

flexmls *Tip!*

Get Quick Access to Listings Using Collections in flexmls

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Get listing information at your fingertips by creating Listing Collections through flexmls.com or the flexmls Pro app. With your Listing Collections saved, you'll have access to listing information when and where you need it!

To Create a Listing Collection:

1. Perform any kind of search on flexmls.

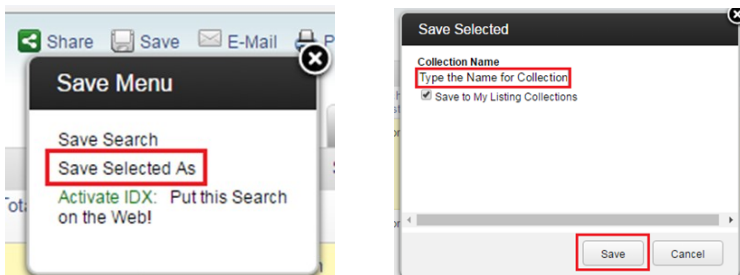
Perform your search and then view the results.

2. Select the listings you want to save.

Select the listings you want to save in a **Listing Collection** by clicking the box to the left of each listing's information on the left side of the page.

3. Save your selections.

Click **Save** at the top, right-hand side of your page above the tabs; then click **Save Selected As** and name your selection. Click **Save** once more to proceed.



4. View your Listing Collection in flexmls.

Once you have created a Listing Collection, it can be viewed immediately in flexmls by going to the **Menu** and clicking on **Listing Collections**. Click on the collection you wish to view in the list; then click on the **View contents of this collection** link that appears to the right of the **Listing Collection** list.

5. Optional: View your Listing Collection using the flexmls Pro app.

First, log into the app on your device. Next, tap on the **Collections** icon at the bottom of the page. Finally, tap the name of the Listing Collection to view its information.

Not only will you save time by creating Listing Collections, you'll also save paper and ink since you will no longer have a need for printing long reports!