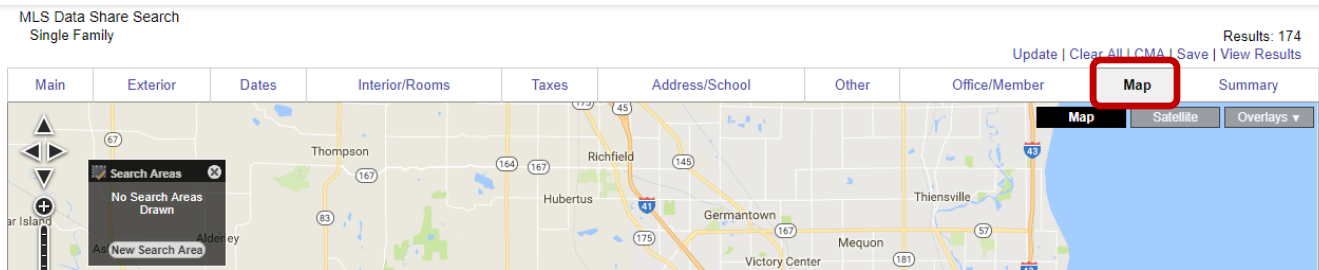


Full Search Map Tab Overview



The Full Search Map tab is a ‘need to know’ module. It is accessible when you use Full Search under Search in the Main Menu tree of FlexMLS. This map can be used when defining your parameters starting from a Full Search. Once you have entered your desired parameters, such as county, price, bedrooms, etc., click the Map tab to define one or more geographical area(s) to search. Listing pins are **not** shown on this map. What you will learn in this module includes:

- The functionality of each tool on this map.
- How to navigate (adjust) the map; this includes zooming in and out, moving the map in all directions, and how to view the satellite and default versions.
- How to perform a radius search from a specific address.
- How to define an area to search using the square, circle, and polygon shape tools.
- How to view the boundaries of counties and zip codes using overlays.

Full Search Map Tab

This map is the result of selecting the Map tab within Full Search.

This map can be used when defining your parameters starting from a Full Search. Once you have entered your desired parameters, such as county, price, bedrooms, etc., click the map tab to define a specific geographical area. You may also perform a radius search from a specific address, if you'd like. The optional features of this map are outlined below.

NOTE: Listing pins will not show on this map.

Map displays the default map (shown); **Satellite** displays a satellite version of the map; **Overlays** allows you to view the map by geographical areas, such as zip codes, counties, and map overlays.

Full Search
Single-Family

Pan Arrows & Zoom Indicator

Search Areas box allows you to define one or more search areas using search shapes.

Map displays the default map (shown); **Satellite** displays a satellite version of the map; **Overlays** allows you to view the map by geographical areas, such as zip codes, counties, and map overlays.

Results: 11259
[Clear All](#) | [Update](#) | [CMA](#) | [Save](#) | [View Results](#)

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

Map | Satellite | Overlays ▼

Define Search Areas icon can show or hide the Search Areas box

Left and Right Arrows & See All Point in Map icons

Pan Map, Zoom In, Parcel Info, and Measure tools

Locate Address tool will present an address box to place a pin on the map at that location

The screenshot displays the 'Full Search' interface with the 'Map' tab selected. At the top, a navigation bar includes tabs for 'Main', 'Exterior', 'Dates', 'Interior', 'Taxes', 'Address/School', 'Other', 'Rooms', 'Office/Member', 'Map', and 'Summary'. The 'Map' tab is highlighted. Below the navigation bar, a search bar contains the text 'Full Search Single-Family'. To the right of the search bar, there are links for 'Results: 11259', 'Clear All', 'Update', 'CMA', 'Save', and 'View Results'. Below these links, there are three buttons: 'Map', 'Satellite', and 'Overlays'. The 'Map' button is selected. The main area of the screen shows a map of Milwaukee and surrounding areas. A 'Search Areas' box is visible on the map, indicating 'No Search Areas Drawn' and 'Total: N/A'. At the bottom of the screen, there are several toolbars. On the left, there are 'Left and Right Arrows & See All Point in Map icons'. In the center, there are 'Pan Map, Zoom In, Parcel Info, and Measure tools'. On the right, there is a 'Locate Address tool' which will present an address box to place a pin on the map at that location.

Navigating the Map

Pan Map – Each time you enter FlexMLS Mapping, you may notice that the main default Pan Map tool is highlighted; it's the white glove in the middle of the gray bottom bar below the map. The map starts out in this mode; its cursor is a four-pointed plus, and when clicking, holding, and dragging it, the map will move in the direction of the drag. To use this Pan tool, click and hold (you will see a four-pointed plus as your cursor), and move the map in any direction. When you release the mouse button, the map will stop moving.

If you have selected the Zoom tool at the middle bottom of the screen (box with green plus) and wish to return to being able to pan the map, click on the Pan Map icon (white glove), and you will again be able to drag the map with the four-pointed plus cursor.

A second Pan tool consisting of four arrows at the top left of the map allows you to move the map in small increments due east, north, south or west by clicking on the arrow pointing in the direction you want to go.

You can also pan the map using the arrow keys on your keyboard; this comes in handy if you are drawing a shape and that shape is larger than the viewing area of the map.

Zooming

To adjust the zoom level to display a larger or smaller area, you have four options:

Scroll Wheel – if your mouse is equipped with a scroll wheel, scrolling will increase or decrease the zoom level, centering the map at the cursor point.

Double Left-Click – double left-click at a point on the map to zoom and center at that location. For a left-handed mouse, it's double right-click!

Zoom Bar – to maintain the current map center but adjust the magnification, use the Zoom Bar on the upper left side of the mapping screen. Click the + or - buttons to move the zoom level up or down.

Zoom tool – the green plus sign in the dash-line box icon is another zoom tool. Click on the green plus sign to select the Zoom tool, which then changes the cursor to an arrow. While the Zoom tool is selected, you may single-click to re-center the map and zoom at the clicked location; or you may create a rectangular area that you wish to zoom in to by clicking where you want one corner of the area, then dragging diagonally to the opposite corner. Next, double-click to end the zoom area; the map will immediately enlarge that boxed area to fill the whole screen. This function zooms in and centers on the area clicked, but does not zoom out.

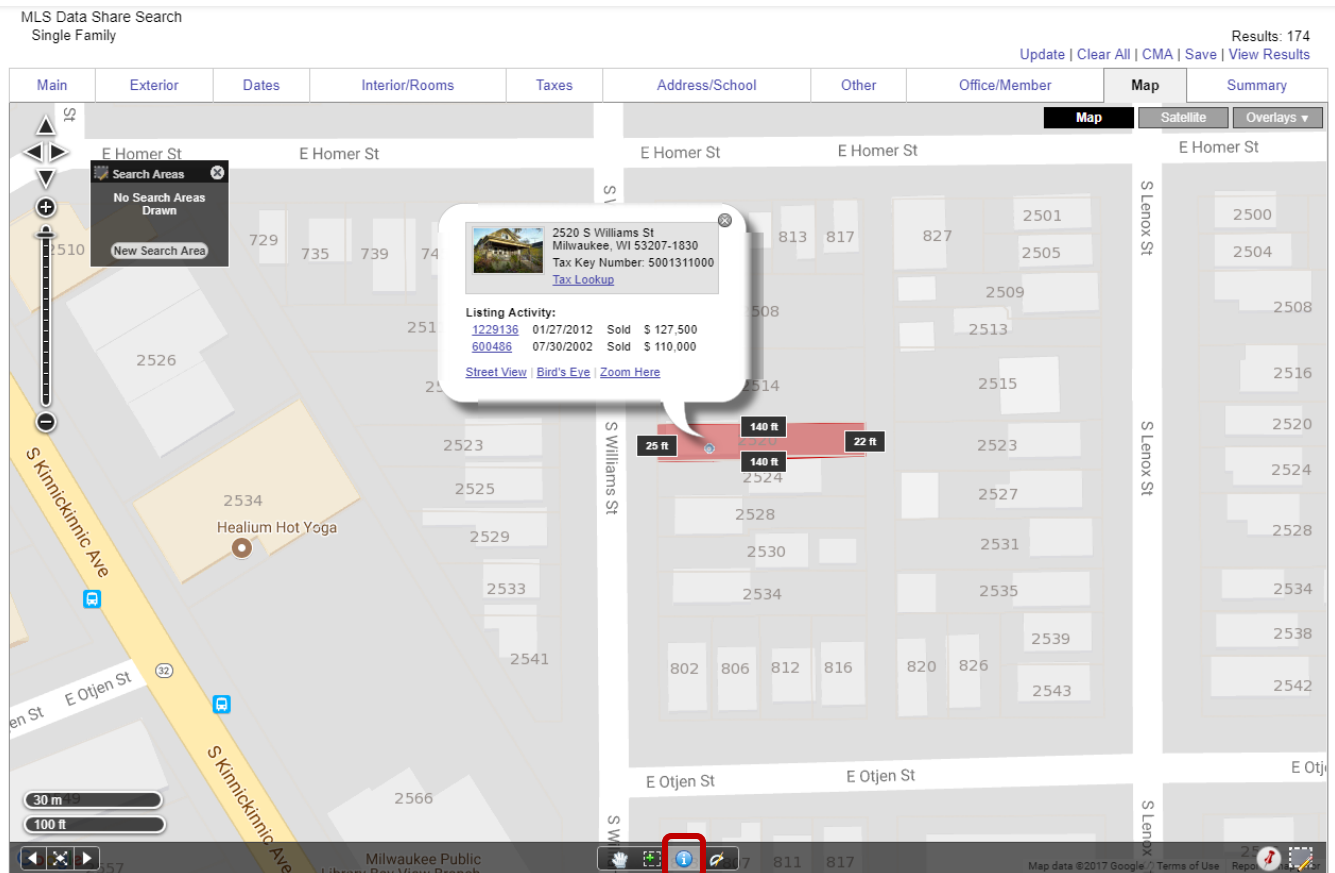
Finding Distances on the Map

Measure tool – The protractor icon, the Measure tool, at the center of the bottom grey bar will allow you to measure distances between two properties as well as the distance of an entire trip including several properties. Click on the starting point of the distance you wish to measure. Move your cursor to the next property. You will see a line appear which you can use to draw a straight line (“as the crow flies”), or you can click at each street turn you might take to get an actual distance from one property to the next as well as for the entire trip. Each time you click, you can make a turn. Each click will show a small black box

indicating the distance of that part of the trip. The larger black box which moves with your cursor will show you the trip total.

Access Parcel Data

Parcel Info tool – The Parcel Info feature allows you to click on any lot on the map to bring up its property information. The lot dimensions, Parcel 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.



Map Display Buttons

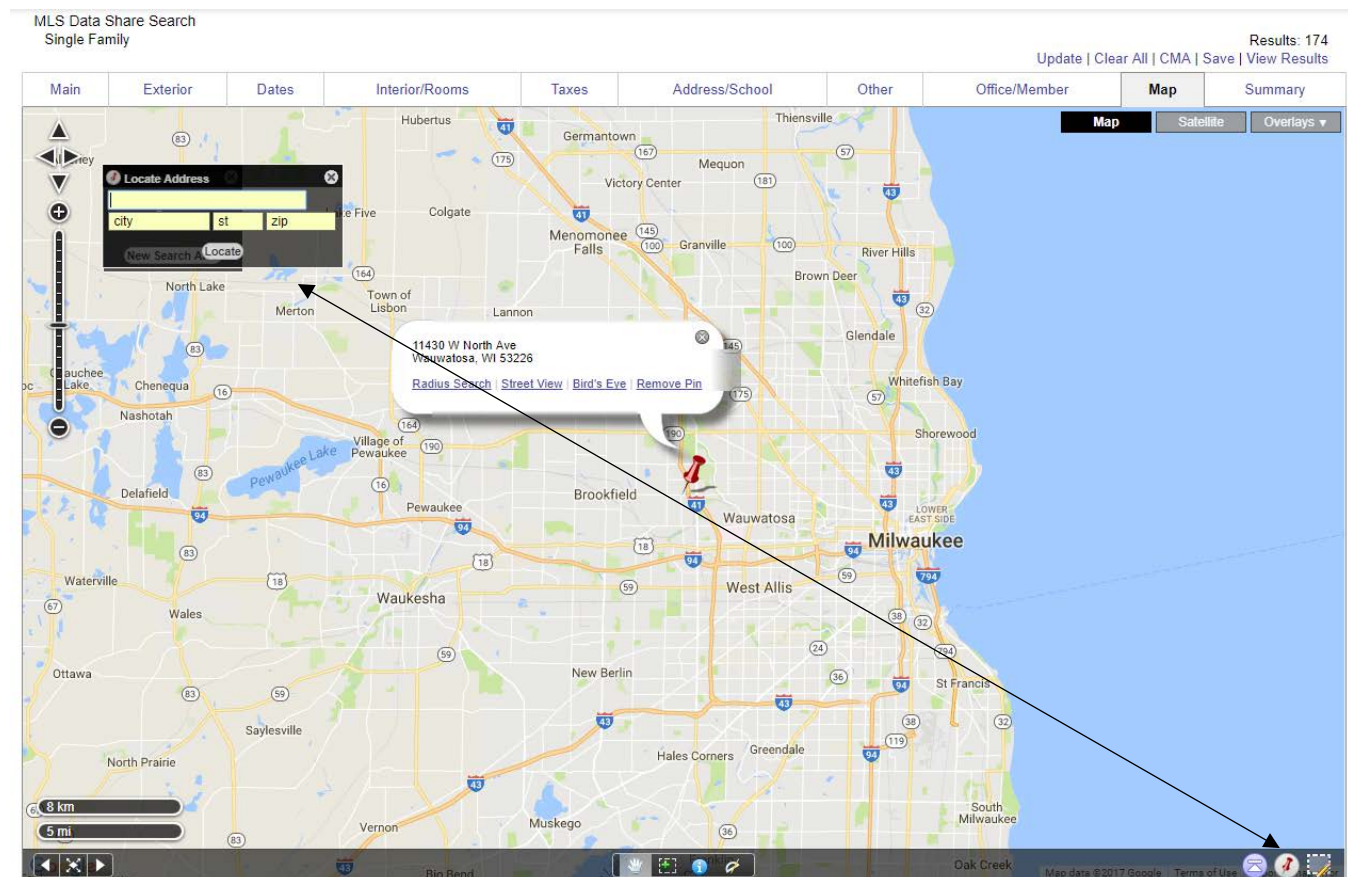
Left and Right Arrows – Similar to your web browser, FlexMLS Mapping includes buttons to move between displays. If you would like to revert to the previous mapping zoom level or area of focus, click the back button (left arrow). From there, you may return to the most recent zoom level or focus by clicking the forward button (right arrow).

See All Points on Map – Click the button in between the Back/Forward buttons to return to the initial map view where all plotted points are visible. This tool is handy if you have moved the map to a point where you have lost the area of the map where you wish to be.

Address Search

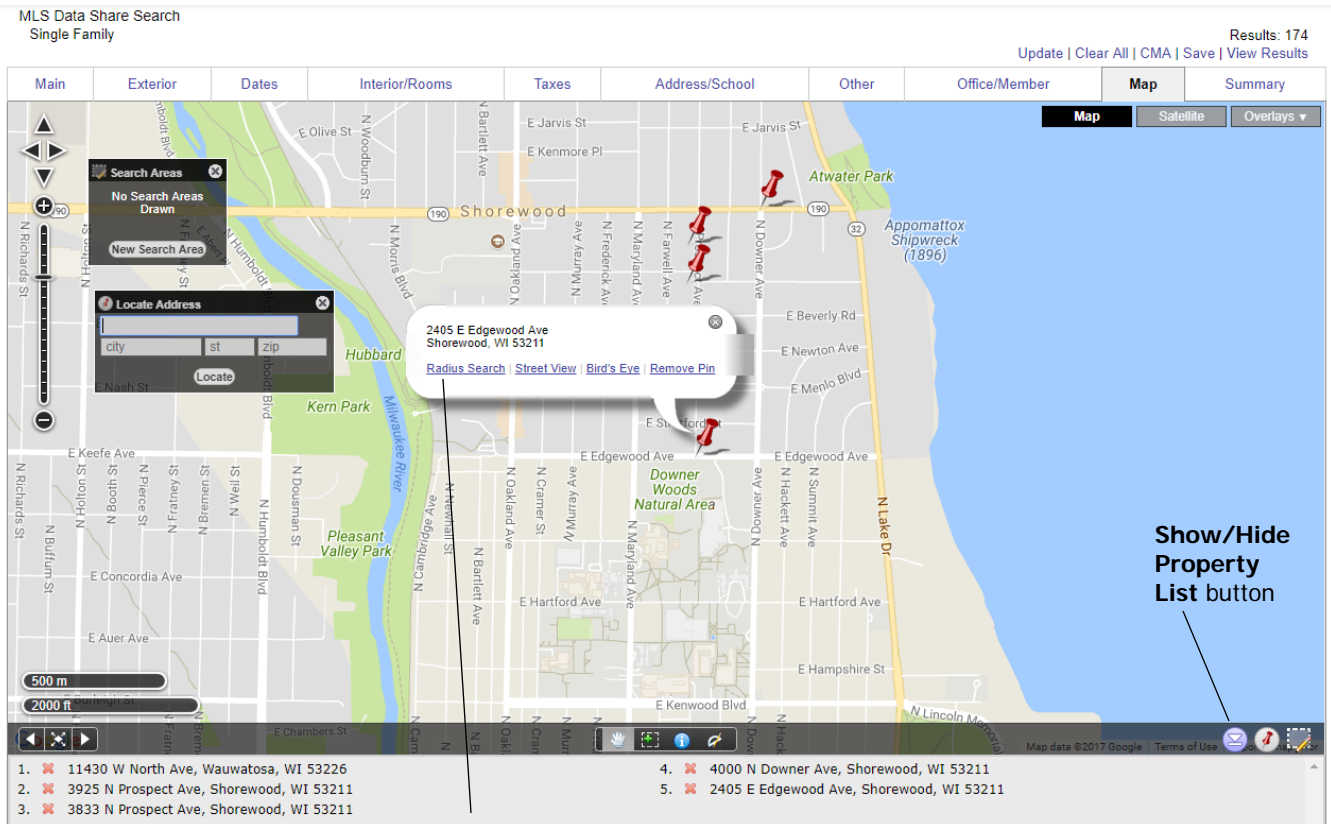
Do you want to find a property on the map? Click on the red pushpin at the bottom right of the screen to bring up the Locate Address box which will appear at the top left of your screen. Enter available address information in the Locate Address box at the top of map to plot a point on the map.

- If the address is found immediately, the point will appear as a pushpin on the map.
- If there are multiple possible matches, you will be presented with a list of matching locations to choose from.
- If no locations match your search criteria, you will be given the option to edit the address for which you are searching, or manually locate the property on the map.



Show/Hide Property List Button

Once an address is entered on the map, a Legend, or list of the address will be available to you below the map. The blue circle with a triangle, on the lower right of the bottom gray tool bar shows or hides the list of addresses.

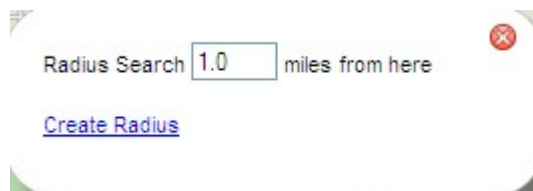


Radius Search link

Radius Search

To search within a radius of a specific address, enter the address in the Locate Address box at the top of the map. Click the Locate button. This will place a red pushpin and its info bubble on the map where that property is located.

