SCCMLS UPGRADE GUIDE

WELCOME TO SCCMLS ON FLEXMLS

Old platform or new, SCCMLS is always South Carolina's home for commercial agents.

WELCOME

The leadership and staff of the South Carolina Commercial MLS (SCCMLS) are excited to share the new platform: FBS Data: FlexMLS.

FBS Data has been an innovative leader of MLS software for more than 44 years and is well-known in the industry for their standards of excellence and for providing business-solution products to nearly 320,000 real estate professionals.

The change is driven by a desire to provide a more customizable, modern, and functional system based on your feedback, while maintaining the highest level of broker control over your data.
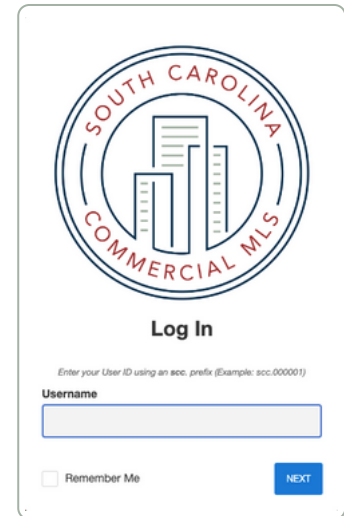
GETTING STARTED / LOGGING IN

Go to SCCommercialMLS.com

Login with your commercial credentials.

Note: Don't forget the "scc." prefix in front of your member number.

If you get redirected to CHS MLS, type scc.flexmls into the address bar on your first login.

SOUTH CAROLINA COMMERCIAL MLS

Log In

Enter your User ID using an scc. prefix (Example: scc.000001)

Username

☐ Remember Me   NEXT

If you do not know your SCC Flex credentials, email us at
Support@SCCMLS.com

SYSTEM STRUCTURE

SCCMLS on Flexmls is built with a better foundation for data accuracy and reporting. However, the property categories and subtypes you are used to are the same!

On the core categories of commercial sale and commercial lease, you'll find 8 familiar sub types:

COMMERCIAL LISTING CATEGORIES

Property Types in FlexMLS

Commercial Sale   Commercial Lease

Property Sub Types in FlexMLS

Office   Multi-Family
Retail   Agriculture
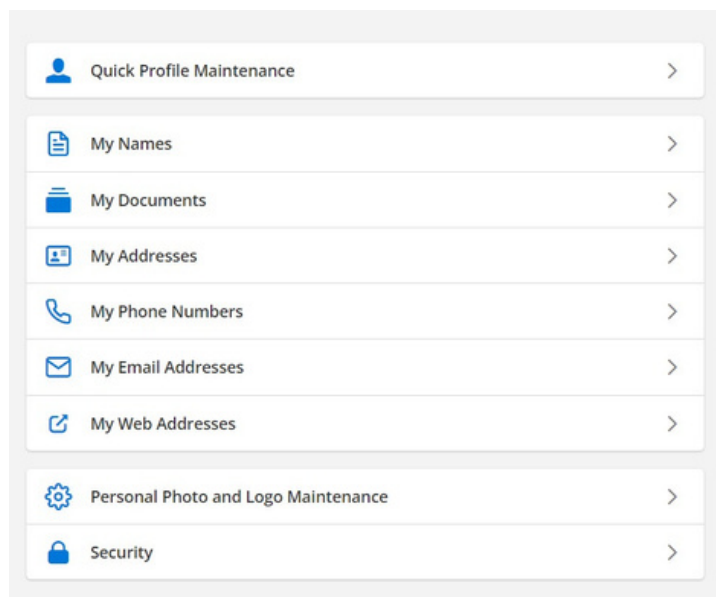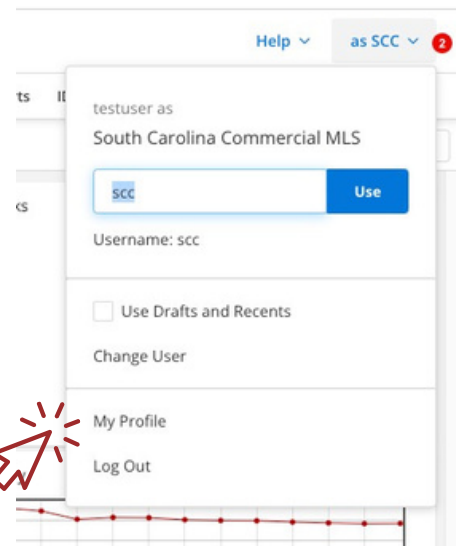Special Purpose   Unimproved Land
Industrial
Hospitality

PROFILE

Not sure where to start in the new system?

