

## Customize Your View – Set up as many templates as you like:

Step One: From the List view, choose the View Option



Step Two: Replace the Description with the name of the new view such as Showing Information

### Create View from '1 - Residential'

General Fields Sort

Description:

Report Description:

Show Photo:  Yes  No

Default for Full Search of:  Residential  Land-Lot  Multi-Family  Commercial  Rental  Commercial Lease  Multiple Property Types

Decide if you want the photo to show

### Create View from '1 - Residential'

General Fields Sort

Description:

Report Description:

Show Photo:  Yes  No

Default for Full Search of:  Residential  Land-Lot  Multi-Family  Commer

Default for:  My Listings  My Office Listings  Address and M



# Flexmls — Customize Your “View”

If you want to add a field – click on the field on the left and it will fade because it moves right

If you want to delete a field – click on the red X on the field on the right and it will be removed

**Create View from '1 - Residential'** [Cancel] [Save]

General | **Fields** | Sort

Available Fields for Residential

- Address Information
- Street #
- Direction
- Street Name
- Suffix
- Post Direction
- Apt/Unit #
- City
- State/Province
- Zip Code
- County

Selected Fields [Clear List](#)

- Price
- Status
- MLS #
- General Property Information
- BD (Bedrooms)
- General Property Information
- FB (Full Baths)
- General Property Information
- 1/2 (1/2 Baths)
- General Property Information
- BA (Total Baths)

Results: 32 Selected: 4 [Showing Information]

	Price   Status   MLS #	Combined SqFt	Listing Member	Occupied By	MLSSAZ Lockbox	Lockbox Location	Phone # to Show	Showing Instructions
1	<b>\$169,900</b> 4589 S Valley Road Tucson, AZ 85714 Active / 21802144	1,538	Christopher D Rivera Realty ONE Group (5808)	Vacant	Yes	Right side of garage		Vacant - Go Show
2	<b>\$170,000</b> 10174 E Desert Paradise Place Tucson, AZ 85747 Active / 21729072	1,538	Franz A Gutierrez Realty Executives Tucson Elite (4983)	Vacant	Yes			Go show!! Vacant
3	<b>\$184,500</b> 8292 S Via Del Forjador Tucson, AZ 85747 Active / 21730161	1,631	Felix Gafner RealtyFelix.Com LLC (4073)	Vacant	Yes			Home is Vacant. Show & Sell.

## To remove a view

### Preferences

My Profile

**My Views**

My Saved Sorts

My Reports

My Quick Searches

### My Views

Available Views	
1 - Residential [inherited]	Report title: Residential
1 - Residential	This view is inheritable.
2 - Land/Lot [inherited]	The following columns are included in this view:
2 - Land/Lot	Listing photo
3 - Multi-Family [inherited]	Bedrooms
4 - Commercial [inherited]	Full Baths
Agent Remarks	1/2 Baths
Closed	Total Baths
Default view	Building SqFt, Combined SqFt, Gross SqFt, Main Ho
General [inherited]	Listing Member
Guest House View	Listing Office
Land lot custom	Selling Office
Member IDX View Template [inherited]	Selling Member
Open House IDX View [inherited]	Dual/In-Tune, Property Sub-Tune, Property Use Tun
Showing Information	

Please note that editing a view marked with [inherited] will not edit the view, but instead will make a copy of the view and give it the same name.

New Copy Edit **Remove** Give to someone else

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