This document will show screenshots helping you copy the search criteria from Tempo or Fusion to the new FlexMLS system.

TEMPO:

When logged into MLS, hover over PROSPECTS and click on PROSPECT MANAGER.



On prospect manager, you can select just the active, or All searches from the drop down menu. This is a good time to prioritize or "triage" your searches if you have a lot of them. 1) absolutely need/attached to prospect 2) use often, probably need 3) everything else (if you have time, transfer these last.

					_
Prospect Manager				All Searches	
		ispla	y:	Active Searches	
		#	7	Searches expiring in 7 days Inactive/Expired Searches	
Display: Active Searches		1		Boyd McNamara	Upper
# Prospect Name	9	2		K Pickett	DEL b
1 Boyd McNamara	Upper Arli	3		Melissa B	RES
2 KPickett	DEL belov				

Once you choose the searches Active or All, that you want to start working on, you can sort them by Prospect name or Search name just by clicking the column header.

A Prospect Name	Search Name
	EXPIRED AUTO-NOTIFY

To see the search and it's criteria, click the SEARCH NAME blue hyperlink.

J	V Prospect Name	Search Name	Prospect ID PI
	TEST ALL COLS ASAP	ASAP ALL COLS TEST	34872
	Terry Bryan	Terry SFA change Gateway	1290800
	TechMultiRpt CONTACTwebsite	Test CG multi reports	1306208
	Repeti Tivetest	NorthCent Ohio 180-190 for Rep	1199928
	Repeti Tivetest	Additionsl Subdivision	1338567
	NMO Matt	franklin delaware boarder	69841
	Melissa B	RES	1390628
	Melissa B	LNd	1390629
	<u>Melissa B</u>	MUL	1390630
	Melissa B	OFC	1390633
	Melissa B	COM	1390635
	Melissa B	IND	1390636
	Melissa B	BUS	1390637
	Melissa B	RNT	1390638
	Matt Widwipee	Dublin for Warren	1216734
	Matt Sold Search	Sold Southern Powell FRA Co.	665219
	M DelHunt	DEL below 35K -m	1096690
	K Pickett	DEL below 35K	1094531
	Janna Test for Missing listings	Test for Janna	975349
	Expre McMoore	Exptest for McMoore	1221903
	Brian Robertson	<u>B2</u>	34879
	Boyd McNamara	Upper Arlington for Boyd	1169526

When the search loads, you will see the criteria on the left side under Current Criteria. Notice that some of the items are in code "10102, 10103". You will need to change to Description to see that (next step)

roperty search. opper Arm	gionio
Search Criteria	
Current Criteria	
Status in ACT , CONTC , CONTE , CONTL	Statu
Property Type in SFA , SFD	Prop
School District in UPPER ARLING List Price between 300,000 -	Addl
400,000 Township in Amanda , Antrim	Subo
<u>Style in 10102 , 10107 , 10105 ,</u> 10108 , 10109	Scho
Parking in 10202 , 10205 , 10207	Cour
Exterior in 10503 . 10501 Interior Amenities in 11142 . 11108 . 11107	MLS
Exterior Amenities in 11106 . 11152 . 11110 . 11140	List
Complex/Subdivision Amenities in 11160 . 11165	Bedr
Basement/Foundation in 10402	Full
10403 Category in RES	Tota
	Half

This is the criteria in the actual search field with the code, not the description showing. Notice the link on the right "Desc". Click it to change to "Code".

the light Debe . Check it	w	UIII	1150	·
manda.Antrim	*	0	Desc	
0102,10107,10105,10108,10109	~	0	Desc	
0202,10205,10207	~	0	Desc	
0503,10501	*	0	Desc	
1142,11108,11107	~	0	Desc	
1106.11152.11110.11140	*	Ø	Desc	_
1160,11165	~	0	Desc	
0402.10403	*	0	Desc	
			-	-

After clicking the DESC link one time, you will notice it changes to CODE. Now, notice that the actual name of the selections shows (the description).

~	Amanda,Antrim 🗸	0	Desc
>	2 STORY,1 STORY,CAPE COD,SPLIT - 3 LEVE	0	Code
>	2 CAR GAR,ATTACHED GAR,HEATED	0	Code
>	BRICK,ALUMINUM	0	Code
>	GARDEN/SOAK TUB.ELEC RANGE.DISHWAS -	0	Code
>	DECK, END UNIT, FENCED YARD, ADDITIONAL	0	Code
>	Bike/Walk Path,Outdoor Sports Area 🗸 🗸	1	Code
~	10402,10403 🗸	0	Desc
Γ			

Now is the time to write down all of the criteria with the name of the SEARCH and the CONTACT it is attached to. This appears at the top of the search.

Property Search: NorthCent	Ohio 180-190 for Rep (attache	ed to Repeti Tivetest)
Search Criteria	Search Results	Details
Current Critoria	Search	Form

Don't forget to copy your polygons as well. This will be either a screen shot (use the "prtscrn" or Print Screen button on your keyboard, then past that into a document. Alternately, you can go to File > Print in the browser, and the map may be visible on the printed page.



FUSION:

When logged into Fusion, hover SEARCH menus and click on SEARCH MANAGER.



IN Search manager, the searches already attached to prospects appear at the top with a green icon on the left. You will want to start with those as they are most important. Good time to "triage" and prioritize which searches you copy over. A good plan would be: 1) absolutely need/attached to prospect 2) use often, probably need 3) everything else (if you have time, transfer these last.

