

## Flexmls Tip!

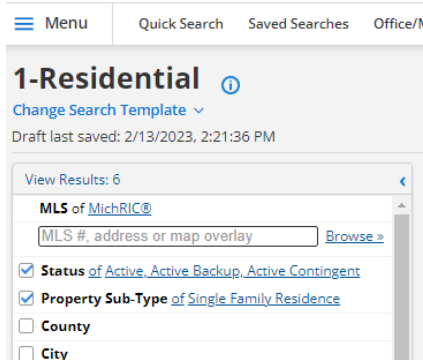
### *How to Set Up and Adjust an Existing Subscription in Flexmls*

Created March 2023

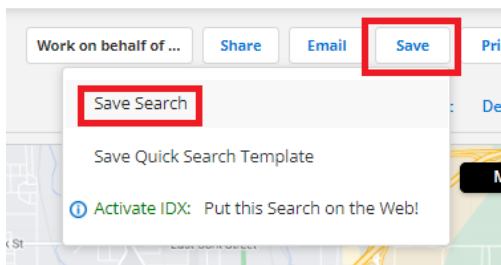
Agents can set up subscriptions for a client. The subscription can send new listings to a client when they are added or changed on the MLS. This way a listing is never missed!

#### Existing Contacts:

1. Log into Flexmls.
2. Open a **Quick Search**.
3. Fill in needed criteria.



4. Select **Save** and **Save Search**.



5. Choose **New** for **Save Type**.
6. Name the search and add a description if you desire.
7. Select **Existing** under **Contact**.
8. Search the existing contact's name.

## Save Search

Save Type ⓘ  Mark as Favorite

**New** Existing

**Name**

**Description**

**Contact** ⓘ

None **New** Existing

**Name**

+ Additional Search Options

CANCEL SAVE AND ADD SUBSCRIPTION SAVE

9. When contact(s) have been selected, select **Save and Add Subscription**.

CANCEL SAVE AND ADD SUBSCRIPTION SAVE

10. An **Add Subscription** screen will appear. Make the frequency selection you desire and update the email message, if needed.

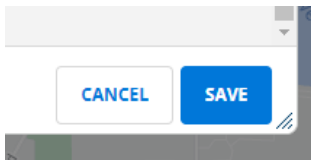
## Add Subscription

### General Subscription Options

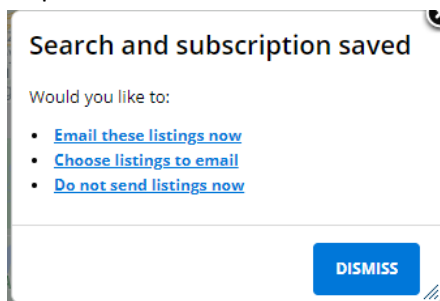
**Subscription name**

  
**Send notification of new listings to** ⓘ  
 You (sender)  Selected contacts  
 Send me an email when a contact clicks the link  
 Enable Preview Mode  
**Contacts** ⓘ  
  
[Add New Contact](#)  
**Schedule**  
Please choose a schedule for this subscription  
[Weekly](#) [Monthly](#) [ASAP](#) ⓘ  
 Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
[Clear days](#)  
**E-mail content**  
**Templates** ⓘ  
  
[Save as New](#) [Update](#) [Rename](#) [Make Default](#) [Delete](#)

11. When complete, select **Save**.



12. Once the subscription is saved, the screen will immediately go back to the **Edit Search** screen. A box with options will automatically appear. Use these options to send listings that were on the market before the creation of the subscription.



13. Now your subscription has been created and all current listings have been sent to the client.

### New Contacts:

1. Follow Steps 1 – 6 from above.
2. Select **New** under **Contact**.

Save Search

Save Type   Mark as Favorite

New Existing

Name

Jane Doe Potential Homes

Description

Contact

New Existing

Name

Jane Doe

Contact E-mail (optional)

jane@email.com

Create a Portal account for this prospect

No Yes

Additional Search Options

CANCEL SAVE AND ADD SUBSCRIPTION SAVE

3. Enter the new contacts **Name** and **Contact E-Mail**.
4. Continue with Steps 9 – 13 from above.

### Adjusting an Existing Contact Subscription

After a Subscription has been created you may find times that the information or frequency of the Subscription needs to be adjusted. Follow these easy steps to make changes to an existing Contact Subscription.

1. Log into your MLS account and select **Contact Management** from the **Menu**.
2. Select the Contact that needs their Subscription modified.
3. Choose Searches/Subscriptions.

### Test Contact

CONTACT DETAILS ACTIVITY **SEARCHES/SUBSCRIPTIONS** PORTA

Test Contact Last activity 12/12/2017

E-mail Last E-mail Activity

samb@gkar.com 07/25/2017

4. Select the Subscription name to open the edit page.

## Test Contact

[CONTACT DETAILS](#) [ACTIVITY](#) [SEARCHES/SUBSCRIPTIONS](#) [PORTAL](#) [MESSAGES](#) [NOTES](#) [LISTING NOTES](#) [MORE ▾](#)

### Searches

Brooke  
Ideal Homes

[Add](#) [Rename](#) [Edit](#) [Remove](#)

#### View

1-Residential

#### Listing Activity Report

### Results

[View all](#) -  
[View new in the last 24 hours](#) -  
[View new since 01/02/2018 09:44 AM](#) -  
[Reset time and view new since 01/02/2018 09:44 AM](#) -

### Subscriptions

[Add a Subscription](#)

**Subscription Test Contact**  
- Created February 02, 2018. Updated February 02, 2018  
samb@gkar.com

#### Search Parameters

Property type Residential; Current Price of 200000 and 320000; Area of 'Greater Kalamazoo - K'; Status of 'Active'. New results include new listings, price changes, and status changes.  
Created March 15, 2016, Updated February 02, 2018

[EDIT CONTACT](#)

[REMOVE](#)

[DEACTIVATE](#)

[TRANSFER](#)

[CLOSE](#)

5. Now you can adjust send notifications, the frequency, email content, and more.

6. Select **Save**.