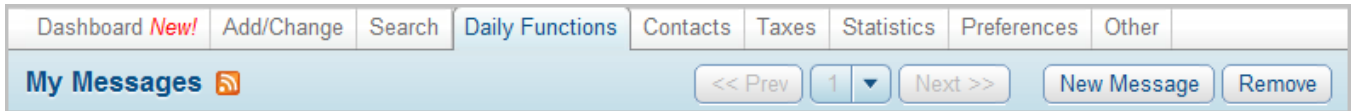




## My Messages Upgrades

On **Wednesday, March 17, 2010**, FBS installed improvements to the existing **My Messages** feature. The changes included the ability to **delete multiple messages at once**, plus MLS Messaging for Brokers and ARMLS®.

The **My Messages** section, accessed by navigating to *Daily Functions* -> *My Messages* has a slightly new look.

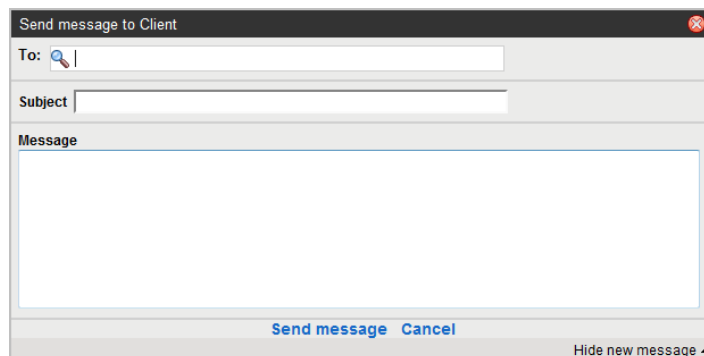


The new navigation area provides the ability to jump from one **page** of messages to the next (**Next**), back to the previous (**Prev**) page, or directly to any specific page (dropdown list next to the page number). You'll also find **New Message** and **Remove** buttons.

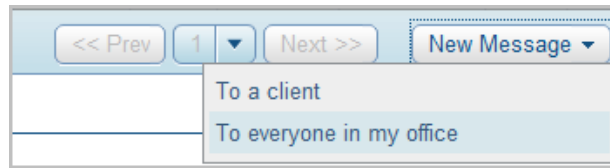
## New Message Button

The type of flexmls user you are will dictate the choices available.

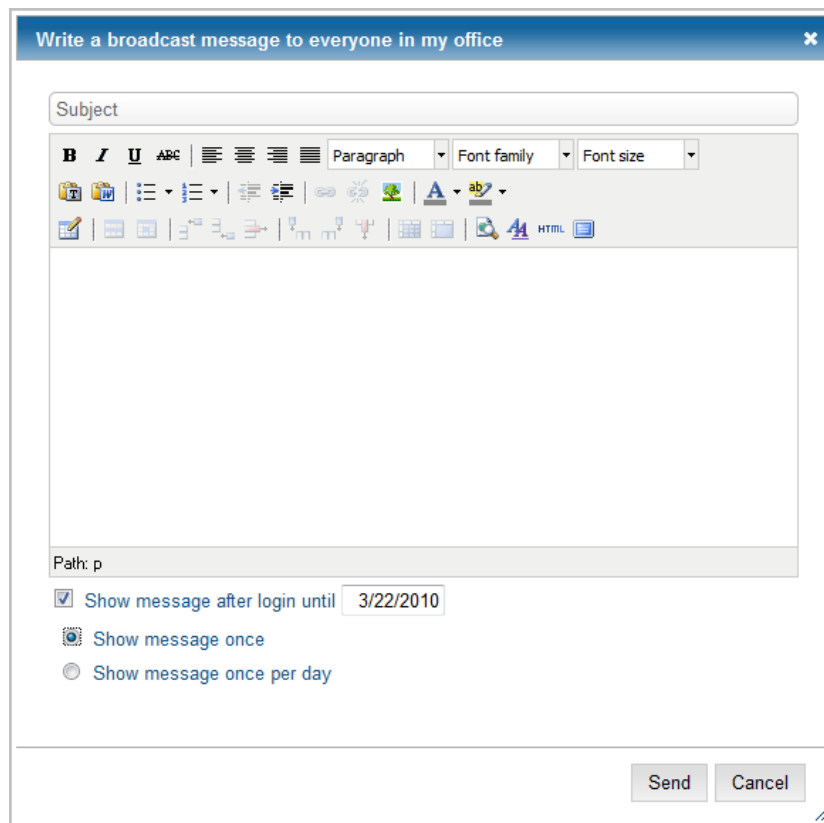
- Agent: Upon clicking the **New Message** button, a *Send a message to Client* dialog box will open where you can draft and send a new message to one of your clients. **Please note:** the person you would like to send a message **MUST** first be in your list of Contacts for this feature to work.



Broker: Upon clicking the **New Message** button, you will be presented with two options: *To a client* and *To everyone in my office*. A message (a.k.a. Broadcast) written to everyone in your office will display to your members upon logging in to flexmls.



