

How do you do that again?

Quick & Easy, Visual Guides for Flex MLS

Radius Searching w/a Subject Property Address

1. In Flex go to Menu \rightarrow and Click on Quick Search

flexmis	Q Enter an Address, City, ZIP, MLS #, or					
X Menu	Quick Search	Office/Member	Change L			
Q ma	р					
To add a	menu item to yo	your favorites, hover over any i				
Add/Cha	nge	Sea	rch			
My Un <mark>map</mark> j	bed	Map Search				

2. Close the box on the Map that states ~42,262 listings



5. Enter Subject property address and click locate



4. Then click on the **Red Thumb Tack** in the lower Right Hand Corner



6. Then click Use this Location



7. Click Radius Search; enter the size of the radius needed and click Create Radius





8. Now you can set your search paramenters on the Left hand coloumn as you normally would and the system will only pull results within that radius.



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Radius Searching from the Quick Launch Bar

1. Click inside the **Quick Launch** search bar on the top left

flexmls	Q Enter an Ad				
≡ Menu	Realist Tax Info	Contact Management	Quick Search	My Listings	O
VCRDS DASHBOARD \vee					
MLS Links					
Holni		MI S Forme	۵MZ	R Info	

3. Click on whichever **property type** you want to run search the Radius Search under.

flexmls	Q 1 mile from 463 Pennsfield Place Thousand Oaks 🛛 🛛				
= Menu	€ Start New Search	ze lis			
	1 - Residential 1 mile from 463 Pennsfield Place Thousand Oaks				
Search Results	2 - Rental 1 mile from 463 Pennsfield Place Thousand Oaks				
< 1 ▶ Ø	3 - Residential Income 1 mile from 463 Pennsheld Place Thousand Oaks				

2. Type in X miles from ADDRESS (full miles only, not .5 or 1/2)

flexmls	Q 1 mile from 463 Pennsfield Place Thousand Oaks	8

4. Select, Save, Share, Print, or Email as you would any results:

1 - Residential V Work on behalf of a contact						🔄 Share 🔙 Save 😑 E-Mail 🔒 Print 🏦 CMA 🚢 B							
< [1 > 0								Edit Search	List D	etail Ph	otos Map C	à
R	esults: 22 Selected: 0	â 🗆 😒							-		11 + S0	t - View [1-Re	
	MLS #		Status	Address	Price	Status Change Date	Туре	City	Master Area	Area		Subdivision/Tra	
8	218001365 -	BOR	Active	324 Chestnut Hill CT 12	\$295,000	02/06/2018	CN	Thousand Oaks	Conejo Valley	Thousand	Oaks We	st Oaknoll Villas-	3
	218000806 -	800	Active	801 Pinetree CIR 35	\$295,000	01/23/2018	CN	Thousand Oaks	Conejo Valley	Thousand	Oaks We	st Oaknoll Villas-	3
-	218001617 -	80R	Active - Back on Market	769 Birchpark CIR 206	\$330,000	03/19/2018	CN	Thousand Oaks	Conejo Valley	Thousand	Oaks We	st Oaknoll Villas-	3
-	218003234 -	80R	Active - New Listing	500 W Gainsborough RD	\$335,000	03/19/2018	CN	Thousand Oaks	Conejo Valley	Thousand	Oaks We	st Toulumne Oak	5
	217011249 -	800	Active	843 Encino Vista DR	\$975,000	09/12/2017	SF	Thousand Oaks	Conejo Valley	Thousand	Oaks Eas	t Conejo Oaks-5	4
	218002553 -	\$ Ø B	Active	528 E Gainsborough RD	\$625,000	03/05/2018	SF	Thousand Oaks	Conejo Valley	Thousand	Oaks Eas	t Conejo Woods	è
	[Cmas] BB-18057567 -	\$ 0R	Active	914 E Hillcrest DR	\$535,000	03/12/2018	SF	Thousand Oaks		Thousand	Oaks Eas	t Greenwich Villa	a
		-								-			

5. **OR** click on the **Edit Search** tab to select particular statuses, sub-types, bedrooms, square footage, etc.



6. Then click on **View Results** or the **List** tab to see your matched listings.

