

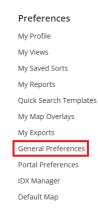
Flexmls Tip!

Adjusting Your Preferences - It's Easy; Here's How!

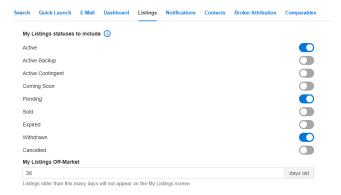
Updated December 2024

Flexmls Preferences allows you to customize your MLS to suit your individual needs. In **General Preferences**, you have the ability to change items like your font size, default data source, Dashboard preferences, notifications, and even reverse prospecting settings.

- 1. Log into Flexmls.
- 2. Open the Menu and select General Preferences.



3. Adjust your preferences to fit your needs (i.e. adjust the listings you see in the Gadget 'My Listings').



4. Select Save when all adjustments have been made.

It's really that simple. Now you have what you want, how you want it in Flexmls—making your job just that much easier!