To perform a radius search, click the Radius Search link located in the Info bubble of the property. A pop-up box like the one below allows you to indicate the exact radius distance you would like to search. The default is one (1.0) mile.



Based on the parameters you entered, the number of matches for listings will show in the Search Areas box, and the area searched will be shaded blue (You may need to zoom out to see the complete coverage area).

Other tools included in the Address bubble are:

- **Street View** - Zooms you down to a satellite street level view on the address using Google Maps.
- **Bird's Eye** - Zooms you down to a satellite overhead level view on the neighborhood using Bing Maps.
- **Remove Pin** – Removes the address pin from the FlexMLS map.

If you would like to redefine your radius to a different distance, click the red dot in the Search Areas box to remove the radius from the map; to redefine, single left-click the red address pin to access the **Radius Search** link.

MLS Data Share Search
Single Family

Results: 19
Update | Clear All | CMA | Save | View Results

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

Map | Satellite | Overlays

Search Areas
19 matches
Total: 19 matches
New Search Area

Circle
Street View | Bird's Eye | Zoom Here

1000 m
3000 ft

Wiscor Map data ©2017 Google Terms of Use

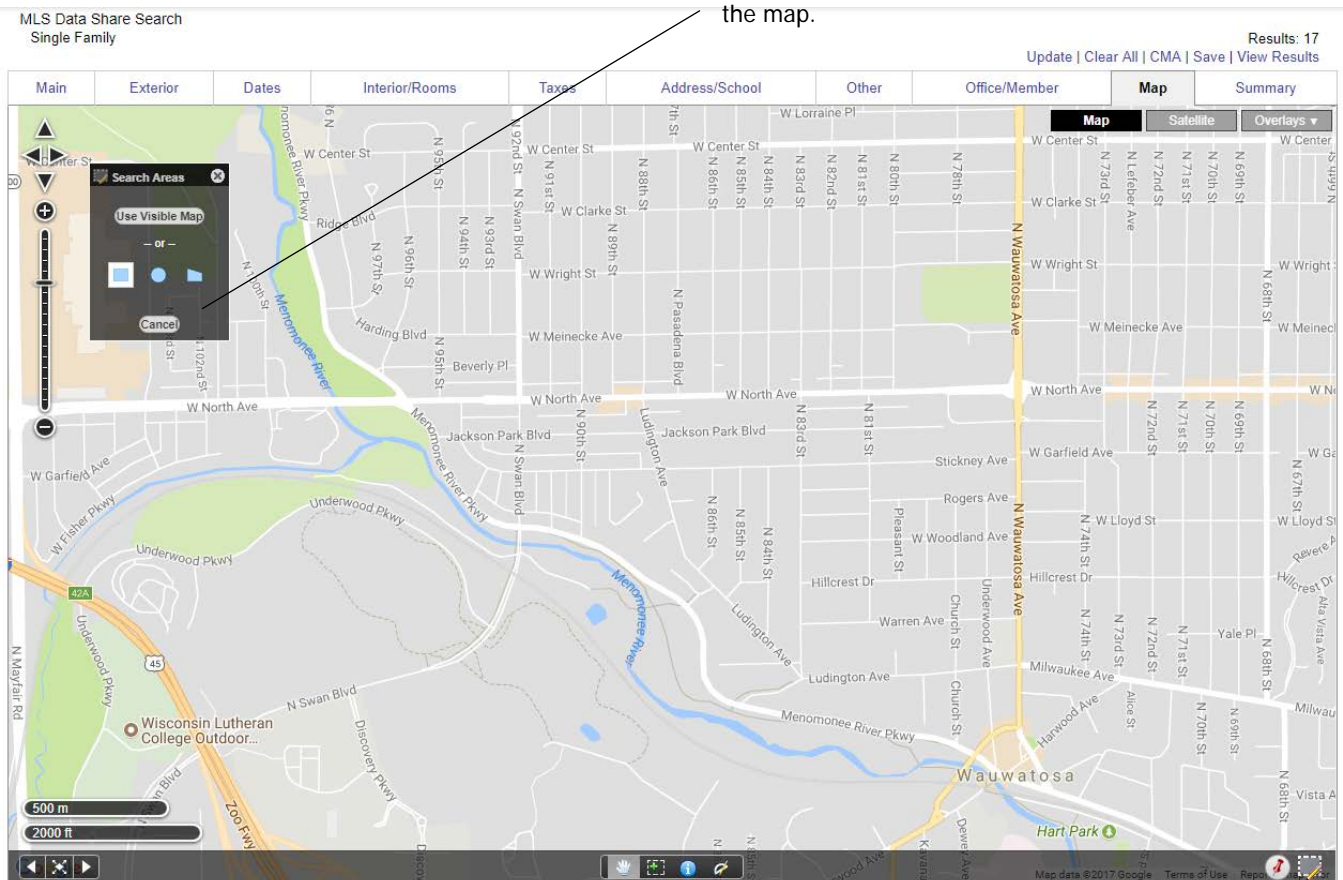
Search Areas

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

To create a rectangular search area, click on the rectangle in your Search Areas box, then click on the map to define one corner of your rectangle. Move your cursor diagonally from the top left corner to the bottom right corner until the rectangle is the desired size; double click when the shape is complete.

To create a circular search area, click on the circle in your Search Areas box, then click on the map to set the center of your search. Move your mouse to increase the radius of the search from that center point; double click to complete the circle. The radius of the search area will show up in a small black box.

Click on the **New Search Area** button to access the shape tools. Single left-click on the shape you want to draw on the map.



To create an irregular-shaped search area, click on the polygon in your Search Areas box, and then single left-click on the map to define the starting point of your polygon. Single left-click to start and stop a side to continue defining the remaining search boundaries. Your polygon can have as many points as you need to define your search area. Double-click when the polygon is complete.

MLS Data Share Search
Single Family

Results: 17
Update | Clear All | CMA | Save | View Results

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

Search Areas
17 matches
Total: 17 matches
New Search Area

500 m
2000 ft

Map data ©2017 Google Terms of Use

When using multiple search shapes, you may see how many properties are in the intersection of those shapes by placing a check in the box marked **Intersection**.

MLS Data Share Search
Single Family

Update | Clear All | CMA | Save

Results: 49
View Results

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

Search Areas

- 17 matches
- 30 matches
- 2 matches
- Intersection
- Total: 49 matches
- New Search Area

To remove a shape, click the red dot to the right of that shape.

The screenshot shows a map of a suburban area with several search areas highlighted in blue. A text box points to a red dot next to one of the search areas, indicating how to remove it. The top right corner shows a 'Results: 49' button with a red border. The bottom of the map shows a scale bar and navigation controls.

To hide the Search Areas box, click on the 'X' in the upper right-hand corner of the box. To display the Search Areas box again, click on the Define Search Areas icon in the lower right corner of the Map Search screen. To view your matching listings from the Map Search screen, click **View Results** in the upper right corner of your Search screen. To remove a shape you no longer want on the map, click on the red circle with the minus in it in the Search Areas box.

Mapping Using Locate Address

When searching for an address, the system will attempt to locate your listing. A "Please wait, geocoding" message will appear. If the system is unable to locate your listing as entered, you will receive the following prompt:

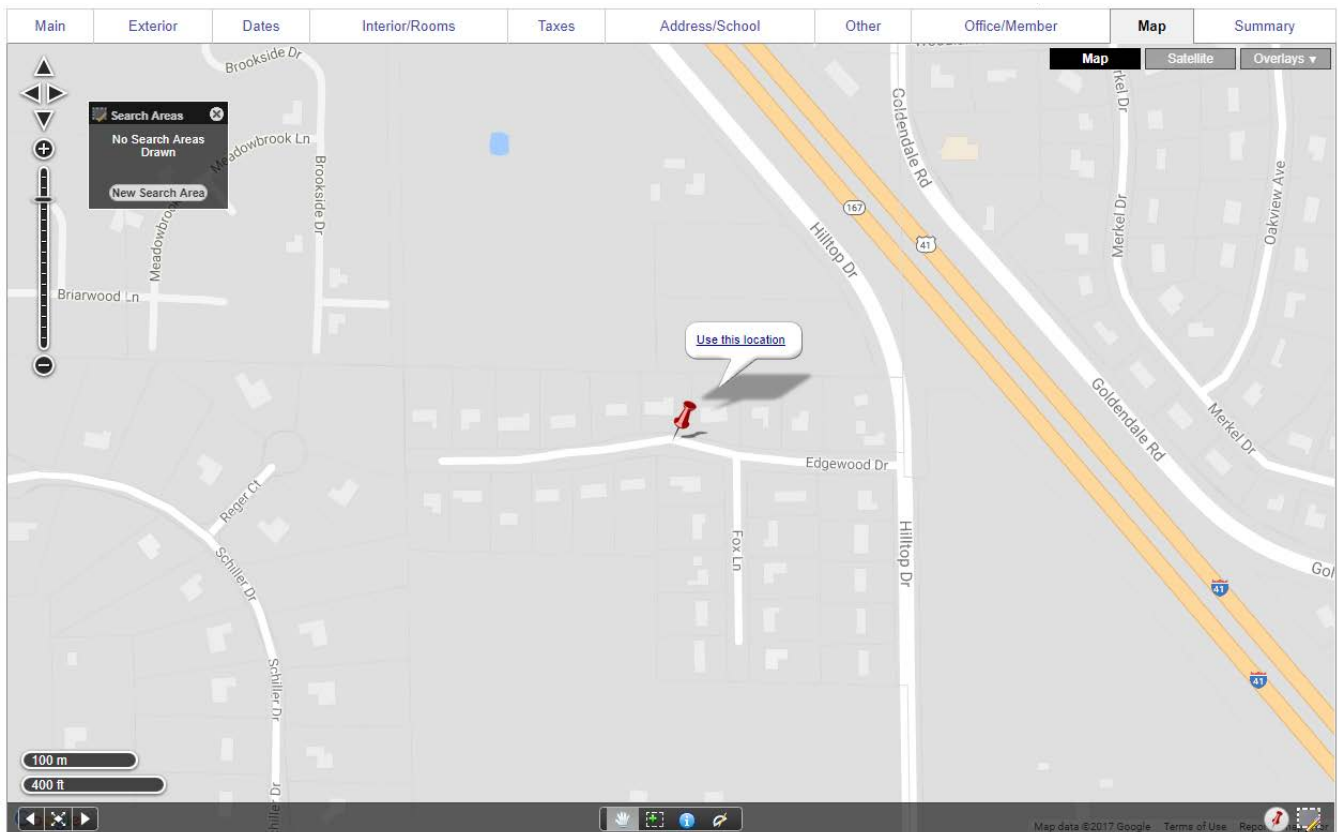
Mapping: No Locations Found

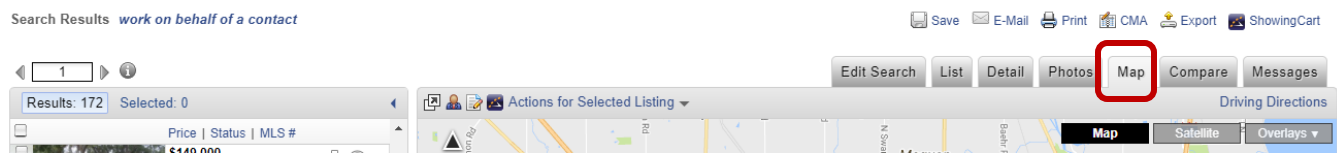
Edit Address Manually Locate

The screenshot shows a map of a suburban area with a red error message box overlaid. The message says 'Mapping: No Locations Found' and has a close button (X) in the top right corner. Below the message are two buttons: 'Edit Address' and 'Manually Locate'.

You may then either correct the address by choosing **Edit Address**, or manually locate it yourself by clicking **Manually Locate**. When clicking the second option, a map with a movable pushpin will appear. You may zoom and pan to locate the correct map location and move the pushpin to that spot. You may move either the map or the pushpin to adjust the location. When this step is completed, click **Use this location** in the pin's bubble to set the map location.

If the address matches the address of another location, you will be presented with a map showing multiple pins for the duplicate addresses. Choose the correct address by clicking on the address in the left pane, and then clicking the **Use this Location** link in the address's info bubble.





Search Results Map Tab Overview

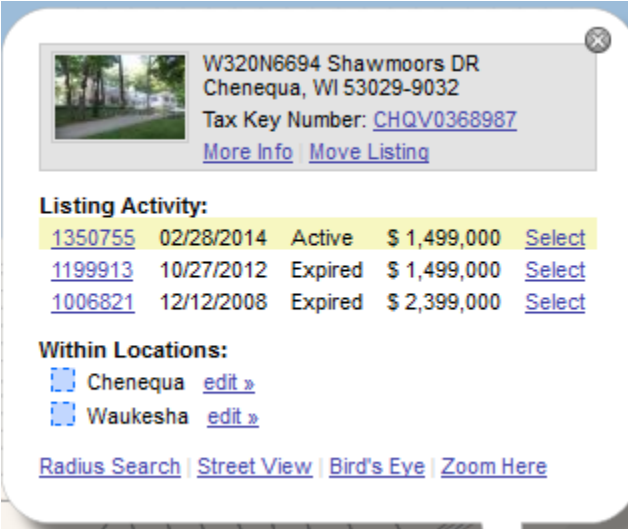
The Search Results Map tab is a ‘need to know’ module. This map is the result of viewing the results from any type of search and then clicking the Map tab on the Search Results screen. The colored squares on the map are the Listing Pins; each represents a property that came up in the search results. The star in a circle icon indicates the property that is currently highlighted (yellow) in the Search Results Summary Panel List tab. Clicking any of the Listing Pins will produce an Info Bubble. This will give you quick links to more information about the property such as a link to the full tax report and a mini listing history, if available. The functionality on this tab includes the same as the Full Search Map tab, plus:

- Use the Color Legend to view listings by MLS, price, and price per square foot.
- Get driving directions for listings via Google Maps.
- Edit size of search shapes.
- Label and color code search shapes.
- View acreage for a lot using the Acres overlay (if available).
- Show/hide listings or drawn shapes on the map.

Search Results Map Tab

This map is the result of viewing listings from any type of search and then clicking the Map tab on the Search Results screen.

The colored squares on the map are the Listing Pins; each represents a property that came up in Search Results. The star in a circle icon indicates the property that is currently highlighted (yellow) in the Search Results Summary Panel List tab. Clicking any of the Listing Pins will produce an Info Bubble. This will give you quick links to more information about the property such as a link to the full tax report, and a mini listing history, if available. Other links are included, such as **More Info**, which opens a brief report in a single listing pane next to the map. **Move Listing** allows you to move listings in your control or suggest new locations for listings of another member. To do a radius search around that property, click on the **Radius Search** link in the Info Bubble; to zoom in to the area around the chosen property, click on the **Zoom Here** link. **Bird's Eye** links to an outside page to view an aerial image of the listing, if such imagery is available in your area.



The screenshot shows an 'Info Bubble' for a property. At the top left is a small photo of a house. To its right, the address 'W320N6694 Shawmoors DR' and city 'Chenequa, WI 53029-9032' are listed. Below the address is the 'Tax Key Number: CHQV0368987'. Two links, 'More Info' and 'Move Listing', are provided. A section titled 'Listing Activity:' contains a table with three rows of listing data. Below this, 'Within Locations:' lists 'Chenequa' and 'Waukesha' with 'edit »' links. At the bottom are links for 'Radius Search', 'Street View', 'Bird's Eye', and 'Zoom Here'.

Listing Activity:				
1350755	02/28/2014	Active	\$ 1,499,000	Select
1199913	10/27/2012	Expired	\$ 1,499,000	Select
1006821	12/12/2008	Expired	\$ 2,399,000	Select

Within Locations:

- [Chenequa](#) [edit »](#)
- [Waukesha](#) [edit »](#)

[Radius Search](#) | [Street View](#) | [Bird's Eye](#) | [Zoom Here](#)

The **View Color Legend** icon at the bottom right of your screen will bring up the Color Legend, where you can see what the various colors of the properties mean. Using the drop-down at the right end of the white field, you may also choose to see properties color coded by Price or by Price Per Square Foot. In each case, see the color legend in the box to interpret results.

Clicking the **Satellite** button in the upper right corner of the map gives you a birds-eye satellite view of an area on the map. The closer you zoom in, the more detail you can see. In addition to viewing the listings on the map, you may also zip code areas, view parcel outlines including lot dimensions, highlighted main streets, street names, directions for flow of traffic, block numbers, and bus stops. You can also see many landmarks, such as parks, golf courses, hospitals, museums, cemeteries, colleges and universities.

The Overlays button gives you multiple options in viewing the map:

- **Listings** – This option lets you show or hide the listing pins on the map.
- **Drawn Shapes** – This option lets you show or hide any search area shapes you have defined on the map.
- **MLS Field Shapes** – This displays the outline of your selected municipality and/or county.
- **Acres** – Allows you to view the acreage for a parcel lot within FlexMLS on any of the maps, if available.
- **Community Maponics** – Displays community areas with their boundaries (not available for all areas).
- **Counties** – Displays borders and labels counties viewed.
- **Imagery Parcels** – Using the Satellite map, this option allows you view lot lines of the properties.
- **Neighborhood Maponics** – Displays popular neighborhood areas with their boundaries (not available for all areas).
- **Subdivision Maponics** - Displays subdivisions with their boundaries (not available for all areas).
- **Zip Codes** – This option allows you to view your map areas bordered by zip code areas. This feature is best viewed in the non-satellite map.

NOTE: Using the shape tools will route you to Edit Search > Map Search.

Driving Directions

You can obtain driving directions from listings in FlexMLS via Google Maps. From the Map tab, select your desired listings in the Summary Listing panel to the left; click the **Driving Directions** link above the upper right corner of the map.

