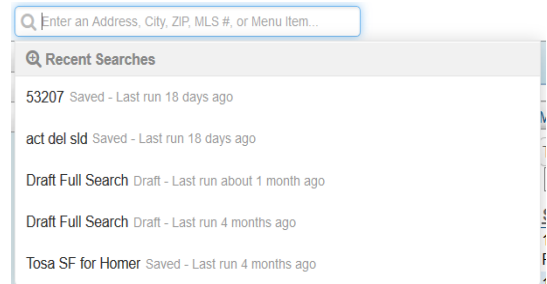# Quick Launch

The Quick Launch is multi-purpose search bar located at the top of most screens in FlexMLS. You can use it to access recent searches, search various areas of FlexMLS, and create basic listing searches. Whenever you use the Quick Launch, you can click on an option to view it in the current page, or click on the pop-out icon to open the page in a new tab. This lets you multitask by allowing your work to remain open in the original browser tab.

Recent and Draft Searches

To get a list of the five most recent searches you have run, click in the Quick Launch bar without typing anything. The five most recent searches will include your saved searches as well as draft searches.
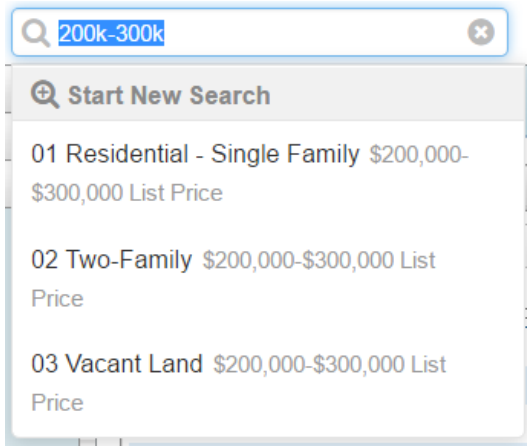

Find Information Quickly

By typing at least 2 characters into the bar, you can look up information in the following areas:

- Saved Searches
- Quick Search Templates
- Your Contacts
- CMAs
- Listing Collections
- Members and Offices
- Listing Addresses
- MLS Numbers
- Menu items

Listing Searches

By typing search criteria in the Quick Launch bar, you can begin searching for listings based on price, status, beds, baths, area, and more. Not all fields will be available to search for via the Quick Launch bar; it is intended as a shortcut to begin your search. Once you have the basic criteria for the search entered in the Quick Launch bar, you can always edit and refine the search by clicking on the Edit Search tab while looking at the search results. Following are some examples of fields that are searchable in the Quick Launch bar.

Search by Price

Creating searches with the Quick Launch bar is meant to be easy and intuitive, as a result, there usually isn't just one way that search criteria can be written. For example, to search for listings of $200,000 and above, you can type in 'price of $200,000' or '$200000' or '200000' or '200k'.

Regardless of how you enter the price, FlexMLS will create a search for listings of $200,000 and above. A dropdown list will even allow you to choose what property types you would like to use in the search
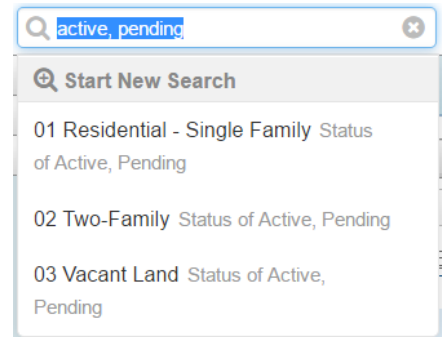
To search for listings under a specific price, you can type 'to', 'up to' or use a dash (-) before or after the price. For example, if you are searching for listings under $500,000, you could type 'price up to 500k', 'to 500k', or '-500k'.

To search a specific price range, you can use a dash (-) or use the word 'to'. For example, if you are searching for a price range of $200,000 to $300,000 you can simply type '200-300k' or '200k to 300k'.
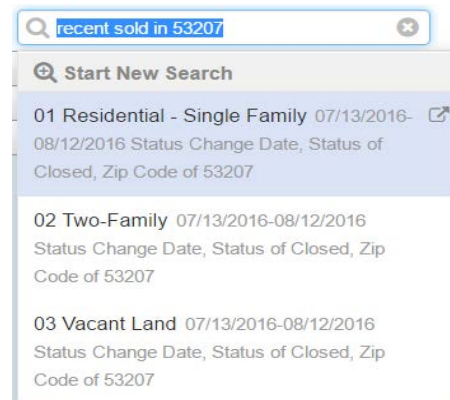
To search for a specific price, you can use the equal sign.

