

flexmls Tip!

Save Searches and Your Sanity in 3 Easy Steps

Updated December 2021

Does entering the same set of search options, over and over again, drive you crazy?

Save valuable time and your sanity, by using the **Saved Searches Gadget** in flexmls to keep common client "must-haves" like **Status**, **Area**, or **Price** at your fingertips.

Step 1: Save your Search

- Open the **Menu**.
- Select Quick Search
- Enter your search criteria.
- Select **Save** in the top right corner of the page.
- Name the search and enter a brief description.

Step 2: Add your Saved Search to Favorites

- Open Menu and select Saved Searches.
- Hover over the saved search to view a grey and white star
- Select the grey and white star so it becomes a gold filled star

Saved Searches		
ALL (29) FAVORITES (3) DRAFTS (3)		
All Saved Searches Select a saved search.	Q Find a saved search Sort by:	Viewed Most Recently
	Ideal Homes 🕁	: >
	Michigan REALTOR Stats 🔶	: >
	Monthly Comp Report 🔶	: >
	Green Fields	: >

Step 3: Display your Favorite Searches

Greater Kalamazoo Association of REALTORS® | 5830 Venture Park Drive, Kalamazoo, MI 49009 | GKAR.com

- Return to the MLS homepage
- Locate the Saved Searches gadget on your homepage and select More (three dots found in far-right corner)

Saved Searches	:
Type to filter searches	
Name 🔺	
1st Source Bank	new edit 📤
Active Month End K Area Resi	new edit
All Types of A/AB/AC/P in B/K/S/J	new edit
ATA Active	new edit
ATA Solds	new edit 🖕

- Select **Settings** and use the selections to control what appears within the gadget
- Select **Only Favorites** and select **Save**.

Saved Searches			:
Settings			Save Cancel
	# of searches (max 100)	50	
	Order by	Name 🗸	
	Show	O All Searches Only Favorites	

GREAT JOB!

Now, you are ready to save valuable time using the Saved Searches Gadget in <u>flexmls</u>.