

flexmls *Tip!*

See What Your Contacts Are Up To With the Opt-In Status Report in flexmls

Updated August 2018

Have you ever sent a message to a client and had them tell you they didn't receive it? This can occur for a variety of reasons. The **Opt-In Status Report** can help you keep your contact's email address active so they receive everything you send to them.

The Opt-In Status Report was added to flexmls to allow you to:

- See contacts with a **Pending** status and provide a link to resend the opt-in email request.
- See email addresses flagged as **Undeliverable** and jump to a contact's record in order to edit their email address, ensuring their opt-in email can get through.
- See when **Confirmed** email addresses will expire.
- See who has **Opted-out** of receiving emails so you can follow up with them personally.

Here's how to access the report:

To access the **Opt-In Status Report**, go to the **Menu** and click **Opt-In Status**. Use the five tabs (pictured below) to help you manage the subscriptions you've set up for your contacts.

Each tab displays 25 contacts at once. If you have more than 25 contacts within a particular status, click on the page number found in the report's right-hand corner to view the next 25 contacts.

Opt-In Status Report

SUMMARY

PENDING OPT-IN

UNDELIVERABLE

CONFIRMED

OPTED OUT

INACTIVE

Contacts Receiving Subscription Emails

Now that you can see how and if your contacts are interacting with your messages, you can take appropriate action to communicate listings with them— hopefully leading to a sale in the near future!