

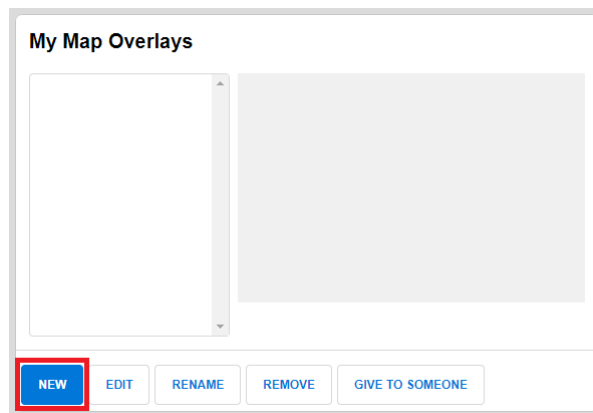
Flexmls *Tip!*

How to Create Sub Areas with Map Overlays

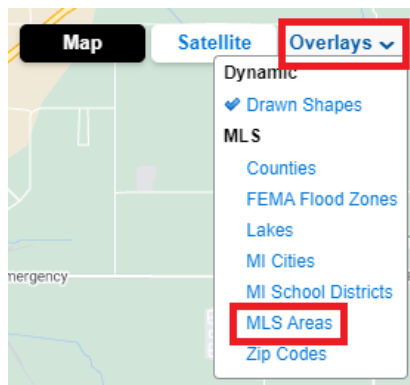
Created May 2023

Flexmls users have the ability to create their own overlays that may be applied to searches. These overlays can be used to recreate discontinued sub areas. Or a user can create their own shapes and boundaries.

1. Log into Flexmls and open the **Menu**.
2. Select **My Map Overlays**.
3. Select **New** to create new overlays.

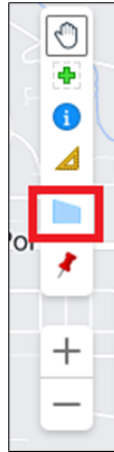


4. In the top right corner of the map, select **Overlays**.
5. Select **MLS Areas** to apply the sub area template.

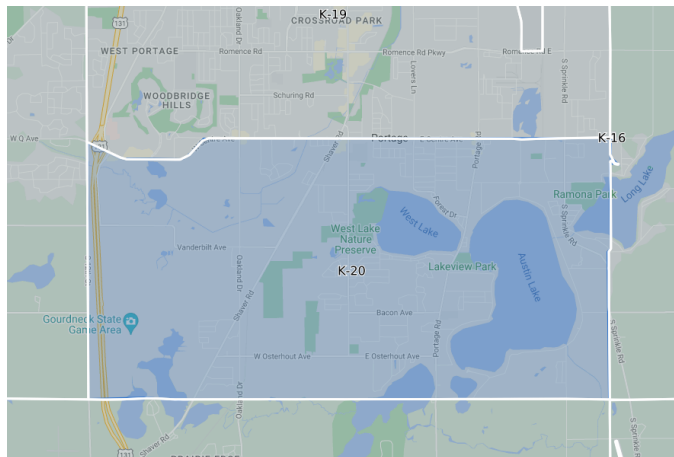


6. Locate the sub area you would like to trace.

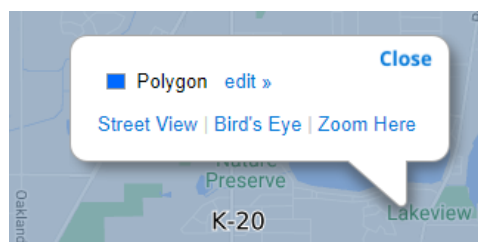
7. Select the polygon shape on the bottom right corner of the map.



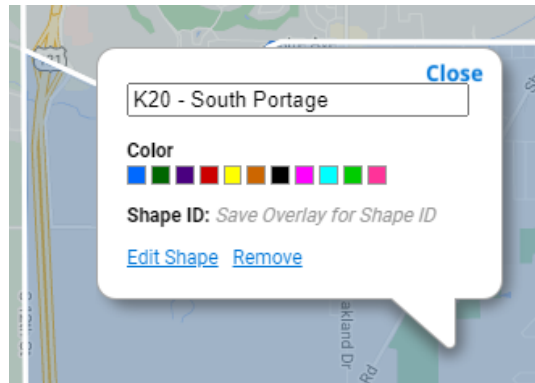
8. Trace over the desired sub area
9. Double click the last point of the drawn shape to hold the shape.



10. Select the created overlay.
11. Select **edit**.



12. Enter the desired name.

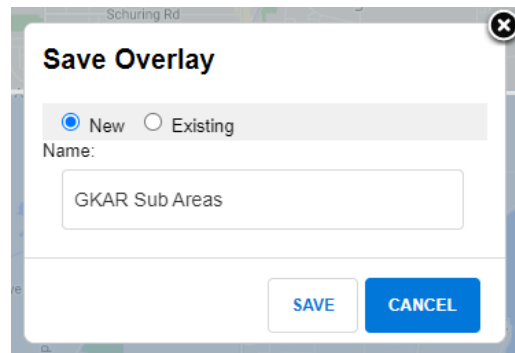


13. Repeat process as needed.

14. Select **Save** in the top right corner.

15. Enter the desired name for the category of overlays you have created.

16. Select **Save**.



Using saved overlays:

1. Log into Flexmls and select **Quick Search**.
2. Enter the name of the overlay in the criteria search bar.
3. Press **ENTER** on your keyboard or double click the overlay name in the pop up window.
4. Continue filling search criteria as needed.

