Daily Functions
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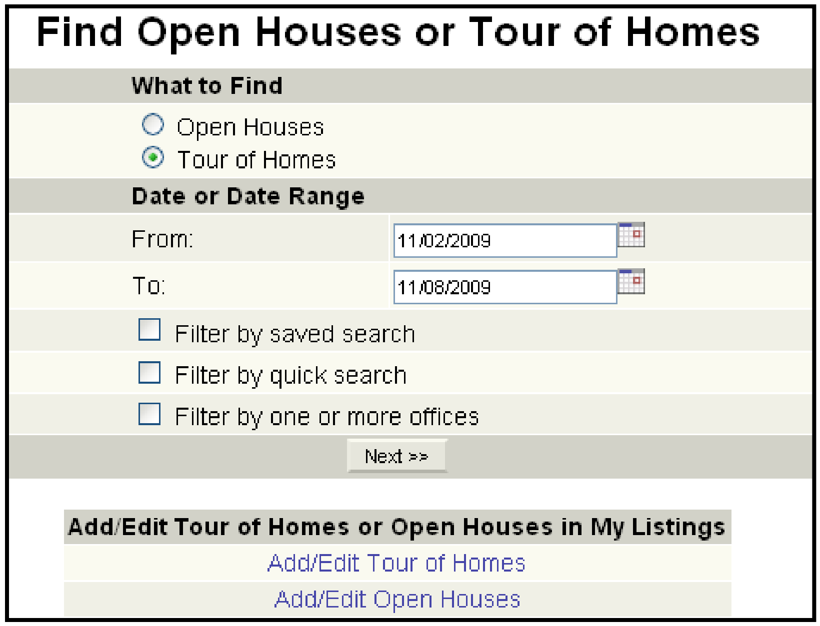
Daily Functions

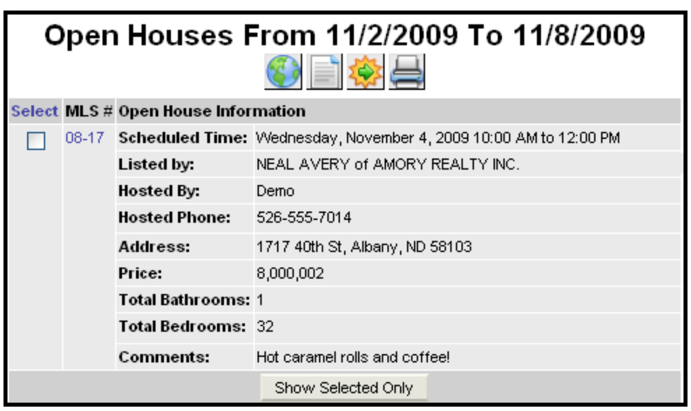
TOURS/OPEN HOUSES

To pull up information on upcoming Tours of Homes and Open Houses that have been scheduled in the MLS, click on the **Tour/Open Houses** link under Daily Functions on the menu.



Choose whether you want to see information on Tours or Open Houses by clicking the radio button next to the option you are interested in, then type in the date range that you want to search. The default date range is one week from today's date. You may filter your results by using a saved search, quick search or by listing office(s). Click the **Next** button when finished.

A list of all of the upcoming events will appear. You may print the list using the print functions in the browser or you may map, create reports, or send to search results using the icons at the top of the results screen.



Map Selected

Choose the listing that you are interested in by clicking the Select box. Then click the **Map Selected** icon from the tool bar. This will create a map of the listing(s).

Create Reports

Click on the MLS number to open a listing's full report. To open the Listing Report Options screen, select one or more listings and click the **Create Reports** icon. This gives you the option to create a full listing report using any Standard or Custom Report available to your MLS.

Send to Search Results

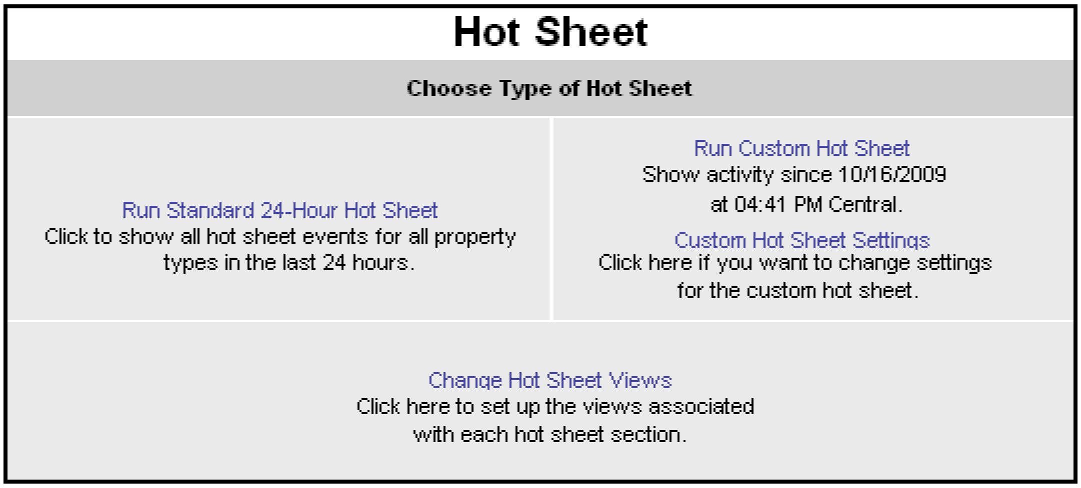
To look at the information for the listings in the Search Results screen, select the listings that you are interested in and click on the **Send to Search Results** icon on the tool bar. If no listings are selected, all listings will display on the Search Results screen.

Print

Click to print your list of Open Houses or Tour of Homes.

HOT SHEET

To open the Hot Sheet options menu, click **Hot Sheet** under the Daily Functions on the menu. The Hot Sheet options menu contains links to the Standard Hot Sheet, Custom Hot Sheet, and Hot Sheet Preferences.



