real MLS

Data Conversion Timeline

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. Any Contact added/changed will need to be manually updated in the Converted database.

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.

How to Login to The New Database

Beginning December 4, 2023, realMLS will be running the two databases concurrently but each will use a different login URL and login name.

LEGACY DATABASE LOGIN	*NEW* DATABASE LOGIN
https://nef.flexmls.com	https://real.flexmls.com
This is where you will use your current login name	This is where you will use your new login name, beginning with **real.**
Legacy database will have a blue realMLS logo until December 18, then logo will be red	New database will have a green logo until December 18, then logo will be blue

For a better user experience, we recommend using different browsers when using the databases simultaneously. You may use any of your preferred browsers such as Microsoft edge, Google Chrome, Safari, etc.

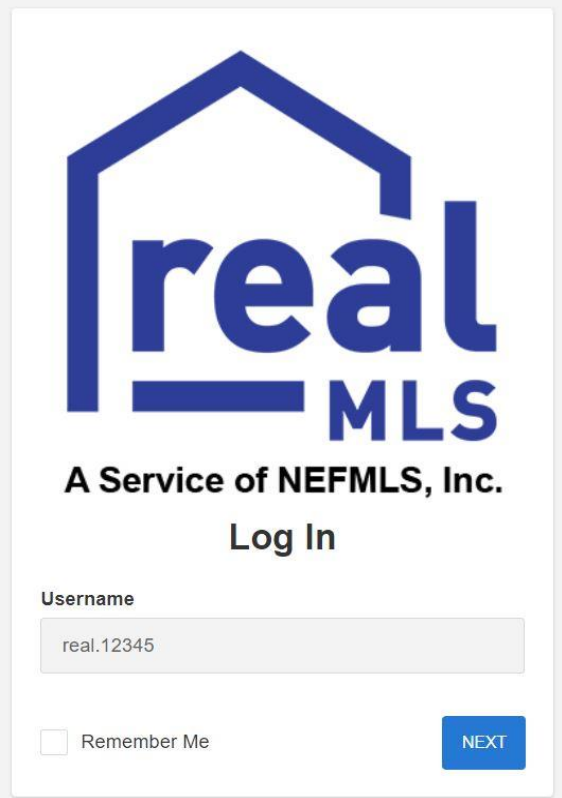Under the new database you will use the prefix **real.** before your current login name.

Example:

Current login name – bobsmith or 12345
New login name real.bobsmith or real.12345

Passwords have not changed; you will be able to use your existing password in both databases. If you do not know your password, please click on Forgot Password.

Once the legacy database is turned off, you will access flexmls only at https://real.flexmls.com using your new login name,
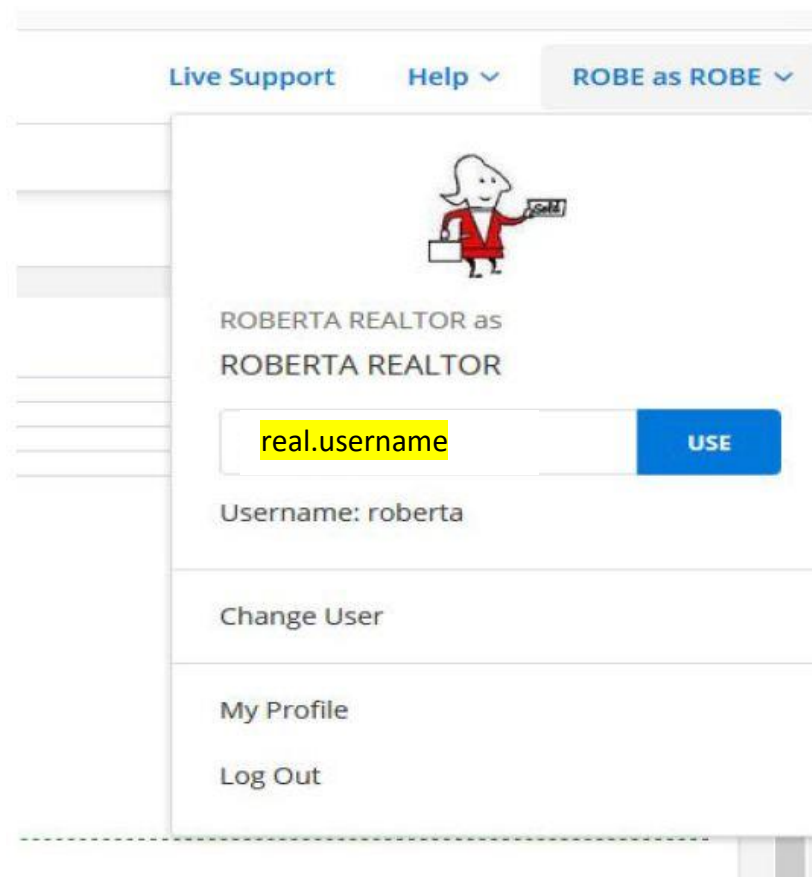
How To Superuse Another Account

