



# MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA

## MLSSAZ: Class One the Fundamentals of Flexmls


Access: [www.mlssazgateway.com](http://www.mlssazgateway.com)








Browser: Firefox










Log In: tar.##### Password: Choose the Submit Button

The screenshot shows the MLSSAZ Gateway website. At the top, there is a banner with the MLSSAZ logo and the text 'GATEWAY WWW.MLSSAZGATEWAY.COM'. Below the banner, there are logos for Tucson Association of REALTORS®, Green Valley/Sahuarita Association of REALTORS®, Santa Cruz County Board of REALTORS®, and GVSAR. A 'SUPPORT' button is visible in the top right corner. The main content area features a login form with fields for 'Username' and 'Password', a 'Submit' button, and a link for 'Forgot My Password'. Below the login form is a 'MLSSAZ Gateway Message Board' section with several posts. The first post is titled 'MLSSAZ Gateway. New Look. Same Login.' and discusses the transition from TARMLS to MLSSAZ Gateway. The second post is titled 'MLSSAZ Newsletter' and provides information about regionalization and newsletters. The third post is titled 'SSO to Supra!' and discusses Single Sign On functionality. The fourth post is titled 'Office Detail Report is now Data Detail' and discusses report changes. At the bottom, there is a 'Quick Links' section with links to various realtor associations and a 'Contact MLSSAZ' section with contact information for the MLS of Southern Arizona and MLSSAZ Technical Support.

SSO Applications 

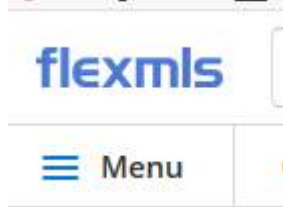
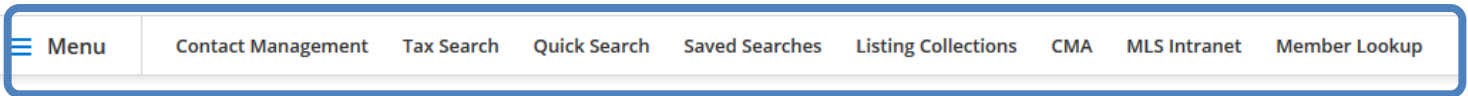
 FlexMLS	 CRS Data	 Supra	 MarketStats	 NewHome Source Professional	 realtor.com for Professionals	 SafeMLS
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Additional Services (Login Required) 

 MLSSAZ Area Maps	 MLSSAZ Video Library	 MLSSAZ Online Bill Payment	 RatePlug	 ListingBook	 www.TucsonRealtors.org
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1. The Blue Icon is the MLSSAZ Area Map—allows you to enter an address and determine the area for you address
2. The Red Icon is the MLSSAZ YouTube Channel. 25 plus 4-12 minute videos from getting started to searching to CMA's
3. The Green Icon allows you to connect to the TAR portal to pay your MLSSAZ dues

## This is Your Quick Access Bar Circle in Blue:



Click on the word menu—star the items below

Dashboard	Add/Change	Search
MLS	Add Listing	★ Quick Search
Home	Change Listing	Full Search
Searches	My Incomplete	Map Search
<b>Daily Functions</b>	My Unmapped	★ CMA
Hot Sheet	Copy	MLS #
My Messages	Full Copy	Address
Tour/Open Houses	Remove	Multiple Address
Market Areas	Transfer	My Listings
★ MLS Intranet	Supra functions	Office Listings
Input Forms	<b>Contacts</b>	Office/Member
★ Member Lookup	★ Contact Management	★ Listing Collections
Find - Property Research	Opt-In Status	★ Saved Searches
Flexmls Maps	Contact Summary	<b>Taxes</b>
Calculators	Presentation	★ Tax Search

1. A gold star indicates it will be in your quick access bar
2. Clicking on the gold star will be remove it
3. To add a star—click next to the category you want on your access bar and the light gray star will turn to gold

### Categories you will want to be sure and include on your bar:

- MLS Intranet—online forms
- Contact Management-putting in your client’s name and email
- Quick Search-locating properties
- Saved Searches-the searches you send or subscriptions
- Tax Search-Ability to go directly to CRS

# Flexmls Client Contact Options

## **Listing Collection:**

Providing a specific set of properties on a one time basis via email. No updates. No ability to search MLS directly.

- Most often used when people don't know what they want or where they want to live
- With individuals who want to maximize your knowledge

## **Subscription:**

Setting up a search with specific criteria to send the client an invitation to receive additional updates such as new homes which meet the criteria or updates to the original list.

Requires the "opt in" by the client.

