



## Teams in Flexmls®



Team functions are handled under the **Users** portion of an MLS-level user's Admin menu. To set up a team login, click **Add** on the menu.

For MLS-level users, begin by creating a username and password for the team account. Next, assign the user to an office; to create a team account, the member must be associated with an office.

Next, proceed to the Team tab. From here, if you have created a new team account, select the radio button marked **This is a team account**. If you are adding a member to an existing team, select the radio button marked **Assign to an existing team**.

When adding members to a team account, all available members of the selected office will appear in the box marked **Available Members**. Select one or more members from the list at the left, and click **Add** to add the selected members to the team. The current team members display in a box at the right. To remove a member from the team, click on the member name to select it, and click **Remove**. By default, the first member that is added serves as the team lead. To designate a different user as the team lead, select the user and click the **Team Lead** button.

For MLSs that allow Offices and Companies to manage teams, teams may also be created and managed under the Admin menu for Office or Company-level logins. When signed in as an office with team editing privileges, this feature

is available under Admin, **Create Team** on the flexmls menu. Available members of the office or company will display at the left; click on a member name to add the member to a team. By default, the first member added to the team will be the Team Lead. Give the team a name, and click **Save** to finish.

Name	Count	Team
My Active Listings	0	3
My Pending Listings	0	0
My Listings to Expire	0	0
My Sold Listings	0	0

**Listing Maintenance**

Add Listing | Incomplete Listing

-  Change Listing

Members of teams have the ability to have individual listings and team listings. All members of the team have edit permissions of team listings, but the individual listings remain only editable by the listing agent and their office-level login. The My Listings widget on the dashboard displays two columns, representing these two sets of listings.

The messaging function can also handle individual and team accounts. Messages sent to the team are delivered to each team member and can be replied to by any team member on behalf of the team.

On the listing reports and throughout the system, the team name will display as listing agent for all team listings.

Listing Member: [Team Example](#)

### Agent Listing Activity Report

**Member Selection**

Include all members  
 Select from list below

Example, Jimmy jimmye (AMDRY REALTY INC. 0191)  
 Mission, Team 12310 (AMDRY REALTY INC. 0191)

Show member detail

Some of the statistical reports under Inventory & Production also create options for team statistics. These reports include Broker Inventory Report, New Listing Report, Agent Listing Activity Report, Agent Listing and Sales Summary, My Listings to Expire, and the Active Listings Report. The user can choose to view their individual statistics or those for the full team.