Standard 24-Hr Hot Sheet

The Standard Hot Sheet will compile a list of all events in the last 24 hours. For example, if you are pulling a Standard Hot Sheet at 8:40 am, you will have all information from 8:40 am yesterday until now.

To pull up a Standard Hot Sheet, click on the **Standard Hot Sheet** link from the Hot Sheet Options menu or click on **24-hour Hot Sheet** in the Listings area of the dashboard view. This will bring you directly to the Search Results page.

The Hot Sheet will display according to the status of the listing. New Listings will display by default, and choose to view other statuses by clicking on the drop-down list at the upper left corner of the screen, or by clicking on the links in the lower right.

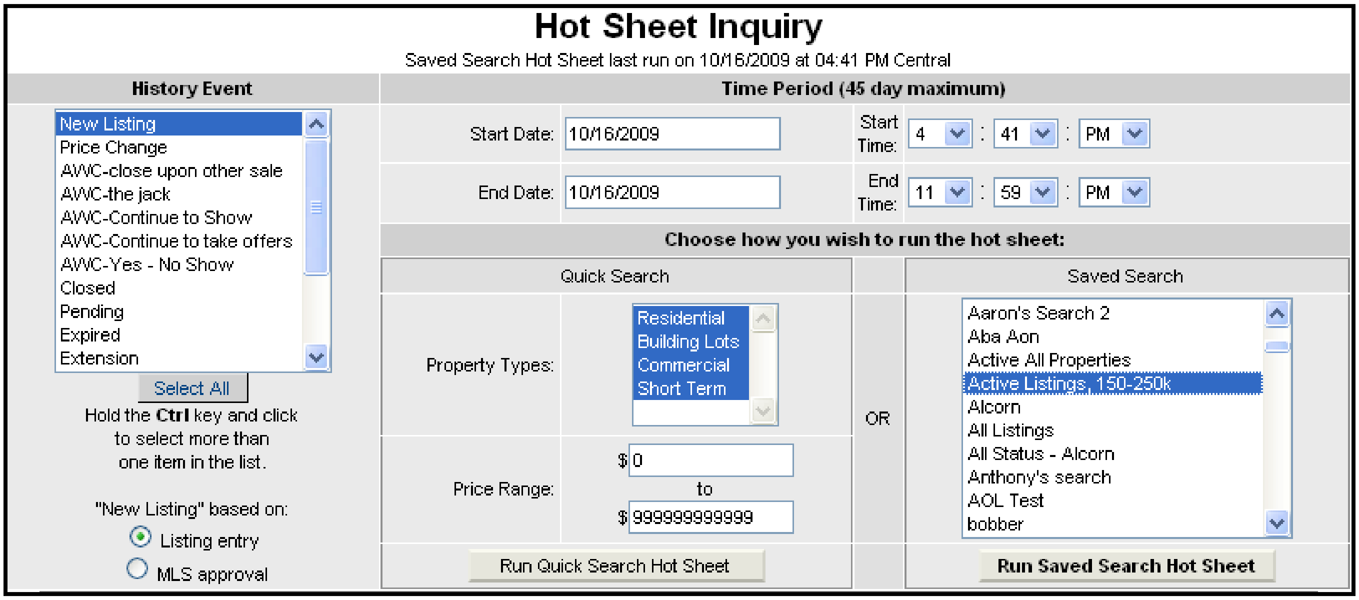
To view all hot sheet sections together in a printer-friendly format, click the arrow button at the upper right corner of the Hot Sheet screen.

Custom Hot Sheet

The Custom Hot Sheet function is your personal hot sheet. You may set the events and property types of interest to you, and the Custom Hot Sheet saves the run time and criteria so that you may quickly view all new matching results since the last run time, up to 72 hours. This hot sheet is fully customizable using the Custom Hot Sheet Settings.

Custom Hot Sheet Settings

The Custom Hot Sheet Settings link allows you to personalize the options for your custom hot sheet. Parameters such as time period, event, and property type can all be adjusted.



Choose the event(s) that you want to use for your hot sheet. For example, if you are only interested in seeing what is new on the market and what has closed, just click those two items. To choose more than one item from the list, hold down the Control Key on the keyboard while clicking with your mouse to select multiple items.

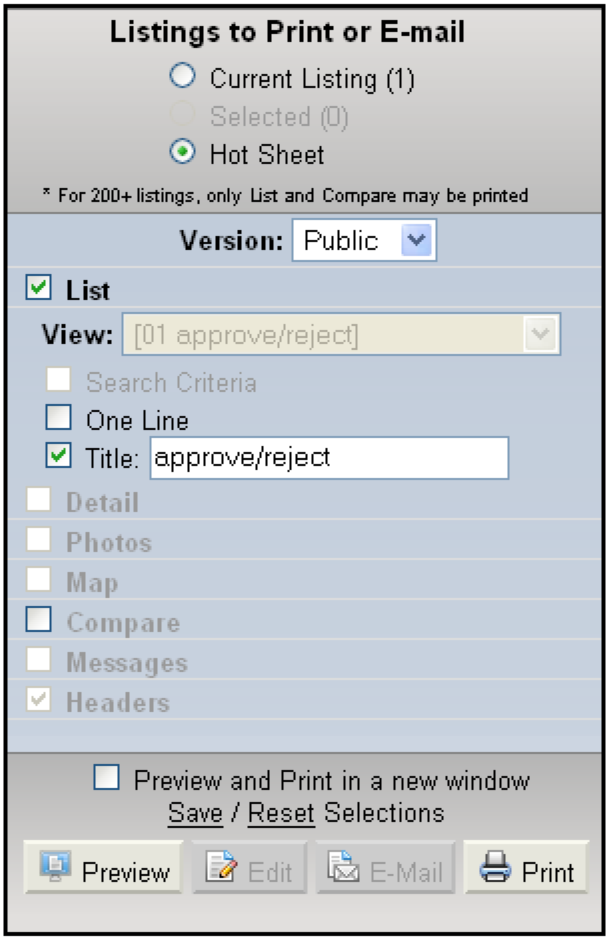
Choose the time period that you want your hot sheet to cover. The custom hot sheet will remember the last time the hot sheet was run and will show you new matches from that time. If it has been longer than 72 hours since you last ran your custom hot sheet, you can adjust the date and time settings accordingly. To change the date and time, click into the field that you want to change and enter the new information.

