa, Wisconsin 53213-2451
 Taxed by City of Wauwatosa
\$680,000

MLS #: 1427606
 Property Type: Single-Family
 Bedrooms: 3
 Full/Half Baths: 2 / 1
 Est. Total Sq. Ft.: 2,711
 Est. Year Built: 1929
 # of Rooms: 7
 Taxes: \$9,520 / 2014
 Exterior: Brick; Partial-Stone; Partial-Stucco/Slate
 Roofing: Composition
 Est. Acreage: 0.39
 Garage: 4 / Detached
 Basement: Full
 Heating/Cooling: Forced Air; Radiant/Hot Water / Central Air
 Water/Waste: Municipal Water; Municipal Sewer
 Occupancy: See Listing Broker
 School District: Wauwatosa

Room Dimensions:
 Master Bedroom 15 x 13
 Bedroom 2 12 x 12
 Bedroom 3 14 x 12
 Living/Great Room 32 x 14
 Kitchen 17 x 8
 Dining Room 14 x 12
 Rec Room 32 x 16

Architecturally significant Tudor on a park-like lot in historical Washington Highlands. Exceptional details, carved wood, arched doorways, beautiful lead windows. Large living room and dining room afford you gracious spaces for entertaining. Sun room. Updated kitchen. Stunning staircase leads to the second level, boasting master suite and two bedrooms. Two garages, one attached, one detached. Park-like yard with two patios, one with blue-stone and a pergola and one with pavers and a secret garden.
 Directions: Lloyd St to Martha Washington to Washington Circle.



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Tax Information

Tax information is provided to the MLS by *WIREdata*. *WIREdata* collects the tax information, assessment data, legal descriptions, and sales information 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 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 Search by Address Range or All Fields, putting the subdivision name in the legal description 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 only the criteria you're interested in searching for.
- Parcel carts hold the matches from your searches – you can then recall those matches later.

Getting into WIREdata

To get to the tax system, in the menu, click Tax Info, and then click Tax Information. This takes you to the PropertyLink SM 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.

Change default searchable counties here.

If you have selected default counties, they appear here.

Tax Setup.

Welcome to PropertyLinkSM, you are logged in as: met.012345

Your current counties are:

- Milwaukee
- Waukesha

Community	Taxes and Assessments	Assessor	Sales
Adams County	01-23-2006		04-19-2006
Columbia County	03-06-2006		04-19-2006
Fall River, Village Of		04-26-2005	
Crawford County	02-03-2006		04-19-2006
Dane County	01-16-2006		04-19-2006
Madison, City Of	01-31-2006		
Dodge County	02-01-2006		04-19-2006
Lomira, Village Of		08-14-2003	
Reeseville, Village Of		08-03-2005	
Watertown, City Of	12-08-2005	11-09-2005	
Waupun, City Of		11-10-2004	
Fond Du Lac County	12-16-2005		04-19-2006
Campbellsport, Village Of		08-12-2003	
Fond Du Lac, City Of		08-31-2005	
Waupun, City Of		11-10-2004	
Grant County	12-22-2005		04-19-2006
Green County	12-13-2005		04-19-2006
Green Lake County	01-11-2006		04-19-2006
Iowa County	03-02-2006		04-19-2006
Jackson County	12-14-2005		04-19-2006
Jefferson County	12-14-2005		04-19-2006

The WIREdata Search menu (blue pane, left-hand side), has the following choices:

Choose Counties	SET YOUR DEFAULTS FOR COUNTIES
Search	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 tax key number (up to 10, searches using "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
Parcel Carts	VIEW, DELETE, OR EDIT PARCEL CARTS
Setup	SETUP PREFERENCES, VIEWS, 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
Update Information	INFORMATION CURRENT THROUGH THE DATE SHOWN
Archived Parcels	PARCELS THAT HAVE NO CURRENT ASSESSMENT OR TAXES

**** 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.).

Choose Counties

Choose Counties is used to set default counties to automatically appear when you start your search. Thus, when you begin your tax search, those counties appear as your default rather than needing to choose them from “Select the desired counties” every time you get to this screen. To use this screen, in the *WIREDATA* search menu on the left, click on Choose Counties.

WIREDATA CORPORATION

Choose Counties

☐ Adams
☐ Dane
☐ Grant
☐ Iowa
☐ Juneau
☐ Lafayette
☐ Manitowoc
☐ Milwaukee
☐ Ozaukee
☐ Richland
☐ Sheboygan
☐ Vernon
☐ Washington
☐ Wood

☐ Columbia
☐ Dodge
☐ Green
☐ Jackson
☐ Kenosha
☐ Langlade
☐ Marathon
☐ Monroe
☐ Portage
☐ Rock
☐ Taylor
☐ Vilas
☐ Waukesha

☐ Crawford
☐ Fond Du Lac
☐ Green Lake
☐ Jefferson
☐ La Crosse
☐ Lincoln
☐ Marquette
☐ Oneida
☐ Racine
☐ Sauk
☐ Trempealeau
☐ Walworth
☐ Waupaca

☐ Archived Parcels

Save Counties **Restore Counties**

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 counties you wish to have as your default counties, and then click the **Save Counties** button. If you should ever wish to change or remove your defaults, come to this same screen and make changes as needed.

Address

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

1. In the *WIREDATA* Search menu (the blue panel on the left of the screen), click Address.
2. Unless you have default counties saved in your preferences, 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 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 under Setup or Choose Counties.)

After you select the counties, click the **Address Search** button.

