



Core Classes

Covering the basics of flexmls® Web and daily operations. These classes are the starting point for training on flexmls. Begin your education with the Orientation and Searches & Search Results classes. After attending these two classes you may continue your education in any order.

Orientation and Searches: Designed to be the starting point for all Subscribers, this class covers basic information on ARMLS® Websites, as well as training and support options. It also covers different options for running searches in the flexmls system – Address Searches, MLS # Searches, Map Searches, Quick and Full Searches and methods for creating custom Saved Searches. Class also covers editing Saved Searches, and creating Quick Search templates. *This is the foundation for all ARMLS® flexmls training classes. **Prerequisites:** Attendees MUST have a working User ID and password for class.*

Search Results: Includes all areas of the Search Results screens – Views, sorting options, Listing Carts, Photos, History, and the exporting and routing of the results. It also covers the emailing and printing features of flexmls. **Prerequisites:** *Basic computer skills and previous attendance of an Orientation and Searches class.*

iMapp Tax: iMapp is the software used by ARMLS® to compile and navigate the tax records for our MLS database. It is a separate system from flexmls; however it is easily accessed and integrated into the flexmls system. This class, taught by an iMapp Instructor, will give you all of the knowledge and skills necessary to utilize the iMapp software to its fullest. **Prerequisites:** *Basic computer skills and a basic understanding of flexmls.*

Listings: Covers how to add listings in flexmls including adding Photos, Virtual Tours and video links, documents and editing existing listings. It also covers everything a Subscriber needs to know about how to post and maintain listings properly in the flexmls system. **Prerequisites:** *Basic computer skills and a working knowledge of standard MLS Profile (input) sheets.*

CMA: Covers the creation of Full, Quick and Statistical Comparable Market Analyses (CMA) in the flexmls system. It also covers the different locations from where each can be created and their uses, as well as tips and tricks to make your life easier. **Prerequisites:** *Basic computer skills and previous attendance of a flexmls Search class.*

Contacts: Includes training on the flexmls Contact Management module including adding, editing and deleting contacts, attaching searches to contacts, scheduling Auto-emails and setting up Client Portals. Additional topics may include printing mailing lists, importing and exporting contacts and managing your messaging center. **Prerequisites:** *Basic computer skills and previous attendance of a flexmls Search class.*

Mapping: This two hour session focuses on all areas of flexmls mapping: map searches, address location, Mapping Search Results and Routing. The Mapping class covers all of the available tools in the Mapping Section as well as many tips and tricks. **Prerequisites:** *Basic computer skills and previous attendance of a flexmls Search and Search Results class.*

ARMLS® Rules: This 90 minute presentation covers all of the latest changes and updates to the ARMLS® Rules, Regulations and Policies. **Prerequisites:** *None*

Mastery Classes

Intermediate to advanced topics on flexmls for the user already trained and comfortable with all of the Core subjects. Combinations of these classes may be scheduled for one class session.

Closing Cost Estimator and Presentations: The Closing Cost Estimator (CCE) in flexmls is similar to a HUD-1 provided by an Escrow Agent. This form allows you to enter cost information for either a Buyer or Seller, or both, and generate an estimate of closing costs (also similar to a Net Sheet.) After this class you will be able to create professional and efficient CCEs for your clients in no time at all. In the Presentation portion you can create many types of custom presentations using several components created throughout the flexmls system. These Presentations can be printed for personal delivery to clients as well as electronically delivered via email. It's easy, fast and professional. ***Prerequisites: Basic computer skills and previous attendance of the Core level classes.***

Custom Views & Sorts: Covers the tools necessary to customize how Search Results are displayed in various areas throughout the flexmls system. Learn how to adjust existing Views "on the fly" as well as create Custom Views from scratch including custom sorting options within those views. This is an ***intermediate to advanced*** class so attendees should have a solid understanding and comfort level with Searches and Search Results prior to attending. ***Prerequisites: Basic computer skills, previous attendance of the Core level classes, specifically Searches and Search Results.***

Personal Preferences and Daily Functions: Covers two combined subjects, Personal Preferences and Daily Functions. In the Personal Preferences portion we will cover all of the personally customizable areas of flexmls including additional Web addresses, phone numbers, adding personal documents, flexmls General Preferences, Custom Quick Search Templates, Custom Export template and Portal Preferences. The Daily Functions section of flexmls covers several different areas including creating 24 Hour and Custom Hot Sheets, Daily Market Area reports, accessing information contained in the MLS Intranet and the Member Lookup module. ***Prerequisites: Basic computer skills and previous attendance of Core level classes.***

Specialty Classes

Classes specifically geared to targeted audiences or covering topics not specific to flexmls® Web

Broker Series Q1: Classes specifically designed for brokers and/or office managers. The focus is on the specialized needs of these two groups with class content honing in on the functions and tools available in flexmls® Web as well as other sources that will assist in making your office more efficient and profitable. This is a 3 hour session covering a high-level overview of the core flexmls classes and available tools and training options available to all Subscribers.

