

flexmls Tip!

How to Adjust an Existing Contact Subscription in flexmls



Created February 2018

Once a **Subscription** is created, you may decide that the information or frequency of the **Subscription** needs adjusting. Follow these six steps to edit an existing **Contact Subscription**, ensuring your clients an experience that's unique to them and their needs.

1. Log into your flexmls account and select **Contact Management** from the **Menu**.
2. Select the **Contact** who needs their **Subscription** modified.
3. Choose **Searches/Subscriptions**.

Test Contact

CONTACT DETAILS ACTIVITY **SEARCHES/SUBSCRIPTIONS** PORTA

 **Test Contact** Last activity 12/12/2017
 E-mail Last E-mail Activity
 samb@gkar.com 07/25/2017

Test Contact

CONTACT DETAILS ACTIVITY **SEARCHES/SUBSCRIPTIONS** PORTAL MESSAGES NOTES LISTING NOTES MORE ▾

Searches

Brooke
Ideal Homes

[Add](#) [Rename](#) [Edit](#) [Remove](#)

View
1-Residential

[Listing Activity Report](#)

Results [View Totals](#)

[View all](#)

[View new in the last 24 hours](#)

[View new since 01/02/2018 09:44 AM](#)

[Reset time and view new since 01/02/2018 09:44 AM](#)

Subscriptions [Add a Subscription](#)

[Subscription Test Contact](#)
- Created February 02, 2018. Updated February 02, 2018
samb@gkar.com

Search Parameters
Property type Residential; Current Price of 200000 and 320000; Area of 'Greater Kalamazoo - K'; Status of 'Active'; New results include new listings, price changes, and status changes.
Created March 15, 2016, Updated February 02, 2018

EDIT CONTACT REMOVE DEACTIVATE TRANSFER **CLOSE**

4. Click on the **Subscription** name to open the editing page.
5. Here, you can adjust send notifications, frequency, email content, and more.
6. Finally, click **Save**.

If you have an idea for a tip you'd like to share, please email SamB@gkar.com with your suggestion.