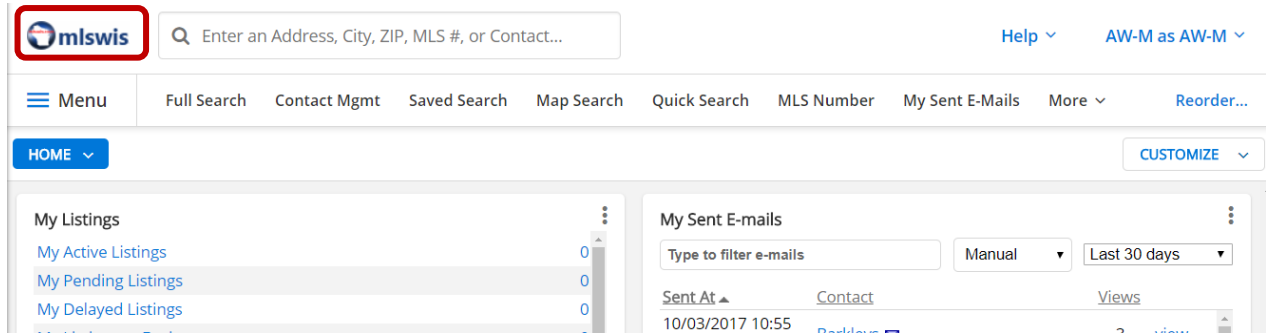


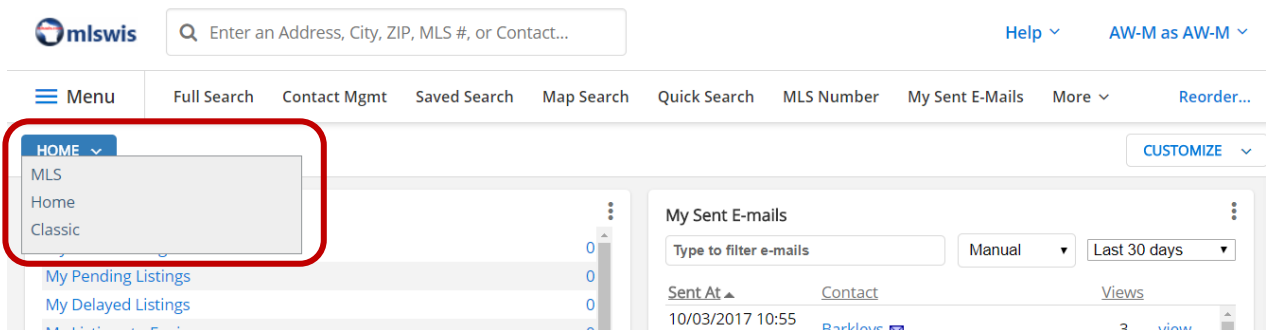
FlexMLS Dashboard

The FlexMLS Dashboard is the first screen you see after you log in. Using the menu and your FlexMLS dashboards, you can access every function of FlexMLS Web. To return to your default dashboard from anywhere in the system, click on the **mlswis.com** logo in the upper left corner of the screen.



Dashboards

There are several standard Dashboards that have already been created for you which are the **Classic**, **Home** and **MLS**. The standard Dashboards display MLS Information and information specific to your login. If you choose, you can create additional Dashboards or customize your home Dashboard to show the information you prefer. The drop-down menu in the blue menu bar displays the name of your current Dashboard - click to expand the list and select a different dashboard from here.



Classic Dashboard

The Classic Dashboard is a fixed layout dashboard and is the default for members created before 2014. The Classic Dashboard displays all the same information as you are accustomed to seeing when you log in to FlexMLS.

NOTE: Only member accounts created before 2014 will have this dashboard.

CLASSIC

CUSTOMIZE

Message Board

Multiple Listing Service, Inc.

PLEASE READ - AT&T is blocking a small percentage of ShowingTime SMS messages. Refer to the ShowingTime Notice for more information.

