



Flexmls Mobile Table of Contents

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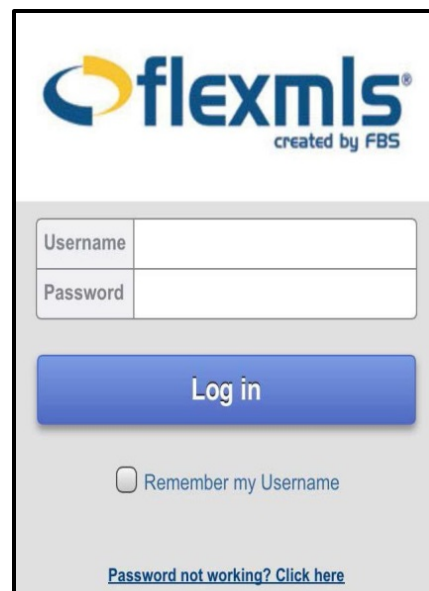
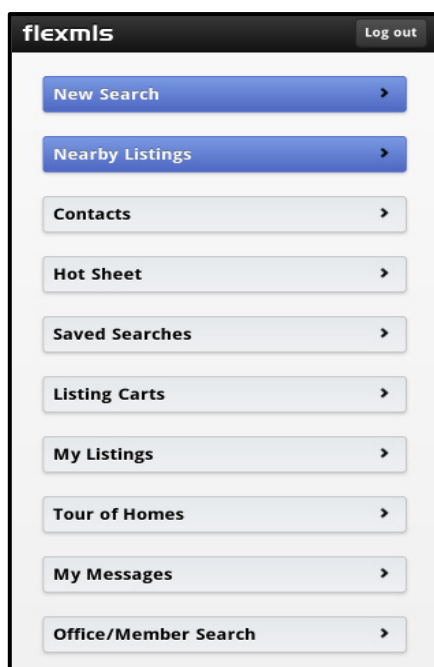
To search for listing information from your smartphone, use m.flexmls.com. flexmls Mobile is designed for touch-based smart phones and tablet computers.

Mobile Requirements

To access flexmls Mobile, you only need your flexmls login and password and a mobile device that has an HTML browser. There is no additional charge for this powerful, easy-to- use service.

To log on, open your mobile device's internet browser and go to m.flexmls.com.

Enter your username and password and tap **Log in**.

The login screen for flexmls Mobile. At the top is the flexmls logo with the tagline "created by FBS". Below the logo are two input fields: "Username" and "Password". A large blue button labeled "Log in" is positioned below the password field. Underneath the button is a checkbox labeled "Remember my Username". At the bottom, there is a link that says "Password not working? Click here".The home page of the flexmls Mobile app. It features a dark header with the "flexmls" logo and a "Log out" button. Below the header is a list of menu items, each with a right-pointing arrow: "New Search", "Nearby Listings", "Contacts", "Hot Sheet", "Saved Searches", "Listing Carts", "My Listings", "Tour of Homes", "My Messages", and "Office/Member Search".

Home

The first screen you see will be the flexmls Mobile home page. From here, you can begin a new search or use the GPS capabilities of your mobile device to review listings that are nearby. With one tap, review your own Listings, Contacts, Hot Sheets, your Saved Searches, or Listing Carts.

Use the Tour of Homes link to view listings featured in upcoming Tours, sorted by date. Use the Office/Member search to locate contact information for an office or member in your MLS.