Build your profile!

There are a variety of ways to enhance your profile. Dive in by accessing your profile from the upper right corner of any FlexMLS page.

Click on "My Profile"

There, you'll see several options to update your profile. Some options of things to add:

- Additional email contacts
- A web address
- A headshot
- Company logo

LISTING INPUT

A cornerstone of the MLS system, listing input is a simple and straightforward set of pages. Flex's goal is to help you get the listing in easily, and SCCMLS has worked to auto populate as much information as possible.

Some information will auto-populate, such as zoning. If you believe it to be incorrect, just let us know at Support@SCCMLS.com!

To dive into a new listing, click the main Menu button in the upper left corner of any FlexMLS screen.

- In the Add/Change Section, click on "Add Listing"
    - Choose the correct property type (there are only 2!) Commercial Sale or Commercial Lease

- Your listing id should auto populate in the Listing Member line.
- If there is a Co-Listing Member, type in their name on the Co-Listing Member line
- Across the top of the General Listing Information Screen you'll see 5 tabs: General, Address, Main Fields, Details, Broker Distribution
- Fill out all of the required information in each of these tabs.

When you're finished, you can either "Save Incomplete Listing" or "Add Listing"

If you would like to save the "Add Listing" shortcut to your Header bar menu on the FlexMLS dashboard:

- Click on Menu
- Click the star ⭐ by Add/Change Listing

- You'll now see "Add Listing" and "Change Listing" on the menu bar

Quick Search is where you'll live in FlexMLS!

Step number one is undoubtedly to save it as a favorite along your top navigation bar so that it is always at hand.