Uploading Listing Contracts as a Private Document

Benefits include: Immediately verify from the documents tab that the Listing Contract was successfully uploaded. View the history of the listing to assure you have uploaded the Listing Contract within the required timeframe. Listing contracts are Private to the listing agent, listing office and Metro MLS staff only. Follow the link for uploading Listing Contracts for more details:
Uploading Listing Contracts as a Private Document

Any questions, please call the Help Desk at 414.778.5450 or e-mail support@metromls.com

Helpful Links

Search the Help Knowledgebase

Search WiHomes.com

March 2015 FlexMLS Update
Tutorial: 2015 Update - Contact Management Updates
Tutorial: 2015 Update - Quick Launch Bar
Flextips: Link to Recent Flextips

Listings

Status	Total
My Active Listings	0
My Delayed Listings	0
My Pending Listings	0
My Listings To Expire	0
My Sold Listings	0

> Add a listing

> Change a listing

Change

> Hot sheet

Open House

> Full Search

> Quick Search

> My Contacts

> Market Area

> MLS #

Find

Messages

New messages 52

Contacts

☒ Barkleys

☒ Home Buyer

☒ Portal Contact

> Add contact

MLS Links

MLS Quick Links

[MetroMLS Homepage](#)

[Online Bill Pay](#)

[Class Schedule](#)

[Walk Score](#)

[Appraiser and 1004MC links](#)

[Mortgage Calculators](#)

Quick Links (continued)

[Office and Agent Rosters](#)

[County Coordinate Maps](#)

[Board of Realtors](#)

[MLS Rules and Procedures](#)

[Zip Code Finder](#)

Home Dashboard

The Home Dashboard is the default dashboard for members created 2015 to current. The Home Dashboard displays gadgets of information used most often in daily functions.

HOME ▾

CUSTOMIZE ▾

My Listings

[My Active Listings](#) 0

[My Pending Listings](#) 0

[My Delayed Listings](#) 0

[My Withdrawn Listings](#) 0

[My Listings to Expire](#) 0

[My Sold Listings](#) 0

Listing Maintenance

Contacts

Type to filter contacts

Any Group ▾

Name ▲	E-mail	Phone	Portal
Angela Washington-Marshall	✉	414.778.5450	ON
Boss Lady	✉		ON
Test Dummy	✉	4143509412	ON
steve eli	✉		ON
Test Contact	✉		OFF

Hot Sheet

24 hours ▾

New Listing	228	Withdrawn	13
With Offer	202	Extension	98
Cancelled	0	Back on Market	29
Closed	105	Price Change	108
Expired	107	New Delayed Listing	22
Pending	94		

New Search

Street Address or MLS # [Run Search](#)

[Full Search](#)

Saved Searches

Type to filter searches

Name ▲	
2F 53207	new edit
butterscotch test	new edit
Condo 53202	new edit
Condos 53202, 53212	new edit
Delayed Hotsheet	new edit