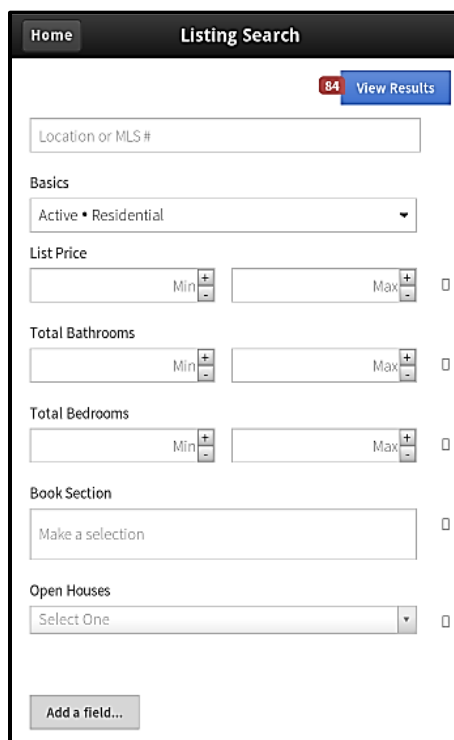
The My Messages tab allows you to view and respond to your flexmls messages. Use the Office/Member Search to look up other offices and members of your MLS.

Search

Using the touch-based search interface, search any field in the MLS. Basic search fields such as Status, Price, Bathrooms and Bedrooms always display. Tap the grey **Add a Field** button in the lower left corner to add any searchable field to your search.

As search criteria are entered, the number of matching listings will automatically update in a red box, next the blue View Results button.

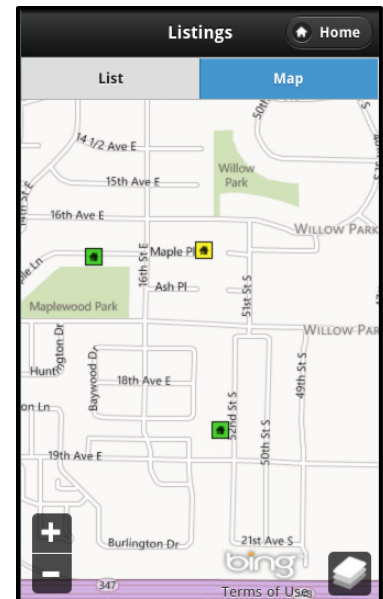
Touch the **View Results** button to view matching search results.

The Listing Search screen in the flexmls Mobile app. It has a dark header with "Home" and "Listing Search" tabs. Below the header is a search bar labeled "Location or MLS #". To the right of the search bar is a red box with the number "84" and a blue "View Results" button. The main area contains several search filters: "Basics" with a dropdown menu set to "Active • Residential"; "List Price" with "Min" and "Max" input fields; "Total Bathrooms" with "Min" and "Max" input fields; "Total Bedrooms" with "Min" and "Max" input fields; "Book Section" with a dropdown menu set to "Make a selection"; and "Open Houses" with a dropdown menu set to "Select One". At the bottom is a grey button labeled "Add a field...".

Nearby Listings

Tapping the **Nearby Listings** button will make use of your device's GPS capabilities to locate listings near your current location. You may be prompted by your device to share your location. You must allow location services to be enabled for the nearby listing feature to work.

Nearby listings can be viewed in a list or a map format. Tap **Map** to see listings close to your current location. Pinch or use the **+** and **-** tools to zoom in or out. Tap **List** to see nearby listings in the search results list view. Listings will load in order of distance from your current location.

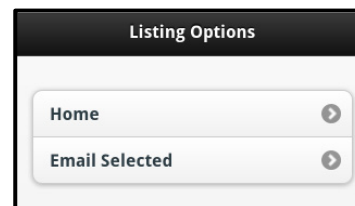
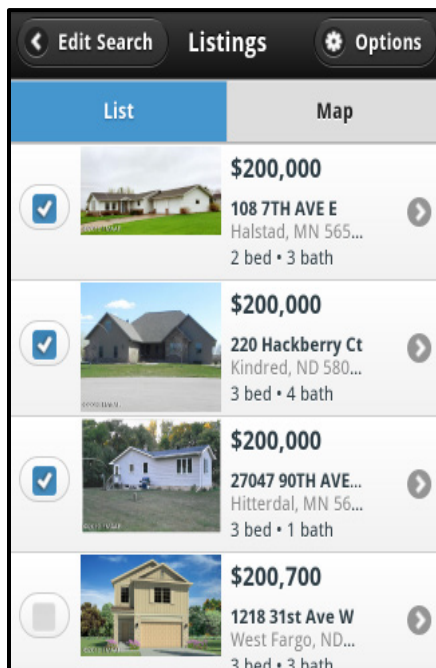


Search Results

View the results of any mobile search on the search results screen.