Star icon represents property currently highlighted

Search Results *work on behalf of a contact*

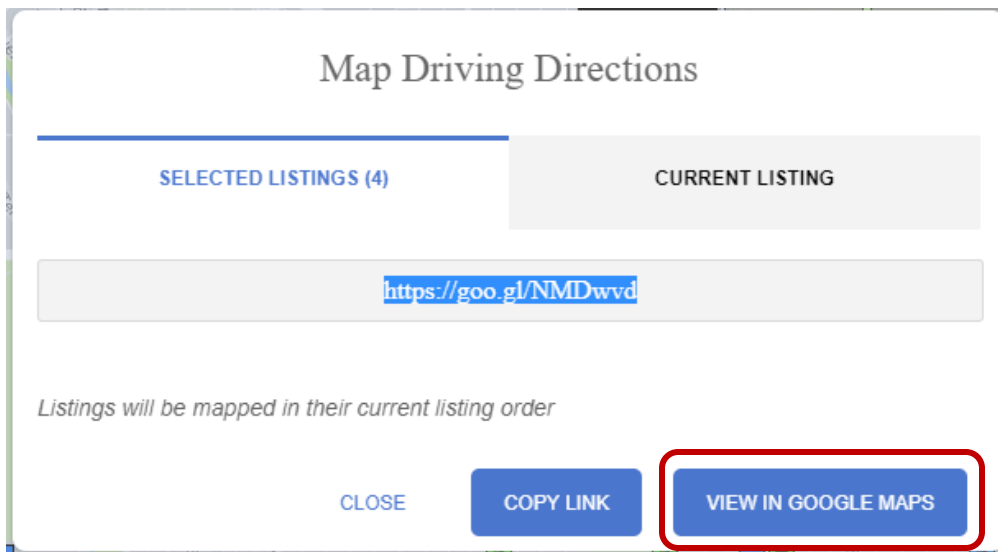
Results: 350 Selected: 4

	Price	Status	MLS #
	\$179,900	Active	1546525
	\$379,000	Active	1538329
	\$135,000	Active	1549098
	\$289,000	Active	1548163
	\$189,900	Active	1529719
	\$235,000	Active	1532213

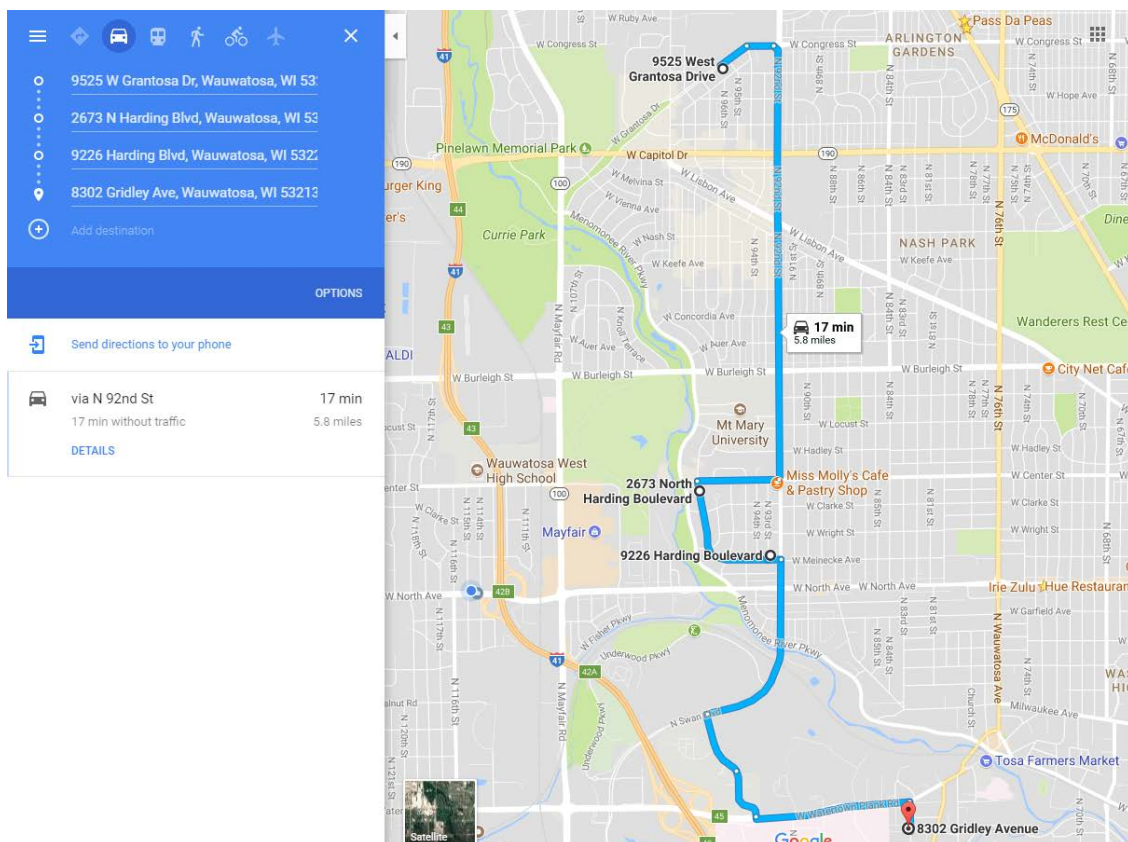
Map | Satellite | Overlays

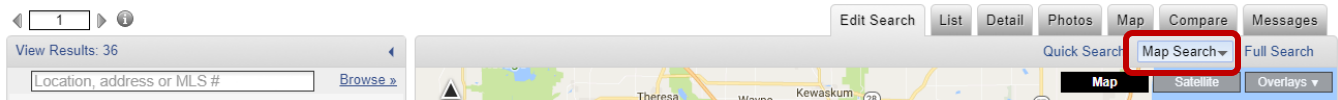
Driving Directions

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



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





Edit Search > Map Search Overview

The Edit Search > Map Search link is a 'need to know' module. This map is the result of clicking the Edit Search tab and then the Map Search link under that tab. When first clicking on the Map Search tab, the properties from your original search will appear. When editing the map, the mapped area overrides other location information in your original search and will show properties ONLY within the newly mapped area. Previous listings that were on the map will disappear, and only listings in the newly mapped area will appear on the map and in updated results. The functionality includes the same as the Search Results Map tab, plus:

- Exclude a defined area from a search using the square, circle, or polygon shape tools.
- Remove a defined search area completely.
- Add a previously saved Map Overlay to your search.
- Add newly defined search areas to a new or existing Map Overlay.
- Use the Location box to add a county, municipality, zip code, address, or MLS number to your search.

Edit Search > Map Search

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

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

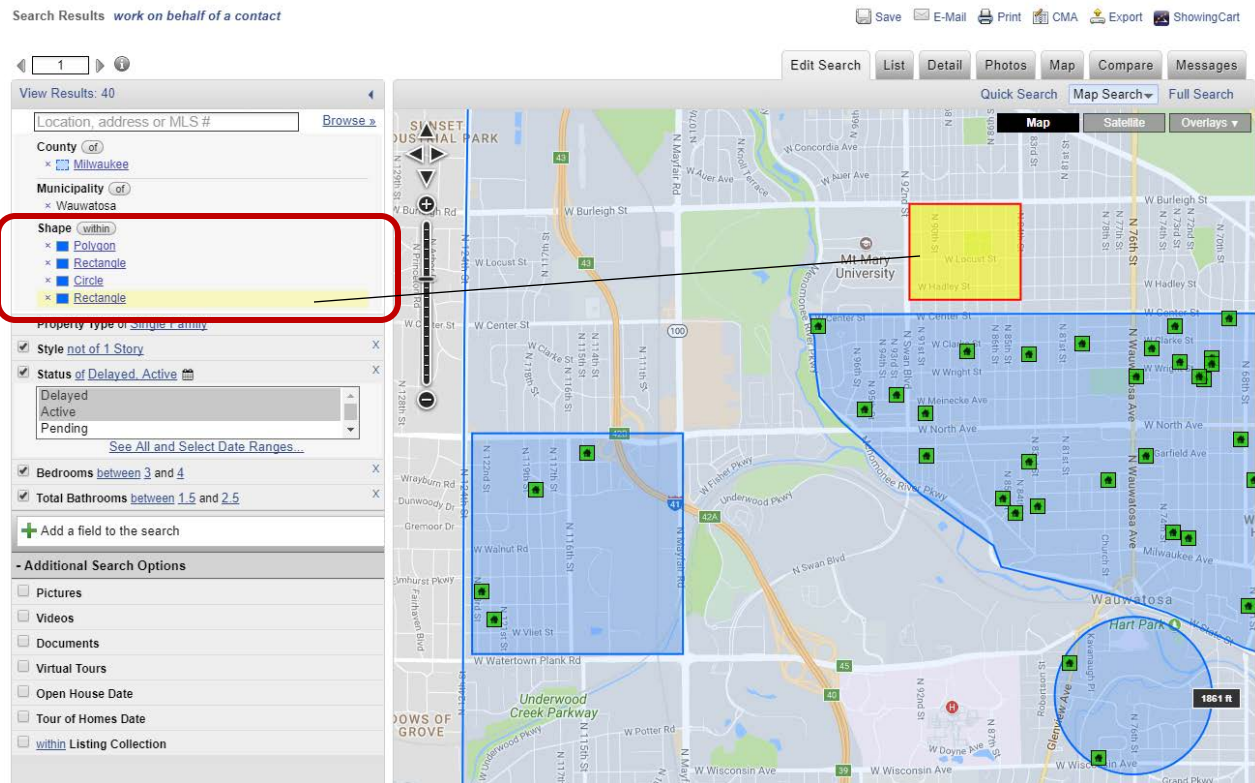
When first clicking on the Map Search tab, the properties from your original search will appear. If, for example, a Contact has decided to look north of the area originally stipulated, you could draw a shape on the map to find properties in that new area. These properties will now appear in the List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

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

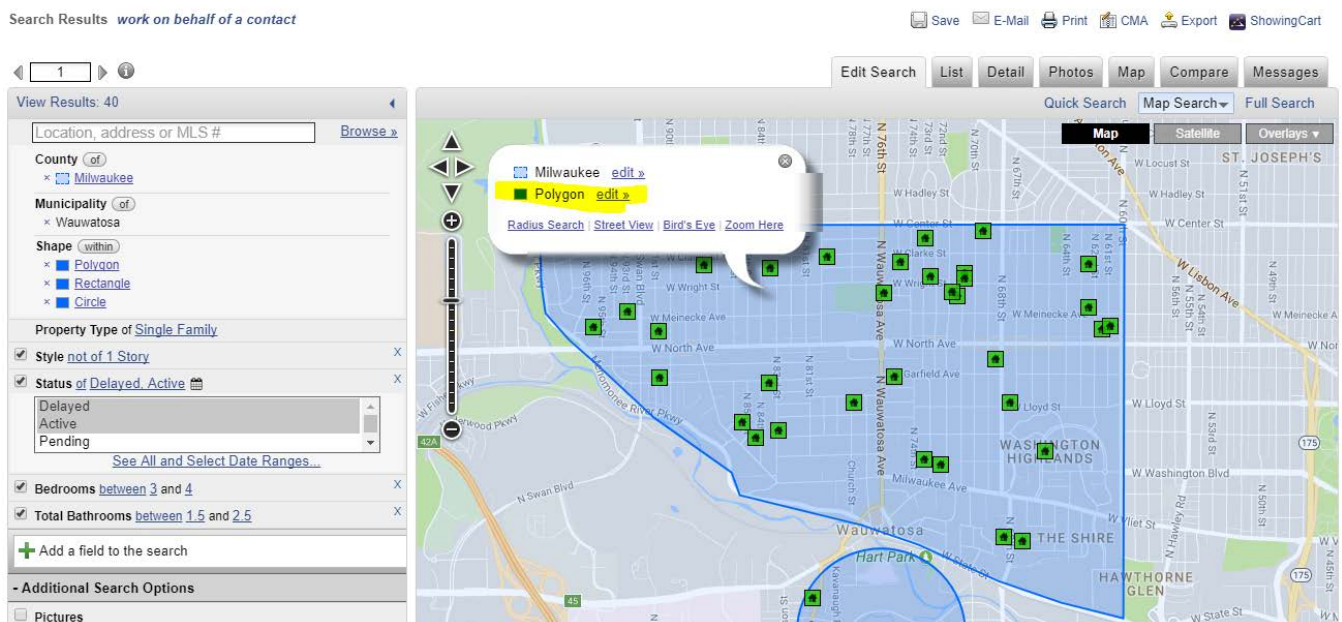
To remove a defined shape area, click the 'X' to the left of the shape you wish to remove.

The screenshot displays the 'Map Search' interface. On the left, a sidebar titled 'Search Results' shows filters for 'Location, address or MLS #', 'County' (Milwaukee), 'Municipality' (Wauwatosa), 'Shape' (Polygon), 'Property Type' (Single Family), 'Style' (not of 1 Story), 'Status' (Delayed, Active, Pending), 'Bedrooms' (between 3 and 4), and 'Total Bathrooms' (between 1.5 and 2.5). Below these are 'Additional Search Options' including Pictures, Videos, Documents, Virtual Tours, Open House Date, Tour of Homes Date, and within Listing Collection. The main map area shows a street grid with a blue polygon highlighting a section. Numerous green house icons are scattered across the map. The top right features navigation tools like 'Save', 'E-Mail', 'Print', 'CMA', 'Export', and 'ShowingCart'. A top bar includes tabs for 'Edit Search', 'List', 'Detail', 'Photos', 'Map', 'Compare', and 'Messages'. A secondary bar shows 'Quick Search', 'Map Search' (selected), and 'Full Search'. Map controls like 'Map', 'Satellite', and 'Overlays' are also present.

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



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



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

Search Results *work on behalf of a contact*

1

View Results: 40

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

County (of)

- ✕ Milwaukee

Municipality (of)

- ✕ Wauwatosa

Shape (within)

- ✕ East of the Parkway
- ✕ Rectangle
- ✕ Circle

Property Type of **Single Family**

☒ Style **not of 1 Story**

☒ Status of **Delayed, Active**

Delayed
Active
Pending

[See All and Select Date Ranges...](#)

☒ Bedrooms **between 3 and 4**

☒ Total Bathrooms **between 1.5 and 2.5**

[Add a field to the search](#)

- Additional Search Options

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

Map Satellite Overlays

East of the Parkway

Color

Edit Shape Remove Save to Map Overlay

Notice the orange handle(s) along the border of the shape. To edit the shape, left-click + drag on a handle in the direction you would like to edit. If satisfactory, click the **Leave Edit Shape Mode** link, and then the **View Results** link.

Search Results *work on behalf of a contact*

10

View Results: 27

Property Type of **Single Family**

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

County (of)

- ✕ Milwaukee

Municipality (of)

- ✕ Wauwatosa

Shape (within)

- ✕ Location
- ✕ East of the Parkway
- ✕ Location

☒ Status of **Active, Pending, Sold**

Delayed
Active
Pending

Off Market Dates

☐ Pending Date to

☒ Sold Date to

☐ Expiration Date to

[Hide Date Ranges](#)

☒ Bedrooms **between 3 and 4**

☒ Total Bathrooms **between 1.5 and 2.5**

☒ Garage Spaces **between 2.5+**

[Add a field to the search](#)

- Additional Search Options

☐ Pictures

☐ Videos

☐ Documents

☐ Virtual Tours

☐ Open House Date

View Results: 27 Clear

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

Map Satellite Overlays

Click shapes to begin editing them

Leave Edit Shape Mode

You can also exclude one or more defined areas on a map using the not within button located in the left side parameter panel. Next to Shape, click the within button to change to not within. This action will exclude listings in the shape(s) you defined on the map.

NOTE: You cannot include AND exclude map shapes at the same time.

Search Results *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

1

View Results: 116

Property Type of Single Family

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

County of Milwaukee

Municipality of Wauwatosa

Shape not within

East of the Parkway

☒ Status of Active, Pending, Sold

Delayed

Active

Pending

Off Market Dates

☐ Pending Date 09/14/2016 to 09/14/2027

☒ Sold Date 09/1/2017 to 09/14/2027

☐ Expiration Date 09/14/2016 to 09/14/2027

[Hide Date Ranges](#)

☒ Bedrooms between 3 and 4

☒ Total Bathrooms between 1.5 and 2.5

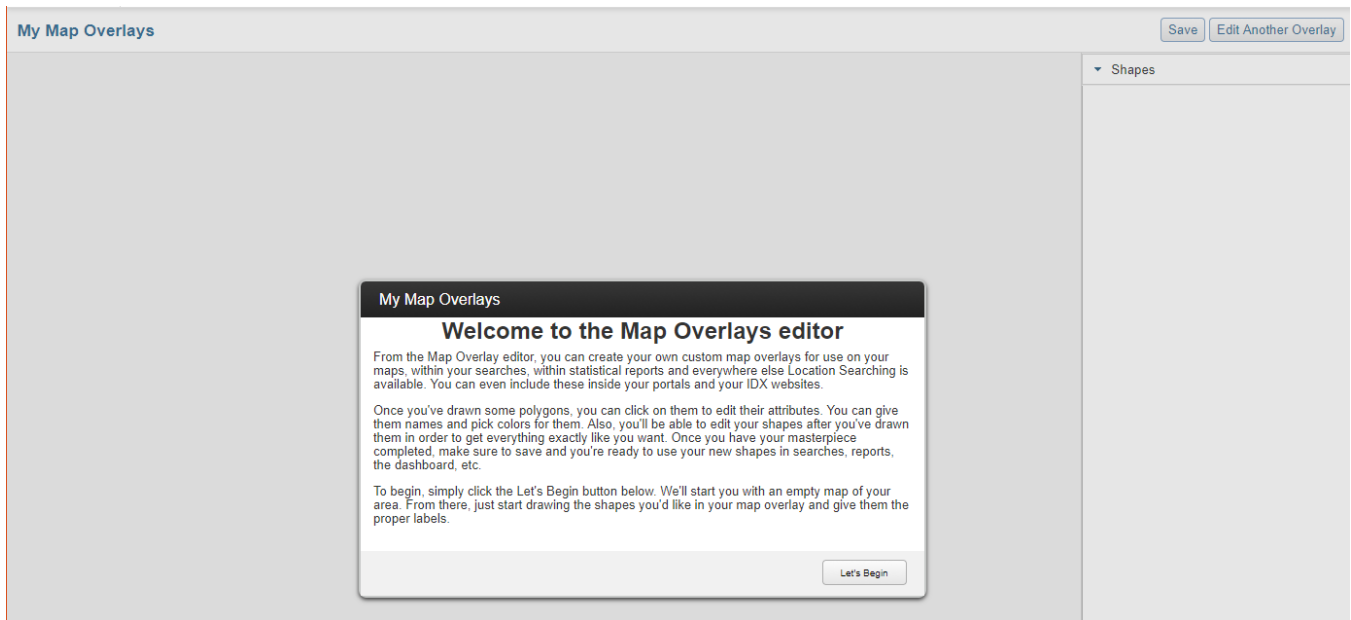
☒ Garage Spaces between 2.5+

[Add a field to the search](#)

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

Map Satellite Overlays



Map Overlays Overview

Map Overlays is a ‘nice to know’ module. You can access Map Overlays by clicking your Menu button; in the Preferences section, click **Map Overlays**. A

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

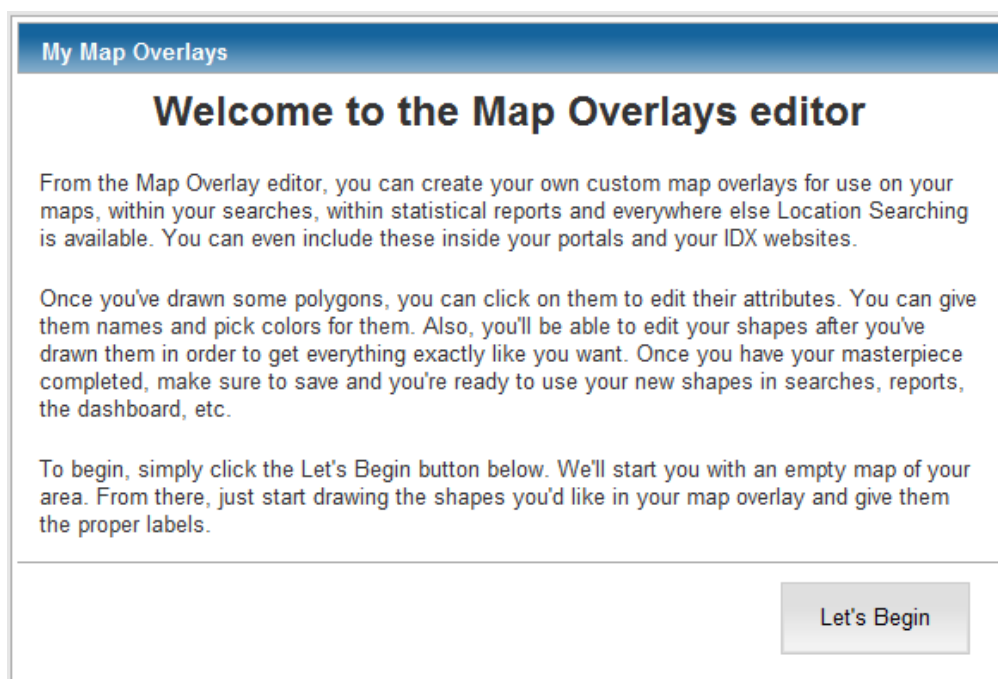
- Define one or more neighborhood areas using the polygon shape tool to save as an overlay; these overlays can be reused for any search you perform from Map Search under Search in the main menu tree of FlexMLS.
- Use neighborhood shapes from any overlay for the statistical gadgets available on the dashboard.