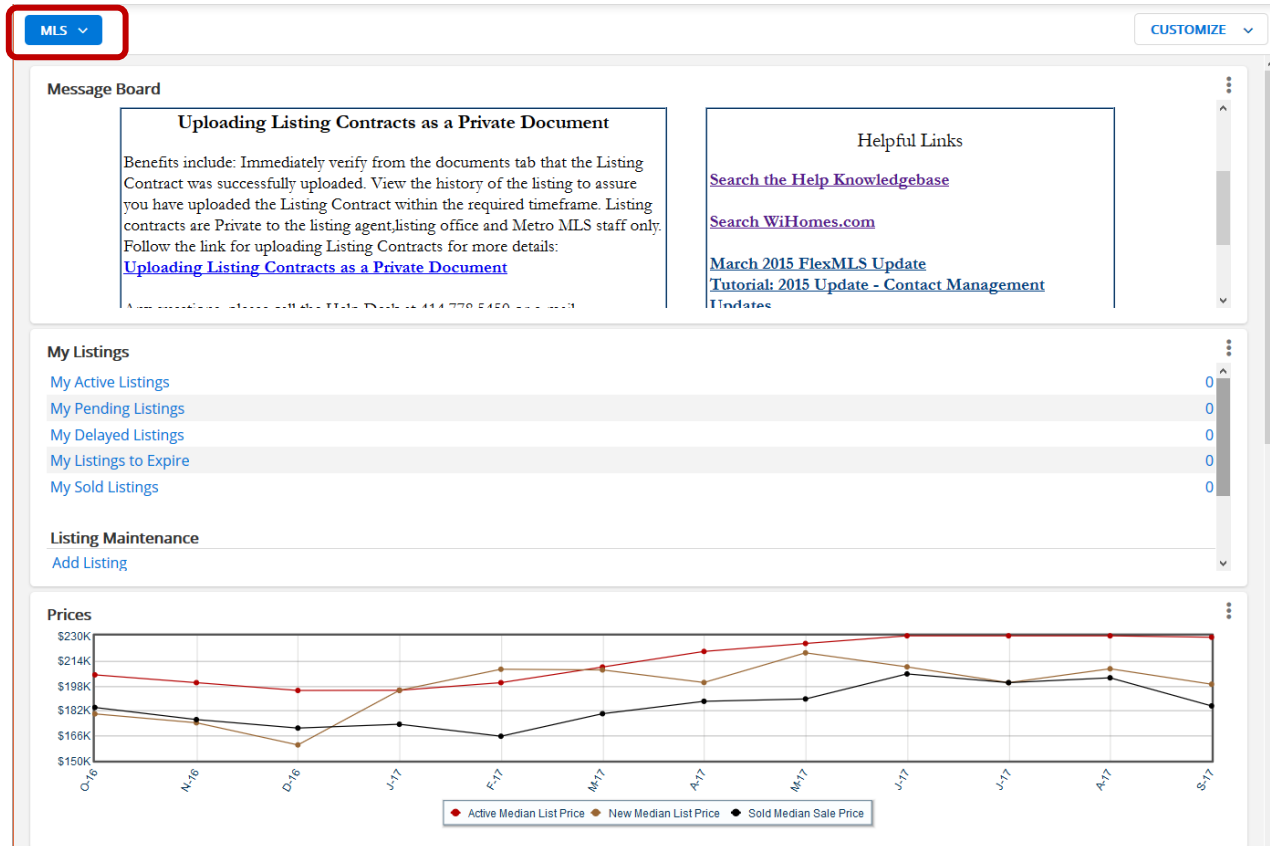
Display Listings

[MLS #](#) [Address](#) [LP](#) [Activity](#) [Exp ▲](#) [DOM](#)

No results for your criteria

MLS Dashboard

The MLS Dashboard is also a fixed layout dashboard and the gadgets included are controlled by your MLS.



Dashboard Gadgets

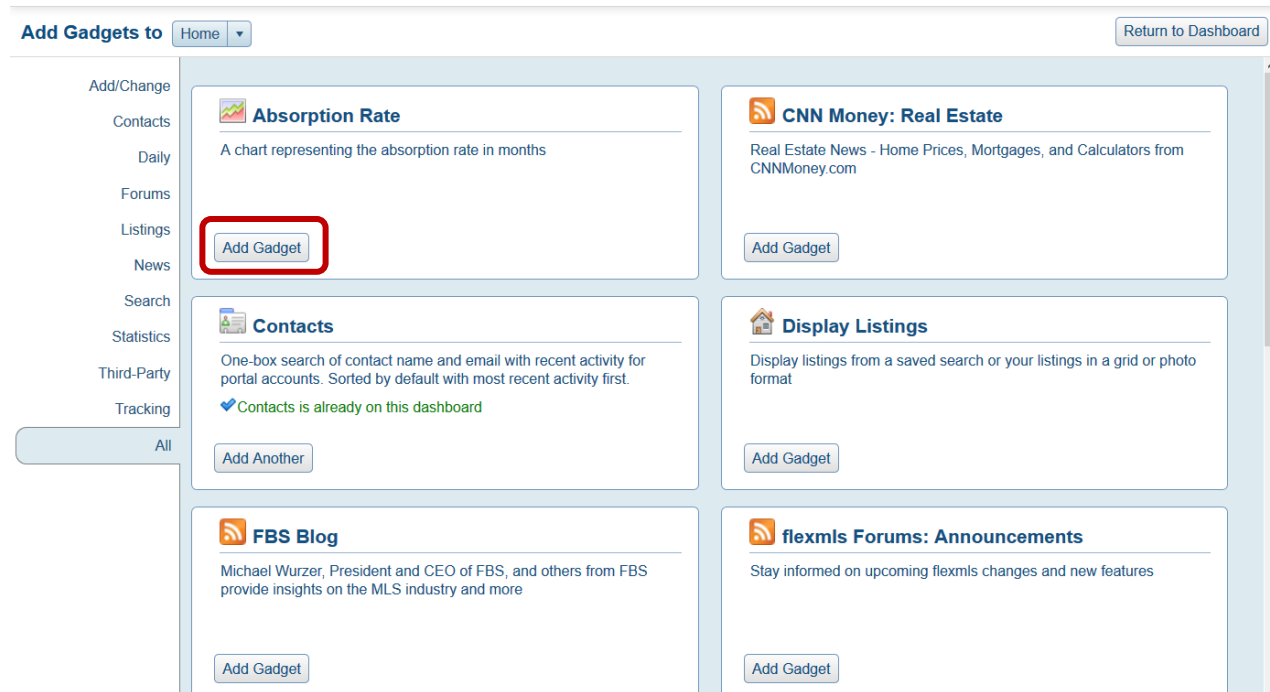
Gadgets are available for many of the main functions of FlexMLS. To add gadgets to a Dashboard, first select the Dashboard you want to add gadgets. The drop-down menu in the blue menu bar displays the name of your current Dashboard - click to expand the list and select a different dashboard from here. Next, click **Customize** > **Add Gadgets** to add any gadget to your selected Dashboard.