You can also sort by Contact Name of Search name by clicking the column header. Click the Search Name blue hyperlink to open the search and view it's criteria.

🔊 Searc	ch Manager 🗙 🧐	
earch nan	ne or Contact name	Search Filter Tools
	Contact Name	Search Name
1	Boyd McNamara	Upper Arlington for Boyd
2	K Pickett	DEL below 35K
3	<u>Melissa B</u>	BUS
4	Melissa B	COM
5	Melissa B	IND
6	Melissa B	LNd
7	<u>Melissa B</u>	MUL
8	<u>Melissa B</u>	OFC
9	Melissa B	RES
10 🗆	Melissa B	RNT
11	Repeti Tivetest	AdditionsI Subdivision
12 🗌	Repeti Tivetest	NorthCent Ohio 180-190 for Rep
13	TechMultiRpt CONTACTwebsite	Test CG multi reports
14		00 map window halfway
15		130 sided Polygon FusionTempo
16		2004011789 AGENT AWARDS
17		3 Co. MOR MUS FAY
18		43230 CDOM 20131015
19		43230 List Date 20130725
20		43230 Warren 20131015

When the search is open, you can click CRITERIA SUMMARY at the bottom left to see the criteria that is saved in the current search you are working on.

List Price* betwee	'n			
			_	- 81
300	,000 and	400	,000 🧯	2
Bedrooms				Т
	and			4
Full Baths				
	and			
Add Fields	Criter	ia Summary	🥖 Clear A	ui 🗌

The criteria summary box "summarizes" the criteria, but shows the CODE "10102, 10105" for multi-pick fields. You will have to change this to DESCRIPTION so you can see the "human" equivalent.

	Add Fields	Criteria Summary	🥖 Clear All		
Ø	Status is ACT, CC	NTC, CONTE, CONTI	_	-	
0	Property Type is \$	SFA, SFD			
Ø	School District is I	JPPER ARLING		_	
0	List Price is between 300K - 400K				
ð	Township is Amanda, Antrim				
0	Style is 10102, 10107, 10105, 10108, 10109				
ð	Parking is 10202,	10205, 10207			
0	Exterior is 10503,	10501			
0	Interior Amenities	<u>is 11142, 11108, 1110</u>	17	•	

If you want to make the criteria summary screen wider, you can click and hold the little blue bar with the "handle in the middle" and drag it wider "for viewability".



When you hover over a field on the criteria at the left, an OPTIONS link will appear. If you click on options button, you will see CODE (currently selected) and DESCRIPTION (plain English option). Click Description.

e is		Options»	Code	Description
02,10107,10105,10108,10109	• 🥒		Remove this field	

Before you click DESCRIPTION you see this...CODES.

Style is		Options»	^
10102,10107,10105,10108,10109	• 🥒		
Parking is			
10202,10205,10207	• <i>2</i>	_	
Exterior is			
10503,10501	• 2	_	
Interior Amenities is			1111
11142,11108,11107	 Ø 		ľ
Exterior Amenities is			
11106,11152,11110,11140	• <i>2</i>		
Complex/Subdivision Amenities is			
11160,11165	• <i>2</i>		Ŧ

After you click DESCRIPTION, you see this "human" equivalents to the code.

Style is		Options»
COD,SPLIT - 3 LEVEL,SPLIT - 4 LEVEL	▼ 2	
Parking is		
2 CAR GAR, ATTACHED GAR, HEATED	v 🥒	
Exterior is		
BRICK,ALUMINUM	v 🥒	
Interior Amenities is		
11142,11108,11107	v 🥒	
Exterior Amenities is		
11106,11152,11110,11140	v 🥒	
Complex/Subdivision Amenities is		

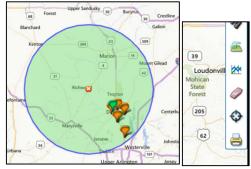
At the bottom, in the CRITERIA SUMMARY box, the "description" now appears in lieu of the codes.

0	Township is Amanda, Antrim
0	Style is 2 STORY, 1 STORY, CAPE COD, SPLIT - 3 LEVEL, SPLIT - 4 LEVEL
0	Parking is 2 CAR GAR, ATTACHED GAR, HEATED
0	Exterior is BRICK, ALUMINUM
0	Interior Amenities is 11142, 11108, 11107
0	Exterior Amenities is 11106, 11152, 11110, 11140
Ø	Complex/Subdivision Amenities is 11160, 11165
Ø	Basement/Foundation is 10402, 10403
1	Catagony is RES

Now is the time to write down all of the criteria with the name of the SEARCH and the CONTACT it is attached to. Both of those appear at the top of the search page if it is a prospect search

Repeti Tivetest						
Criteria		Results 🕟	Details	>> 1		
arch: NorthCent Ohio 180-190 for Rep 👻 🛛 📳						
tus * is						

Don't forget to copy your polygons as well. Fusion gives you the convenient option of clicking the PRINTER ICON on the right side of the screen. This will print the map with the icon exactly where you see it on the screen.



RE-ENTER THE CRITERIA ON

<u>FLEXMLS</u> Jan 13, 2014

Now you will need to take the criteria and enter it on Flex. You will not be able to access Flex until January 13. You can start copying the data from your Tempo/Fusion searches now. Keep the information in a safe place, ready to go. On January 13, 2014 you will have access to add your searches and setup your prospect on the new Flex MLS system.

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