

MLS # Search

A speedy way to locate specific listings is to search using the MLS listing numbers.

1. To start a search by MLS number, under the FlexMLS Search menu, click **MLS # Search**. The system displays the **MLS # Search** screen.
2. Enter the MLS number(s) you'd like to search by typing them in; you may also enter them using copy + paste.
3. The default MLS to search is Metro MLS; if you are searching for a WIREX listing, simply single left-click your mouse in the **Data Sharing** field and select **WIREX** checkbox. Click the **Search** button to view your results.

MLS # Search

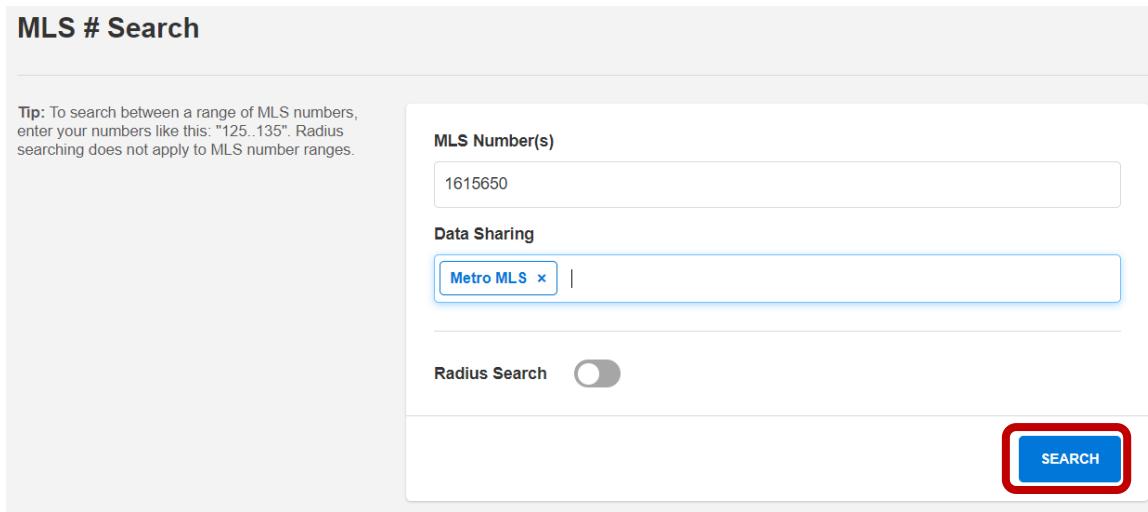
Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1615650

Data Sharing
Metro MLS x

Radius Search

SEARCH



If you would like to search multiple MLS numbers, simply enter them in as one string, separated by a comma and no space (example shown below).

MLS # Search

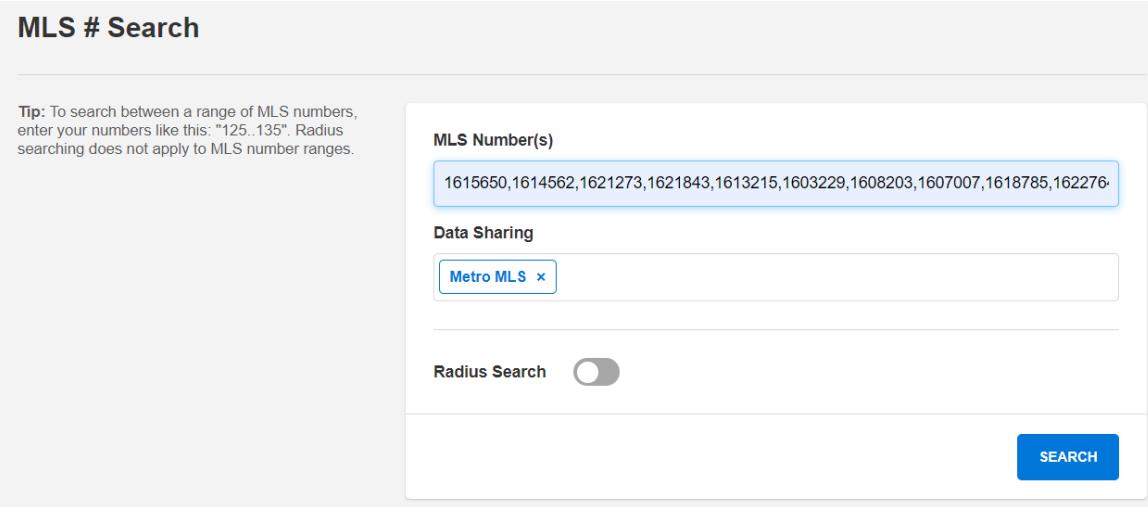
Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1615650,1614562,1621273,1621843,1613215,1603229,1608203,1607007,1618785,162276

