## 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 screen shown below.

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	🗊 Selected: 0 🔒 📝 🖻				Edit Sea				Map Compare	
Results. 90	Price   Status   MLS #	Postal Municipality	List Price	Bedrooms	Full Baths			Garage Type		
		Wauwatosa	159,900	3	1	1	2.5			Single-Family
2	\$164,900         12/21 W Cathedral Ave           Vauwatosa, WI 53226- 3833         226- 3833           Active / 1542461 ▼	Wauwatosa	164,900	3	1	1	2.5	A	1,305	Single-Family
3	\$164,900         €         ∅           9938 W Ruby Ave         ₩auwatosa, WI 53225-         4718           Active / 1546864 ▼         C	Wauwatosa	164,900	3	1	1	2.5	A	1,498	Single-Family
	Wauwatosa, WI 53222- 1463 Active / 1536184 -	⊶ Wauwatosa	179,800	4	2	0	2.5	D	1,863	Single-Family

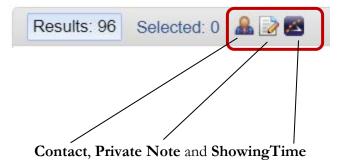
The numbered box to the left of the main listing photo is the **Select** box. Clicking it will add a checkmark to the box. Clicking it a second time will deselect the box. When you select any number of listings, they will automatically be added to **Selected**. To view only the selected listings, click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

The listing statuses are color coded for easier viewing; Active is green, Pending is gold, Sold is blue, Expired is red, and Withdrawn is black.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 Hotsheet. The Change Indicator will show for 72 hours after the change has been made to the listing.

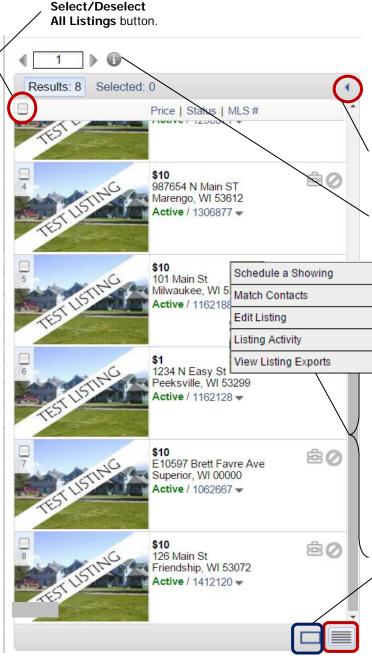
The list number link routes you to the data sheet on the Detail tab for that listing. The black downwards pointing triangle to the right of the list number link will display the Additional Actions menu for that listing. If it is **not** your listing, your only choices will be Schedule a Showing and Match Contacts. Schedule a Showing will allow you to send a showing request to the listing agent; 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. If it **is** your listing, you will also get the choices of Edit Listing and Listing Activity. 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.

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 tab 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 50<sup>th</sup> listing, the next 50 listings will load.

The three icons located to the right of the **Selected** link are functions related to the Messages tab called **Contact,Private Note** and **ShowingTime** 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 on the List, Detail, Photos, Map, and Compare tabs.



**NOTE**: The ShowingTime tool is *only* a request for a showing, not an actual appointment. Private Notes can only be seen by the author of the note.



When selecting another tab on the Search Results screen, such as the Map tab or the Detail tab, the List tab 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 **"i"** will show you the parameters of the search.

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

**Schedule a Showing** allows you to send a showing request to the listing agent of the property the request was accessed for.

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

**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.

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.

**View Listing Exports** routes you to the Export tab in the Listing Information link of the Change menu.



List Price: 179,900 Bedrooms: 4 Total Bathrooms: 2.5 G Spaces: 2.5 Garage Type: D Est. Total Sq. Ft.: 1,842 Property Type: Single-Family

Enjoy relaxing in the screened in porch. Beautiful HWFs & NWW compliment this 4 BR home. Lg eat-in kit boasts new counter tops & backsplash in 13. 1st flr 2 BRs w/generous closets + a full BA. Up you will find the MBR, ½ BA, & 4th BR w/airing porch. LL rec room offers great addl living space & a bonus 2nd full BA. Side drive to 2.5 car GA & patio area are a bonus. More recent updates include new windows on 1st floor 10, new furnace & C/A 10 & radon mitigation system 10. 1 year home warranty provided.



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 the data sheet for this listing in the Detail tab.

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

These 2 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 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.

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	MLS #		Status	Address	Price	Postal Municipality	List Price	Bedroor	Full ns Baths	Half Baths	G Spaces			Property ^
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2	1542461 🕶	ėor	Active	12121 W Cathedral Ave	\$164,900	Wauwatosa	164,900		3 1	1	2.5	A	1,305	Single-Family
3	1546864 🕶	±⊘₽	Active C	9938 W Ruby Ave	\$164,900	Wauwatosa	164,900		3 1	1	2.5	A	1,498	Single-Family
4	1536184 🕶	ėør	Active	4079 N 98th St	\$179,800	Wauwatosa	179,800		4 2	0	2.5	D	1,863	Single-Family
5	1539858 🕶	ėØP	Active C	510 N 111TH ST	\$188,000	Wauwatosa	188,000		4 2	1	2.5	A	1,714	Single-Family
6	1546914 🕶	ėør	Active	2661 N 69th St	\$200,000	Wauwatosa	200,000		3 1	1	2.5	D	1,267	Single-Family
7	1547984 🕶	ėØP	Active C	10706 W Michigan St	\$209,000	Wauwatosa	209,000		4 2	0	2.5	D	1,714	Single-Family
8	1553026 🕶	ėør	Active	10310 W Fisher Pkwy	\$219,000	Wauwatosa	219,000		3 1	1	2.5	D	2,026	Single-Family
9	1547212 🕶	±⊘₽	Active	548 N 107th St	\$224,900	Wauwatosa	224,900		4 1	1	2.5	D	1,685	Single-Family
10	1552254 💌	ėor	Active	10410 W Melvina St	\$225,000	Wauwatosa	225,000		3 1	1	2.5	A	1,868	Single-Family
11	1551633 🕶	±⊘₽	Active	2431 N 60th St	\$229,900	Wauwatosa	229,900		4 1	1	2.5	D	1,456	Single-Family
12	1551972 🕶	ėor	Active C	2570 N 82nd St	\$244,900	Wauwatosa	244,900		4 1	1	2.5	D	1,100	Single-Family
13	1553487 🕶	ėØP	Active	2339 N 115th ST	\$245,000	Wauwatosa	245,000		4 2	1	3	D	1,814	Single-Family
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### Custom Sort