- Login to the MLS system as explained on the login instructions sheet.
- At the top right side of the MLS screen (once logged in) you will see your name as your name. ie: john as john
- You have two options to superuse.

Option 1

In the blank field under your name, you may type in the username of the agent or office that you have permission to superuse as, remember, all usernames now begin with **real.** before the original username

<u>Option 2</u>

Click on "Change User".

A list of the Individual(s) or Office(s) that you are able to "superuse" as will appear. Choose the Individual or Office that you will need access to by clicking on the name.

Click "Next" once you have chosen the Individual or Office.

You are now "superused" as the Individual or Office that you are working for.

Change SU

You are pseudo'd as **ROBERTA REALTOR** *(roberta)*

New SU login name: [   ]

Next >>

Quit SU-ing

Or, choose from the list:

Offices
   Train (train)

Train
   TRAIN 04 4 (4)

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

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

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/.

Converting

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.

☐ **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

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/

☐ **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. Preform 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.

Saved Searches Conversions to Look for in the New Database

The fields listed below are the top Saved Search items in our flexmls system. Most of them will convert smoothly with no disruption to your search, however, we recommend that you still review your search to verify if there were any impacts. Please use the table below to see which fields may require additional review.

IMPORTANT NOTICE ON SAVED SEARCHES/SUBSCRIPTIONS: Any Saved Search that includes criteria that is not being converted into the new database will not be available in the new instance of Flexmls. This means that one or more of your Saved Searches may not be generating a Subscription email to your customers and/or appear in their Portal.

On December 4th, it is recommended to login to both Flexmls systems (the legacy database and the new database) to compare your Saved Searches and identify if any Saved Searches are missing. If necessary, we advise you to recreate those searches before December 18th when the new database system goes live to avoid an interruption in your communication with your clients.

This is being done to protect you and your customers from receiving Subscription emails and Portals with listing information that does not match the desired search criteria.

Legacy Database Field	New Database Name (if changed)
Listing Status	Will convert
Price	Will convert
Region	Will convert by MLS Area Major, may require review
Street Name	No Change
Area	Called MLS Area Major
Polygon	Polygons will need to be recreated
Waterfront Y/N	No Change
Sold Date	Will convert
Postal Code	No Change
County	No Change
Approx Parcel Size	Refer to our guide on Parcel Size and Lot Size, may require review
City	No Change
Waterfront Descrpt - Riverfront	Will convert
Navigable to Ocean Y/N	Will convert
Subdivision	Will convert
Radius	Will convert
Rectangle	Will convert

Legal Name of Subdiv	Replaced by Legal Description and will require review
Waterfront Descrpt - Oceanfront	Will convert
Waterfront Descrpt - Intracoastal	Will convert
Presently Zoned - Single Family	Will convert
Waterfront Descrpt - Canal	Will convert
Waterfront Descrpt - Creek	Will convert
Association Fee Y/N	Will convert
Bedrooms	Will convert
State/Province	Will convert
Street Sfx	Will convert
Presently Zoned - Agricultural	Will convert
Title Status - Short Sale/3rd Party	Will convert
CDD Fee Y/N	Will convert
Withdrawal Date	Will convert
Waterfront Descrpt - Lakefront	Will convert

<mark>Take note!</mark>

While your Saved Searches will be converted under the new database, those fields for which there was no conversion will be appended to the listings Public Remarks.

Public remarks were expanded from 800 characters to 1000 Characters, so there is more opportunity to add descriptors to your listing. Private remarks were expanded to 500 characters.

Additionally, if you were using the and/not functions to include or exclude certain features, these functions have been impacted. This is due to some details being moved to different fields.

Status Updates in the Data Conversion

In the data conversion there are some changes to the Status options. Some of the items have had a name change, some have moved, and some are new. This is an overview of these updates, along with helpful instructions on how to manage the status of your listings.

