



Flexmls Fundamentals

Your Home Dashboard
Menu and Favorites
MLS Intranet - Rules and Forms
Your Profile
Contact Management

www.mlssaz.com

techsupport@mlssaz.com



MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA

MLSSAZ: Flexmls Fundamentals

Access: www.mlssaz.com

Browser: Firefox



Member ID: tar.##### Password: Click the MLS LOGIN button

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

MLSSAZ MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA

MLSSAZ TRAINING ▾ POLICY ▾ JOIN ▾ PRODUCTS ▾ MLSSAZ COMMITTEES ▾ ABOUT ▾

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.

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](#)

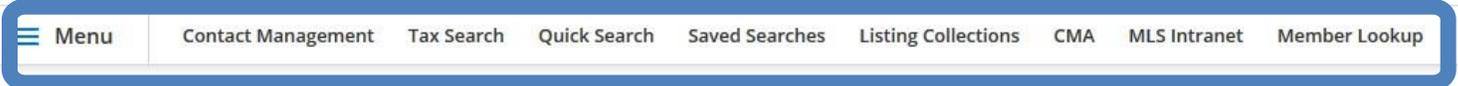
11,853 Year to Date Closed Sales
\$265,000 Year to Date Median Sales Price
14,313 Year to Date New Listings

Have additional questions, please email techsupport@mlssaz.com

The screenshot displays the MLSSAZ Gateway website interface. At the top, there is a navigation bar with 'Home', 'Discover', and 'Logout' options. Below this, the 'SSO Applications' section lists several services: FlexMLS, CRS Data, Supra, MarketStats, ShowingTime, NewHome Source Professional, realtor.com for Professionals, and SafeMLS. The 'Additional Services (Login Required)' section is highlighted with a red border and contains three icons: a blue icon for 'MLSSAZ Area Maps', a red icon for 'MLSSAZ Video Library', and a green icon for 'MLSSAZ Online Bill Payment'. Other services in this section include RatePlug and www.TucsonRealtors.org. The 'AAR Services' section at the bottom lists Arizona Association of REALTORS®, AAR Dashboard, ZipForms, RPR, and NAR Member Resources.

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** is MLSSAZ Online Bill Payment—gives you access to annual MLS Fees Invoice and any other invoices you have outstanding for T.A.R.

This is Your Quick Access Bar Circle in Blue:



flexmls

Click on the word menu
Star the items to make them a favorite

Menu	Dashboard	Add/Change	Search
Menu	MLS	Add Listing	★ Quick Search
	Home	Change Listing	Full Search
	Searches	My Incomplete	Map Search
	Daily Functions	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		Contacts	Office/Member
★ Member Lookup		★ Contact Management	★ Listing Collections
Find - Property Research		Opt-In Status	★ Saved Searches
Flexmls Maps		Contact Summary	Taxes
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

MLS Intranet

-MLSSAZ Forms

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

-MLSSAZ Governing Docs

- 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)

