

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 you 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)

Data Sharing

Metro MLS x |

Radius 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)

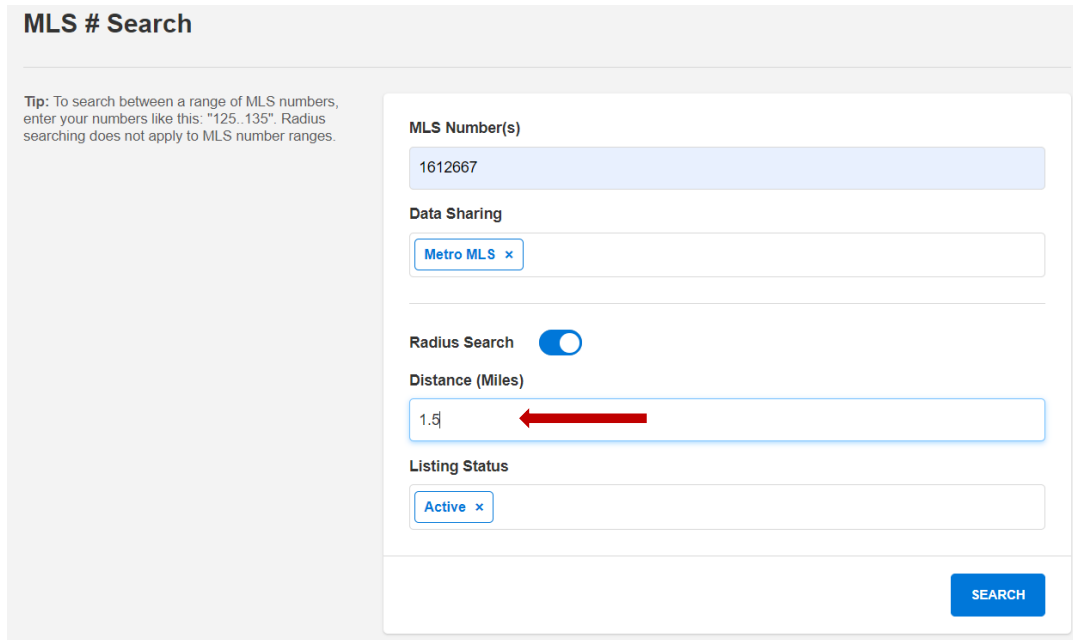
Data Sharing

Metro MLS x |

Radius 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 x

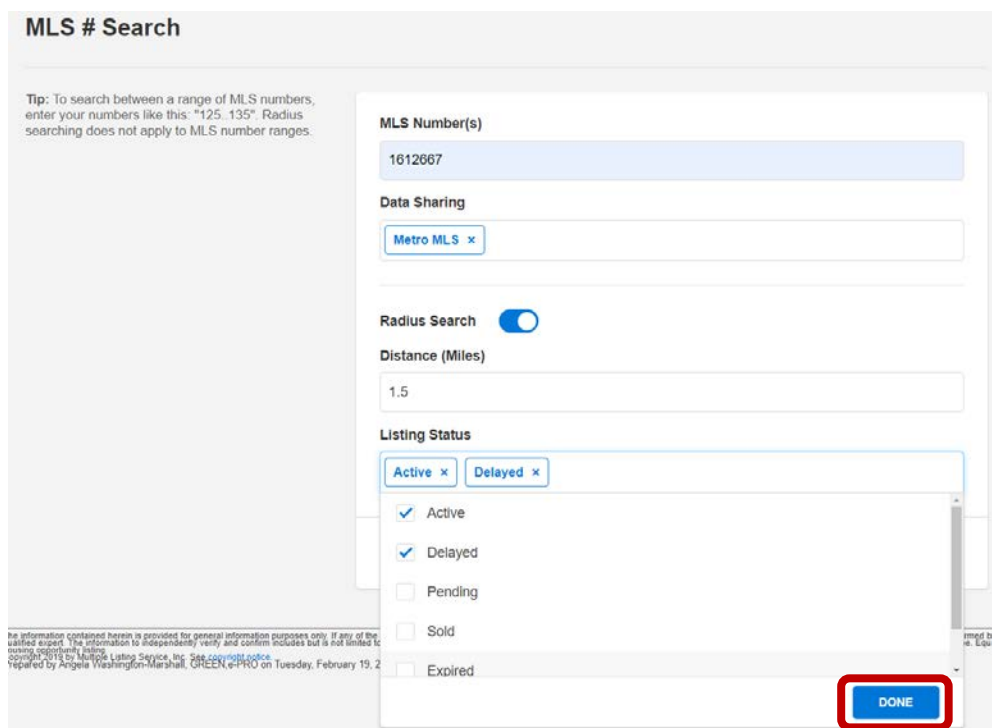
Radius Search ☒

Distance (Miles)
1.5

Listing Status
Active x

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 x

Radius Search ☒

Distance (Miles)
1.5

Listing Status
Active x Delayed x

- ☒ 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 ▶ ⓘ

Results: 33 Selected: 0

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

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

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MLS Number(s)

Data Sharing

Radius Search ☒

Distance (Miles)

Listing Status

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 ▶ ⓘ

