



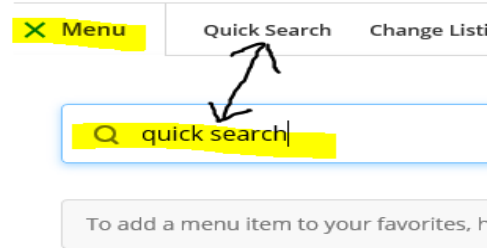
# How do you do that again?

Quick & Easy, Visual Guides for Flex MLS

## Basic Quick Search Tips & Tricks

**Step 1:** Click on the **Menu** Button and Type **Quick Search** or select **Quick Search**

from the top bar. From here you can do both a standard Quick Search or Map Search as needed.

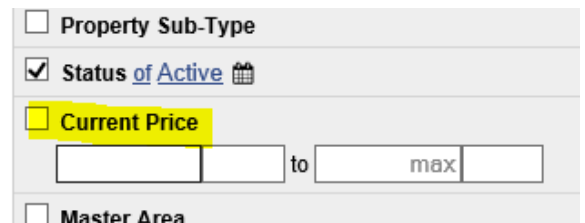
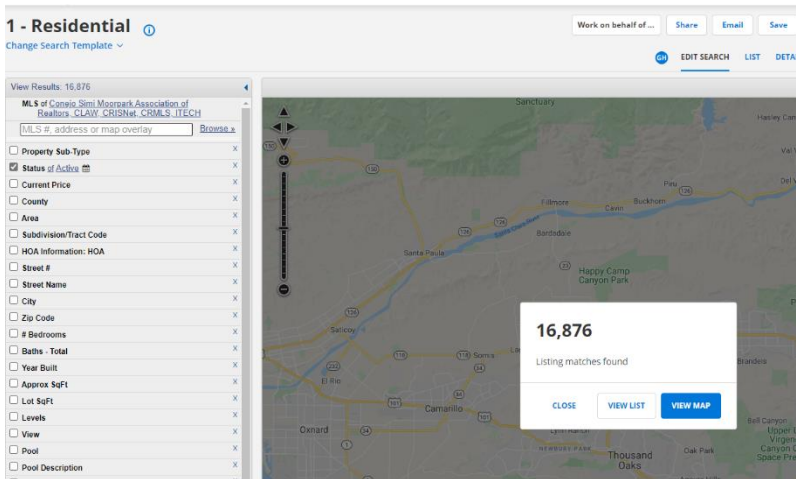


Search



**Step 2:** You can now start setting your search parameters on the left by clicking on the word to open up the field. The results will auto update as you change the criteria.

If you need to search by a different property type (i.e. Rental, Mobile, Land) **select this first** by clicking the drop down menu at the upper left of the criteria where it says, Change Search Template.



## Important Tips and Tricks:

- ✓ To make multiple selections in a field (For example, choosing multiple statuses) Hold down the Ctrl key (PC) or Command key (Mac) as you Click.





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- ✓ When off market statuses are selected (Pending, Closed) you can now adjust the date range. You can select a date from the calendar, manually type it in or.....if you click the little arrows to the left you can change it to Days Back. Click on the word Days and it changes to Months, or click again and it changes to Years.

**Off Market Dates**

Pending Date = 365 days back

Sold Date = 182 years back

Status of Coming Soon, Active, Active Under Contract, Contract, Pending, Closed

Coming Soon  
Active  
Active Under Contract  
Pending  
Closed  
Expired  
Hold  
Withdrawn  
Cancelled  
Deleted

**Off Market Dates**

Pending Date = 06/9/2020 to 06/9/2031

Sold Date = 06/9/2020 to 06/9/2031

- ✓ **What if you want to search by a field that isn't on the default list?** Click the green plus sign where it says add a field to the search. When the add a field box pops up to the right, then the add a field box on the left now works as a search bar. Type in what you are looking for (example: Senior Community) and the system will look for any matches. Once found, click on it in the box on the right and it will add it to your list on the left to select as needed.

Listing/Selling Member

Listing/Selling Office

+ Add a field to the search

- Additional Search Options

Pictures

**1 - Residential**

Work on behalf of... Share Email Save Price CMA Report Violation

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

View Results: 16,627

MLS of Contra Simi Moorpark Association of Realtors, CLAW, CRISNET, CRMLS, TECOTI

MLS #: address or map overlay

Property Sub-type

Status of Active

Current Price

County

Area

Subdivision/Tract Code

HOA Information: HOA

Street #

Street Name

City

Zip Code

# Bedrooms

Baths - Total

Year Built

Approx SqFT

Lot SqFT

1 week

View

Pool

Pool Description

Days in MLS

Listing/Selling Member

Listing/Selling Office

+ Add a field to the search

- Additional Search Options

Pictures

Videos

Favorites

**Add A Field**

Included in Sale

Excluded from Sale

Showing Info Remarks

Agent Remarks

Marketing Remarks

Activities

Open House Date

Tour of Homes Date

+ Appliances

Dishwasher

Freezer

Garbage Disposal

Ice Maker

Propane Dryer Hoodup

Rear Exhaust Fan

Refrigerator

Tooth Compactor

Vented Exhaust Fan

Water Line Is Rabbt

Water Purifier

None

Ran Ice Maker

+ Architectural Style

Georgian

Call Georgian

Clap/Gud

Colonial

Contemporary

Collage

Craftman

English

French

Garden Home

Mediterranean

Mid Century

Modern

Ranch

Spanish

Traditional

Tudor

Victorian

+ Association Amenities

Barbecue Package

Barbecue

BBQ Grill

BBQ Grill

Beach Ball Court

Card Room

Club House

Controlled Access



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- ✓ **How to Exclude Items from a Search.** Sometimes you may need to exclude an item from your search. For example, lets say your client is interested in all of Simi Valley except Simi Valley East. Instead of entering all the areas individually you can select the City of Simi Valley and exclude the Area Simi East. To do so, add the Area Simi Valley East as you normally would. After selecting you will notice it now says Area of SVE- Simi East. Next, take note that the word *of* is blue and underlined. If you click on the word *of* it now changes it to *not*. This now changes the selection to Area not of SVE- Simi East. This can be used for any search criteria that shows an underlined of option. Clicking it again will change it back to *of*.

Property Sub-Type  X

Status of Active 📅 X

Current Price X

County X

Area of SVE - Simi East X

✖ SVE - Simi East

[See All...](#) [Find via Map Areas...](#)

Subdivision/Tract Code X

HOA Information: HOA X

Street # X

Street Name X

City of Simi Valley. X

✖ Simi Valley

[See All...](#)

Property Sub-Type  X

Status of Active 📅 X

Current Price X

County X

Area not of SVE - Simi East X

✖ SVE - Simi East

[See All...](#) [Find via Map Areas...](#)

Subdivision/Tract Code X

HOA Information: HOA X

Street # X

Street Name X

City of Simi Valley. X

✖ Simi Valley

[See All...](#)

- ✓ Lastly, If you need to edit your search after you have viewed the results, **DO NOT use the Internet browsers back button**. Instead click the Tab that says **Edit Search**. This will take you back to the criteria without making you start over.

Subdivision/Tract	BD	BA	F	3/4	1/2	1/4	SqFt
Parklane (W) -228 - 1001662	2	2	2	0	0	0	1,193