The screenshot displays the FlexMLS dashboard interface. At the top, there is a blue menu bar with a 'HOME' dropdown and a 'CUSTOMIZE' button. The dashboard is divided into several sections:

- My Listings:** A list of links for 'My Active Listings', 'My Pending Listings', 'My Delayed Listings', 'My Listings to Expire', and 'My Sold Listings', each with a count of 0. Below this is a 'Listing Maintenance' section with an 'Add Listing' link.
- Contacts:** A table with columns for Name, E-mail, Phone, Last Active, Portal, and Last Match. It lists 'Barkleys' and 'Portal Contact'.
- Hot Sheet:** A table showing various listing statuses and their counts: New Listing (206), With Offer (121), Cancelled (0), Closed (195), Expired (54), Pending (63), Withdrawn (12), Extension (40), Back on Market (35), Price Change (186), and New Delayed Listing (5).
- My Sent E-mails:** A table with columns for Sent At and Contact, listing emails sent to 'Barkleys', 'Portal Contact', and 'Home Buyer'.
- Saved Searches:** A table with columns for Name and actions (new, edit), listing searches like '53207', '53207 exp withdrawn', 'bitterberg duplex cma search', 'Delayed Hotsheet', and 'Lake Properties'.
- New Search:** A section with a search input field and a 'Run Search' button, showing results for 'Full Search', '01 Single Family', '02 Two-Family', '03 Vacant Land', '06 Condominium', and '09 Residential Rental'.

A red box highlights the 'CUSTOMIZE' button and its dropdown menu. The menu includes options for 'Home', 'Add Gadgets...', 'Change Layout...', 'Rename...', 'Recommend Dashboard...', 'Remove...', 'Dashboards', 'Add...', 'Reorder...', and 'My Recommendations...'.

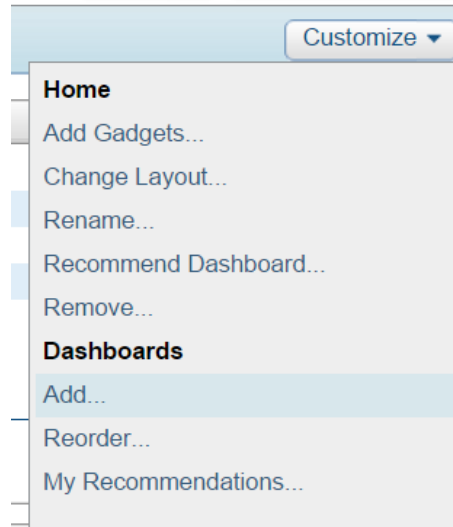
This action will take you to the Add Gadgets to screen. The left side of the screen displays the gadget categories. Clicking **All** will display all available gadgets in one screen. Each gadget panel includes a description of that gadget. Click the **Add Gadget** button of the gadget you would like to add to your Dashboard.