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

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

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

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

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 Search **Save Counties** **Restore Counties**

- Choose the municipality or municipalities you want to search. If you want to search the entire county, check the **Search entire county** checkbox.
- Enter the address(es) for which you want tax information, and click the **Search** button. 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 will want to use only the word they have in common because municipalities differ from one to another in the ways they enter addresses in their tax records.

Type the street address(es) into these fields.

Search **Clear Search** Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee

☐ Search entire county

Wauwatosa, City Of

Unselect

Address Type ☒ Property ☐ Owner
☐ Owner Occupied

Street #	Dir	Street Name	Street Type
11430	W	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 whichever default view you want. See the Preferences section on p.123 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.

Click **Print Report** to print a report of all information available 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.

Map with:
[MapQuest](#)
[Google Maps](#)

Record 1 of 2 selected records

Assessor		
Building Square Feet : 1932	Year Built : 1966	Township :
Bedrooms : 4	Year Remodeled :	Range :
Full Baths : 2	Effective Year Built :	Section :
Half Baths :	Air Conditioning : Yes	Quarter :
Total Rooms : 8	Fireplace : Yes	Pool :
Number of Stories : 2.00	Number of Units : 1	Attic : None
Building Type : Colonial	Basement : Full Basement	
Exterior Wall : Vinyl	Heat : Forced Air	
Exterior Condition : Good	Garage : Detached Frame Garage	
Land Use : 160 Residential	School District : 6244 Wauwatosa	
Zoning : AA SING Aa Single Family	Historic Designation :	

Information is supplied by third parties and has not been verified

Click the MapQuest link to have the address mapped for you using MapQuest.

Click the Google Maps to have the address mapped for you using Google Maps.

The next illustration shows how to change the view of a tax record. To change to a different view, select it from the View drop-down menu.

WIREDATA CORPORATION **Full Report**
Property Location : 150 N 85TH ST

View: **Assessor View** (dropdown menu open showing: Assessments View, Assessor View, Full Report View, Legals View, Sales View, Taxes View)

Report Options | Print Report | Search Criteria | Search Results | Modify Search

Owner: A & J Renovations LLC, 403 E Willow RD, Fox Point, WI 53217-2765

Taxed by: City Of Wauwatosa
Taxkey # 408039400
Owner Occupied: Property Address: 150 N 85TH ST, Wauwatosa, WI 53226-4602

Map with: MapQuest, Google Maps

ID Walk Down | ID Walk Up

Record 1 of 2 selected records

Assessor		
Building Square Feet : 1932	Year Built : 1966	Township :
Bedrooms : 4	Year Remodeled :	Range :
Full Baths : 2	Effective Year Built :	Section :
Half Baths :	Air Conditioning : Yes	Quarter :
Total Rooms : 8	Fireplace : Yes	Pool :
Number of Stories : 2.00	Number of Units : 1	Attic : None
Building Type : Colonial	Basement : Full Basement	
Exterior Wall : Vinyl	Heat : Forced Air	
Exterior Condition : Good	Garage : Detached Frame Garage	
Land Use : 160 Residential	School District : 6244 Wauwatosa	
Zoning : AA SING Aa Single Family	Historic Designation :	

Information is supplied by third parties and has not been verified

The next illustration shows the Assessments View.

Notice that the owner, property, and Taxkey information carry over to each view.

The **ID Walk** function allows you to move up or down through Taxkey numbers.

WIREDATA CORPORATION **Full Report**
Property Location : 150 N 85TH ST

View: **Assessments View**

Report Options | Print Report | Search Criteria | Search Results | Modify Search

Owner: A & J Renovations LLC, 403 E Willow RD, Fox Point, WI 53217-2765

Taxed by: City Of Wauwatosa
Taxkey # 408039400
Owner Occupied: Property Address: 150 N 85TH ST, Wauwatosa, WI 53226-4602

Map with: MapQuest, Google Maps

ID Walk Down | ID Walk Up


Record 1 of 2 selected records

Assessments							
Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
2014	Residential	\$ 96,000	\$ 147,300	\$ 243,300	0.000 -		0.986202868
2013	Residential	\$ 96,000	\$ 147,300	\$ 243,300	-14.421 ↓		1.063975427
2012	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		1.102697543
2011	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		1.042293218
2010	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		1.015739223
2009	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		0.990160277
2008	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		0.979120669
2007	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		0.964234403
2006	Residential	\$ 73,000	\$ 211,300	\$ 284,300	25.796 ↑		0.998233601

Information is supplied by third parties and has not been verified

Using ID Walk

The ID Walk function lets you “walk up” or “walk down” parcels in accordance with tax key numbers. The next illustration shows how to use ID Walk.



Full Report
Property Location : 150 N 85TH ST

View: Assessments View

Report Options

Print Report

Search Criteria

Search Results

Modify Search

Taxed by: City Of Wauwatosa

Taxkey # 408039400

Owner:
A & J Renovations LLC
403 E Willow RD
Fox Point, WI 53217-2765

Owner Occupied:
Property Address:
150 N 85TH ST
Wauwatosa, WI 53226-4602

Map with:
[MapQuest](#)
[Google Maps](#)

Next -->

ID Walk Down

ID Walk Up

Record 1 of 2 selected records

Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
2014	Residential	\$ 96,000	\$ 147,300	\$ 243,300	0.000 -		0.986202868
2013	Residential	\$ 96,000	\$ 147,300	\$ 243,300	-14.421 ↓		1.063975427
2012	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		1.102697543
2011	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		1.042293218
2010	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		1.015739223
2009	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		0.990160277
2008	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		0.979120669
2007	Residential	\$ 73,000	\$ 211,300	\$ 284,300	0.000 -		0.964234403
2006	Residential	\$ 73,000	\$ 211,300	\$ 284,300	25.796 ↑		0.998233601

Information is supplied by third parties and has not been verified

ID Walk Down will take you to the next Taxkey number down in numerical order.