Map Overlays

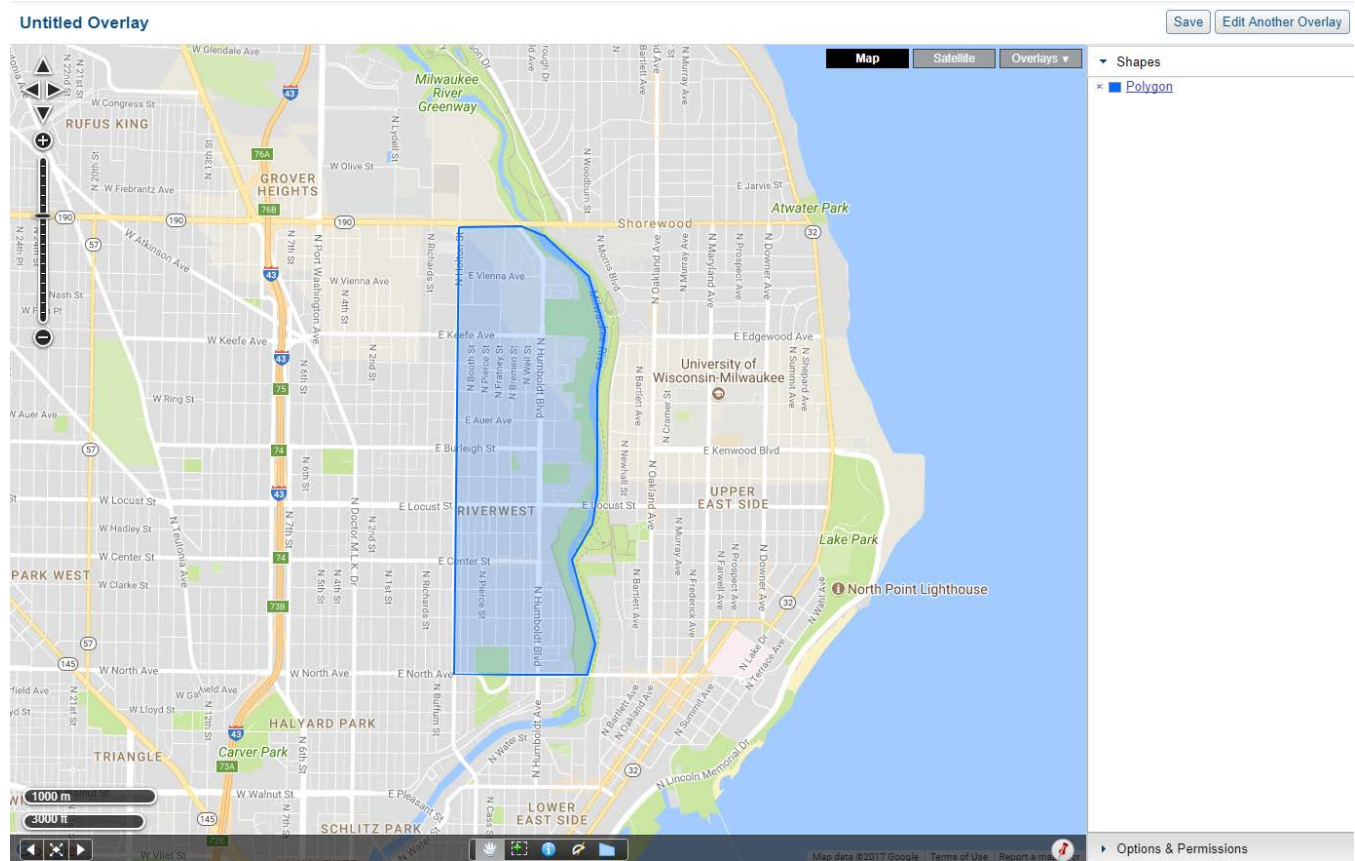
A Map Overlay is a collection of user defined saved shapes – you can create multiple overlays, each containing relevant shapes for your market. For example, you may create shapes defining neighborhoods in your market, houses surrounding golf courses, or school districts. These shapes are then available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

Creating Map Overlays

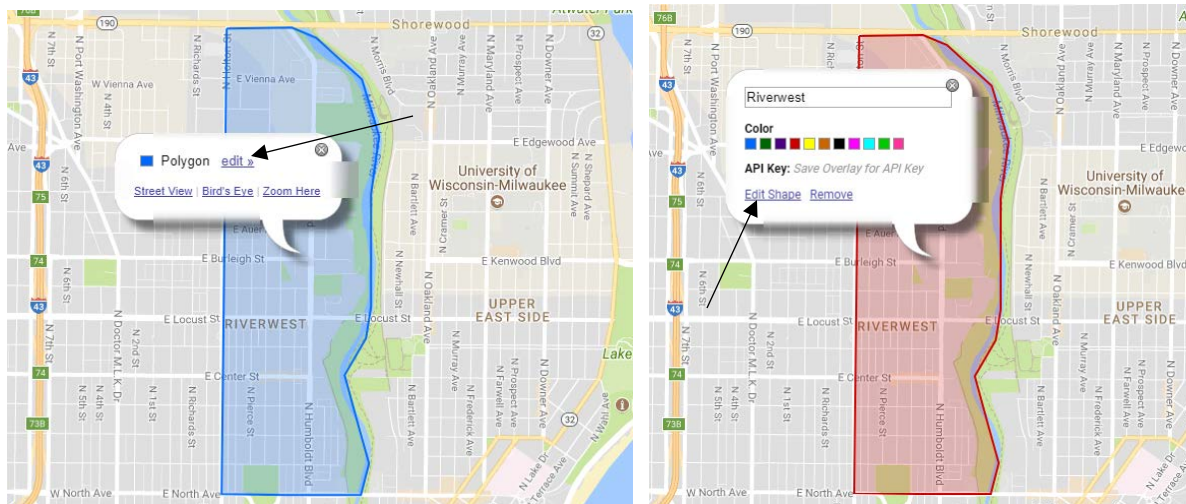
To create a map overlay, go to Preferences > My Map Overlays. If you have no saved overlays, you will receive a welcome screen each time you enter. Clicking the **Let's Begin** button will provide prompts to help you create your overlay.



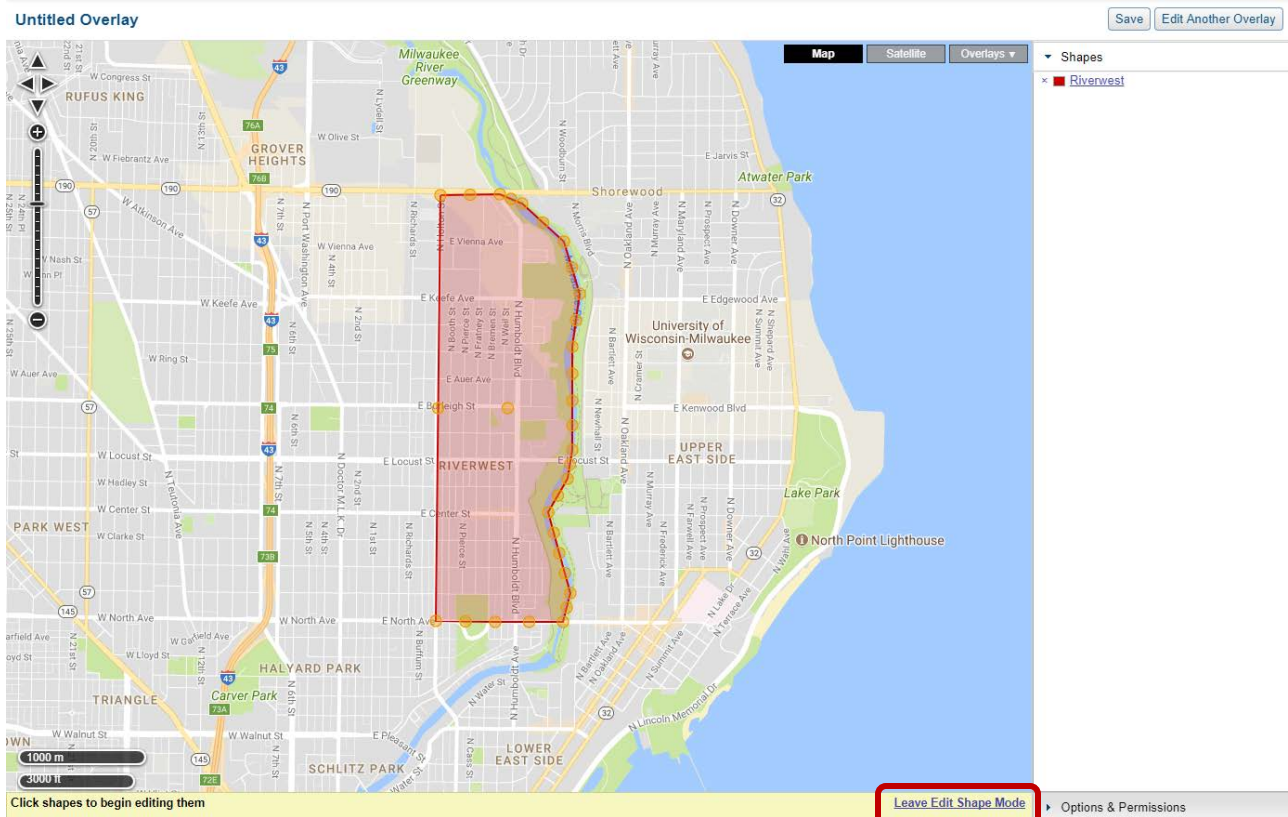
To create your overlay, adjust the map to get the area you would like to start with your first overlay shape in view. You can adjust the map using your mouse or the controls on the left side of the map. In the toolbar located at the bottom of the map, single left-click the blue polygon. Next, single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



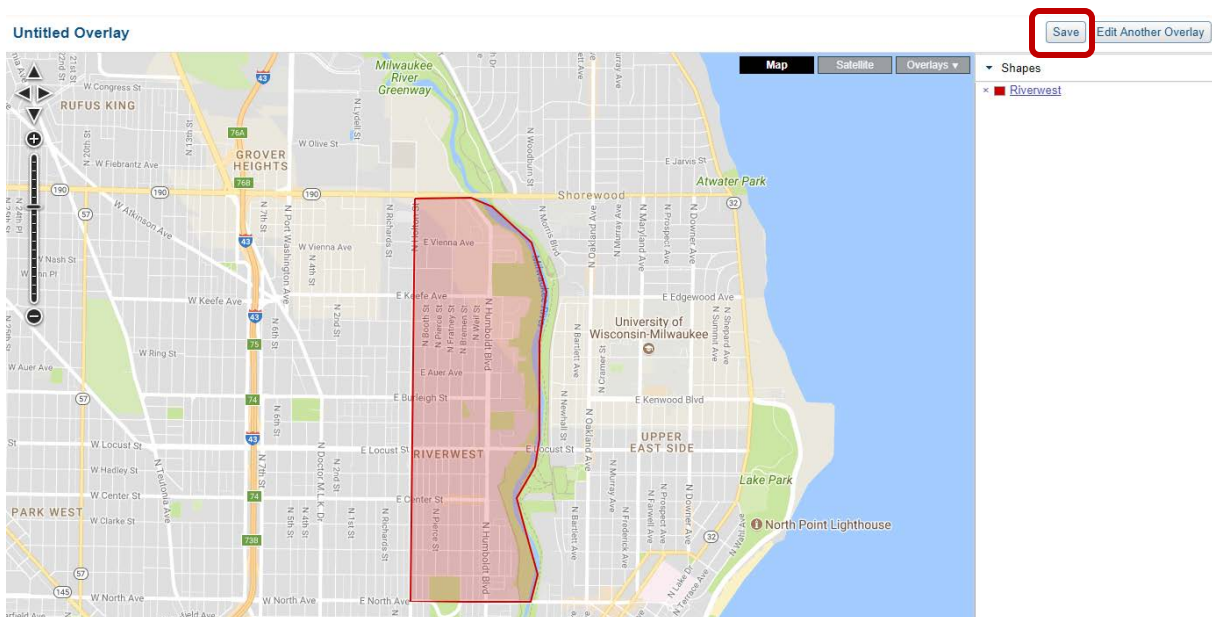
Within the shape, the **Edit** balloon will appear; click the **Edit** link to edit shape name and color. If you wish to edit the shape, click the **Edit Shape** link.



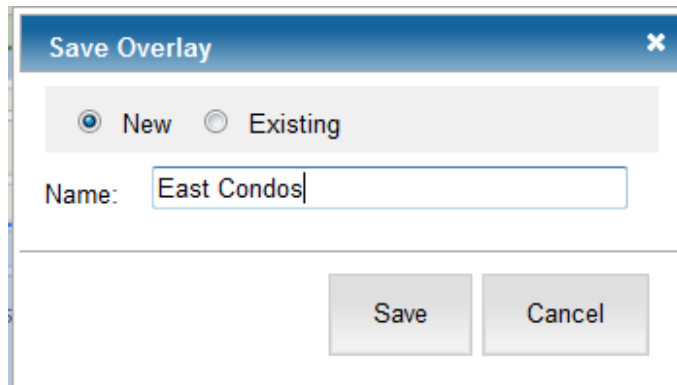
Clicking the **Edit Shape** link will add 'handles' to the borders of your shape. Left-click + hold your left mouse button and drag the handle in your desired direction. When you have completed editing your shape, click the **Leave Edit Shape Mode** link located at the bottom of the map.



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



You will be prompted to give your overlay a name. Type the name in the Name field of the Save Overlay box, and then click the **Save** button. Your overlay name will appear in the upper left corner of the map. If you would like to immediately create a new overlay, click the **Edit Another Overlay** button.

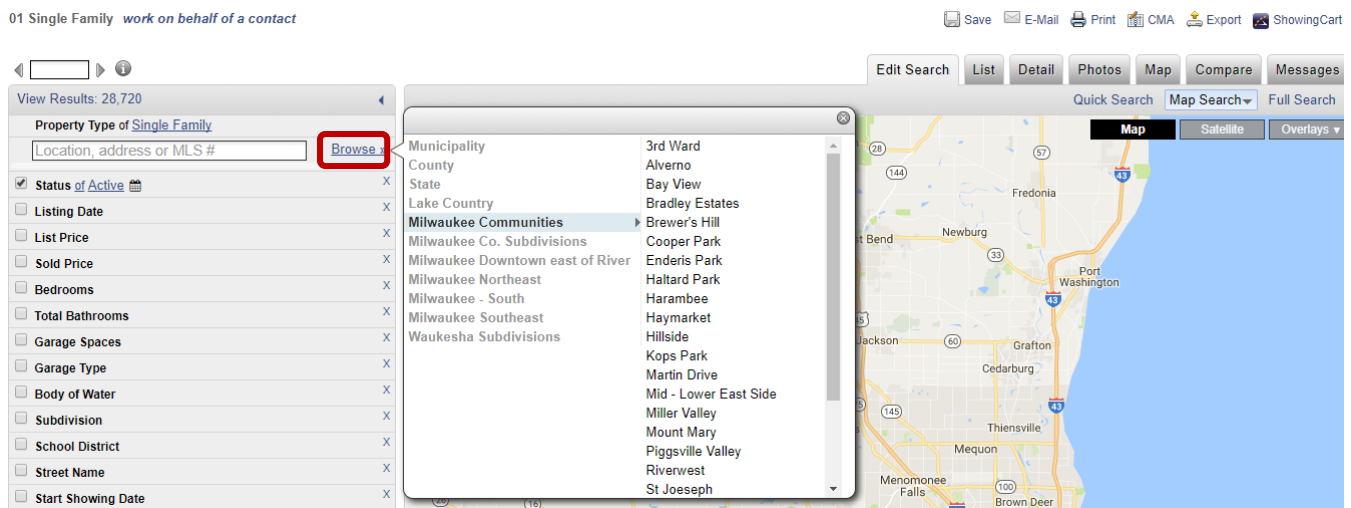


The image shows a 'Save Overlay' dialog box. It has a title bar with a close button. Below the title bar, there are two radio buttons: 'New' (selected) and 'Existing'. Below these, there is a text field labeled 'Name:' containing the text 'East Condos'. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

Using Map Overlays

You can use your saved overlays with both Map Search and Quick Search. To use an overlay in a search, start with either Map Search or Quick Search under the Search menu in the Main Menu tree; select the property type search template you would like to use and then plug in your desired parameters. Click the **Browse** link to the right of the Location Search box; a list will appear showing your available locations to search. Click the name of your desired overlay. The saved neighborhood areas will appear in the right side of the box. Double-click your desired neighborhood to search. If you are searching more than one, repeat this step to add more neighborhoods or to add another overlay. The neighborhood shape names will appear in the left-side parameter panel. Overlay shapes will appear on the map in either a dark gray color or the color you saved to them.

NOTE: If you are using Quick Search and would like to view the map, in the upper right corner of the map, click the **Map Search** link.



The screenshot shows the application interface. At the top, there is a header bar with the text '01 Single Family work on behalf of a contact' and several icons (Save, E-Mail, Print, CMA, Export, ShowingCart). Below the header, there is a navigation bar with buttons: 'Edit Search', 'List', 'Detail', 'Photos', 'Map', 'Compare', 'Messages'. Below the navigation bar, there is a search bar with the text 'Quick Search', 'Map Search', and 'Full Search'. Below the search bar, there is a map showing a neighborhood. On the left side of the map, there is a list of neighborhoods. The 'Browse' button is highlighted with a red box. The list of neighborhoods includes: Municipality, County, State, Lake Country, Milwaukee Communities, Milwaukee Co. Subdivisions, Milwaukee Downtown east of River, Milwaukee Northeast, Milwaukee - South, Milwaukee Southeast, Waukesha Subdivisions, 3rd Ward, Alverno, Bay View, Bradley Estates, Brewer's Hill, Cooper Park, Enderis Park, Haltard Park, Harambee, Haymarket, Hillside, Kops Park, Martin Drive, Mid - Lower East Side, Miller Valley, Mount Mary, Piggsville Valley, Riverwest, St Joseph.

Using the scroll wheel on your mouse, push it forward to zoom down on the map, to easily view your overlay shape(s). To view listings only in your defined shape area(s), click the **View Results** link.

