

## GMAR MLS Tips and Tricks

We are thrilled to announce the launch of [GMAR MLS, utilizing the Flexmls platform](#). This innovative platform is now live, marking a significant step forward in our commitment to providing you with the best tools and resources in real estate.

The Flexmls System is a fully mobile MLS system, offering flexibility, data freedom, and innovation. It's designed to be user-friendly and allows for high-level customization to suit your individual needs.

You now have the option to choose from Zipforms, dotloop or Transaction Desk/Authentisign for your transaction management needs. Each offers unique features to streamline your workflow and enhance efficiency.

Importantly, On-Demand Training is always available through the [Flexmls Academy](#) GMAR also has classes beginning on January 16<sup>th</sup> lead by our local trainers that covers the Flexmls platform and additional products too, such as Transaction Desk, ShowingTime and more. Please visit our full [education calendar](#) for a complete list of sessions and visit our constantly updating [MLS page](#) for more information.

### **GMAR MLS - TIPS AND TRICKS:**

#### **Setting your default map in Flexmls:**

Select MENU, under Preferences you will find DEFAULT MAP. In the bottom right, select the blue square (Draw a Rectangle for Searching), draw your map and double click when you have your area selected. Select SAVE in the top right corner of the map. Learn more in the Flexmls Academy: [Map View](#).

#### **Creating a Radius Search in Flexmls:**

To search within a radius of a specific address or location, you can select QUICK SEARCH, VIEW MAP. Select the Red Push Pin on the map tools. Type in the address and select LOCATE and then USE THIS LOCATION and then select RADIUS SEARCH from there. Once this is completed, you will see that the search shape has been added to the criteria on the left where the additional criteria can be selected. Learn more in the Flexmls Academy: [Radius Search](#).

#### **Flexmls Mobile App:**

Be sure to download the Flexmls mobile app, which offers fingerprint sign on for quick access. Search for Flexmls for Real Estate Professionals in the app store or download on [iOS](#) or [Android](#). Flexmls also features a mobile app specifically designed for Homebuyers. Learn more in the Flexmls Academy: [Flexmls for Homebuyers on iOS](#) and [Flexmls for Homebuyers on Android](#).

#### **Flexmls Guided Help:**

Guided Help is available for assistance with navigating Flexmls, including the dashboard, menu and other features. You can also get support for listing searches, managing listings, hot sheets, and more. Simply select GUIDED HELP next to the quick search bar and scan through or type into the box for assistance. Learn more in the Flexmls Academy: [Guided Help](#).

#### **Listings in Flexmls:**

If you haven't yet, be sure to login and select My Incomplete under the Menu to review and make

your listings active in the Flexmls! Please note that if you are remaining with another MLS and your listings are active through their platform, you would not want to make active in multiple platforms otherwise you will have duplicate listings. Learn more in the Flexmls Academy: [Incomplete Listings](#).

**Status Definition for Cancelled and Withdrawn in Flexmls platform:**

Cancelled status is equal to unconditionally withdrawn and can only be selected by a broker. Withdrawn status is equal to conditionally withdrawn and is used in instances where the listing is still under contract, but at the request of the seller, is being taken off the market temporarily (usually if repairs are being made or something of the sort). Learn more in the Flexmls Academy: [Tips for Listing Changes](#).

**Transaction Desk:**

To upload your photo or logo, log into Transaction Desk and select the icon in the top right, select Settings and then Branding. They click on the respective ICON to upload. [Additional Support Library for Transaction Desk](#)

**Cloud CMA:**

If you used Cloud CMA previously, you can import your previously saved CMA's to access via our platform. [Click here for step by step directions](#).

**IDX Feeds:**

If you haven't been contacted by your vendor and you see that your IDX feed is not pulling information, please reach out to your vendor and request that they begin pulling data from MichRIC.

**Support and Assistance:**

Various options are available if you need additional help navigating this transition. You can contact the GMAR office or individual vendors. A complete list of contact information and additional support videos/trainings and more is available at [www.GMARonline.com/mls-support](http://www.GMARonline.com/mls-support)

**YOUR ROLE IN THIS TRANSITION:**

We provide all the guidance and tools to make the switch to Flexmls as smooth and seamless as possible. Here's some tips to assist in the transition.

Embrace the Change: Dive into the Flexmls system and explore its numerous features.

Utilize the Training Resources: Make the most of the training resources to seamlessly integrate Flexmls into your daily operations.

Provide Feedback: Your insights and feedback are valuable to us. They help in refining and enhancing the system for everyone's benefit.

We are incredibly excited about this new technology and confident it will bring a new level of efficiency and effectiveness to your work. Again, please don't hesitate to reach out with any questions or comments. At GMAR, your success is our top priority.