Next will advance you to the next tax record you have selected from your search results.

ID Walk Up will take you to the next Taxkey number up in numerical order.

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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, click Address Range in the *WTREdata* Search menu.
2. Unless you have default counties already saved in your preferences, 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 *WTREdata* 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. It saves you from having to select the same counties over again 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 *WTREdata* Preferences menu.)

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

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

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

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

3. Select the county or counties you want to search, and then click **Address Range Search** button.
4. 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**.

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 will find “Main,” “Main St,” “Main Street,” or any street that begins with the letters “MAIN.”

3. Click **Search**.

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**.

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

The screenshot shows a search interface with the following elements:

- Search** and **Clear Search** buttons at the top.
- Sort Results By:** Radio buttons for Taxkey, Address, and Owner.
- Municipalities in Milwaukee:** A dropdown menu.
- ☐ **Search entire county** checkbox.
- Address Type:** Checkboxes for Property, Owner, and Owner Occupied.
- Street # to Street # Dir Street Name Street Type:** A table with 8 rows for entering search criteria.
- 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.
- Search** and **Clear Search** buttons at the bottom.

5. 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** checkbox 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 owners)

Details	Modify	One Line Rep	Full Report	Mailing Labels	Data Export	Save Search	Parcel Carts
Page 1 of 1 pages	View fields: Standard						Number currently selected: 0
Parcels 1 to 11 of 11 total parcels							
Select	Owner Name	Property Address	Municipality	County	Taxkey		
<input type="checkbox"/>	Rodriguez Francisco & Kathryn	1002 Yout ST	Racine, City Of	Racine	18463000		
<input type="checkbox"/>	Essiembre Steven P & Kelly R	1006 Yout ST	Racine, City Of	Racine	18464000		
<input type="checkbox"/>	Skaarnes Steven H & Jeanne R	1007 Yout ST	Racine, City Of	Racine	19418000		
<input type="checkbox"/>	Mattes Timothy C & Pamela J	1011 Yout ST	Racine, City Of	Racine	19419000		
<input type="checkbox"/>	+ Verbeten Susan	1012 Yout ST	Racine, City Of	Racine	18465000		
<input type="checkbox"/>	+ Sura Donald G SR & Jeanne M	1014 Yout ST	Racine, City Of	Racine	18466000		
<input type="checkbox"/>	Decker Dale	1015 Yout ST	Racine, City Of	Racine	19420000		
<input type="checkbox"/>	TJS Realty LLC	1020 Yout ST	Racine, City Of	Racine	18467000		
<input type="checkbox"/>	Ritt Dennis S & Debra L	1021 Yout ST	Racine, City Of	Racine	19421000		
<input type="checkbox"/>	Schaefer Thomas J	1024 Yout ST	Racine, City Of	Racine	18468000		
<input type="checkbox"/>	Marquez Lewis JR	1025 Yout ST	Racine, City Of	Racine	19422000		
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	Displays a printer friendly version of the Browse Results screen.
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 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 Select button, all the select checkboxes will check.
Select (checkboxes)	Check the select boxes to select the tax records on those rows.
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 Full Report button).
Depending on the Browse view you've selected, these fields may or may not be present.	Owner Name 1 Sorts the search results by the tax records' "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 name, then by municipality.
	Taxkey Sorts the search results by taxkey number.
Search Criteria	Allows you to display the search criteria you used for the current search.
Browse only tagged matches	Removes all the records from the search results screen except for the records you select with the select checkboxes. (You can return all the matches to the screen by clicking Browse all search matches – this button appears when you choose to browse only the tagged matches.)

Search by Owner Name

You can locate tax records by owner name. To do this:

1. In the *WIREdata* Search menu, click **Owner Name**.
2. Unless you have default counties saved in your preferences, 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 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.)

After you select the counties, click the **Owner Name Search** button.

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 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 Owner Name field(s).

Search Clear Search Sort Results By: ☐ Taxkey ☐ Address ☒ Owner

Municipalities in Milwaukee

☒ Search entire county

Unselect

Last Name	First Name
wagner	ly

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.

- If there is more than one match, the system displays the Browse Results screen. If there is a single match, the system displays the details screen – that’s shown in the next step. There’s an interesting result in the example that follows – we searched for “Wagner Ly” as an owner name, but the system came up with “Wagner David G,” and “Wagner Lance R” as search results. Why would it do that? Keep reading...

Why would the system come up with “Wagner Lance R” as search results for “Wagner Ly?”

Details

Modify

One Line Rep

Full Report

Mailing Labels

Data Export

Save Search

Parcel Carts

Page 1

of 1 pages

View fields : Standard

Parcels 1 to 3 of 3 total parcels

Number currently selected : 0

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Wagner Lynn	1906 E Shorewood BLVD UNIT 152	Shorewood, Village Of	Milwaukee	2760752152
<input type="checkbox"/>	Wagner David G & Lynn A	4477 Skylark LN	Greendale, Village Of	Milwaukee	7120105000
<input type="checkbox"/>	Wagner Lance R	2610 5TH AVE	South Milwaukee, City Of	Milwaukee	7760388

Search Criteria

Browse only tagged matches

- If there are additional owners for a parcel, a link that is a plus (“+”) appears immediately to the left of the displayed name. Clicking this link will toggle the display between one owner name and all owner names. One of the additional owner’s names matches our search!

