Flexmls *Tip!*

Dashboard? Gadget? Template? Navigate Flexmls Lingo with GKAR's MLS Dictionary

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Knowing the definitions of frequently used terms will help you navigate the system with ease- which means you'll accomplish more in less time. And seriously, what's better than that?

Dashboard

The **Dashboard** is the home page of the Flexmls system. You can set up multiple **Dashboards** and select your favorite as the default- meaning it is what's on the screen when you log in.

Additional **Dashboards** can also be accessed from the drop down **Dashboard** list which is located below the **Menu**. See example below. You may also add and reorder your **Dashboard** options by selecting **Customize**.
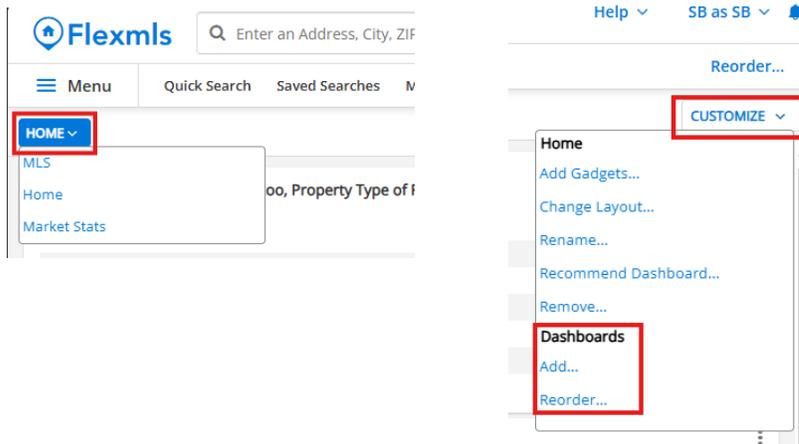
Gadget

If you are looking for the fastest way to access information, a **Gadget** may be your answer. **Gadgets** are shortcuts on your home screen. Available for many of the main functions in Flexmls, **Gadgets** help you personalize your **Dashboard** to work specifically for you.

You can:
- Move **Gadgets** by dragging the header and dropping it in a new location;
- Remove **Gadgets** by clicking the three dots in the top right corner;
- And, add new **Gadgets** by clicking **Customize** and selecting **Add Gadgets**.

Input Form

Printable forms for each **Property Type** are available in Flexmls. These forms note the required fields for each listing and are updated immediately as new fields in the system are added or changed.

To access an **Input Form**, simply go to the **Menu**.

Portal

Clients may be set up with a personalized Flexmls website that allows them to communicate and collaborate with you. They are able to log in and view listings that meet the criteria of a saved search you have setup on their behalf.

You may turn on the **Portal** at time of contact creation or by accessing **Contact Management**.

Subscription

Do you or your client want to be notified of new listings that match your buyer's criteria? In Flexmls, you can set up a **Subscription** that automatically runs a **Saved Search**- generating an email to you or a **Contact** when listings match up.

Template

When you identify email messages and subject lines that you use frequently, you can create a **Template** based on them so you don't have to keep typing the same things over and over again. Creating a Template is simple and can be done in any Flexmls screen with an email option.

Create a **Template** that is new or from a previous email by clicking **Save as New**.