



Search Fundamentals

Quick Search – Basic
Save Search
Emailing Properties
Client Subscription
Client Portal

www.mlssaz.com

techsupport@mlssaz.com



MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA

Search Fundamentals of Flexmls

Access: www.mlssaz.com

Browser: Firefox



Member ID: tar.#####

Password:

Click MLS LOGIN

Tech Support: (520) 382-8800 Member ID: Password: [MLS LOGIN](#) [Forgot Password](#)



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MLS CLEAR COOPERATION POLICY

- Read more about the passing of the Clear Cooperation policy at the REALTORS® Conference & Expo in [this REALTOR® Magazine story](#) (link is external).
- Read the [Backstory Behind the Clear Cooperation Policy Proposal](#) from NAR's VP of Engagement, Charlie Dawson, giving an overview of the proposal and what was discussed during the REALTORS® Conference & Expo in San Francisco.

[READ MORE](#)

11,853
Year to Date Closed Sales

\$265,000
Year to Date Median Sales Price

14,313
Year to Date New Listings

CONSUMER RESOURCES

- Property Search**
Find the exact place you're looking for.
- Find a REALTOR®**
The place to find the name of choice.
- Open House Search**
Want a tour? Find Open Houses here.

Have additional questions, please email techsupport@mlssaz.com

SSO Applications 



FlexMLS



CRS Data



Supra



MarketStats



NewHome
Source
Professional



realtor.com for
Professionals



SafeMLS

Additional Services (Login Required) 



MLSSAZ Area
Maps



MLSSAZ Video
Library



MLSSAZ Online
Bill Payment



RatePlug



ListingBook



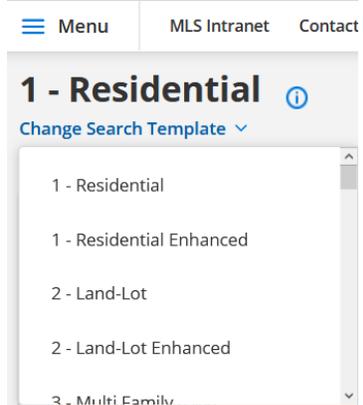
www.TucsonRealt
ors.org

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

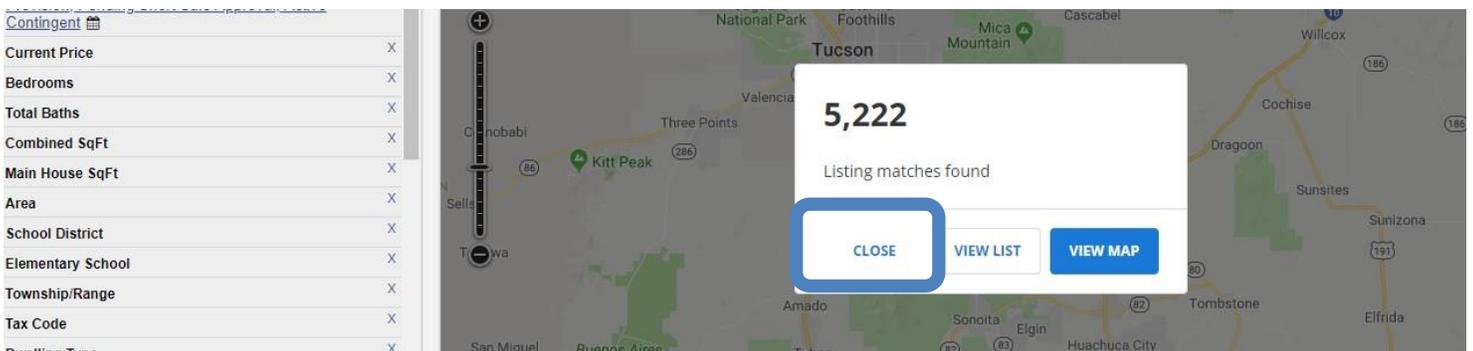
Searching for Properties: Quick Search

1. Choose the Search Template:

(Enhanced Templates might be a good option if you were used to using Full Search.)