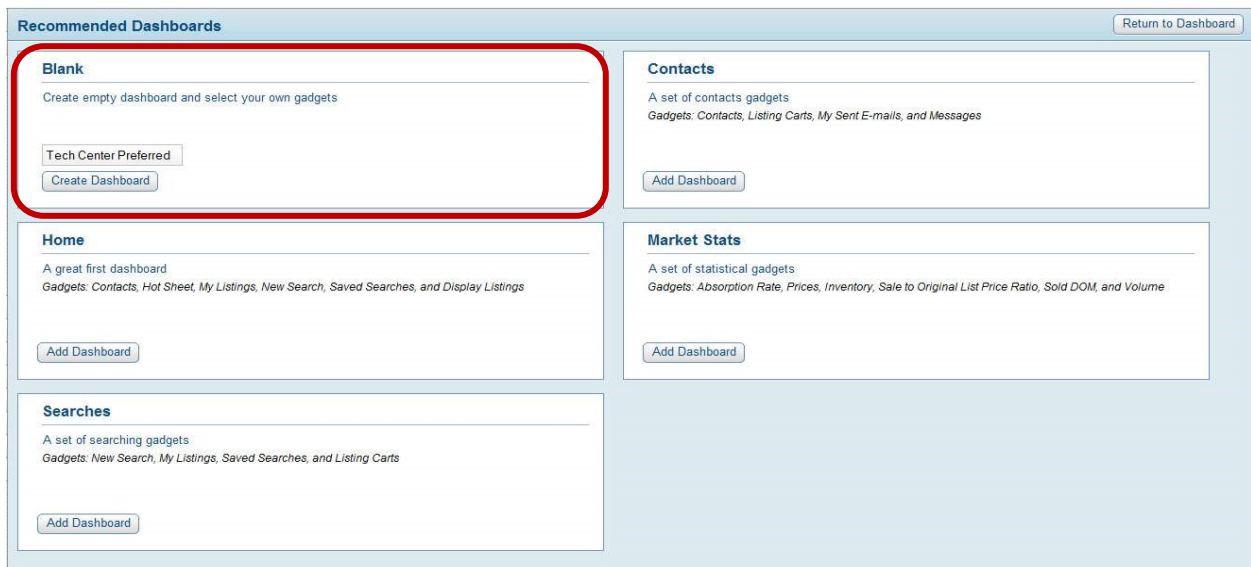
NOTE: Gadgets can be added to the Recommended Dashboards or any user created Dashboard. The MLS and Classic Dashboards cannot be modified.

Custom Dashboards

You can create and customize Dashboards using a dashboard template or one you build from scratch. To create a Custom Dashboard, click the **Customize** button from the FlexMLS home screen; under Dashboards, click **Add**.



From the Recommended Dashboards screen, you have two choices; the first is to create a Dashboard from scratch, using the empty dashboard labeled Blank. Enter a name for your Dashboard, and then click the **Create Dashboard** button.



Your second choice is to use a Dashboard template from the Recommended Dashboards screen. Click the **Add Dashboard** button from one of the Dashboard panel choices. A description of gadgets included in that Dashboard is listed in each panel.

Recommended Dashboards[Return to Dashboard](#)

Blank
Create empty dashboard and select your own gadgets

Classic Home
classic
Gadgets: Contacts, Hot Sheet, My Listings, New Search, Saved Searches, and Display Listings

Contacts
A set of contacts gadgets
Gadgets: Contacts, Listing Collections, My Sent E-mails, and Messages

Home
A great first dashboard
Gadgets: Contacts, Hot Sheet, My Listings, New Search, Saved Searches, and Display Listings

Market Stats
A set of statistical gadgets
Gadgets: Absorption Rate, Prices, Inventory, Sale to Original List Price Ratio, Sold DOM, and Volume

RSS Feeds
Assorted articles of interest
Gadgets: RSS Feed, RSS Feed, RSS Feed, RSS Feed, RSS Feed, and RSS Feed

Searches
A set of searching gadgets
Gadgets: New Search, My Listings, Saved Searches, and Listing Collections

Tracking
Member Tracking Report Gadgets (MLS Only)
Gadgets: Gumshoe Detective, Real Time: ISP Information, Real Time: Web Hits vs Unique Users, Real Time: Red Flags and Failed Passwords, Real Time: Blocked Multiple Logins, and Real Time: Hits per User

Customizing Gadgets

Each gadget panel has settings and options that are exclusive to that gadget. To access the options for a gadget, click the 3 dots icon in the upper right corner of the gadget panel. You can also remove a gadget using this menu.