Choose your property types and price range and click **Run Quick Search Hot Sheet** to display a Quick Search Hot Sheet.

Alternatively, if you would like to run a hot sheet from a search that you have previously saved, choose the events, time frame, and the search that you wish to see the updates on, and click the **Run Saved Search Hot Sheet** button. This will create a hot sheet with results for your specified saved search. See the Search Results section for information on saving searches and working with Search Results.

Printing the Hot Sheet

You may print your Hot Sheets in two ways. If you have chosen to view the printer-friendly hot sheet by clicking on the arrow button at the upper right corner of the screen, you may click **File**, **Print** in your browser window.

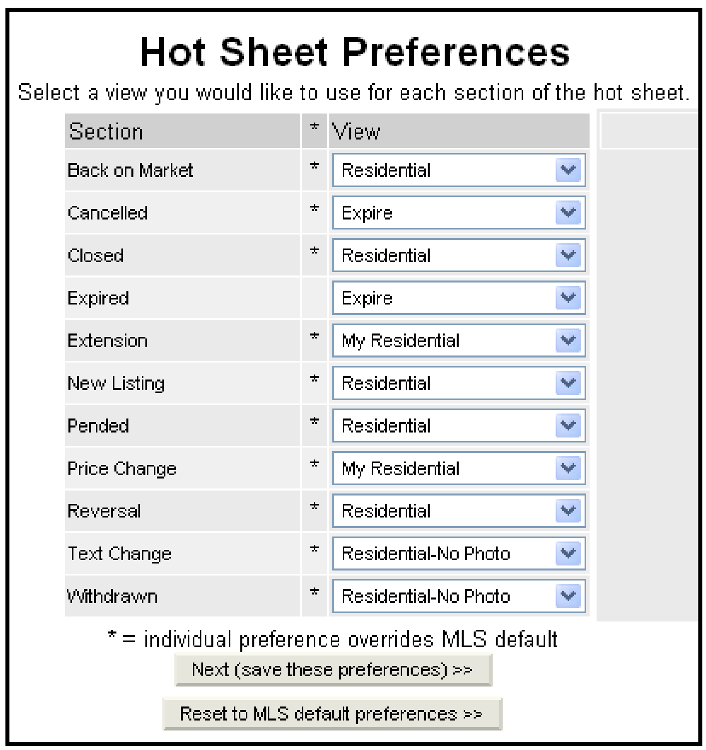


From any hot sheet section, you may click **Print** in the function buttons. On the print screen, you may choose to print information for the current selected listing, the contents of your cart, or the entire hot sheet. Select the Public or Private version of the hot sheet, and enter a title for the hot sheet if you so choose.

If you choose to print the current selected listing or the contents of your listing cart, you will have additional printing options – choose which tabs and which pages within those tabs you would like to print.

Click **Preview** to preview your printing selections, or simply click **Print** if you are ready to print.

If you would like to preview your printing output in a new window, place a check in the box marked **Preview and Print in a new window**. From the new window, click File, Print in your browser toolbar.



Hot Sheet Preferences

To set preferences for your hot sheet, click on the Change Hot Sheet Views link. Each section of the hot sheet (Back on Market, New Listings, etc.) may have a view (set of columns of information) associated with it. Views may be created by clicking **Preferences**, **My Views** from the menu. By choosing a different view for each section you may include the columns most relevant to that section. For new listings you may wish to display list price and listing member, but for sold listings you may wish to display sold price and selling member. You can do this by first creating the appropriate view based on your needs, then associating that view with the appropriate hot sheet section. With flexmls Web, you can set up as many views as necessary. If you'd like, you can choose a different view, or short display, for each section of the hot sheet.

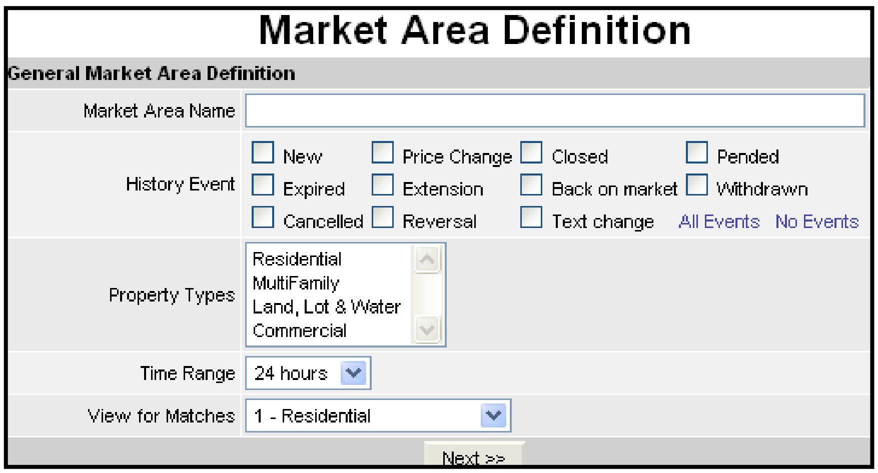
From this screen, you may choose which view you would like to see from the drop-down next to each section of the hot sheet. Once you have set the view for each section, click the **Next** button to confirm that the new hot sheet preferences are saved.