What is the difference between Expire, Cancel, and Withdrawn?

CANCELED is a NEW STATUS and means that the listing contract has been terminated prior to the Expiration Date.

EXPIRED means that the listing contract has reached its termination date and there is no longer a contract between the seller and listing agent.

WITHDRAWN means the listing has been temporarily withdrawn from the market, but a contract still exists between the seller and the listing agent.

How to change a listing to Active Under Contract, formerly known as Contingent Take Backup

1) From the Change Listing screen click on Add Contingency
2) From the Add Contingency page click the Contingency dropdown and select Active Under Contract

3) Once Active Under Contract is selected, add your Contingent date, and add the Selling Member.

4) Select the Contingency reason from the list of options provided. If none of the options clearly apply, please select Contingency Reason – Other

☐ Contingency Reason: 3rd Party Approval

☐ Contingency Reason: Appraisal

☐ Contingency Reason: Financing

☐ Contingency Reason: Home Sale

☐ Contingency Reason: Inspection

☐ Contingency Reason: Lender Approval

☐ Contingency Reason: Waiting for Signatures

☐ Contingency Reason: Other

Back   **Save**

5) Save your changes.

How to change a listing to First Right of Refusal

1) Follow the steps for changing a listing to Active Under Contract
2) Select 3rd Party Approval for Contingency Reason

How to change a listing to Cancelled

1) From the Change Listing screen click on Cancel Listing
2) Enter your Cancellation Date
3) Save your changes

How to list a property as an Auction property

1) When adding your listing, navigate to the details tab.
2) Scroll to Special Listing Conditions
3) Select Auction.

How to list a property that has been foreclosed or is in pre-foreclosure

1) When adding your listing, navigate to the details tab.
4) Scroll to Special Listing Conditions
5) Select In Foreclose for pre-foreclosure or properties in the foreclosure process, select Real Estate Owned for properties that have been foreclosed.

How to change a property to Sold status

The status "Sold" has been converted to the name "Closed". To close a listing

1) Navigate to the Change Listing screen.
2) Under status, select Close Listing
3) Provide the Sold Date, Sold Price, and Buyer Financing Type
4) To add Concessions, select Yes under Concessions, provide the amount and comments. You may also choose to select Call Listing Agent if you prefer other agents to call you.
5) Select the Sellers and Buyers Country of Residence
6) Save your changes.

How to search by acreage

For the next few months post conversion, you will be able to search by Lot Size Acres and the former Approx Parcel Size field. Approx Parcel Size will ONLY be a searchable field. Listings added in the new database will ONLY use Lot Size Acres.

If you are going to save a search based on acreage, we recommend you set up two separate searches. One that uses the new Lot Size Acres and one that uses Approx Parcel Size.

Lot Size Acres is a specific number and uses a MIN/MAX search filter. When you use this field, you will need to enter the specific minimum lot size and the maximum lot size, or only enter a minimum lot size and leave the maximum lot size open to search for any size larger than the minimum.

Approx Parcel Size field uses a multi-select filter. When you use this field, you will select one or multiple options that match your search criteria.

☐ **Lot Size Acres**

| min | to | max |

☐ **Approx Parcel Size**   ✕

☐ or 1.1 to 2.5 Acres	☐ or .51 to 1 Acre
☐ or .25 to .5 Acre	☐ or 10.1 to 25 Acres
☐ or 100.1 to 200 Acres	☐ or 2.6 to 5 Acres
☐ or 200.1 to 400 Acres	☐ or 25.1 to 50 Acres
☐ or 400.1 to 640 Acres	☐ or 5.1 to 10 Acres
☐ or 50.1 to 100 Acres	☐ or Less than .25 Acre
☐ or Other	☐ or Over 640 Acres
☐ or Condo-NA	☐ or Will Subdivide

Data Conversion FAQ'S

For the most updated FAQ's available please visit https://www.realmls.com/data-conversion/

When will the Data conversion take place?

Members will have parallel access beginning December 4th, during which time they can access the new Data Share version while still having access to the legacy version.

The full conversion will take place on December 18th, after this date listing entry and data changes will no longer be allowed in the legacy version. The legacy version remains available until January 31, 2024, but will contain latent data as it will not be updated.

What is the RESO Data Dictionary and why are we using this?

