



Searching Quick Start Guide — Flexmls

The power users don't navigate menus. They type. Hive MLS Training.

Most agents click. The fast agents type into the **Quick Launch bar** at the top of Flexmls — for searches, lookups, navigation, contacts, saved items, even radius and complete-criteria searches in one line. It's also in the mobile app.

The Quick Launch Bar — Your Front Door

Look Something Up

- MLS number → type it. Right-click the result → **Open in new tab** to avoid losing your current work.
- Address → type it. Only appears here if it has been listed before — but unlisted addresses still work for radius searches (next section).
- Contact or member → type their name to surface phone/email.
- Saved searches, CMAs, listing collections → type the name.
- Menu items → type the first few letters. opt opens the Opt-In Status Report. saved opens My Saved Searches.

Radius Search From Quick Launch

- 1 mile from 10048269 — from an MLS number.
- 2 miles from 207 sherrill street oak island nc — from an address. No commas. Works even for properties never listed in MLS, as long as Google can find them.
- 2 miles from dosher memorial hospital southport nc — from a landmark. Use unique names + city + state. "Starbucks" won't work; there are too many.

Always jump to the **Map tab** first to verify the pin landed where you expected. Then **Edit Search** to refine. **Minimum from Quick Launch is 1 mile** — for tighter radii, use the red push pin (page 2).

Complete Searches in One Line

Commas separate parameters. K = thousands, M = millions. The system waits for K or M before it recognizes a number as a price.

- land, 200-300K, 28401 28541 — land \$200K-\$300K across two zip codes.
- sold within last 3 months, 1-1.5M, city of Oak Island — closed in the last 3 months between \$1M and \$1.5M.
- active, 300-350K, 3-4 bed, 2 bath, 1500-1800 sqft, sub of Fairfield Harbor — nearly complete search in about 15 seconds.

Syntax Cheats

- *city of* before multi-word cities (Oak Island, Wrightsville Beach). Single-word cities like Wilmington work without it. *sub of* before subdivision names.
- Use *sold within last 3 months* — not *sold within the last*. The system doesn't recognize "the."
- Property type defaults are Residential, Land, and Multifamily. For Rental, lead with the type: *rental 2 miles from...*
- Quick Launch covers the common fields (status, price, beds, baths, sqft, city, zip, subdivision). For appliances, amenities, etc., use **Edit Search**.

 **Honey Tip:** Watch your mouse cursor. Whenever it changes from an arrow to a *pointing finger*, there's hidden functionality. That's how you discover every toggle in this guide — date type, include/exclude, shape combinations. The clickable things don't advertise themselves; the cursor does.

Map Power

Once results are on the screen, the Map tab is where the real searching happens. You can draw shapes, combine them, save them, and turn them into reusable overlays.

Three Shape Tools

- Rectangle — click once to start, move, click again to complete.
- Circle — click the center, drag outward. Distance displays as you drag.
- Polygon — click each vertex; stop moving and click the last point to close the shape.

Combining Shapes (the hidden gold)

Every shape has a within / intersection / not within toggle. Hover over the word “*within*” next to the shape name — cursor turns into a finger.

- **Within:** inside this shape (default).
- **Intersection:** only listings inside the OVERLAP of multiple shapes. Two clients with different preferred areas? Draw both, intersect.
- **Not within:** exclude this shape. Carve out a high-HOA subdivision, a flood-prone pocket, or a noisy commercial corridor.

Save a Shape to a Map Overlay

1. Click the shape on the map (or its name in the search panel).
2. Click **Edit**.
3. Name it (e.g., “*Near Engineering School*”) and pick a color.
4. Save it to a Map Overlay — existing or new. The *overlay* is the umbrella category (e.g., “*University Housing*,” “*Airbnb Communities*,” “*Favorite Neighborhoods*”); individual shapes live inside it.
5. Save.

Saved shapes work in Quick Searches, custom hot sheets, and statistics reports. To reuse one, click inside the *MLS #, address or map overlay* box on the left side when in a quick search and start typing the shape name. Then double-click on the shape.

Pre-Built Map Overlays

Click the **Overlays** dropdown on the upper right of the map. Common layers:

- Flood Zones — click the color-legend icon to decode the letters.
- Zip Codes.
- Counties.
- Your custom overlays.

Radius Under 1 Mile — The Red Push Pin

Quick Launch won’t go below a 1-mile radius. For tighter searches, use the red push pin on the map:

1. Click the red push pin icon (lower right of map).
2. Enter the address → **Locate** → **Use This Location** → **Radius Search**.
3. Change the distance — decimals work. Type 0.25 for a quarter mile.
4. Click **Create Radius**.

Nosy Neighbor — Click Any Parcel

At neighborhood-level zoom, click the **i** (information) icon in the lower right of the map, then click any parcel. You get property details, listing history, and RPR or tax lookup — whether or not the parcel is in your current search.

