

Flexmls Tip!

Dashboard? Gadget? Template? Navigate Flexmls Lingo with GKAR's MLS Dictionary

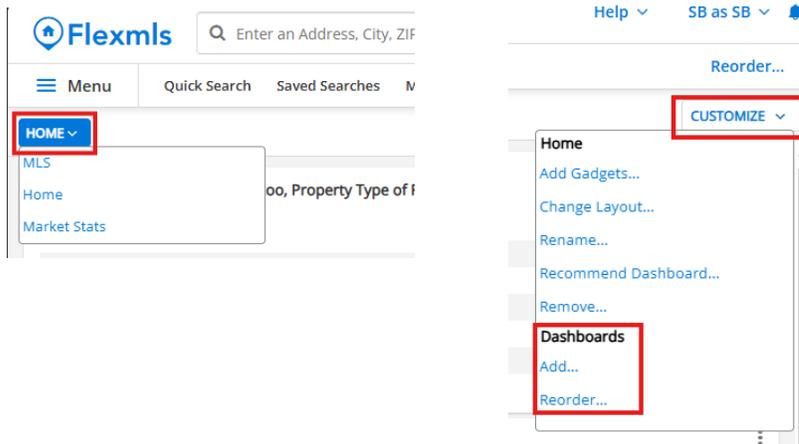
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Knowing the definitions of frequently used terms will help you navigate the system with ease- which means you'll accomplish more in less time. And seriously, what's better than that?

Dashboard

The **Dashboard** is the home page of the Flexmls system. You can set up multiple **Dashboards** and select your favorite as the default- meaning it is what's on the screen when you log in.

Additional **Dashboards** can also be accessed from the drop down **Dashboard** list which is located below the **Menu**. See example below. You may also add and reorder your **Dashboard** options by selecting **Customize**.



Gadget

If you are looking for the fastest way to access information, a **Gadget** may be your answer. **Gadgets** are shortcuts on your home screen. Available for many of the main functions in Flexmls, **Gadgets** help you personalize your **Dashboard** to work specifically for you.

You can:

- Move **Gadgets** by dragging the header and dropping it in a new location;
- Remove **Gadgets** by clicking the three dots in the top right corner;
- And, add new **Gadgets** by clicking **Customize** and selecting **Add Gadgets**.

Input Form

Printable forms for each **Property Type** are available in Flexmls. These forms note the required fields for each listing and are updated immediately as new fields in the system are added or changed.

To access an **Input Form**, simply go to the **Menu**.

Portal

Clients may be set up with a personalized Flexmls website that allows them to communicate and collaborate with you. They are able to log in and view listings that meet the criteria of a saved search you have setup on their behalf.

You may turn on the **Portal** at time of contact creation or by accessing **Contact Management**.

The screenshot displays two parts of the Flexmls interface. On the left is a search results page for the 'Greater Kalamazoo Area'. It shows a table of results with columns for Price, Status, Property Type, County, and Area. Three results are visible, each with a thumbnail image and details like address and MLS number. On the right is the 'Samantha Bartlett' client portal settings page. It includes tabs for Contact Details, Activity, Searches/Subscriptions, Portal, and Me. The 'Portal' tab is active, showing options to turn the client portal ON or OFF, a URL for the portal, and sections for listing collections and saved searches.

Subscription

Do you or your client want to be notified of new listings that match your buyer's criteria? In Flexmls, you can set up a **Subscription** that automatically runs a **Saved Search**- generating an email to you or a **Contact** when listings match up.

Template

When you identify email messages and subject lines that you use frequently, you can create a **Template** based on them so you don't have to keep typing the same things over and over again. Creating a Template is simple and can be done in any Flexmls screen with an email option.

Create a **Template** that is new or from a previous email by clicking **Save as New**.

E-mail content

Templates

Found a House (Default)

[Save as New](#) [Update](#) [Rename](#) [Make Default](#) [Delete](#)

Subject

Check this out!

Body

File Edit View Insert Format Table

B I U A Verdana 10pt My Photos List Photos

I found another house you may be interested in. Take a look and tell me what you think!