MARKET AREAS

The Market Areas link provides access to a summary view of new or changed listings in market areas you define. Market Areas pull information about recent changes to listings, like a Hot Sheet, but the information is presented in overview form for quick review.

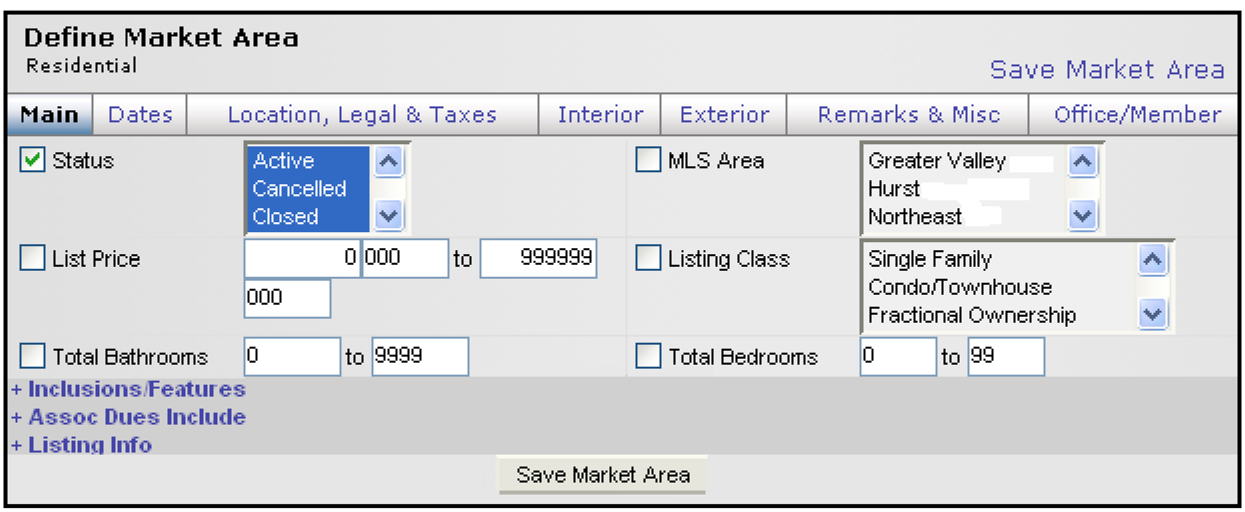
Create a Market Area

To create a Market Area, click **New**. On the Market Area Definition screen, type in a name for the Market Area in the Market Area Name field. Next, choose the History Events and Property Types that will be associated with this market area. Then choose the time range and view for matches. Click **Next**.



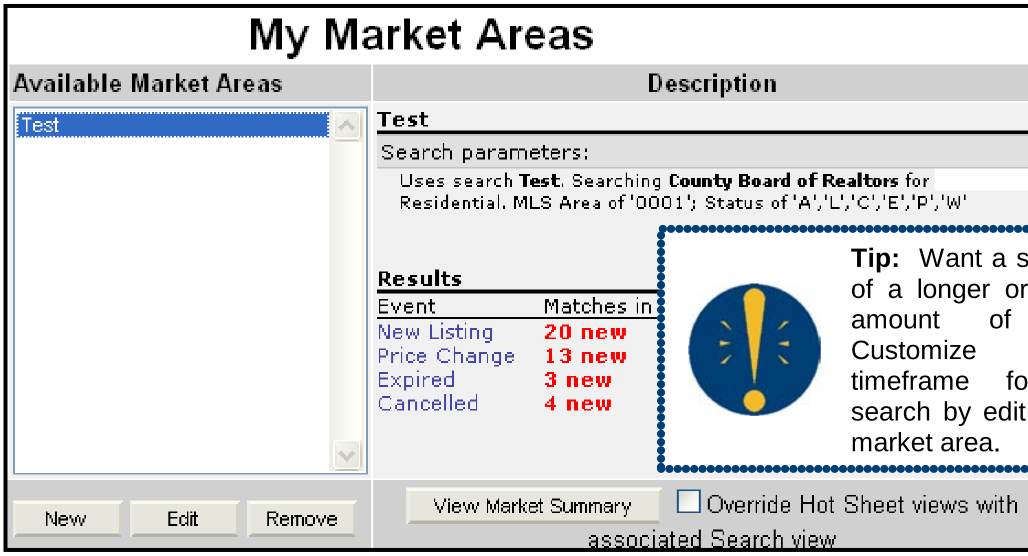
A search screen will come up for you to pick your criteria to define your Market Area. After selecting the search criteria, click **Save Market Area**.

Note: Your MLS may choose a slightly different Market Areas function. Be aware that your screen may not look exactly like the pictures in the manual.



Use a Market Area

To make use of the Market Area that you created, click on its name from the list of Available Market Areas on the left side of the screen. On the right, a description of the search parameters for that Market Area will appear. Under Results, the number of new matches for each event (New Listing, Price Change, etc.) will appear. Click on a section name, like **New Listing**, to view the corresponding listings.

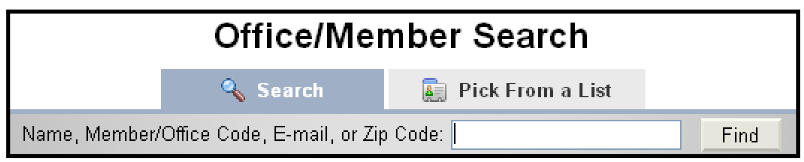


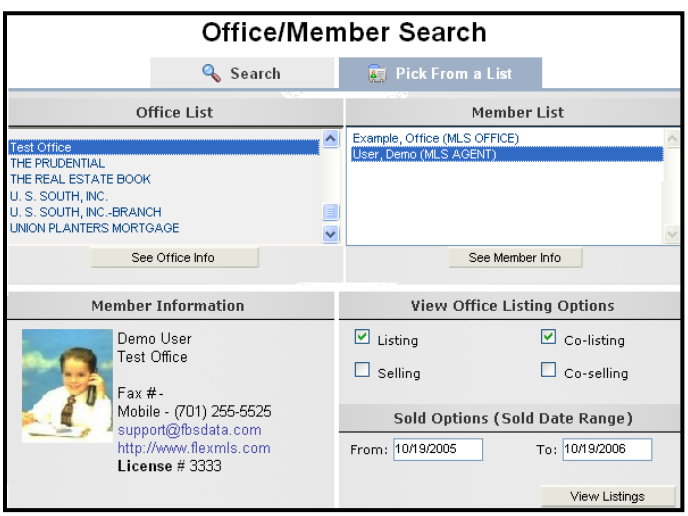
Tip: Want a summary of a longer or shorter amount of time? Customize the timeframe for your search by editing your market area.