You may change the order of your listings by using the Custom Sort function. Select your desired listings and click the **Selected** link. You can move the listings in two ways: by highlighting the desired listing to move and use the arrow buttons at the bottom of the screen, or 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.

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Ø	Price   Status   MLS #	Postal Municipality	List Price	Bedrooms	Full Baths Ha	If Baths	G Spaces	Garage Type	Est. Total Sq. Ft	Property Typ
	\$209,000 10706 W Michigan St Wauwatosa, WI 53226-4245 Active / 1547984 - C	Wauwatosa	209,000	4	2	0	2.5	D	1,714	Single-Fami
	\$200,000 2661 N 69th St Wauwatosa, WI 53213-1317 Active / 1546914 •	Wauwatosa	200,000	3	1	1	2.5	D	1,267	Single-Fam
	\$179,800 4079 N 98th St Wauwatosa, WI 53222-1463 Active / 1536184 ~	Wauwatosa	179,800	4	2	0	2.5	D	1,863	Single-Fam
	12121 W Cathedral Ave Wauwatosa, WI 53226-3833 Active / 1542461 ♥	Wauwatosa	164,900	3	1	1	2.5	A	1,305	Single-Fam
	\$159,900 4502 N 106th St Wauwatosa, WI 53225-4519 Active / 1549418 -	Wauwatosa	159,900	3	1	1	2.5	D	1,212	Single-Fam

Omlswis	vis Q Enter an Address, City, ZIP, MLS #, or Contact									Help ~	AW-N	1 as AW-M ×
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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 **Omlswis** icon will take you to your beginning Dashboard screen.

This function Center an Address, City, ZIP, MLS #, or Contact... is called the Quick Launch bar. This is a multi-purpose search bar you can use to quickly perform basic searches.

To the right of the Help link, is your **ID button** which will have your name or initials that contains access to your profile or to log out of FlexMLS.

The Menu button contains access to all system menu items.

To the right of the Menu button is the **Favorites** bar. In Menu, you can star most frequently used functions to add to your Favorites bar for quick access.

The Reorder link lets you change the order of your Favorites bar items.

The 'work on behalf of a contact' link located in the Search Results title bar allows you to apply Favorites, Possibilities, Rejects, and Agent Recommendations to listings from any search for your Portal Contacts.

The field located above the Results tab with an arrow on both sides is called the **Listing Switcher**. Clicking either arrow will advance you forwards or backwards (depending on what arrow you click) listing by listing on the Search Results screen.

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 automatically adds selected listings into a cart, 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 showing and open house feedback to the listing agent of the highlighted listing.

The **Schedule a Showing** icon (calendar) allows you to send a schedule a showing request with 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 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  $(1^{st}, 2^{nd}, 3^{rd}, etc)$  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** tab 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** tab is the default tab for all Search Results screens. This tab displays the results of your search using system or custom views.

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

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

The **Compare** tab 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** tab 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 **Save** link allows you to save a search or listings to a cart.

The E-Mail link allows you to e-mail listings via interactive version, or printer-friendly version.

The **Print** link 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** link 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 **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 tabs.

# Detail Tab Options

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.

### Report link

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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\$255,900 2339 N 115h ST Wauwatosa, WI 53226-110 Active / 1535282 •	1 1 1		12		Full Report Ad		http://www.metrom	s.com	Rose A.	as a courtesy Realtor, G.O.A ncy Realtors
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New Listing		Garage Spaces: Garage Type: De	3 tached	Est. Year Bui Lot Descripti	t: 1939 on: 61x120x61x120	Tax ) Tax	es: \$5,044.92 Year: 2016		ey: 336029500 g: Residential	
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9226 Harding Bivd Wauwatosa, WI 53226-171 Active / 1549098 → New Listing	÷02	Lot Description: Style: Architecture: Garage:	Sidewalk 2 Story Other Electric Door Opener			Terms/Misc: Documents: Appliances In Misc. Exterio	cl.: Oven/Range; R Softener-owned	: LeadPaint Disclosure; Ot frigerator; Disposal; Dish		
\$419,900		Driveway:	Paved			Misc. Interior	Gas Fireplace; (	Cable TV Available		
11822 W Clarke St Wauwatosa, WI 53226-114	÷0p	Exterior: Basement:	Brick; Aluminum/Steel Full: Block: Sump Pump	Dedict Ciclebra		Water/Waste: Municipality:	Municipal Water City	Municipal Sewer; Private	Well	
Active / 1535130 -	•	Heating Fuel: H/C Type:	Natural Gas Forced Air; Central Air			Accessibility		in Level; Full Bath on Mair	Level; Level Drive	•
		Remarks: Nestled neighborhood nea w/fireplace! Conve updated 1/2 bath! Showing Instruct Inclusions: Oven Exclusions: Selle	r all conveniences, school nient 1st flr master bedroo Newer furnace, central air ions: Call Showing Time ' frange, refrigerator, dishwa rs' personal property, curta	dedrive to awesor s & more! Superb om adjacent to sp and more! Home 1-800-746-9464 asher, disposal, w ain at top of stairs	ne 3 car garage, th kitchen w/wonderf arkling new main fli Warranty too! asher, dryer, EDO i & upper middle be	ul quartz counterti r bath! Optional sp & 2 remotes, exist droom.	ops, stunning tile backs acious 2nd flr master b ng window treatments	ew updates & is located in plash plus exquisite forma edroom near updated larg (except curtain at top of st	I dining! Inviting sp e 2nd flr full bath! F airs & upper middle	acious LR Plus a wonderfi e BR)
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		Ph: 414-327-7020 Fax: 414-327-6870			Listing Agent: Ph: 414-604-14 Fax: 414-327-6 Email: dbenso		ıp : 2528 3143	LA Address: 10 Milwaukee, WI 5 LO License #: 8 LA License #: 1	333837-91	Ave.
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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.

