

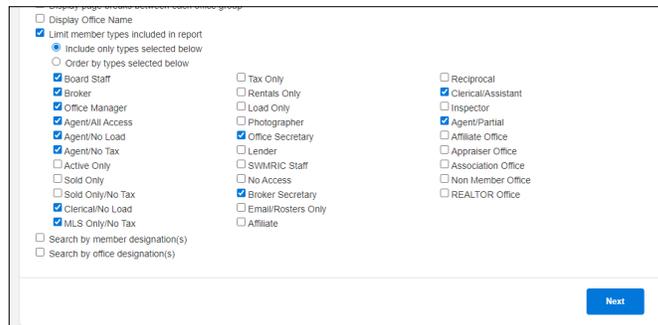
Flexmls Tip!

How to Pull a Roster in Flexmls

Created October 2023

Agents can pull rosters from the MLS for contact information. Here steps can be found on pulling the available rosters. The recommended selections are only suggestions, and you may narrow your criteria however fits your needs.

1. Log into **Flexmls**
2. Open the **Menu** and select **Rosters**
3. For the most comprehensive list, select **Office/Member Roster**
4. Make your desired selections
 - A. Recommended selections:
 - Report Format: Roster
 - Office Selection: Include all offices
 - Office Selection Options: Include office and member information
 - Association Selection: Select from list below
 - Display Options: Display e-mail address, Limit member types included in report
 - * Applicable GKAR member types you can select from include; Board Staff, Broker, Office Manager, Agent/All Access, Agent/No Load, Agent/No Tax, Clerical/No Load, MLS Only/No Tax, Office Secretary, Broker Secretary, Clerical/Assistant, Agent/Partial



Display Office Name
 Limit member types included in report
 Include only types selected below
 Order by types selected below
 Board Staff
 Broker
 Office Manager
 Agent/All Access
 Agent/No Load
 Agent/No Tax
 Active Only
 Sold Only
 Sold Only/No Tax
 Clerical/No Load
 MLS Only/No Tax
 Search by member designation(s)
 Search by office designation(s)

Tax Only
 Rentals Only
 Lead Only
 Photographer
 Office Secretary
 Lender
 SWM/RIC Staff
 No Access
 Broker Secretary
 Email/Rosters Only
 Affiliate

Reciprocal
 Clerical/Assistant
 Inspector
 Agent/Partial
 Affiliate Office
 Appraiser Office
 Association Office
 Non Member Office
 REALTOR Office

[Next](#)

5. Select **Next**
6. Choose **Export** or **Print**

Office/Member Roster Report			Export	Print
Primary	Mobile	Email		
009	(269) 382-1597	support@gkar.com		