

## flexmls *Tip!*

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

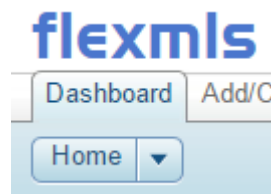
**Updated August 2018**

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)**  
**<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.

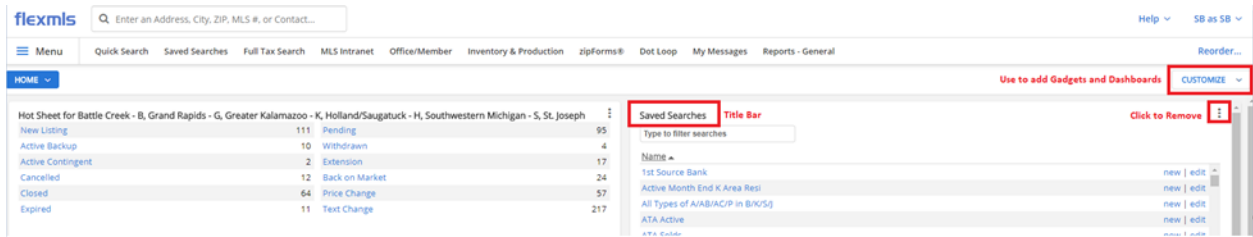
### **Gadget**

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;

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



## 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)  
<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**.

