

How to

Create a Search Template and Saved View



What to know before you get started:

- Your MLS Login Credentials
- Preferred Search Criteria

Multiple Listing Service of Southern Arizona

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(520) 382-8800 opt. 3

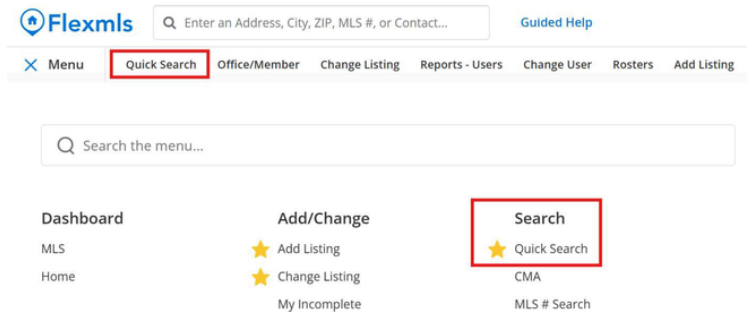


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Step by Step Instructions:

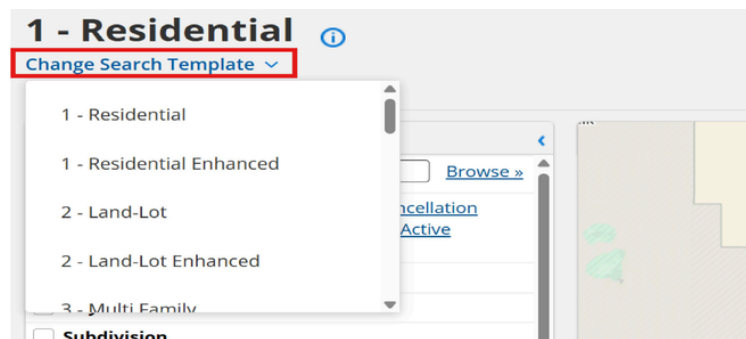
1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Quick Search”

a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it



2. After selecting “Quick Search”, the next screen displays the map and filter options. Quick Search is pre-populated to Residential (or the last used template); the system allows users to toggle between Multi-Family, Land-Lot, Rentals, etc

a. **Note:** FlexMLS will default to the last template selected; always review what the selection is before proceeding. “Enhanced” versions of the templates offer more data field options to select, but more fields can be added in either template