The RESO (Real Estate Standards Organization) Data Dictionary is the real estate industry's universal language for data. RESOs mission is to create and promote the adoption and utilization of standards that drive efficiency throughout the real estate industry.

Using the RESO Standard to align the fields of all MLSs in the data share will ensure search functionality across the data share allowing users to conveniently search all participating MLSs data at the same time.

How will the conversion affect existing listings?

FBS has a data team that will map original data fields to their new RESO standardized data fields where it is applicable. If the original data field has been removed and there is no conversion option, then the field will be appended to the listing's public remarks.

How Do I Get Access to The New Database?/What's My Login Name to The New Database?

Beginning December 4, 2023, realMLS will be running the two databases concurrently but each will use a different login URL and login name.

Under the new database you will use the prefix real. before your current login name.

Example:

Current login name – bobsmith or 12345

New login name real.bobsmith or real.12345

Passwords have not changed; you will be able to use your existing password in both databases. If you do not know your password, please click on Forgot Password.

What is the difference between a Field Name and a Detail?

The Field Name is the header, such as Status, Appliances, and Parking Features. A Detail is the specific item such as Dryer, Washer, Additional Parking, etc. Changes will be made to both Field Names and Detail options.

Will my incomplete listings also be converted?

Incomplete listings will not be converted. Please submit all incomplete listings to either Active or Coming Soon status before the full conversion on December 18th

If your listing is not ready to add before that time, we encourage you to print out the input form of your legacy incomplete listing. You will be able to use the conversion tool to re-enter your listing into new MLS Data Share system.

How can I see what has been converted?

We have detailed conversion sheets available for your convenience! You may access the conversion sheets here to find a breakdown of what was converted, new field names and what has remained unchanged. We also provide a conversion search tool [HERE](). Use this tool to search the original field name and determine if the field was affected. The tool allows you to search what a field has been converted to and where to find it on the new input sheet.

Will my saved searches be impacted?

Saved searches will be impacted and will require you to make certain changes to your search parameters. Beginning December 4th during the parallel access period, please review their saved searches for fields that will not be converted. Remember, some details will now be under different field names which will cause a break in searches using "and/or/not" search functions.

How can I prepare to manage my Saved Searches and Subscriptions before I have access to the data conversions?

We recommend cleaning out any outdated subscription emails and/or Saved Searches. Removing unused searches and subscriptions from your profile system will help in reviewing these items after the conversion easier.

Why is Regions being removed?

Please note, that the data conversion team at FBS will use the data in Regions and convert the data into their respective MLS Areas Major. Although you will not be able to select a Region you are still able to use the same geographic details, but instead selecting the areas in the MLS Area Major field. (e.g. Legacy Region 1 = MLS Areas 011, 012, 013, 014 and 015)

Approx. Parcel Size has been removed; how do I search for this information now?

Approx Parcel Size such as Less than .25 Acres, 1.1 to 2.5 acres, etc. are no longer going to be displayed in this format. The data instead is converted to Lot Size Acres as a text field. However, the original Approx Parcel size will still be searchable. Eventually this search will become outdated as agents will be using the new Lot Size Acres Field. We recommend that you use both fields for the time being if you are doing searches for listings in Closed or Expired status.

How can I prepare to manage my Saved Searches and Subscriptions before I have access to the data conversions?

We recommend cleaning out any outdated subscription emails and/or Saved Searches. Removing unused searches and subscriptions from your profile system will help in reviewing these items after the conversion easier.

Are room types going to be searchable?

Room Types will be searchable, this will be a new field you can now search by! However, the room dimensions and remarks of Room Types will not be searchable, this is no different than it is currently. These details will appear on your listing report, so we encourage you to add information in the Rooms tab when adding your listing.

I am adding a listing but I'm not sure where to find the new name for an original field I was using.

We have created a tool for your convenience! Use this tool to type the original field name and see what it has been converted to and where to find it on the input sheet.

What happened to Legal Name of Subdivision?

Legal name of Subdivision was converted to Tax Legal Description and is a text field where you may enter the legal description as written from the property record. You will use the field Subdivision to enter the Subdivision name of the property.

How do I put my listing in Contingent status?

Please see our step by step guide "Status Updates in the Data Conversion"

Why did my listing expire while it was Active Under Contract?

Active Under Contract is still an Active status, this means that when the listing reaches the expiration date it will expire. Under the conversion there is no longer a "Go into Pending on" field so there is no

way to automatically make the listing go into Pending. When the listing is no longer accepting back-up offers and showings you will change the status to Pending or Sold.