Search Results work on behalf of a contact								📄 Save 🔤 E-Mail 🖶 F	Print 🎆 CMA 🔮	🛓 Export 🛛 🚾 ShowingCart	
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3044 N 122nd St Wauwatosa, WI 53222-4019		+ MLS #	Status	Price	% Change	Date	DOM	CDOM Address	Begin Date	Original List Price	
Active / 1547794 -		- <u>1535282</u> Active		\$255,900	19.0%	06/15/2017	87	87 2339 N 115th ST	06/13/2017	\$264,900	
		Time		Changed By		What Changed		Old Value	New Value		
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New Lisung		06/15/2017	at 5:42 PM	Debra Benson		picture			list_picture: 2	2017-06-15 16.09	
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5 \$379,000 9226 Harding Blvd	ė0r	06/14/2017			Benson	documen		LeadPaint Disclosure	add		
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A Contraction of the Linding		+ <u>819039</u>	Expired	\$235,900	-9.2%	06/07/2006	84	84 2339 N 115th St	03/16/2006	\$259,900	
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6 11822 W Clarke St	=0p										

### Tax Info link

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

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						Edit Search	List Detail	Photos Mag	p Compare	Message			
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2339 N 115th ST Wauwatosa, WI 53226-1101 Active / 1535282 ~		Assessment Assessment	Property		Land	Improvement	Total	Percent					
Active / 1555202 +		Year	Class	4	ssessment	Assessment	Assessment	Of Change	Acres	Ratio			
		2016	Residential		\$ 76,900	\$ 142,000	\$ 218,900	0.000-		0.96965178			
T2 - 20x 00 New December 200 December 200		2015	Residential		\$ 76,900	\$ 142,000	\$ 218,900	0.000-		0.96689678			
\$309,000 1266 N 123rd St	20p	2014	Residential		\$ 76,900	\$ 142,000	\$ 218,900	0.000-		0.98620286			
Mouningtoon, MILE2006, 2106		2013	Residential		\$ 76,900	\$ 142,000	\$ 218,900	-12.088		1.06397542			
Active / 1548509 -		2012	Residential		\$ 54,100	\$ 194,900	\$ 249,000	0.000-		1.10269754			
New Listing						2011	Residential		\$ 54,100	\$ 194,900	\$ 249,000	0.000-	
How Elding		2010	Residential		\$ 54,100	\$ 194,900	\$ 249,000	0.000-		1.01573922			
CARGON CONTRACTOR AND A STATE		2009	Residential		\$ 54,100	\$ 194,900	\$ 249,000	0.000-		0.99016027			
\$319,900 12323 W Elmhurst PKWY	ŝØr	2008	Residential		\$ 54,100	\$ 194,900	\$ 249,000	0.000-		0.97912066			
Wauwatosa, WI 53226-2919		Taxes											
Active / 1535352 - C		Tax Year	Total Tax	First Dollar	Lottery Credit		Special Taxes	Special Assessment	Special Charges	Full Pag Amoun			
and the second		2016	\$5,186,51	\$57.83	\$108.76		TUNCS	\$25.00	Charges	\$5.044.9			
		2015	\$5,106,50	\$54.00	\$87.23			\$25.00		\$4,990.2			
\$379.000	-	2014	\$5,120.46	\$54.71	\$92.58			\$25.00		\$4,998.1			
9226 Harding Blvd	20p	2013	\$5,195.81	\$59.95	\$102.10	\$5,033.76		\$25.00		\$5,058.7			
Wauwatosa, WI 53226-1719		2012	\$5,653.36	\$63.49	\$88.50	\$5,501.37		\$25.00		\$5,526.3			
Active / 1549098 -		2011	\$5,455.65	\$58.02	\$76.79	\$5,320.84		\$25.00		\$5,345.8			
New Listing		2010	\$5,438.76	\$58.13	\$73.30			\$25.00		\$5,332.3			
		2009 2008	\$5,265.58	\$56.24	\$64.16			\$25.00		\$5,170.1			
\$419,900			\$5,059.78	\$29.05	\$67.04	\$4,963.69		\$25.00		\$4,988.6			
5419,900 11822 W Clarke St	\$07/	Assessor											
Wauwatosa, WI 53226-1144		Building Squ	are Feet : 1814			Year Built : 1939		Towns	ship :				
Active / 1535130 -			drooms: 3			ar Remodeled :			nge :				
			III Baths : 2			tive Year Built :			tion :				
			If Baths :			Conditioning : Yes			inter :				

### Mortgage Info

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.