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

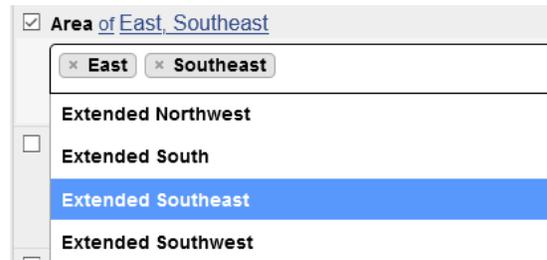


3. Enter a zip code, or choose an area, or enter a subdivision. As you become more experienced you may choose a mapping icon instead.

Example of Zip Code



Example of Area



Example of Subdivision



Have additional questions, please email techsupport@mlssaz.com

View Results: 4,856

Location, address or MLS # [Browse »](#)

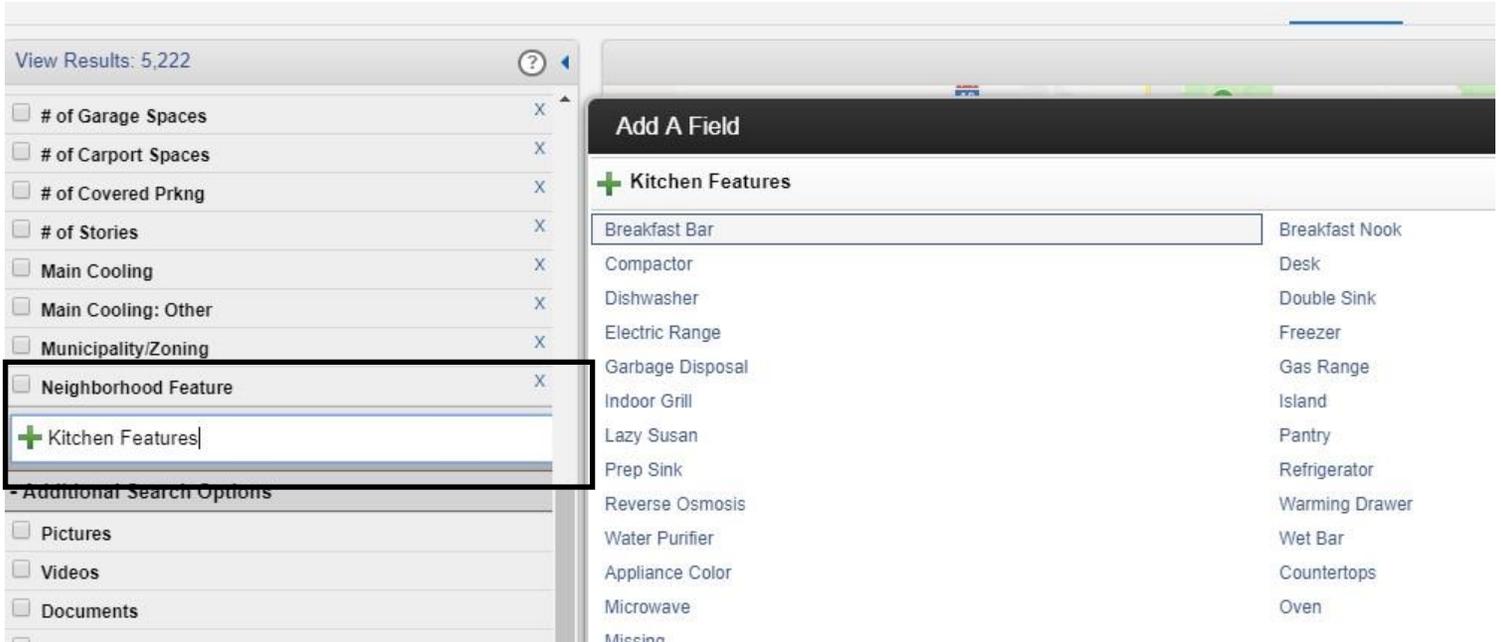
<input checked="" type="checkbox"/> Status of Active , Signature Pending , Cancellation Provision , Pending Short Sale Approval , Active Contingent 📅	X
<input type="checkbox"/> Current Price	X
<input type="checkbox"/> Bedrooms	X
<input type="checkbox"/> Total Baths	X
<input type="checkbox"/> Combined 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: Conventional	X
<input type="checkbox"/> Pool	X
<input type="checkbox"/> Neighborhood Feature	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