What is the difference between Expire, Cancel, and Withdrawn?

CANCELED is a NEW STATUS and means that the listing contract has been terminated prior to the Expiration Date.

EXPIRED means that the listing contract has reached its termination date and there is no longer a contract between the seller and listing agent.

WITHDRAWN means the listing has been temporarily withdrawn from the market, but a contract still exists between the seller and the listing agent.

Will I have access to the lockboxes of other MLSs?

Lockbox procedures will remain unchanged. If you require access to a lockbox within the MLS of one of our datashare partners, you will need to get in touch with their respective association. On the other hand, if an agent from a different MLS, not affiliated with realMLS, needs access to your lockbox, they should reach out to NEFAR.

What is the definition of the field "Direction Faces," who defines it, and is it mandatory?

Per the RESO dictionary, the compass direction that the main entrance to the building faces. This information would need to be determined by the listing agent. This will not be a required field.

Will I be able to search for data statistics per MLS?

You will only be able to run a production report on realMLS data

I am adding a property from the area of one of our datashare partners, but the subdivision is is not available, do I still need to call realMLS to add the subdivision?

Yes. Our data is still kept in house so we would need to be notified of subdivisions that are needed for out of area listings.

Fields that respond to Y/N selections

YN Fields	Responsive Fields
Condo or Townhouse = Y	Property Attached YN
Comp Sale YN	No changes
Accessory Dwelling Unit = Y	Accessory Dwelling Information
Association Fee = Y	Fee Amount, Fee Frequency, Association Name, Association Phone, Association Fee #2 information
CDD = Y	CDD Fee amount
Accessibility Features = Y	Accessibility Features details
New Construction = Y	Estimated Complete Date
Garage = Y	Garage Spaces
Carport = Y	Carport spaces
Waterfront = Y	Waterfrontage Feet

Data Conversion 2023
Changes to Areas

One of the benefits to converting our data to be aligned with RESO is the ability to data share with some of our neighboring MLSs. To make the data share consistent and the searches seamless, how to handle Areas needed to be addressed. Each MLS involved in the initial data share (realMLS, St Augustine & St Johns Board of Realtors, Space Coast Association of Realtors, and Daytona Beach Area Association of Realtors) came to the following consensus:

1. We were able to utilize each MLSs unique Areas for their immediate market. So if a listing is added in Brevard County then the correlating Space Coast Association's Area would be used.
2. If there was a market overlap between MLSs, similar to realMLS and the St Augustine Board, a more in depth analysis was done and found that with a few modifications the same Areas could be used for St Johns County listings.

Below is an overview of the few changes that were made to realMLS's existing Areas to make this work properly.
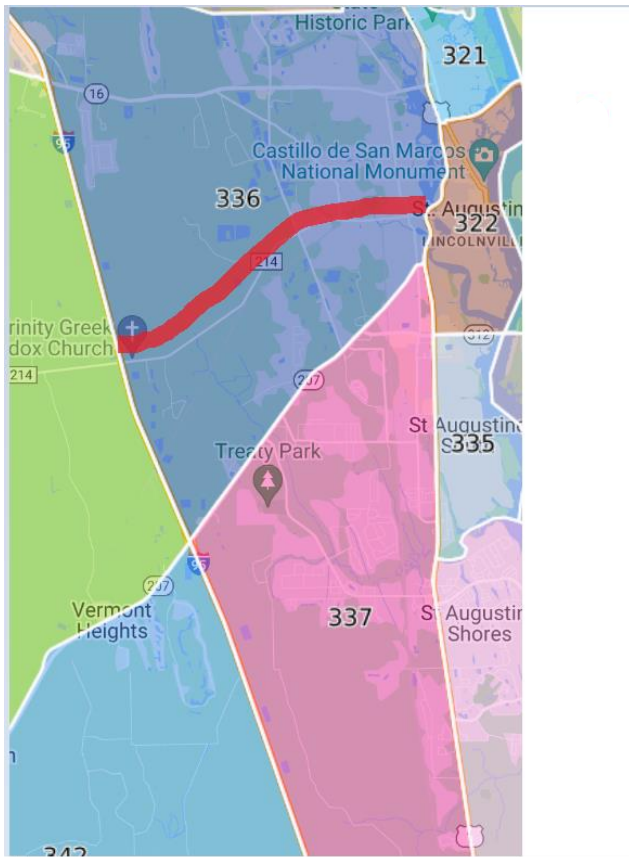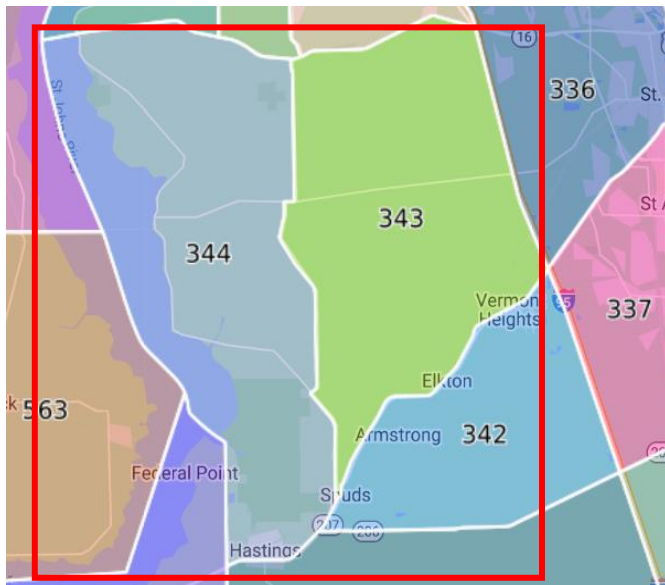