Here’s why... a second owner name! The Browse Results screen shows only the first owner in the record until you click on the plus (+) link.

Details

Modify

One Line Rep

Full Report

Mailing Labels

Data Export

Save Search

Parcel Carts

Page 1

of 1 pages

View fields : Standard

Parcels 1 to 3 of 3 total parcels

Number currently selected : 0

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Wagner Lynn	1906 E Shorewood BLVD UNIT 152	Shorewood, Village Of	Milwaukee	2760752152
<input type="checkbox"/>	Wagner David G & Lynn A	4477 Skylark LN	Greendale, Village Of	Milwaukee	7120105000
<input checked="" type="checkbox"/>	± Wagner Lance R Wagner Lynn D	2610 5TH AVE	South Milwaukee, City Of	Milwaukee	7760388

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 Taxkey search:

- In the *WIREdata* Search menu, click Taxkey.
- Unless you have default counties saved in your preferences, 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 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.)

After you select the counties, click the **Taxkey** button.

- 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.

Search

Clear Search

Sort Results By:
☒ Taxkey
☐ Address
☐ Owner

Municipalities in Milwaukee

☐ Search entire county

Unselect

Municipalities in Racine

☐ Search entire county

Unselect

Municipalities in Waukesha

☐ Search entire county

Mukwonago, Town Of

Unselect

Taxkey

mukt1874

mukt1920995

Search

Clear Search

Search by Assessment

An Assessment search is useful if you are trying to locate properties of a particular property class (Residential, Agricultural, Commercial, etc.) or a range of assessment information. To search by assessment data:

1. In the *WIREdata* Search menu, click Assessment.
2. Unless you have default counties saved in your preferences, 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 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.)

After you select the counties, click the **Assessment Search** button.

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. Select the property class/es you want to search from the Property Class list. (If you like, you can use Control-click to select more than one field at a time.) 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.

Sort Results By:	
<input type="radio"/> Taxkey	<input checked="" type="radio"/> Address
<input type="radio"/> Owner	

Municipalities in Milwaukee	Municipalities in Racine	Municipalities in Waukesha
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Search entire county	<input type="checkbox"/> Search entire county	<input type="checkbox"/> Search entire county
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Unselect"/>	<input type="button" value="Unselect"/>	<input type="button" value="Unselect"/>

Property Class

- Productive Forest Land
- Public Schools, School Sites
- Redevelopment
- Residential**
- Residential Farm Improvements

	Min	Max
Land Total	<input type="text"/>	<input type="text"/>
Improvement Total	<input type="text"/>	<input type="text"/>
Assessment Total	125000	135000
Acres Total	<input type="text"/>	<input type="text"/>

Search by All Fields

You can search tax information by all available fields in the tax system. To do this:

1. In the *WIREdata* Search menu, click the **All Fields** button.
2. Unless you have default counties saved in your preferences, 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 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.)

After you select the counties, click the **All Fields Search** button.

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 on, and then click **Search**.

In the illustration below, we've opened the Site Info portion of the screen. Here we can search on the Legal Description, which often contains subdivision or condominium names. In our case, we are searching for Concord Place Condominiums in Mequon.

NOTE: You can search for other Info types, such as Parcel, Assessment, Taxes, Assessor, Sales; any additional information you will not find in *FlexMLS*.

When this screen opens on your screen, these sections will be open.

When there is a plus (+) sign next to a section header indicate 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 header 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' dropdown menu with options for 'Taxkey', 'Address', and 'Owner'. Below this, there are three columns for selecting municipalities: 'Municipalities in Milwaukee', 'Municipalities in Racine', and 'Municipalities in Waukesha'. Each column has a dropdown menu and a checkbox for 'Search entire county'. Below these columns are three 'Unselect' buttons. The main section of the interface is titled 'Site Info' and is currently expanded, indicated by a minus sign next to its header. It contains several search criteria fields: 'Historic Designation' (a dropdown menu), 'School District' (a dropdown menu), 'Township' (a text input field), 'Range' (a text input field), 'Section' (a text input field), and 'Quarter' (a text input field). Below these fields is a 'Legal Description' field with the text 'concord place' entered. At the bottom of the interface, there are 'Search' and 'Clear Search' buttons.

Mailing Labels

Using the results from the All Fields search in the previous page, you can to create and print mailing labels for these properties. To do this, click the **Select** button on the left side of the screen to select all of the properties. Then, click **Mailing Labels**.

Click **Mailing Labels** to print labels for those properties.

Click **Select** to choose all of the properties.

Details

Modify

One Line Rep

Full Report

Mailing Labels

Data Export

Save Search

Parcel Carts

Page 1

of 1 pages

View fields : Standard

Parcels 1 to 11 of 11 total parcels

Number currently selected : 0

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Rodriguez Francisco & Kathryn	1002 Yout ST	Racine, City Of	Racine	18463000
<input type="checkbox"/>	Essiembre Steven P & Kelly R	1006 Yout ST	Racine, City Of	Racine	18464000
<input type="checkbox"/>	Skaarnes Steven H & Jeanne R	1007 Yout ST	Racine, City Of	Racine	19418000
<input type="checkbox"/>	Mattes Timothy C & Pamela J	1011 Yout ST	Racine, City Of	Racine	19419000
<input type="checkbox"/>	+ Verbeten Susan	1012 Yout ST	Racine, City Of	Racine	18465000
<input type="checkbox"/>	+ Sura Donald G SR & Jeanne M	1014 Yout ST	Racine, City Of	Racine	18466000
<input type="checkbox"/>	Decker Dale	1015 Yout ST	Racine, City Of	Racine	19420000
<input type="checkbox"/>	TJS Realty LLC	1020 Yout ST	Racine, City Of	Racine	18467000
<input type="checkbox"/>	Ritt Dennis S & Debra L	1021 Yout ST	Racine, City Of	Racine	19421000
<input type="checkbox"/>	Schaefer Thomas J	1024 Yout ST	Racine, City Of	Racine	18468000
<input type="checkbox"/>	Marquez Lewis JR	1025 Yout ST	Racine, City Of	Racine	19422000