2 🕨 🗊												
						Edit Sear	h List	Detail	Photos	Мар	Compare	Messages
esults: 6 Selected: 0	•	🗷 🦾 🔁			Report	History Tax	Info Mor	tgage Info	Documer	nts 🛃	ShowingTime	Calculator
Price   Status   MLS #		*** MetroMLS Agents. you would like actual	This is a generic c	alculator provided by	RatePlug. Ra	ates and produc	ts shown be	low are only	examples b	ased on r	narket averages.	– <u>Click Here</u> i
\$225,000 3044 N 122nd St Wauwatosa, WI 53222-4019	ėØP	Your actual rate Mortgage Payment C	, payment, and c				Estimate b	efore choo	osing a loai	1.	Personalize	Your Mortga
Active / 1547794 -		Key J Down Payment:	<u>15 Year</u> <u>Fixed</u> \$51,180	<u>30 Year</u> <u>Fixed</u> \$51,180	<u>Fi</u> Si	0 Year ked FHA 8,957^*	\$5	<u>ARM</u> 1,180	\$51		S	I Sales Price:
\$255,900 2339 N 115th ST	÷07	Mortgage Paymt: Rate: APR:	<u>\$1.476</u> 3.625% 2.885%	<u>\$1.022</u> 4.375% 4.115%	4	<u>\$1,200</u> 4.000% 5.021%	3. 4.	<u>877</u> 125% 014%	3.7			Payment: t or Percent 20% ▼
Wauwatosa, WI 53226-1101 Active / 1535282 -		Taxes: Ins./HOA Dues: PMI:	\$420 \$41 \$0	\$420 \$41 \$0		\$420 \$41 \$174		420 541 \$0	S	20 41 i0	CAL	CULATE
Contraction of the second s		Mo. Payment: Asking Price of \$255,9	\$1,937 00 with a Down Paym	\$1,483 ent of 20.0% and a Loa		1,835^* \$204,720. ^*FH/		1,338 for a 3.5% Dr		409 ARM loa	n payment & inter	est rates will

### Documents link

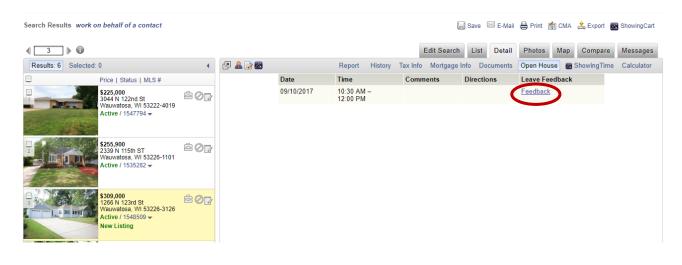
Accessing documents on listings can be done quickly, simply by clicking the **Documents** link. Any uploaded documents will be listed in the link. You may either click on your desired document using the link for that document, or selecting multiple documents and using the **View/Print Checked Documents**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



### 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.



### ShowingTime link

The ShowingTime link will be visible if this feature is active on a listing. If you click on either ShowingTime feature (circled in red) while a listing is highlighted (yellow), it will open you to a new tab to schedule a showing on that listing.

Search Results work on behalf of a contact		😸 Save 🔤 E-Mail 🖶 Print 🎁 CMA 🔔 Expo	t 🛃 ShowingCart
<b>∢</b> 3 ▶ <b>(</b> )		Edit Search List Detail Photos Map Comp	are Messages
Results: 6 Selected: 0	< ₽ ♣ ⊑	Report History Tax Info Mortgage Info Documents Open House 🖪 Showing	ime Calculator

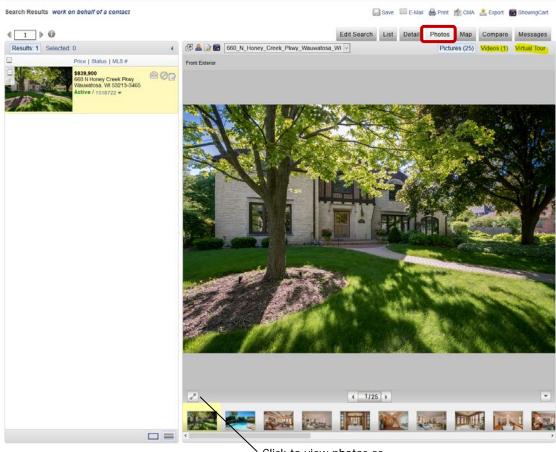
### Calculator link

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.

Search Results work on behalf of a contact				🔛 Save	🖾 E-Mai	I 🖶 Print	🏠 CMA	å Export 🛛 🧧	ShowingCart
<b>4</b> 2 ▶ <b>1</b>			Edit S	Search List	Detail	Photos	Мар	Compare	Messages
Results: 165 Selected: 0	د 🖪 🚨 🗉	🛿 🔤 🛛 Rep	ort History	Tax Info Mo	rtgage Info	Docume	nts 🛛 🛃	ShowingTime	Calculator
Price   Status   MLS #	^		Mortg	gage Calculato	or				
<b>S149,900</b> 4342 Glenway St Wauwatosa, WI 53222-1119 Active / 1550036 •	±0₽		nase Price: \$	24990	0 0 Percent	t (%) 🗸			
		Int	erest Rate:		5 Percent				
\$249,900	207		oan Term:	3	0 Joans (\$	5)			
Classification Classificatio Classification Classification Classification Classi			/ Payment:	\$1,07					
\$279,900 2508 N 71st St Wauwatosa, Wt 53213-1347 Active / 1547436 ♥	\$ 0 <b>d</b>	* The above payment amount is bas terms applicable to you and may not in	clude all costs y						

