Greater Kalamazoo Association of REALTORS®

# flexmls *Tip!*

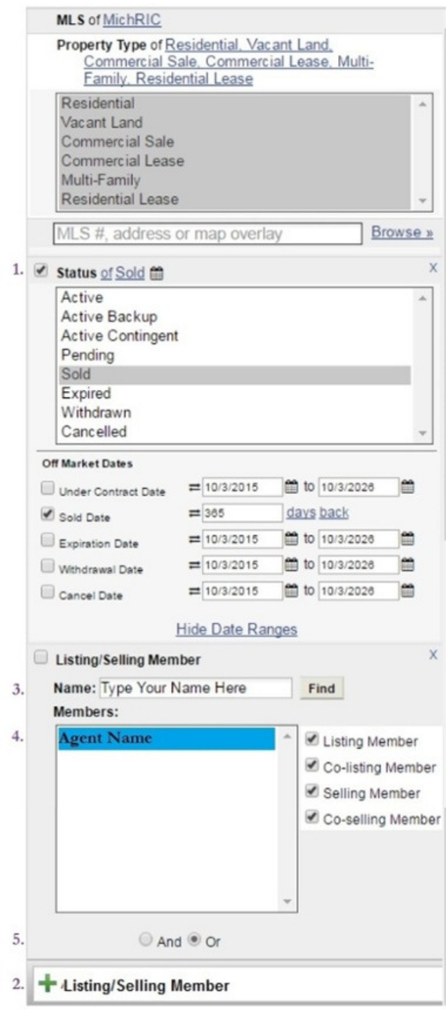
## *Tracking Transactions in flexmls - A Quick Tutorial*

**Created October 2016**

Don’t wait until the end of the year to make sure all of your transactions are listed in your name correctly. You can run a search any time to see where you are for the year and request that corrections be made.

## Keep Track as You Go with a Quick Search!

To generate an itemized list of your transactions, start with a Quick Search.




### 1. Select Property Type

Select the **7-All Property Types** search, if you’ve listed or sold property in more than one Property Type or the Quick Search for a specific property type if you've only listed and sold in one category.

### 2. Select Status

Select **Sold** for Status and specify the time frame from which you want listings.

### 3. Add Listing/Selling Member

Use the **Add a field** option to add a Listing/Selling Member to the search criteria.

### 4. Find Listings Under Your Name

Type your full name into the **Name** field, then click the **Find** button.

### 5. Select Your Name

Click on your name in the Members list, then check the four check boxes to the right of your name.

### 6. Select "Or"

Make sure **Or** is selected at the bottom of the Listing/Selling Member box.

### 7. See Your Listings

Click the **List** or **Detail** tab to see the listings where your name was recorded as either the Listing, Co-listing, Selling, or Co-selling agent.

### 8. Request Correction(s)

Requests for corrections can be emailed to [Support@gkar.com](mailto:Support@gkar.com) along with a supporting document showing your name and where it needs to be corrected. For example, this could be a closing document showing your name as the selling or buyer’s agent.