Search Criteria

Browse only tagged matches

This screen lets us format the mailing labels, setting how names appear, which address is used, and the order the labels print in.

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 you 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 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

*** UPDATE *** Labels are now generated for Acrobat Reader 7, 8 & 9 settings. If you are using Acrobat Reader 7, 8 or 9 you should be able to print your labels without setting the horizontal & vertical shifts in Advanced Options.

[Advanced Options](#)

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.

[Download Adobe Acrobat Reader](#)

If you do not have Adobe Acrobat Reader click this link to download it.

Mailing labels are created in Adobe Acrobat format.

You will need version 7 or higher of the Adobe Acrobat Reader to use these files. If you do not have Adobe Acrobat Reader version 7 or higher, click the 'Download Adobe Acrobat Reader' link at the bottom of the screen.

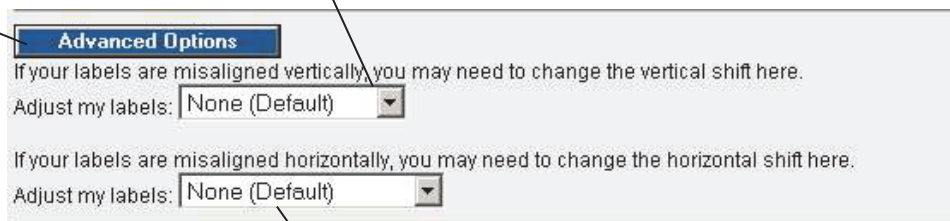
Following, are the instructions needed when printing labels. After generating you PDF label file, select Print from the File menu. In the printer dialog box that appears, uncheck the following under the Page Handling section:

- Auto rotate and center
- Choose paper source by PDF size
- Make sure under Page Handling that 'Page Scaling' is set to None.

If the labels are not printing correctly, click **Advanced Options** 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.



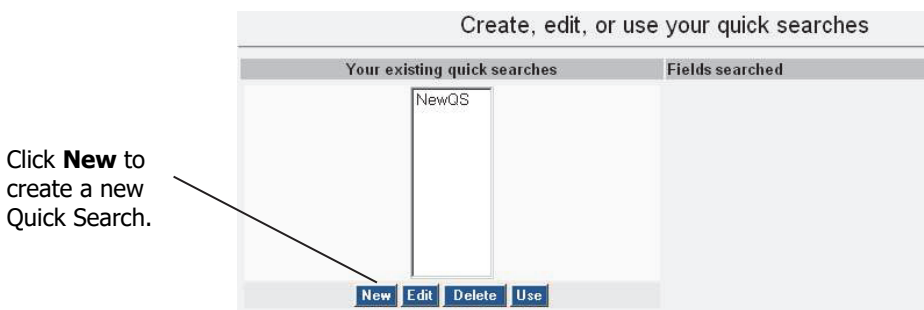
The screenshot shows a dialog box titled "Advanced Options". It contains two sections. The first section is titled "If your labels are misaligned vertically, you may need to change the vertical shift here." and has a dropdown menu labeled "Adjust my labels:" with "None (Default)" selected. The second section is titled "If your labels are misaligned horizontally, you may need to change the horizontal shift here." and has a dropdown menu labeled "Adjust my labels:" with "None (Default)" selected.

Click here to adjust labels horizontally.

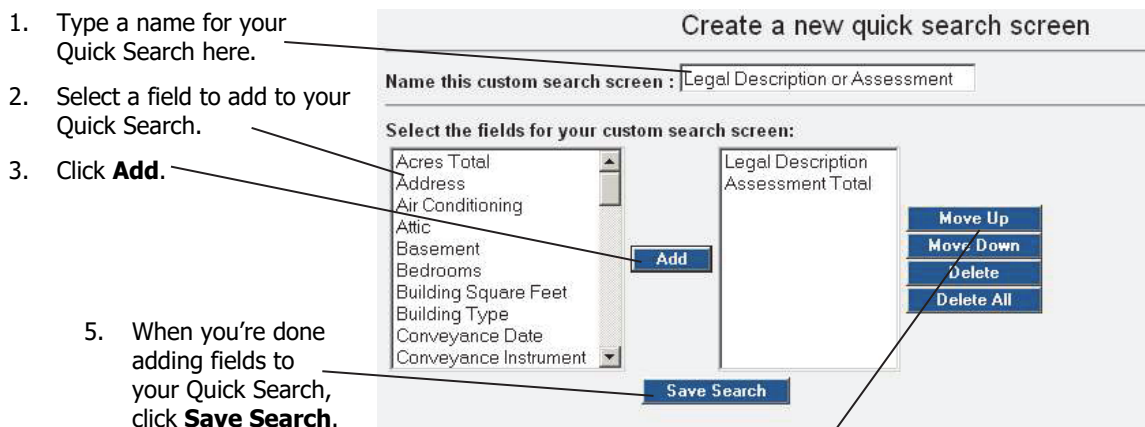
Quick Searches

You can use your own personally created 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 in the *WIREdata* Search menu by clicking Quick Searches. (You may also create *and* access your Quick Searches by opening the *WIREdata* Setup menu and clicking Quick Searches.) To create a Quick Search:

