

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?

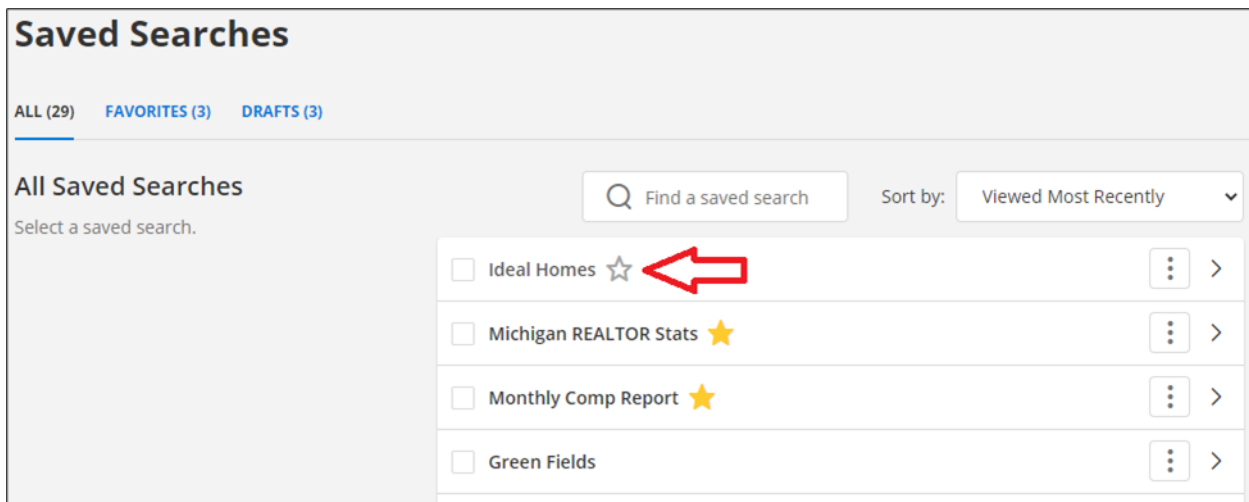
Save valuable time and your sanity, by using the **Saved Searches Gadget** in flexmls to keep common client "must-haves" like **Status**, **Area**, or **Price** at your fingertips.

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.

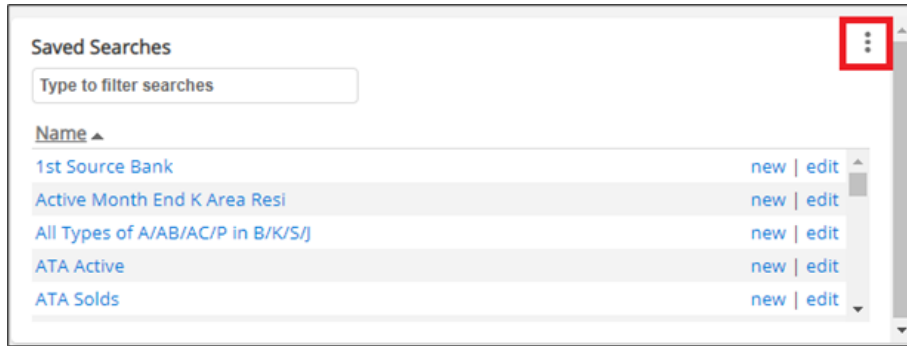
Step 2: Add your Saved Search to Favorites

- 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

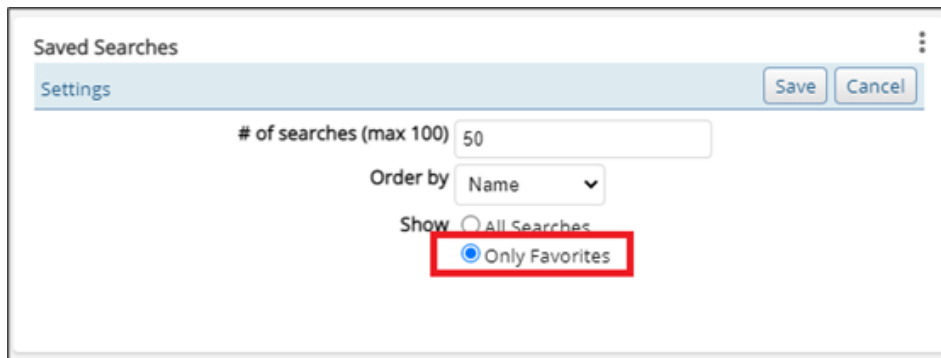


Step 3: Display your Favorite Searches

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



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



GREAT JOB!

Now, you are ready to save valuable time using the **Saved Searches Gadget** in [flexmls](#).