

flexmls “Go Live!”

Helpful Tips

MLS Email: found under Daily Functions tab. Can email entire MLS; will be used in place of Message Board.

To **opt-out** of bulk emails:

Main menu: go to Preferences tab: select General Preferences from drop-down; scroll down page to “Bulk Email Options”; choose subject lines you wish to opt-out of; check those boxes and click “Save” at bottom of screen


MLS Intranet: found under Daily Functions tab. Includes writable forms and agent resources.

To remove url & other headers/footers on printed documents: depending on your particular browser, go to “File”, then to “Page Setup”, or click on the Printer icon and go to “Page Setup”, then delete any text in the header and footer fields.

To print out a report: for best results, change margins to .25 (also in Page Setup) IE defaults to a .75 margin, which may cause listing reports to run to two pages

Browsers compatible with flexmls: IE, Firefox, Safari

Photos on your listings may be out of order, except for the primary photo. To change order, go to Add/Change tab on main menu, select Change, type in MLS#. Click Photos in menu box. The available photos will be listed in box at left. Click, drag and drop into desired order.

Printer-friendly Hotsheet: once you have generated Hotsheet, either 24 hour or custom, you can see all categories in one view by clicking on the small arrow “Printer-Friendly Hotsheet” icon  (located under the “Messages” tab on the main menu, next to “View”

How to create a shortcut: right click on your desktop and point to “New”, “Create Shortcut”. In dialog box, type web address: www.flexmls, then next. You will be prompted to name your shortcut, type “NCMLS”.

To access flexmls from your blackberry or smartphone: m.flexmls.com