1. Click on the Menu from the Dashboard.
2. Under Search, click on Quick Search.
3. If you'd like to have Quick Search on the Menu Bar, simply click on the star.
4. You'll immediately see it in the Menu Bar.
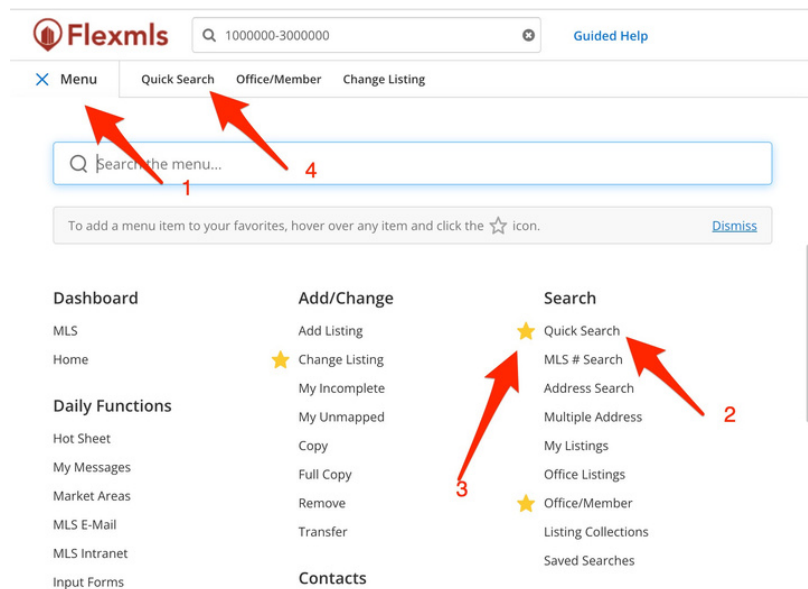
Once you are on the quick search screen, choose Commercial Sale or Commercial Lease. We recommend searching each category individually, as sale and lease have unique criteria in each.
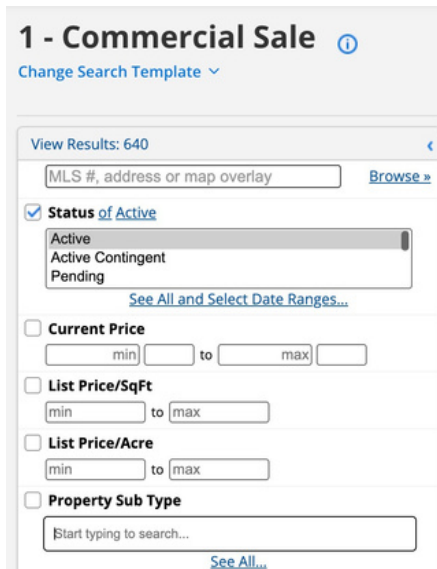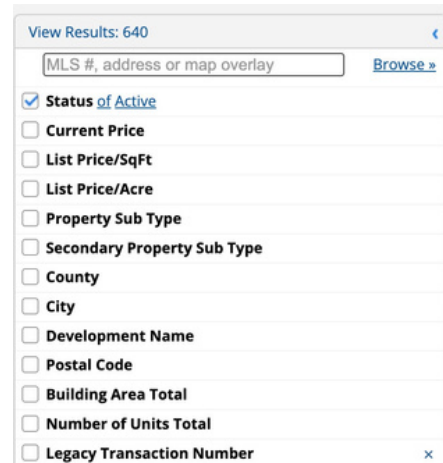
For the best experience, searching each individually allows for more category specific criteria to be entered.
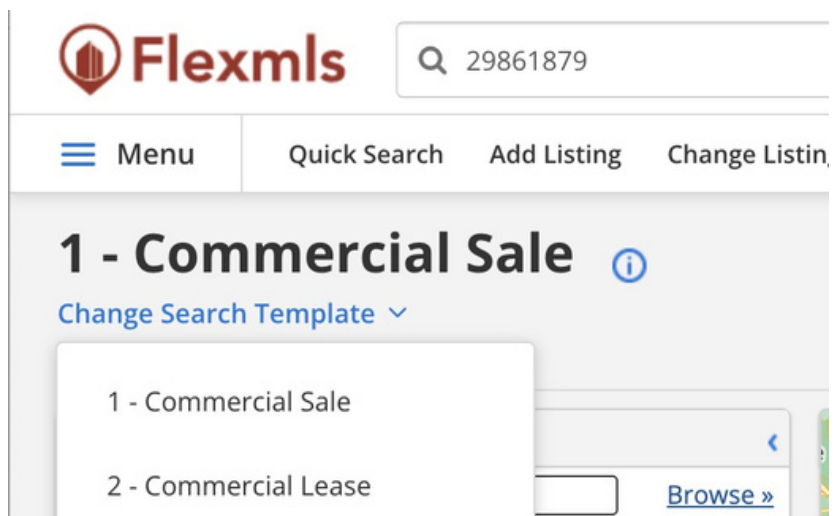
Once you choose sale or lease, simply fill out the additional criteria along the left sidebar as you go down the page.

You can also add fields to the search, if the default options are not enough.

When you select a field, it will open up with other options or text boxes for you to fill in.
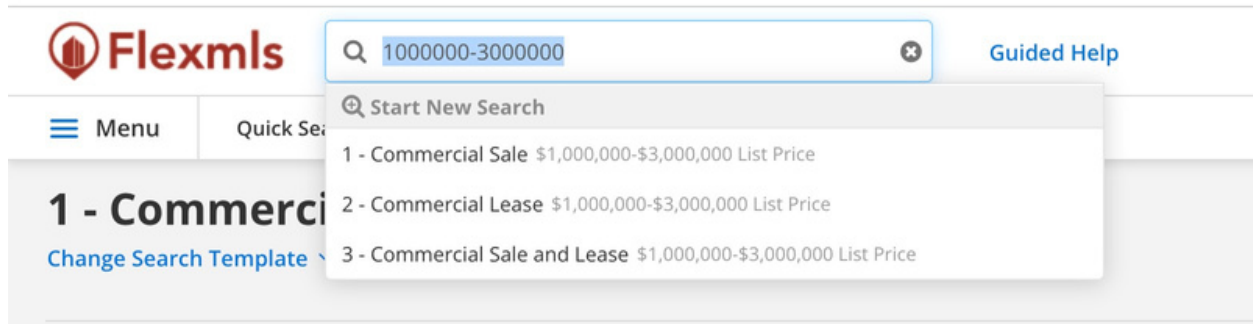
You can view the results several different ways. We like to jump right to the "Detail" view to view full listing reports while scanning the additional property thumbnails along the left sidebar.
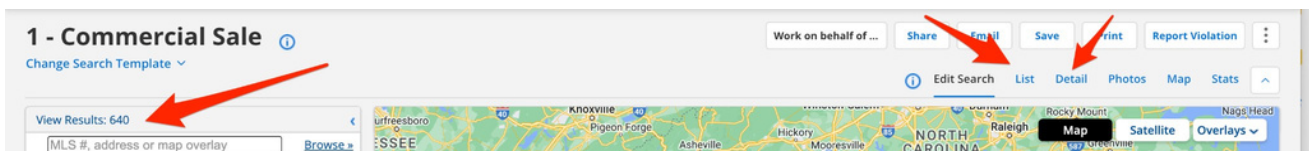
Quick Launch Bar

