

How to Put a Home on Tour in Flexmls	1
How to Print Out a Tour Sheet and Map in Flexmls	1

How to Put a Home on Tour in Flexmls

- ◆ In order to determine what date the home needs to be scheduled for the tour, please consult the [SVVAR Calendars](#). (Tours are not listed in FlexMLS as they were in Rapattoni MLS.)
- ◆ Log in to FlexMLS.
- ◆ Click on Add/Change.
- ◆ Click on Change
- ◆ Select your listing off the list or enter the MLS# and click Next
- ◆ Click on Tour of homes under Scheduled Marketing Activities



- ◆ To enter a listing on the Tour of Homes schedule, click **Add**.

VERY IMPORTANT -- Be sure that you fill in the date with the date of the tour.

In the example below, 3/6/2013 is the date of the tour (Agents are mistakenly entering today's date here. Don't make that mistake or your home will not appear on the tour on the correct date!)

Tour of Homes

New Tour of Homes Entry

MLS #:	135539
Date:	3/6/2013
Hosted By	<input type="text"/>
Start time:	9 <input type="text"/> : 00 <input type="text"/> AM <input type="text"/>
End time:	9 <input type="text"/> : 00 <input type="text"/> PM <input type="text"/>
Comments:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Spell Check

Fill in the other information and click next.

- ◆ To edit an existing entry click the box next to the MLS number and click **Edit**. You may also remove a listing from the Tour of Homes schedule by clicking **Remove** after selecting the listing.
- ◆ Tour sheets will be printed out for the meetings and for posting on www.svvar.com at 1:00 the day before the tour, so please consider 12:00 PM the day before the tour as the tour deadline.
- ◆ [Click here to watch the Tour/Open House video tutorial.](#)

How to Print Out a Tour Sheet and Map in Flexmls

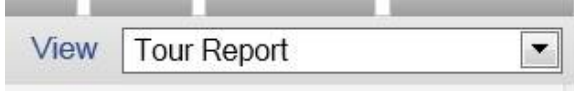
- ◆ To pull up information on a Tour in the MLS, click Daily Functions and then on **Tour/Open Houses**.
- ◆ Choose Tours by clicking the radio button next it.

- ◆ Select the date of the tour on both of the calendars. (Ex: 2/28/2013 – 2/28/2013) Do not select any of the filters.
- ◆ Click the **Next** button.
- ◆ A list of all of the tours for that date will appear.
- ◆ Click on the Send to Search Results Icon



at the top of the page

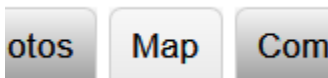
- ◆ **Select Tour Report** from the dropdown menu on the right side of the page.



- ◆ Select all of the listings on the left by checking the **Select Listings** checkbox
- ◆ To change the order of the properties on tour, click on **Selected** on the left side



- ◆ Click on the **Map tab** on the right



- ◆ As you click on the listings on the map, they will be highlighted on the list on the left. You can move these listings up and down on the list to put them in order by using the arrow buttons on the bottom left.



- ◆ Once the listings are in order, you can print the tour and the map, or save the tour in your cart.
- ◆ To Print the tour, click the Print button on the top right of the page



- ◆ Choose the following:

Listings to Print or E-mail

Current Listing (1)
 Selected (20)
 All Results (20)

* For 200+ listings, only List and Compare may be printed

Version: Private ▾

List

View: Tour Report ▾

Search Criteria
 One Line
 Title: Tour Report

Detail
 Photos
 Map

Print separate map(s) for each listing
 Print combined map(s) for all listings

Compare
 Messages
 Headers

Select Print