NOTE: If you would like to view all shapes in an overlay at once, click the **Overlays** button in the upper right corner of the map, and then select your desired overlay. You can now select the shape(s) you would like to include in your search by left-clicking inside the shape and select **Add to Search** link.

01 Single Family *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

Map Satellite **Overlays**

Dynamic

- Listings
- Drawn Shapes
- MLS Field Shapes

MLS

- Acres
- Communities Maponics
- Counties
- Flood Zones
- Imagery Parcels
- Neighborhoods Maponics
- Subdivisions Maponics
- Zip Codes

My Map Overlays

- Lake Country
- Milwaukee Communities
- Milwaukee Co. Subdivisions
- Milwaukee Downtown east of River
- Milwaukee Northeast
- Milwaukee - South
- Milwaukee Southeast
- Waukesha Subdivisions

View Results: 28,720

Property Type of Single Family

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

☒ Status of Active

☐ Listing Date

☐ List Price

☐ Sold Price

☐ Bedrooms

☐ Total Bathrooms

☐ Garage Spaces

☐ Garage Type

☐ Body of Water

☐ Subdivision

☐ School District

☐ Street Name

☐ Start Showing Date

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

- Additional Search Options

☐ Pictures

☐ Videos

Map

Riverwest [add to search](#)

[Radius Search](#) [Street View](#) [Bird's Eye](#) [Zoom Here](#)

NOTE: To remove a neighborhood shape from your search, single left-click the “x” located to the left of the shape name.

View Results: 19

Property Type of Single Family

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

Milwaukee Communities within

- ☒ Riverwest
- ☒ Brewer's Hill

☒ Status of Active

☐ Listing Date

☐ List Price

☐ Sold Price

☐ Bedrooms

☐ Total Bathrooms

☐ Garage Spaces

☐ Garage Type

☐ Body of Water

☐ Subdivision

☐ School District

☐ Street Name

☐ Start Showing Date

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

- Additional Search Options

☐ Pictures

☐ Videos

☐ Documents

Click to remove neighborhood

Map Satellite Overlays

NOTE: Map Overlays cannot be used in combination with newly drawn map shapes in the same search. If you add a shape, your search will yield zero listings, even if they exist in the defined areas.

Using Map Overlays in a Dashboard Gadget

You can use a neighborhood area from any of your saved Map Overlays on any of the statistical gadgets available to your custom dashboard.

The example below shows the Volume gadget. I accessed the settings for the gadget by clicking on its menu. It displayed my options to configure the data of this gadget. In its Location box, I typed in the partial name of my Map Overlay; under the My Map Overlays section in the location search box, it displayed the first 3 neighborhood shapes saved in that overlay. To see all the shapes in that overlay, click the **Show All** link at the bottom of that box. Select the neighborhood shape to search by double left-clicking it. You can close the location search box by clicking the 'X' in its upper right corner. Choose your other data options and then click the **Save** button.

Volume

Save Cancel

Top Hit Milwaukee (county)

MLS Fields double click or hit Enter to add to search

Municipality Milwaukee
South Milwaukee

County Milwaukee

Zip Code milwaukee

Street Address milwaukee

My Map Overlays double click or hit Enter to add to search

Milwaukee Communities 3rd Ward
Bay View
Bradley Estates

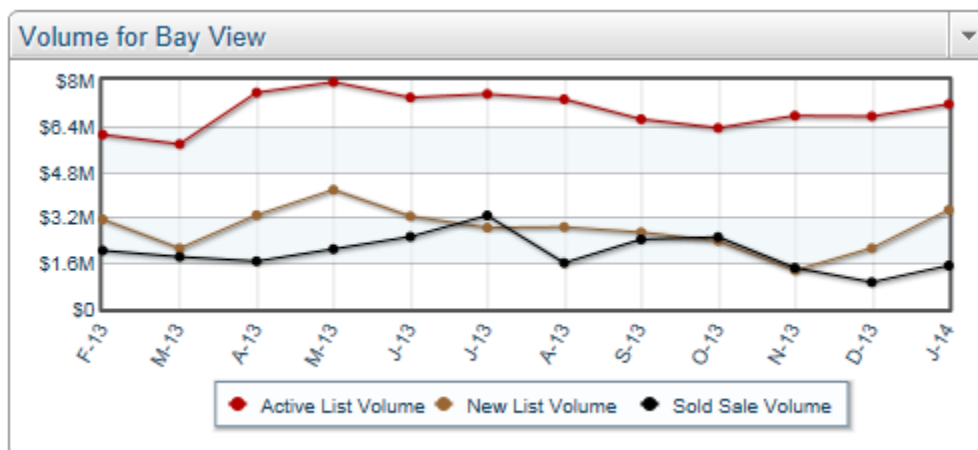
Show All (16)

milwaukee x

Single-Family

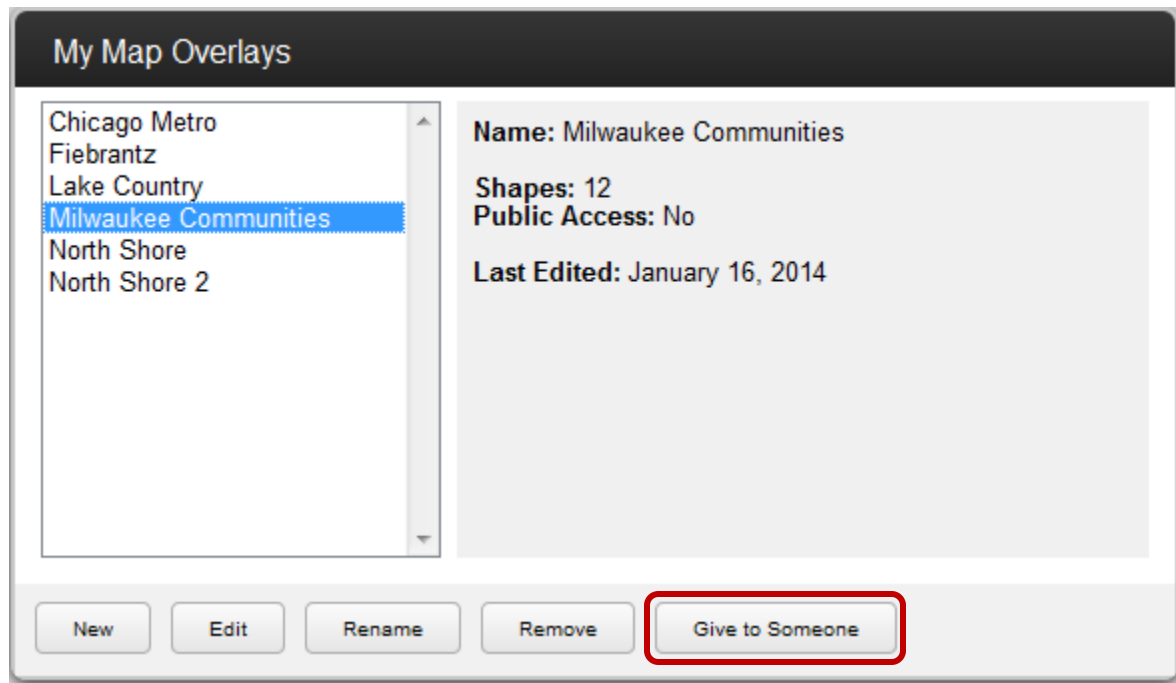
Active List Volume
New List Volume
Pending List Volume
Sold List Volume
Sold Sale Volume

I chose the Bay View neighborhood shape; the gadget now displays the Volume data for that defined neighborhood area.

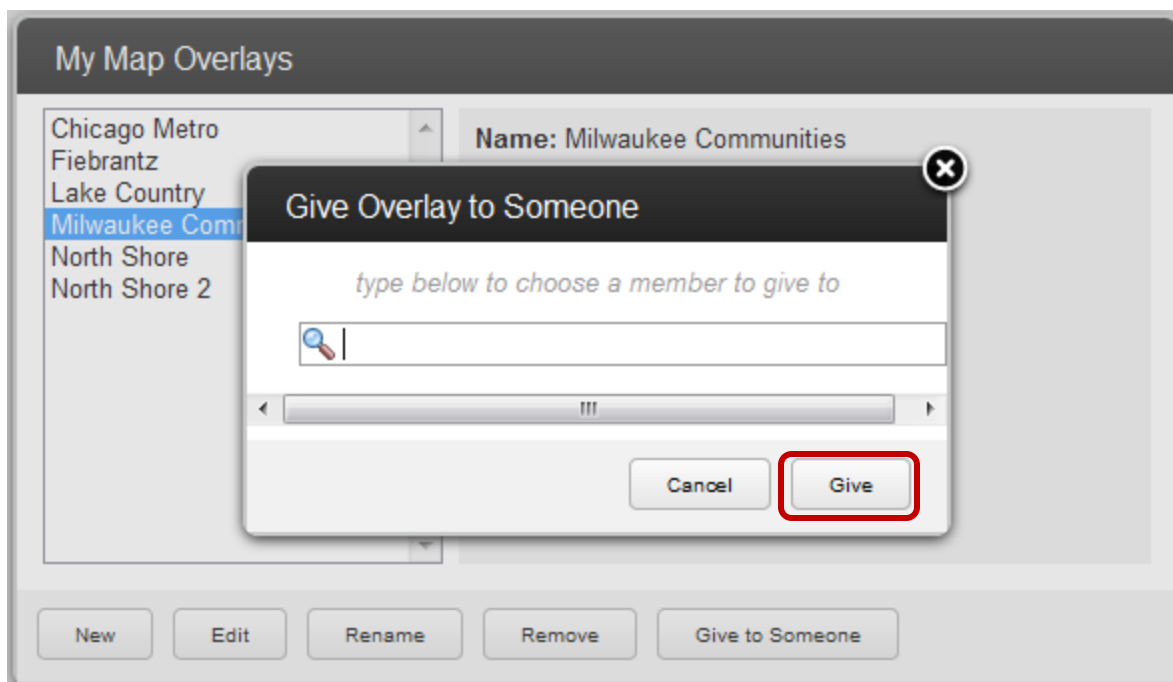


How to Give an Overlay to Another User in your Office

In the Main Menu tree, click **Preferences > My Map Overlays**. In the My Map Overlays menu box, select the overlay to be given, and then click the **Give to Someone** button.



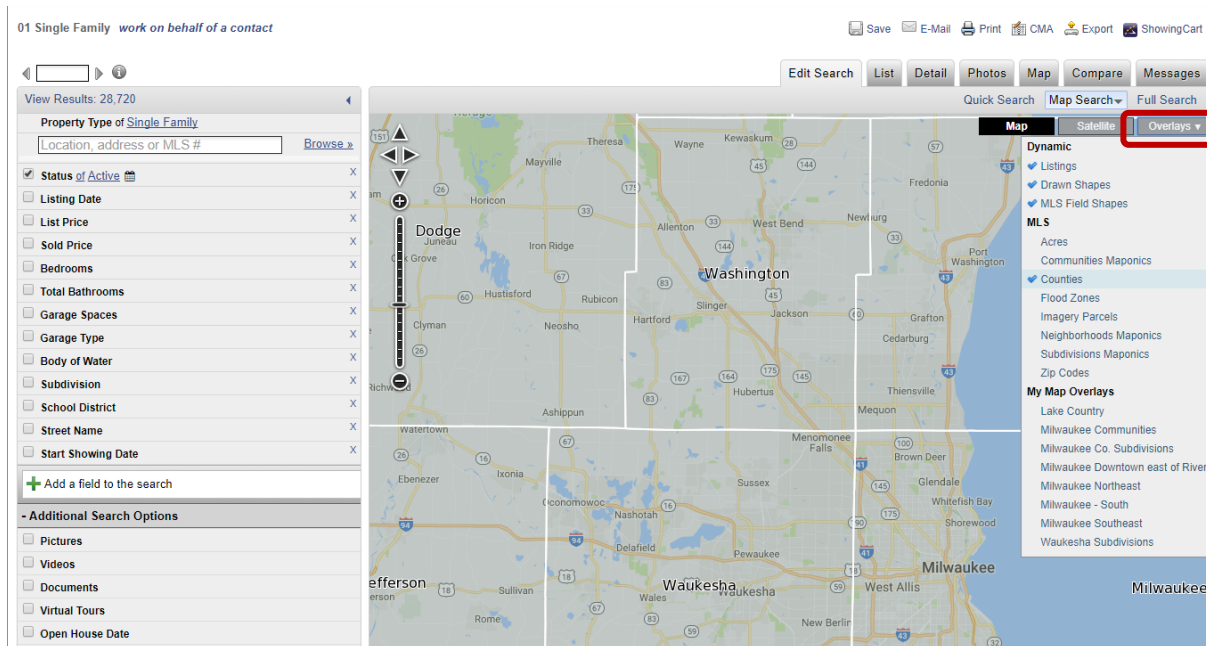
In the 'Give Overlay to Someone' pop-up box, type in the name of the member you are giving it to. Select them in the list that appears. Click the **Give** button. The overlay will now be available in that member's My Map Overlays menu box.



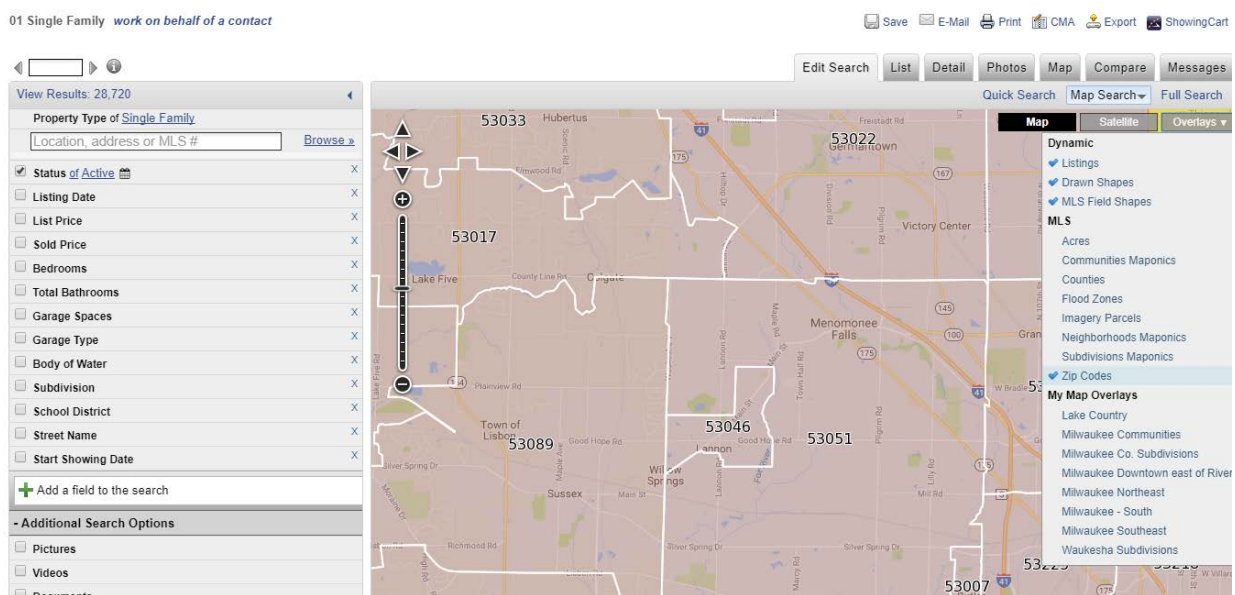
Viewing the Map using FlexMLS Overlays

The Overlays button also includes static overlays for your use. You can view the map by counties, zip code, subdivision, and neighborhood areas. You can use these Overlays on any map screen that displays the Overlays button.

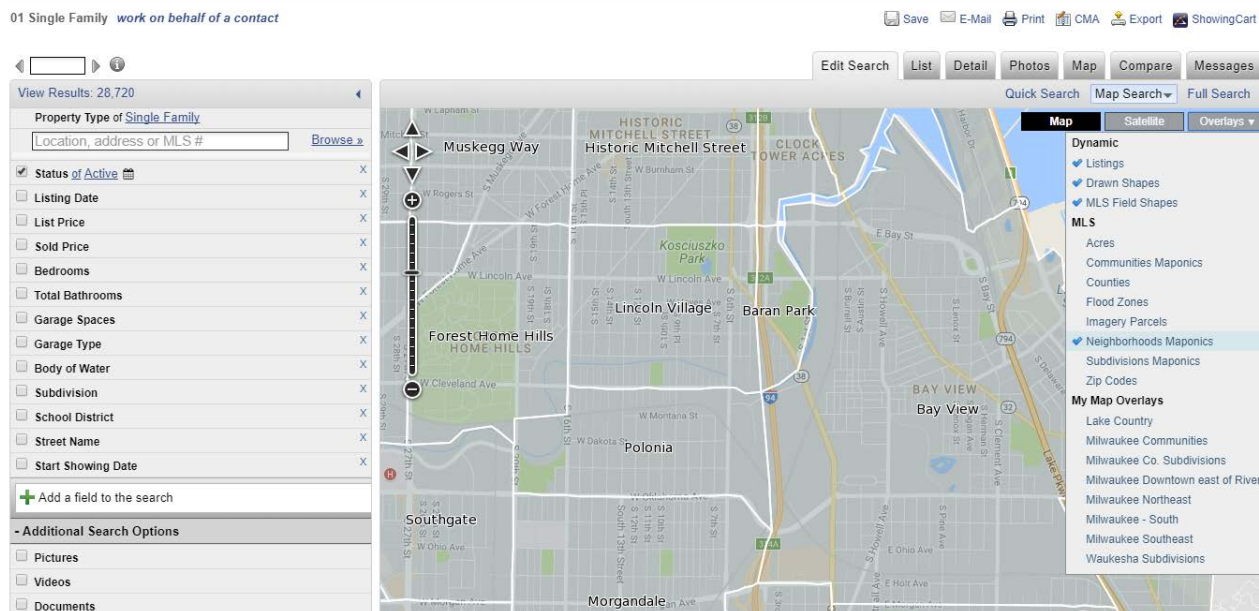
This map displays the Counties overlay. You can view this by clicking **Overlays > Counties**.