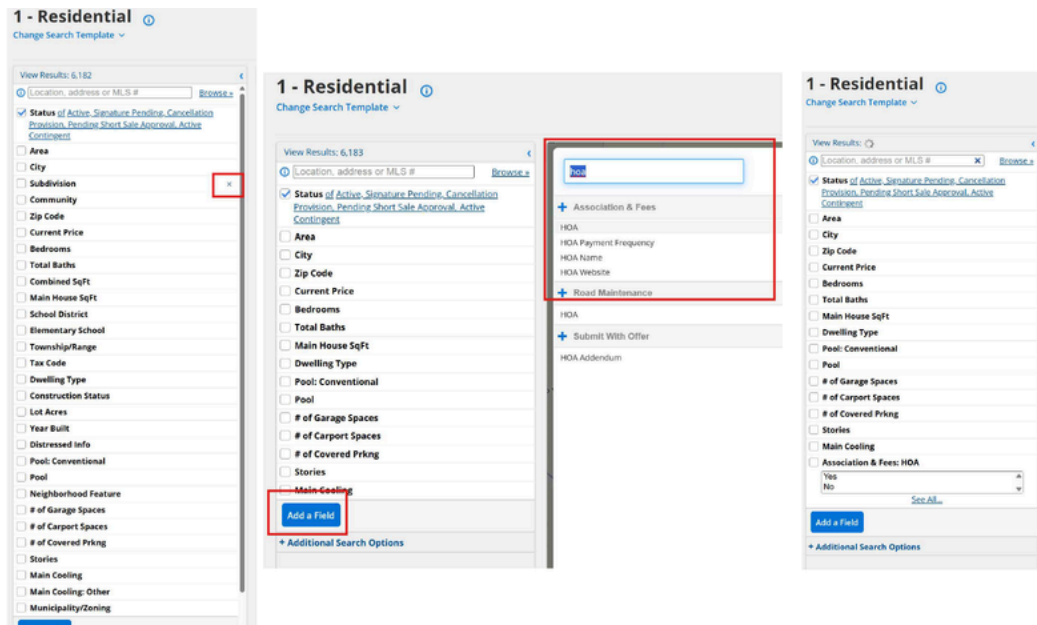




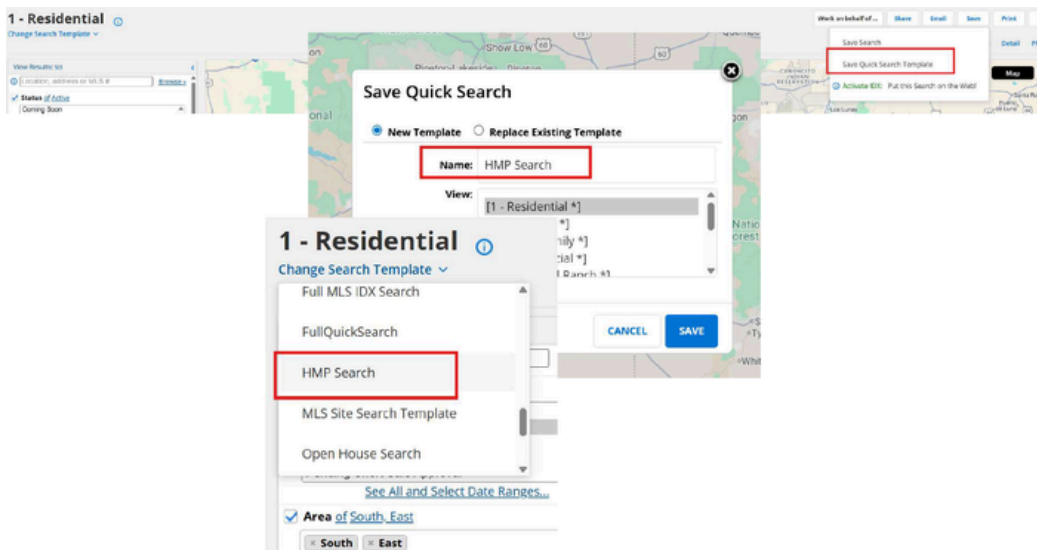
How to Create a Search Template and Saved View

Step by Step Instructions (cont.):

3. Select search parameters desired for template. “Add Field” can provide access to additional fields and is found at the bottom of the search criteria options. To remove fields, select the “x” on the upper right hand side of the field by hovering over it



4. Once all desired search parameters are selected, click “Save” (on the upper right hand side). Name the template and it will now be viewable under Templates



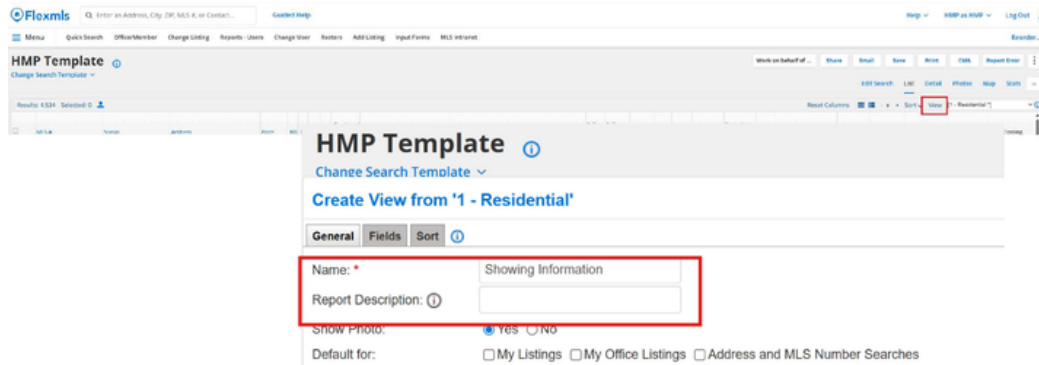
Instructions continued on the next page



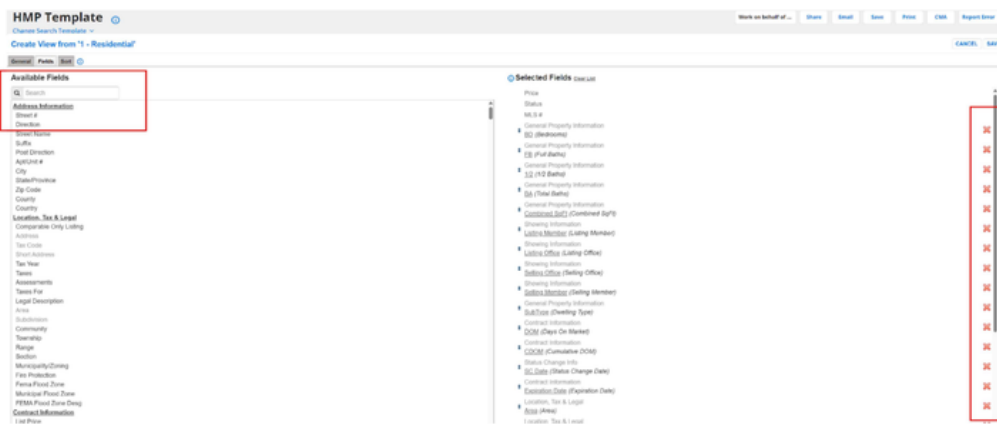
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Step by Step Instructions to Save a View for Templates:

1. After results from the selections have been populated, select “List” on the upper right hand side; adjusting the information here will change how the results are viewed for specific templates. Then name the view for this template



2. Fields can be added to show in the view from the search; fields can be removed by selecting the “X” on the right of the field



3. Now all columns will contain the selected criteria in View (same with Templates, “View” will always remember the last selection)

