



Quick Launch

The Quick Launch is multipurpose search bar located at the top of most screens in Flexmls. You can use it to access recent searches, search various areas of Flexmls, and create basic listing searches. Whenever you use the Quick Launch, you can click on an option to view it in the current page, or click on the pop-out icon to open the page in a new tab. This lets you multitask by allowing your work to remain open in the original browser tab.

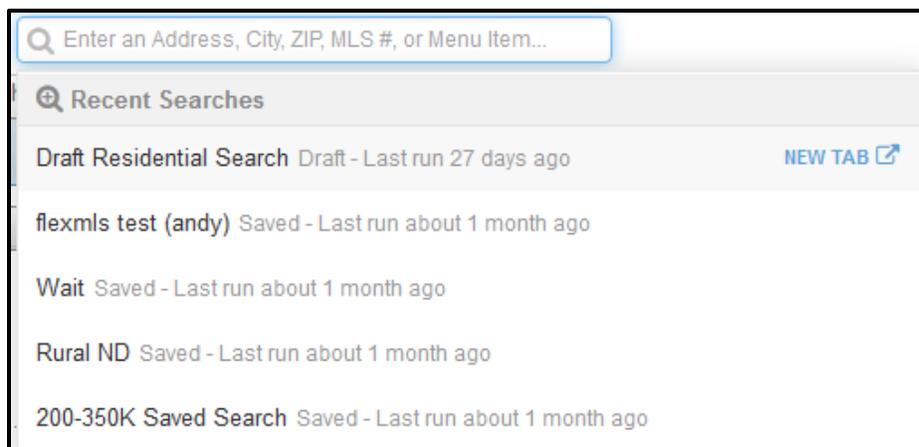
Recent and Draft Searches

To get a list of the five most recent searches you have run, click in the quick launch bar without typing anything. The five most recent searches will include your saved searches as well as draft searches.

Find Information Quickly

By typing at least 2 characters into the bar, you can look up information in the following areas:

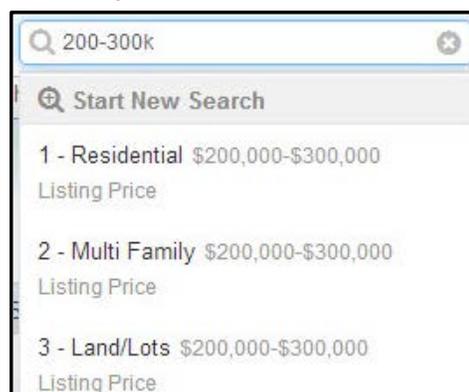
- Saved Searches
- Quick Search Templates
- Your Contacts
- CMAs
- Listing Collections
- Members and Offices
- Listing Addresses
- MLS numbers
- Menu items



Listing Searches

By typing search criteria in the Quick Launch bar, you can begin searching for listings based on price, status, beds, baths, area, and more. Not all fields will be available to search for via the Quick Launch bar; it is intended as a shortcut to begin your search. Once you have the basic criteria for the search entered in the Quick Launch bar, you can always edit and refine the search by clicking on the Edit Search tab while looking at the search results. Following are some examples of fields that are searchable in the Quick Launch bar.

Search by Price



Creating searches with the Quick Launch bar is meant to be easy and intuitive, as a result, there are often options in how search criteria can be written. For example, to search for listings of \$200,000 and above, you can type in 'price of \$200,000' or '\$200000' or '200000' or '200k'. Regardless of how you enter the price, Flexmls will create a search for listings of \$200,000 and above. A drop-down list will even allow you to choose what property types you would like to use in the search.

To search for listings under a specific price, you can type 'to', 'up to' or use a dash (-) before or after the price. For example, if you are searching for listings under \$500,000, you could type 'price up to 500k', 'to 500k', or '-500k'.

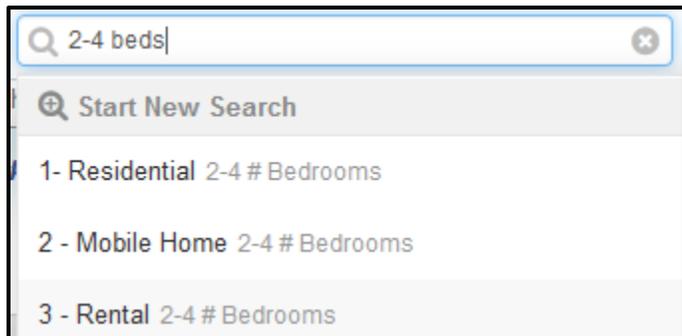
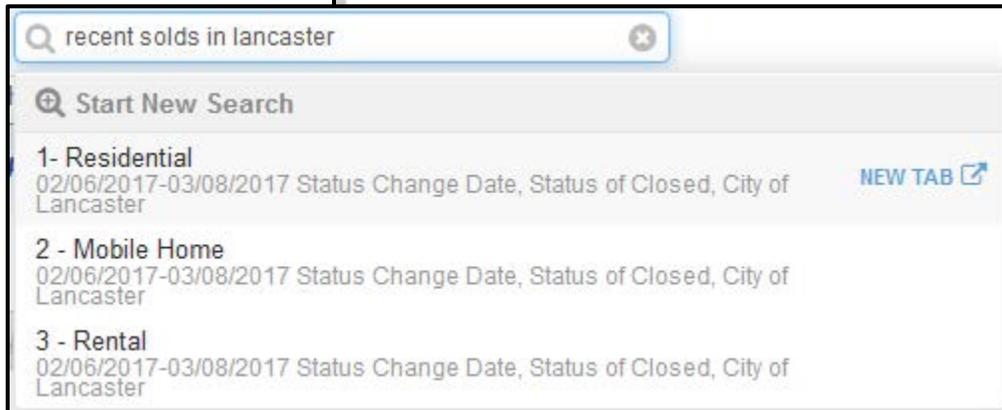
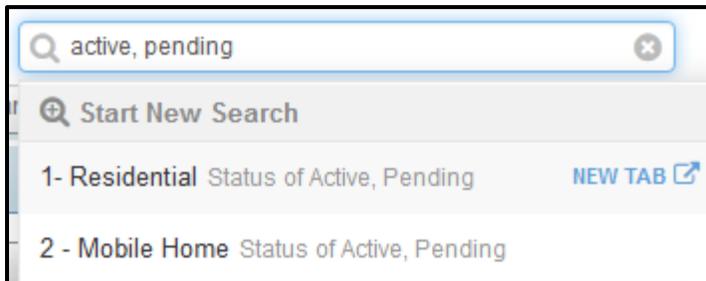
To search a specific price range, you can use a dash (-) or use the word 'to'. For example, if you are searching for a price range of \$200,000 to \$300,000 you can simply type '200-300k' or '200k to 300k'.

To search for a specific price, you can use the equal sign.

Searching by Status or Status Change

Type a status into the quick launch bar to search by status. To search for multiple statuses, separate the statuses with a comma. For example, typing 'active, pending' will begin a search that looks for those two status types. For more on using commas, please see the sections Using Commas in Searches and Using Semicolons in Searches below.

You can also search by changes in status. For example, if you want to find recent closed listings you can type 'recent sold' to bring up listings that have closed in the past month.



Search by Bedrooms and Baths

To begin a search using the number of bedrooms or bathrooms as criteria, type in a number followed by the word 'bed' or 'baths'. Using similar terms like bedrooms, beds, bds, bd will also work. For example, typing in '3 bed', will start a search for listings with 3+ bedrooms.

