

## Flexmls Tip!

*Make Frequently Used Searches into Favorites for Easy Access*

Updated January 2025

The **Saved Searches** gadget is a great way to put your most frequently used searches at your fingertips with one-click access to listings.

### To add a Saved Search to your Favorites:

1. Open the **Menu** and select **Saved Searches**.
2. Locate the saved search you would like to favorite, hover and click the star. A gold star will appear next to the search name.
3. Select **Favorites** at the top to view the full list of your favorited searches.

**Saved Searches**

All (9) **Favorites (3)** Drafts (3)

**Favorites**

Select a saved search.

Find a saved search Sort by: Name

- Active Month End K Area Resi ★
- Michigan REALTOR Stats ★
- Monthly Comp Report ★

### To Display Your Favorite Searches in the Saved Search Gadget:

1. Click on the Flexmls logo on the top left-hand side of the page to return to the **Dashboard**.
2. Click on the drop-down arrow on the far right-hand side of the **Saved Searches** gadget
3. Click on **Settings** and use the selections to control what appears within the gadget.

**Saved Searches**

Type to filter searches

**Name** ▲

- 1st Source Bank
- Active Month End K Area Resi
- All Types of A/AB/AC/P in B/K/S/J
- Brooke
- CTT Allg/Barry/SJ/VB

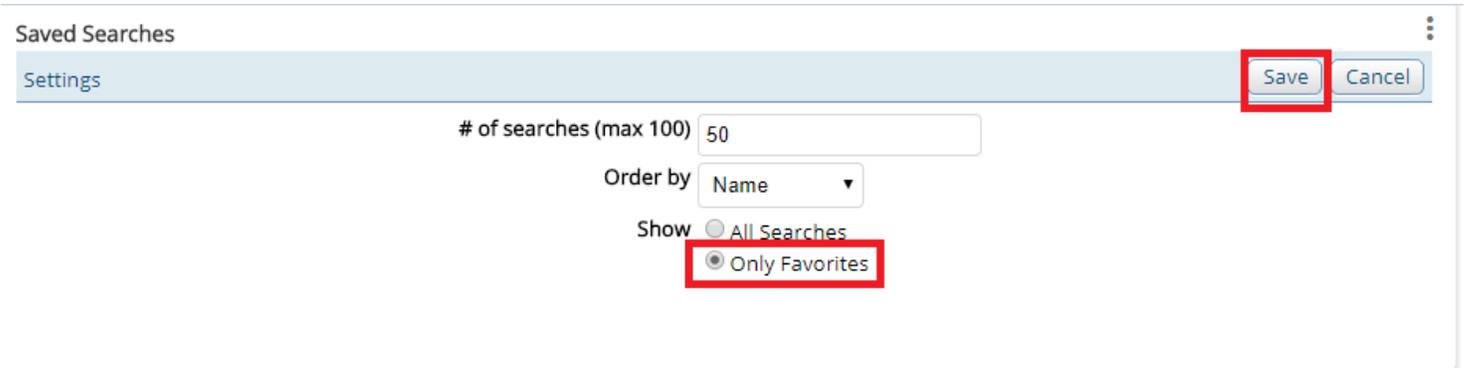
Quick Search...  
**Settings...**  
Refresh  
Maximize  
Remove...

new | edit

new | edit

new | edit

4. Select **Only Favorites** and then click **Save**.



The screenshot shows a 'Saved Searches' settings dialog box. At the top left, it says 'Saved Searches' and 'Settings'. On the top right, there are 'Save' and 'Cancel' buttons, both highlighted with red boxes. Below the title bar, there are three settings: '# of searches (max 100)' with a text input field containing '50'; 'Order by' with a dropdown menu set to 'Name'; and 'Show' with two radio button options: 'All Searches' and 'Only Favorites'. The 'Only Favorites' option is selected and highlighted with a red box.

Now, you will have easy access to your frequently used searches in Flexmls without having to re-enter search parameters every time you log in!