

Quick Search 101:

1

Click Quick Search: In your favorites bar located at the top, select the "Quick Search" tab on the left.

Tip: To add Quick Search to your favorites bar, click the menu button and add a star!

2

Select a Quick Search Template: This drop-down menu provides a list of Quick Search templates. Which are based on a property type.

Original Property Type	Flexmls Property Type
Residential	Residential
Multi-Family	Residential Income
Vacant Land	Land
Commercial	Commercial Sale
Lease Only	Commercial Lease
Rentals	Residential Lease
Farm & Ranch	Farm & Ranch
Business Opportunity	Business Opportunity

Tip: *Original Property Type* refers to the labels used in Paragon, and the *Flexmls Property Type* is the equivalent in Flexmls.

Tip: Want to search for multiple property types? Use the All Property Types template.

3

Search Fields: Based on the Quick Search template chosen above, specific search fields appear. Click on any field and make selections to add criteria and narrow down the search results.

Tip: Can't find a field? Click Add a Field in the lower left corner to search for a field that doesn't appear on the list.

4

View Results:

List: Spreadsheet view.

Detail: Displays listing reports.

Photos: Displays listing photos and virtual tours.

Map: Find listings by map.

Stats: Search property statistics.

5

Take Action: Use the tabs on the top right to text, email, print, save your search criteria, and run a CMA report.

Edit Search: Change search criteria.

Quick Search 101:

The screenshot shows the Flexmls Quick Search interface. At the top, a navigation bar includes 'Menu', 'Quick Search', 'Add Comp Listing', 'Add Listing', 'Hot Sheet', 'Contact Management', 'My Messages', 'Market Summary', 'Work on behalf of...', 'Share', 'Email', 'Save', 'Print', 'CMA', 'Report Violation', 'Reorder...', 'Help', 'GTU3', and '2'. A 'Guided Help' link is also present. The main search area is titled '1 - Residential' and includes a 'Change Search Template' dropdown. A search bar contains the text 'Enter an Address, City, ZIP, MLS #, or Contact...'. Below the search bar, a 'View Results: 3,166' indicator is shown. A list of search criteria is displayed on the left, including 'Status of Active, Active Under Contract, Show', 'Property Sub Type', 'Current Price', 'City', 'County', 'ZIP Code', 'Elementary School', 'Middle Or Junior School', 'High School', 'Bedrooms Total', 'Bathrooms Full', 'Bathrooms Half', 'Garage Spaces', 'Carport Spaces', 'Parking Total', 'Living Area', 'Year Built', 'Levels', 'Lot Size Acres', 'Average Monthly Association Fee', 'Unit Level', and '1 to 1000 / 1000000, 1000000, 1000000'. A map of the San Valley area is shown on the right, with a '3,166' indicator and a 'List of matches found' button. A 'Close' button and a 'View Map' button are also visible. A 'Map' button is located at the bottom right of the map area.

1 Enter an Address, City, ZIP, MLS #, or Contact...

2

3

4

5

1 - Residential

Change Search Template

View Results: 3,166

MLS #, Address or map overlay

Status of Active, Active Under Contract, Show

Property Sub Type

Current Price

City

County

ZIP Code

Elementary School

Middle Or Junior School

High School

Bedrooms Total

Bathrooms Full

Bathrooms Half

Garage Spaces

Carport Spaces

Parking Total

Living Area

Year Built

Levels

Lot Size Acres

Average Monthly Association Fee

Unit Level

1 to 1000 / 1000000, 1000000, 1000000

3,166

List of matches found

Close

View Map

Map

Satellite

Overlays

1 Click Quick Search

2 Select a Template

3 Enter your Search Criteria

4 View Results

5 Take Action

Listing Input 101:

1

Click Add Listing: In the top menu bar, select the "Add Listing" tab on the left.

2

Select a Property Type: For the applicable listing fields to be loaded on the input screen, select a property type.

3

Listing Input Form: Scroll through the input form and enter your listing's details.

Navigation Bar: You can use the left side menu to jump to a specific section of the listing input form.

Add Photos and More! While you are entering listing data, media can be added also.

Tip: Listing data must be entered and saved first before adding media for this listing.

4

Save Button: Lower right corner. Stores the listing data entered but will not exit the page. If you do leave this page, the saved listing data can be accessed from the My Incomplete page.

Publish Listing Button: Upper right corner. If any required fields are not completed, a message appears to identify the fields to fix before the listing can be activated.