## Photos Tab Options

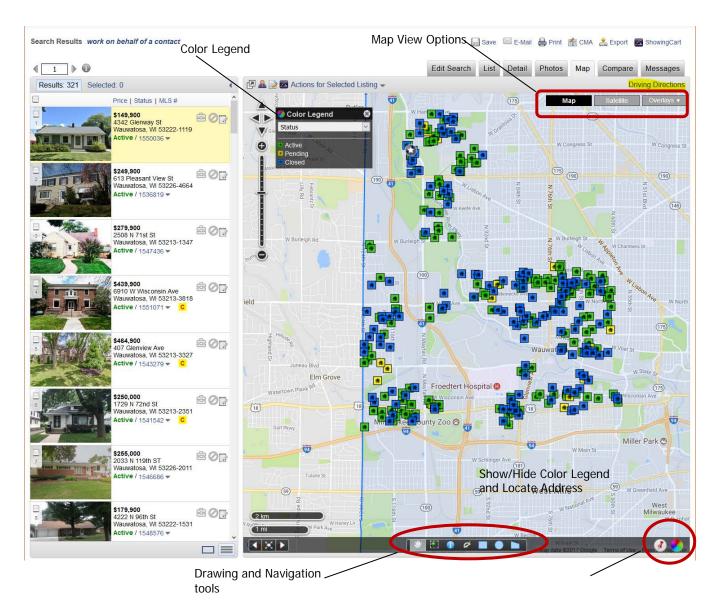
The Photos tab gives you access to all photos, videos, and virtual tours that are attached to the listing. The highlighted listing in the Summary panel is the property displayed. You may view different photos by clicking the desired photo in the Filmstrip. You can also view as a slideshow.



Click to view photos as a slideshow

# Map Tab Options

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



**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 **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** allows you to select listings and receive driving directions, via Google Maps. Maximum number of listings that can be routed is 10. 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.

### Compare Tab Options

The Compare tab is a graphed statistical report you can use to show how selected listings compare to each other in your Search Results screen. Each column is calculated independent of each other except for the price change and percentage of price change columns; those go together. Comparison Statistics (shown below) is the default report when you access this tab.

Search Results work on behalf of a contact			🔛 Save	🖂 E-Mail  🗧	Print 🎢 CMA	🔔 Export 🗾	ShowingCart
< 2 ▶ ()		Edit	Search List	Detail	Photos Map	Compare	Messages
Results: 96 Selected: 0	٠ 🚨 🍺	Compariso	on Statistics		Search Statis	stics Compari	son Statistics
Price   Status   MLS #	Current Listing	Original Price	List Price	Sale Price	CDOM	Price Chg	% Price Chg
S385,000 2118 N Menomonee River	2118 N Menomonee River Pkwy Wauwatosa WI 53226-2618	\$399,900	\$384,900	\$385,000	23	<b>\$</b> -15,000	-3.75%
Pkwy	This Search (96 Match	es)					
Wauwatosa, WI 53226-2618	Average	\$299,317	\$293,938	\$299,150	41	<b>\$</b> -17,213	-5.93%
Sold / 1517280 -	Median	\$289,900	\$289,900	\$297,500	29	\$-14,000	-4.6%
	Low	\$159,900	\$147,500	\$140,000	-1	\$-85,100	-15.61%
- 陸水 · 米 · · · · · · · · · · · · · · · · ·	High	\$549,900	\$549,900	\$590,000	335	\$-2,000	-0.74%
3 \$424,900 854 N 73rd St	Number of listings*	96 w/Orig. Pr.	96	63 sold	96	31	) changed price
Wauwatosa, WI 52213-3651         Sold / 1518525         4         5         5         5         5         5	■ <u>Median</u> ■Low ■Listing.	Orig. List Price	List Price	Sale Price	CDOM	Price Chg	Pr Chg Pct

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



### Search Results Statistics

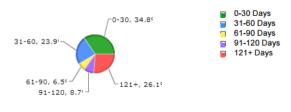
#### Average, Median, Low and High Statistics



#### 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	16	11	3	4	12
% of Total	34.04%	23.40%	6.38%	8.51%	25.53%
Average SP/LP	99.42	98.86	97.38	90.83	96.71
Average SP/OLP	99.42	97.84	95.07	87.20	86.24

DOM by Market T...





Average SP/LP

Average SP/OLP by ..



#### Cumulative 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	11	8	3	5	19
% of Total	23.40%	17.02%	6.38%	10.64%	40.43%
Average SP/LP	102.01	99.49	97.38	90.83	96.51
Average SP/OLP	102.01	98.19	95.07	87.20	90.40

For information on how the Compare is calculated, please see the Compare Tab on Search Results guide located on www.mlswis.com under Support > FlexMLS Manuals.

## Messages Tab 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.

Search Results work on behalf of a contact	🔛 Save 🔤 E-Mail 🖶 Print 🎁 CMA 🚖 Export 🚾 ShowingCart
	Edit Search List Detail Photos Map Compare Messages
Results: 96 Selected: 0	🚨 📝
Price   A Status   MLS #	Write a message to a client about the highlighted listing
\$419,900 11822 W Clarke St Wauwatosa, WI 53226-1144	Send Message
Active / 1535130 -	Send message about 11822 W Clarke St, Wauwatosa, WI 53226-1144 (#1535130)
2 \$179,800 4079 N 98th St Wauwatosa, WI 53222-1463	To: Barkleys (awmmlm@gmail.com)
Active / 1536184 -	Subject Message, 11822 W Clarke St, Wauwatosa, WI 53226-1144 Message
3         \$188,000         510 N 111TH ST         ☎          ☎           510 N 111TH ST         ₩auwatosa, WI 53226-4117         ★         ℃           Active / 1539858 ▼         ℃	
<b>\$164,900</b> 12121 W Cathedral Ave Wauwatosa, WI 53226-3833 Active / 1542461 ▼	
	Cancel Send Message
\$459 900	

## Edit Search tab Options

To edit a search from the Search Results screen, click the Edit Search tab. This may default to edit your search in the 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.