Data Sharing
Metro MLS x

Radius Search

SEARCH



Using Radius Search

To search in radius of a list number, toggle the **Radius Search** switch on by single left-clicking it; if it's colored blue, it is enabled. This will present you with a **Distance** field. Enter your desired distance to search in radius of the list number.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1612667

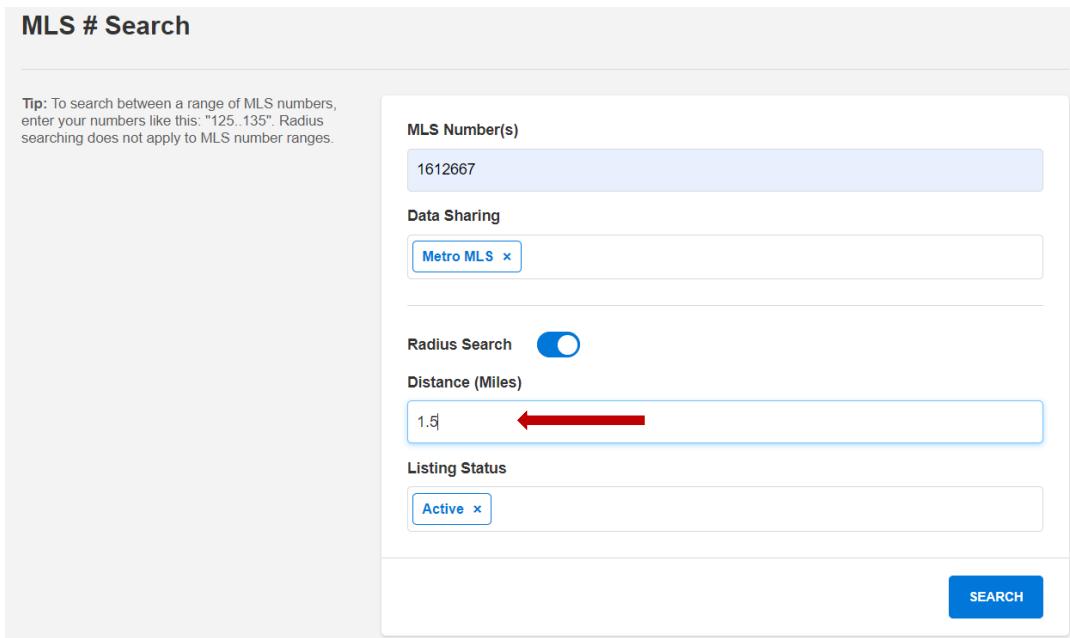
Data Sharing
Metro MLS

Radius Search

Distance (Miles)
1.5 

Listing Status
Active

SEARCH



The default status for listings to search in radius is Active; you can edit this to search different or multiple statuses by single left-clicking in the **Listing Status** field and checking your desired status(es); click the **Done** button once you have completed your selections. Click **Search** to view your results.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1612667

Data Sharing
Metro MLS

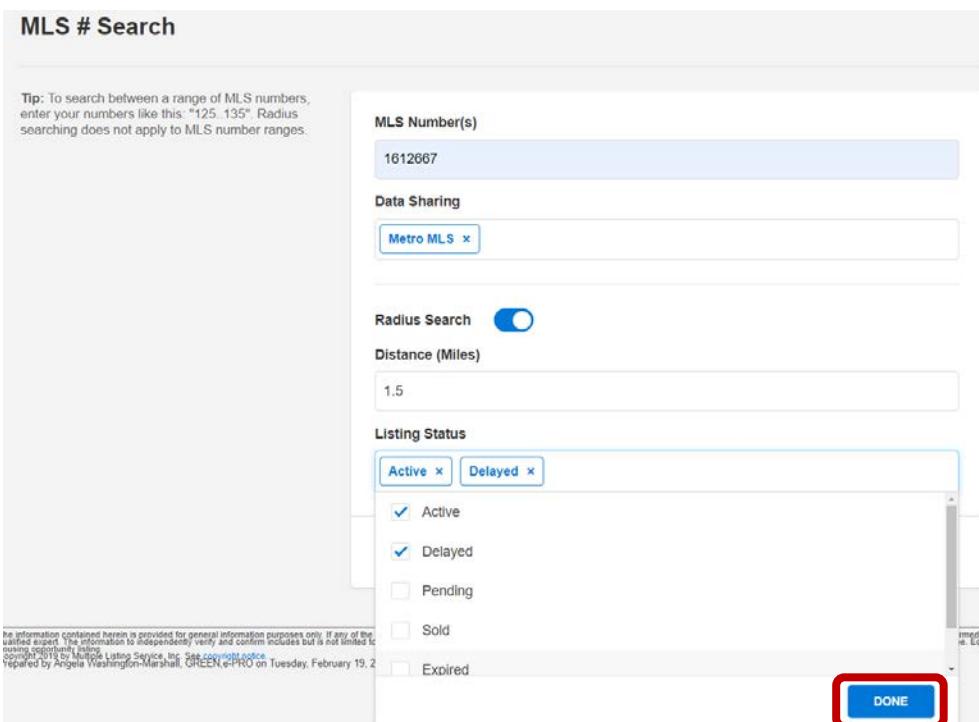
Radius Search

Distance (Miles)
1.5

Listing Status
Active Delayed

Active
 Delayed
 Pending
 Sold
 Expired

DONE 

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Once on the Search results screen, you can view the radius on the Map tab; the MLS number you searched will be among the listings found in the radius. If you select it, you will see it is in the center of your radius.

You may search multiple list numbers using this feature; keep in mind, the more list numbers you search in radius, the longer it may take to load your results.

Search Results [Work on behalf of a contact](#)

Save E-Mail Print CMA Export ShowingCart

15 [i](#)

Results: 33 Selected: 0

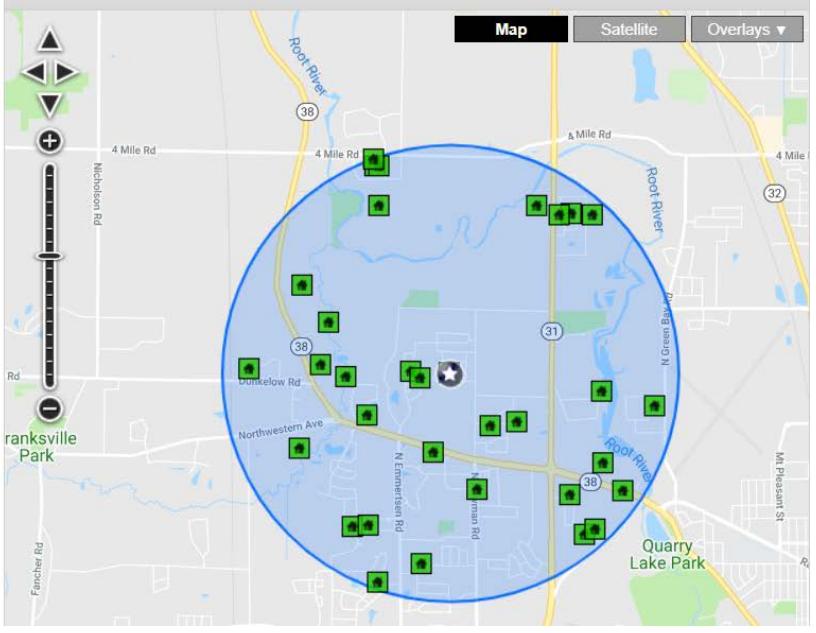
Price | Status | ▲MLS #

MLS #	Address	Price	Status	Actions
13	4644 Short Rd Caledonia, WI 53402	\$399,900	Active / 1612104	  
14	3225 Orion Cir Caledonia, WI 53406	\$484,900	Active / 1612519	  
15	5713 Bradford Ave Caledonia, WI 53406	\$160,000	Active / 1612667	  
16	3520 Taurus Dr Caledonia, WI 53406	\$439,900	Active / 1612781	  
17	4622 Oakdale Dr	\$289,900		  

Actions for Selected Listing

Map Satellite Overlays ▾

Driving Directions



NOTE: At this time, there is no filter available for property type when using the Radius Search feature; thus, when searching in radius of an MLS number, your results may include all property types. To edit your results to use a specific property type, please review the section of this document titled, 'Editing your Results Using Radius Search'.

Editing your Results using Radius Search

If you are searching by radius using an off-market status (sold, expired, or withdrawn), once you have viewed your results, you can edit the date once viewing your results using the **Edit Search** tab, as off-market listings go back as far as 1995.

MLS # Search

Tip: To search between a range of MLS numbers, enter your numbers like this: "125..135". Radius searching does not apply to MLS number ranges.

MLS Number(s)
1612667

Data Sharing
Metro MLS

Radius Search

Distance (Miles)
2

Listing Status
Sold

SEARCH

If you are editing in the Full Search mode, after you click **Edit Search**, click the **Dates** tab and edit the applicable date range.

