

data Conversion Toolkit

How to login to the new database -

Beginning Feb 10, 2025, Pocono Mountain Association of REALTORS® will be running the two databases concurrently but each will use a **different** login URL and login name.

EXAMPLE

| NEW DATABASE | LEGACY (OLD) DATABASE |
|--|--|
| <u>pm.flexmls.com</u> | <u>poc.flexmls.com</u> |
| NEW Username: pm.bobsmith or pm.1234 | Username: bobsmith or 1234 |
| Password: Same in both databases | Password: Same in both databases |

For a better user experience, we recommend using **different browsers** when using the databases simultaneously.

Note – Passwords will not change in either databases – if you have forgotten your password, please click on “Forgot Password”.

Once the legacy database is turned off, you will access flexmls only at pm.flexmls.com using your **new login name**.

Data Conversion Checklist

On **Feb 10, 2025**, the new instance of Flexmls will become available. This checklist will help ensure that all points have been checked to allow for the most seamless experience possible on June 10. **Below is a timeline of important dates.**

| | |
|--------------------------|---|
| 2/10/2025 | Data Conversion first available. NO new listings or changes to the new database. |
| 2/10/25 - 2/24/25 | Agents can explore the new Listing Database. |
| 2/21/25-2/24/25 | ADD/CHANGE LISTING SUSPENDED to prepare for data to be converted and moved |
| 2/24/2025 | Data Conversion goes LIVE with listing entry/input and data changes allowed. |

FOR THE MOST UP-TO-DATE INFORMATION ON THE DATA CONVERSION, visit PoconoRealtors.com/data-conversion.

It is important to note that in this document we refer to both the new and legacy Flexmls. 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 listing data only. The basic functionality will be 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 checklist of items to ensure all are recreated and not a list of instructions on how to do these tasks. Please refer to the help section in Flexmls for additional help.

Converting

These items below are converting with the new instance of Flexmls. Most only need to be checked to ensure accuracy. Please check these items during the parallel time of both systems.

▶ **Signing in to the new version of Flexmls**

Signing into the new instance of Flexmls is slightly different than the previous version. For your username, add “**pm.**”, followed by your current username. Examples – “**pm.johndoe**” or “**pm.12345**”.

▶ **Saved Searches, Subscriptions, Custom Portals**

Check to make sure the searches are still accurate. Criteria names and locations are being changed. Check to make sure that all 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 Templates**

Check to ensure they are correct.

▶ **Contacts**

Check to ensure they are correct.

Not Converting

These items are not converting 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. Check your current settings in the legacy Flexmls during the parallel time of both systems.

- ▶ **Custom Quick Search Templates**

- ▶ **Custom Reports**

- ▶ **Custom Views and Sorts**

- ▶ **Customized Contact Lists**

- ▶ **Daily Hot Sheet Settings**

- ▶ **Default Map Settings**

- ▶ **General Preferences**

PLEASE NOTE- if you do not remember changing anything in General Preferences, you probably have not done so. Do not change anything in general preferences unless you are comfortable doing so.

- ▶ **Incomplete Listings**

All incomplete listings will need to be added into the new instance of Flexmls.

- ▶ **Listing Collections**

- ▶ **Favorites**