Listing Input 101:

Flexmls Enter an Address, City, ZIP, MLS #, or Contact... [Guided Help](#)

Menu [Quick Search](#) [Add Comp Listing](#) [Add Listing](#) [Hot Sheet](#) [Contact Management](#)

[HOME](#) **Welcome NNRRMLS!** [Start Here](#)

Contacts
Type to filter contacts
[Manage](#)

[LISTINGS](#) **1**

[Last Listing](#)
No results for your criteria

Add Listing

LISTING DETAILS

General Listing Info

Showings
Address
Tax & Legal
Contact
Association/Community
Interior
Exterior
Building
Lot
Utilities
Business Information
Remarks
Map/Link
Photos
Floor Plans

Listing Details

General Listing Info

Property Type *
[Residential Income](#)
[Comp Sale YN](#)
No

Property Sub Type *
For properties with 5 or more units, for sale must be added to Commercial Sales, not Residential Income, per Nevada law.
No limit

Listing Member *
[Submit](#)

Co-Listing Member
[Submit](#)

Withdrawal Listing YN *

All fields

Add Listing

Please select one of the property types listed below.

☐ Residential ☐ Residential Income
☐ Land ☐ Commercial Sale
☐ Commercial Lease ☐ Residential Lease
☐ Farm ☐ Business Opportunity

☐ Open in New Window

2

[Cancel](#) [Select and Next](#)

[Input Form](#) [Publish Listing](#)

4

- 1 Click Add Listing**
- 2 Select Property Type**
- 3 Enter Listing Details**
- 4 View Input Form and Publish**

Share Listings 101:

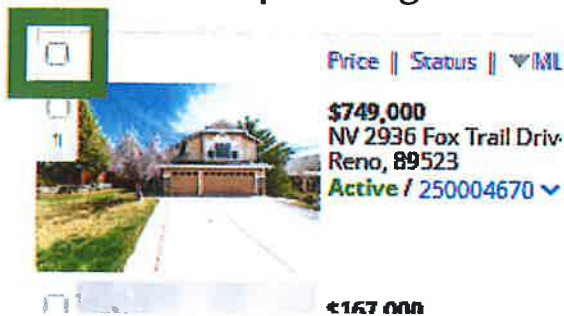
1

Find Listings: To display listings you can start with a Quick Search, via your favorites bar, or from a saved search.

Tip: To add Quick Search to your favorites bar, click the menu button and add a star!

2

Select Listings: Highlight the listing or select the boxes on the top left corner of multiple listings.



3

Share Listings with Your Clients: Use the action bar in the upper right corner.

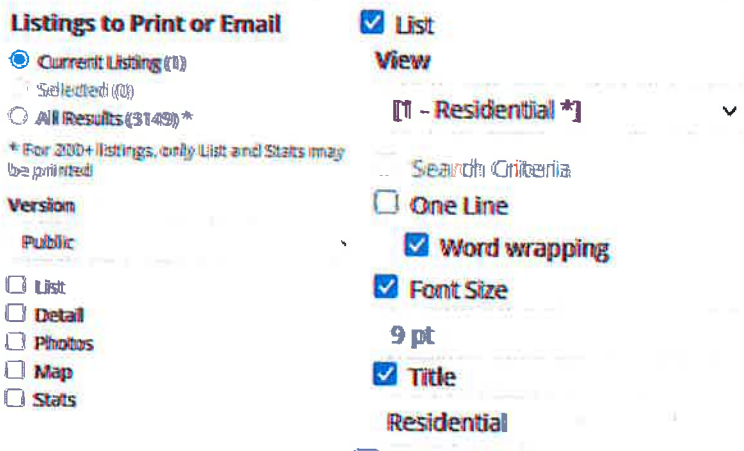
Share: share via text

Email: share via email

Save: save listings for later viewing

Print: Create a physical copy of the listing details.

4



Tip: The menu on the left allows you to specify the info you want included.

5

Create CMA Report: Run a CMA report to share or print.

Share Listings 101:

Flexmls Enter an Address, City, ZIP or Contact... **Guided Help**

Menu Quick Search Add Comp Listing Hot Sheet Contact Management My Messages Market Summary Subscriptions

1 - Residential Change Search Template Draft last saved: 4/18/2025, 11:20:23 AM

Results: 3,166 Selected: 0

Price | Status | MLS #

Sub Type	Zip Code	Beds Total	Baths Total	Living Area	Listing Member
5749.000	89523	5	3	2,772	Fallick Agent Fallick Office
5167.000	89512	1	1	540	Norah Mayowski Exp Realty
5400.000	89521	3	2	1,392	McKenna Berg Keller Williams Group One Inc.
5779.000	89509	3	2	1,392	McKenna Berg Keller Williams Group One Inc.