Searching by Status or Status Change

Type a status into the quick launch bar to search by status. To search for multiple statuses, separate the statuses with a comma. For example, typing 'active, pending' will begin a search that looks for those two status types. For more on using commas, please see the sections Using Commas in Searches and Using Semicolons in Searches below.
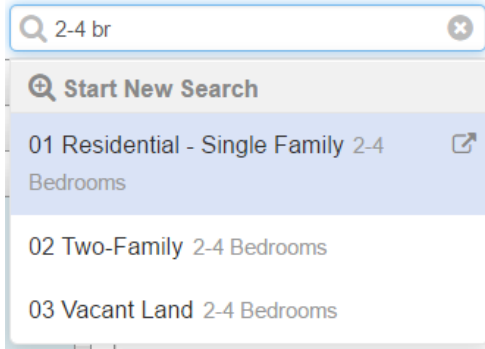
You can also search by changes in status. For example, if you would like to find recent closed listings, you can type 'recent sold' to bring up listings that have closed within the past month. To search a number of months back, use string 'sold within last 6 months'. You can use whatever number of months you'd like.

Search by Bedrooms and Baths

To begin a search using the number of bedrooms or bathrooms as criteria, type in a number followed by the word 'bed' or 'baths'. Using similar terms like bedrooms, beds, bds, bd will also work. For example, typing in '3 bed', will start a search for listings with 3+ bedrooms.
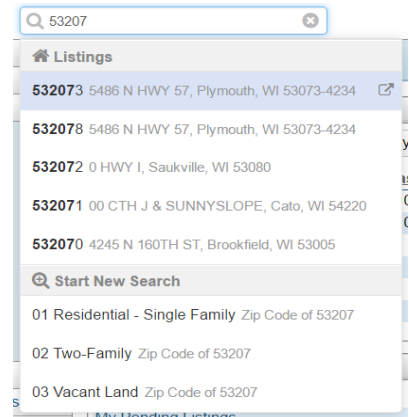
To search for up to certain number of bedrooms or baths, type in 'up to' followed by the room type, or use a dash (-) before or after the number of beds or baths. For example, typing 'up to 4 baths', '-4 baths', or '4- ba' will all start searches for listings with up to 4 total baths.
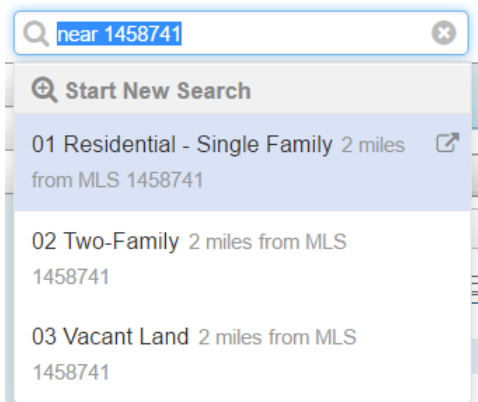
To search for a range of bedrooms or bathrooms, use "to" or a dash (-). For example, '2 to 4 bedroom' or '2-4 bedroom' will start a search for listings with between 2 and 4 bedrooms.
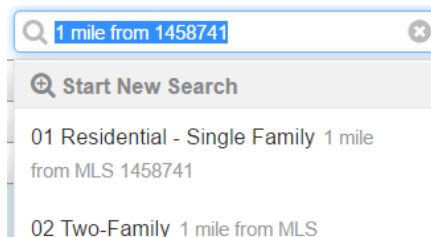
Searching by Area

You can search an area by county, municipality, or zip code. To search for multiple areas, you can enter the names of the areas separated by commas. For more on using commas, please see the section 'Using Commas and Semicolons in Searches'.
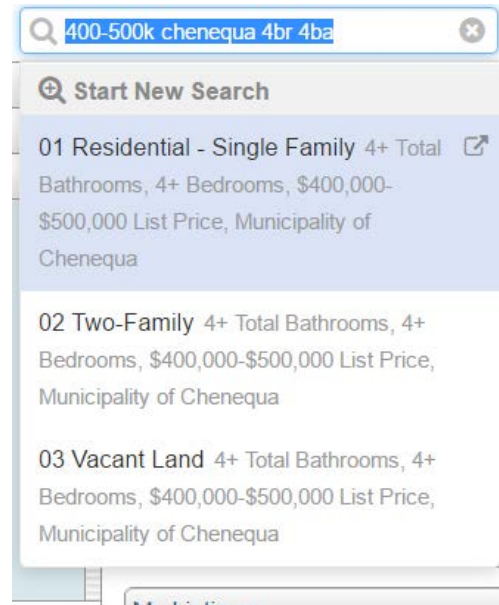
Search by Radius