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

You may edit your search in three different ways: using the Full Search mode, Map Search, or the Quick Search by choosing the associated tab. 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:

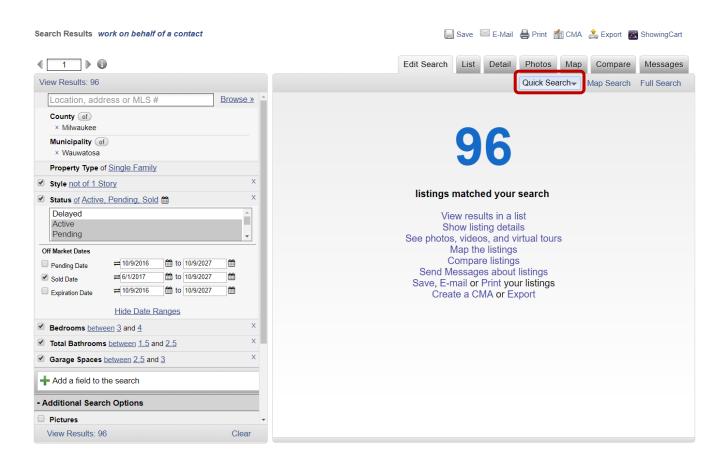
Search Results wo	ork on behalf of a contac		Save 🖻	E-Mail	🖶 Print 🏾 🏠	CMA 🝰 Exp	ort 🛛 🔀 ShowingCart		
<b>₹</b> 1 ▶ <b>©</b>	Edit Search List Detail Photos Map Compare Mess								
View Results: 96							Quick Sea	arch Map Se	arch Full Search
Main Ex	terior Dates	Interior/Rooms	Taxes	Address/School	Ot	ther	Office/	Member	Summary
✓ Status	Active Delayed Pending Sold Expired See All and Select Date Range	₽ Ca		Marinette Marquette McHenry Menominee Milwaukee		✓ M	lunicipality	River Hills Shorewood South Milwaul St. Francis Wauwatosa	kee v
Contingent	With Offer See All	Li:	st Price	0 to 999999999	999	S	old Price	0 99999999999999	to
✓ Bedrooms	3 to 4	✓ To	tal Bathrooms	1.5 to 2.5		🗹 G	arage Spaces	2.5 3	to
Garage Type	Attached A Detached None ¥	D Bo	ody of Water			S	ubdivision		
School District	21st Century Preparatory Sc Abbotsford Adams-Friendship Area See All	chool St	reet Name			S	tate	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, click the **Update Count** link to view your number of matches, click the **View Results** link to see your listings in the Search Results screen, or click **Clear** to remove all selected criteria and start over.

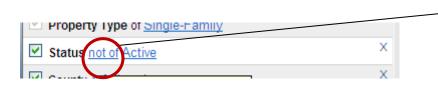
**NOTE:** You cannot edit the property type of a search using the Full Search mode; only Quick Search and Map Search offers that option.

## Editing a Search using Quick Search

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



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' in 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.

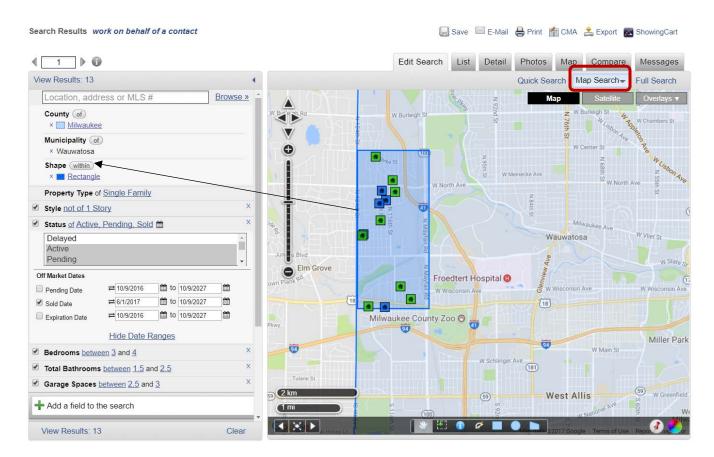
Other inclusive/exclusive hyperlinked choices include, but are not limited to between/not between, has/does not have, and within/not within.

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 s 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 **Update Count** link to see your number of matches and then click View Results to see the search results; or click the **View Results** link to immediately view the new matches.

### Editing a Search using Map Search

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



You may 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.

## Export Options

The **Export** link allows you to export the data on the listings (up to 400) into a .CSV file format. All search results may be exported, or just the listings that have been selected. In the Export menu, choose the type of export desired. After making your selections, enter the verification text, and click the **Export** button to continue. A dialog box will pop up, asking you if you want to open or save your generated file.

Export flexmls® Data to Other Software
1. Select The Data To Be Exported
<ul> <li>Export all matches (7 records)</li> </ul>
<ul> <li>Export selected matches (7 records)</li> </ul>
2. Select The Type of Export
<ul> <li>Generic Text Export</li> </ul>
The export format changed in January 2006 to use more accurate column descriptions. Check the box preceding this sentence if you would like the export in the old format. Please be aware, however, that the column descriptions may not accurately describe the contents of the data in the columns.
○ Custom Text Export Appraisal ▼
Toolkit CMA Export
3. Please enter the verification text in the box below
Enter text here
4. Click the Export button to receive the data
🚔 Export

