

## Data Conversion checklist

On 12-4-2023 the new instance of Flexmls will become available. This check list will help ensure that all points have been checked to allow for the most seamless experience possible. on December 18th. Below is a timeline of important dates that each member should know.

### Timeline

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**12/4/2023** – Data Conversion first available. NO new listings or changes to the new database.

**12/4/2023- 12/18/2023** – Agents explore the new Listing Data

**12/15/2023 – 12/17/2023** – ADD/CHANGE LISTING SUSPENDED to prepare for data to be converted and moved.

**12/18/2023** – Data Conversion goes LIVE with listing entry/input and data changes allowed.

**12/18/2023 – 1/31/2024** – Legacy MLS Database still available, but NO listing entry/input or data changes allowed.

**1/31/2024** – Legacy MLS Database turned off.

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For the most up to date information on the data conversion please visit us at:

[realMLS.com/DATA-CONVERSION](https://realMLS.com/DATA-CONVERSION)

It is important to note that in this document we will be referring to both the new instance of Flexmls (Preview December 4th, live December 18th) and the legacy instance of Flexmls (system used prior to December 18th). They are not different from each other in functionality. You will not need to learn a completely new system. The changes made to the system are to the actual listing data only. The basic functionality will be absolutely the same .

Most of the functions in the MLS system that we, as members, use daily will be brought over to the new instance of Flexmls. We call it "Converting". Some items, that are custom per member, will not be brought over automatically to the new instance of Flexmls. We call these items "Not Converting". These Items will need to be recreated by the member. **This list is a check list of items to ensure all are recreated. It is not a list of instructions on how to do these tasks**, please refer to the help section in Flexmls or the help videos here at [realmls.com/mls-moments/](https://realmls.com/mls-moments/).

## Converting

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These items below are converting with the new instance of Flexmls. Most only need to be checked to ensure accuracy. That being said it is important that they are checked. Often times there are glitches that could cause something to not work properly.

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- Signing in to the new version of Flexmls**, signing into the new instance of Flexmls is slightly different than the previous version you will need to add "**real.**" followed by the current username. *Examples "real.johndoe" or "real.123456"*.
- Saved Searches, Subscriptions, Customer Portals**, check to make sure the searches are still accurate. Criteria names and locations are being changed. Check to make sure that are still producing the expected results.
- My Profile**, Check the Marketing Name, emails, and phone numbers.
- Custom Dashboards**, If there are statistics on the custom Dashboard you will need to update the settings.
- Custom Email Template**, Check to ensure they are correct.
- Contacts**, Check to ensure they are correct. Update or add any changes from Dec.1, 2023
- Saved CMA**, 3 years of CMA history will be brought over as PDFs. If there is a CMA that you are currently using it will need to be recreated in the new instance of Flexmls.

## Not Converting

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These items below are not converted with the new instance of Flexmls. They will need to be recreated in the new instance of Flexmls. If you still desire to have them available. As a user of Flexmls you probably do not use all these features. Skip the ones you do not use or do not wish to recreate. **This list is a check list of items to ensure all are recreated. It is not a list of instructions on how to do these tasks**, please refer to the help section in Flexmls or the help videos here at [realmls.com/mls-moments/](https://realmls.com/mls-moments/)

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- Custom Map Overlays**, Any Polygon, Circles, and/ or Rectangles you have saved will need to be recreated, remember that you still have access to the legacy instance of Flexmls to copy overlays. From the menu go to My Map Overlays.
- Custom Quick Search Templates**, Any saved search templates will need to be recreated. Go to Quick Search Templates from the menu. Remember you have access to the legacy instance of Flexmls to see what you previously had.
- Custom Reports**, Any custom reported created will to be recreated. Remember you have access to the legacy instance of Flexmls to see what you previously had.
- Custom Views and Sorts**, Any created Views and Sorts will need to be recreated, go to My Views from the menu to recreate any custom views and/ or sorts. Remember you have access to the legacy instance of Flexmls to see what you previously had.
- Customized Contact Lists**, Custom Contact lists will need to be recreated, go to contact management from the menu click advanced on the top right and click Custom Contacts List.
- Daily Hot Sheet Settings**, Custom Hot Sheet settings will be set to default, to change them go to Hot Sheet from the menu and scroll to the bottom and click custom hot sheet settings.
- Default Map Setting**, The map will be set to the default location of downtown Jacksonville. To change the location go to Default Map from the menu.
- General Preferences**, If you do not remember changing anything in General Preferences you probably have not. Do not change anything in general preferences unless you are comfortable doing so. Please reach out to us if you are unsure.
- Incomplete Listings**, All incomplete listings will need to be re added to the new instance of FlexMLS if they will not go live before 12-14-2023. Go to Add Listing from the menu to re-add an incomplete listing. Remember you have access to the legacy instance of Flexmls to see what you previously had.
- Listing Collections**, Listing Collections will need to be recreated. Perform a search, check the listings to save and click save listings as. Remember you have access to the legacy instance of Flexmls to see what you previously had.
- Favorites will need to be reset**, favorites will need to be reset by opening the menu and clicking the star next to the items you would like on your favorites bar.