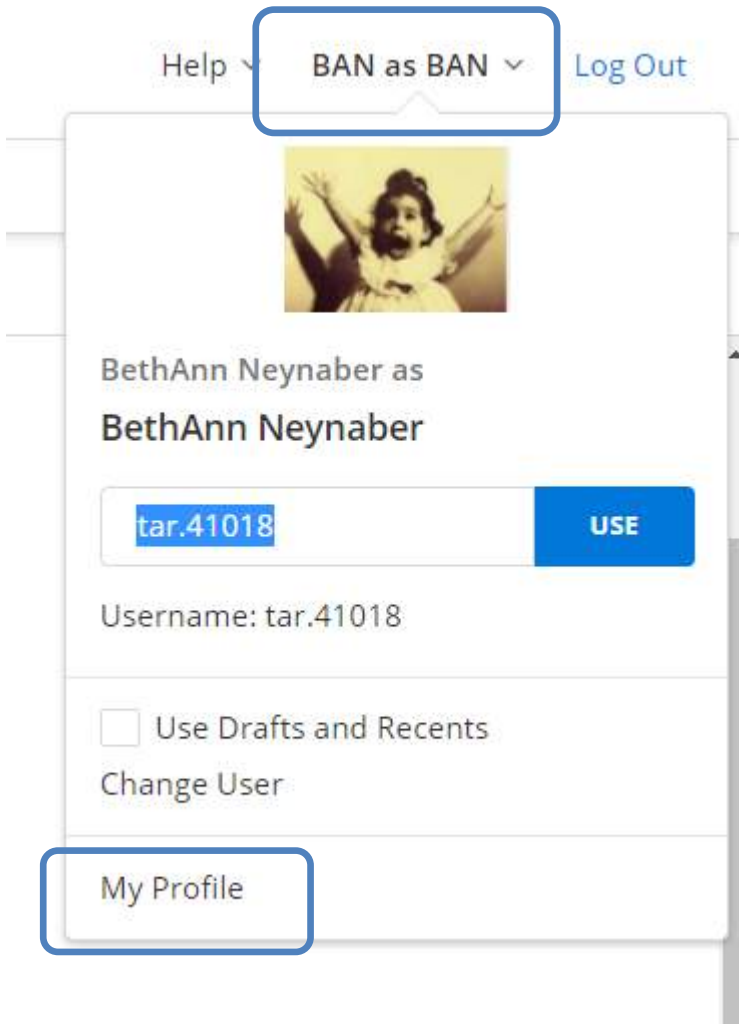
- Most often used when the first properties available are not a match or for investors to watch for specific properties.

## **Portal:**

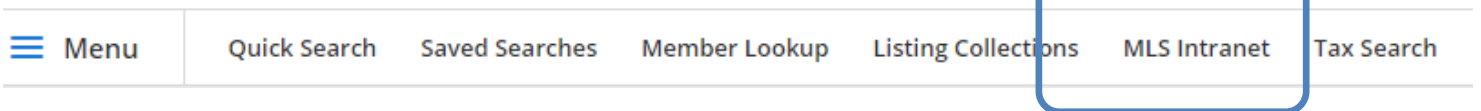
The ability to contact the agent on the selected properties and for the client to search directly, to hide listings or to save favorites. Client will accept and set up their own password.

- Often used for marketing purposes or clients already using other property search agents

## Updating the information which appears as your signature or on your one-sheets



1. Click on your initials on the upper right hand side of your screen
2. Click on My Profile
3. Choose the category you want to update. This is also where you add your photo or logo



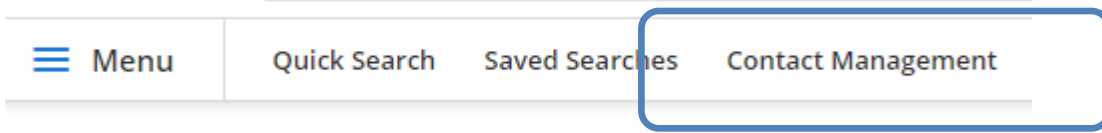
### MLS Intranet

+Flex MLS
+MLSSAZ Forms
+MLSSAZ Governing Docs
+MLSSAZ Listing Agreements
+MLSSAZ Newsletter
+MLSSAZ Profile Sheets
+MLSSAZ Standards Committee
+MLS Data (IDX/3rd Party)
+Miscellaneous Documents

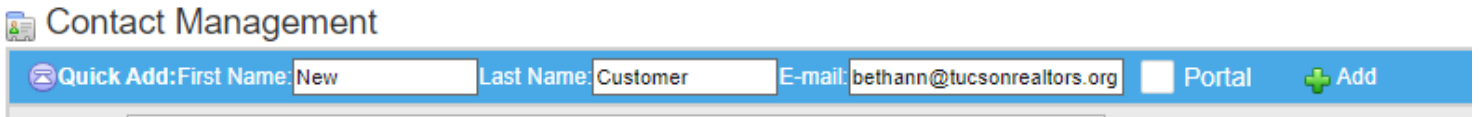
Your profile sheets with listing requirements are under MLSSAZ Profile Sheets  
Your Exempt Delay Form or Status Change Forms are also located here