1. In the *WIREdata* Search menu, click Quick Searches. The system first displays the screen where you can select up to four the counties you would like to search. Choose your desired county/ies, and then click **Use Quick Searches Search**. This will take you to the “Choose a quick search to use” screen. Before using the Quick Search function, you must first create a Quick Search to use. When you have created and saved a Quick Search, it will appear in the “Your existing quick searches” box. Next, highlight it, and then click the **Use** button. Creating a Quick Search will be covered under Quick Searches in the section titled Setup.
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**.



4. To move a field up or down in the list, click **Move Up** or **Move Down**.

The following is an example of a Quick Search screen (the one created through the example screens shown on the previous page).

Saved Searches

You can save tax information searches for later use. A Saved Search saves the search criteria – 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.

Click **Save Search**.

Details Modify One Line Rep Full Report Mailing Labels Data Export Save Search Parcel Carts					
Page 1 of 1 pages			View fields : Standard		
Parcels 1 to 14 of 14 total parcels			Number currently selected : 0		
Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/> Q	+ Marks Timothy R	120 N 90TH ST	Milwaukee, City Of	Milwaukee	4080068000
<input type="checkbox"/> Q	+ Schmidt Edward F	125 N 90TH ST	Milwaukee, City Of	Milwaukee	4080043000
<input type="checkbox"/> Q	Clark Beverly J	129 N 90TH ST	Milwaukee, City Of	Milwaukee	4080042000
<input type="checkbox"/> Q	Trecher Katherine R	130 N 90TH ST	Milwaukee, City Of	Milwaukee	4080067000
<input type="checkbox"/> Q	Shebesta Jill A	134 N 90TH ST	Milwaukee, City Of	Milwaukee	4080066000
<input type="checkbox"/> Q	+ Olson Joseph A	135 N 90TH ST	Milwaukee, City Of	Milwaukee	4080041000
<input type="checkbox"/> Q	+ Conrath John C	142 N 90TH ST	Milwaukee, City Of	Milwaukee	4080065000
<input type="checkbox"/> Q	Lagrange Joellen K	143 N 90TH ST	Milwaukee, City Of	Milwaukee	4080040000
<input type="checkbox"/> Q	Schienze Alfred	148 N 90TH ST	Milwaukee, City Of	Milwaukee	4080064000
<input type="checkbox"/> Q	Garl-Monfeli Jana L	149 N 90TH ST	Milwaukee, City Of	Milwaukee	4080039000
<input type="checkbox"/> Q	+ Watts Jeffrey W	152 N 90TH ST	Milwaukee, City Of	Milwaukee	4080063000
<input type="checkbox"/> Q	Leibslie Larry L	155 N 90TH ST	Milwaukee, City Of	Milwaukee	4080038000
<input type="checkbox"/> Q	+ Kuehmichel Mary E NKA	159-163 N 90TH ST	Milwaukee, City Of	Milwaukee	4080037000
<input type="checkbox"/> Q	+ Raasch Fredrick P	160 N 90TH ST	Milwaukee, City Of	Milwaukee	4080062000
Search Criteria Browse only tagged matches					

2. On this screen, type a name for the saved search in the 'Name your search' field, and then click **Save Search Criteria**.

The screenshot shows a dialog box titled "Save your current search". Below the title is a horizontal line, followed by the text: "Enter a new name to save your search as, or pick an existing name from the list. If you pick an existing name, the previous saved search by that name will be deleted." Below this text are two input fields. The first is labeled "Name your search:" and contains the text "Concord Place condos". The second is labeled "Or, pick an existing search to overwrite" and contains the text "test". Below these fields are two buttons: "Save Search Criteria" and "Cancel Save Search Criteria". To the left of the dialog box, there are two numbered instructions with arrows pointing to the fields. Instruction 1 points to the "Name your search:" field, and instruction 2 points to the "Save Search Criteria" button.

1. Type a name for your Quick Search here.

2. Click **Save Search Criteria**.

Save your current search

Enter a new name to save your search as, or pick an existing name from the list. If you pick an existing name, the previous saved search by that name will be deleted.

Name your search: Concord Place condos

Or, pick an existing search to overwrite

test

Save Search Criteria

Cancel Save Search Criteria return to browsing

3. The tax system returns you to the browse screen.

To run saved searches, in the *WIREdata* Search menu, click Saved Searches. Select the search you want to run, and then click the **Run** button.

To modify or delete saved searches, open the *WIREdata* Setup menu and click Saved Searches. (You can run saved searches from there 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**.

