

flexmls Tip!

Forum? Gadget? Template? Navigate flexmls Lingo with GKAR's MLS Dictionary

Updated August 2018

Knowing the definitions of frequently used terms will help you navigate the system with ease- which means you'll accomplish more in less time. And seriously, what's better than that?

Dashboard

The **Dashboard** is the home page of the flexmls system. You can set up multiple **Dashboards** and select your favorite as the default- meaning it is what's on the screen when you log in.

Additional **Dashboards** can also be accessed from the drop down **Dashboard** list which is located under the **Dashboard** tab. See example below.



Watch flexmls Dashboard Feature Tutorial (3:39) http://www.screencast.com/t/Fsxt99TL4

Forum

A **Forum** is a "news feed" or place where you and other flexmls users can post and search for topics. Any **Forum** can be added as a **Gadget** to your **Dashboard**. Current Forums include (but are not limited to) new feature announcements, frequently asked questions, tips and tricks, flexmls Mobile, software bug tracking, and user suggestions.

Gadget

If you are looking for the fastest way to access information, a **Gadget** may be your answer. Available for many of the main functions in flexmls, **Gadgets** help you personalize your **Dashboard** to work specifically for you.

You can:

• Move **Gadgets** by dragging the header and dropping it in a new location;

Greater Kalamazoo Association of REALTORS® | 5830 Venture Park Drive, Kalamazoo, MI 49009 | GKAR.com

- Remove **Gadgets** by clicking the arrow in the top right corner;
- And, add new **Gadgets** by clicking **Customize** and selecting **Add Gadgets**.

| C Enter an Add | Idress, City, ZIP, MLS #, or Contact | | | | Help ~ SB as SB |
|--|--------------------------------------|---|-------------------|--|---|
| Menu Quick Search | Saved Searches Full Tax Search | MLS Intranet Office/Member Inventory & Pro | duction zipForms® | Dot Loop My Messages Reports - General | Reorder. |
| ome 🗸 | | | | | Use to add Gadgets and Dashboards CUSTOMIZE |
| lot Sheet for Battle Creek - B, Grar | nd Rapids - G, Greater Kalamazoo - | K, Holland/Saugatuck - H, Southwestern Michigan - | S, St. Joseph 🚦 | Saved Searches Title Bar | Click to Remove |
| lew Listing | 111 | Pending | 95 | Type to filter searches | |
| tive Backup | 10 | Withdrawn | 4 | | |
| tive Contingent | 2 | Extension | 17 | Name 🔺 | |
| incelled | 12 | Back on Market | 24 | 1st Source Bank | new edit 📤 |
| osed | 64 | Price Change | 57 | Active Month End K Area Resi | new edit |
| pired | | Text Change | 217 | All Types of A/AB/AC/P in B/K/S/J | new edit |
| process of the second sec | | | 2.17 | ATA Active | new edit |
| | | | | 171 7-14- | and the second se |

Input Form

Printable forms for each **Property Type** are available in flexmls. These forms note the required fields for each listing and are updated immediately as new fields in the system are added or changed.

To access an Input Form, simply go to the Menu.

Subscription

Do you want to be notified of new listings that match your buyer's criteria? In flexmls, you can set up a **Subscription** that automatically runs a **Saved Search**- generating an email to you or a **Contact** when listings match up.

View the Subscription Tutorial

http://www.screencast.com/t/nSjjHY8ays2G

Template

When you identify email messages and subject lines that you use frequently, you can create a **Template** based on them so you don't have to keep typing the same things over and over again. Creating a Template is simple and can be done in any flexmls screen with an email option.

Create a **Template** that is new or from a previous email by clicking **Save as New**.