Share **Email** **Save** **Print** **CMA** **Report Violation**

Edit Search **List** **Detail** **Photos** **Map** **Stats**

1 Find Listings: Via new quick search or saved search

2 Select Listings

3 Click Share to Text or Email

4 Print

5 Create CMA Report

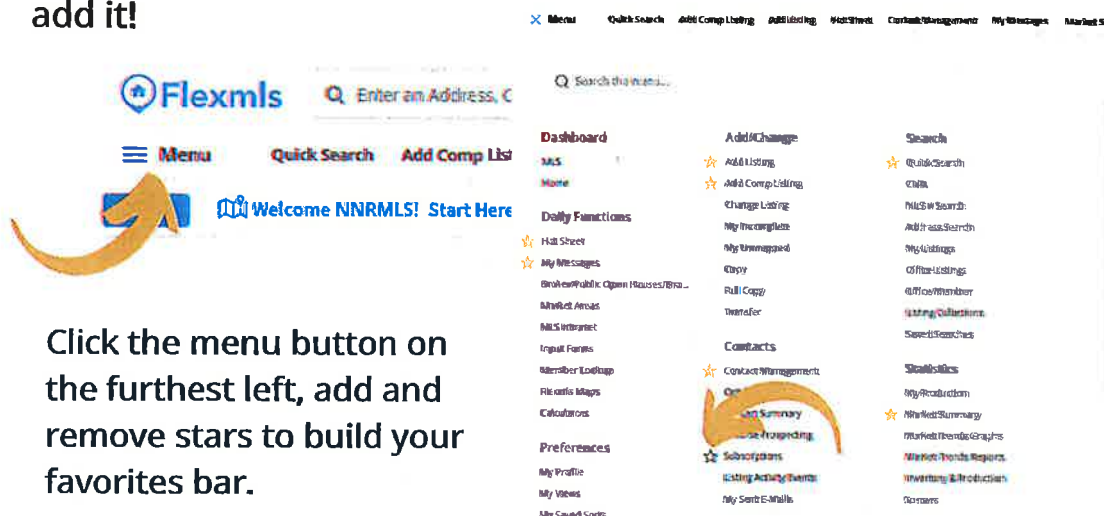
Subscriptions 101:

Auto-Drip

1

Select Subscriptions: Click Menu and then Subscriptions

Tip: If you want Subscriptions in your favorites bar, click the star to add it!



Click the menu button on the furthest left, add and remove stars to build your favorites bar.

2

Click Add New Subscription: When you add a new Subscription, the contact you associate with the property search will receive an email to opt in to messaging before being sent emails.

3

Subscription Name: We recommend using the name of the client, a description of the search, or both.

Select Notifications: The notification options determine who receives an email.

Contacts: Assign contacts you want associated with this search.

Tip: Multiple contacts? You can add another contact to the subscription by clicking in this box OR by clicking the Add New Contact link.

4

Notification Schedule: Select the days of the week or month the subscription email is sent. Choosing ASAP will send notifications within minutes of when listings match the client search.

Email Content: Add a subject body for the automated email that your contact will receive for listing matches. Your email signature will be automatically included in the email.

Tip: Use generic language in your email, as this message will be sent to the contact for each new listing alert. *Optional: Save the message as a Template for future use.*

Subscriptions 101:

Previously Known as Auto-Drip

The screenshot shows the Flexmls homepage. At the top, there's a navigation bar with 'Flexmls', a search bar, and links for 'Menu', 'Quick Search', 'Add Listing', 'Contact Management', 'My Messages', and 'Subscriptions'. Below this, there's a 'HOME' button and a 'Welcome NNNRMLS! Start Here' message. On the left, there's a 'Subscriptions' section with links for 'Active', 'Inactive (0)', 'Agent Only (0)', and 'Listing Activity Events'. Below that, there's an 'Active Subscriptions' section. On the right, there's a 'New subscription' button. A large orange arrow labeled '1' points from the 'Subscriptions' link in the navigation bar to the 'New subscription' button. A red arrow labeled '2' points from the 'New subscription' button to the 'Add New Subscription' button in the 'Active Subscriptions' section.

1 Click Subscriptions

2 Add New Subscription

The screenshot shows the 'Add New Subscription' form. It has a 'Subscription name' field. Below it, there's a 'Send notification of new listings to' section with checkboxes for 'You (sender)', 'Selected contacts', and 'Send me an email when a contact clicks the link'. There's also an 'Enable Preview Mode' checkbox. Below that, there's a 'Schedule' section with a dropdown for 'Weekly', 'Monthly', and 'ASAP'. Below that, there's a 'Clear days' section with checkboxes for 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. Below that, there's an 'E-mail content' section with a 'Templates' dropdown. Below that, there's a 'Subject' field. A large green arrow labeled '3' points from the 'Add New Subscription' button in the previous screenshot to the 'Add New Subscription' button in this screenshot. A large green arrow labeled '4' points from the 'Add New Subscription' button in this screenshot to the 'Add New Contact' button in the 'Add New Subscription' section.

3 Select Saved Search or Create New

4 Add Contacts, Set Schedule and Write Message