To edit an existing Market Area, choose it from the list of Available Market Areas and click **Edit**. To delete a market area, select it from the list of available market areas and click **Remove**.

Member Lookup

To search for contact information or listings for a particular office or member, click on **Member Lookup** under Daily Functions on the menu.



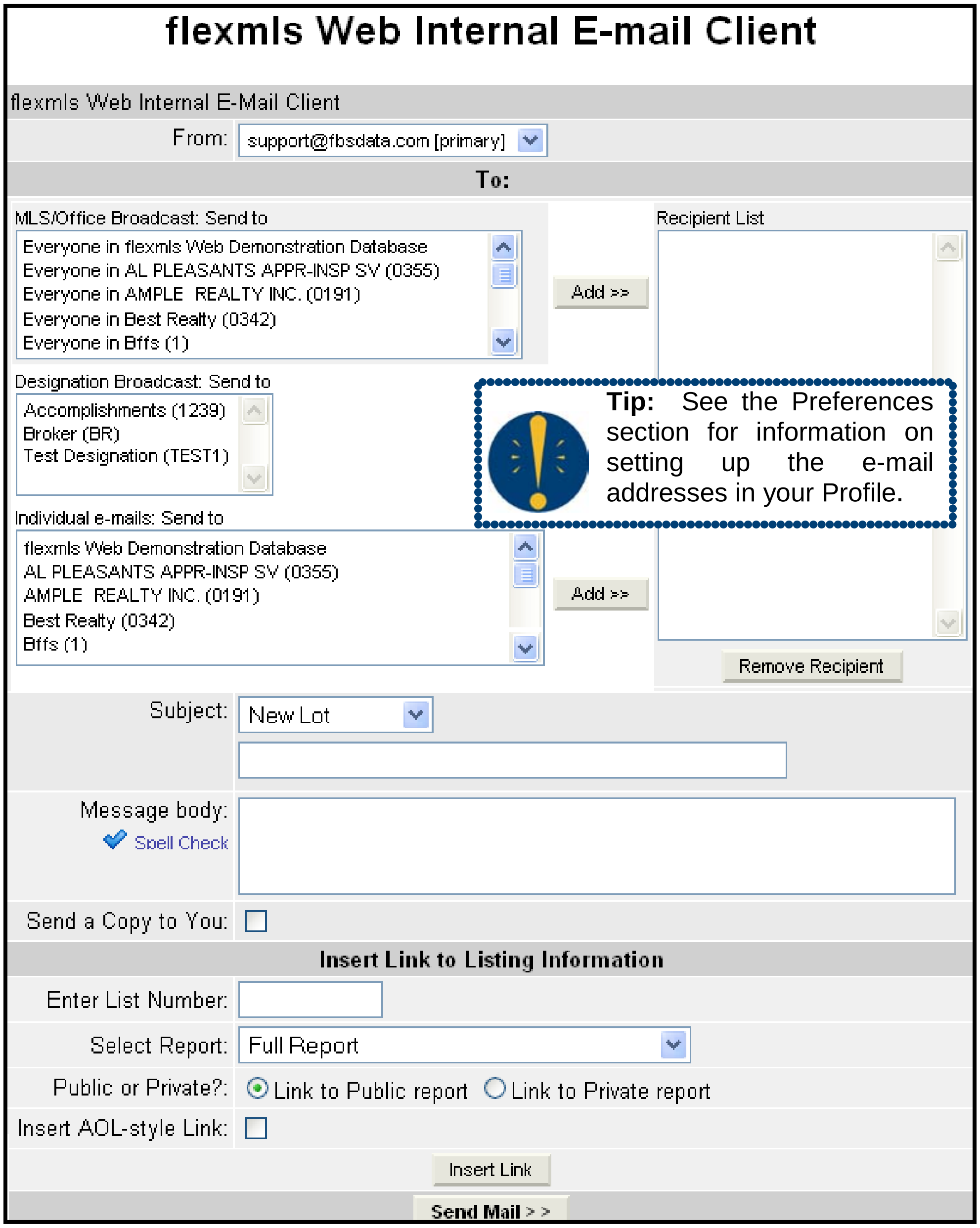


Choose whether you would like to conduct your search by picking from a list or by typing in a name, partial name, user ID, or zip code.

After you have entered your information, click **Find** to bring up a list of matching members and/or offices. Click **Pick from a List** to select from a list of offices. After making a selection, you will see the office's contact information and a list of available members within the office. You may select a member from the list at the right to display the member's contact information.

After selecting a member/office, you may choose to view their listings as well as their sold listings according to a specified date range (where permitted under MLS Preference Settings). Click **View Listings** to continue.

MLS E-MAIL



Tip: See the Preferences section for information on setting up the e-mail addresses in your Profile.

Where available by MLS preference, the MLS E-mail function is an internal e-mail system for the MLS. This is strictly for communication within the MLS. The MLS e-mail function will automatically access all primary e-mail addresses from the MLS member Profiles.

To access this feature, click on **MLS E-mail** under Daily Functions on the menu.