If you type "near" followed by an MLS number, address, or zip code, you will start a radius search that extends two miles from the selected listing, address, or zip code area. If you want to set a different radius, type in the number of miles "from" the MLS number, address, or zip code you would like to draw your radius.
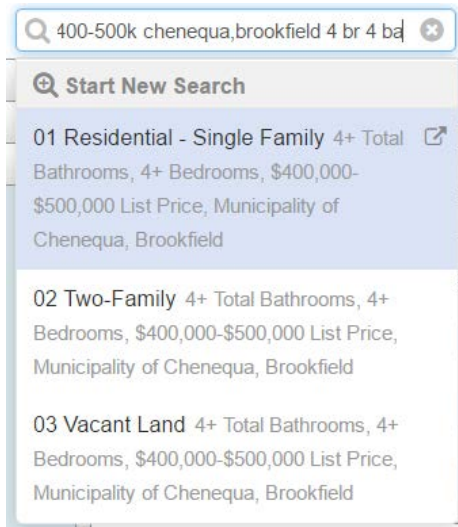
Combining Search Criteria

You can combine any of the above search criteria in the Quick Launch bar to begin basic searches with multiple criteria. This feature is user-friendly and the order you enter the criteria is generally not important. For example, if you wanted to start searching a location for four bedroom, four bathroom listings between $400,000 and $500,000, you could enter the search criteria in the following ways:

- 400-500k <location> 4 bed 4 bath
- $400,000-$500,000 4 bed 4 bath <location>
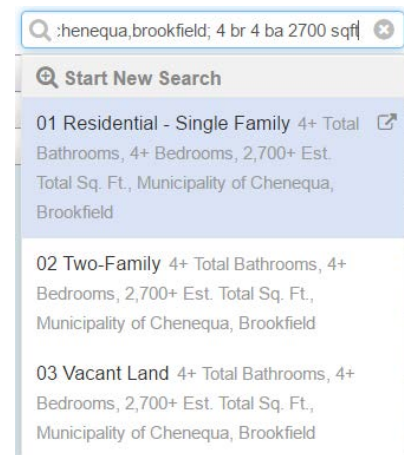- 400k to 500k 4 br 4 ba area of <location>
- 400-500k <location> 4 br 4 ba

Using Commas and Semicolons in Searches

If you are searching for a field such as area and you want to include multiple areas in your search, you can use a comma to separate the areas. For example, if you are looking for listings in multiple locations, you can enter the areas separated by commas and no space, to start a search that looks for listings in those areas.
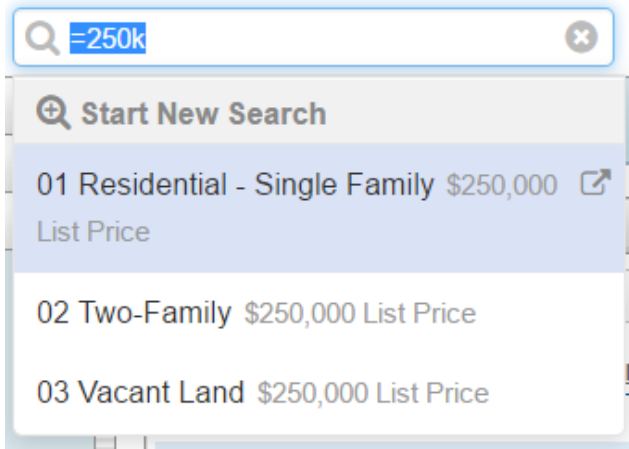
If you are using commas in the search and you want to include multiple fields in the search, you will want to use a semicolon to separate the search fields.