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	⇄ 02/19/2018 to 02/19/2029	<input type="checkbox"/> Expiration Date	⇄ 02/19/2018 to 02/19/2029	<input type="checkbox"/> Pending Date	⇄ 02/19/2018 to 02/19/2029	
<input checked="" type="checkbox"/> Sold Date	⇄ 10/01/2018 to 02/19/2029	<input type="checkbox"/> Status Change Date	⇄ 02/19/2018 to 02/19/2029	<input type="checkbox"/> Start Showing Date	⇄ 02/19/2018 to 02/19/2029	

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

Edit Search List Detail Photos Map Compare Messages

Map Search Full Search



Map Satellite Overlays

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  

Active
Delayed
Pending

Off Market Dates ?

☐ Pending Date 02/19/2018 to 02/19/2029

☒ Sold Date 10/01/2018 to 02/19/2029

☐ Expiration Date 02/19/2018 to 02/19/2029

[Hide Date Ranges](#)

+ Add a field to the search

- Additional Search Options

☐ Pictures

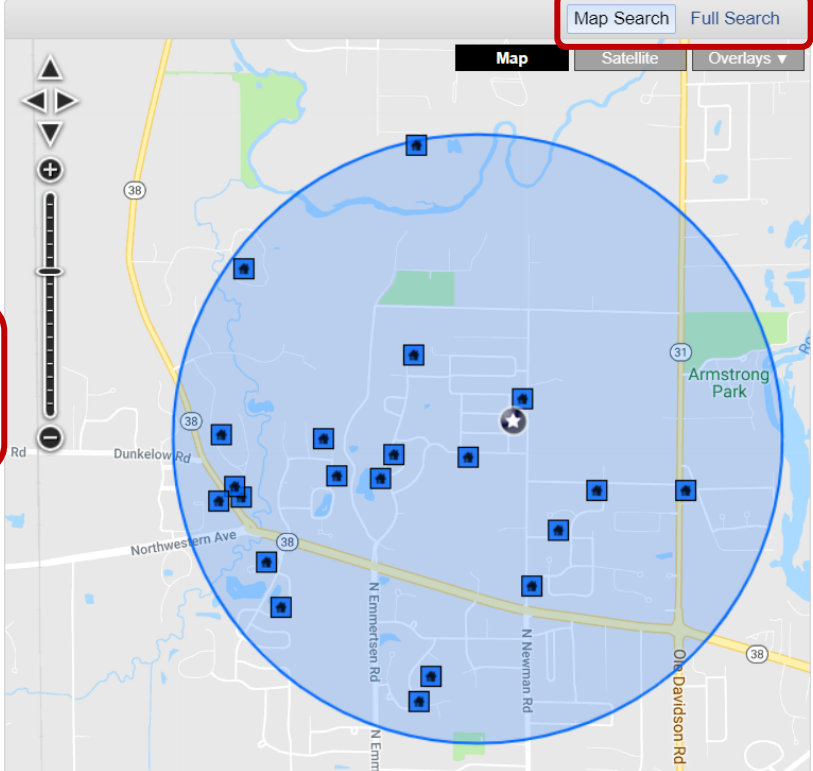
☐ Videos

☐ Documents

☐ Virtual Tours

☐ Open House Date

☐ Tour of Homes Date



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.