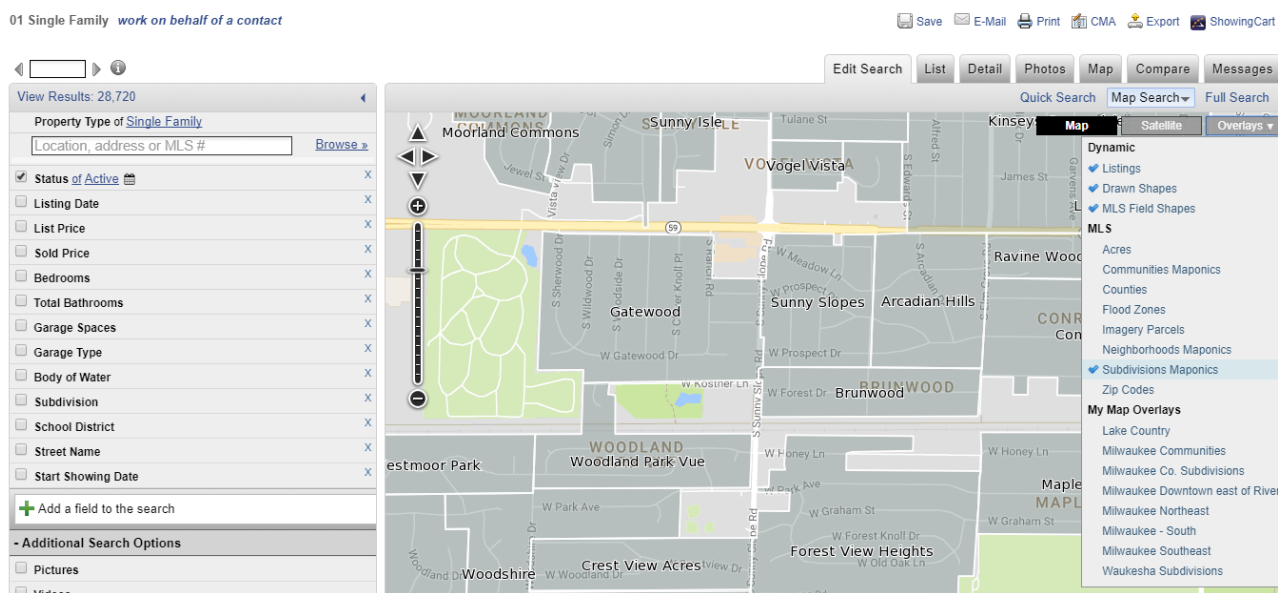
This map displays the Zip Codes overlay. You can view this by clicking **Overlays > Zip Codes**.



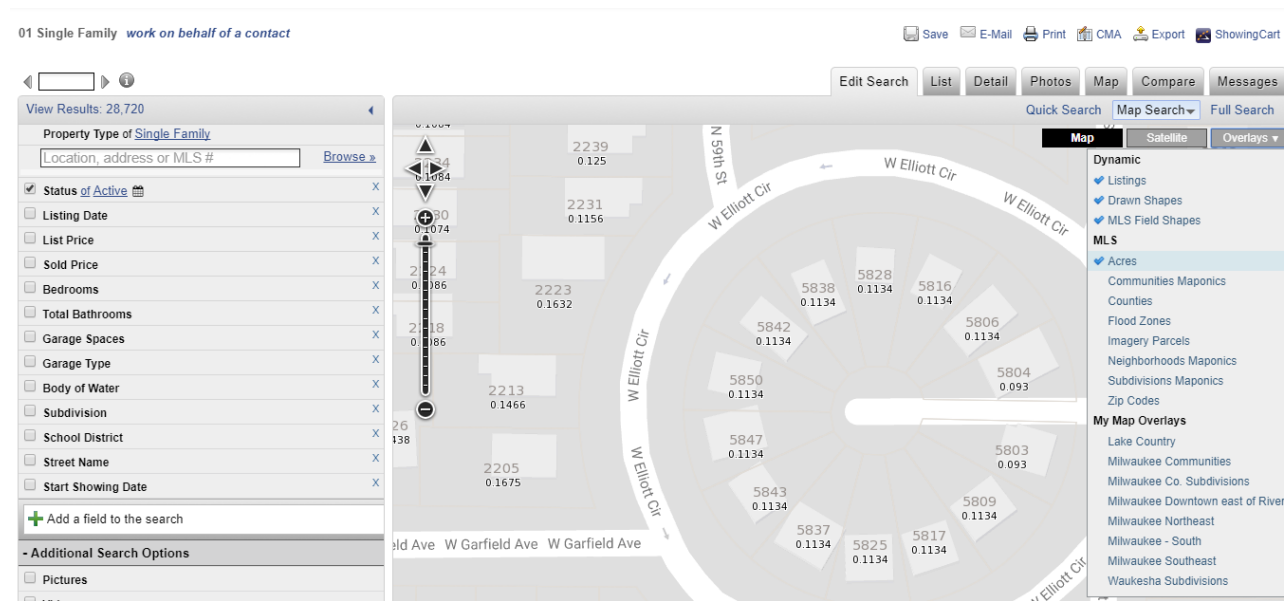
This map displays the Neighborhoods overlay. You can view this by clicking **Overlays > Neighborhoods** Maptronics.



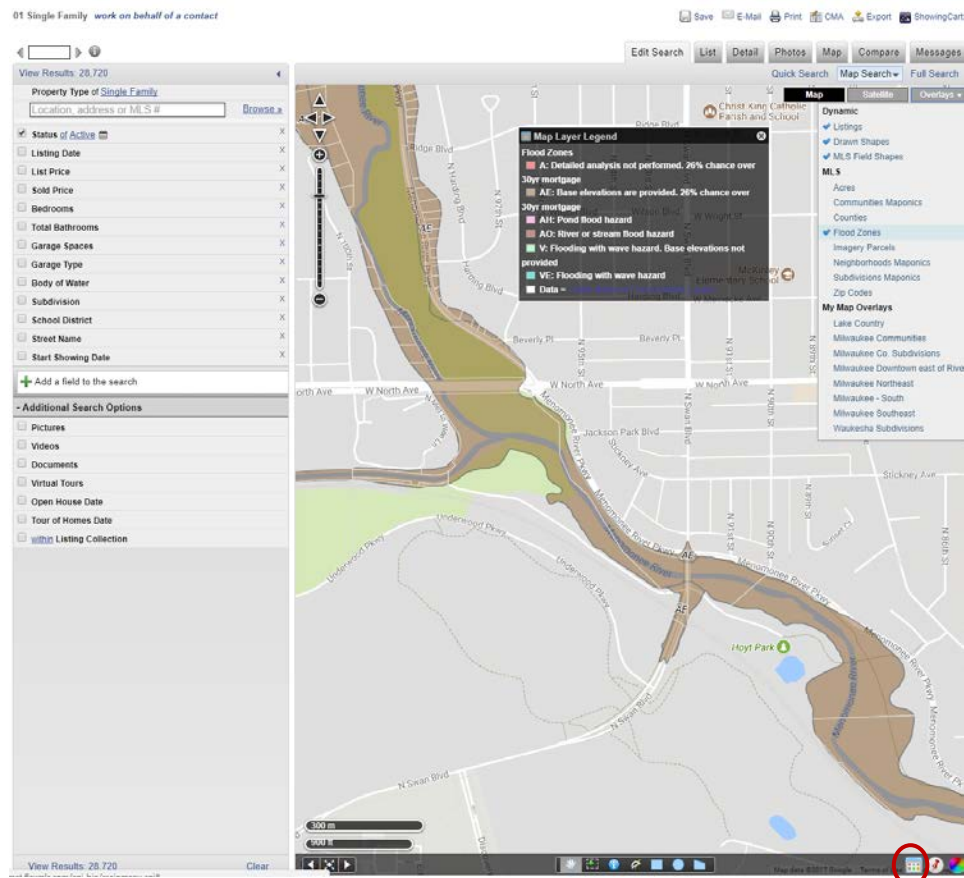
This map displays the Subdivisions overlay. You can view this by clicking **Overlays > Subdivisions** Maptronics.



This map displays the Acres overlay. You can view this by clicking **Overlays > Acres**. This feature is not available for all areas.



This map displays the Flood Zones overlay. You can view this by clicking **Overlays > Flood Zones**. You can view the zones legend by clicking the colorful icon in the lower right corner of the map.



Available Quick Searches for Map Search

Available Quick Searches	Description
<div> <div>01 Single Family (Metro MLS)</div> <div>02 Two-Family (Metro MLS)</div> <div>03 Vacant Land (Metro MLS)</div> <div>04 Multi-Family (Metro MLS)</div> <div>06 Condominium (Metro MLS)</div> <div>07 Commercial/Industrial (Metro MLS)</div> <div>08 All Categories (Metro MLS)</div> <div>09 Residential Rental (Metro MLS)</div> <div>Appraisal</div> <div>Lake Property</div> <div>Report Generation (Metro MLS)</div> <div>SF Rooms (Metro MLS)</div> <div>test single family (Metro MLS)</div> <div>TF Rooms (Metro MLS)</div> </div> <div>Use</div>	<div>01 Single Family</div> <div>Single-Family</div> <div>Status</div> <div>Listing Date</div> <div>List Price</div> <div>Sold Price</div> <div>Bedrooms</div> <div>Total Bathrooms</div> <div>Garage Spaces</div> <div>Garage Type</div> <div>Body of Water</div> <div>Subdivision</div> <div>[more fields]</div>

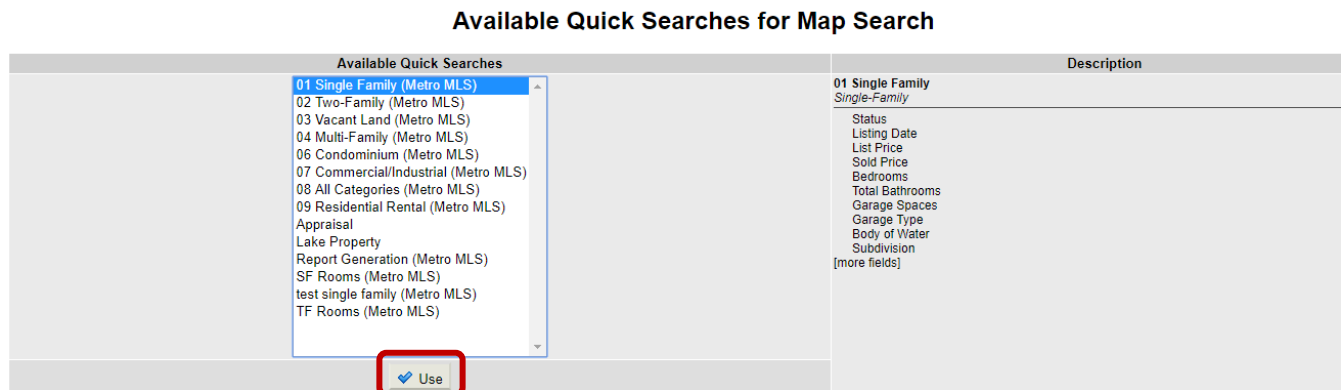
Map Search Overview

Map Search under the Search menu in the main menu tree of FlexMLS, is a ‘nice to know’ module. This module uses quick search templates based upon the property type you are searching; you may add and remove parameters to search if you wish. The functionality in this module includes:

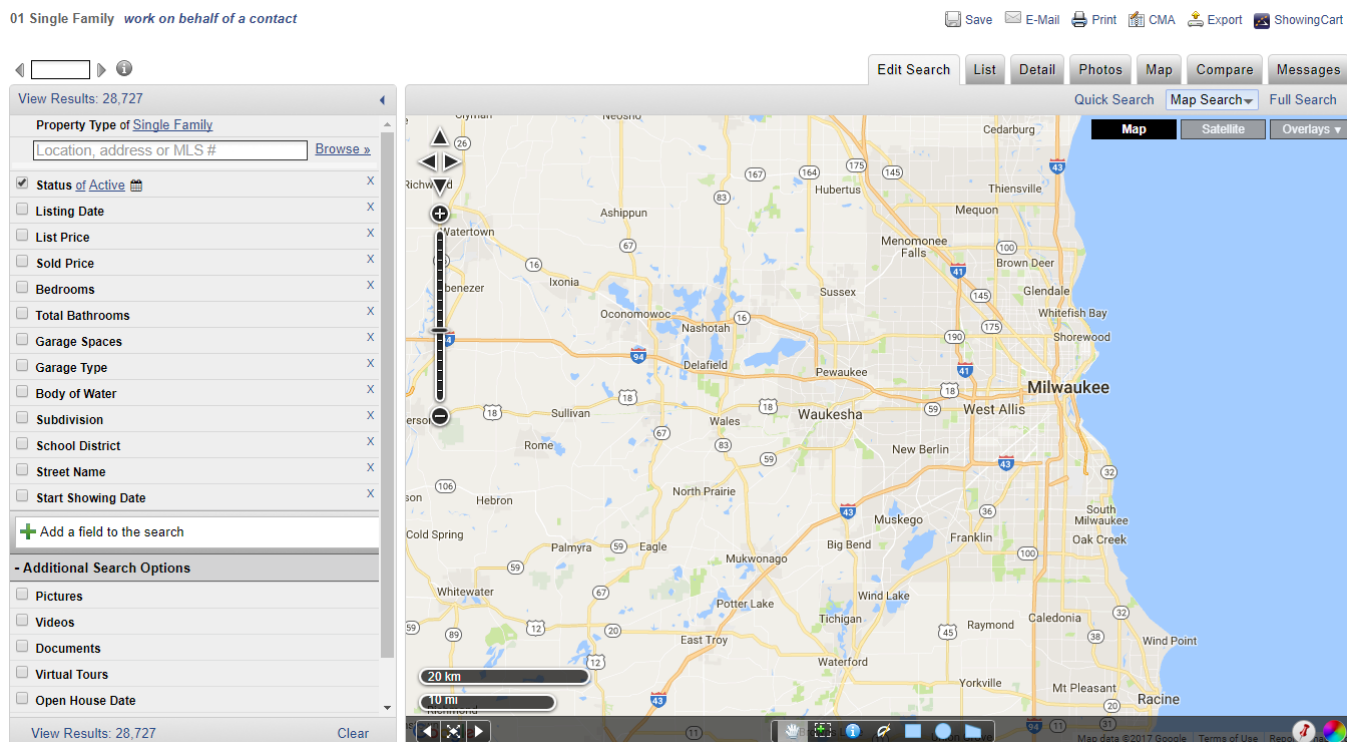
- Define and edit areas to search using the square, circle, or polygon shape tools; also perform a radius search from a specific address.
- View the map in satellite version.
- View the boundaries of counties and zip codes using overlays.
- View parcel information on any property.
- Use the Color Legend to view listings by MLS, price, and price per square foot.
- Label and color code search shapes.
- View acreage for a lot using the Acres overlay (if available).
- Show/hide listings or drawn shapes on the map.
- Use your saved Map Overlays for searching.

Map Search

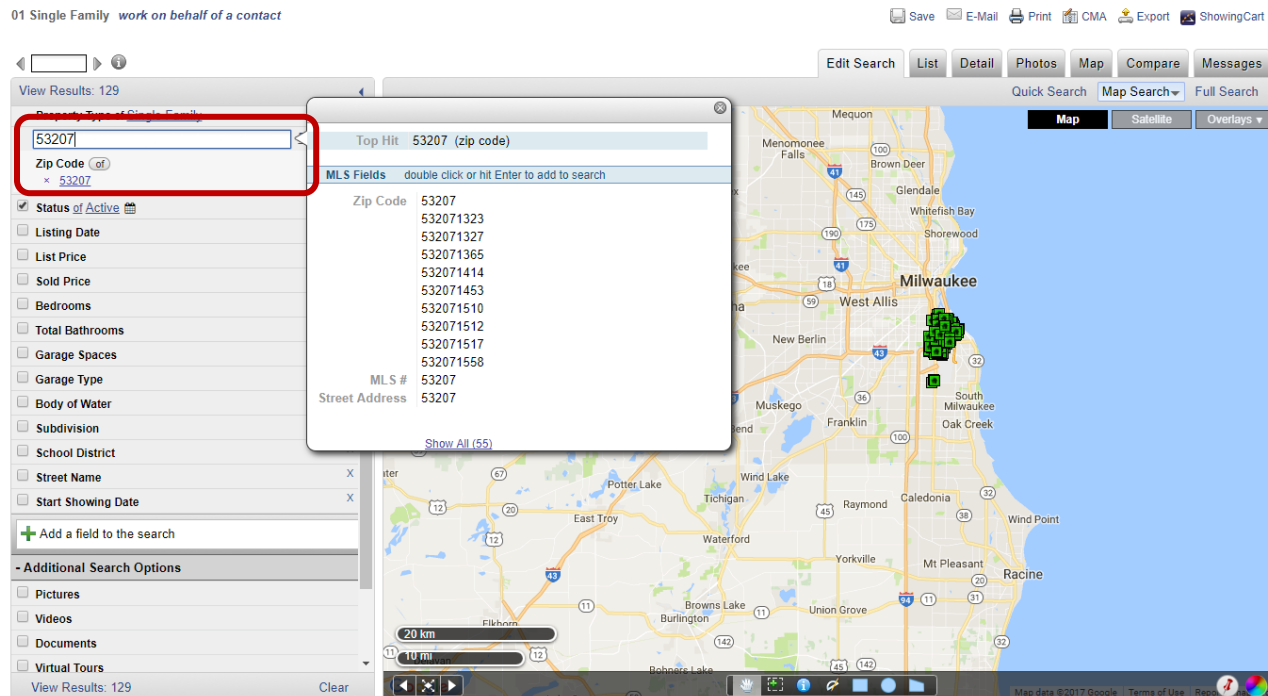
Map Search uses quick search templates based upon the property type you are searching; you may add and remove parameters to search if you wish. This map is the result of selecting the Map Search under the Search menu in the main menu tree.



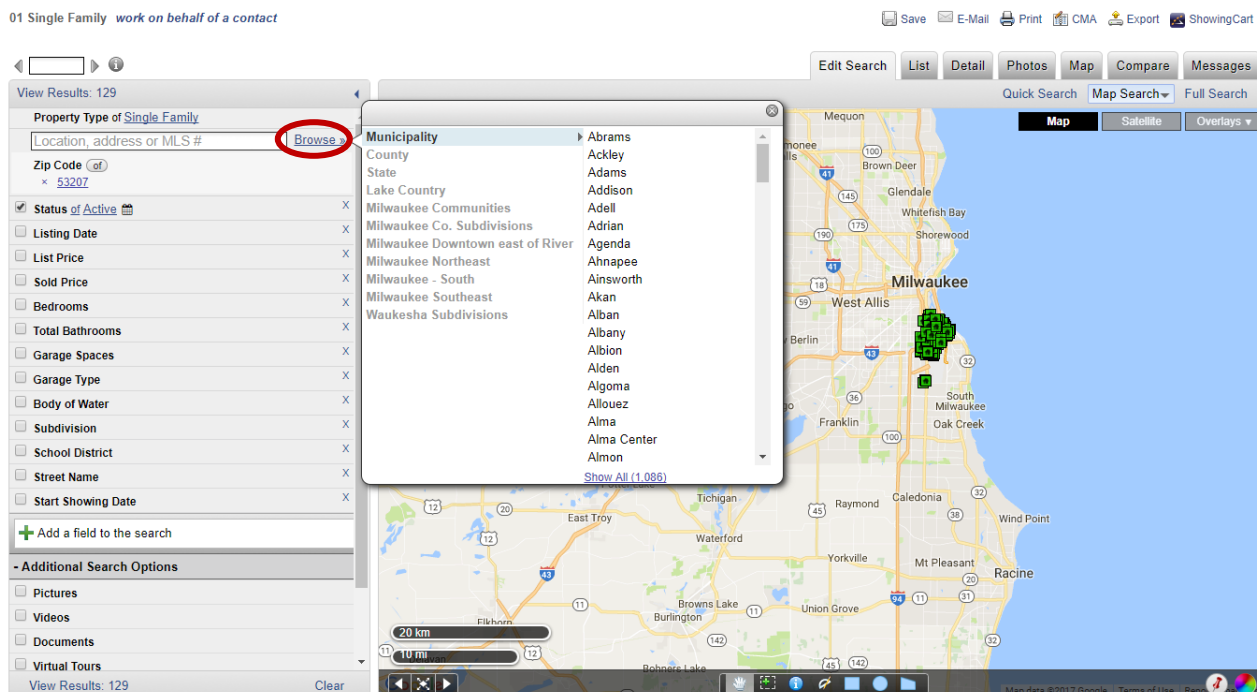
Once you select your desired property type search template and click the **Use** button, you will be routed into the screen where you can enter your search criteria.