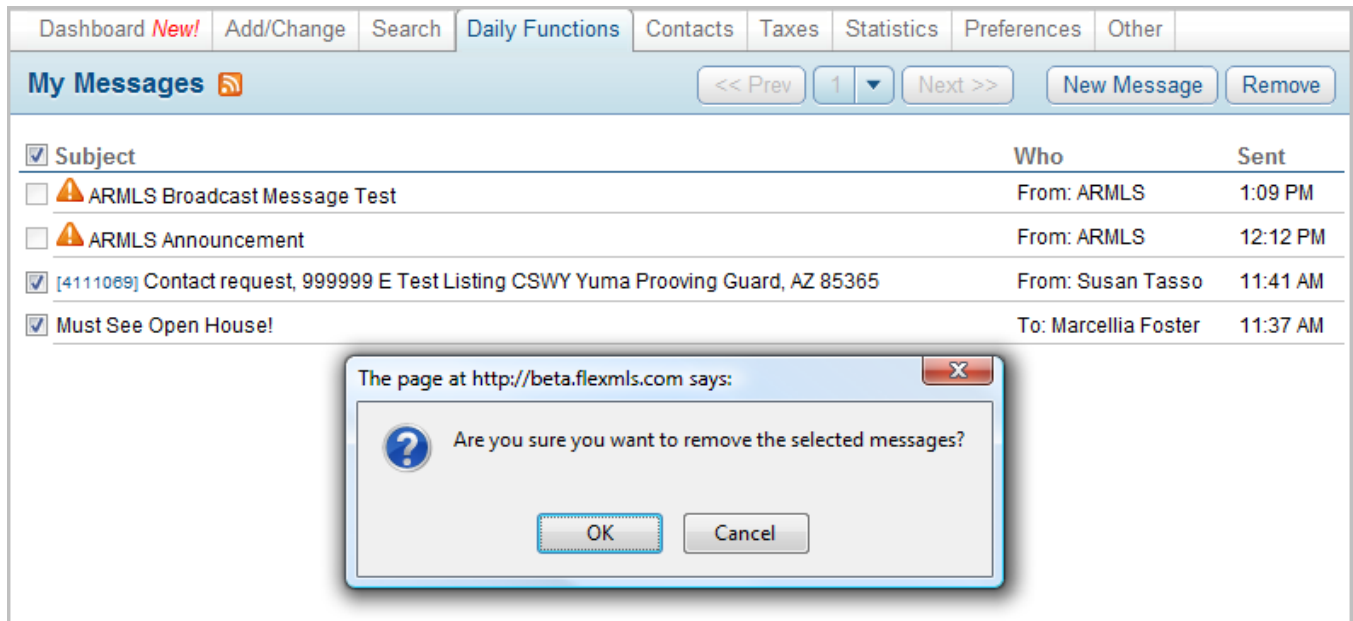
Selecting *To everyone in my office* will present a new window where you can draft the message and apply display conditions. You can define how long the message will show and dictate whether it shows only once or once every day.





ARMLS: ARMLS will also have the ability to broadcast messages to all members of the MLS. Depending upon the type of information we are sharing (i.e. Billing Announcement) you may also see buttons for *I Agree* or *I Disagree*, which must be acknowledged before you can enter the system.

## Remove Button


With the advent of this new button comes the ability to delete multiple emails at once. Clicking on the box next to the word Subject at the beginning of the messages list, will select all messages for deletion. You can also click on the box for each message you would like to delete. Once you have selected the messages you would like to delete, click on the **Remove** button and acknowledge the action by clicking on the **OK** button in the resulting dialog box.



The screenshot shows a web interface for 'My Messages'. At the top, there are navigation tabs: Dashboard *New!*, Add/Change, Search, Daily Functions, Contacts, Taxes, Statistics, Preferences, and Other. Below the tabs, there are buttons for '<< Prev', '1', 'Next >>', 'New Message', and 'Remove'. The main area contains a table of messages with columns for 'Subject', 'Who', and 'Sent'. The messages are:

<input checked="" type="checkbox"/> Subject	Who	Sent
<input type="checkbox"/>  ARMLS Broadcast Message Test	From: ARMLS	1:09 PM
<input type="checkbox"/>  ARMLS Announcement	From: ARMLS	12:12 PM
<input checked="" type="checkbox"/> [4111069] Contact request, 999999 E Test Listing CSWY Yuma Prooving Guard, AZ 85365	From: Susan Tasso	11:41 AM
<input checked="" type="checkbox"/> Must See Open House!	To: Marcellia Foster	11:37 AM

A dialog box is overlaid on the messages, titled 'The page at http://beta.flexmls.com says:'. It contains a question mark icon and the text 'Are you sure you want to remove the selected messages?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

Please note that broadcasts sent by ARMLS or your Broker can be identified by the  icon and will not be able to be deleted at this time. Only the sender of such broadcasts will be able to delete them.

## Email Notification Preferences

Towards the bottom of the page of preferences found by going to **Preferences -> General Preferences** you will see a new section for *Messaging: Enable e-mail notifications for*. Here you can dictate whether or not you would like to receive an email letting you know there is a new message available within flexmls by checking the box next to the type of message.

Messaging: Enable e-mail notifications for:	
<input checked="" type="checkbox"/>	Messages sent only to me
<input checked="" type="checkbox"/>	Office broadcast messages
<input checked="" type="checkbox"/>	Association broadcast messages
<input checked="" type="checkbox"/>	MLS broadcast messages