

flexmls Tip!

Setting up a Subscription in flexmls

Created January 2019

Automating tasks in flexmls can save you time and help your clients simultaneously. The subscription feature allows you to set up automatic emails to your client when properties match their wish list items. This way, they'll never miss a new listing!

Here's how:

- 1. Log into flexmls.
- 2. Open a Quick Search and/or Map Search.
- 3. Fill in the needed criteria.



4. Select Save and Save Search.





5. Select **New** for **Save Type**.

6. Name the search and add a description if you desire.

Saarch Name: Saarch Bescription: Sally Joe listings. Greater Kalamazoo. 150- <u>180k</u> price range. Minimum of 3 bed, 2 bath. Contact: None New Existing + Additional Search Options	Save Type New Existing		Mark as Fav	vorit
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7. Select Existing for Contact.

8. Search the existing contact's name.

			Mark as Fave
earch Name:			
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× Sally Joe			
Additional Search Options			

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

Save and Add Subscription	Save	Cancel



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

11. When complete, select Save.

Seneral Subscription Options	
Subscription name	Subscription Sally Joe
Send notification of new listings to	Vou (sender) Selected contacts
	Send me an email when a contact clicks the link
	Enable Preview Mode (?)
Contacta Lu Callu Ian	
Somacts x Sally Joe	
Add New Contact	
Add New Contact	
Add New Contact	for this subscription
Add New Contact	for this subscription
Add New Contact Add New Contact Schedule: Please choose a schedule: Weekby: Sunday Monday Monthly: Ist V day of each n	for this subscription I Teesday I Wednesday I Thursday I Fiday I Saturday Clear days north
Add New Contact Add Ne	for this subscription @ Tuesday
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Add New Contact Add New Contact Schedule: Please choose a schedule: © Weekly: ⑦ Sunday ⑦ Monday Menthy: <u>ist</u> ▼ day of each n ASAP Wew to send 1-Residential ▼ 1 Positiontial	for this subscription ☞ Treeday ♥ Wednesday ♥ Thursday ♥ Friday ♥ Saturday Clear days nonth

12. Once the subscription is saved, the screen will immediately go back to the **Edit Search** screen. A green box with options will automatically appear.

~	Search and subscription saved.	×
	Would you like to:	
	Email these listings nowChoose listings to emailDo not send listings now	

- 13. Use these options to send listings that were on the market before the creation of the subscription.
- 14. Now your subscription has been created and all current listings have been sent to the client.

New Contacts:

- 1. Follow Steps 1 through 6 from above.
- 2. Select New for Contact.
- 3. Enter the new contact's **Display Name** and **Contact email**.
- 4. Continue with Steps 9 through 14 from above.