

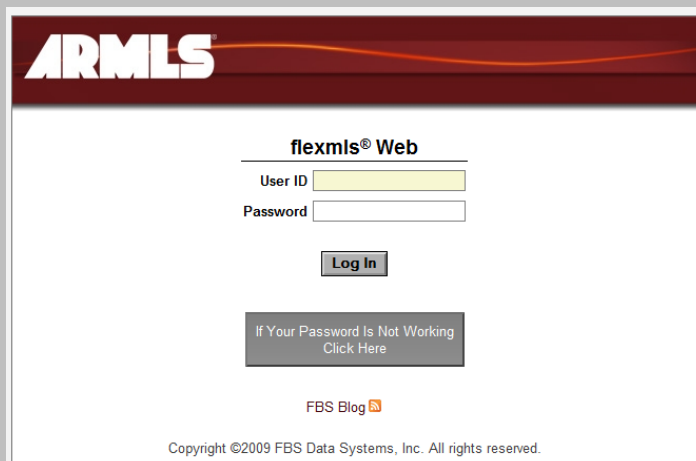
This guide is a quick reference for most of the basic flexmls® Web functions (Contact Management, Logging In, Inputting a Listing, and Quick Searches). For more information on these, as well as all other flexmls topics, check out the *User Guides* in the flexmls menu. Choose either *flexmls manuals* or *flexmls tutorials* from the drop-down menu. Navigate to the subject of your choice for more detailed information on each topic. Welcome to flexmls!

Logging In

Step 1 Open Microsoft Internet Explorer or Mozilla Firefox on your computer

Step 2

- Type *armls.flexmls.com* in the Browser address bar; or
- Type *armls.com* in the Browser address bar; Click *flexmls® Web* under Quick Links on the left to get to the Login Screen



The Login Screen

Step 1 Enter User Name (Agent ID) and password in respective fields (see Special Notes if you cannot successfully log in)

Step 2 Click the *Log In* button

Special Notes:

- The ARMLS® End-User License Agreement may appear. If so, read and click *I Agree* for access.
- A *Password Change* prompt may appear. If so, enter the information and click *Next*. A prompt will appear to login with your new password.
- A Profile Page may appear requesting you to confirm/update your personal contact information. Verify the accuracy of the information and click *Next*.
- If you cannot successfully log in, you can receive a temporary password via email
 1. Click on the button, *If Your Password Is Not Working Click Here*
 2. Enter your Agent ID on the pop-up window in the box provided
 3. Click *Next*
 4. Access your email account listed in flexmls
 5. Use this temporary password to login
Change this temporary password by entering it in the *Current Password* field and then enter your desired password and confirm

Quick Search

To Access the Screen

Step 1

- Click *Quick Search* from the Searches pane on the Dashboard; or
- Click *Quick Search* under the Search header on Menu bar.

Step 2 Highlight property class.

Step 3 Click the *Use* button.

Step 4 Enter criteria for the appropriate fields by:

- Clicking your choices; or
- Filling in blanks as needed; or
- Checkmarking boxes.

Special Note: Fields may be collapsed; click the field name to display values

To add fields to the search (left) panel:

Step 1 Enter a string of characters for the field or value desired in the *Add a field to the search* field.

Step 2 Select the item from the right (results area) panel by clicking on the value or field.

Step 3 Conduct search for the value/field on the left panel.

To view results

Step 1 Use one of the following methods

- Click on hyperlink in right panel for the desired report; or
- Click on View Results hyperlink on top or bottom of search (left) pane; or
- Click requested tab on the top of right pane; or
- Click on the results number on the right pane.

Step 2 Click on tabs to see specific information on listings.

Emailing Search Results

Step 1 Checkmark boxes next to listings to be emailed on the Search Results screen.

Step 2 Click the *Email* button on upper portion of screen.

Step 3 Click anywhere on *Interactive* box.

Step 4 Make selections on the left panel of the email screen

- Click on radio button for *Current Listing, Selected, or All Results*;
- Select *Start Position* from drop-down pick list (item recipient views first);
- Select desired *View* for the list report;
- Select desired *Detail* report;
- Checkmark all other items to be included for viewing.