Broker Series Q2: Classes specifically designed for brokers and/or office managers. The focus is on the specialized needs of these two groups with class content honing in on the functions and tools available in flexmls® Web as well as other sources that will assist in making your office more efficient and profitable. This is a 2 hour session focusing on the flexmls customizable Dashboard including ways to create multiple styles of dashboards for various job duties throughout your office. A brief look at available statistical reports and flexmls updates is also covered in this course.

Broker Series Q3: Classes specifically designed for brokers and/or office managers. The focus is on the specialized needs of these two groups with class content honing in on the functions and tools available in flexmls® Web as well as other sources that will assist in making your office more efficient and profitable. This course will examine social media and integration of free technology products currently available into the brokerage operation. Attendees will learn how to use these tools to provide information to their agents and clients, while promoting the company brand at little or no cost.

Computer 101 Class is a 2 hour class designed for the computer novice seeking to learn the basics. It is currently only offered in a Microsoft Windows environment and will cover topics such as basic Windows navigation, adding, moving and deleting files, email options, downloading and uploading pictures, and how to get the most from your browser. (We will cover both Internet Explorer and Mozilla Firefox.) We will also throw in some additional tips and tricks along the way to make your life with the computer a little easier and more productive.

The Cromford Report is designed so that the subscriber will become a valuable source of market knowledge for their clients. Subscribers will learn how to navigate the site, understand the key definitions and sufficiently be able to explain them to their clients, compare the metrics of one city to another or one zip code to another. The subscriber will be able to use The Cromford Report data to educate the seller about right pricing at the listing presentation and when requesting price reductions. In addition, the subscriber will become familiar with the site commentary section to be able to better understand market trends. ***Prerequisites: Attendees MUST have a current Cromford account.***

The Cromford Report Advanced - The Market Cycle & Forecasting

This class is designed to give greater analytical depth to those already able to navigate The Cromford Report. Students will learn how to use market metrics to understand and describe a market cycle. Key market indicators of supply and demand, market timing, historical patterns and forecasting techniques will be covered. The class will also discuss how to use this market data to help the Subscriber become more successful. ***Prerequisites: Attendees MUST have a current Cromford account and be familiar with the basic functions of The Cromford Report Website.***

The Cromford Report Advanced - Market Segmentation & Distress

This class is designed to give greater analytical depth to those already able to navigate The Cromford Report. Students will learn how to use market metrics to analyze subsets of the market, segmented by

geography, price or dwelling type. The foreclosure process and short sales will also be examined to identify how these affect the market, together with the impact of investment buyers. The class will also discuss how to use this information to help the Subscriber become more successful. **Prerequisites:** *Attendees MUST have a current Cromford account and be familiar with the basic functions of The Cromford Report Website.*

Excel 2007 Essentials #1 is designed to introduce basic tools for the beginner Excel user. In this hands-on class, subscribers will learn time-saving tips, techniques and strategies. Common Excel shortcuts, formatting and sum functions will be covered. Learn how to move data from flexmls Web into professional looking spreadsheets. Increase your knowledge of Excel 2007 and maximize your effectiveness in the business world.

Excel 2007 Essentials #2 is a continuation of our first class, Excel 2007 Essentials #1. In this hands-on class, subscribers will build upon the techniques learned in the first class. Class content includes moving data from flexmls into professional looking spreadsheets, viewing and sorting large amounts of data as well as creating tables and charts. **Prerequisites:** *Basic computer skills and previous attendance of Excel 2007 Essentials #1.*

flexmls® Web for Appraisers: Quick, full and map searches are explained in detail with hands-on exercises, with emphasis on the mapping tools. Subscribers will set up custom views and quick search templates to help save time in creating and examining search results. Students will discuss and complete a portion of the Fannie Mae 1004MC report using a statistical CMA. Students will learn how to export data from flexmls into Excel and perform additional statistical searches.

flexmls Tips and Tricks is designed for those who have completed the Core Classes and would like to learn additional tips and tricks. Topics include information from Searches, Listings, Contacts, and Mapping classes. This class will provide time saving techniques and help subscribers become more efficient with the MLS.