+ 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
- Community Pool is under Neighborhood Feature
- Townhouses and Condos do not have conventional pool
- Pool is for below ground or above ground of a single family residence

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

MLS #	Status	Address	Price	BD	FB	1/2	BA	Combined Listing SqFt	Member	Listing Office	Selling Office	Price	Member	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	(6707)			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 P	Southern Arizona (5947)			SFR	131	131	05/02/2019	C	Jon

You may view your list with the data or the pictures

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

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

Property Details:
 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 Prkng (Garage-Carport): 2 (0-2)
 Year Built: 1951
 Lot Dimensions: 131' x 75' x 132' x 74'
 Lot Size \ Source: 0.22 Acre \ 9,583 SF \ Assessor
 Lot Size Price/SqFt: 26.69

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
Style: Ranch
Basement: No

Window Covering: Stay
View: Mountain
Roof: Shingle

Neighborhood Feature: Historic; Lighted; Paved Street
Cated Community: No

FEMA/Muni Flood Zone: No / No
Fire Prot.: Included in Taxes
School District: TUSD

Have additional questions, please email techsupport@mlssaz.com

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.

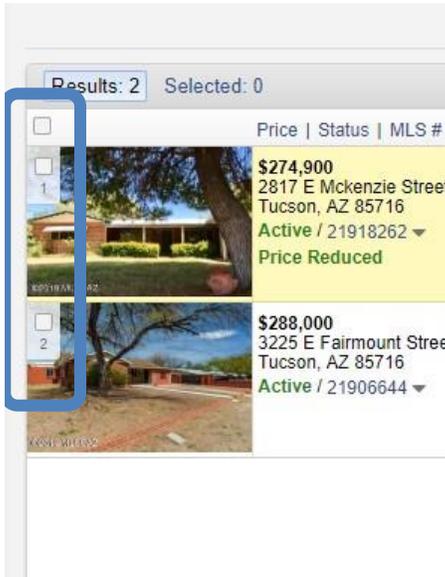
- Most often used when the first properties available are not a match or for investors to watch for specific properties.

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

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

Choose Email



Listings to E-Mail

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

Documents
Open Houses

Recipients

From: ▼

To:

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 [Text Alignment Icons] [List Icons] 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
5. Chose the E-Mail icon

Have additional questions, please email techsupport@mlssaz.com

Review Links sent to Contacts:

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:

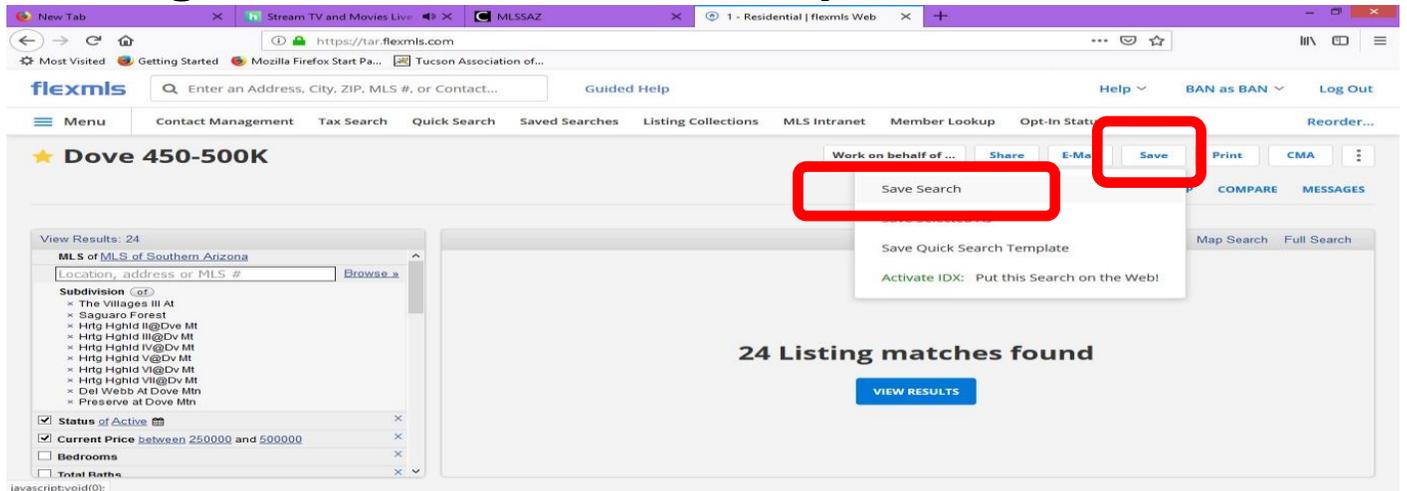
	Description	View	Hit Count	Last Viewed At	Sent At
Search Results	Homes for your review from BethAnn	1 - Residential	0	07/31/2019 at 01:45 PM	✘
Search Results	Homes for your review from BethAnn	1 - Residential	0	11/09/2018 at 10:21 AM	✘
Search Results	Homes for your review from BethAnn	1 - Residential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