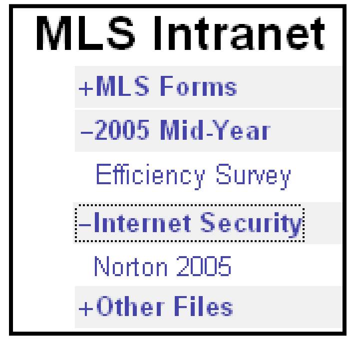
The MLS/ Agency Broadcast list should be used if you need to send a broadcast e-mail to a large number of people as a group. To send a message to everyone in the MLS that has their e-mail registered in their Profile, click the top option and click on the Add button. This will put everyone in the MLS in the Recipient list on the right. To just send to everyone within a particular office(s), choose everyone in a Particular Agency and click on the **Add** button. Everyone with an e-mail address registered in that office will receive the message.

Individual E-mails are listed in the second box. If you need to send a message to the MLS office, choose the first e-mail address in the list, click on **Add**, and they will be in the recipient list. The individual office e-mails and individual agent e-mails are listed here. Choose the ones that you want to send the message to and click on **Add**.

Type in the subject and message you are sending. Place a check in the box to Send Yourself a Copy if needed. You may choose to insert a link to a particular listing by typing in the MLS number, selecting the report to send, and clicking on **Insert Link**. Check the box next to Insert AOL-style Link if you are sending listing information to anyone using AOL. You will see the link to that listing appear below your text in the message body. When you are ready to send, click the **Send Mail** button at the bottom of the window.

MLS INTRANET

The MLS Intranet is used by the MLS Administrator to make documents available to users. To access these documents, click on **MLS Intranet** under Daily Functions on the menu.



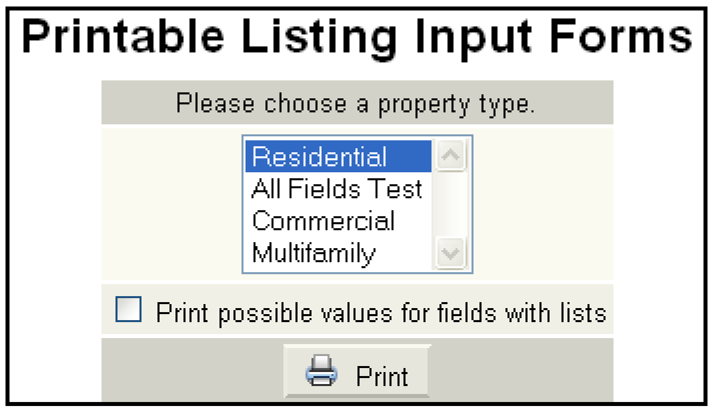
To open a file on the Intranet, click on the + sign next to the category you want to expand and view the documents in that category. Click on any document to open it.

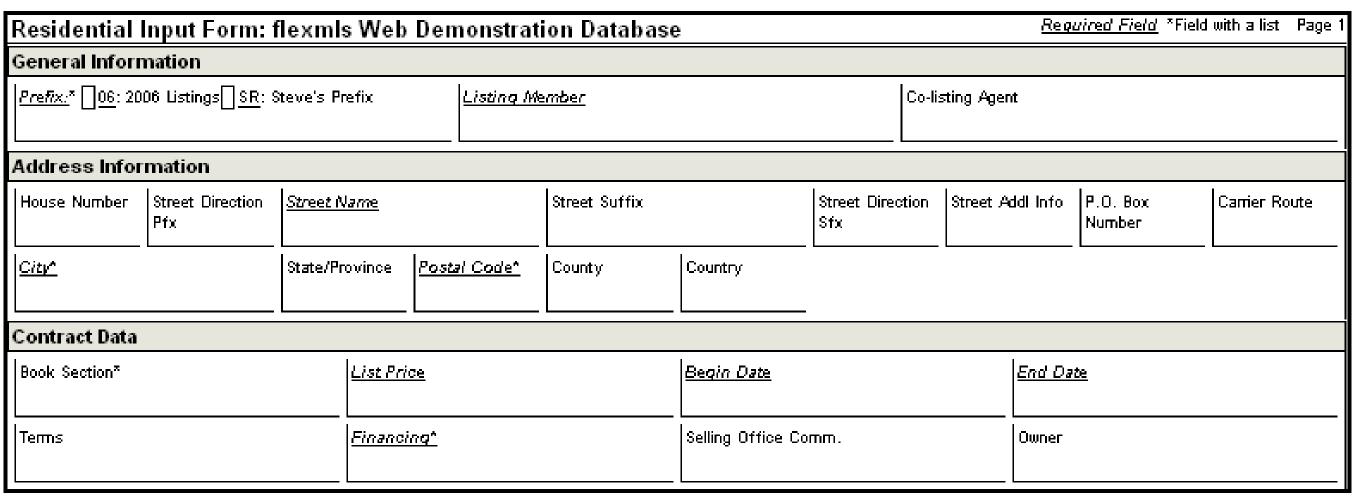
Only the Administrator is allowed to place documents on the MLS Intranet. If you would like to add something to the Intranet, please contact your Administrator.

INPUT FORMS

flexmls Web generates input forms that reflect the exact order and requirements which have been established by the MLS. Since the MLS has the capability to make changes to fields at any time, these input forms are the best way to ensure that you are always using a form that is fully up-to-date.

Select the property type you wish to view or print, and place a check in the box to print all possible values for fields with selection lists. The selection lists will appear after the forms. The Forms will display the Main fields first, followed by Detail fields and Rooms/Units where applicable. Fields with selection lists will be denoted by asterisks. Required fields for entry will be underlined. To print the forms use the print functions available in your browser.

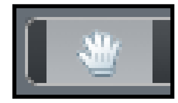




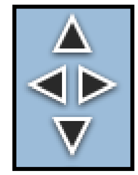
FLEXMLS MAPS

Under the **Daily Functions** portion of the menu, click on **flexmls maps** to view an interactive map. For information on using the Map Tab of the Search Results screen, please refer to the Search Results chapter of the manual.

