

## flexmls *Tip!*

### *Flexmls Quick Launch Bar - What it is and Why You Should be Using it*

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The Quick Launch bar can be used to search for a wide range of information on the MLS. Here are a few examples of searchable items in the **Quick Launch** bar:

- Saved Searches
- Offices
- Members
- Contacts
- Listing Collections
- MLS #'s
- Quick Search Templates
- CMAs
- Listing Addresses
- Menu Items

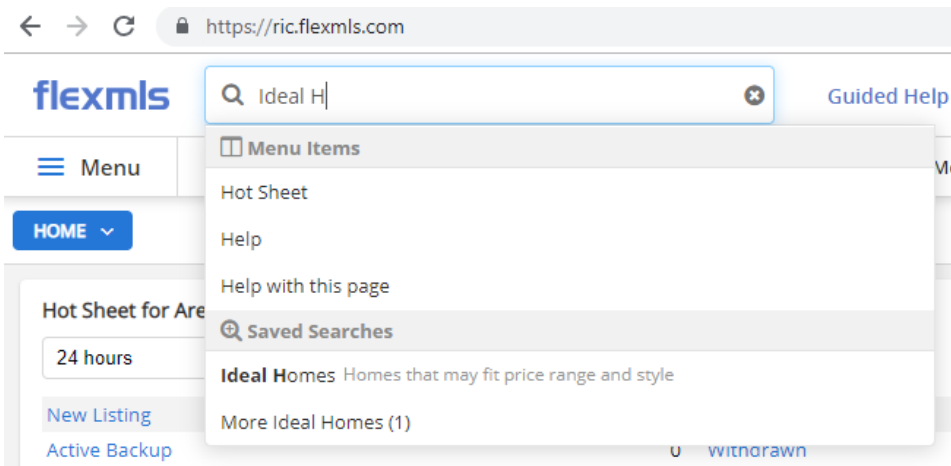
### Find Agents

Finding agents is easy when using the **Quick Launch** bar, simply begin typing their name and find their name appear under **Members**.

The screenshot shows a web browser at the URL <https://ric.flexmls.com>. The flexmls logo is in the top left. A search bar contains the text "Sam Bartlett" with a magnifying glass icon on the left and a close button (x) on the right. Below the search bar, a dropdown menu is open, showing a "Members" section with a person icon. Under "Members", the search results for "Sam Bartlett (k103725) Greater Kalamazoo Assoc.ofRlts" are displayed. To the left of the search bar, there is a "Menu" button with a hamburger icon and a "HOME" button with a dropdown arrow. To the right of the search bar, there is a "Guided Help" link. The browser's address bar shows navigation icons (back, forward, refresh) and a lock icon.

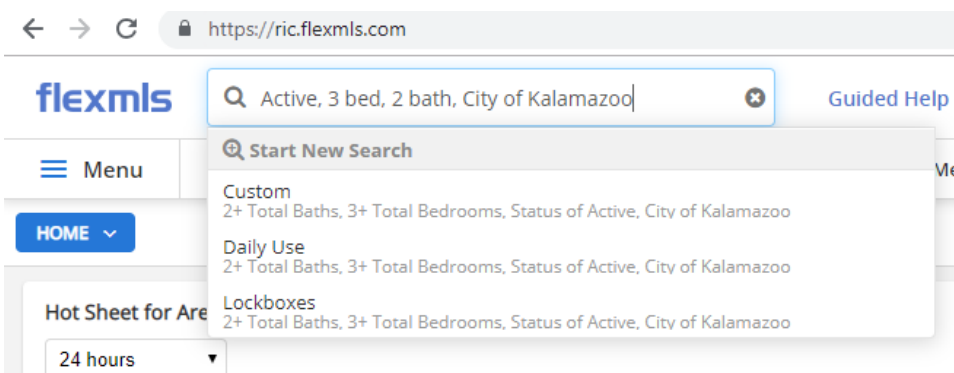
## Search for a Saved Search

Or you can conduct a search for a **Saved Search** by typing the name of the search in the bar.



## Begin a Listing

You can also begin a listing search in the **Quick Launch** bar, ex. Active, 3 bedroom, 2 bathroom, City of Kalamazoo.



## Search by Radius

To search by radius, enter something like this: 2 miles from 5830 Venture Park Drive.

Use the arrow icon at the right edge of a **Quick Launch** search result to open that page in a new browser tab without losing the work on your current page.

You'll quickly find that utilizing the **Quick Launch** bar allows you to locate aspects of flexmls even faster, saving you valuable time!