



Arizona Imaging & 360° Tours, LLC

Visual Content Solutions

Quality,
Service,
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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. On the left is a navigation menu with options like '+ Log Out', '+ Add/Change', '+ Search', '+ Daily Functions', '+ Contacts', '+ Tax Records', '+ Statistics', '+ Maps & Calcs', '+ Preferences', and '+ User Guides'. The main content area is divided into several sections: 'Listings' with a status table, 'Contacts' with a list of names and columns for 'A', 'M', and 'V', 'Searches' with 'View All' and 'View New' buttons, 'Messages' showing 'New messages: 0', and 'MLS Message Board' with a news article about Proposition 100. A 'Links' section on the right lists various real estate associations.

| Status | Total |
|-----------------------|-------|
| My Active Listings | 3 |
| My Pending Listings | 0 |
| My Listings To Expire | 0 |
| My Sold Listings | 2 |

| | A | M | V |
|----------------|---|---|---|
| gilbert, carol | 0 | 0 | 0 |
| LANDY, SUE | 0 | 0 | 0 |
| Pam, Zandler | 0 | 0 | 0 |

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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

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="button" value="Edit Current Status (Active)"/> | <input type="button" value="Open House"/> |
| <input type="button" value="Change List Price"/> | <input type="button" value="Tour of Homes"/> |
| <input type="button" value="Add/Remove Contingent"/> | |
| <input type="button" value="Extend or Expire Listing"/> | |
| <input type="button" value="Pend Listing (Under Contract)"/> | |
| <input type="button" value="Close Listing"/> | |
| <input type="button" value="Take Off Market (Temporary)"/> | |
| <input type="button" value="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:

Use the MLS Version Only

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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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