

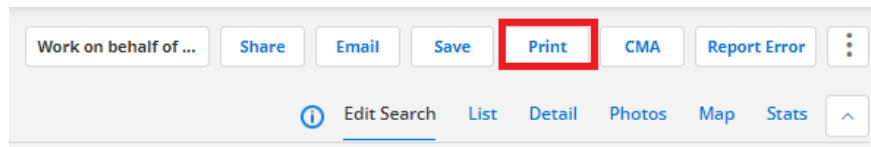
## Flexmls Tip!

### 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**.

Listings to Print or Email

☐ Current Listing (1)  
☒ Selected (2)  
☐ All Results (3)

\* For 200+ listings, only List and Stats may be printed

Version

☐ List  
☒ Detail  
☒ Report

Appraisal Report  
Detail Report with Outbuildin...  
MichRIC - All Fields  
MichRIC Detail Report  
MichRIC Detail Report W/ Bu...

More Report Options  
☐ Public / Private Report  
☐ Supplement  
☐ History  
☐ Tax Info  
☐ Documents  
☐ Tour of Homes  
☐ Open Houses  
☐ Mortgage Calculator  
☒ Photos  
☐ Map  
☐ Stats

☐ Preview and Print in a new window  
Save / Reset Selections

5. Select **Save**.

☐ Preview and Print in a new window

**Save** / Reset Selections

Preview Edit Email

Print PDF

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.