



flexmls[®] Web Tips & Tricks

Class Objectives

By the end of this session you should be able to:

- Identify shortcuts available in flexmls
- Streamline the MLS process
- Discover answers to flexmls business questions
- Merge flexmls techniques with business needs

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Notes:

Listing Tips

1. An Incomplete listing will stay until it is deleted.
2. To upload a photo, the listing must be Active.
3. Click on the word *Listings* in the window pane to view all of your Listings.
4. _____
5. _____
6. _____

Contact Management Tips

1. Maximum number of contacts that will show in the Contacts gadget on the Dashboard is 200.
2. By clicking *Advanced* (the picture of the wrench) on the top-right corner of the Contacts gadget, you can choose which contact Group displays on the Dashboard
3. There is no limit to the number of listings a Portal can hold.
4. _____
5. _____
6. _____

Mapping Tips

1. To create a different default map, click on *Preferences* and then choose *Default Map*.
2. The Color Wheel on the bottom right side of the map will display Status, Price and Price per SQFT.
3. When clicking on *Overlays* on the top-right side of the map, you will be able to choose to see *ZIP Codes*, *Map Grids*, *Subdivisions* or *Counties*.

4. _____
5. _____
6. _____
- _____

Search Tips

1. Clicking on the word *Searches* will display all of your saved searches.
2. To remove a created search template click on *Preferences* and then *My Quick Searches*.
3. flexmls has an infinite scroll. It loads the first 50 and as you scroll down it will continue loading.
4. _____
5. _____
6. _____
- _____

Miscellaneous Tips

1. The *F11* key removes the top toolbar.
2. Use the *Print Screen* key to print the screen.
3. wireless.flexmls.com is the Website to use when using a mobile phone to access flexmls.
4. _____
5. _____
6. _____
- _____

Notes: