

# 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.

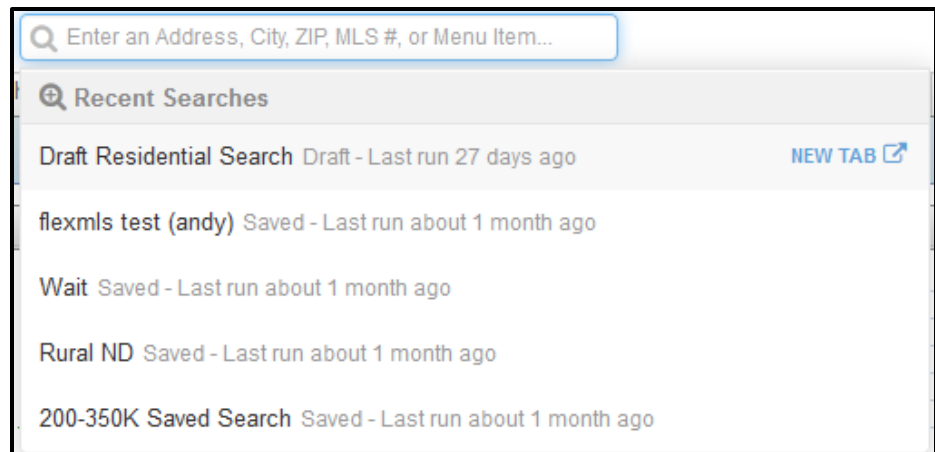
## Recent and Draft Searches

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:

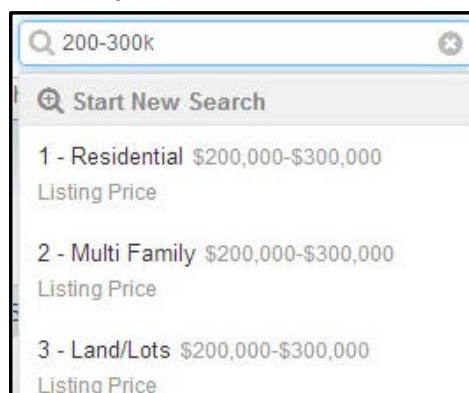
- Saved Searches
- Quick Search Templates
- Your Contacts
- CMAs
- Listing Collections
- Members and Offices
- Listing Addresses
- MLS numbers
- Menu items



## 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'.

# Quick Launch (Cont.)

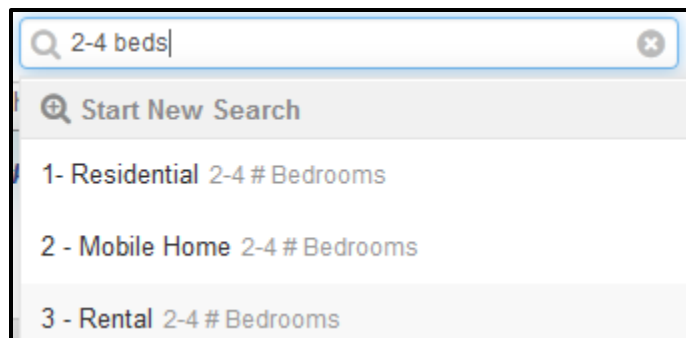
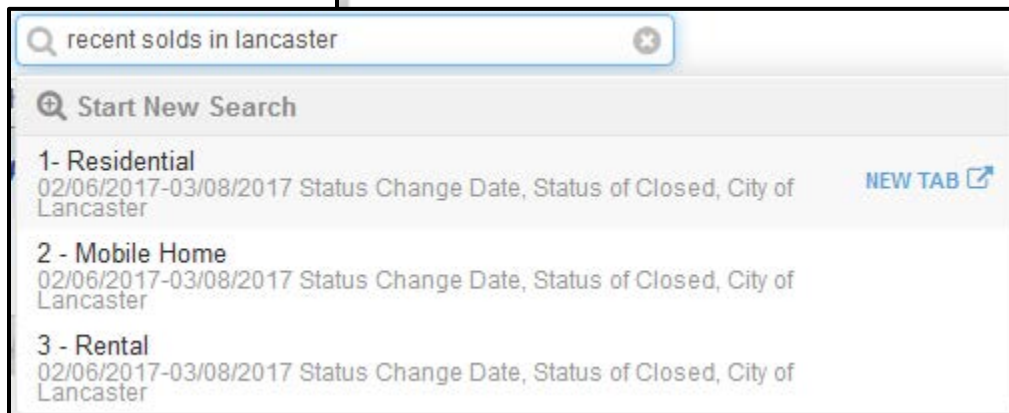
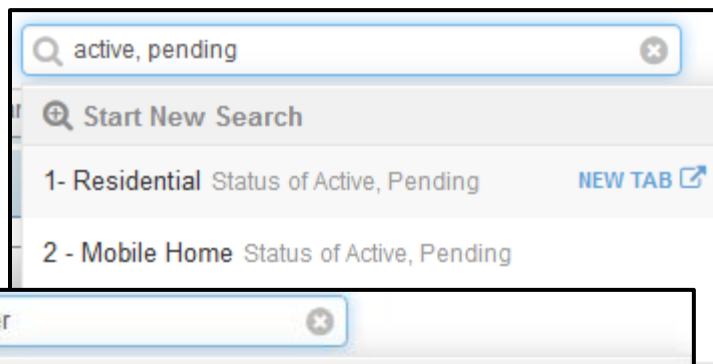
To search a specific price range, you can use a dash (-) or use the word 'to'. For example, if you are searching for a price range of \$200,000 to \$300,000 you can simply type '200-300k' or '200k to 300k'.

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.