## To add a contact:

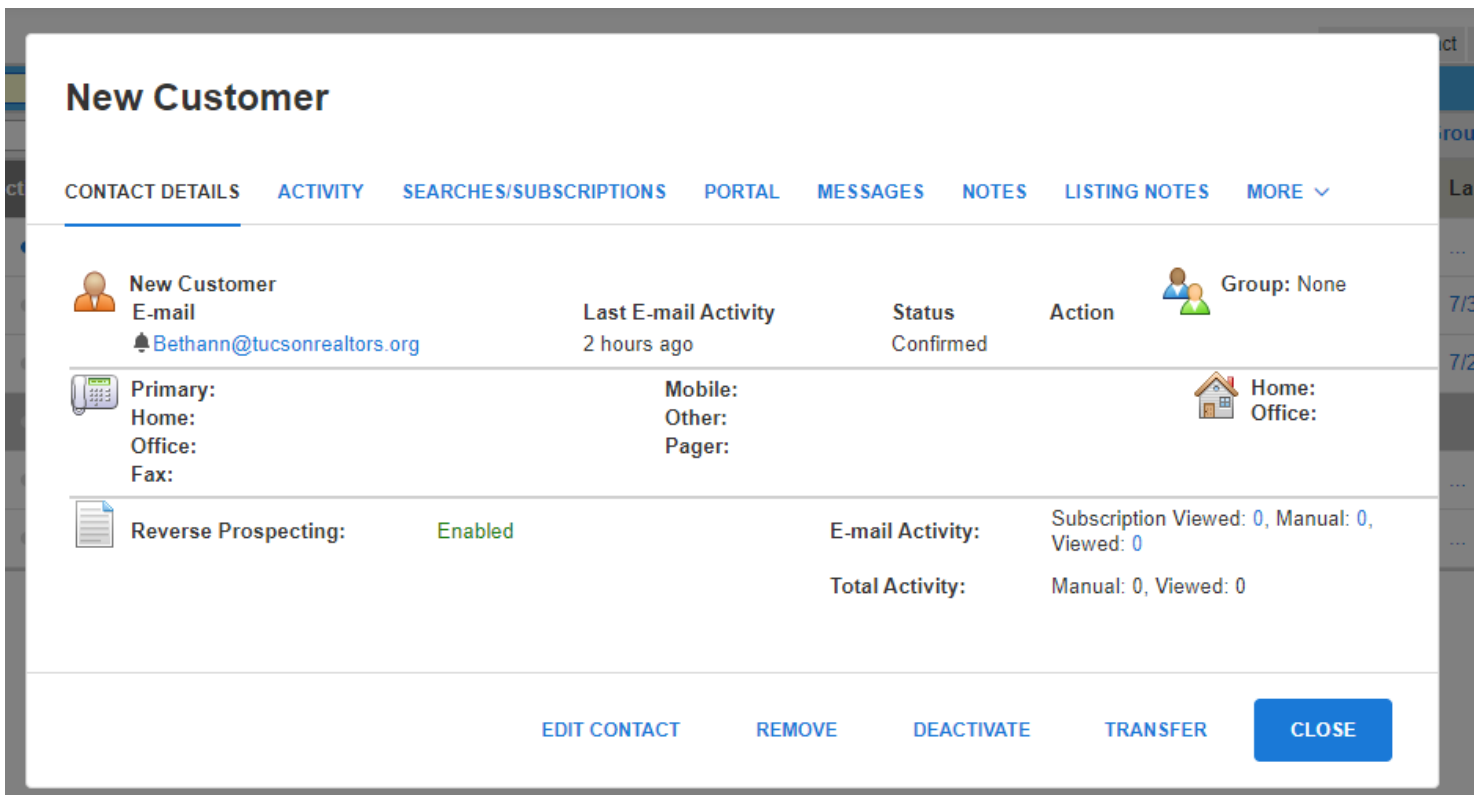
1. Click on Contact Management



2. Enter First Name, Last Name and E-mail in the blue boxes and click the +Add

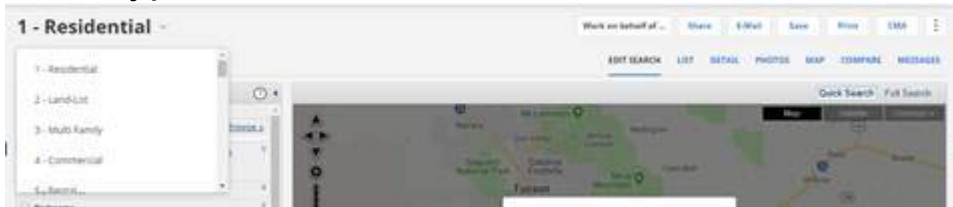


3. This screen will appear—if you want to add phone number click on EDIT CONTACT

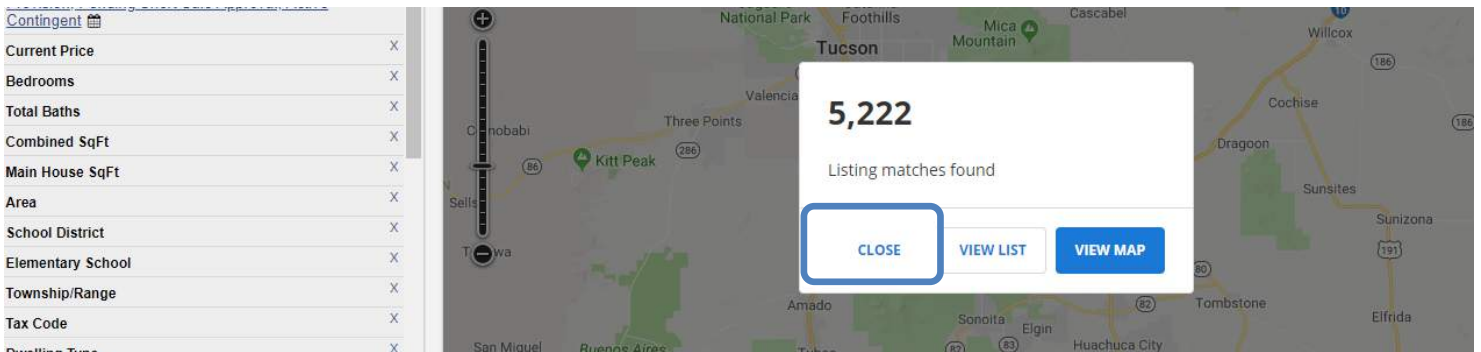


# Searching for Properties: Quick Search

## 1. Choose the type of Search

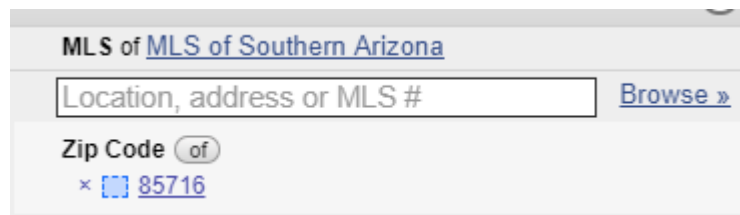


## 2. Click the CLOSE button on the map to keep all properties from loading

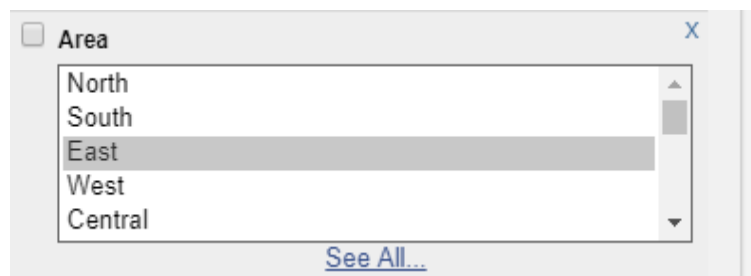


## 3. Enter a zip code, or choose an area, or enter a subdivision. As you become more experienced you may choose a mapping icon instead.

### Example of Zip Code



### Example of Area



◀  ▶ ⓘ

View Results: 5,427

MLS of [MLS of Southern Arizona](#) ^

[Browse »](#)

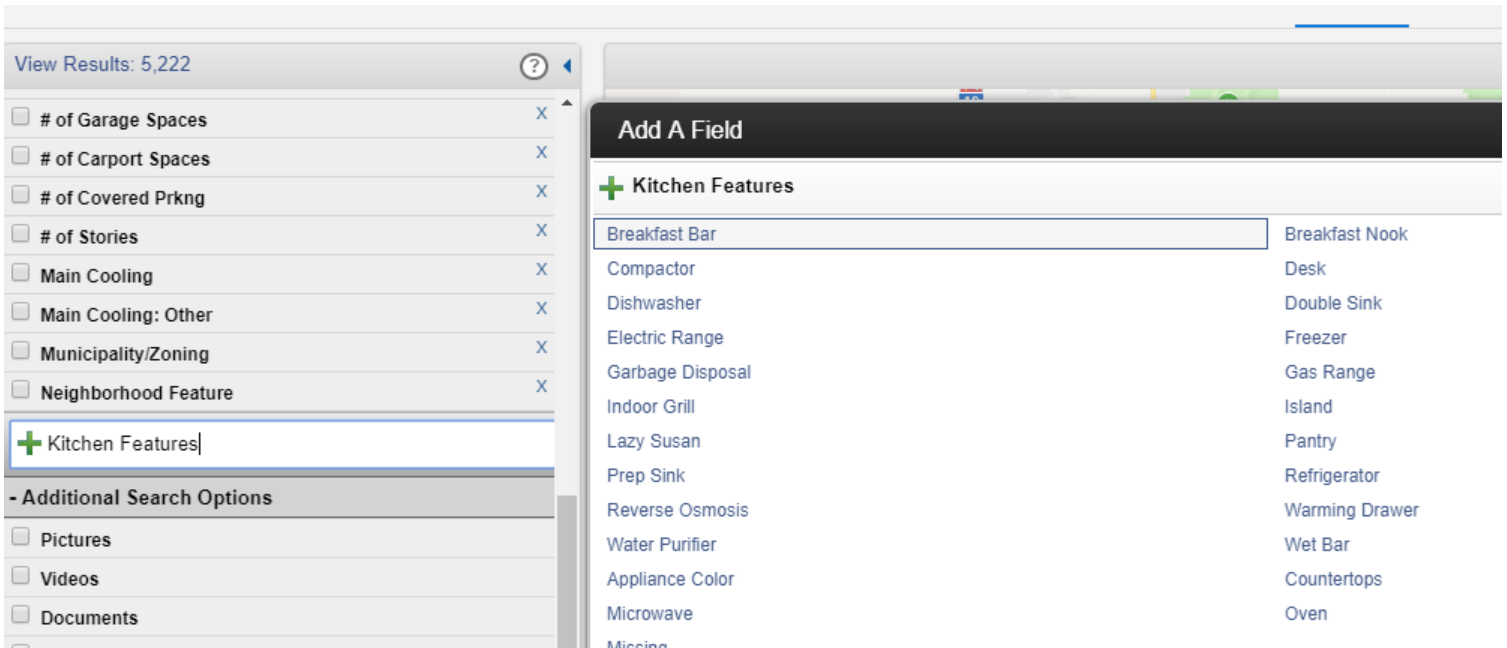
<input checked="" type="checkbox"/> <a href="#">Status of Active, Signature Pending, Cancellation Provision, Pending Short Sale Approval, Active Contingent</a> 📅	X
<input type="checkbox"/> Current Price	X
<input type="checkbox"/> Bedrooms	X
<input type="checkbox"/> Total Baths	X
<input type="checkbox"/> Combined SqFt	X
<input type="checkbox"/> Main House SqFt	X
<input type="checkbox"/> Area	X
<input type="checkbox"/> School District	X
<input type="checkbox"/> Elementary School	X
<input type="checkbox"/> Township/Range	X
<input type="checkbox"/> Tax Code	X ^
<input type="checkbox"/> Dwelling Type	X
<input type="checkbox"/> Construction Status	X
<input type="checkbox"/> Lot Acres	X
<input type="checkbox"/> Year Built	X
<input type="checkbox"/> Distressed Info	X
<input type="checkbox"/> Pool	X
<input type="checkbox"/> Pool: Conventional	X
<input type="checkbox"/> # of Garage Spaces	X
<input type="checkbox"/> # of Carport Spaces	X
<input type="checkbox"/> # of Covered Prkng	X
<input type="checkbox"/> # of Stories	X
<input type="checkbox"/> Main Cooling	X
<input type="checkbox"/> Main Cooling: Other	X
<input type="checkbox"/> Municipality/Zoning	X
<input type="checkbox"/> Neighborhood Feature	X

