



# Arizona Imaging

## Visual Content Solutions

Quality,  
Service,  
and Value...

### Steps for Loading Photos & Virtual Tours to Flex MLS

Here are the steps to add Photos & Virtual Tour Links to the new Flex MLS. If you have any problems please give us a call, we can help.

#### Step-1

Log onto Flex MLS-bring up your listing by MLS# (enter below "Change a Listing" on left side)

The screenshot displays the Flex MLS web interface with the following sections:

- Left Navigation Menu:** + Log Out, + Add/Change, - Search, Quick search, Full search, Map search, CMA, List number, Address, Multiple Address, My Listings, Office listings, Company listings, Office/Member, Listing cart, Saved search, Ultimate New Homes, New Homes Floor Plans, + Daily Functions, + Contacts, + Tax Records, + Statistics, + Maps & Calcs, + Preferences, + User Guides.
- Listings Table:**

Status	Total
My Active Listings	3
My Pending Listings	0
My Listings To Expire	0
My Sold Listings	2
- Contacts Table:**

	A	M	V
gilbert, carol	0	0	0
LANDY, SUE	0	0	0
Pam, Zandler	0	0	0
- Searches:** View All, View New, Full Search, Quick Search, MLS # [input] Find.
- Messages:** New messages: 0.
- MLS Message Board:** Questions on flexmls? - call 877-364-3934 for help. Proposition 100, The Protect Our Homes Initiative, is an important measure that will constitutionally shield your home from real estate transfer taxes. Search by Your Office now available: Go to Search tab, select Address, select Your Office option on bottom left, perform search. Conversion Issues: [Updated 8/29] Click the red title to see a list of current conversion issues and their status.
- Links:** www.armls.com, ARMLS Conversion Web site, Arizona Association of REALTORS®, Arizona Department of Real Estate Home Buyers Bill of Rights, ARMLS Associations of REALTORS®, Phoenix Association of REALTORS®, Scottsdale Area Association of REALTORS®, Southeast Valley Regional Association of REALTORS®, West Maricopa County Association of REALTORS®, Western Pinal Association of REALTORS®.

Kevin M. Crosse-President/CEO Office: (480) 314-5862 Fax: (480) 314-7593  
E-Mail: [K.Crosse@azimaging360tours.com](mailto:K.Crosse@azimaging360tours.com)  
[Arizonaimaging.com](http://Arizonaimaging.com)



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### Step 2

Choose to add Photos or a Virtual Tour Link, click on the appropriate one

**Change Residential Listing 4022604**

9363 E HILLERY WAY, Scottsdale, AZ 85260  
Listing member: Carol K Gilbert (carolgilbert@cox.net) of Realty Executives (reax16)  
Entry Date: 09/02/2008 Status: Active Listed for \$525,000

Full Listing Report Photo Tour Document Viewer History Activity

Change another listing:

Listing Information	Multimedia
<input checked="" type="checkbox"/> Listing Information	<input checked="" type="checkbox"/> Photos
<input type="checkbox"/> Supplement	<input type="checkbox"/> Documents
<input checked="" type="checkbox"/> Map Location	<input type="checkbox"/> Videos
<input type="checkbox"/> Listing/Selling Members	<input type="checkbox"/> Virtual Tour
<input type="checkbox"/> Supra functions	

Status and Price Change	Scheduled Marketing Activities
<input type="checkbox"/> Edit Current Status (Active)	<input type="checkbox"/> Open House
<input type="checkbox"/> Change List Price	<input type="checkbox"/> Tour of Homes
<input type="checkbox"/> Add/Remove Contingent	
<input type="checkbox"/> Extend or Expire Listing	
<input type="checkbox"/> Pend Listing (Under Contract)	
<input type="checkbox"/> Close Listing	
<input type="checkbox"/> Take Off Market (Temporary)	
<input type="checkbox"/> Cancel Listing (Final)	

Prepared by Carol K Gilbert All information should be verified by the recipient and none is guaranteed as accurate by ARMLS Saturday, September 06, 2008 10:32 AM See copyright notice.

### Step 3

For a Virtual Tour link copy and paste the entire link to this open space called Link & Save

**Virtual Tours In Residential Listing 4022604**

9363 E HILLERY WAY, Scottsdale, AZ 85260  
Listing member: Carol K Gilbert (carolgilbert@cox.net) of Realty Executives (reax16)  
Entry Date: 09/02/2008 Status: Active Listed for \$525,000

New Virtual Tour

Preview of "New Virtual Tour"

No virtual tours attached to this listing.

Link:   
ex: <http://www.flexmls.com/>

Type:

Drag Name To Reorder

Use the  
MLS  
Version  
Only

Kevin M. Crosse-President/CEO Office: (480) 314-5862 Fax: (480) 314-7593  
E-Mail: [K.Crosse@azimaging360tours.com](mailto:K.Crosse@azimaging360tours.com)  
[Arizonaimaging.com](http://Arizonaimaging.com)



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### Step 4

Upload your photos by selecting "Browse". Load each photo one at a time. You can move them around once you are done uploading them. The Primary Photo will be the First photo you upload. Our Photos are sized for a quick upload on any internet connection.


### Photos In Residential Listing 4022604

9363 E HILLERY WAY, Scottsdale, AZ 85260  
Listing member: Carol K Gilbert (carolgilbert@cox.net) of Realty Executives (reax16)  
Entry Date: 09/02/2008 Status: Active Listed for \$525,000

- Exterior Front
- Entry
- Living Room
- Dining Room
- Living/Dining Room
- Family Room
- Kitchen
- Hall Bath
- Loft
- Master Bedroom
- Master Bedroom Sitting Area
- Master Bathroom
- Master Bathroom Shower
- Balcony
- Mountain View
- Patio
- Pool
- Grass Area
- Adjacent Park

Drag Name To Reorder

Primary Photo: Exterior Front



*This is the primary photo and will appear on search results and will be the primary photo in exports and advertising websites.*

[+ Add Photo](#) [Edit / Replace](#)

Please give us a call if you have any questions or problems, we are here to assist any way that we can.

Warm regards,

*Kevin*

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