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input checked="" type="checkbox"/>	E & K Land LLC	11500 W North AVE	Wauwatosa, City Of	Milwaukee	336030001
<input type="checkbox"/>	Patch Marital Trust	11501 W North AVE	Wauwatosa, City Of	Milwaukee	339000100
<input checked="" type="checkbox"/>	STK LLC	11515 W North AVE	Wauwatosa, City Of	Milwaukee	339000301
<input checked="" type="checkbox"/>	Dennis & Barbara Wanless LLC	11520 W North AVE	Wauwatosa, City Of	Milwaukee	336030301
<input checked="" type="checkbox"/>	J & K North LLC	11521 W North AVE	Wauwatosa, City Of	Milwaukee	339000400
<input type="checkbox"/>	North Avenue Holding Company	11525 W North AVE	Wauwatosa, City Of	Milwaukee	339000501
<input checked="" type="checkbox"/>	Dental Arts Associates LLC	11600 W North AVE	Wauwatosa, City Of	Milwaukee	337011000
<input type="checkbox"/>	Page National Inc	11601 W North AVE	Wauwatosa, City Of	Milwaukee	338000101
<input checked="" type="checkbox"/>	Lowe Christopher LLC	11616 W North AVE	Wauwatosa, City Of	Milwaukee	337011100
<input checked="" type="checkbox"/>	Mayfair Property Investment LL	11619 W North AVE	Wauwatosa, City Of	Milwaukee	338000300
<input type="checkbox"/>	Wauwatosa Realty Co	11622 W North AVE	Wauwatosa, City Of	Milwaukee	337010900
<input type="checkbox"/>	Mayfair Property Investments	11637 W North AVE	Wauwatosa, City Of	Milwaukee	338999903
<input checked="" type="checkbox"/>	Cobra Properties LLC Wi Limited Liability Co	11702 W North AVE	Wauwatosa, City Of	Milwaukee	337009500
<input type="checkbox"/>	Cedarbrook Investments LP David J Carter	11707 W North AVE	Wauwatosa, City Of	Milwaukee	338001601
<input type="checkbox"/>	SGW I & MCW Trust Trust I	11728 W North AVE	Wauwatosa, City Of	Milwaukee	337009400

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**.

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 :

Cart Description :

Your existing carts	Cart Information
No carts defined	

Enter a name for your cart and then 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 the **View Parcels** button.

If you want to delete a Parcel Cart, highlight the cart, and then click **Delete Cart**.

If you want to edit a Parcel Cart, highlight 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**.

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 the page set to default to 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, the option "When browsing parcels uses this view," is set.
6. You will only be able to select other browsing views if you create them (see *Browse Views* on p.124).

The screenshot shows the 'Set up your personal preferences' window. It includes a section for selecting counties, a field for the number of matches per browse screen, dropdown menus for parcel details and browsing views, report printing options, and buttons to save or restore settings. Annotations with arrows point to specific elements: 'Select the counties you want to search by default in your tax searches.' points to the county list; 'Set the number of matches you want to see on each browse screen.' points to the 'Number of matches per browse screen' field; 'Set which view you want to use by default when you are displaying details for a parcel.' points to the 'When displaying details for a parcel, start with' dropdown; '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.)' points to the 'When browsing parcels, use this view' dropdown; 'Click Save These Settings to save your preferences.' points to the 'Save These Settings' button; and 'Click Restore Defaults to restore your preferences to the default settings.' points to the 'Restore Defaults' button.

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 checked="" type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Onieda
<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 checked="" type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		

Have chosen counties pre-selected on new searches? ☐

Number of matches per browse screen:

When displaying details for a parcel, start with:

When browsing parcels, use this view:

Report Printing Options:

☒ All Tax Info [Advanced Options](#)

☒ Sales View
(Sales will print on a separate page)

[Save These Settings](#) [Restore Defaults](#)

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

Your existing browse views	Fields displayed
Appraisal Standard +	Owner Name Owner Address Property Address Zip Code School District Municipality County Assessment Total Year Built Property Class Legal Description

New **Edit** **Delete** **Use**

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 appears 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**.

Label your view

Create a new custom parcel browse screen

Name this browse view : Land Information

Select the information to display in this view:

Full Baths	Acres Total
Full Pay Amount	County
Garage	Date Recorded
Half Baths	Land Total
Heat	Land Use
Historic Designation	
Improvement Total	
Latitude	
Legal Description	
Longitude	

Add

Save View

Move Up
Move Down
Delete
Delete All

Use these buttons to place them in desired order

Select your desired fields
and click **Add**

Update Information

Update Information is sorted by county, and then municipality within each county. As information becomes available, the dates shown will reflect the latest update by that county or municipality. Below is a partial view of this screen.

Glendale, City Of	12-14-2005	08-04-2006 NEW!	
Greendale, Village Of	12-09-2005	08-11-2006	
Greenfield, City Of	01-19-2006		
Hales Corners, Village Of	12-05-2005	02-04-2005	
Milwaukee, City Of	05-31-2006	03-02-2006	
Oak Creek, City Of	12-13-2005	08-05-2005	
River Hills, Village Of	12-12-2005		
Saint Francis, City Of	12-16-2005	03-08-2005	
Shorewood, Village Of	12-07-2005	04-28-2005	
South Milwaukee, City Of	12-09-2005	08-04-2006 NEW!	

Archived Parcels

Archived Parcels allows you to search parcels that have no current assessments or taxes. You can start by choosing the county(ies) you would like to search, municipality/ies, and the fields you would like to use in your search, then choose Archived Parcels to begin your search.

Sample Tax Full 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

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

Assessments

Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
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
2007	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	0.000 -		0.964234403
2006	Commercial	\$ 211,200	\$ 492,600	\$ 703,800	32.343 ↑		0.998233601

Taxes

Tax Year	Total Tax	First Dollar	Lottery Credit	Net Tax	Special Taxes	Special Assessment	Special Charges	Full Pay Amount
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
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

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 And 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.

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.

Completing Profile Sheets

Careful completion of the Profile Sheet helps eliminate errors and assures that each listing will receive the best exposure in both the *FlexMLS* system and on the Internet.