+ Add a field to the search ▼

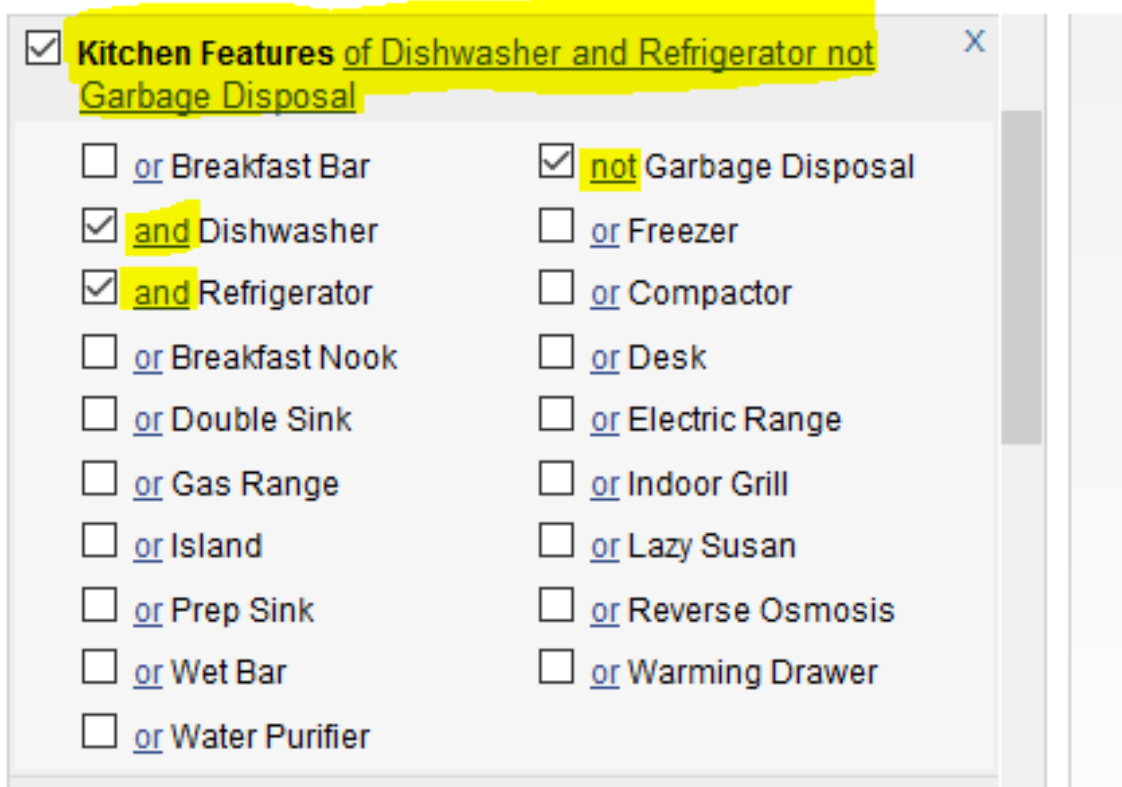
- Your standard fields are listed.
- All fields from the profile may be used for search purposes.
- If you do not know the status definitions—click on MLS Intranet and go to MLSSAZ Rules and Regulations for the definitions



1. Move down to the Add a Field box and enter the proper term from the profile. This example is Kitchen Features:.
2. Click on the word Kitchen Features and the categories will move to the left for you to select the features you are searching



3. When you need more than one feature you must click next to the feature and change the option from OR to AND



After completing your search—click on list or click on detail to begin to review your results

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 2 Selected: 0

MLS #	Status	Address	Price	BD	FB	1/2	BA	Combined Listing SqFt	Member	Listing Office	Selling Agent	Selling Office	SubType	DOM	CDOM	SC Date	Area	Sub
1 21918262	Active - Price Reduced	2817 E Mckenzie Street	\$274,900	4	2	1	3	2,065	Paul Leschak	Long Realty			SFR	21	21	07/10/2019	C	Win
2 21906644	Active	3225 E Fairmount Street	\$288,000	4	2	0	2	1,800	John Harings	United R			SFR	131	131	05/02/2019	C	Jon

You may view your list with the data

or the pictures

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

Results: 2 Selected: 0


Price | Status | MLS #

**\$274,900**  
2817 E Mckenzie Street  
Tucson, AZ 85716  
Active / 21918262  
Price Reduced

**\$288,000**  
3225 E Fairmount Street  
Tucson, AZ 85716  
Active / 21906644

AGENT DATA DETAIL REPORT - Not For Public Distribution - Internal Use Only

MLS#: 21918262 Residential / Single Family Residence Status: Active List Price: 274,900