Special Note: Selections can be saved as a default by clicking the *Save* hyperlink on bottom of left pane

Step 5 Fill in fields on the right panel

- Enter recipient(s) manually in blank field provided or choose from Contacts list displayed;
- Type in *Subject* and *Message*;
- Click *E-Mail* button on bottom of screen

Special Notes:

- Click the *Preview* button before sending to view what recipient will see.
- Use *Spell Check* in text format – then return to HTML.
- Create and use e-mail message templates.

To Save Search

Step 1 Perform search as directed above;

Step 2 Click *Save* button located above tabs on right pane;

Step 3 Click *Save Search* hyperlink;

Step 4 Enter name and description (optional) on the Save Search screen;

Step 5 Click *Finish* button on bottom of screen.

Tip:

To return to the Dashboard at any time, click ARMLS® in the upper left corner of the screen.

Listings

Adding a Listing

Step 1 Access the Add Listing input screen using one of the following methods

- Click *Add a Listing* on the Listings pane on the Dashboard; or
- Click *Add* under the Add/Change header on the Menu bar.

Step 2 Choose *Property Type*.

Step 3 Continue entering information by clicking screen tabs on top or *Next* button on bottom-right.

Step 4 Enter data (per field design) by checking box preceding the value, typing data, using calendar provided, or selecting from a drop-down pick list.

Step 5 Click *Add Listing* button when a minimum of all required fields are filled in (indicated in red) or *Save Incomplete* if listing is not ready to be Active.

Finishing an Incomplete Listing

Step 1 Click *Incomplete* under the Add/Change header on Menu bar.

Contact Management

Creating a Contact

Step 1 Access screen from the Dashboard by clicking *Add Contact* in the Contacts pane.

Step 2 Enter information.

Step 3 Click *Add Contact* at bottom of screen.

OR

Step 1 Access screen by clicking *Contact Mgmt* under Contacts header on Menu bar.

Step 2 Click *Add Contact* in upper-right of screen.

Step 3 Enter information.

Step 4 Click *Add Contact* on bottom of screen.

Creating an Auto Email

Step 1 Access the specific Contact by using one of the following methods

If you are updating an existing contact:

- Click the name of the client in the Contacts pane on the Dashboard; or
- Click on name of client on the Contact Mgmt

Step 2 Highlight desired incomplete listing.

Step 3 Click *Continue* button at bottom.

Step 4 Choose group of fields to display by using the *Show* drop-down pick list field on top-right.

Step 5 Click *Add Listing* button when completed and ready to be Active.

Changing a Listing

Step 1 Access the Change screen using one of the following methods

- Enter MLS # under *Change a listing* box on *Listings* pane on *Dashboard* and click *Change* button; or
- Click *Change* under the *Add/Change* header on *Menu bar* (on next screen enter MLS #); or
- Click down arrow next to the MLS # on *Search Results* screen and select *Edit Listing*.

Step 2 Click on appropriate hyperlink for change to be made (either content or status change).

Step 3 Fill in required or desired fields for change.

Step 4 Save changes using either *Next* or *Save Changes* button supplied.

screen if you accessed through the *Menu bar*.
If you are continuing from initiating a Contact entry, you will be immediately brought to the appropriate screen upon adding Contact.

Step 2 Click *Searches/Auto E-Mail* tab on bottom half of screen.

Step 3 Click *Add* at the bottom of the *Searches* box for a pop-up window to display.

Step 4

- Select from your list of saved searches (can select more than one); or
- Create a new saved search by clicking on *Create New Quick Search* or *Create New Full Search*; click *Save*; click *Save and Return to Contact Management* on *Save Screen* –note instructions under **Quick Search** section.

Step 5 Click *Attach Search(es)* button.

Step 6 Highlight search in search box.

Step 7 Click *Add an Auto E-mail* on right.

Step 8 Confirm the following:

- General Prospecting Event Options
- Recipient list
- Schedule
- View or report to send
- E-mail content

Step 9 Click *Next* on bottom of screen.

Special Note: For each associated Search for which you want an Auto E-mail, you will need to generate a new Auto E-mail. Follow steps above.