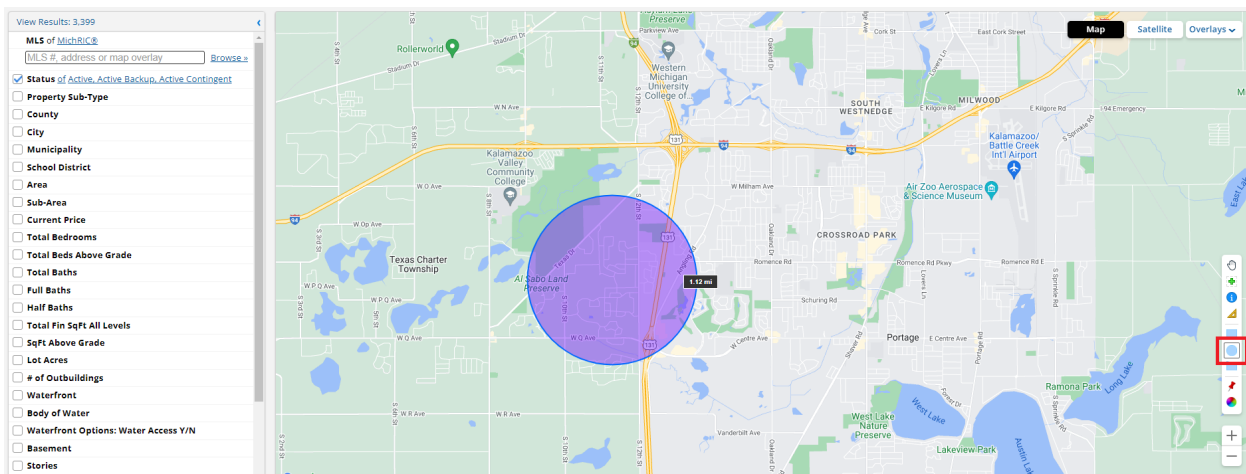# Flexmls *Tip!*

Three Ways to Conduct a Radius Search

Created March 2023

A search can be conducted to help find properties in a given distance for clients that may be looking in a particular radius. There are three ways to conduct a radius search in the MLS.
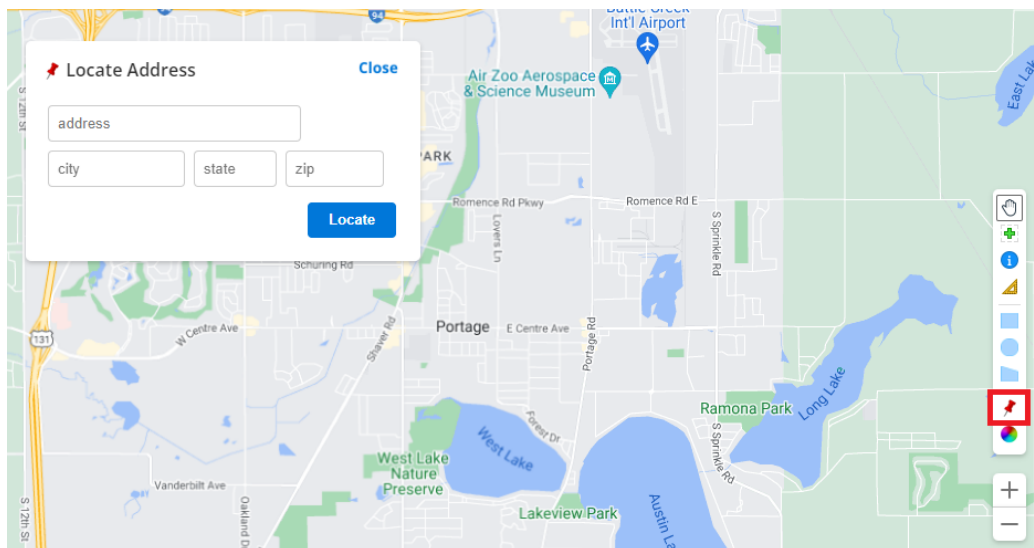
Draw Tools

1. Open Flexmls and begin a **Quick Search**.

2. Select the circle shape at the bottom of the map to use your mouse to draw a radius shape on the map.

3. Click the desired center point of the radius on the map.

4. Pull your mouse out to create the desired radius. The distance will be displayed in miles as you pull your mouse away from the center point.

5. Click the map again to lock in the radius shape.

6. Continue narrowing your search results in the fields found to the left of the map.

Note: You may use the pinpoint function on the map to find the exact location you would like to be the center of the radius.

Pinpoint an Address

1. Select the red push pin on the map.

2. Enter the address you are looking to locate.

3. Select **Locate**.

4. When the address has been located, select **Use this Location**.

Search by MLS #

1. Open the **Menu** and select **MLS # Search**.

2. Enter the MLS # of a listing.

3. Select the **Radius Search** button.

4. Set the mile radius and what status of listing you would like included in the search.

5. Select **Search**.

Use the Search Bar

1. Type in the search bar the distance from an address (i.e. 1 mile from 5830 Venture...).
2. Select the **Custom** search.
3. Begin sorting through listings and make edits as needed.