You can choose to view your set of search results in a list or on a map. Tap anywhere on a listing to view more details about that listing. Use the navigation buttons at the top to see your Options (including returning to the Home screen) or tap the **Edit Search** button to return to your search criteria.

Use the selection boxes to select one or more listings from a set of results, and then tap on the **Options** button. Tap **Email Selected** to send the selected listings to a recipient.



Email Listings

Similar to flexmls Web, you may select an email address from your saved contacts, enter a new email address, and enter an email address for a carbon copy.

By default, the additional email options are hidden, using your default preferences (the controls that govern which listing attachments will be visible for the listings). You can expand these options by tapping **Show**, if you'd like to make changes before you send the email. Compose your message, select your options and scroll to the bottom to send the email.

Listing Information

Listing information will display with the primary listing photo at the top and further details underneath. Tap on the thumbnail photos or the **Photos** link to view listing photos, optimized for the size of the device being used.

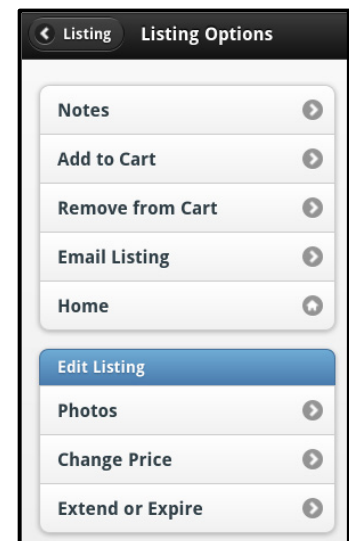
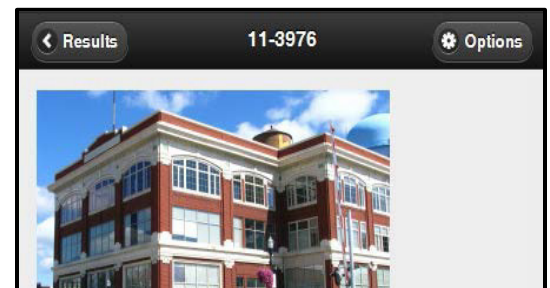
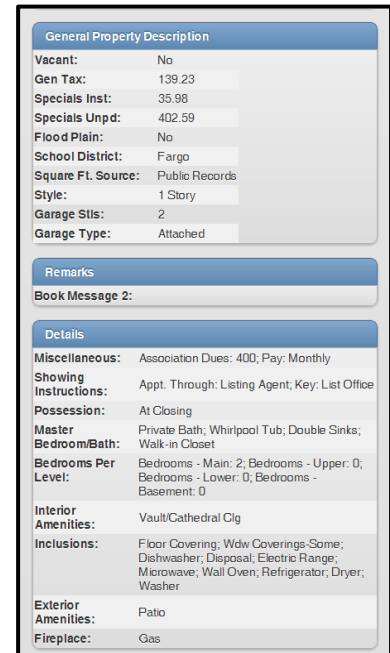
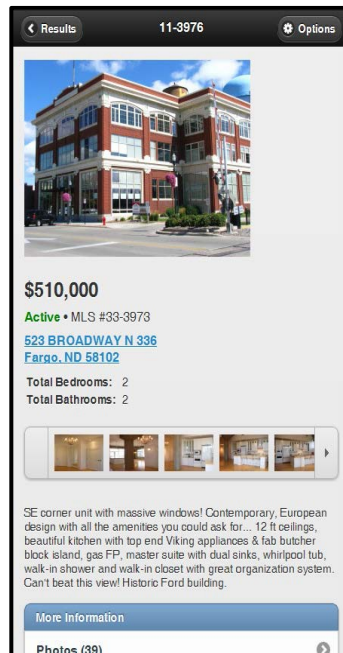
Additional details appear below the summary. The agent-side version will include the private information, just as you see in flexmls Web. This page will also include Open House and Tour of Homes information, as well as any Documents associated with the listing.

flexmls Mobile has been programmed to integrate with your mobile device's Map, so that you can tap an address to launch the map for driving directions. You can also tap any phone number to make a call to that number, if you are accessing flexmls Mobile on a device that can make calls.

