

flexmls Tip!

Access Listing Input Forms 3 Ways

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Preparing a listing for flexmls requires detailed knowledge of the property. An Input Sheet is the best way to accurately fill in all fields while meeting with a client who is ready to list their property. Working with your client, you can fill in each field just as it will be input into flexmls. Listing Input Forms can be found in flexmls, the SWMRIC/MichRIC LLC library, and Dotloop.

Flexmls

Listing Input Forms located in flexmls are automatically updated when fields are added or changed.

To access:

1. Click the **Daily Functions** tab.
2. Click **Input Forms**.
3. Select the **Property Type** for which you want to print a form.
4. Click the Print button.

The screenshot shows the flexmls web application interface. At the top left is the flexmls logo and a search bar labeled 'Quick Launch'. Below the logo is a navigation bar with tabs: Dashboard, Add/Change, Search, Daily Functions, Contacts, Taxes, Statistics, Preferences, Other, Spark, Products, and Admin. The 'Daily Functions' tab is selected, and a dropdown menu is open, listing various options: Hot Sheet, My Messages, Tour/Open Houses, Market Areas, MLS Intranet, Input Forms (highlighted with a red box), Member Lookup, Flexmls Maps, and Calculators. To the right of the navigation bar, there is a section titled 'Choose a property type:' with a dropdown menu listing: Residential, Vacant Land, Commercial Sale, Commercial Lease, Multi-Family, and Residential Lease. Below this dropdown is a checkbox labeled 'Print possible values for fields with lists' which is checked, and a 'Print' button with a printer icon.

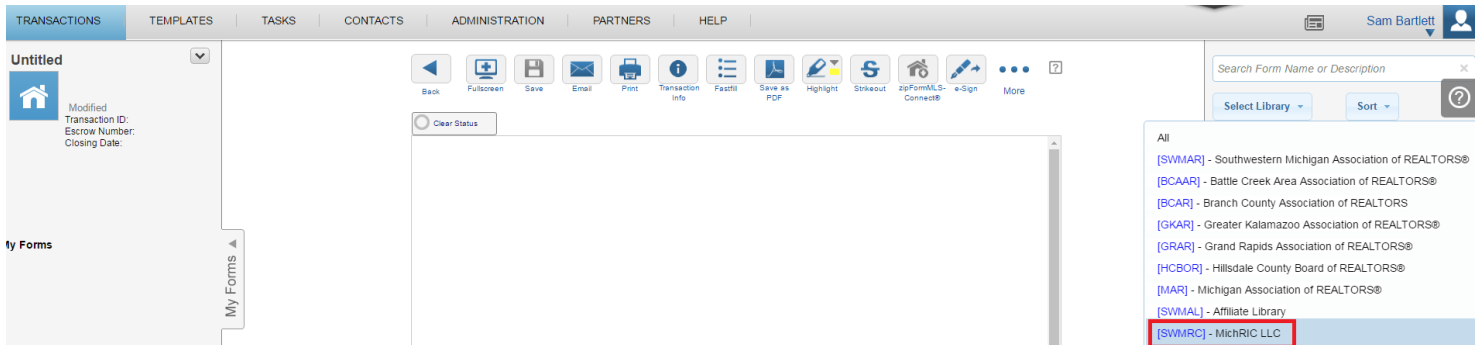
SWMRIC/MichRIC LLC Library

Fillable Input Forms are available in zipForm and should match the fields found in flexmls.

To access:

1. Click on the **Select Library** button.

2. Click the **SWMRC** library to access the fillable Input Forms for all Property Types.
3. Click on the Residential Form titled: **Residential Profile Sheet—01/17**.

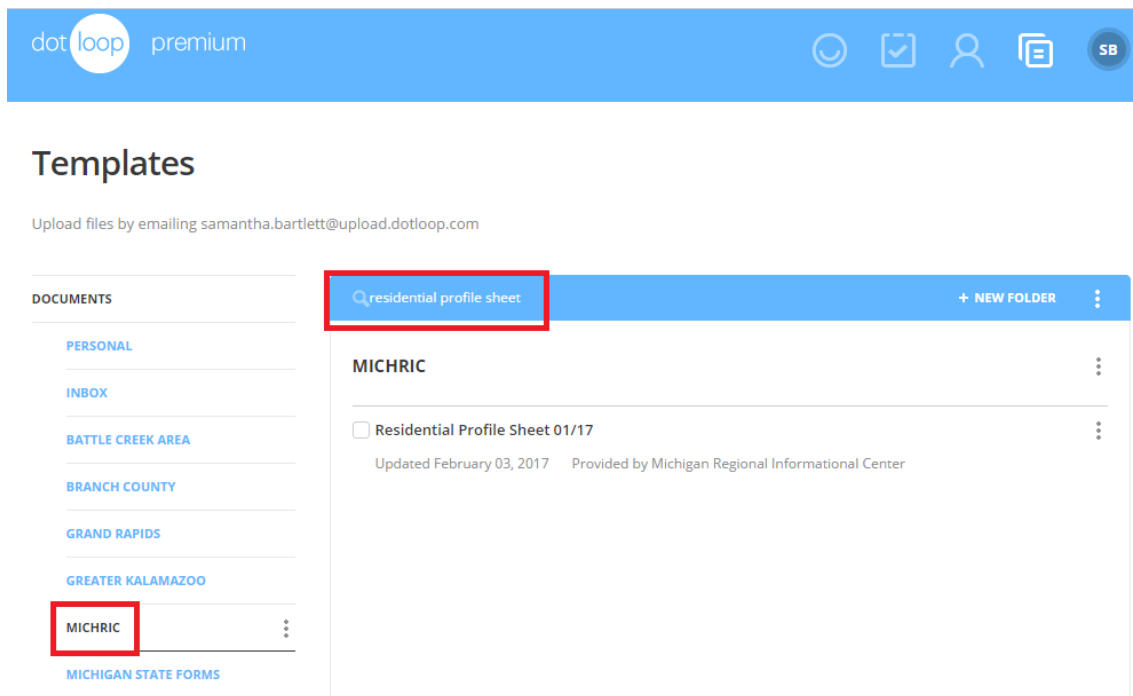


Dotloop

Dotloop users can also find the fillable input sheet.

To access:

1. Under **Documents**, choose **MICHRIC**.
2. Search for **Residential Profile Sheet**.



That's all there is to it! Whether you are working in flexmls, MICHRIC, or Dotloop, you have access to the Listing Input form.

If you have an idea for a tip you'd like to share, please email SamB@gkar.com with your suggestion.