The screenshot shows a dashboard with a top navigation bar containing "TECH CENTER PREFERRED" and a "CUSTOMIZE" button. The main content area is divided into four panels. The top-left panel, titled "Hot Sheet", contains a table of listing statuses and a menu of actions. The menu is highlighted with a red box. The top-right panel, titled "Saved Searches", contains a search filter and a list of saved searches. The bottom-left panel, titled "Inventory", contains a line chart showing Active Listings, New Listings, and Sold Listings. The bottom-right panel, titled "Sale to Original List Price Ratio", contains a line chart showing the ratio over time.

Status	Count	Action
New Listing	183	Withdraw
With Offer	108	Extension
Cancelled	0	Back on
Closed	150	Price Change
Expired	67	New Delay
Pending	61	

Menu options for Hot Sheet:

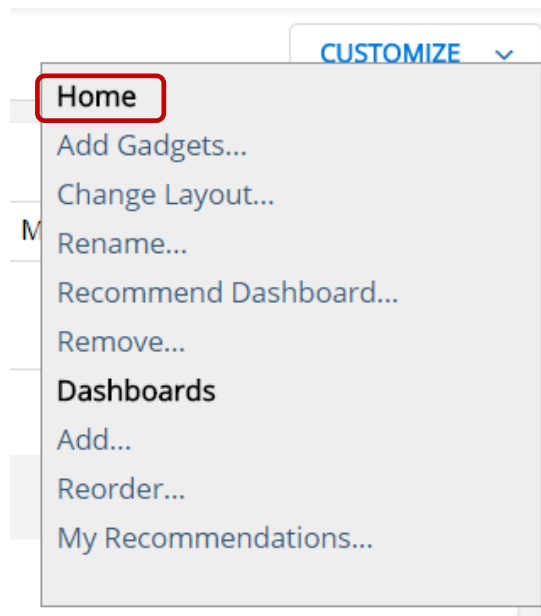
- Run 24-Hour
- Custom Hot Sheet...
- Settings...
- Refresh
- Maximize
- Remove...

You can change the order of your gadget panels in any dashboard. Simply single left-click + hold the title bar of your gadget and drag it to your desired location within the Dashboard.

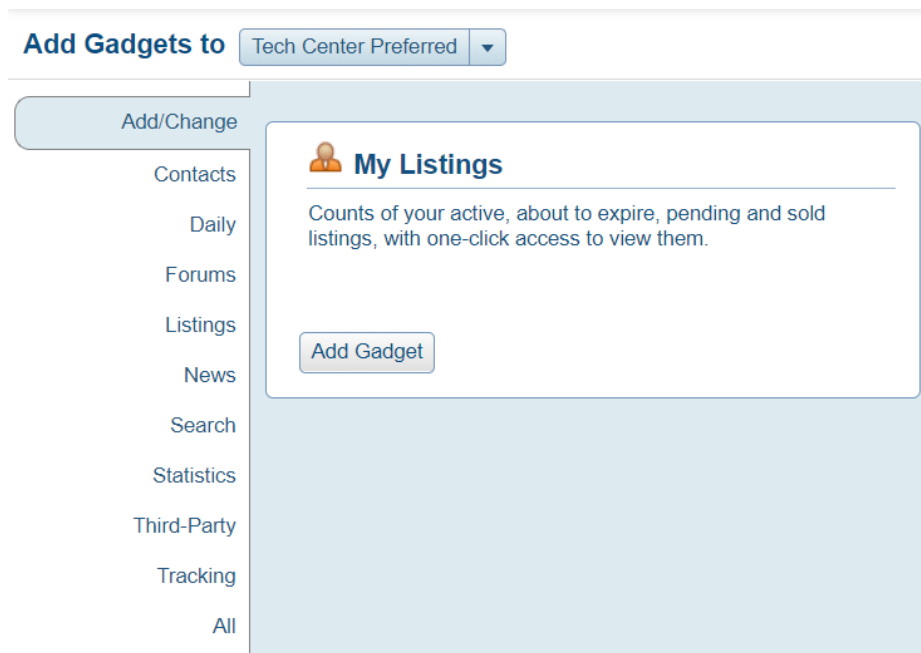
This screenshot shows the same dashboard as the previous one, but with a dashed box in the top-left area, indicating that a gadget can be moved. An arrow points to the "Title bar" of the "Saved Searches" gadget, which is the top bar of the gadget panel. The "Inventory" and "Sale to Original List Price Ratio" charts are also visible.