The screenshot shows the flexmls web application interface. The 'Contact Management' menu is highlighted in a red box. The contact profile for 'Best New Year Class Ever' is displayed. The 'LINKS' tab is highlighted in a red box. The 'Contact Links' table is visible, showing search results for 'Homes for your review from BethAnn' and 'Test'.

	Description	View	Hit Count	Last Viewed At	Sent At
Search Results	Homes for your review from BethAnn	1 - Residential	1	02/28/2019 at 08:51 AM	02/27/2019 at 12:20 PM ✘
Search Results	Test	1 - Residential	1	01/03/2019 at 01:24 PM	01/03/2019 at 11:15 AM ✘
Search Results	test	1 - Residential	0	01/03/2019 at 11:08 AM	✘

Have additional questions, please email techsupport@mlssaz.com

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. Click — 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

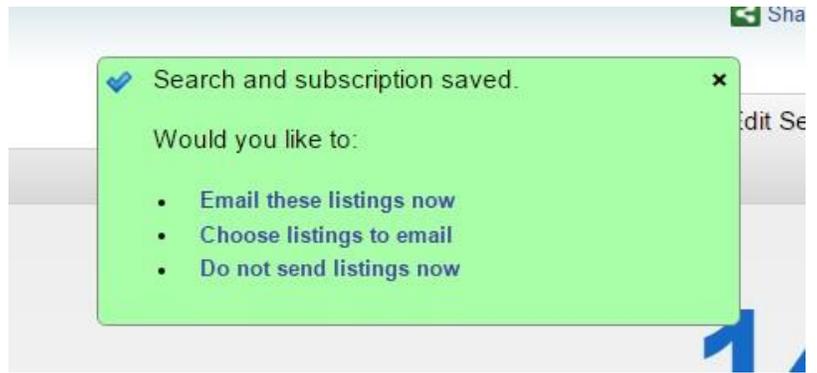
Weekly: Sunday Monday Tuesday Wednesday Thursday Friday Saturday | Clear days

Monthly: 1st day of each month

ASAP

View to send

Choose Email these listing now



If your client does not accept the listing link the first time you may send an opt in again. You must also resend the original listings.

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](#)

View all	-
View new in the last 24 hours	-
View new since 06/30/2019 02:06 PM	-
Reset time and view new since 06/30/2019 02:06 PM	-

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

Have additional questions, please email techsupport@mlssaz.com

Setting up a Client Portal:

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

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	Clear
Recommended	0	Clear
Hidden	0	Clear
Hidden by Agent	0	Clear

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

Portal Activity

Last Active

Most Recent Unsaved Search

No unsaved searches

Portal Account

Invite to Portal

4. Click 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

News Feed

SEARCHES

85641 Pool

View All

85641 Pool

Viewing 26 of 26

MOST RECENT
REFRESH



\$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

Have additional questions, please email techsupport@mlssaz.com

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 displays the flexmls.com interface. The browser address bar shows the URL https://tar.flexmls.com. The navigation menu includes options like Contact Management, Tax Search, and Listing Collections. The contact profile for 'Fabulous BestFriends' is active, with the 'ACTIVITY' tab selected. The 'Activity Over The Last 30 Days' chart shows several peaks in activity. Below the chart, a table lists viewed listings with their addresses and view counts. At the bottom, an 'Email Activity' summary table provides the following data:

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

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