The southern border of Area 336 – Ravenswood/West Augustine will be moved up to CR 214. The area to the south if CR 214 will be merged into 337 – Old Moultrie Rd/Wildwood.

Data Conversion 2023
Changes to Areas
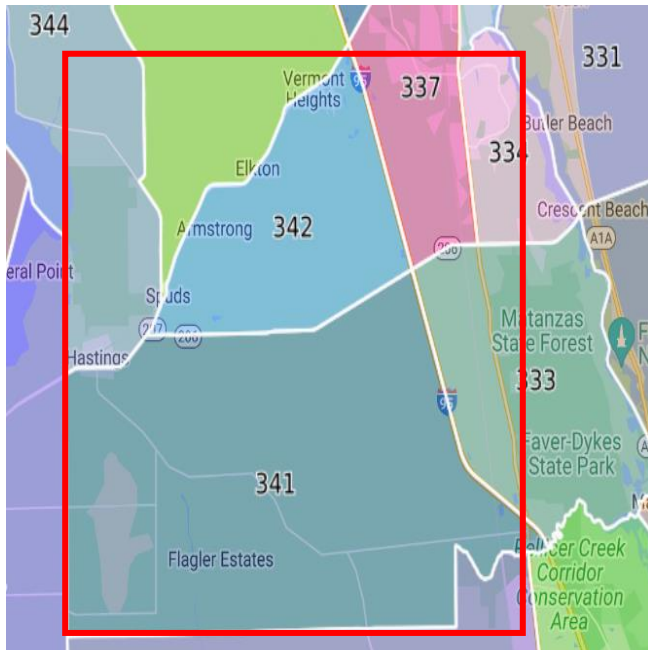
Merging Areas 341- Flagler Estates and Area 342 – St Johns County SR 207 South. New label for this merged Area will be 341 – Flagler Estates/Hastings

Merging Areas 343 - Molasses Junction and Area 344 - Hastings/Riverdale. New Area label will be 343-Molasses Junction/Hastings for the merged area.

Data Conversion 2023
Changes to Areas

In combining the Areas, you may find that some of the Area Numbers have duplicated between Space Coast and realMLS. Here is a list of those duplicates but the duplication is in the Area Description only. They are each unique areas in different Counties. It will also be very apparent that they are different should the Area Map Overlay be used. While they are duplicated in their labels, continue to select the desired Area as you have always done.

| Duplicate AREA Numbers	
Blue-Space Coast Areas White-realMLS Areas	
211-JACKSONVILLE BCH-NE	272-NOCATEE SOUTH
211 CANAVERAL GROVES	272 COCOA BEACH
212-JACKSONVILLE BCH-SE	321-NORTH CITY
212 COCOA	321 LAKE WASHINGTON S OF POST
213-JACKSONVILLE BCH-NW	322-DOWNTOWN ST AUGUSTINE
213 MAINLAND EAST OF US 1	322 PALM SHORES
214-JACKSONVILLE BCH-SW	323-DAVIS SHORES
214 ROCKLEDGE	323 EAU GALLIE
251-PVB E A1A-N CORONA	331-ST AUGUSTINE BCH
251 CENTRAL MERRITT ISLAND	331 W MELBOURNE
252-PVB W A1A-N SOLANA	341-FLAGLER EST/HASTINGS
252 N BANANA RIVER DR	341 NE PALM BAY
253-DIXIE LND-PABLO CK-STJ CO	343-MOLASSES JNCTN/ELKTON
253 SOUTH MERRITT ISLAND	343 SE PALM BAY
271-NOCATEE NORTH	
271 CAPE CANAVERAL	