 **Honey Tip:** At an open house when someone says “*the place down the block sold last summer*” — zoom in, click the **i**, click the parcel. You’re looking at the listing history in five seconds.

Specialized Search Modes

Standard Quick Search (Menu → Search → Quick Search)

Use this when you want a guided experience or fields Quick Launch doesn't cover.

- The last template you used loads by default. To switch, click the menu in the upper-left of the search results page.
- Click **Status** → **See All and Select Date Ranges** for full options. Date ranges only work when Status is in the template.
- Click **Add a field to the search** for anything not on the panel — start typing to filter the field list.
- Results update on the map in real time as you refine.

Address Search

Type address in Quick Launch → **Address Search**.

- **Range:** enter 200 to 299 plus a street name to see everything on that block.
- **Contains-matching:** searching Cheryl returns Cheryl Street, Cheryl Avenue, AND Cheryl Farm Lane. Use **Show More** to filter by status, property type, or date.
- **Condo/townhouse complex:** if buildings sit at consecutive numbers (55, 57, 59 C Park), enter the range and street name to see every unit across the complex.

Multiple Address Search

Type multiple in Quick Launch → **Multiple Address Search**. Enter one street address per line. **Skip street directions** (North/South/East/West) to avoid missed matches — some agents leave them off when entering listings. Common names like “123 Main” may produce false positives across cities.

MLS Number Search (Multiple)

Quick Launch handles one MLS# at a time. For multiple: type MLS → **MLS # Search** → enter numbers separated by commas.

Driving Directions From Any Search

1. Check the boxes next to the listings you want to visit.
2. Click the **Map** tab.
3. Click **Driving Directions** at the top — Google Maps opens with the properties as stops.
4. Drag stops to reorder; click **Add Destination** for a starting point (e.g., your office).
5. If signed into Google, send the route to your phone or copy the link to share with the client — handy when they're following in their own car.

Search Result Tabs

Tab	What It Shows
List	Table view with customizable columns (set via the Views menu)
Map	Pins, shapes, driving directions
Stats	Quick statistics on the result set
Detail	Full listing view for one property
Photo	Gallery view

Save, Reuse, Track Your Production

Save a Search

1. On the search results page, click **Save** → **Save Search**.
2. Choose **New** (or **Existing** to update one). Name it descriptively.
3. Check **Mark as Favorite** if you want it on your dashboard.
4. Assign it to a contact **ONLY** if you want to power a subscription. (See the Subscriptions & Portals quick start for that workflow.)
5. Click **Additional Search Options** to control trigger events for subscription emails. **If no events are checked, no emails will go out.**
6. Click **Save** or **Save and Add Subscription**.

 **Honey Tip:** Configure your Saved Searches dashboard gadget to show **only favorites**. Click the three dots on the gadget → Settings → filter to Favorites. Clean dashboard, one-click access to the searches you actually run.

Drafts auto-save. If you navigated away mid-search without saving, your last three live searches are still under **My Saved Searches** → **Drafts**.

Custom Default Search

A saved *search* locks in your *criteria*. A saved *template* locks in which data your search starts with already filled out, like counties, zip codes, or an association.

1. On Quick Search, choose the parameters you want to start a search with and fill them out.
2. Click **Save** → **Set as Default Search**.
3. The next time you do a search, those parameters should already be filled out.

The “All My Listings” Production Search

A saved search that shows every listing you’ve ever touched — active, closed, canceled, expired, withdrawn — on either side of the transaction. Useful for listing presentations, year-end reviews, or pulling up your own history fast.

1. Type report in Quick Launch → **Report Generation** (starts with all property types selected).
2. Scroll to **Listing/ Selling Member**.
3. Type your last name; select ALL checkboxes (listing side, selling side, etc.).
4. UNCHECK Status — remove every status filter so Active, Closed, Canceled, Expired, Withdrawn all show.
5. Save → name it “*All My Listings*,” mark as favorite.

Variations: Select only Closed status (and uncheck Sold Date for no date limit) to get a lifetime-sales view. Add a city or subdivision filter to demonstrate local expertise in a listing presentation — agents with bigger overall volume but no specific-neighborhood activity won’t show up on the same map.

Note on Non-Member: in Hive MLS, “*Non-Member*” means agents who closed inside Hive but belong to a different MLS (Doorify, Canopy, Outer Banks).

Quick Reference — Hidden Toggles

Trick	What It Does
Two black arrows on Status	Toggle between absolute and relative date ranges
Click “days” in relative mode	Toggle between days and months
Hover/click “of” on a field	Flip to “not of” to exclude (Subtype not of Manufactured Home)
Ctrl/Cmd-click a list item	Add items one at a time; click again to deselect
Shift-click two items	Select everything between them