

Quick Start Guide: Menu

The Flexmls menu is customizable, allowing you to add and arrange frequently used items in your Favorites. This gives you one-click access to your Favorite menu items—**your menu, your way**.

One-Click Access

Click any item in your Favorites and go directly to that page.

More

Click the More link to access Favorites that do not fit on your screen.

Menu

Click to expand and view all available menu items in Flexmls.

Search Menu Items

Looking for a specific menu item? Type what you're looking for into the Search bar.

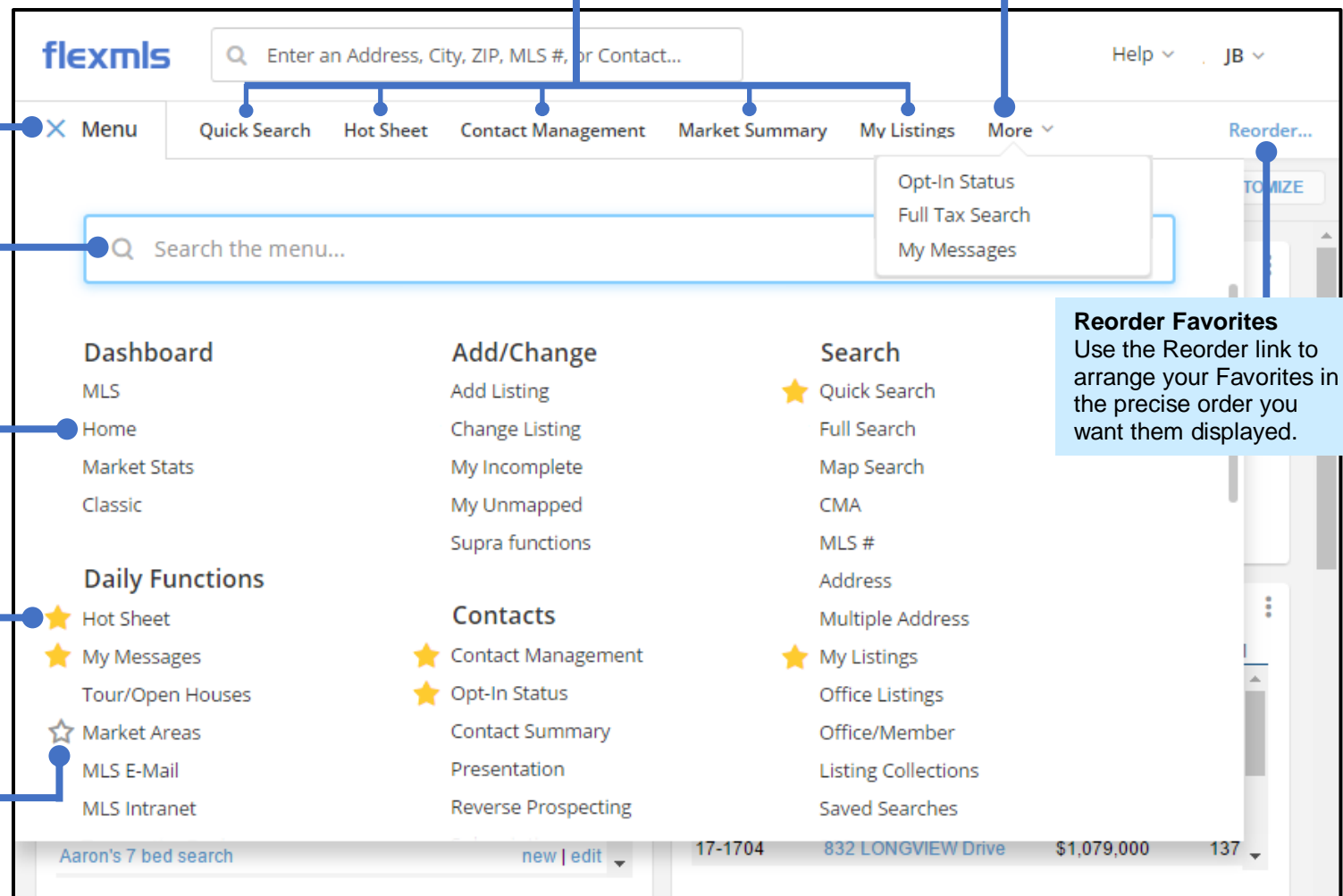
Access Features

From the Menu, click an item to go directly to that page in Flexmls.

Add Favorites

From the Menu, hover over an item and click the Star icon to mark it as a Favorite.

Click to unstar an item and remove it from your Favorites.



The screenshot shows the Flexmls menu interface. At the top, there is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact...". Below the search bar, the menu items are listed: Quick Search, Hot Sheet, Contact Management, Market Summary, My Listings, and More. A "Reorder..." link is visible on the right side of the menu. A dropdown menu is open under "More", showing "Opt-In Status", "Full Tax Search", and "My Messages". The main content area is divided into three columns: Dashboard (MLS, Home, Market Stats, Classic), Add/Change (Add Listing, Change Listing, My Incomplete, My Unmapped, Supra functions), and Search (Quick Search, Full Search, Map Search, CMA, MLS #, Address, Multiple Address). Below these columns are sections for Daily Functions (Hot Sheet, My Messages, Tour/Open Houses, Market Areas) and Contacts (Contact Management, Opt-In Status, Contact Summary, Presentation, Reverse Prospecting). At the bottom, there is a listing card for "Aaron's 7 bed search" with details like "17-1704", "832 LONGVIEW Drive", "\$1,079,000", and "137".

Reorder Favorites

Use the Reorder link to arrange your Favorites in the precise order you want them displayed.