Best of Flexmls: Searching
(Augusta Version)

1) QUICK LAUNCH

Flexmls | 🔍 Enter an Address, City, ZIP, MLS #, or Contact... |

   a) **MLS number - Example:** *540127*

You can only type in one MLS number here. For multiple numbers, see the MLS # Search section on the 3rd page of this document.

   b) **Address - Example:** *1264 birch circle*

If the property has a directional prefix like 503 S 2nd Street, you don't need to include the 'S' part as it will show you results that have the S, but also if there is a N 2nd Street as well.

   c) **Radius - Examples:** *1 mile from 540127* OR *2 miles from 1264 birch circle grovetown ga* OR *2 miles from doctors hospital of augusta augusta ga*

You can use the MLS number if you know it. If a property has not been listed, that's OK. Just type in the address. If it is not found (or in the wrong location), add the city and 2 letter state at the end without commas. It also works for locations like a specific hospital with a city and state. Your radius can be as large as you would like. Always check the map to make sure the radius is around your subject property.

   d) **Name - Examples:** *Nancy OR John's CMA*

This can be the name of something in Flexmls; a contact, a search, a member, a CMA, etc.

   e) **Search - Examples:**

   land, 200-300k, 30809 30814
   sold within last 6 months, 1-1.5m, city of evans
   *active, <400k, sub of kelarie*
   active pending, 300-350k, 3-4 bed, 2 bath, 1500-1800 sqft, area of aiken

This is power user searching. You can search for things like beds, baths, square footage, etc. If you do a range (i.e. 2-3), it will look in that range. If you need a specific number, then type in *2-2 bath* and it will look for just 2 total baths. If you type in *2 bath*, then the system will read it as 2+ total baths. There are

also multiple options for a location. Remember the radius option? Instead of *sub of kelarie* above, you could type *1 mile from 540127* or *2 miles from 1264 birch circle grovetown ga* with all those other search parameters.

f) Menu item - Examples: *opt-in status OR saved searches*

If you click on the Menu button below the Flexmls logo, you will see all the menu options. Once you have learned what things are called, you can pull them up quickly in the Quick Launch bar. Don't forget to utilize the New Tab option so you can have multiple tabs open in Flexmls at the same time!
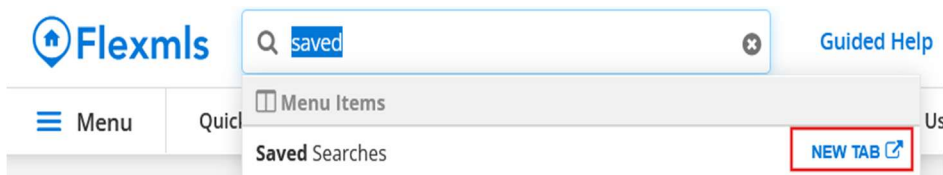
Honey Tip!: You will notice that I don't capitalize anything I type into the Quick Launch bar. It is not necessary, and it allows you to search more quickly.

2) ADDRESS SEARCH / MULTIPLE ADDRESS

The quick launch will allow you to search for a specific address, but only one at a time. If you want to see all the properties on the 3100th block of Fancy Trail, then use the Address search. Be aware that the default for the Street Name is what is called a contains function, which means if you type in something like Oak it will return properties with the street name of Smiling Oak, Oakwood, etc.

The Multiple Address Search is great if your client gives you a list of properties they saw somewhere else, and you want to look them up.

3) MLS # SEARCH

The main use for this is like the previous example where a client gives you a list. Type in an MLS number, then a comma, then another MLS number. You can type in as many as you would like, and a search will return listings in the order you typed.

Honey Tip!: Don't forget that whenever you do a search and select some listings, you can go to the Map tab and click on Driving Directions in the upper right corner. This works for not just the MLS # Search but any search where you can select listings. You can also click on the 3 dots to the right of the Report Violation button in a search and select ShowingTime to schedule multiple listings at the same time.

4) THE RED PUSH PIN

The Red Push Pin is a little hidden on the Map tab, but it is another way to find an address, zoom into it, and do a radius. Just click on it and type the address into the popup.

Honey Tip!: Use the Red Push Pin when you need to do a radius search of less than 1 mile. The radius search in the Quick Launch bar has a minimum of 1 mile, whereas the Red Push Pin will let you choose a value like .10 or .25.

