

flexmls Tip!

Customize Your Print and Email Settings in flexmls

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Does it feel like you are constantly printing or emailing the same reports?

Do not despair! There's a simple, time-saving fix.

All you have to do is set your frequently used settings in flexmls and you will begin saving time right away.

1. Select a listing to print to access the screen pictured right.
2. Review **Version**; **Public** is for clients and **Private** is for between agents.
3. Make your preferred selections, then click **Save**.
4. Return to the **Search Results**.
5. Select **Email** and make your preferred selections.
6. Click **Save**.

Listings to Print or E-mail

Current Listing (1)
 Selected (0)
 Hot Sheet

* For 200+ listings, only List and Compare may be printed

Version: Public

List
 Detail
 MichRIC Detail Report
 MichRIC Detail Report W/ Busine
 MichRIC Detail Report_No Picture
 Print both public and private reports
 Supplement
 History
 Tax Info
 Documents
 Tour of Homes
 Open Houses
 Mortgage Calculator
 Photos
 Print all photos for all listings
 Print primary photo for all listings
 Map
 Print separate map(s) for each listing
 Print combined map(s) for all listings
 Compare
 Print Charts
 Messages

Preview and Print in a new window
Save Reset Selections

Preview Edit **E-Mail**
 Print PDF