In the left side pane, you will enter your search parameters. To search a location, use the Location search box. This is a text box for searching location fields such as street addresses, MLS numbers and custom Map Overlays. By default, State, County, Municipality, and Zip Code are included in the Location Search box. In the following example, we searched the zip code of 53207 by typing it into the Location search box and choosing it.



You may also enter your location by using the **Browse** link; this will present you with a box listing your primary location choices. This includes municipality, county, state, and your saved Map Overlays.



To enter data for any parameter, simply single left-click on the applicable field. This will open the data fields for that parameter. If you would like to search additional parameters that are not shown in the left side panel, click your mouse in the 'Add a field to the search' box (green '+'). You can either type in the parameter you would like to search for, or browse available fields. 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. The **View Results** link will automatically update as data is entered.

01 Single Family *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

View Results: 100

Property Type of [Single Family](#)

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

Zip Code [of](#) 53207

☒ Status of [Active](#) X

☐ Listing Date X

☐ List Price X

☐ Sold Price X

☒ Bedrooms [between 3 and 4](#) X

3 to 4

☐ Total Bathrooms X

☐ Garage Spaces X

☐ Garage Type X

☐ Body of Water X

☐ Subdivision X

☐ School District X

☐ Street Name X

☐ Start Showing Date X

[+](#)

- Additional Search Options

☐ Pictures

☐ Videos

☐ Documents

Add A Field

+ Accessibility

Bedroom on Main Level Laundry on Main Level

Full Bath on Main Level Open Floor Plan

Ramped or Level Entrance Ramped or Level from Garage

Roll in Shower Grab Bars in Bath

Level Drive Elevator/Chair Lift

Add Accessibility Features

Activities

Tour of Homes Date Open House Date

Any Bedroom on Main Level

Any Bedroom on Main Level

+ Appliances Included

Oven/Range Disposal

Dishwasher Microwave

Washer Dryer

Water Softener-owned Water Softener-rented

Window A/C Freezer

Other None

Refrigerator

+ Architecture

Log Home Farm House

The right side pane also displays 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 **Single Family** for the parameter of Property Type will allow you to make a change to a different property type.

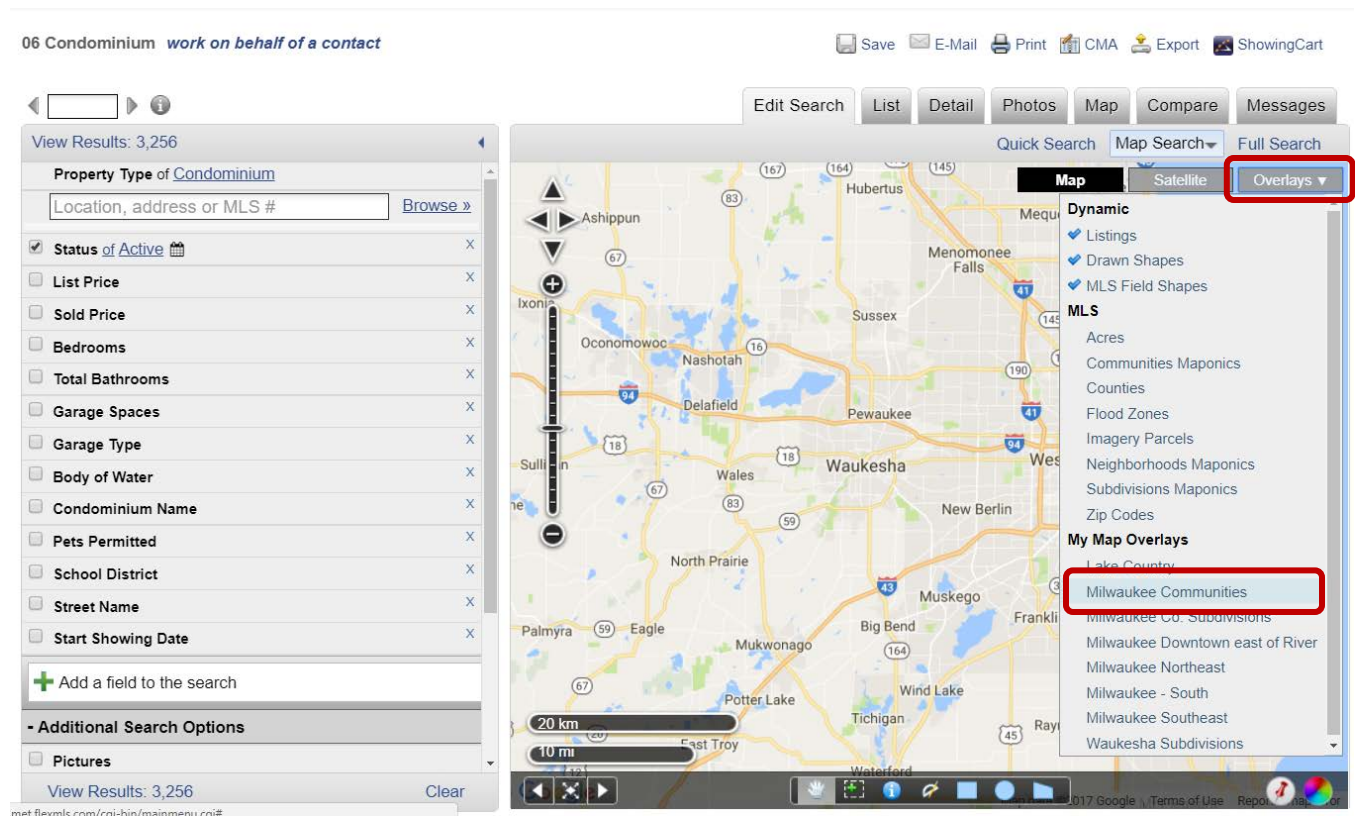
Property Type of [Single Family](#)

[Single Family](#)

[Multi Family](#)

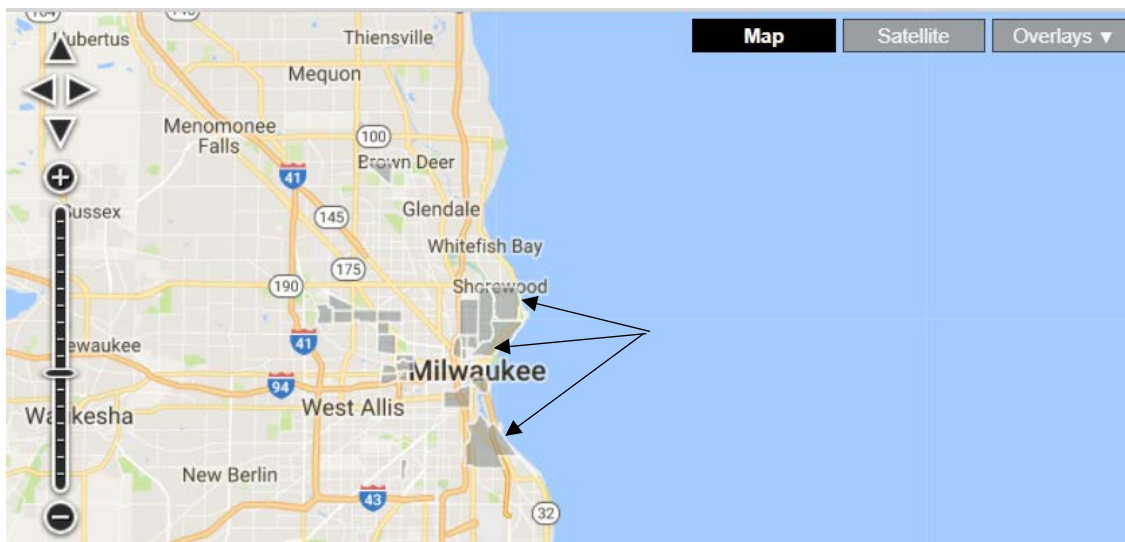
[Commercial](#)

To search using your saved Map Overlays, begin at Map Search under the Search menu. Choose your desired property type you wish to search and then click the **Use** button. Once you are within the Map Search module, in the upper right corner of the map, click the **Overlays** button; a list of your available saved overlays will appear under **My Map Overlays**. Select the overlay you would like to apply to the map by single left-clicking it.

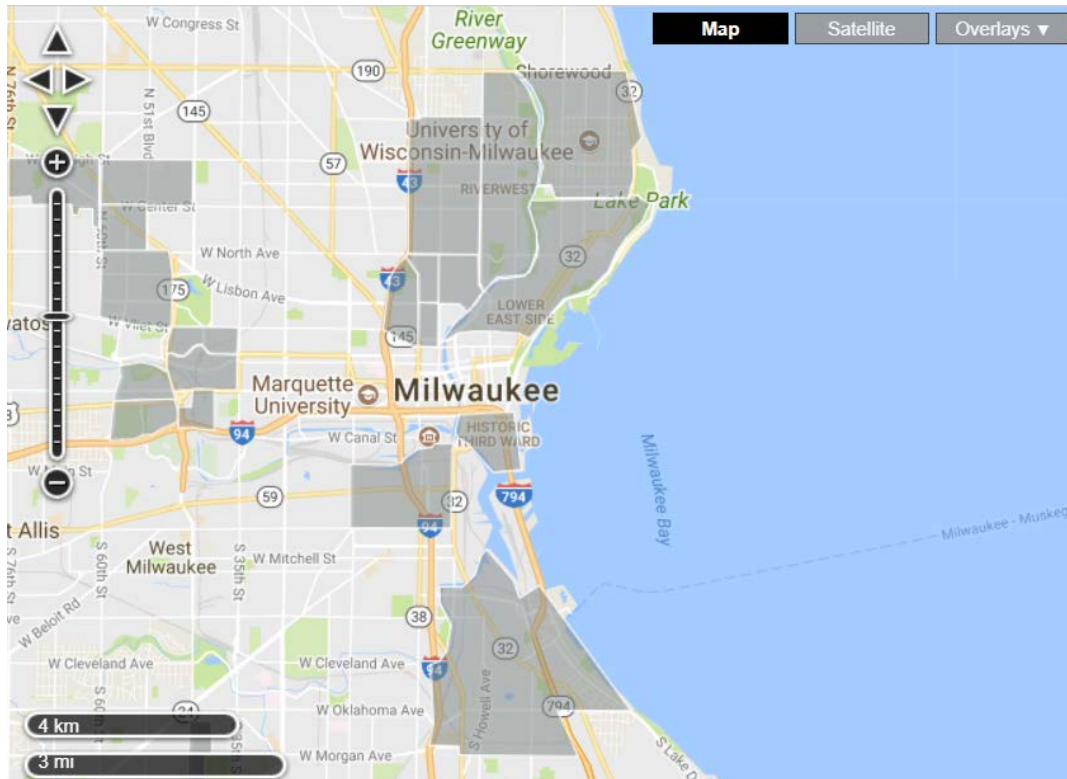


When your overlay loads, it may be difficult to see at first, as the map does not zoom you down into the general area of your neighborhood shapes; make sure to adjust your map by zooming in and dragging the area into your view until you recognize your neighborhood shapes.

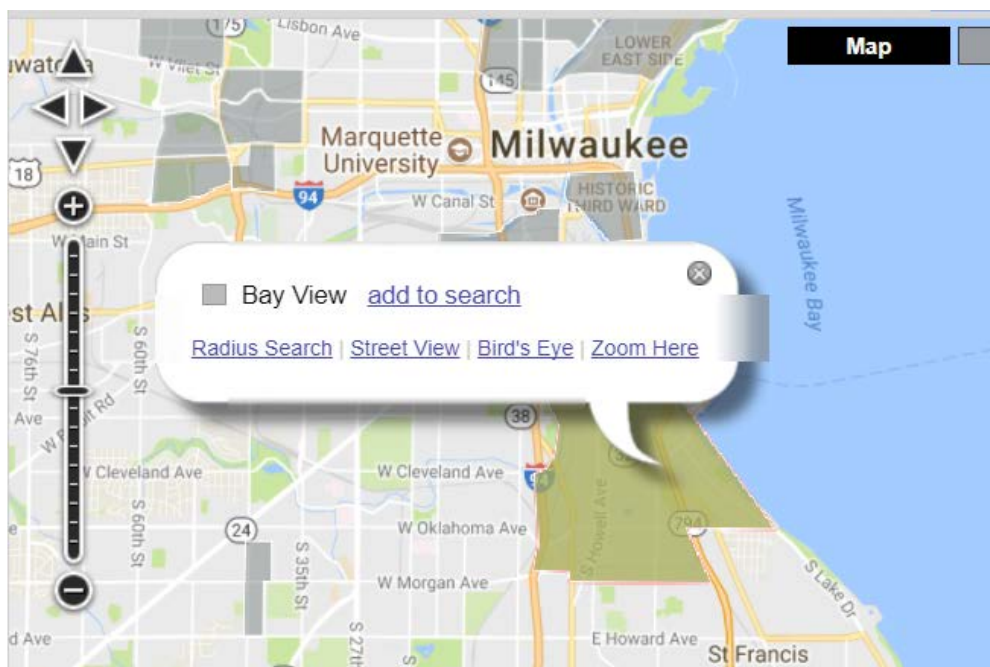
Before zooming with a map overlay loaded – the light gray areas are my neighborhood shapes:



After zooming with a map overlay loaded – shapes are apparent.



Once your neighborhood shapes are visible, you can add one or more of them; one at a time (if adding more than one), single left-click inside the shape you would like to add to your search; the shape info bubble will appear displaying the name you gave that shape. Click the 'add to search' link to add to your search. Repeat to add additional areas to your search, if desired.



Once you add your neighborhood shapes, they will appear in the left side quick search panel displaying the names and/or colors you saved them with, if applicable; if you did not name them, they will show as 'polygon'.

06 Condominium *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

Map Satellite Overlays

View Results: 23

Property Type of Condominium

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

Milwaukee Communities (within)

- ☒ Bay View
- ☒ Riverwest
- ☒ Brewer's Hill

☒ Status of Active

☐ List Price

☐ Sold Price

☐ Bedrooms

☐ Total Bathrooms

☐ Garage Spaces

☐ Garage Type

☐ Body of Water

☐ Condominium Name

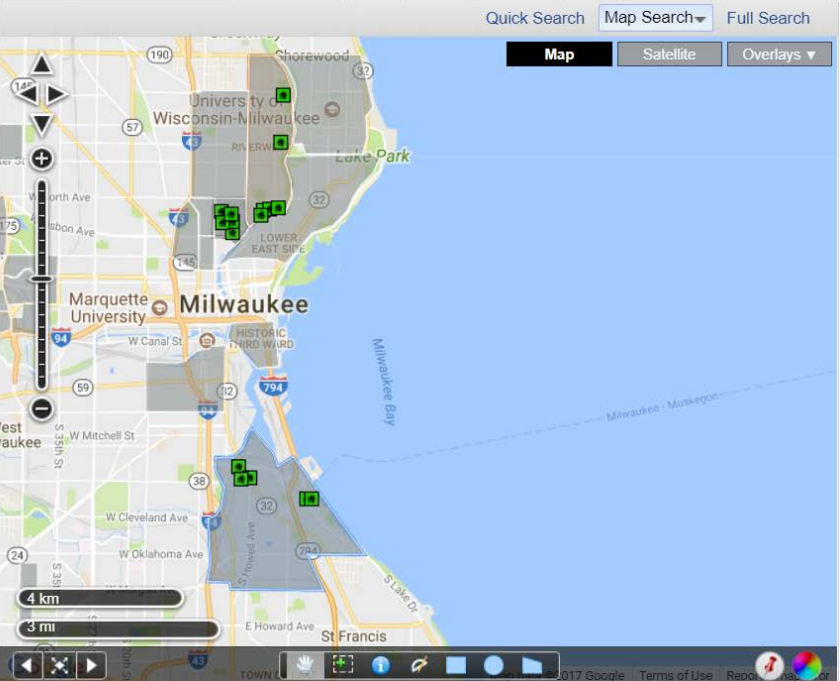
☐ Pets Permitted

☐ School District

☐ Street Name

☐ Start Showing Date

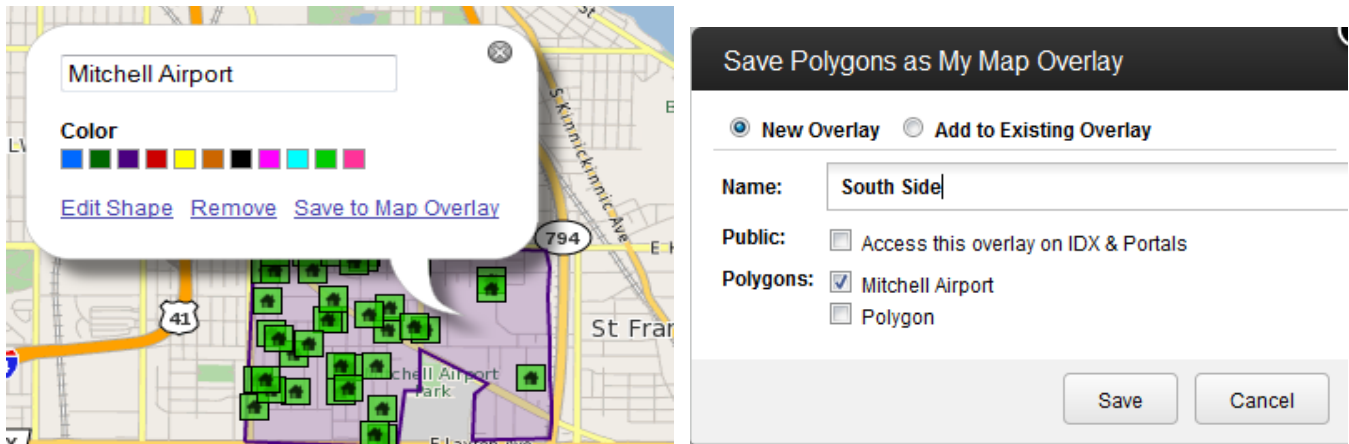
View Results: 23 Clear



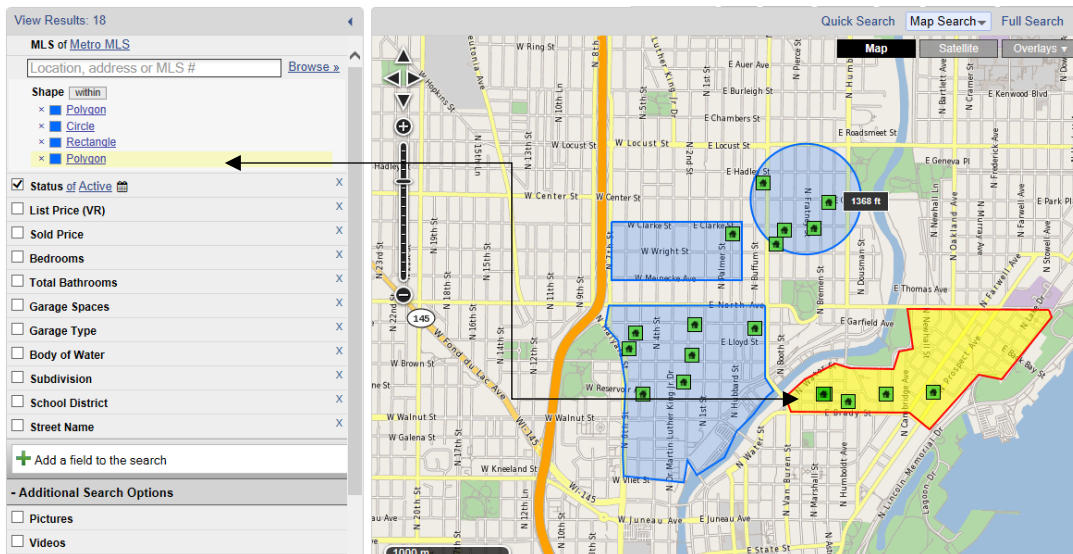
If you would like to enter any other search criteria, feel free to do so. To view these listings, click the **View Results** link. If you would like to remove any of the neighborhood shapes from your search, click the 'X' located to the left of the shape.