Setting Your Dashboards and Favorites

If your dashboard on real.flexmls.com is not your default, please follow the steps below to set your preferred dashboard.

1. From the dashboard, select the dashboard's dropdown menu.
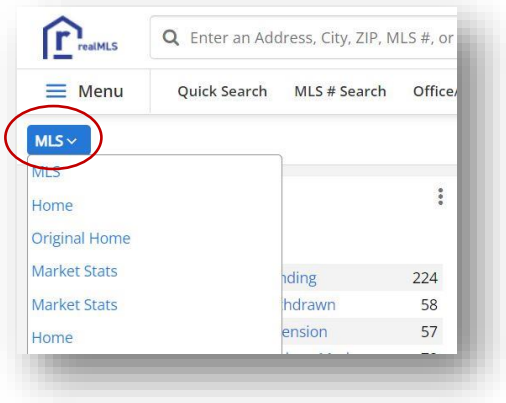
2. Locate your preferred dashboard and click to select. We recommend using **REALMLS DASHBOARD**. Some users may have been using the **CLASSIC** dashboard, those users will have that dashboard option available.

3. Once you have selected your dashboard click the Customize button and select Make Default. The changes will take effect immediately.
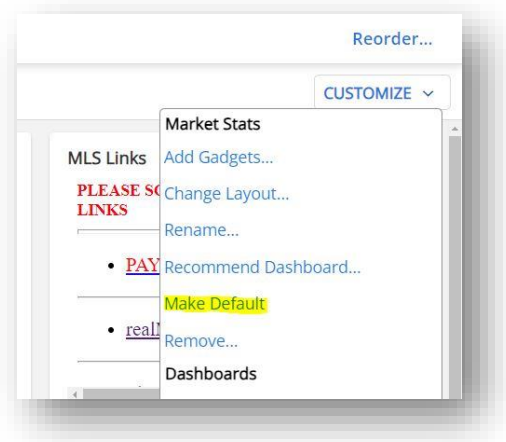
If you had a custom dashboard in the legacy database, be sure to compare it to the one in the new database. If you notice any differences i.e., if a gadget is missing or in the wrong spot, please make the necessary corrections in the new database.

How to Set Your Favorite Bar

1. Click the Menu in the top left side of the dashboard to reveal all the menu items.
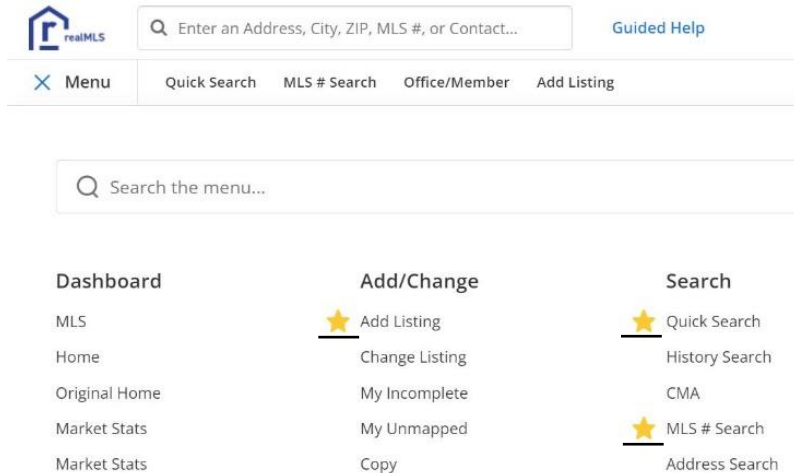
2. Hover over a menu item to reveal a star. Click on the outlined star to mark the item as a favorite. The star will change to yellow, and your newly selected favorite will instantly show up in the top menu bar.

3. To reorder your favorites, click on the 'Reorder' button on the top right side of the dashboard. Here, you can rearrange your favorites with a simple drag and drop.