General Preferences

Use the General Preferences page to specify how information appears in Flexmls. Available options are described below. To save your changes, click **Save** at the bottom of the page.

Default Font Size - Set the default font size for the search results page. If you change the font size while viewing results on the search results page, the default setting will also change. This setting also controls the font size when printing the List tab.

Public/Private Version - Select whether to show the public or private versions of the listing report on the Detail tab of the search results page.

Default Listing Report - Select the listing report to view by default on the Detail tab of the search results page.

Default Business Card - Select the default business card to display on emailed reports. This setting can also be changed by saving your selections when emailing a listing.

Enable Location Searching (one box) on all my IDX links and Portals - If you use Flexmls IDX, you can allow clients and other users visiting your website to create searches. When location searching is enabled, the search bar allows website visitors to type specific locations (typically fields such as city or ZIP) into the search bar. Your MLS determines which location fields are searchable in the search bar.

Expand All Fields for Quick Searches - By default, Quick Searches open with the search fields collapsed for easy scanning. Select this option to automatically expand search fields when starting a Quick Search.

Created On: 11/17/2022 7:45 AM

Public/Private Version - Select whether the public or private version of the listing report is used by default when printing and sending emails. (The MLS determines whether you are able to email private listing reports.)

Prompt Me - Click the checkbox to be prompted to choose between Interactive and Printer Friendly versions when you send listings via email. Select this option if you marked *Don't show this again (I know I can email the Printer Friendly Version from Print)* when emailing a listing and you want to show the prompt again.

MLSs to Search by Default - If multiple MLSs are available in Flexmls, select the ones to include by default in searches.

Default E-Mail Type - Choose whether emails will be sent in HTML format or Text format by default. HTML-formatted emails offer rich formatting options, such as bold or underlined text, but some recipients' email accounts may restrict HTML emails. If you use an email template, the setting for the template will be used instead of the default.

Default email signature to checked - Include your business card (signature) by default when sending emails through Flexmls.

Default E-Mail Attachments - Select the attachments to include when sending subscription emails.

E-Mail Daily Hotsheet - To receive a daily email that contains a link to the hot sheet, select **24 Hour** or **Custom**. When you click the link in the email, the current hot sheet is displayed in Flexmls (not a static copy). Select **None** if you do not want to receive a daily hot sheet email.

Listings to Expire/Sold Listings Range - Customize the time frames for the Listings to Expire and My Closed Listings links in the My Listings gadget on your dashboard.

My Listings - Choose the listing statuses to include on the My Listings page, the Office Listings page, and the Company Listings page.

General Preferences

Search   E-mail   Dashboard   Listings   Notifications   Contacts   Broker Attribution   Comparables

My Listings statuses to include

Status	Toggle
Active	on
Signature Pending	on
Cancellation Provision	on
Pending Short Sale Approval	on
Active Contingent	on
Coming Soon	on
Pending	on
Closed	on
Expired	on
Temp Off Market	on
Cancelled	on

My Listings Off-Market

60	days old

Listings older than this many days will not appear on the My Listings screen

Save

Off-Market Listings - Set the number of days to include off-market listings on the My Listings page.

Note: The *Off Market Listings* setting does not apply to Withdrawn listings, because they are considered to be off-market only temporarily. If the Withdrawn status is selected, all Withdrawn listings will be displayed on the My Listings page.

Expiring Listing Notification - Select this option to receive an email notification when a listing under your control is about to expire. If you have office-level brokerload, this includes all listings for members in your office. If you have company-level brokerload, this includes all listings for members in your company office and child offices.

Enter the number of days in advance of the expiration date to send the notification. Notifications will be sent once per day for up to seven days before the listing expires. If you set the number to more than seven, a notification will be sent once on the specified day, and then once per day starting a week before the listing expires.

Note: If an existing listing will expire sooner than the time frame that you set here, notifications will not be sent. For example, if you turn on this setting and set it to seven days, a listing that expires in six days will not generate a notification.

Messaging - Choose whether to receive email copies of messages sent to you through the Flexmls messaging system (**My Messages** under Daily Functions on the menu). You can receive emails for messages sent only to you, office broadcast messages, or MLS broadcast messages.

Messaging Notifications - Suspend the notification emails that you may receive when a contact logs on to the Flexmls Portal. Logon notifications will still appear on the My Messages page.

Bulk E-Mail Options - Opt out of receiving bulk email from agents, if your MLS allows agents to send bulk email. Bulk email from the association or MLS will still be sent.

Contact Management - Select the default setting for the Enable Reverse Prospecting option when you add a new contact.

Showing Manager Settings - Select whether to disable showing requests. If you are the co-listing agent, you will still receive requests if the listing agent has not disabled them.

Broker Attribution - Enable the Broker Attribution setting and either provide a default email address or phone number, or designate a listing member.

IDX Settings - Enter a Google Analytics Tracking ID to track usage statistics for your IDX feeds in Google Analytics. This option will appear only if you subscribe to Flexmls IDX services.

Comparables - Set preferences for running a comparable search. Common comparable search filters include radius, price, status, beds, baths, square footage, etc. The default settings with no adjustments made will return search results with the same number of bedrooms and bathrooms as the subject property entered in the search, with statuses of Active, Pending, and Closed. Search results with Pending and Closed statuses will default to 1 year back. The comparable search results can be used as a starting point for either a CMA or Subscription.

General Preferences

Search   E-mail   Dashboard   Listings   Notifications   Contacts   Broker Attribution   **Comparables**

Search Radius

| 0.25 | ⌄ | miles |

Price % Adjustment

| less | ⌄ | less | | more | ⌄ | more |

Bedrooms Adjustment

| less | ⌄ | less | | more | ⌄ | more |

Bathrooms Adjustment

| less | ⌄ | less | | more | ⌄ | more |

Square Footage % Adjustment

| less | ⌄ | less | | more | ⌄ | more |

Lot Size (Acres) % Adjustment

| less | ⌄ | less | | more | ⌄ | more |

Listing Statuses

Active	🔵	Signature Pending	⚪	Cancellation Provision	⚪
Pending Short Sale Approval	⚪	Active Contingent	⚪	Coming Soon	⚪
Pending	⚪	Closed	🔵	Expired	⚪
Temp Off Market	⚪	Cancelled	⚪		

Save

First page viewed after login - If allowed by your MLS, select the home page that will be displayed when you first log on to Flexmls. Choose **Default Dashboard** to view your default dashboard upon login. Choose **Quick Search** to view the Quick Search page upon login. If you select Quick Search as your home page, you can still access your default dashboard by clicking on the Flexmls logo in the upper left corner of the screen. All dashboards can also be accessed via the menu in Flexmls.