# flexmls *Tip!*

## Setting up a Subscription in flexmls

Created January 2019

Automating tasks in flexmls can save you time and help your clients simultaneously. The subscription feature allows you to set up automatic emails to your client when properties match their wish list items. This way, they'll never miss a new listing!
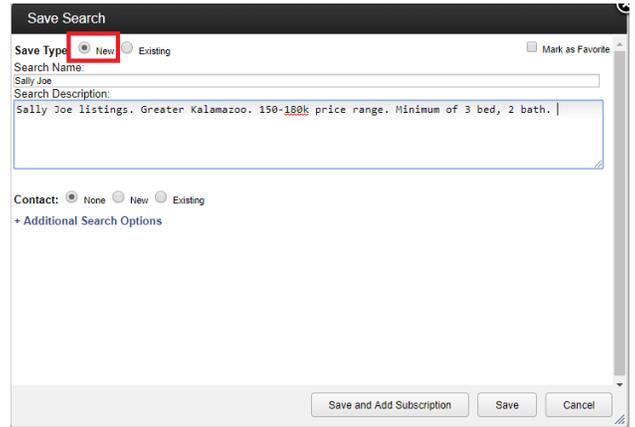
Here's how:

1. Log into flexmls.

2. Open a **Quick Search** and/or **Map Search**.

3. Fill in the needed criteria.
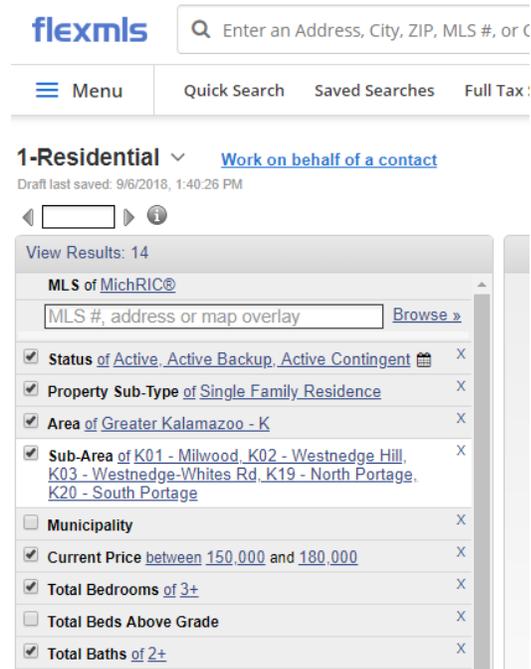
4. Select **Save** and **Save Search**.
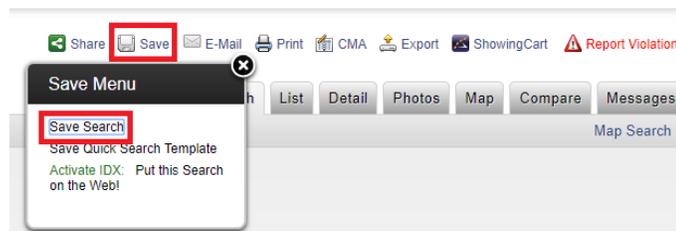
5. Select **New** for **Save Type**.

6. Name the search and add a description if you desire.

7. Select **Existing** for **Contact.**

8. Search the existing contact's name.
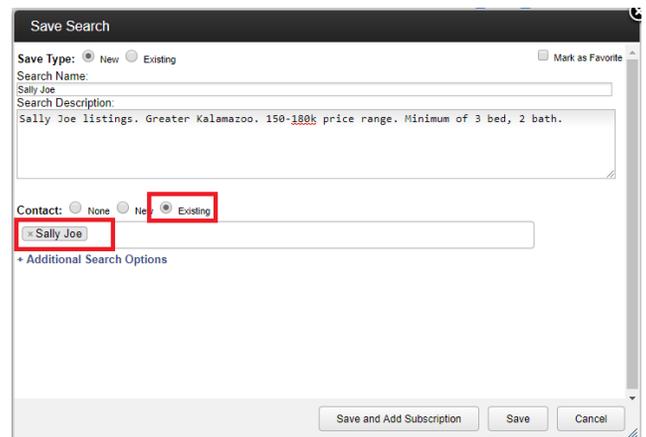
9. When contact(s) have been chosen, select **Save and Add Subscription**.

10. An **Add a Subscription** screen will appear. Make the frequency selection you desire and update the email message, if needed.
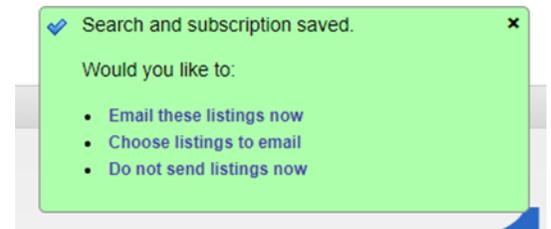
11. When complete, select **Save**.

12. Once the subscription is saved, the screen will immediately go back to the **Edit Search** screen. A green box with options will automatically appear.

13. Use these options to send listings that were on the market before the creation of the subscription.

14. Now your subscription has been created and all current listings have been sent to the client.

New Contacts:

1. Follow Steps 1 through 6 from above.

2. Select **New** for **Contact**.

3. Enter the new contact's **Display Name** and **Contact email**.

4. Continue with Steps 9 through 14 from above.