Listing Options

Tap on the **Options** button at the upper right corner of a listing detail screen to view your options for that listing.

- **Notes** - Add notes about a listing to share with one of your contacts. The notes screen will first prompt you to select a contact name. Your contact would see the listing notes from their customer portal, and you can keep track of listing notes on the Contact Management page of flexmls Web.
- **Add to Cart** – Add the current listing to an existing listing cart or create a new cart and add the selected listing to it from here.
- **Remove from Cart** – when you select this option, you'll be presented with a list of carts from which the listing can be removed.
- **Email Listing** – Email the current listing to one or multiple contacts. Additional email options can be accessed by tapping the **Show** button.
- **Home** – Return to the mobile home page.



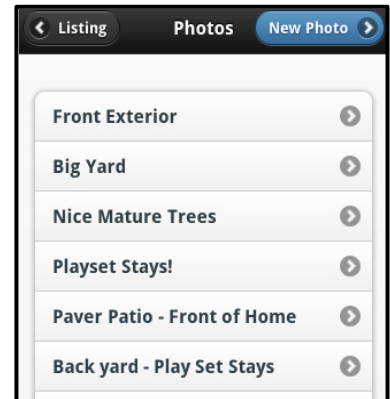
Edit Listing Options

For listings under your control, you'll have access to the Edit Listing menu, to make changes to listings from your mobile device.

- **Photos** – Add listing photos directly from most mobile devices with a camera. Tap the **New Photo** button to access photos saved on your device. Give the photo a description and optional caption. You may even designate the uploaded photo as the primary listing photo. Tap the **Save** button to add the photo to your listing. Please note – iPhone, iPad, and other Apple users of iOS6 will be able to upload photos, but prior versions of iOS will not allow users to upload photos. Tapping on an existing photo will allow you to replace that photo, change the description, or change the caption.

- **Change Price** - Change a listing price by selecting **Change Price**. Type in the new price and tap **Save** to update your listing.

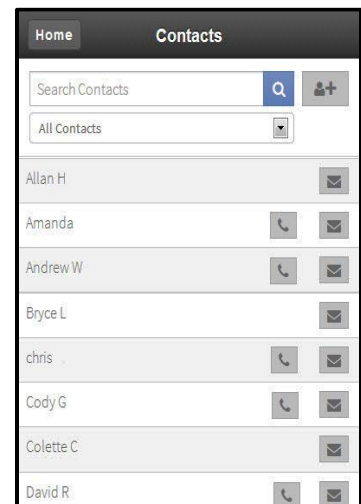
- **Extend or Expire Listing** – adjust the listing's expiration date by entering a new date and tapping **Save**.



Contacts

Tapping on **Contacts** will take you to your contact list. Here you can search for contacts from the list or from a group. Tap the phone icon to call a contact directly from a smartphone, or tap the mail icon to email that contact (if you have email set up on your mobile device).

To add a contact, tap the grey Add Contact button in the top right corner. A contact management input screen will open. Only a display name and primary email are required to quickly add a contact.



