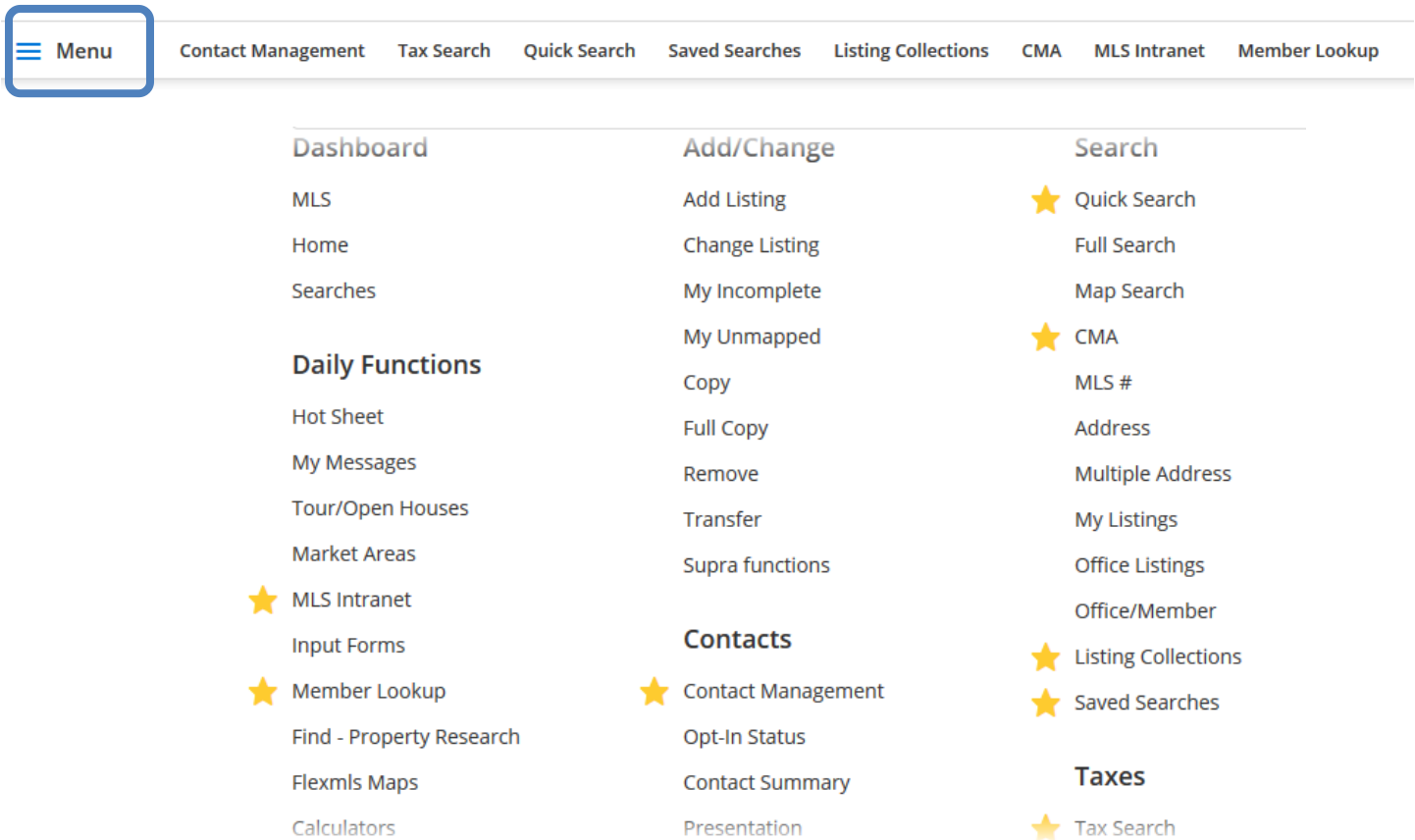










Click on the word “MENU”— star the items to add them to your quick access bar



The screenshot shows a navigation menu with a 'Menu' button highlighted. The menu is organized into several categories:

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

A gold star indicates it will be in your quick access bar

- To add a star—click next to the category you want on your access bar and the light gray star will turn to gold
- Clicking on the gold star will be remove it

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

- MLS Intranet—online MLSSAZ 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



MLS Intranet

- Access MLSSAZ forms such as Listing Transfer and Coming Soon/Exempt/Delay
- Access MLSSAZ Rules and Regulations - allows you to research definitions and details before calling tech support
- Access to your Profile Sheets—easy reference while working in Flexmls



Q Enter an Address, City, ZIP, MLS #, or Contact...

[Guided Help](#)

Menu

MLS Intranet

Subscriptions

Contact Management

Member Lookup

Quick Search

My

MLS Intranet

+Flex ML S

-MLSSAZ Forms

- Coming Soon/Exempt/Delay Form
- Green Valley\Sahuarita Addendum - 2019
- Listing Transfer Form
- MLSSAZ Superuser Access/Update Form
- Status Change/Report Form

-MLSSAZ Governing Docs

- MLSSAZ Bylaws
- MLSSAZ Rules and Regulations
- MLSSAZ Policy Statements 01-2018
- MLSSAZ Corrections Policy (Effective 5/1/2017)
- MLSSAZ Waiver Request Form 2018

+MLSSAZ Listing Agreements

+MLSSAZ Newsletter

-MLSSAZ Profile Sheets

- MLSSAZ Residential Profile Sheet - 08-2020
- MLSSAZ Land/Lot Profile Sheet - 08-2018
- MLSSAZ Multi-Family Profile Sheet - 08-2018
- Farm and Ranch Profile Sheet - 08-2018
- MLSSAZ Commercial Profile Sheet 08-2018
- MLSSAZ Commercial Lease Profile Sheet 08-2018
- MLSSAZ Rental Profile Sheet - 08-2020

+MLSSAZ Standards Committee

+MLS Data (IDX/3rd Party)

+Miscellaneous Documents