

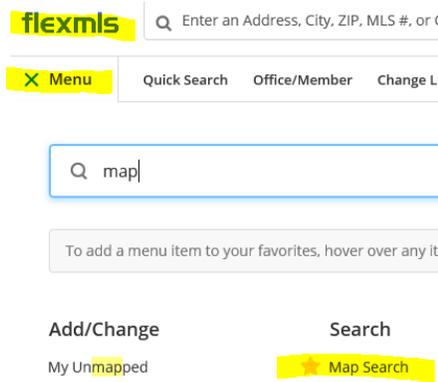


# How do you do that again?

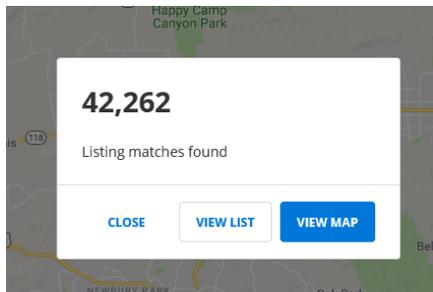
Quick & Easy, Visual Guides for Flex MLS

## Radius Searching w/a Subject Property Address

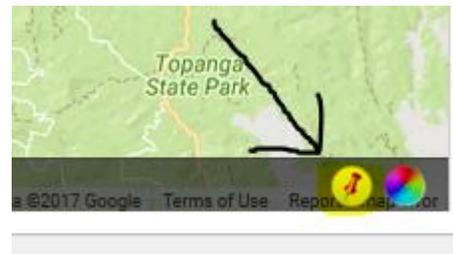
1. In Flex go to Menu → and Click on Quick Search



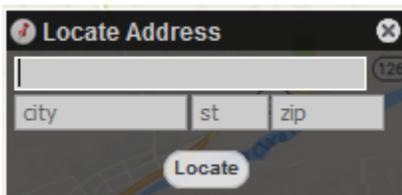
2. Close the box on the Map that states ~42,262 listings



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



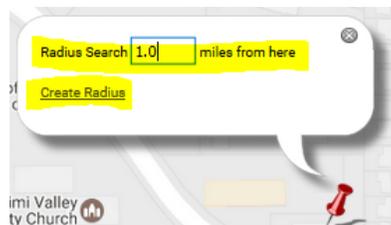
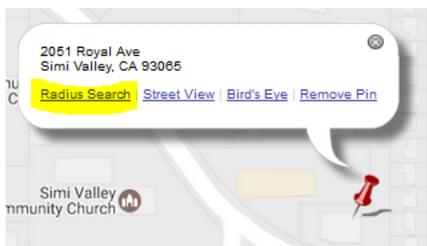
5. Enter Subject property address and click **locate**



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 parameters on the Left hand column as you normally would and the system will only pull results within that radius.

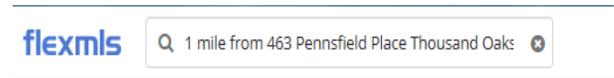
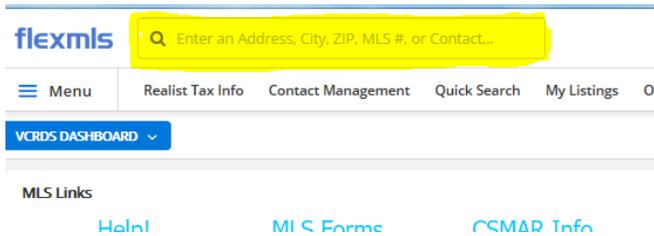


# How do you do that again ?

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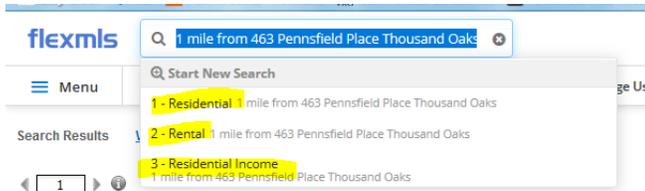
## Radius Searching from the Quick Launch Bar

1. Click inside the **Quick Launch** search bar on the top left
2. Type in **X** miles from **ADDRESS** (full miles only, not .5 or 1/2)



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

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



MLS #	Status	Address	Price	Status Change Date	Type	City	Master Area	Area	Subdivision/Tract
218001365	Active	324 Chestnut Hill CT 12	\$295,000	02/06/2018	CN	Thousand Oaks	Conejo Valley	Thousand Oaks West	Oaknoll Villas-2
218000895	Active	801 Pinetree CIR 35	\$295,000	01/23/2018	CN	Thousand Oaks	Conejo Valley	Thousand Oaks West	Oaknoll Villas-2
218001617	Active - Back on Market	769 Birchpark CIR 206	\$330,000	03/19/2018	CN	Thousand Oaks	Conejo Valley	Thousand Oaks West	Oaknoll Villas-2
218003234	Active - New Listing	500 W Gainsborough RD	\$335,000	03/19/2018	CN	Thousand Oaks	Conejo Valley	Thousand Oaks East	Toulumne Oaks
217011249	Active	843 Encino Vista DR	\$975,000	09/12/2017	SF	Thousand Oaks	Conejo Valley	Thousand Oaks East	Conejo Oaks-St
218002553	Active	528 E Gainsborough RD	\$625,000	03/05/2018	SF	Thousand Oaks	Conejo Valley	Thousand Oaks East	Conejo Woods-
180818B-18057567	Active	914 E Hillcrest DR	\$535,000	03/12/2018	SF	Thousand Oaks		Thousand Oaks East	Greemich Villa

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.

