

flexmls Tip!

Access Listing Input Forms 3 Ways

Updated December 2021

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, zipForms, and Dotloop.

Flexmls

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

To access:

- 1. Open the **Menu** in flexmls
- 2. Click Input Forms



3. Select the Property Type for which you want to print a form

4. Select Print

Printable Listing Input Forms				
Choose a property type	Property Type Residential	v		
	Print possible values for fields with lists			
		PRINT		

zipForms

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

To access:

- 1. Log into your zipForms account
- 2. Select Forms



- 3. Select [SWMRC] MichRIC
- 4. Select **Residential Profile Sheet—03/19** or other property type input form



Dotloop

Dotloop users can also find the fillable input sheet.

To access:

- 1. Log into your dotloop account
- 2. Under Templates, select MICHRIC.
- 3. Search Residential—Data Input Form or other property type input form

dot loop premium							SB
Templates Upload files by emailing samantha.bar	tlett@upload.dotloop.com						
DOCUMENTS	Q residential profile sheet				+ NEW	/ FOLDER	÷
PERSONAL	МІСНРІС	MICHRIC					:
INBOX	WICHNE						•
BATTLE CREEK AREA	Residential Profile Sheet 01/17						
BRANCH COUNTY	Updated February 03, 2017 Provided by Michigan Regional Informational Center						
GRAND RAPIDS							
GREATER KALAMAZOO							
MICHRIC							
MICHIGAN STATE FORMS							

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 <u>SamB@gkar.com</u> with your suggestion.