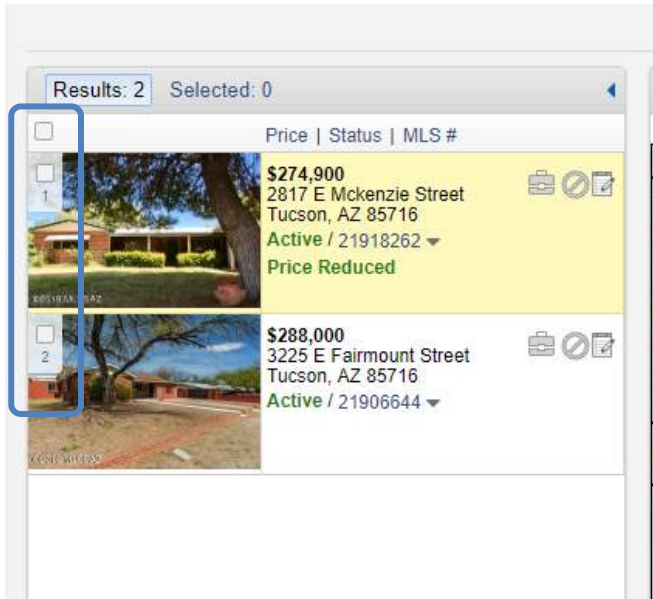
Const. Status: Existing  
Combined SqFt / Source: 2,065 / Assessor  
SqFt - Main/Guest: 2,065/  
List Price Sqft: 133.12  
# of Stories: Single  
Bedrooms: 4  
Total Baths(Full-1/2): 3 (2-1)  
# of Covered Parking (Garage-Carport): 2 (0-2)  
Year Built: 1991  
Lot Dimensions: 131' x 75' x 132' x 74'  
Lot Size \ Source: 0.22 Acre \ 9,583 SF \ Assessor  
Lot Size Price/SqFt: 28.69

Marketing Range: -  
Area: Central  
Subdivision: Winterhaven  
Community: None  
TRS: 13 / 14 / 29  
Municipality/Zoning: Tucson - R1  
County: Pima  
Tax Code: 112-03-1670 Pima County GIS  
Year/Taxes: 2018 / 3,017.43  
Assessments: 0  
Method of Title: Fee (Simple)  
Ownership: Individual

Address: 2817 E Mckenzie Street, Tucson, AZ 85716  
Directions: From Country Club and Ft Lowell, W to Christmas, N to McKenzie, E property.  
Legal Description: Winterhaven Lot 24 Blk 7

Construction: Brick	Window Covering: Stay	Neighborhood Feature: Historic, Lighted,	FEMA/Muni Flood Zone: No / No
Style: Ranch	View: Mountain	Paved Street	Fire Prot.: Included in Taxes
Basement: No	Driv: Single	Gated Community: No	School District: TUSD

## Creating a specific listing collection:



1. If you want both of the properties to go you do not have to place check marks
2. If you want one of them to go click the box by the number

For a listing Collection Choose Email

Work on behalf of ... Share **E-Mail** Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

**Listings to E-Mail**

- Current Listing (1)
- Selected (0)
- All Results (2)

Documents  
Open Houses

**Recipients**

From: bethann@tucsonrealtors.org [primary]

To:  [Add New Contact](#)

1 contact selected

You may also enter one or more additional e-mail addresses below:

Send a copy to me  
 Notify me the first time the recipient views this page

How would you like to send this e-mail?

**Message**

Templates:  [options](#)

Subject:

Message body:

File Edit View Insert Format Table

**B I U** **A** **A** Verdana 10pt

My Photos List Photos

Here are some properties I selected for your review and I look forward to your feedback.  
Best Wishes

1. Check the upper right hand side to ensure the correct listings are being sent
2. If you do not want individuals to see the open houses unclick the box
3. Click in the Enter a Contact Name and chose the client you are sending the properties to
4. Add the Subject and type a quick email or use a preset template

1. Go to Contact Management
2. Click on the client's name
3. Go to the right and click on LINKS or MORE for LINKS
4. You may click on Search Results of see the properties

