flexmls *Tip!*

Adjusting Your Preferences - It's Easy; Here's How!

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flexmls Preferences allows you to customize your MLS to suit your individual needs. In **General Preferences**, you have the ability to change items like your font size, Dashboard preferences, and even reverse prospecting settings.

Here are the steps:

1. Log into flexmls.

2. Open the Menu and select General Preferences.

Preferences

My Profile
My Views
My Saved Sorts
My Reports
My Quick Searches
My Map Overlays
My Exports
General Preferences
Portal Preferences
IDX Manager
Default Map

3. Adjust your preferences to fit your needs (i.e. adjust the listings you see in the Gadget 'My Listings').

My Listings: Which statuses should be included?
☑ Active
☐ Active Backup
☐ Active Contingent
☐ Cancelled
☐ Closed, Sold
☐ Expired
☑ Pending
☑ Temp Off Market, Withdrawn

4. Select Save when all adjustments have been made.

It's really that simple. Now you have what you want, how you want it in flexmls— making your job just that much easier!