Keywords

Complete all red shaded (required) areas. Items that are not required (shaded areas) should be completed if applicable.

No dollar signs or commas are needed.

Keywords such as high school, elementary, and middle school should be spelled out. If there are not enough spaces to enter the full name, enter as many characters as possible.

Remarks

The Remarks section is used to provide additional details about the listed property and may not be used to relate information about the listing agent, office or company, commission, showings, etc.

Information related to broker commissions, directions to the property, and showing instructions should be entered in the areas designated for them.

Features

Select at least one item from each required (R) area. If more than one item applies, select all that apply. If a required item does not apply, select None or Other.

Entering Required Address Information for New Listings

Use normal spacing when entering an address. Do not use punctuation.

Example: 1111 N Murray St

If there are not enough spaces to enter the full address, enter as many characters as possible. 2222 W. Kinnickinnic River Parkway would be entered as:

Example: 2222 W Kinnickinnic Riv

Numbered streets must be entered numerically, followed by st, nd, rd or th.

Example: 3333 N 38th St

Box numbers, lot numbers and parcel numbers are entered as:

Examples: Bx123 Foxhall Rd Lt456 Fernwood
PCL78 Lake Dr BL9 Fox Ln

Duplexes with two house numbers or condos with unit numbers are entered as:

Examples: 3105 W Wisconsin Ave (3107 in the additional address)
2400 E Contact Ave (G in the Unit # box)

Fire Number addresses are entered with no change.

Example: W2468 Sandra Rd

Addresses such as N78 W12345 Honeysuckle Rd. should be entered as:

Example: N78W12345 Honeysuckle Rd

Address Abbreviations

Avenue	Ave	Drive	Dr	Place	Pl
Block	Bl	Fire Number	Fn	Road	Rd
Boulevard	Blvd	Highway	Hwy	Route	Rt
Box	Bx	Lane	Ln	Street	St
Circle	Cir	Lot	Lt(#)	Terrace	Ter
County	Cty	Parcel	PCL(#)	Trail	Trl
County Highway	Cth	Parkway	Pky	Rural Route	RR
Court	Ct	* No spacing between ST. and the street name. Ex. 123 ST.Mary St			

Please consult WIREdata (**Tax Information**) for correct address formatting.

NOTE: Information entered into the Multiple Listing Service must be complete and accurate. Listings containing inaccurate or incomplete information will be subject to sanctions. See the Listing Sanctions section for a list of sanctions (and how to avoid them).

Submitting New Listings

You must submit listings to MLS within 48 hours from midnight of the contract date. Federal holidays are excluded.

The MLS must receive the following:

1. A copy of the listing contract (first, third, and last pages only).
2. A photo of the property (only if you would like the MLS to enter the main list photo). A primary photo for listings in the required categories should be uploaded to listings within 7 days of the contract date.
3. Listing contracts must be submitted via upload or mailed to the MLS, postmarked within 48 hours of the contact date; federal holidays excluded.

DISCLAIMER: Please review the **Rules and Regulations** and **Policies and Procedures** guides on www.metromls.com under Forms and Rules for any updates.

Metro MLS listings are advertised at www.wihomes.com and www.realtor.com.

Status Definitions

Active: An active listing is available for sale, offers, and showings.

Active with Offer: An active with offer listing would show up in a search for active properties and the agent must continue to show the property and take secondary offers.

Delayed: A Delayed listing means that there is a valid listing contract between the seller and the listing broker, but the listing is not available for showings.

Pending: Listings that have an accepted offer with no more showings, waiting to close.

Sold: Listings that have closed. Sold listings in *FlexMLS* go back to the last quarter of 1995.

Expired: An expired listing no longer has a valid listing contract. Expired listings on *FlexMLS* go back to the last quarter of 1997.

Withdrawn: A property that is taken off the market, maybe only temporarily. However, the seller and the agent still have a valid listing contract. Withdrawn listings will expire on their normal expiration date.

Listing Sanctions

The following errors are assessed sanctions in listings:

In this field of the Profile Sheet: Make sure:

Address	That the address matches the contract <i>and</i> that the address uses the correct abbreviations (see Address Abbreviations on p. 205 for a list of abbreviations to use).
ZIP Code	Use www.usps.com to get the exact ZIP.
Municipality	The municipality must match the contract or the tax record.
County	The county must match the contract or the tax record.
North/South Location and East/West Location	These locations must have correct coordinates from flat maps.
Taxkey Number	The taxkey number must match the number exactly as it is in MLS tax records (look up the property by address or owner name to get the taxkey number).
Listing Date	The listing date field must match the contract.
Expiration Date	The expiration date field must match the contract.
Subagent Commission and Buyer Agent Commission	You must offer a commission to one or the other or both.
Broker Owned	If the property is owned by anyone with a Wisconsin license to practice real estate, you must disclose this fact.
Named Contacts	If there are exceptions (named Contacts) to the contract, you must disclose this fact.
Exclusive Agency	If the contract is an exclusive agency contract, you must disclose this fact.
Variable Commission	If the commission varies based on who sells the property, you must disclose this fact.
Limited/Unserviced	Refer to section 1.2.1 of rules at www.metromls.com
Directions	This field must contain only directions to the property. Do not use this field for advertising yourself or for your contact information.
Public Remarks	Use this field <i>only</i> for remarks about the property. Do not use this field for advertising yourself or for your contact information.

Other Sanctions

For other rules & regulations, please see your broker and/or get a copy of the *MLS Rules and Procedures* from the MLS website (www.metromls.com).