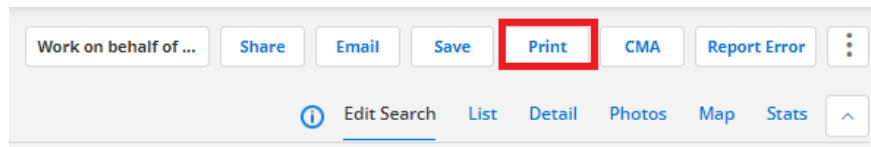# Flexmls *Tip!*

Customize Print Settings in Flexmls

Created March 2023

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 with your suggestion.