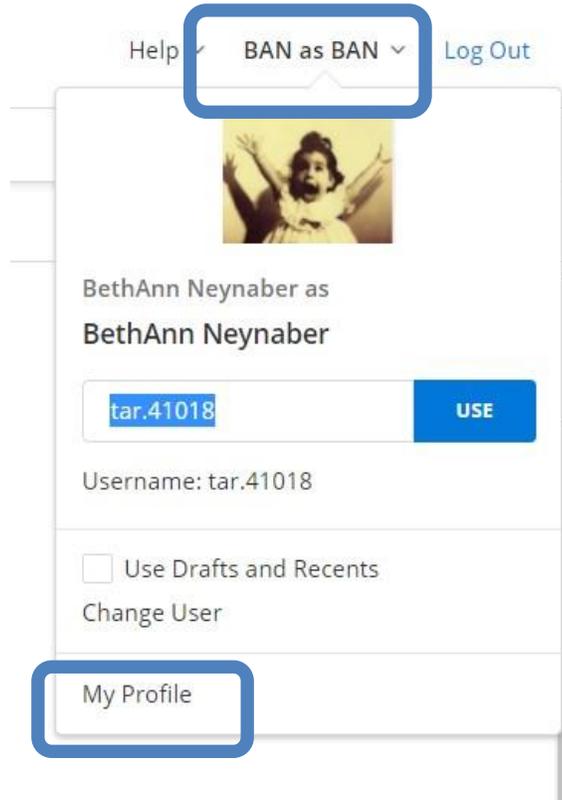
+Miscellaneous Documents

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

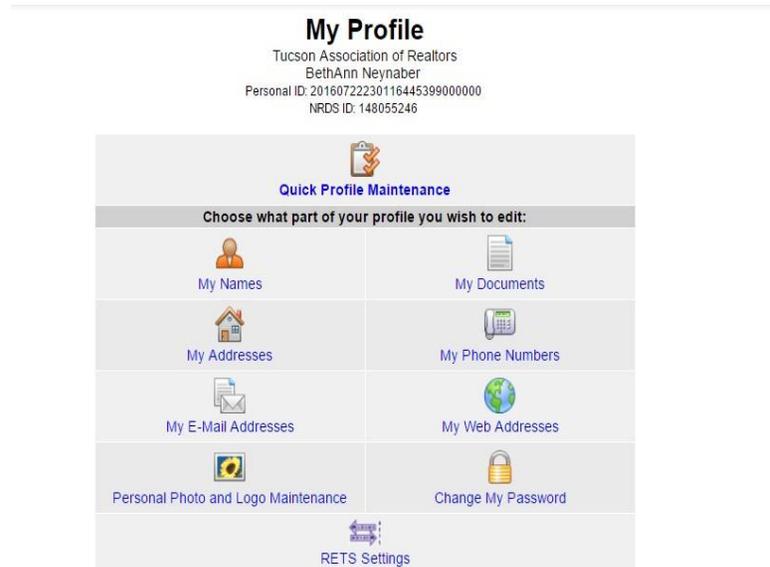
UPDATE YOUR INFORMATION FOR YOUR SIGNATURE OR ONE-SHEETS

Click on your initials on the upper right-hand side of your screen



Click on My Profile

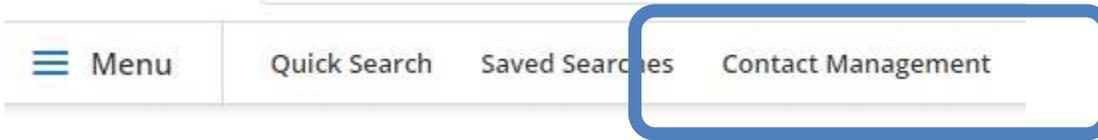
Choose the category you want to update. This is also where you add your photo or logo



Have additional questions, please email techsupport@mlssaz.com

Add a contact:

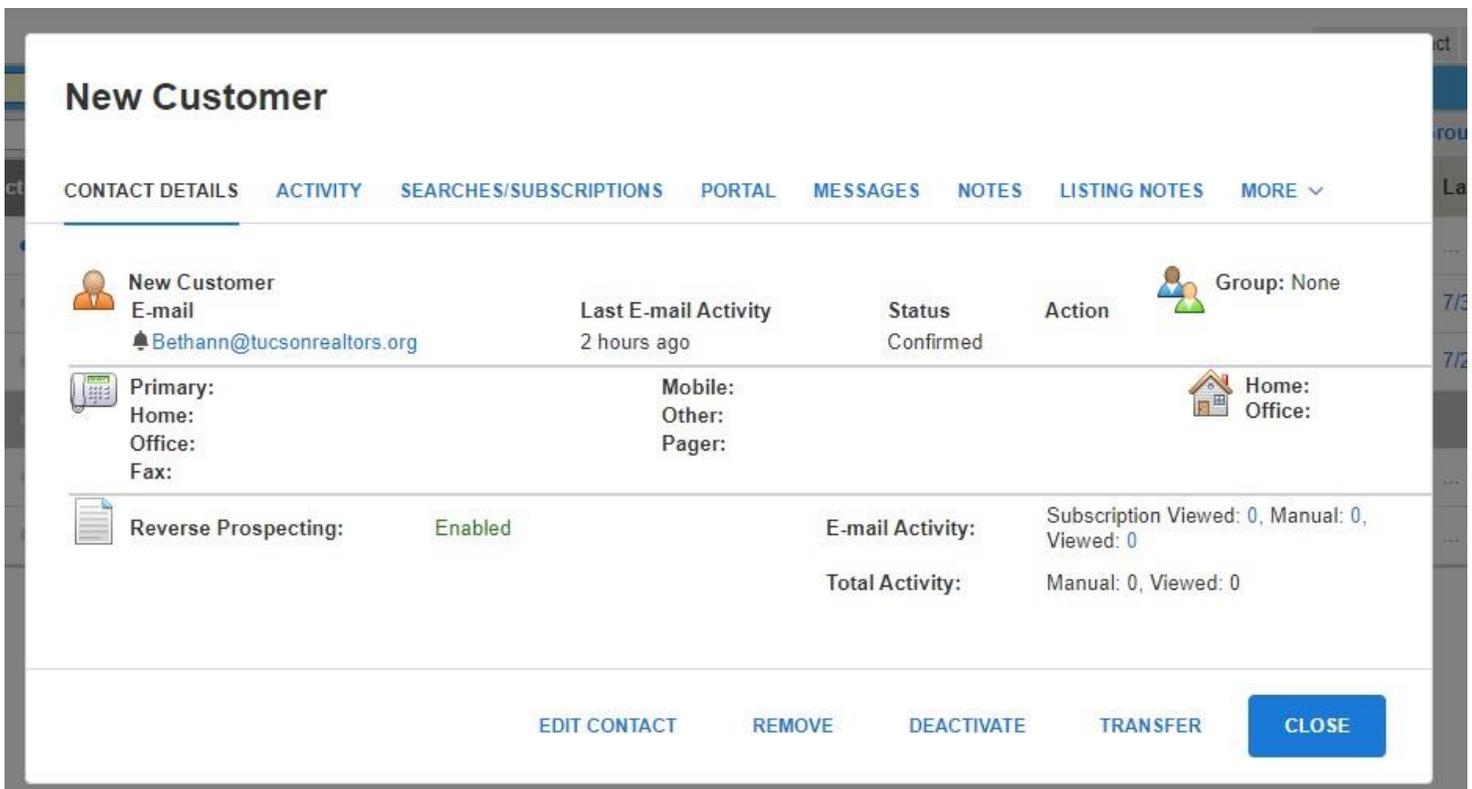
1. Click on Contact Management



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

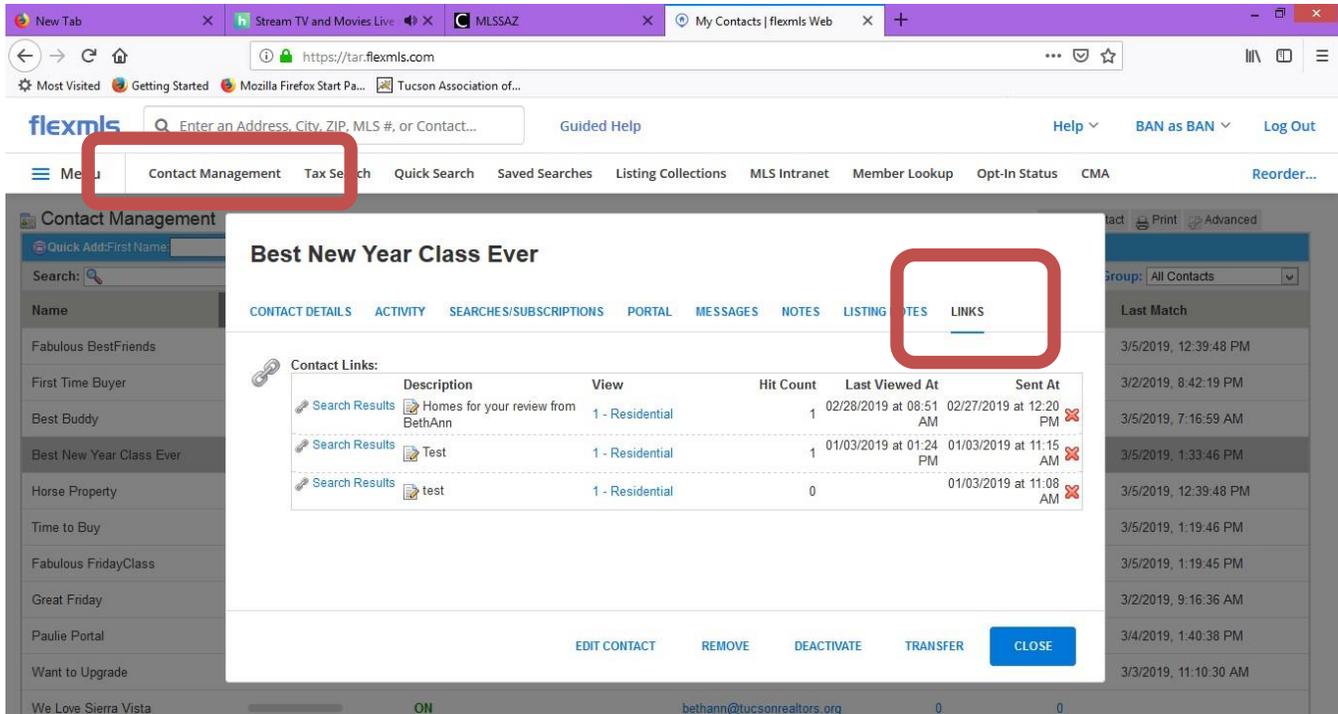


SEE WHAT YOU HAVE SENT YOUR CONTACTS

Go to Contact Management

Click on the client's name

Go to the right and click on LINKS or MORE for LINKS



You may click on Search Results to 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	✘

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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 'ACTIVITY' tab is highlighted with a red box. Below the tab is a bar chart titled 'Activity Over The Last 30 Days' and a table titled 'Viewed Listings (25)'.

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

The screenshot shows the 'Email Activity' section with the following data:

Activity Type	Count
Subscription Emails Sent	173
Subscription Email Clicks	57
Manual Emails Sent	2
Manual Email Clicks	1

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