

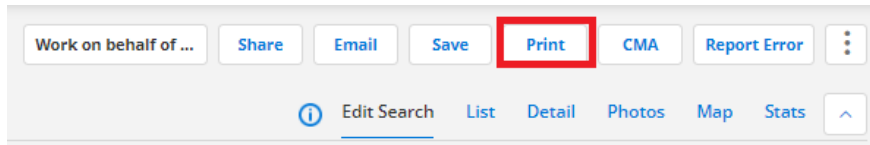
# Flexmls Tip!

## Customize Print Settings in Flexmls

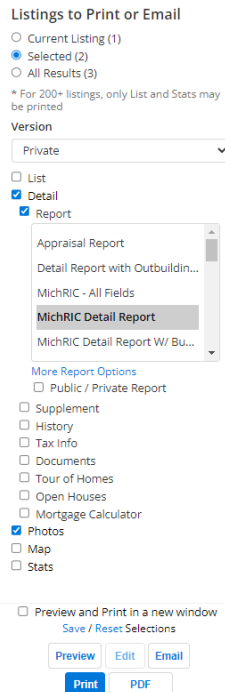
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Do you find yourself printing the same reports to clients or the public when they request listing information? Save time by setting your frequently used settings in Flexmls.

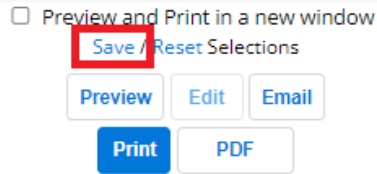
1. Select a listing to print in Flexmls.
2. Select **Print**.



3. Select your desired **Version**. **Public** is for clients and **Private** is fellow agents and yourself.
4. Make your preferred selections under **List, Detail, Photos, Map, Compare and Messages**.



5. Select **Save**.



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