Customize Menu Options

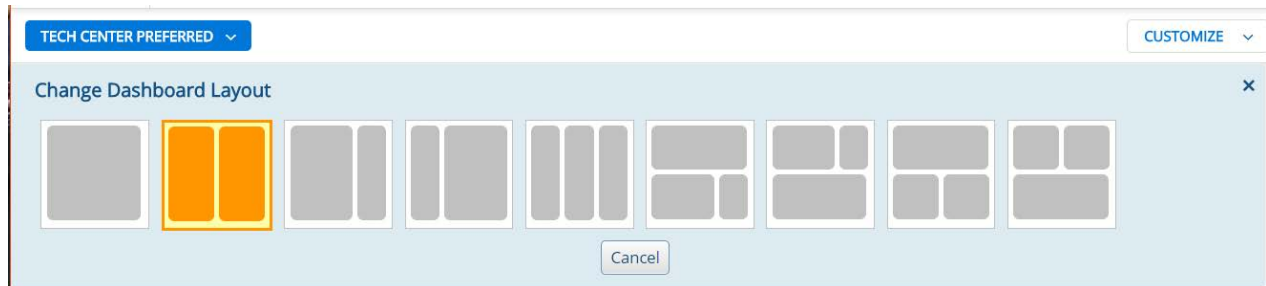
The name of the dashboard you currently have displayed is in bold type.



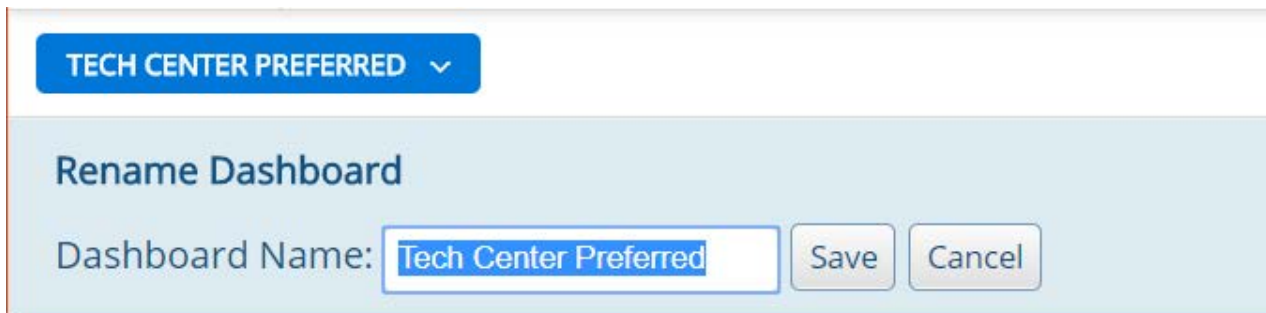
Add Gadgets – use to add gadgets to your currently displayed Dashboard.



Change Layout – choose a layout template for your dashboard gadgets.



Rename – give your custom Dashboard a new name.



Recommend Dashboard – office FlexMLS accounts may add a Dashboard to all of the office members' Recommended Dashboards templates screen. You can enter a description of your Recommended Dashboard, and set additional options for others who do not have any custom Dashboards saved in their FlexMLS accounts.