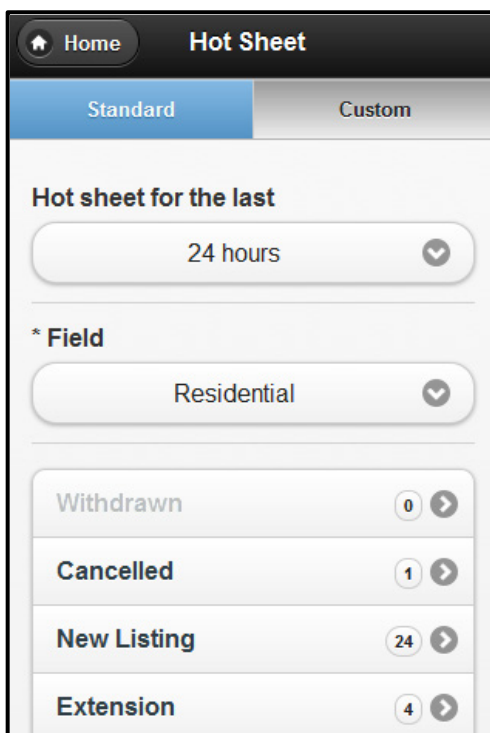
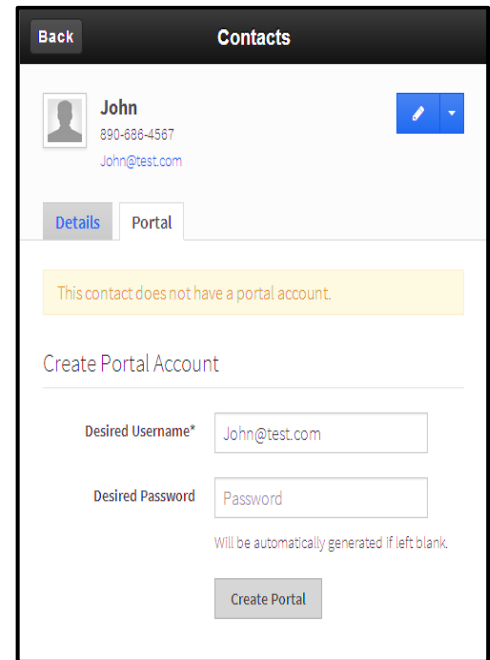
The **Show More Fields** button will display additional fields for entering more detailed contact information. Tap **Save** to add the contact information.

Tapping on an individual contact's name from the main contact list will bring you to their contact detail page. The pencil icon in the top right corner will enable you to edit a contact's profile.

Customer Portal

The portal tab is available on all contact information pages. Tapping the portal tab will bring you to one of two screens. If the contact's portal has not been activated, a portal creation screen will appear. Create a username and password and tap **Create Portal**. You must tap email this link to email the portal address, username and password to the selected contact.

If a contact already has a portal account created, their portal information, including listing cart selections and saved searches, will appear. You may even attach additional saved searches to an individual from this screen.



Hot Sheet

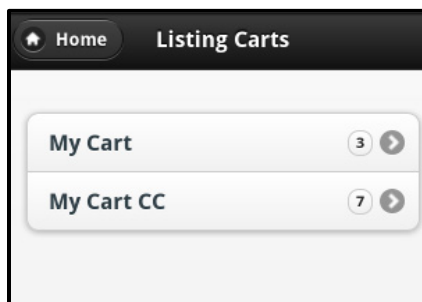
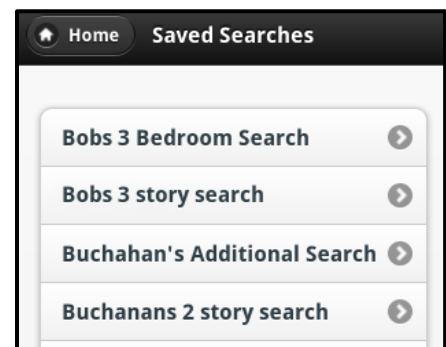
You can run a Standard or Custom Hot Sheet from your mobile device. The Standard Hot sheet has a drop-down menu which allows you to view Hot Sheet activity for the last 24, 48, or 72 hours, as well as for one week back. Tapping **Custom** will run the custom hot sheet as it was set up in flexmls web.

After you have selected a date range and property type, tap on any history event with results to view those listings.

Tap Home to return to the main mobile dashboard.