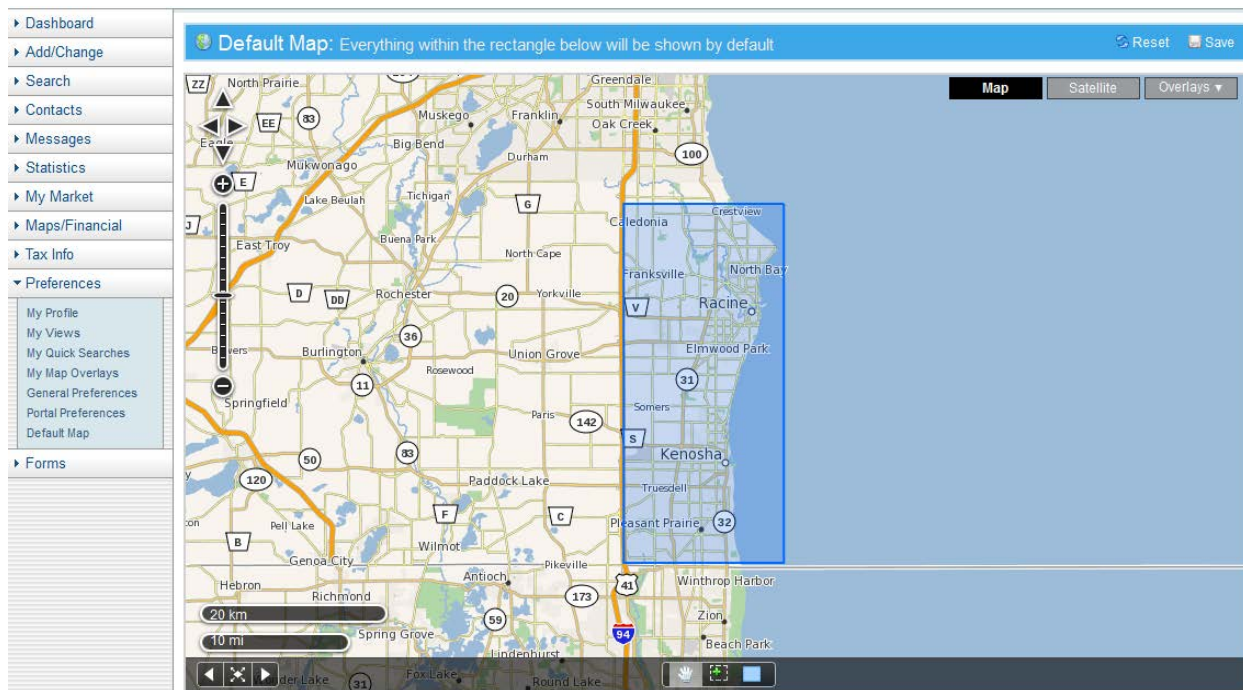
NOTE: If you define a shape on a map that you have added and overlay to, your results will be zero.

If you would like to add a newly defined polygon to a new or existing Map Overlay. To do so, after drawing your polygon, single left-click inside that polygon. You will get a 'Polygon' info bubble; in here, click the **edit** link. This will open your edit options for this polygon. You can label it and color code if you desire. To save it to a Map Overlay, click the **'Save to Map Overlay'** link inside that bubble. The 'Save Polygons as My Map Overlay' box will appear; from here, you can choose to save the shape to a new or existing overlay. If you save it as a new overlay, give your overlay a name. If you choose to save it to an existing overlay, choose from the list that will be presented to you.



If you have drawn multiple shapes on a map and you're not sure of which shape in the parameter list corresponds to on the map, hover your mouse over the shape label in the quick search panel; the shape on the map will highlight yellow, corresponding to the one in the parameter list.





Default Map Overview

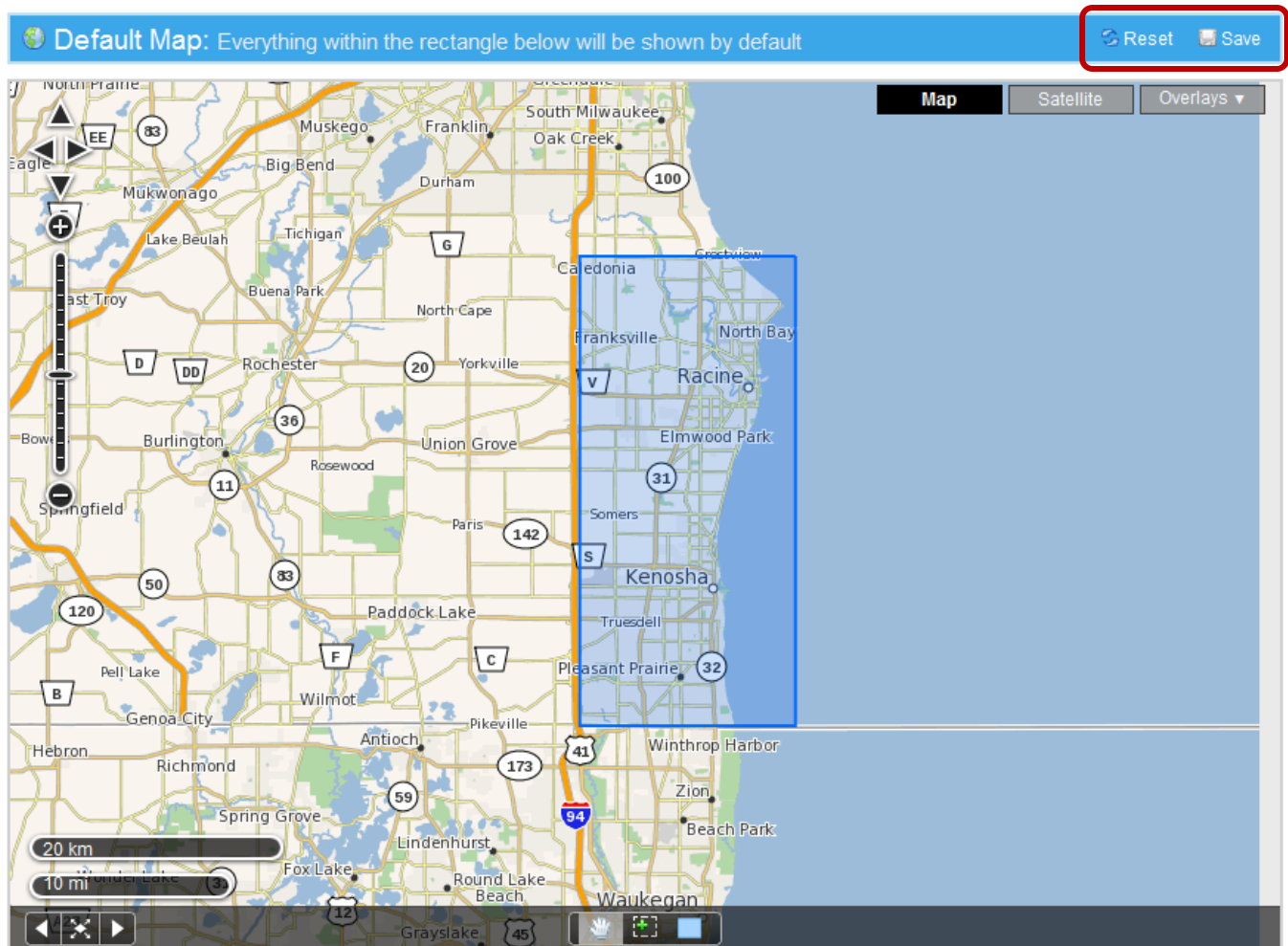
Default Map is a ‘nice to know’ module. You can access Default Map by clicking your Menu button; in the Preferences section, click **Default Map**. The Default Map preference lets you set a custom map area that will be used as starting point for all searches that use the map. The Default Map is also the map that is first displayed when you use the FlexMLS Maps under Maps/Financial in the main menu tree.

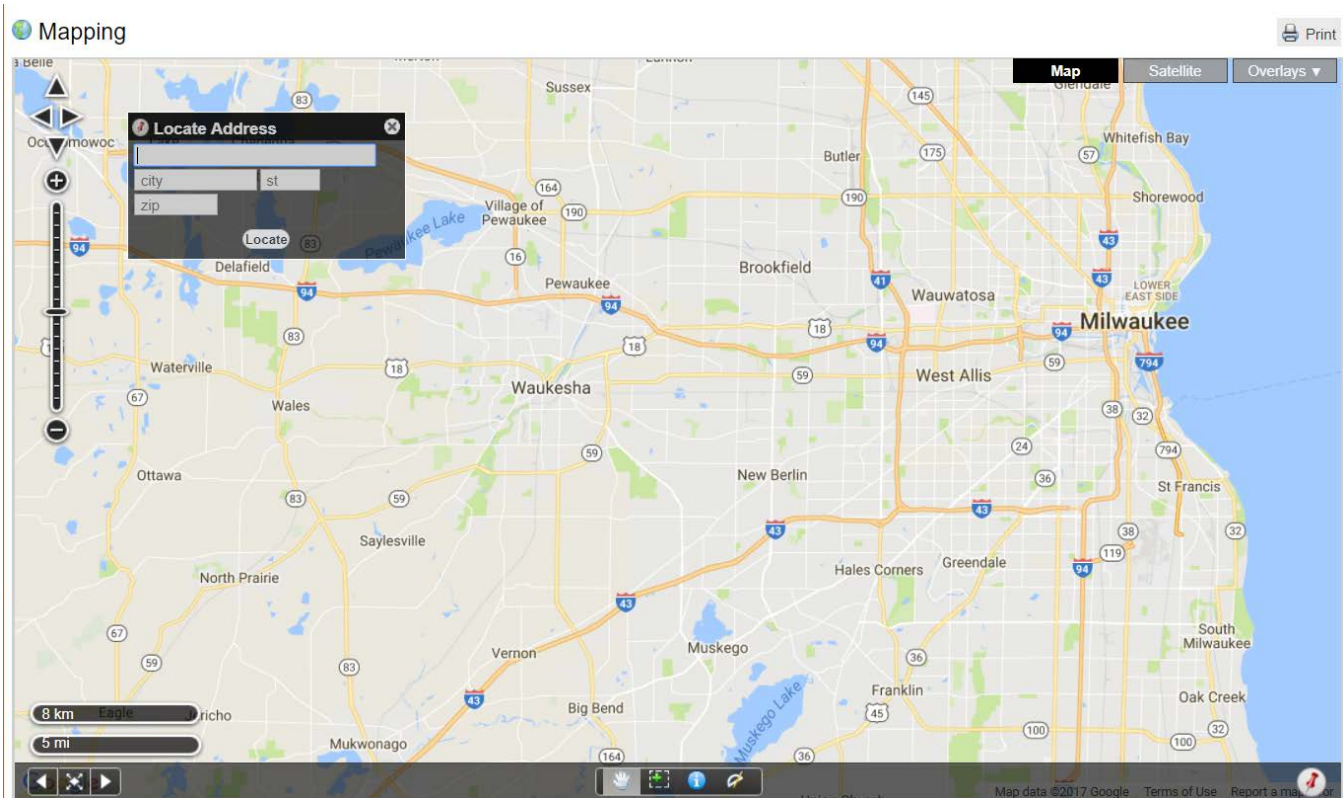
Default Map

The Default Map preference lets you set a custom map area that will be used as starting point for all searches that use the map. The Default Map is also the map that is first displayed when you use the FlexMLS Maps under Maps/Financial in the main menu tree.

To set your desired default map area, use the navigation tools at the left side of the map to adjust the map to the zoom level and location that you would like to use as your default; single left-click to select the rectangle tool at the bottom of the screen. When the rectangle tool is selected, single left-click (do not hold your mouse button down) an intersecting point of your desired area to define a corner for your rectangle (for example, the northwest intersecting points). Move the mouse (without holding the mouse button down) to highlight the area you'd like to use as your default, and double left-click to complete your rectangle.

If you make a mistake, you can click on the rectangle tool to draw a new rectangle, or click on the **Reset** button at the upper right to set the map back to the MLS default. When you are satisfied with the highlighted map area, click the **Save** button to save your map preference.





FlexMLS Maps Overview

FlexMLS Maps tab is a ‘nice to know’ module. You can access FlexMLS Maps by clicking your Menu button; in the Maps/Financial section, click **Flexmls Maps**.

It’s a basic map that allows you to perform some basic map tasks that are not tied to a listing. Navigation of this map works the same as with the other maps in FlexMLS. The functionality in this module includes:

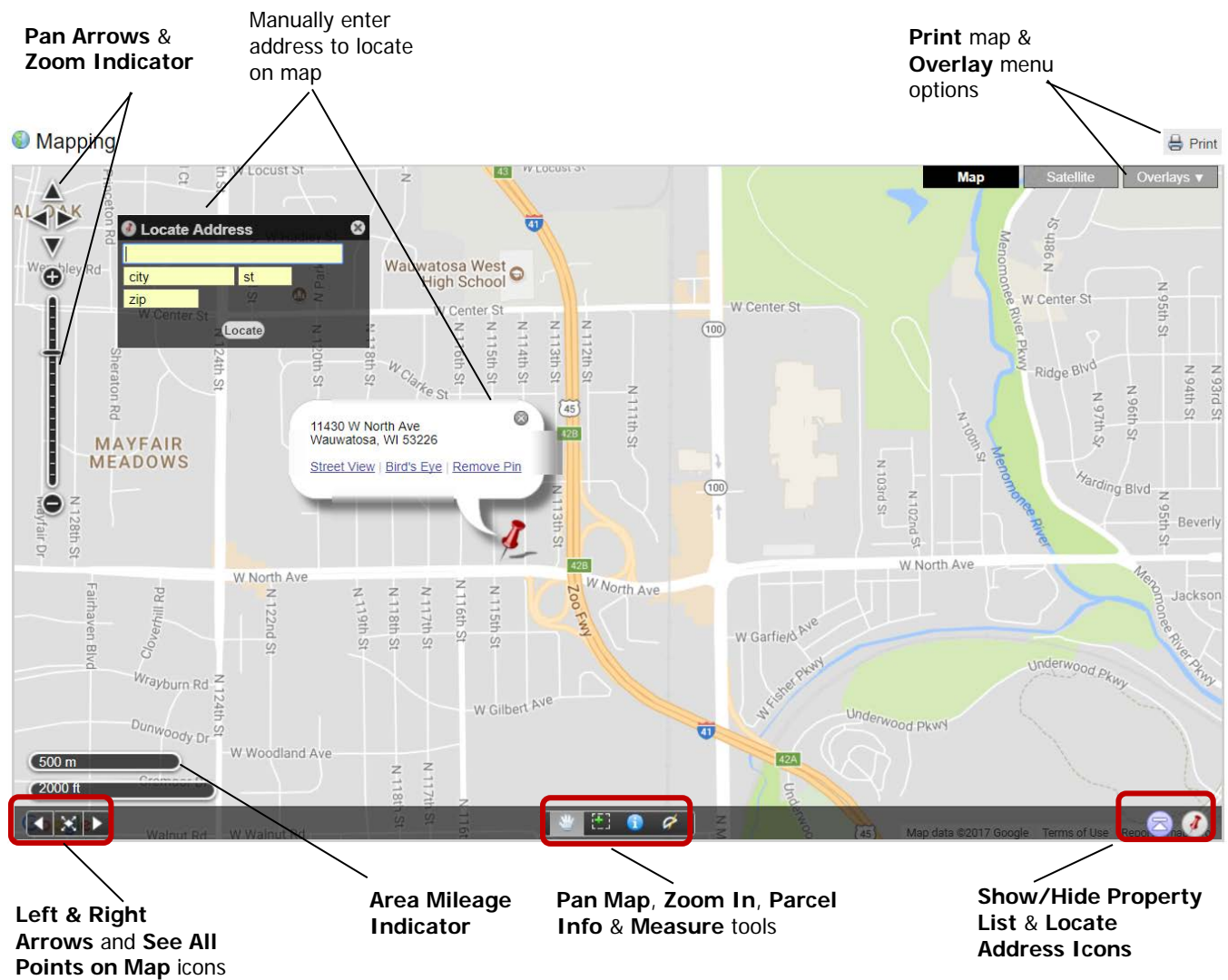
- Locate any address in the United States.
- View the map in satellite version.
- View the boundaries of counties and zip codes using overlays.
- View parcel information on any property that is within our coverage area.

FlexMLS Maps

If you choose *FlexMLS* Maps, 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. You can adjust the map using the Zoom Indicator and Pan Arrow tools at the left side of the map. 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.



- The **Pan Arrows** allow you to move the map in the directions of north, south, east, and west.
- 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 **Area Mileage Indicator** is a scale showing you what distance each bar is covering from tip to tip.
- The **Left and Right Arrows** allow you to move back and forth through previously viewed screens.
- The **See All Point on Map** returns you to the original map coming into the Map tab.
- The **Pan Map** tool allows you to reposition map.
- The **Zoom In** tool lets you zoom down to a specific area by single clicking your left.
- The **Parcel Info** tool gives you information on a selected parcel on the map. This information includes the full address, tax key number link to the full tax record, lot dimensions, and MLS listing history and acres, if available.
- The **Measure** tool gives you the distance between points on the map.
- The **Show/Hide Property List** tool will show or hide the property list when viewing listings on the map. To use, click the arrow button in the lower right corner of the map. When the arrow is pointing up, the list is hidden and clicking will display the list. When the arrow is pointing down, the list is displayed, and clicking it will hide the list. You may remove listings from the list by clicking the red 'X' next to the address. This icon will only show if you have more than one address loaded into the map.
- The **Locate Address** pin will show or hide the black Locate Address entry box.
- The **Print** button will print the current map.
- **Satellite** – This option button allows you to view the map in its satellite version.
- **Overlays** – This option button allows you to view the map using the following tools:
 - **Zip Codes** – This allows you to view your map area bordered by zip code areas. This feature is best viewed in the non-satellite map.
 - **Acres** - Allows you to view the acreage for a parcel lot within FlexMLS on any of the maps, if available.
 - **Counties** – This allows you to view your map area bordered by counties.
 - **Imagery Parcels** – Using the Satellite map, this option allows you view lot lines of the properties.
 - **Communities Maponics** – This allows you to view your map area bordered by popular community areas.
 - **Neighborhood Maponics** – This allows you to view your map area bordered by municipality-defined neighborhood areas, listed on the tax record.
 - **Subdivisions Maponics** – This allows you to view your map area bordered by municipality-defined subdivisions, listed on the tax record.