CONTACT DETAILS   ACTIVITY   SEARCHES/SUBSCRIPTIONS   PORTAL   MESSAGES   NOTES   LISTING NOTES   MORE ▾

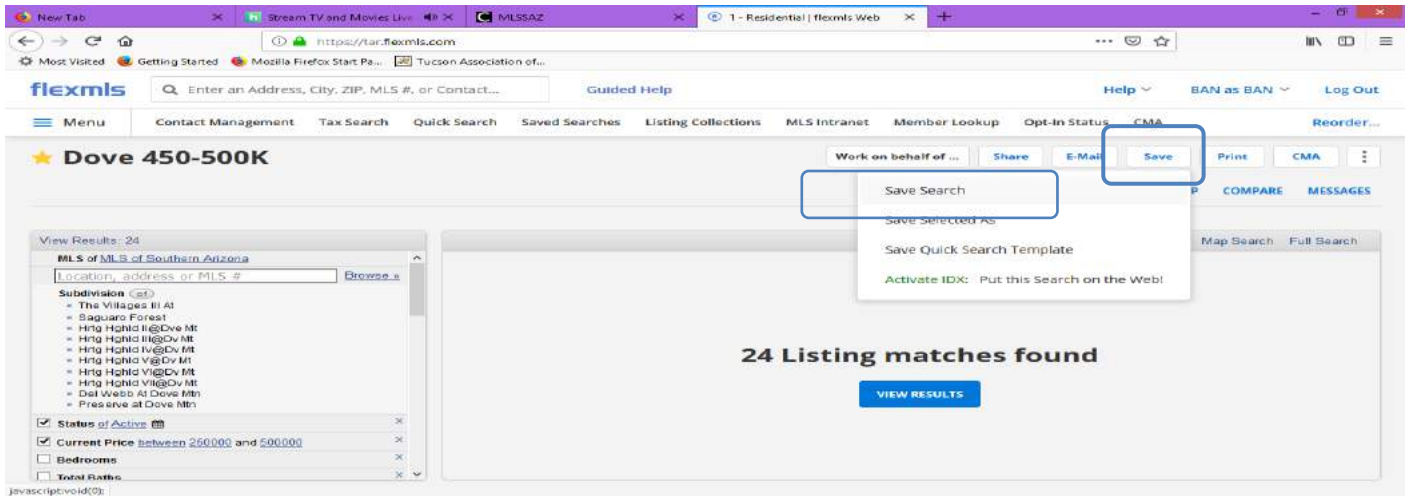


Contact Links:

	Description	View	Hit Count	Last Viewed At	Sent At
<a href="#">Search Results</a>	Homes for your review from BethAnn	1 - Residential	0	07/31/2019 at 01:45 PM	✘
<a href="#">Search Results</a>	Homes for your review from BethAnn	1 - Residential	0	11/09/2018 at 10:21 AM	✘
<a href="#">Search Results</a>	Homes for your review from BethAnn	1 - Residential	0	11/09/2018 at 09:42 AM	✘
<a href="#">Search Results</a>	Homes for your review from BethAnn	1 - Residential	1	08/28/2018 at 08:24 AM	08/28/2018 at 08:24 AM ✘
<a href="#">Search Results</a>	Properties for you from BethAnn at TAR	1 - Residential	0	12/11/2017 at 01:04 PM	✘

The screenshot shows a web browser window with the flexmls website. The 'CONTACT MANAGEMENT' menu is highlighted in red. A contact profile for 'Best New Year Class Ever' is open, and the 'LINKS' tab is selected and highlighted in red. The 'Contact Links' table is visible within the profile, showing search results for 'Homes for your review from BethAnn' and 'Test'.

# Saving the Search for a Subscription



## 1. You will Name the Search

**Save Type:**  New  Existing

Search Name:

Parkview Pool 3 bed 2 bath gas range

## 2. Select the Contact

**Contact:**  None  New  Existing

× Want to Upgrade |

+ Additional Search Options

## 3. Save and Add Subscription

Save and Add Subscription

Save

Cancel

## 4. Chose how often you or you/client receive updates:

**Schedule:** Please choose a schedule for this subscription

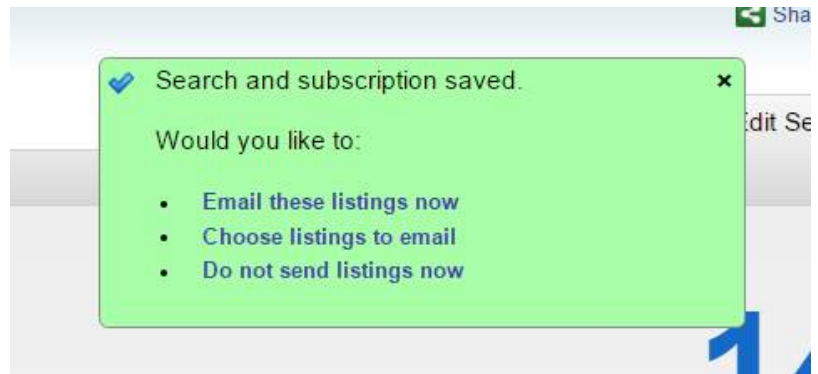
Weekly:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday | Clear days

Monthly: 1st day of each month

ASAP

View to send

Choose Email these listing now



Client will receive an email and they must say "YES" to accept listings. If they do not they will get the first list and no additional update



If you wish to verify the subscription go to Contact Management, click on the client name and go to the SEARCH/SUBSCRIPTIONS tab

## Horse Property

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [MORE](#) ▾



### Searches

Horse Property with pool central to north Tucson

[+ Add](#) [Rename](#) [Edit](#) [Remove](#)

### View

1 - Residential

### Listing Activity Report

### Results

[View Totals](#)

<a href="#">View all</a>	-
<a href="#">View new in the last 24 hours</a>	-
<a href="#">View new since 06/30/2019 02:06 PM</a>	-
<a href="#">Reset time and view new since 06/30/2019 02:06 PM</a>	-

### Subscriptions

[+ Add a Subscription](#)

[Subscription Horse Property](#)  
- Created April 02, 2019, Updated July 31, 2019  
[bethann@tucsonrealtors.org](#)

### Search Parameters

Property type Residential; Inside the map search Rectangle (-111133745,32465202,-110897539,32302842); Bedrooms between 2 and 99; Horse Property of 'Yes - By Variance', 'Yes - By Zoning'; Status of 'Active'; Pool of Conventional of ('Yes'); New results include new listings, price changes, and status changes.