The Quick Launch Bar allows you to start a search quickly. Simply type in a price range or status and then click the appropriate response in the dropdown.
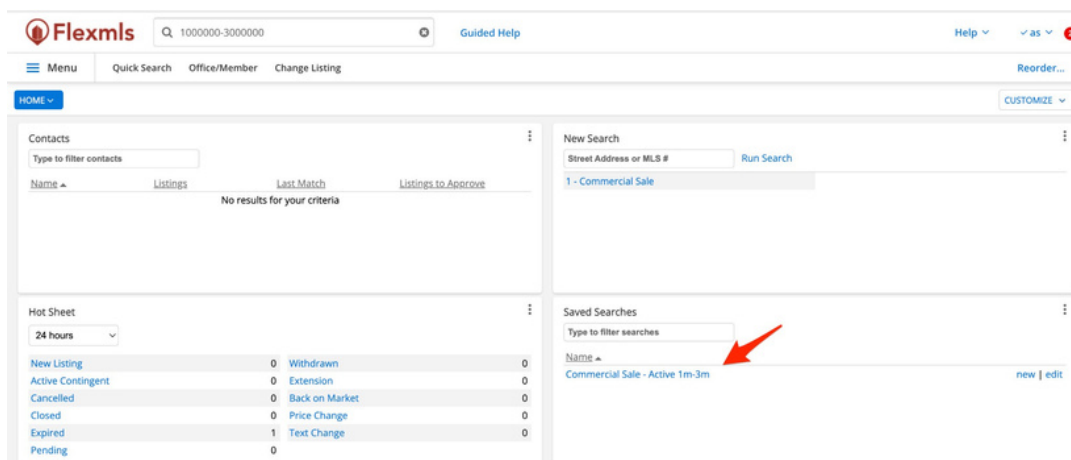

From there you can modify your search criteria, view the results or save the search.

Saved Searches

When you save searches, you can access them from your dashboard. Simply click on the saved search to see the most up-to-date results.

We were able to import your saved searches from Catylist, but please do check for accuracy and adjust as needed, as it is extremely difficult data to convert.

