QUICK REFERENCE GUIDE TO CCIMLS & FLEXMLS

RUNNING HOT SHEETS

You can run two kinds of custom Hot Sheets:
Quick Search Hot Sheet and a **Saved Search Hot Sheet.**

To run a **Quick Search Hot Sheet**, choose starting and ending dates from the Time Period portion of the screen. If you do not want to use specific Start and End dates, you can use the Relative Days Back feature to run a Hot Sheet up to 45 days back from today's date. Select your property types, price range, etc. Then select which history events you would like to see from the box on the left side of the screen (New Listing, Price Change, etc.) and click the Run Quick Search Hot Sheet button.

To run a **Saved Search Hot Sheet**, choose starting and ending dates from the Time Period portion of the screen. Select which history events you would like to see from the box on the left side of the screen (New Listing, Price Change, etc.), choose your **Saved Search** from the **Saved Search** portion of the screen and then click the Run Saved Search Hot Sheet button.
NOTE: Hot Sheet searches should never include status.

24-HOUR MARKET WATCH = HOT SHEET

Your Dashboard may already have a Hot Sheet gadget that displays information pertaining to the whole MLS. You can add as many of these Hot Sheet gadgets as you would like by **clicking Customize** in the top right of the page, then A**dd Gadgets**, click on **Daily**, and lastly click **Add Gadget** when the Hot Sheet option displays.

To adjust the area that your Hot Sheet defines, click the chevron to the top right of the gadget, then Settings. If you want to see an entire town, only click on one town. If you wish to see a few towns, hold down your CTRL key (or command on mac) and click the towns you want to show data for.

PERFORMING A RADIUS SEARCH

There is no search labeled 'Radius' in FlexMLS, but there are many ways that a radius search can be done. **Visit Searches, Map Search**, then choose your property type, click the red pin in the bottom right corner and enter any address. A box will pop up that will allow you to run a radius search around said property.

Using the Quick Launch bar, you can type in 'near' and a listing number and it will bring up listings within a 2 mile radius. You can then **Edit Search** or click **Map** to narrow down further.

MARKET AREAS

Market Areas are a collection of saved Hot Sheets. To access a saved Hot Sheet, click on Market Areas under the Daily Functions tab.

Chose the hotsheet you wish to view from the list of **Available Market Areas** on the left. On the right, a description of that Hot Sheet will appear. The description will contain the information relating to the saved search or property type that is used for this specific Hot Sheet.

Under **Results** section, to update the entire Hot Sheet and view all new changes, click **Update**, then **View New** to see the results. This will create a time stamp that will remain until you choose to **Reset Time** and **View New**.

To add a new Market Area, click **New** under the Available Market Areas. Choose the Hot Sheet search that has already been created or **Create a New Search**. Remember that status should never be used in a Hot Sheet search.

To edit an existing Market Area, choose it from the list of **Available Market Areas** and click the Edit button. You may also choose to Remove an existing Market Area all together.

COMPARE TAB

While in a group of listings, you can use the **Compare** tab to get quick access to statistics related to the group of listings chosen. You can also use the **Search Statistics** toggle to gain additional data.

CLOUD CMA

Cloud CMA can be used within the listing selection area of FlexMLS. To auto-populate several listings into Cloud CMA, check off all the listings you wish to populate the listing numbers of, choose selected listings and **click the 'CMA' tab**. It will then drop down and you can **choose 'Cloud CMA.'** The application will open and auto populate the listing numbers you chose. To run a single property CMA or Property Report, **click the CMA link** integration within the **property detail tab**.

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1004 MC

After narrowing down your search and selecting the properties you wish to use, click the **CMA tab**, then **Use Selected**. Select **Statistical CMA**, then **Next** at the bottom. You will now see the Fannie Mae 1004MC.

MULTI-FAMILY & LAND PROPERTY TYPES

Multi-Family properties must be separate from Residential properties. **The Multi-Family property type is ONLY for the listing of properties containing multiple dwelling units**. A listing containing a single condominium property should be under **Residential, sub-type - Condo**. Selling a piece of land for residential construction needs to be under **Land > Residential** per the Real Estate Standards Organization Data Dictionary.

DOCUMENTS

When uploading a document, choose one from the Documents list provided under the **Document File** area. If uploading a document that is not available on the list, type into the **Description** box under the Document File. To keep a document private, you choose a label that is considered **Private** or it will be Public and viewable by all CCIMLS Participants and Subscribers. The following are private documents: **Listing Agreement, Extension Agreement, Pending Conditions Document, Price Change, Broker Reciprocity Addendum, and Withdrawal/ Change Form.**

HITS = LISTING ACTIVITY

Within your listings, there is a **Listing Activity** link (in the drop-down next to the listing number). **Listing Activity** shows your agent/client hits. It also includes people who saved the listing and what other properties people are viewing.

CLOSING A LISTING

When marking a property **Closed, the Selling Agent is the Buyer's Representative**. If there was a Co-selling Agent; however extremely rare, you may use the box below it. If a non-member brought the buyer use member, unknown or u00f.

TAXES, REALTYINSITE & MAILING LABELS

RealtyInSite is available in the **Detail** tab within a search. Clicking **RealtyInSite 'Listing Detail'** will give you assessment info that was originally tied to the Tax ID in Rapattoni. The taxes tab and the member dashboard also link to the main page in RealtyInsite to begin tax and property records searches. Mailing labels are now done within RealtyInsite.

NO ACCESS TO EXPIRED LISTINGS

You have 7 days from expiration to update your listing. After 7 days, contact **mlssupport@cciaor.com** and provide the required paperwork.

TEAM ACCESS

Team agents will continue logging into the Member Dashboard with the cci.u# credentials as individuals. Once in FlexMLS, you may add and edit listings without changing your user credentials; however, should you want to work as your team, go to the box with your initials in the top right corner of the page, then **enter cci.t# credentials**, then click Use.

HOW TO EDIT YOUR PROFILE

Agents should edit their profiles by either visiting the **Pay Bill/ Manage Account** icon on the Clareity Dashboard or when within FlexMLS, they should visit the **Preferences** tab, **My Profile**, then click the hyperlink to connect them to our membership software for updates.

HELP & VIDEO TUTORIALS

From each page within FlexMLS, you can click the **Help** tab and get an overview of how the functionality of that page works. Click the chevron next to Help to access **videos, user guides, and more.**

You have access to the **FlexMLS support team** available from 9am-10pm EST Monday through Friday. Reach **CCIMLS staff by emailing mlssupport@cciaor.com**.

TERMINOLOGY KEY

Home Page(s) = Dashboard(s)
Module = Gadget
Agent/Client Hits = Listing Activity. The Listing Activity Report is found within an agents listing by clicking the chevron (upside down triangle) next to the listing number, then choosing Listing Activity.
Auto-Prospecting = Subscription
Client Portal = Portal
Carts = Collections
Hotsheet Gadget = 24 Hour Market Watch