

flexmls Tip!

Tracking Transactions in flexmls - A Quick Tutorial

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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 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.

The screenshot shows the 'MLS of MichRIC' search interface. The 'Property Type of' dropdown is set to 'Residential, Vacant Land, Commercial Sale, Commercial Lease, Multi-Family, Residential Lease'. The 'Status of' dropdown is set to 'Sold'. The 'Off Market Dates' section has 'Sold Date' checked with a range of 365 days back. The 'Listing/Selling Member' section has a search box for 'Name: Type Your Name Here' and a 'Find' button. Below the search box is a list of members with checkboxes for 'Listing Member', 'Co-listing Member', 'Selling Member', and 'Co-selling Member'. The 'And' radio button is selected at the bottom of the member selection box.