5) FAVORITE SEARCHES

Are you tired of always having to type in a particular search parameter where you do a lot of business, like a favorite subdivision or a certain zip code? You can save a search and make it a Favorite. Just check the box 'Mark as Favorite' when you save the search.
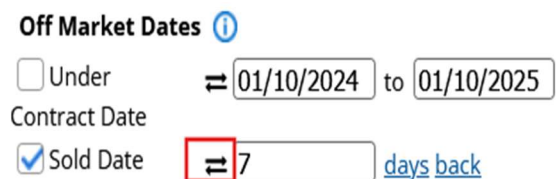
When you go to the Saved Searches page, you will see a separate section for your Favorites. Just remember, if you are going to use it as a template for a client and add more parameters, save as a new search so you don't save over your template Favorite search.

6) QUICK SEARCHES

Quick Search is the most common search used in Flexmls. Here are a few things you can do that you may not be aware of:

a) When you search for an off-market status like Closed, it will show you the option for Off Market Dates. If you click on the 2 small black arrows, you can toggle between an absolute date range and a relative date range. For the relative date range, choose something like 7 days, 7 months, or 7 years. Just click on the blue hyperlink <u>days</u> to switch to months and years then back to days.

b) When you see an 'of' option, you can click on it to change it to 'not of' in case you want to avoid something. Let's say you draw a 2-mile radius around Doctors Hospital of Augusta but don't want listings in the Forest Hills Racquet Club subdivision because it has high HOA fees (hypothetically).

<u>Honey Tip!:</u> <u>Watch the hover text that may pop up when you are using your mouse in Flexmls. It can tell you about functionality that you may not be aware of.</u>

c) If you click one the blue box 'Add a field" it will show a popup with all the fields. If you type in something like *central air*, it will narrow it down to everything that has central air like Cooling. You can add the individual field over to the left side by clicking it or click on the blue plus sign next to the bold word **Cooling** and add the entire group over.

d) Templates like **1 - Residential** are provided for you, but you can make your own. In the Quick Launch bar, type in *quick search templates.* You can create a new Quick Search with the fields you want, in the order you want. This is great if you are always searching for a field not in the list and you want it to show up every time or you don't use certain fields. Or you can add and remove a few fields to your current template, then click on Save then Save Quick Search Template and save it there.

7) MAP SEARCHES

When you are on the Map tab, there are three shapes you can use to draw on the map: the rectangle, the circle (i.e. radius), and the free-form polygon.

To use any of them, click on the shape then click on the map.

a) For the rectangle, start to move your mouse and you will see a rectangle appear. Continue to move your mouse until you are happy with the size and shape, then click again to finish the shape.

b) For the circle, start to move your mouse out away from the location you clicked to start it and watch the label that tells the radius size. Your radius can be as large as you would like. Click again to finish the circle.

c) For the free-form polygon, it is a little different. Click on the map to start the shape. Every time you click, it gives you a point and creates a line between points. If you continue to click, you can make a very specific shape. The key here is when you are finished, stop moving your mouse and double-click to finish the shape. It also won't work if your sides intersect (think of Ghostbusters and DON'T CROSS THE STREAMS!!!).

d) Once you have drawn a shape, look on the left side for Shape and the button that says 'within'. Click on the small x right below the word Shape if you want to delete the shape. If you click on 'within', it will switch to 'intersection' and you can just look at listings where the shapes intersect (think the inside of a Venn diagram). Finally, if you click on 'intersection', it will switch to 'not within'. This means that you can draw a shape and avoid listings inside the drawn shape.