Search from the Dashboard

The one click wonder that we use everyday! From your Home dashboard, you have a "New Search" widget. You can click on one of the property categories to be directed to the Quick Search page, with your category already selected.
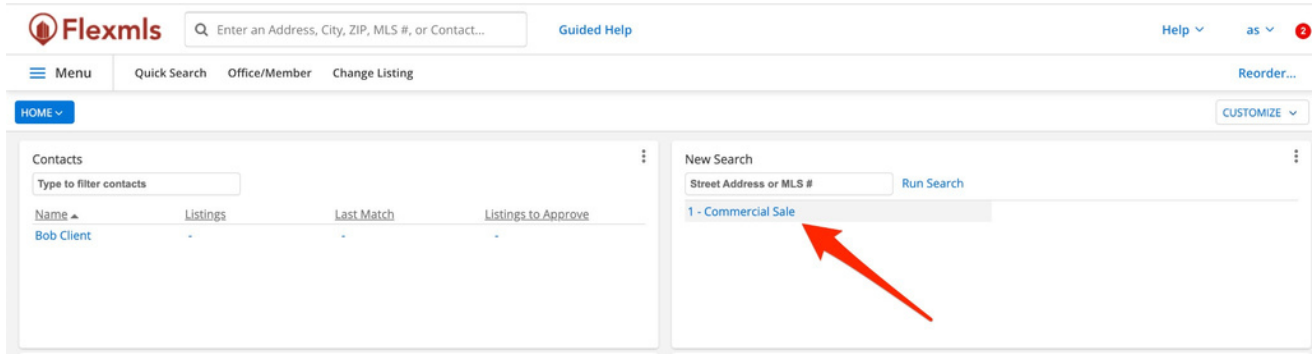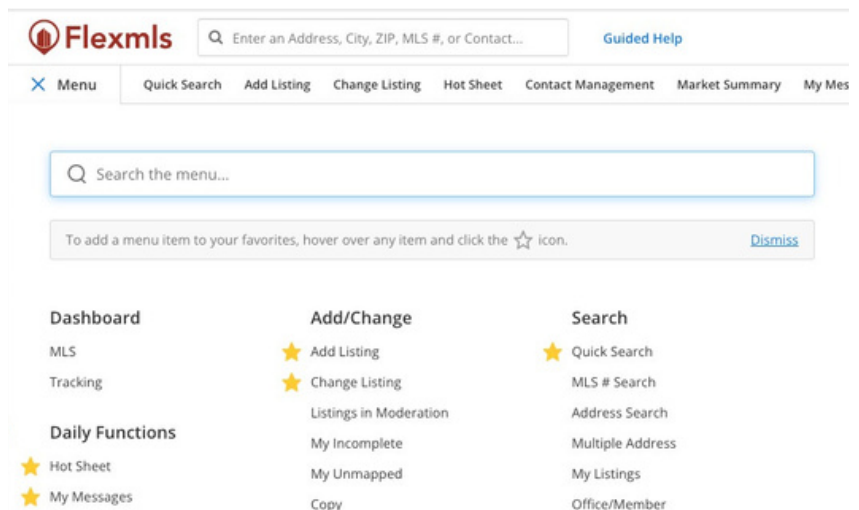

SETTINGS/DASHBOARD

There is a level of customization available in FlexMLS that will blow you away! Everything from your listing views, dashboard, and email settings, to the full build of the system fields that have been set by SCCMLS, is built intelligently to sustain a wide variety of needs.

Create Your Favorites
- Click on Menu
- Click on the star next to any item you want added to your menu tool bar
- You'll now be able to see all of the items you have "starred" on the tool bar


You can also reorder your favorites on this bar by clicking on the Reorder button on the right end of the favorites bar.

Adding/Removing Gadgets on Home Dashboard

In the right top corner of the Home Dashboard, click on "Customize" to see the following options:

From this screen you can add gadgets, change the layout of your dashboard, rename it, make it your default dashboard, or add a brand new dashboard (for example, one of just statistics).
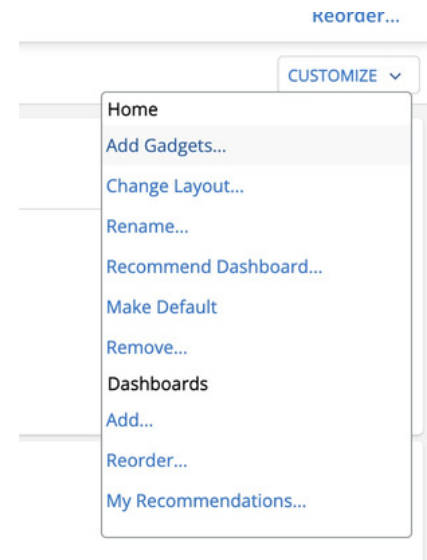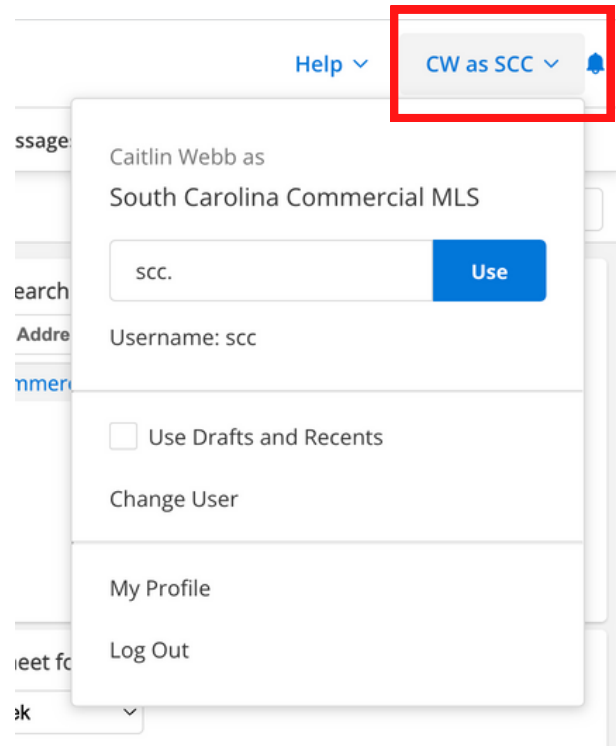
ADMINISTRATORS