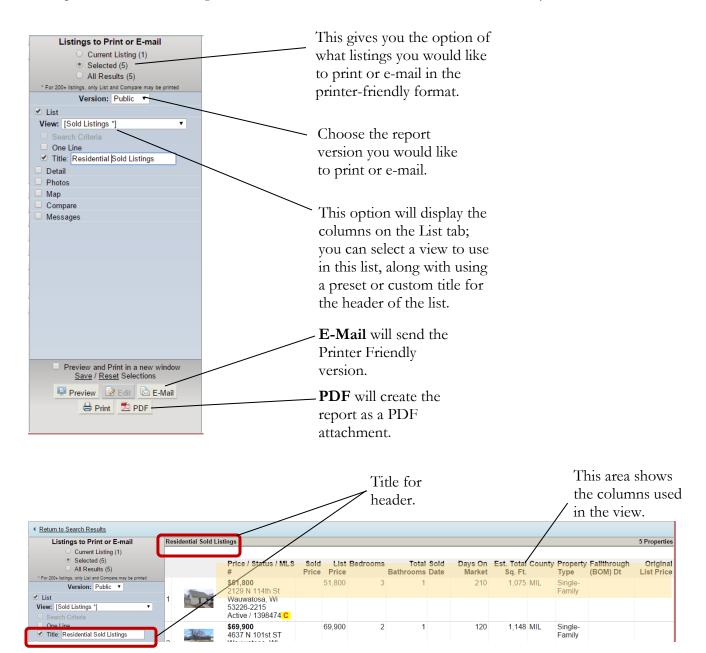
## CMA Options

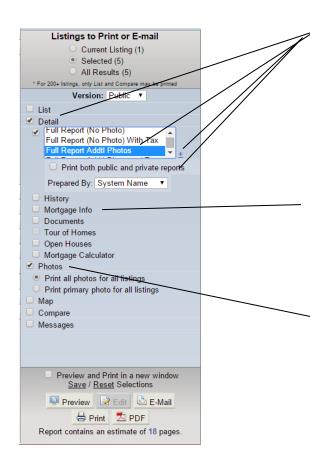
The **CMA** link allows you to pull your selected comparable properties into the CMA module (80 maximum on Full and Quick). From the CMA menu, you can select what kind of CMA you would like to create.

Create CMA			Step 1							
		Select CMA Type								
There are 7 selected listings.										
Comparable Market Analysis for Analos, Idanos,	1		Statistical Mi							
Full CMA		Quick CMA	Statistical 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.		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.	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:		n per this field" in the Queryll Statistical Analysis section of the CM	70							
Used to calculate "price per this field" in the Overall Statistical Analysis section of the CMA           Next Step >>										

## Print Options

The **Print** link 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.



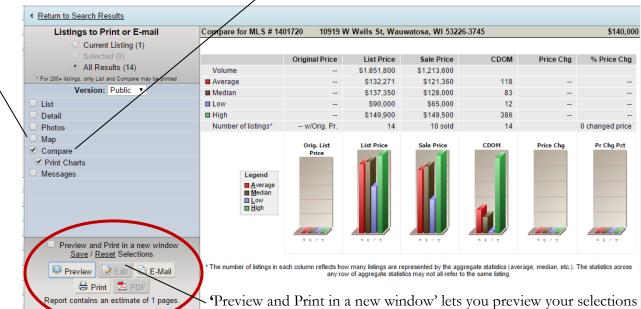


These are the options to include listing reports and the type of report can be selected using the menu. The blue '+' sign drops down the 'Prepared By' field. You may select 'Print both public and private reports' to give you both report versions for your desired listings with one command.

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.

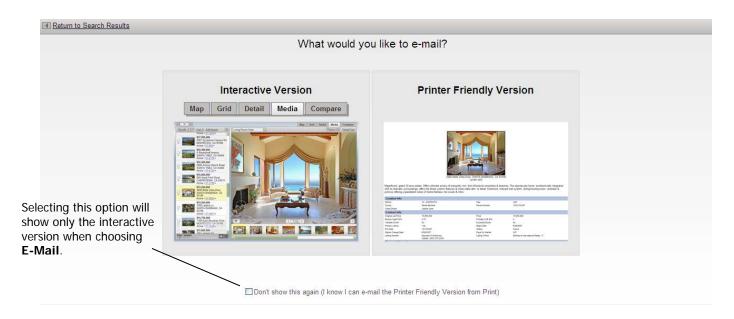
The **Map** option allows you to either print or e-mail the listings map. You have the option of doing a map for each listing, or combining all listings on one map. The **Compare** option lets you compare the currently selected listing to the others. **Messages**, excluding Private Messages, will show/print all messages received on your listings.



•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** link offers menu options when e-mailing data from *FlexMLS*.



### 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.

Listings to E-Mail		
<ul> <li>Current Listing (1)</li> </ul>	Recipients	
		Listings
<ul> <li>All Results (14)</li> </ul>	From:	jean@metromis.com [primary]
art Position: Default	To:	Choose from the list or Add New:
Version: Public Version		beta_portal_on
		betatest Chuck
w: [Single Family *]		gregg bell
Detail		Jean Patterson Matt Support
Full Report Addtl Photos • +		1 contact selected
History		You may also enter one or more additional e-mail addresses below:
Documents		Tou may also enter one or more adultional e-mail aduresses below.
Open Houses		Send a copy to me
Mortgage Calculator		Notify me the first time the recipient views this page
Photos Video(s)	Cc:	
Video(s) Virtual Tour	Options:	Send mail using my computer's e-mail program Save setting
Map		(ex. Microsoft Outlook, Mozilla Thunderbird)
Compare		
Branding	E-mail personal me	essage to recipient
Card Orientation: Left •	Templates:	test (Default)
Accent Background Color		📳 Save as New 🔄 Update 📑 Rename 🎼 Make Default 💥 Delete
Accent Dackground Color	Subject:	
	Message body:	this is my default
	Spell Check	citiz is my derodite
	HTML O	
	Text	