Saved Searches

Tapping the **Saved Searches** link will lead you to an alphabetized list of all of your flexmls saved searches. Tap any saved search to view matching listings



Listing Carts

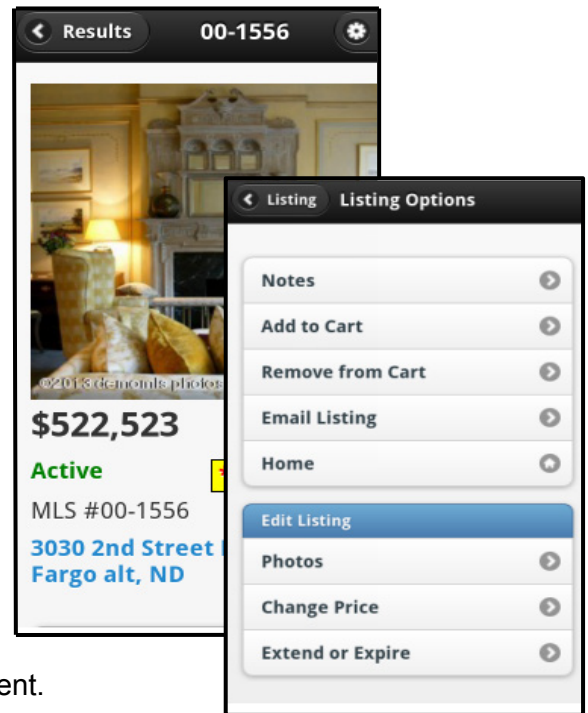
Tapping the **Listing Cart** link will present a list of all of your listing carts. Tap on a cart name to view the contents of the cart. Tap the back button to return to a list of your carts, or **tap the Home** button to return to the main menu.

My Listings

Tapping the **My Listings** button will take you to your Active Listings. Tap anywhere on a listing to view the listing details. The following actions can be taken on your own listings through the mobile site:

- Add Listing Notes
- Add or Remove from a Listing Cart
- Email Listing
- Add or Replace a Listing Photo
- Edit Listing Photo Details
- Make a Photo the “primary” listing photos
- Extend or Expire a listing

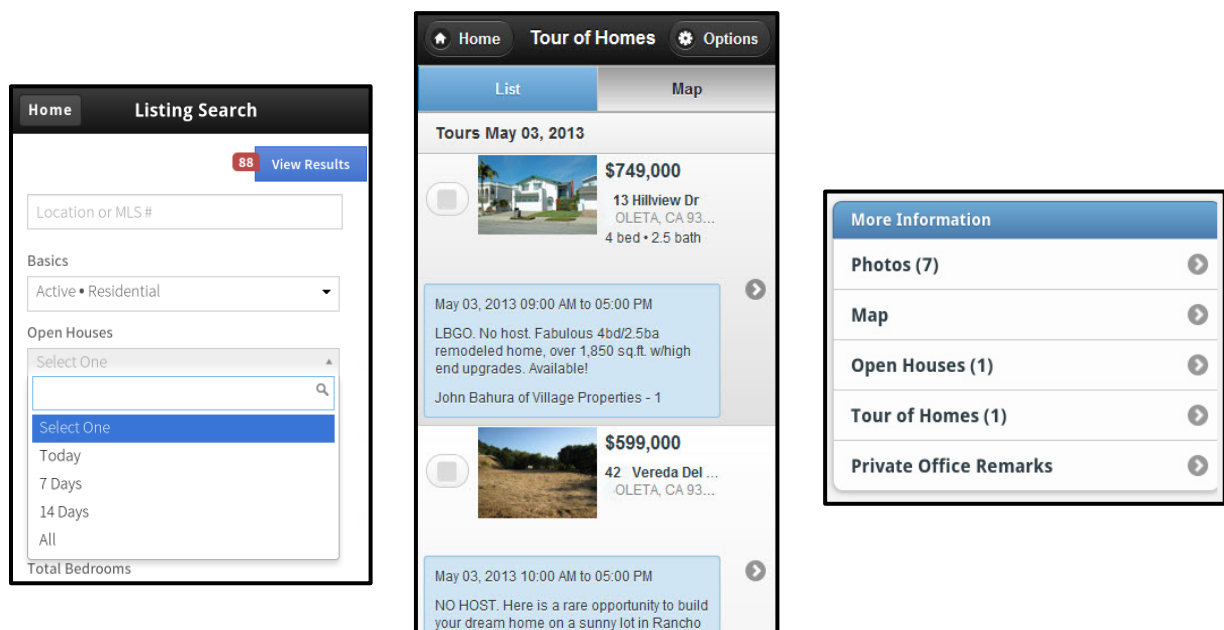
For more information about these options, please refer to the Listing Options/Edit Listing Options section of this document.