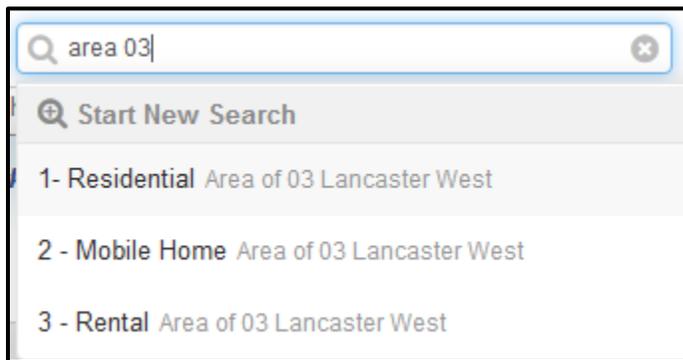
To search for up to certain number of bedrooms or baths, type in 'up to' followed by the room type, or use a dash (-) before or after the number of beds or baths. For example,

typing 'up to 4 baths', '-4 baths', or '4- bt' will all start searches for listings with up to 4 total baths.

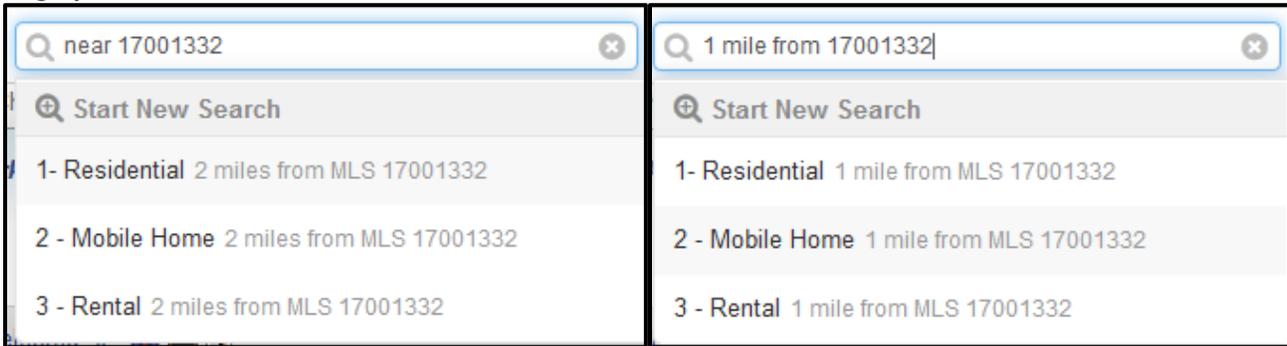
To search for a range of bedrooms or bathrooms, use "to" or a dash (-). For example, '2 to 4 bedroom' or '2-4 bedroom' will start a search for listings with between 2 and 4 bedrooms.

Searching by Area

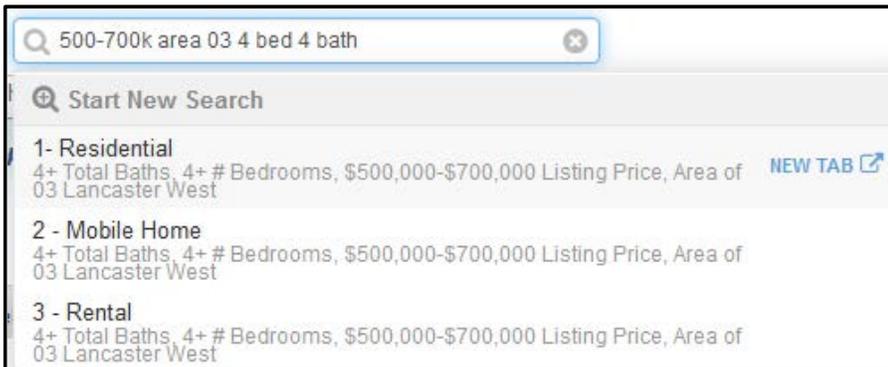
If your MLS uses areas labeled by name and/or number, you can type in the name or number of an area to include it in the search. For example, if an area is labeled as 03-Clifton/Crescent Hill/St Matthews, you can type 'Area=03', 'Area 03' or 'Clifton' and start a search for listings in the Clifton/Crescent Hill/St Matthews area. You could also start the search by typing 'Crescent Hill' or 'Area of St Matthew'. To search for multiple areas, you can type in the names of the areas separated by commas. For more on using commas, please see the sections Using Commas in Searches and Using Semicolons in Searches below.