Search Results [Work on behalf of a contact](#)

Save E-Mail Print CMA Export ShowingCart

1 [i](#) [Edit Search](#) List Detail Photos Map Compare Messages

View Results: 83 [Map Search](#) [Full Search](#)

Main	Address/School	Dates	Taxes	Other	Office/Member	Summary
<input type="checkbox"/> Listing Date <input type="text" value="02/19/2018"/> <input type="button" value="to"/> <input type="text" value="02/19/2029"/> <input type="button" value="Calendar"/>		<input type="checkbox"/> Expiration Date <input type="text" value="02/19/2018"/> <input type="button" value="to"/> <input type="text" value="02/19/2029"/> <input type="button" value="Calendar"/>		<input type="checkbox"/> Pending Date <input type="text" value="02/19/2018"/> <input type="button" value="to"/> <input type="text" value="02/19/2029"/> <input type="button" value="Calendar"/>		
<input checked="" type="checkbox"/> Sold Date <input type="text" value="10/01/2018"/> <input type="button" value="to"/> <input type="text" value="02/19/2029"/> <input type="button" value="Calendar"/>		<input type="checkbox"/> Status Change Date <input type="text" value="02/19/2018"/> <input type="button" value="to"/> <input type="text" value="02/19/2029"/> <input type="button" value="Calendar"/>		<input type="checkbox"/> Start Showing Date <input type="text" value="02/19/2018"/> <input type="button" value="to"/> <input type="text" value="02/19/2029"/> <input type="button" value="Calendar"/>		

If you are editing in the Map Search (Quick Search side panel) mode, after you click **Edit Search**, click the **calendar** icon (indicated below) to the right of your status; this will open the Off Market Dates section. You may also add and edit other parameters, such as Property Type. Select the parameters for your applicable date entry; click **View Results**.

Search Results [Work on behalf of a contact](#)

Save E-Mail Print CMA Export ShowingCart

View Results: 21

Location, address or MLS # [Browse »](#)

Shape **within** [?](#)
1.00 mile radius of listing 1612667

Property Type of Single-Family, Two-Family, Vacant Land, Multi-Family, Condominium, Comm/Industrial

Status of **Sold** [calendar](#) 

Active
Delayed
Pending

Off Market Dates [?](#)

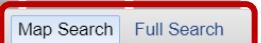
<input type="checkbox"/> Pending Date	<input type="text" value="02/19/2018"/> calendar to <input type="text" value="02/19/2029"/> calendar
<input checked="" type="checkbox"/> Sold Date	<input type="text" value="10/01/2018"/> calendar to <input type="text" value="02/19/2029"/> calendar
<input type="checkbox"/> Expiration Date	<input type="text" value="02/19/2018"/> calendar to <input type="text" value="02/19/2029"/> calendar

[Hide Date Ranges](#)

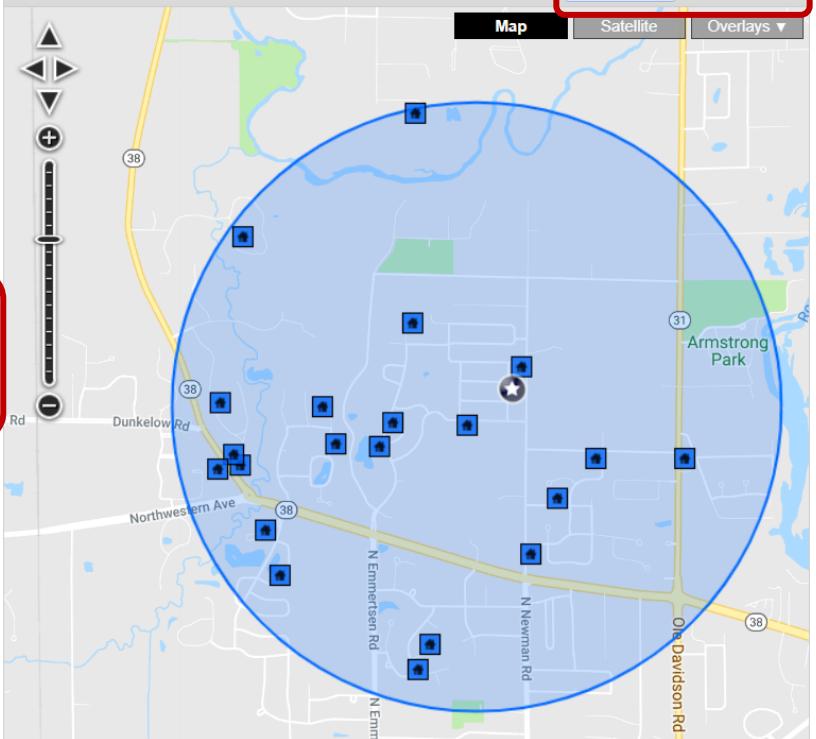
[+ Add a field to the search](#)

- Additional Search Options

Pictures
 Videos
 Documents
 Virtual Tours
 Open House Date
 Tour of Homes Date

Map Search Full Search 

Map Satellite Overlays ▾



NOTE: Editing in Full Search mode **does not** allow you to edit the property type. If you are editing in Full Search mode and would like to edit the property type, click the **Map Search** link at the upper right corner of the Edit Search screen.