Created August 28, 2018, Updated April 02, 2019

## Setting Up the Portal for a Customer:

1. Go to Contact Management and click on the client's name
2. Click on the Portal tab
3. Click on ON
4. Click on Invite to Portal

### New Customer

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) **[PORTAL](#)** [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [MORE](#) ▼



Client Portal:  ON  OFF

Your portal url: <http://portal.flexmls.com/bethannneynaber>

No listings automatically sent to this contact

#### Portal Listing Collections

Saved	0 <a href="#">Clear</a>
Recommended	0 <a href="#">Clear</a>
Hidden	0 <a href="#">Clear</a>
Hidden by Agent	0 <a href="#">Clear</a>

Viewed Listings are now on the [Activity Tab](#)

#### Portal Activity

Last Active

#### Most Recent Unsaved Search

*No unsaved searches*

#### Portal Account


[Invite to Portal](#)

5. When the invitation comes up—click on send.
6. When the client accepts the portal and creates a password, the button Invite to Portal will change to

[Reset Account](#)

Your own portal account allows you to save listings, get updates automatically, and much more.

Brought to you by



BethAnn Neynaber

TUCSON ASSOCIATION OF REALTORS

SIGN UP
LOG IN

Please sign in to get access to this feature.

Show

LOG IN

Forgot password?

BethAnn Neynaber

Start a new search...

News Feed

85641 Pool

Turn Off

SEARCHES


🔍
85641 Pool

View All

Viewing 26 of 26

MOST RECENT


FILTER SEARCH



\$335,000

17262 S Sienna Bluffs Trail


Active 5 BD 3 BA 2,998 SF



\$660,000

14731 E Triangle M Ranch Road


Active 4 BD 4 BA 3,612 SF



\$334,900

14001 E Hay Bale Trail

Active 3 BD 2 BA 2,442 SF



\$322,500

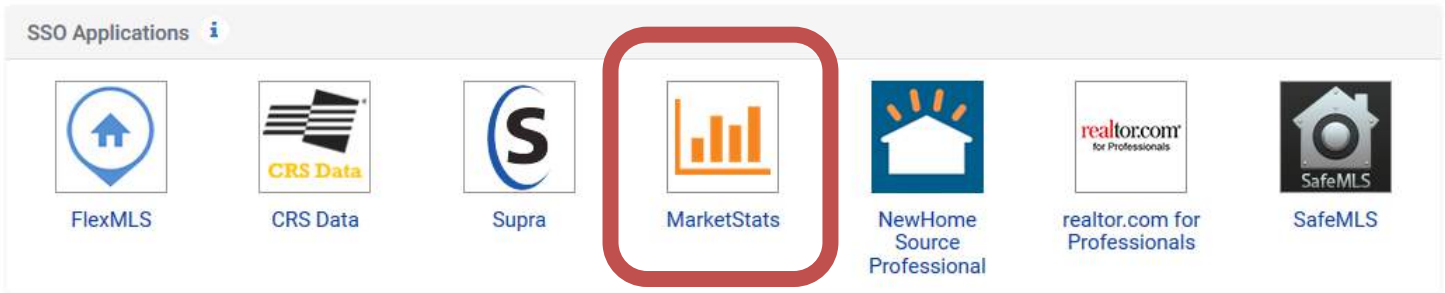
10792 S SANDY LAKE Drive

Active 3 BD 2 BA 2,359 SF

Your client will be searching here.

Your subscription updates will be here





Market Stats will allow you to create specific statistics by zip code, area, subdivision—even a specific block radius.

Some key tips to remember:

- 1) When you click on the icon you will be taken immediately to the main page and the statistics you see will be for the entire MLSSAZ.
- 2) Click on the drop down arrow on the upper right hand side to choose Area, Zip code or County
- 3) Click on My Areas on the upper left hand side you can create your own map area and then choose SAVE
- 4) Notice the lower right hand side—the statistical default is 3 years—many agents are viewing one year for recent information

### **MLSSAZ YouTube:**

Simply click on the icon on your Dashboard or go to YouTube and search with MLSSAZ. You will find the MLSSAZ YouTube channel with numerous videos.

The video on to help you master this new benefit is MLSSAZ-Features and Benefits of MarketStats

Watch your Client’s Activity—See the days they view and what exact listings they are looking at—even how many times they review the property. Click on their name—then the Activity tab

The screenshot shows the flexmls website interface. The browser address bar displays 'https://tar.flexmls.com'. The navigation menu includes 'Contact Management', 'Tax Search', 'Quick Search', 'Saved Searches', 'Listing Collections', 'MLS Intranet', 'Member Lookup', 'Opt-In Status', and 'CMA'. The main content area is titled 'Fabulous BestFriends' and features an 'ACTIVITY' tab. A bar chart titled 'Activity Over The Last 30 Days' shows activity levels over time. Below the chart is a table of 'Viewed Listings (25)'. A sidebar on the right shows a 'Last Match' list with timestamps. At the bottom, an 'Email Activity' section provides a summary of email engagement.

Listing Address	Count
13534 N Holly Grape Drive, Marana	4
6744 W Clear Creek Trail, Marana	3
6756 W Clear Creek Trail, Marana	2

Category	Count
Subscription Emails Sent	173
Subscription Email Clicks	57
Manual Emails Sent	2
Manual Email Clicks	1

**Contact MLSSAZ Technical Support**  
**Beginning April 1, 2019**  
**Monday, Tuesday, Thursdays and Fridays 9 am to 5 pm**  
**Wednesdays 9 am to 4 pm**  
**(520) 382-8800**