Searching by Radius



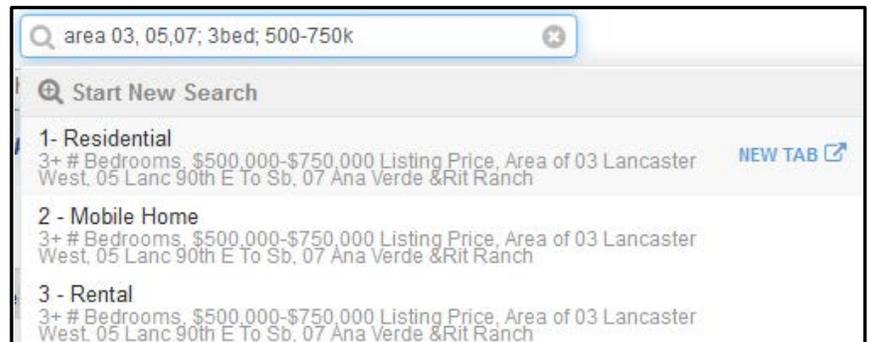
If you type “near” followed by an MLS number, you will start a radius search that extends two miles from the selected listing. If you want to set a different radius, type in the number of miles “from” the MLS number you would like to draw your radius.



Combining Search Criteria

You can combine any of the above search criteria in the quick launch bar to begin basic searches with multiple criteria. This feature is user-friendly and the order you enter the criteria is generally not important. For example, if you wanted to start searching area 03 for four bedroom, four bathroom listings between \$500,000 and \$700,000, you could enter the search criteria in the following ways:

- 500-700k area 03 4 bed 4 bath
- \$500,000-\$700,000 4 bed 4 bath area 03
- 500k to 700k 4 br 4bt area of Lancaster West



Using Commas and Semicolons in Searches

If you are searching for a field such as area and you want to include multiple areas in your search, you can use a comma to separate the areas. For example, if you are looking for listings in area 03, 05, and 07, you can type ‘area 03, 05, 07’ to start a search that looks for listings in those areas.

If you are using commas in the search (as in the above example), and you want to include multiple fields in the search, use a semicolon to separate the search fields. For example, if you are looking in areas 03, 05, 07 for 3+ bedroom listings between \$500,000 and \$750,00 you would type ‘area 03, 05, 07; 3 br 500-750k.’

Other Symbols

- Equal to can be denoted with the '=' symbol.
- Greater than can be denoted with the '>' symbol.
- Greater than or equal to can be denoted with the '>=' symbols.
- Less than can be denoted with the '<' symbol.
- Less than or equal to can be denoted with the '<=' symbols.

Wildcard Searches

Certain fields, like Remarks, Address, and Legal allow you to enter text when creating a search. When entering text to search, you can refine your search results by using the wildcard characters (*) and (?). You can also use a blank space to help limit wildcard search results.

The Asterisk (*)

If you enter an asterisk before your search term, your results will include all results that *end* with your search text. For example, entering *wood into a Street field will find street names that end in “wood” like “Dogwood,” “Hollywood,” and “Northwood.”



If you enter an asterisk after your search term, your results will include all results that *begin* with your search text. For example, entering wood* into a Street field will find street names that begin with “wood” like “Woodlawn,” “Woodstar,” and “Woodward.”



If you enter an asterisk before *and* after a search term, your search results will include listings in which that term appears anywhere in the field. For example, if you search for *unit 1* in the Legal Description, your search results will include all results where “unit 1” can be found anywhere in the Legal Description.



Be aware that the above example will also bring up results for any text that *includes* “unit 1” such as “unit 11” and “unit 12.” Use a space before the second asterisk to limit the search specifically for the term “unit 1.” For example, typing *unit 1 * into the Legal Description brings up results limited to those that include precisely “unit 1 ” in the Legal Description field.



The Question Mark (?)

You can use a question mark (?) to indicate a single wild card character. This can help compensate for common misspellings of words. For example, if you want to search the Remarks field to find listings with granite countertops, you can type *gran?te* in the Remarks field. The search results will include all listings that mention “granite” countertops as well as listings that have misspelled it as “granate” countertops.