Honey Tip!: *You can save these shapes and reuse them in the future. If you click on the word Polygon in the screenshot above, it will create a popup on top of your shape on the map. Click on Edit, then name it. Think thematically or geographically like North of Highway 20. Then click on Save to Map Overlay. You will get another popup that says, 'Save Polygons as My Map Overlay'. Name the Map Overlay something that makes sense to group your shapes like Waterfront Properties or Gated Communities. Then click Save.*
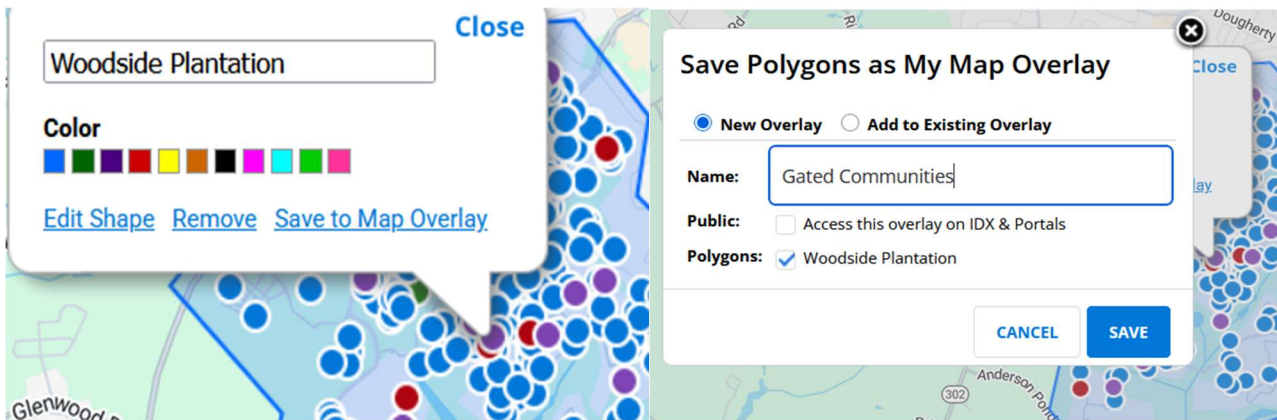

If you ever want to use the shape in the future, click inside the box on the left under View Results when you are in a search. You will see a popup with your shapes. Type in the name if you need to narrow it down. Double-click the name to add it to your search.

8) NOSY NEIGHBOR

In the same section as the shapes, you will see a blue circle with a white i icon. This is called Nosy Neighbor. To use it, zoom in on the map to a neighborhood (you can keep double-clicking the map to zoom in). Once you see parcel boundaries with house numbers on them, you are ready to use the Nosy Neighbor function.
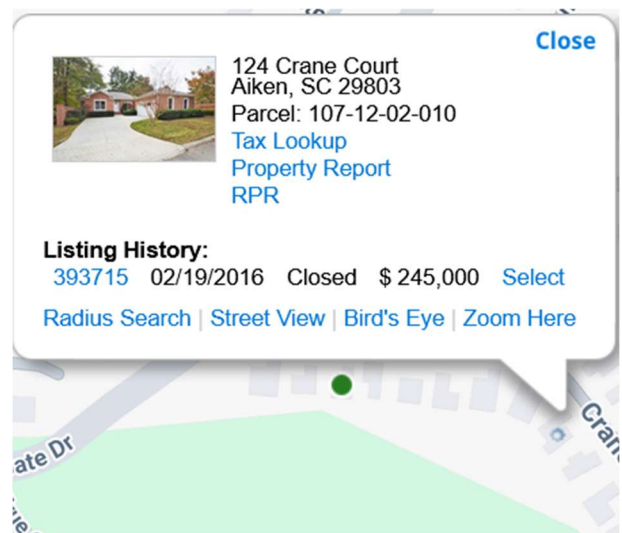
Click on the icon and then inside the boundary of a parcel. You will get a popup that will show you if the property has ever been listed.   You can also look at Google Street View or Bird's Eye (satellite imagery) for the property.

9) THE "ALL MY LISTINGS" SEARCH

Do you want to see all the listings you have ever sold? It's easy:

a) In the Quick Launch bar, type *report* and click on Report Generation in the dropdown.

b) In the 'Add a field to the search' box, type in *member* and click on Listing/Selling Member in the popup that comes up. It will add it to the left side.

c) Type your last name into the box and click on the Find button. Click on your name and make sure to select all 4 checkboxes so you see any listings where you were the co-listing or co-selling agent.

d) Once your name is highlighted blue, you should see the results. Switch to the List tab to see all of them.

e) Save the search (you can even make it a favorite) so you can pull it up anytime.

10)   MAP OVERLAYS

When you are on the Map tab, there is an Overlays button in the upper right corner. If you click on it, it will show you many different options. If you select Zip Codes, it can show you what zip code a property falls in. Or select Flood Zones if you want to see if a certain property is in a flood zone.