For example, if you are looking in Chenequa and Brookfield for 4+ bedroom 4+ bathroom listings between $400,000 and $500,000 minimum 2700 square feet,you would type 'chenequa,brookfield; 4 br 4 ba 2700 sqft 400-500k.
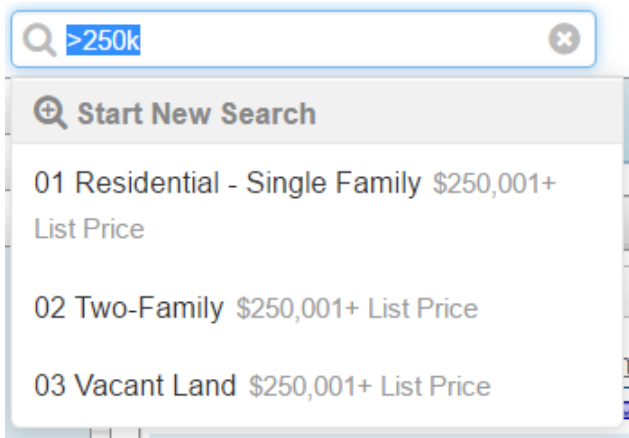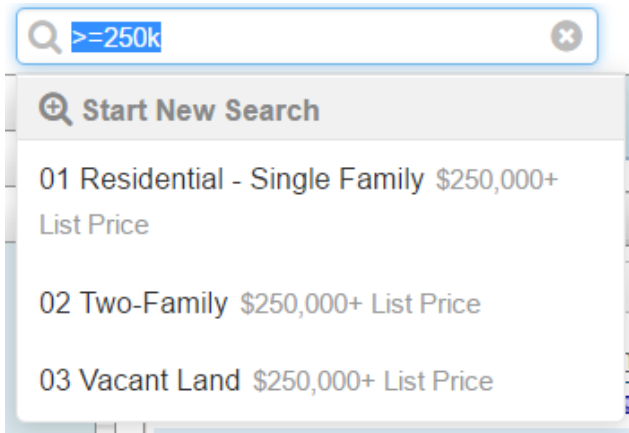
Using Other Symbols

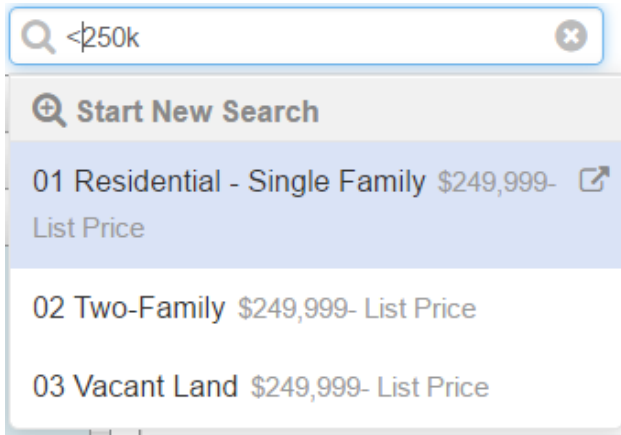Equal to can be denoted with the '=' symbol. Use to search equal to that parameter.

Greater than can be denoted with the '>' symbol. Use to search greater than that parameter.

Greater than or equal to can be denoted with the '>=' symbols. Use to search equal to or greater than that parameter.
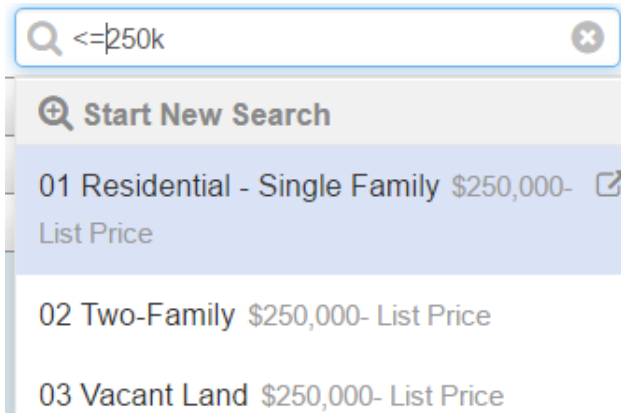
Less than can be denoted with the < symbol. Use to search less than that parameter.

Q <250k ⊗

🔍 **Start New Search**

01 Residential - Single Family $249,999- ↗
List Price

02 Two-Family $249,999- List Price

03 Vacant Land $249,999- List Price

Less than or equal to can be denoted with the '<=' symbols. Use to search equal to or less than that parameter.

Q <=250k ⊗

🔍 **Start New Search**

01 Residential - Single Family $250,000- ↗
List Price

02 Two-Family $250,000- List Price

03 Vacant Land $250,000- List Price