Moving the Map



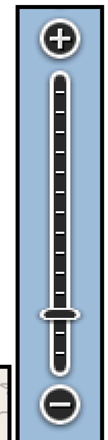
- **Pan** - The Pan Tool is the default tool selection when you enter flexmls Mapping. Using the Pan Tool, you may move the map in any direction. To use the Pan Tool, click and hold, and move the map in any direction. When you release the mouse button, the map will stop moving.



- **Navigation Arrows** - By using the arrow buttons above the zoom bar, you may move the map in the direction indicated by the arrow.

Zooming

To adjust the zoom level to display a larger or smaller area, you have five options:



- **Scroll Wheel** - If your mouse is equipped with a scroll wheel, scrolling will increase or decrease the zoom level, centering the map at the cursor point.
- **Double-Click** - Double-click at a point on the map to zoom and center at that location.
- **Zoom Bar** - To maintain the current map center but adjust the magnification, use the zoom bar in the upper left corner of the mapping screen. Click the + or - buttons to move the zoom level up or down.

- **Zoom Tool** - The green plus sign is your Zoom Tool. Click on the green plus sign to select the Zoom Tool. While the Zoom Tool is selected, you may click once to re-center the map at the click location, or you may click, hold, and release to draw a zoom area.
- **Pan Tool + Shift Key** - To draw a zoom area when the Pan Tool is selected, hold the Shift key on your keyboard while you use your mouse to draw a rectangular zoom area.

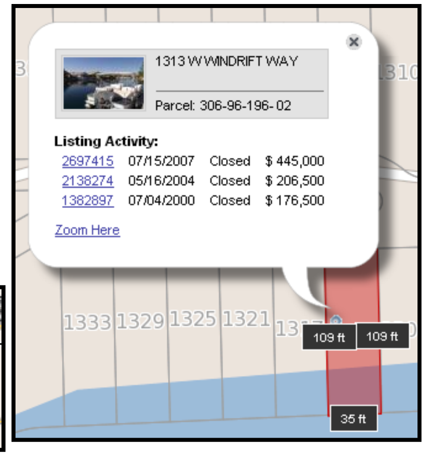
Back/Forward Buttons

Similar to your web browser, flexmls Mapping includes buttons to move between displays. If you would like to revert to the previous mapping zoom level or focus, click the back button (left arrow). From there, you may return to the most recent zoom level or focus by clicking the forward button (right arrow).

Display all Points on Map

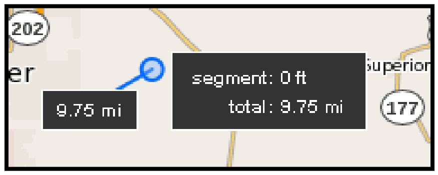
Click the button in between the Back/Forward buttons to return to the initial map view where all plotted points are visible. This tool is handy if you have moved the map to a point where you have lost perspective.

Nosy Neighbor



The Nosy Neighbor tool allows you to click on a point on the map to bring up the parcel dimensions, and a mini listing history. Click on the MLS number to view its listing report in a separate window.

Measure



Use the Measuring tool to measure distances on the map. Select the tool, click once on the map to begin measuring, move the mouse to the first point you'd like to measure. You may continue measuring segments on the map by repeating the process. Double click to clear the current measurements and begin again.

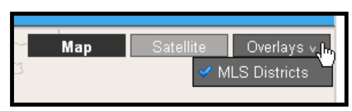
Scale

The lower left corner of the map displays the scale in kilometers and miles. As you zoom in, the scale will adjust to display in meters and feet when applicable.

Address Location

Click on the pushpin icon to enter available address information in the text boxes to plot a point on the map. If the address is found immediately, the point will appear as a pushpin on the map. If there are multiple possible matches, you will be presented with a list of matching locations to choose from. If no locations match your search criteria, you will be given the option to edit the address that you are searching for, or manually locate the location on the map.

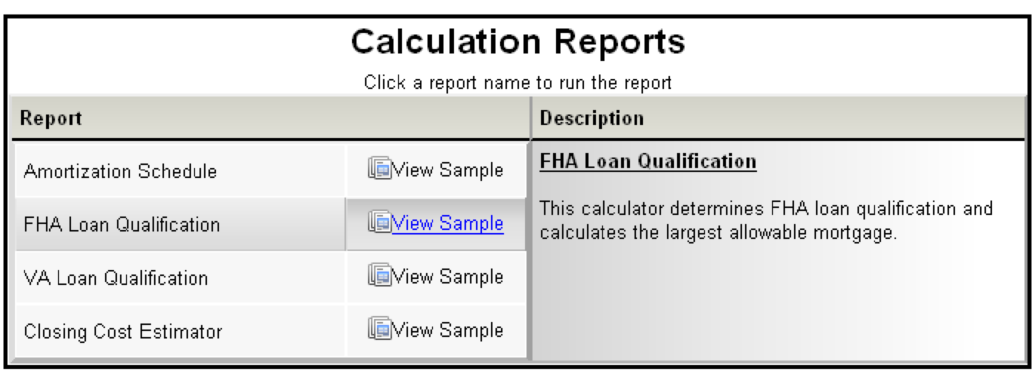
Overlays



Click on the drop-down list in the upper right corner of the map tab to view available overlays, which vary according to your MLS.

CALCULATORS

The Calculators section may be accessed by clicking on the **Calculators** link under Daily Functions on the main menu. A list of available reports will appear. Click on the **View Sample** link for any report to display an example of its output. Click on any report link to begin entering information.