Return to Search Results								
	ings to E-Mail Current Listing (1)							
<ul> <li>Cart (8)</li> <li>All Results (848)</li> </ul>								
Start Position:	Мар	~						
Vei	Default Map							
View: [Single F		1						
Detail	-Tax							
Full Repo	- Documents - Open House							
Documents	<ul> <li>Mortgage Calculator</li> </ul>							
Open Hous								
Mortgage ( Photos	Virtual Tour Compare							
Video(s)	oompare							

Start Position: Default
Version: Public 💌
View: [Single Family *]
✓ Detail
Full Report Addtl Photos
+
Documents     Open Heurope
Open Houses Mortgage Calculator
Photos
✓ Video(s)
Virtual Tour
🗹 Мар
✓ Compare
✓ Branding
Card Orientation: Left 💌
Accent Backt Left or <mark>▼</mark>
▲ Right Save / Reset Sel Bottom

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

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.

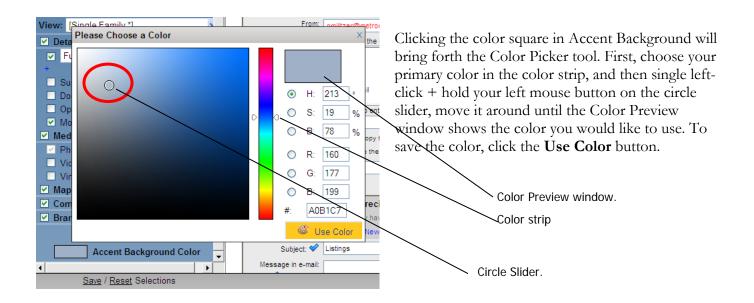
**Videos** will send any available videos that may be attached to the listing(s).

**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.



## Save Options

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

Search Results wo	rk on behalf of a contact					Sav	re Menu		Print 🏦	CMA 🚔 Export	ShowingCart	
<b>€</b> 1 <b>▶ €</b>						Save	e Search		notos	Map Compare	Messages	
Results: 96 Sele	cted: 3 🛛 🚨 📝 📧					Save	e Selected As		t 👻 Vie	t - View [Single Family *] ▼		
	Price   Status   MLS #		Postal Municipality	List Price	Bedrooms				age Type	Est. Total Sq. Ft.	Property Type	
	\$159,900 4502 N 106th St Wauwatosa, WI 53225- 4519 Active / 1549418 ◄		Wauwatosa	159,900	3					1,212	Single-Family	
2	\$164,900 12121 W Cathedral Ave Wauwatosa, WI 53226- 3833 Active / 1542461 -	£0₽	Wauwatosa	164,900	3	1	1	2.5	A	1,305	Single-Family	
	\$164,900 9938 W Ruby Ave Wauwatosa, WI 53225- 4718 Active / 1546864 -		Wauwatosa	164,900	3	1	1	2.5	A	1,498	Single-Family	
	\$179,800 4079 N 98th St Wauwatosa, WI 53222- 1463 Active / 1536184 -	₽0₽	Wauwatosa	179,800	4	2	0	2.5	D	1,863	Single-Family	

**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.

Price   Status   MLS #	Postal Municipality	List Price	Bedrooms	Total Bathrooms	G Sp	aces	Ga
\$124,900 4747 N 117th St ☆ ⊗ Wauwatosa, WI 53225-4322 Active / 1415093 ▼	Wauwatosa Save Selecte	124,900 d	3	2.5	8		D
	Collection Name Mitchell CMA		7				
\$134,800 ☆ ⊗ 6703 Hillside Ln Wauwatosa, WI 53213-3272 Active / 1431816 <del>↓</del>	Save to My Lis	sting Collect	 ions			2	N
\$148,900 4254 N 93rd ST ☆ ⊗ Wauwatosa, WI 53222-1509 Active / 1415129 <del>↓</del>	<	-	Sav	e Cancel	•	2.5	D
<b>\$149,900</b> 4346 Raymir PI ☆ 🛞						2.5	D

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

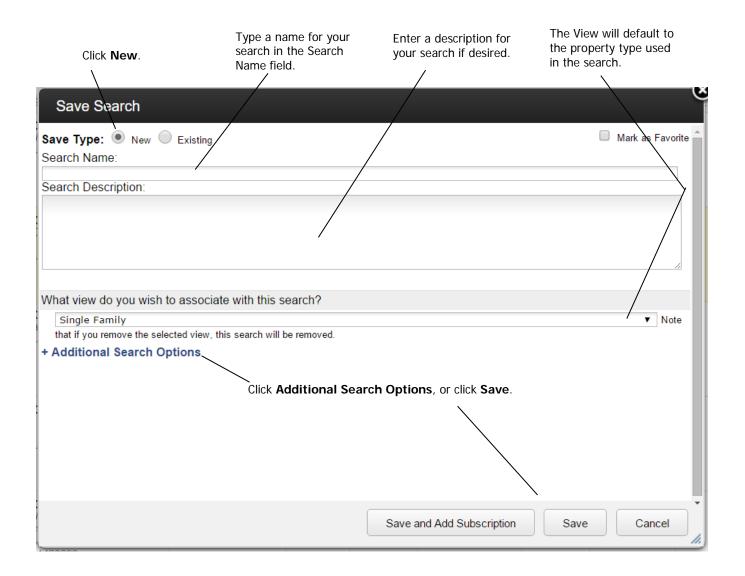
The **Save** link allows you to save your search criteria for later use. You can use saved searches for checking listing activity at a later date, or for a Contact or Market Area.

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

Click the <b>Save</b> link at the top of the Search Results screen to save your	Save	⊠ E-Mail	🖶 Print	🁘 СМА	🚖 Export	🔀 ShowingCart
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.



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.