A screenshot of a 'Recommend Tech Center Preferred' dialog box. At the top left is a blue button labeled 'TECH CENTER PREFERRED' with a dropdown arrow. The main area is titled 'Recommend Tech Center Preferred'. Below the title is the label 'Dashboard Name:' followed by a text input field containing the text 'Tech Center Preferred'. Below that is the label 'Description:' followed by a text input field containing the text 'Useful daily gadgets'. Below the description field is the text 'For users who have not customized any dashboard:' followed by two checkboxes. The first checkbox is labeled 'Add this dashboard to the user's dashboard list' and the second is labeled 'Show this dashboard by default'. At the bottom are 'Create Dashboard' and 'Cancel' buttons.

Make Default – makes the currently displayed Dashboard your default dashboard every time you log into FlexMLS.

Remove – deletes the currently displayed Dashboard.

Customize > Dashboard Menu Options

Add – allows you to create a new Dashboard using a Dashboard template you can configure or build one from scratch using a blank Dashboard.

Recommended Dashboards[Return to Dashboard](#)

Blank
Create empty dashboard and select your own gadgets
 [Create Dashboard](#)

Classic Home
classic
Gadgets: *Contacts, Hot Sheet, My Listings, New Search, Saved Searches, and Display Listings*
[Add Dashboard](#)

Contacts
A set of contacts gadgets
Gadgets: *Contacts, Listing Collections, My Sent E-mails, and Messages*
[Add Dashboard](#)

Home
A great first dashboard
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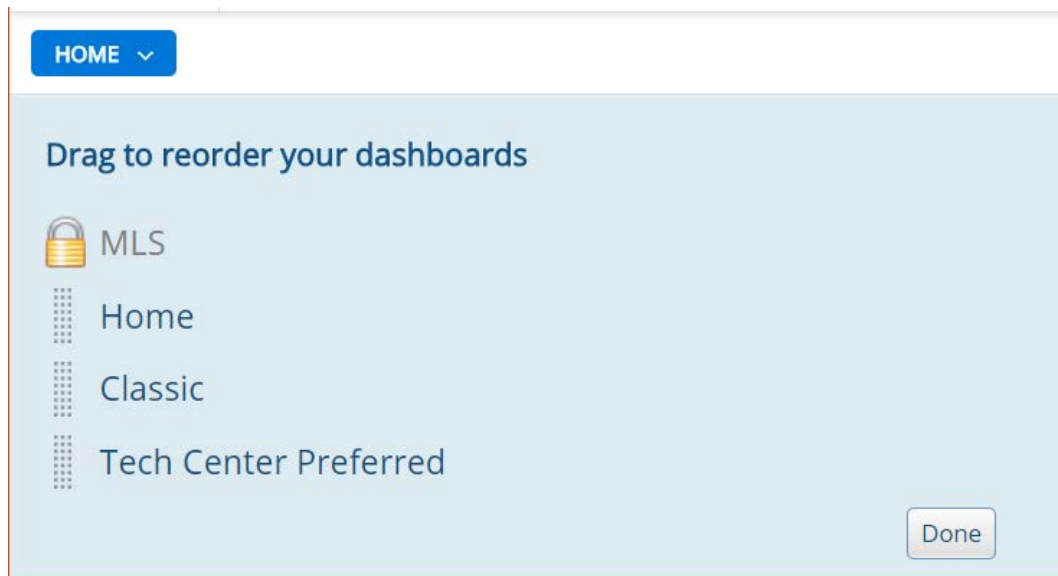
Market Stats
A set of statistical gadgets
Gadgets: *Absorption Rate, Prices, Inventory, Sale to Original List Price Ratio, Sold DOM, and Volume*
[Add Dashboard](#)

RSS Feeds
Assorted articles of interest
Gadgets: *RSS Feed, RSS Feed, RSS Feed, RSS Feed, RSS Feed, and RSS Feed*
[Add Dashboard](#)

Searches
A set of searching gadgets
Gadgets: *New Search, My Listings, Saved Searches, and Listing Collections*
[Add Dashboard](#)

Tracking
Member Tracking Report Gadgets (MLS Only)
Gadgets: *Gumshoe Detective, Real Time: ISP Information, Real Time: Web Hits vs Unique Users, Real Time: Red Flags and Failed Passwords, Real Time: Blocked Multiple Logins, and Real Time: Hits per User*
[Add Dashboard](#)

Reorder – allows you to change the order of the list, using drag and drop, for your saved Dashboards.



My Recommendations – shows Dashboards recommended by you or someone in your office.