Calculation Reports

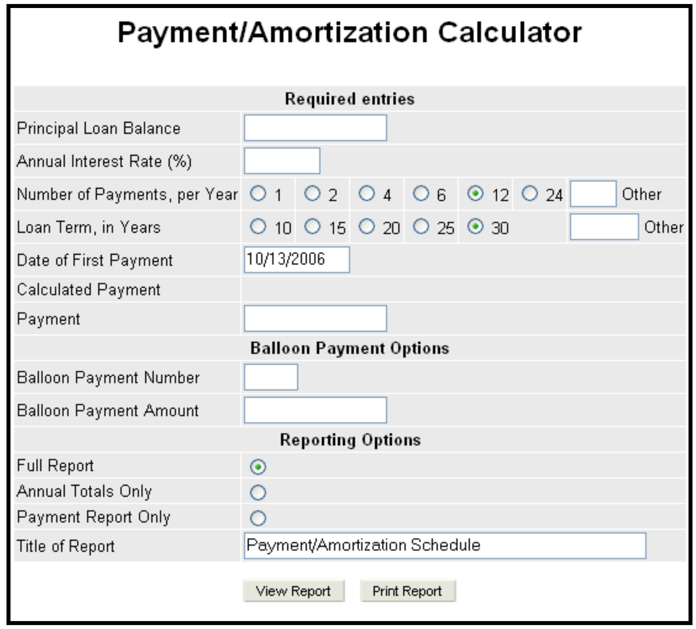
Click a report name to run the report

Report		Description
Amortization Schedule	View Sample	**FHA Loan Qualification**
FHA Loan Qualification	View Sample	This calculator determines FHA loan qualification and calculates the largest allowable mortgage.
VA Loan Qualification	View Sample	
Closing Cost Estimator	View Sample	

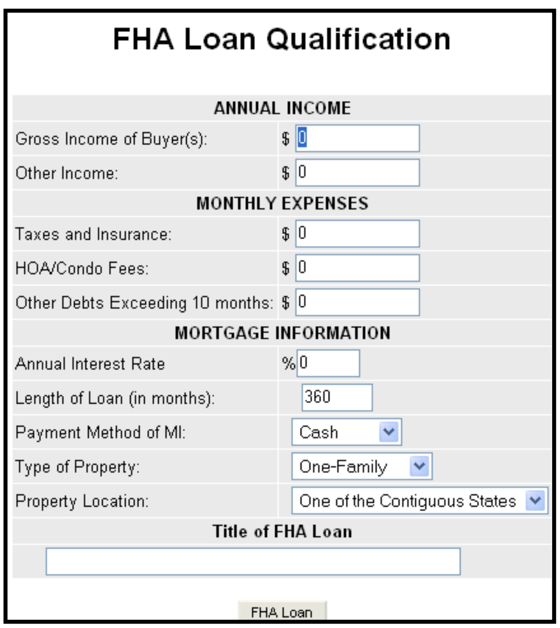
Amortization Schedule

Click within the **Principal Loan Balance** field to enter the desired amount. Use the Tab key to move to the next field, or simply click within the field where you wish to enter or modify existing information. Click on the radio button of choice for the **Number of Payments** and **Loan Term**, or click in the **Other** field to type in the desired number. Enter the date of the first payment. The payment amount will be automatically calculated in the field below.

For the purposes of this schedule, the Balloon payment will allow you to enter an amount for a specific payment number to determine how it will affect the total number of payments needed to repay the principal amount. You may choose to print the Annual Totals only, Payment Report only, or print the entire schedule with all payments. You may also enter a title for your schedule in the last available field. Click on the buttons at the bottom of the screen to view or print your results. The entire schedule will open in a new window. You may then click **Print** to print the schedule.



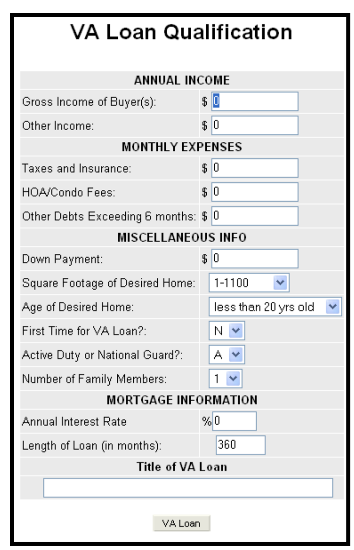
FHA Loan Qualification



Enter the gross income of the buyer and use the tab key to move on, or simply click within the next field for entry. Click on the drop-down lists to select from the available options. You may enter various combinations of interest rates and loan lengths. You may also add a title to the qualification report.

VA Loan Qualification

Enter the gross income of the buyer and use the tab key to navigate between fields. Click on the drop-down lists to select from the available options. You may enter various combinations of down payment amounts, interest rates and loan lengths. You may also add a title to the qualification report.



Closing Cost Estimator

You may create new CCEs, load existing CCEs for editing, or remove saved CCEs from this screen. Click **New** to start a new Closing Cost Estimator or highlight an existing CCE from the list and click **Load** to display the entry.

Enter or Edit the name for your CCE. You may use any saved CCE as a template for a new entry by typing in a new name and checking the box to **Save as new**. You may choose to display the Buyer's Summary, Seller's Summary, or both for your output. Enter the names and address for your report if necessary. Next you may enter the contract and closing dates, as well as the appraised value of the property.

The Summary section provides areas for the most commonly entered data, along with the ability to add specific line items by clicking on the **Add Line Item** link next to the icon. Totals calculated for the amount paid for by the buyer and reduction in the amount due the seller are shown at the bottom of the section, along with the Cash at Settlement totals. Following the totals you will see the signature blocks for the parties to sign and date.

Settlement charges are calculated from the entries in the final section. Commissions, fees insurance and any reserves deposited with the lender are entered here with the total charges for each party appearing at the bottom of the section. These charges are then automatically entered as line items in the Cash at Settlement section.

When you are finished with your entries you may save, print, or e-mail your CCE by clicking on the buttons at the top or bottom of the screen. If you choose to print or e-mail before you have saved, the system will automatically save your entries.