

## Flexmls Tip!

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

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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.

### Preferences

- My Profile
- My Views
- My Saved Sorts
- My Reports
- Quick Search Templates
- My Map Overlays
- My Exports
- General Preferences**
- Portal Preferences
- IDX Manager
- Default Map

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

Search Quick Launch E-Mail Dashboard Listings Notifications Contacts Broker Attribution Comparables

My Listings statuses to include ⓘ

Active	<input checked="" type="checkbox"/>
Active Backup	<input type="checkbox"/>
Active Contingent	<input type="checkbox"/>
Coming Soon	<input type="checkbox"/>
Pending	<input checked="" type="checkbox"/>
Sold	<input type="checkbox"/>
Expired	<input type="checkbox"/>
Withdrawn	<input checked="" type="checkbox"/>
Cancelled	<input type="checkbox"/>

My Listings Off-Market

30 days old

Listings older than this many days will not appear on the My Listings screen

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!