Tour of Homes and Open Houses

The **Tour of Homes** link displays a list of any listings scheduled for an upcoming Tour of Homes. Listings will be sorted by the date and time of tour. Select any listing to get more information.

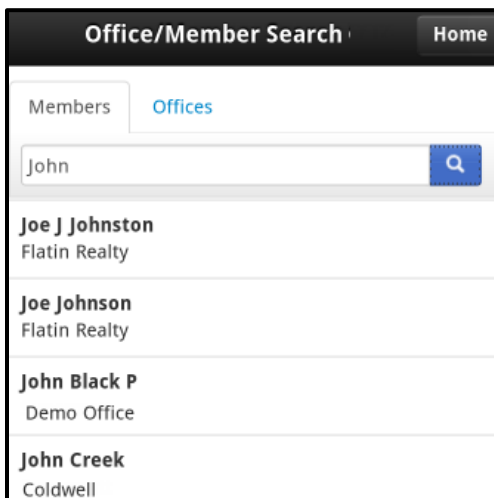
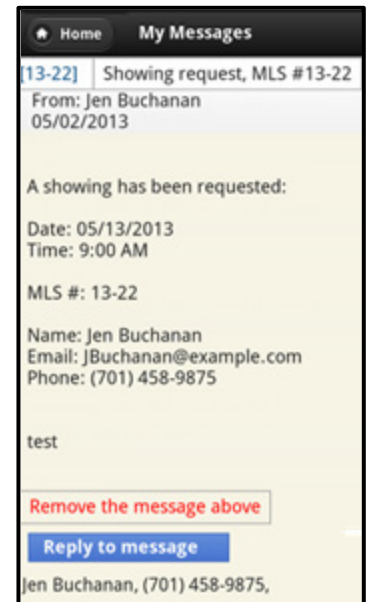
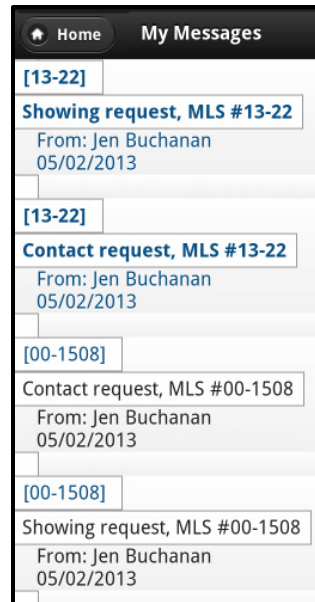
To find listings with Open Houses, you can use the New Search feature. Using the Open House search field, select a date range. You may search for listings with Open Houses today, within the next 7 days, next 14 days, or for all listings with open houses scheduled. The open house time and date can be found on the listing information screen, in the “More Information” section.



My Messages

The My Messages screen allows you to view, respond to, and delete your flexmls messages:

- **View a Message** – Tap a message title to open it and read the content.
- **Delete** - Tap the **Remove the message above** link to delete a message. You will be prompted with a confirmation box. Tap **ok** to remove the message. Tap **cancel** to return to the message.
- **Reply** – Tap **Reply to Message** to reply. The message body will expand with a text box for the title and message body. Type your content and tap **Send Reply** to send the message. Tapping **cancel message** will return you to the main message screen



Office/Member Search

Tap on the Office/Member Search button to search for members and offices within your MLS. To begin, select either the Members or Offices tab, and type in part or all of the name within the search bar. Tap the search button, which shows a magnifying glass. A list of matching members or offices will appear. Select a Member or Office to access contact information.