Admins can either have default office access or superuse as any agent in their office, while still only using their own credentials.

Superusing allows you to access the MLS as if you were that agent. If needed, you can also superuse as the full office itself. As long as we have BIC approval, SCC staff is happy to setup any permissions you need!

To superuse, enter the ID of the user you are accessing as into the upper right hand corner drop down in FlexMLS

Read the admin post at:

www.sccommercialmls.com/post/admin-functions-in-flexmls

To easily view all of the listings for your office, Add the "Office Listings" shortcut to your favorites bar by clicking the yellow star beside that item in the Menu in the upper left corner of FlexMLS.

DUAL USERS

If you are an SCCMLS member and you also access the residential MLS as a member of the CHS Regional MLS, then you are what we call a Dual User!

As such, there are a few things that are important to note, and you'll want to visit the Dual User Resource at SCCommercialMLS.com.

www.sccommercialmls.com/post/dual-user-resource-center

Primarily, you may find that if you use the same browser to access both the commercial and the residential Flex databases, the browser cookies will "remember" which one you were most recently on, and try to force-load that one. This can cause issues, especially over time.

We recommend simply using two browsers OR an incognito/private browser window using the same browser.

Login to the residential MLS at CHSMLS.com

Login to the commercial MLS at SCCommercialMLS.com

LOGIN BASICS

SCCMLS.com

add **scc.** in front of your MLS ID Number

CHS REGIONAL MLS   CHSMLS.com

add **chs.** in front of your MLS ID Number

ATTN: DUAL USERS!

FAQ'S

Will I still have to "update" my listings every 45 days?

No! That is not required on the FlexMLS platform. Your listings will remain in whatever status you sent them to (of course until they reach an expire date, if they do). Just be sure that you update them to any other appropriate status as needed (Contingent, Closed, etc). Yay!

Is there an app?

Yes! FBS Data has a dedicated app. Read more about the app at SCCommercialMLS.com. Download FlexMLS Pro for iOS or Android.

Will I be logged out regularly through the day?

No! Any secure system must have an auto logout programmed in. However, FlexMLS allows for a longer period, so you will be able to stay in MLS much longer. It IS important that you logout when on a shared computer, however!

Can I customize my searches so I don't have to keep adding fields?

Yes! Flex is very...flexible. You can add your own search defaults so that if there is one you run frequently, you only have to click once to bring it up and view fresh results (and refine criteria as needed.

Did Saved Searches transfer over?

Yes - We were able to convert some of your saved search data into FlexMLS. Not all saved search data pieces were able to transfer for a variety of technical reasons. Ultimately, you will still need to proof the saved searches that you intend to use for accuracy, and refine as needed! It is extremely difficult data to convert, and we hope that what data we were able to add, is helpful to you! Read more at SCCommercialMLS.com

Can I have an IDX feed?

Yes! FlexMLS actually has very easy options available to make this whole process more manageable. Read the details at SCCommercialMLS.com. If you already had an IDX feed, your vendor was contacted prior to the conversion.