

flexmls Tip!

Save Searches and Your Sanity in 3 Easy Steps

Updated August 2018

Does entering the same set of search options over and over—drive you crazy?

Save valuable time and your sanity, by using the **Saved Searches Gadget** in flexmls to keep common client "must-haves" like **Status**, **Area**, or **Price** at your fingertips.

Step 1: Save your Search

- Open the **Menu**.
- Select **Quick Search** or **Map Search**.
- Select the type of search you want to use.
- Enter your search criteria.
- Click **Save** in the top right corner of the page.
- Name the search and enter a brief description.

Step 2: Add your Saved Search to Favorites

- Open **Menu** and select **Saved Searches**.
- Find the **Saved Search** on the list and click it once.
- Click the **Not a favorite** (click to add) link at the top of the **Description** section. The **Saved Search** should now appear under the **Favorites** section.

flexmls

Menu Quick Search Saved Searches Full Tax Search MLS Intranet Office/Member Inventory & Production zipForms® Dot Loop My Messages Reports - G

Show My Saved Searches

Searches

Type to filter searches

Favorites ← Favorites Searches appear at the top of the Saved Searches page.

- Active Month End K Area Resi
- Metro Advantage
- Michigan REALTOR Stats
- Monthly Comp Report

Recent Searches

- Ideal Homes
- Draft Residential Search
- Draft Residential Search
- Draft Residential Search

Saved Searches

- 1st Source Bank
- All Types of A/AB/AC/P in B/K/S/J
- ATA Active
- ATA Solds

Not a favorite (click to add)

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Search parameters

Property types Residential, Land, Commercial Sale
"Greater Kalamazoo - K", "Southwestern Michigan - S"

Search description

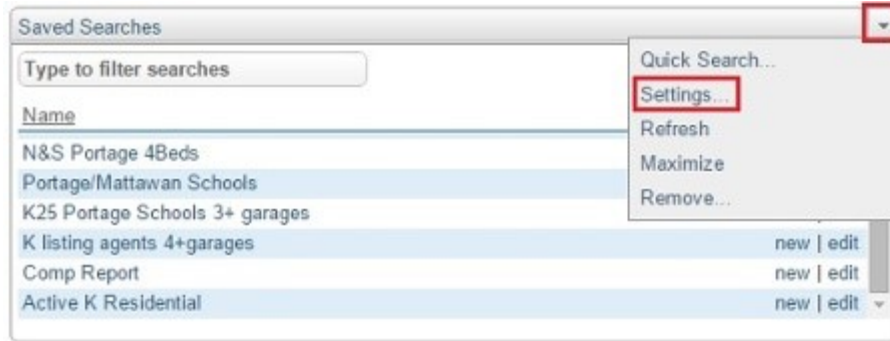
Active, SW Michigan

Results

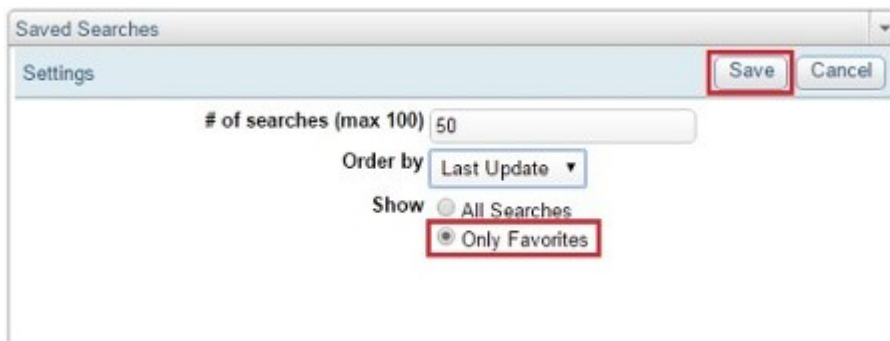
View all
View new in the last 24 hours
View new since 06/05/2018 01:34 PM

Step 3: Display your Favorite Searches

- Click the flexmls logo on the top left of the page to return to the **Dashboard**.
- Click the drop down arrow at the far right of the **Saved Searches Gadget**.



- Click on **Settings** and use the selections to control what appears within the **Gadget**.
- Click show **Only Favorites** and then click **Save**.



GREAT JOB!

Now, you are ready to save valuable time using the **Saved Searches Gadget** in [flexmls](#).