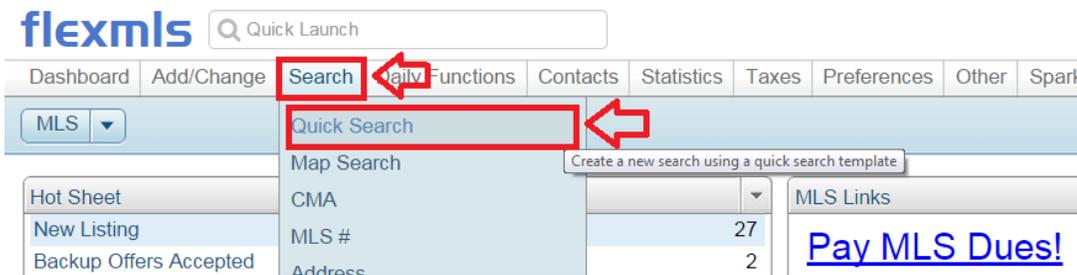


How to Search Sold Listings:

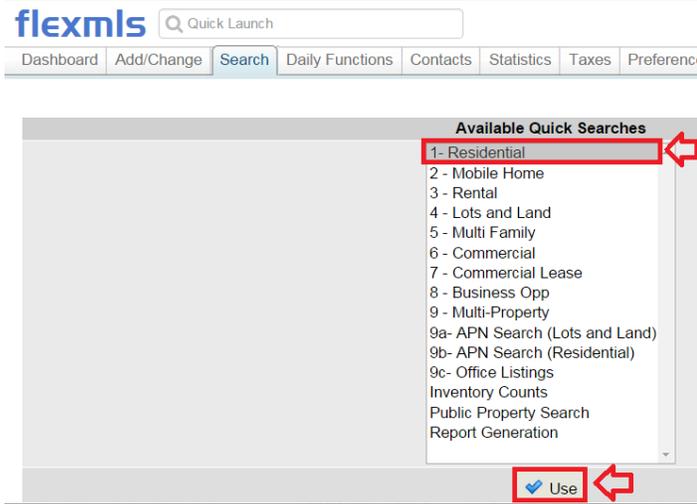
This guide is designed to show how to quickly run a search for closed listings.

Note: This guide will use the “Quick Search” feature which is one of many ways to run a search in Flex.

Step 1) From the Flex home page, click on “Search” then “Quick Search”:

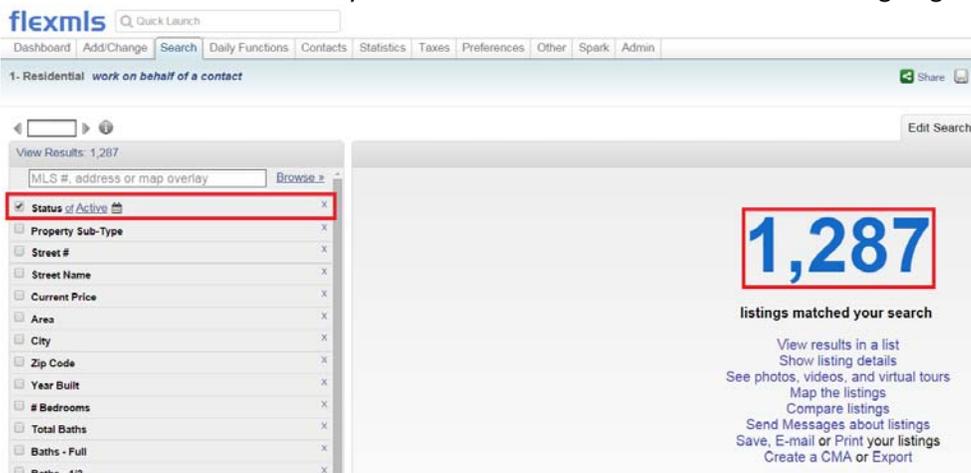


Step 2) Select your listing type then click “Use”:



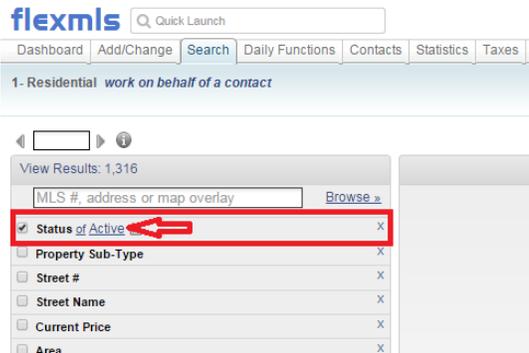
Step 3) Things to know about the main Screen and Searching:

- On the “Quick Search” Screen the status of “Active” is automatically selected by default (See picture)
- The big Blue number in the center of the screen is how many listings match your criteria
- On the left hand side you will notice a collection of filters. You are going to use these to refine your search

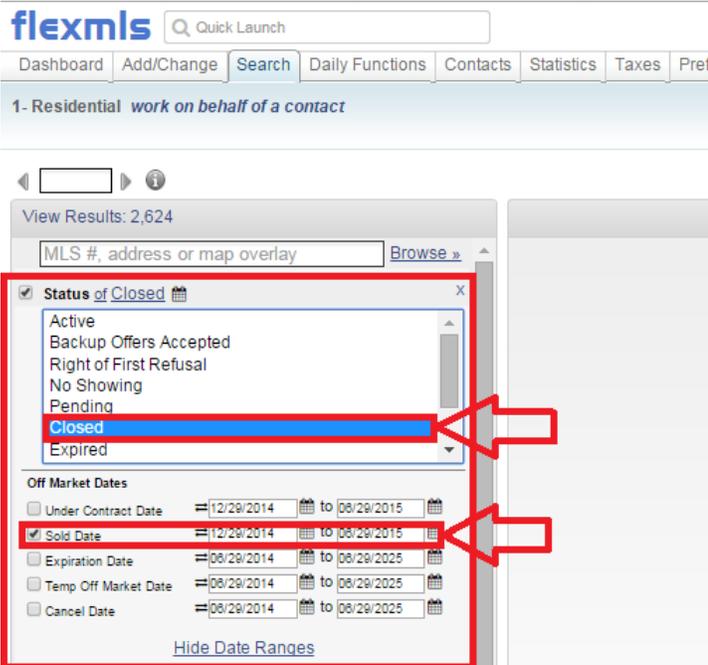


Step 4) Changing status from "Active" to "Closed"

- You need to click on the word "Active" on the left side filters (See picture)



- Once you click on the picture you will be given the following options:



- You want to select "Closed" once you select closed you will be given some dates below. Make sure to put a check next to "Sold Date" (if one is not there), then select the date range you want to run your search for.
- Note: Flex automatically sets the date range from 6 months automatically.
- Once you have the Sold criteria selected it is time to refine your search.

Step 5) Filtering your Results:

- You will see in the next picture that on the left hand side you can apply filters to your search results
- A good tip for beginners when running a search is: **Do not be specific** when running your search unless you know what you are looking for. If you are just trying to narrow results start with some vague information then begin to narrow from there.
- You will also notice on the filters that there may not be a filter you are looking for. Flex still might have this filter. Look for a green "+" sign Then begin to type the name of the filter you wish to add (see picture on next page).

The screenshot shows the flexmls search interface. On the left, a list of search filters is visible, with a red box highlighting the search filter list. In the center, the 'Add A Field' dialog box is open, displaying a list of filters categorized into 'Activities', 'Appliances', and 'Climate Control Cool'. The 'Appliances' category includes items like Gas Oven, Double Oven, Dishwasher, Electric Range, Disposal, Microwave, Trash Compactor, Wine/Beverage Cooler, Convection Oven, Dryer, Electric Oven, Freezer, Gas Range, Washer, Refrigerator, and None. The 'Climate Control Cool' category includes Central Air/Evap, Evap Hallway, Heat Pump, Central Air/Refrig, Evap Wall/Window, Refridge Wall/Window, and Comments.

- As you begin to type what you are looking for you will start to see the box on the right refine your results for the filter you would like to add. Once you have found the filter you want to add click on it and you will see it appear in your filters

Step 4) Viewing your listings:

- Once you have applied all your filters (see picture for examples) you will notice the blue number on the right will begin to update as well.
- Once the number is acceptable for you, click on the number and you will be able to see a list of your results.

The screenshot shows the flexmls search interface with search results. The search filters are applied, and the number of results is 21. A red box highlights the search filters, and a red arrow points to the number 21. A red box also highlights the search filters.

21
listings matched your search

- View results in a list
- Show listing details
- See photos, videos, and virtual tours
- Map the listings
- Compare listings
- Send Messages about listings
- Save, E-mail or Print your listings
- Create a CMA or Export