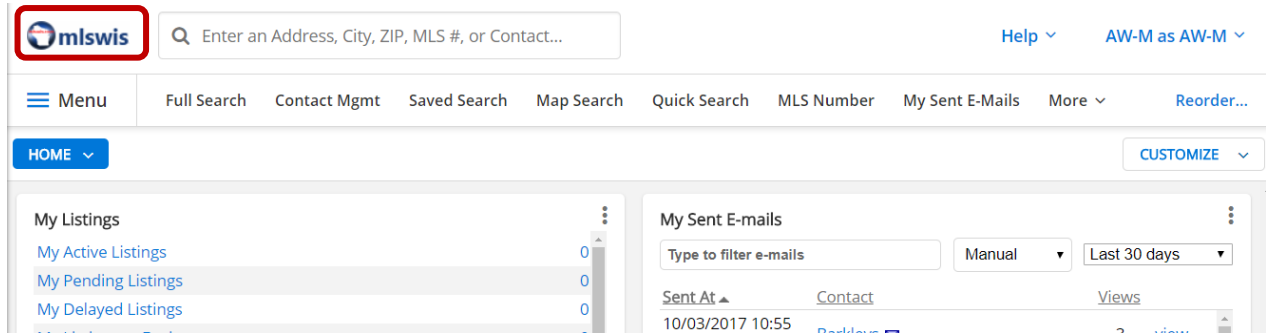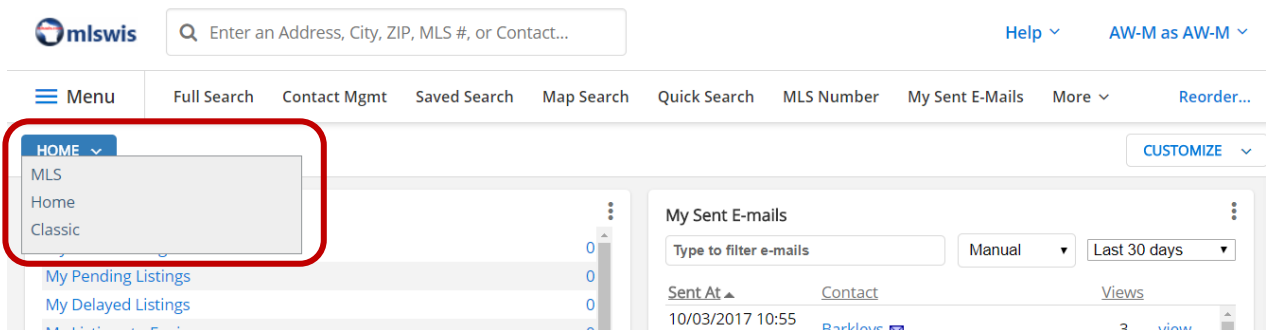# FlexMLS Dashboard

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.

MLS Dashboard

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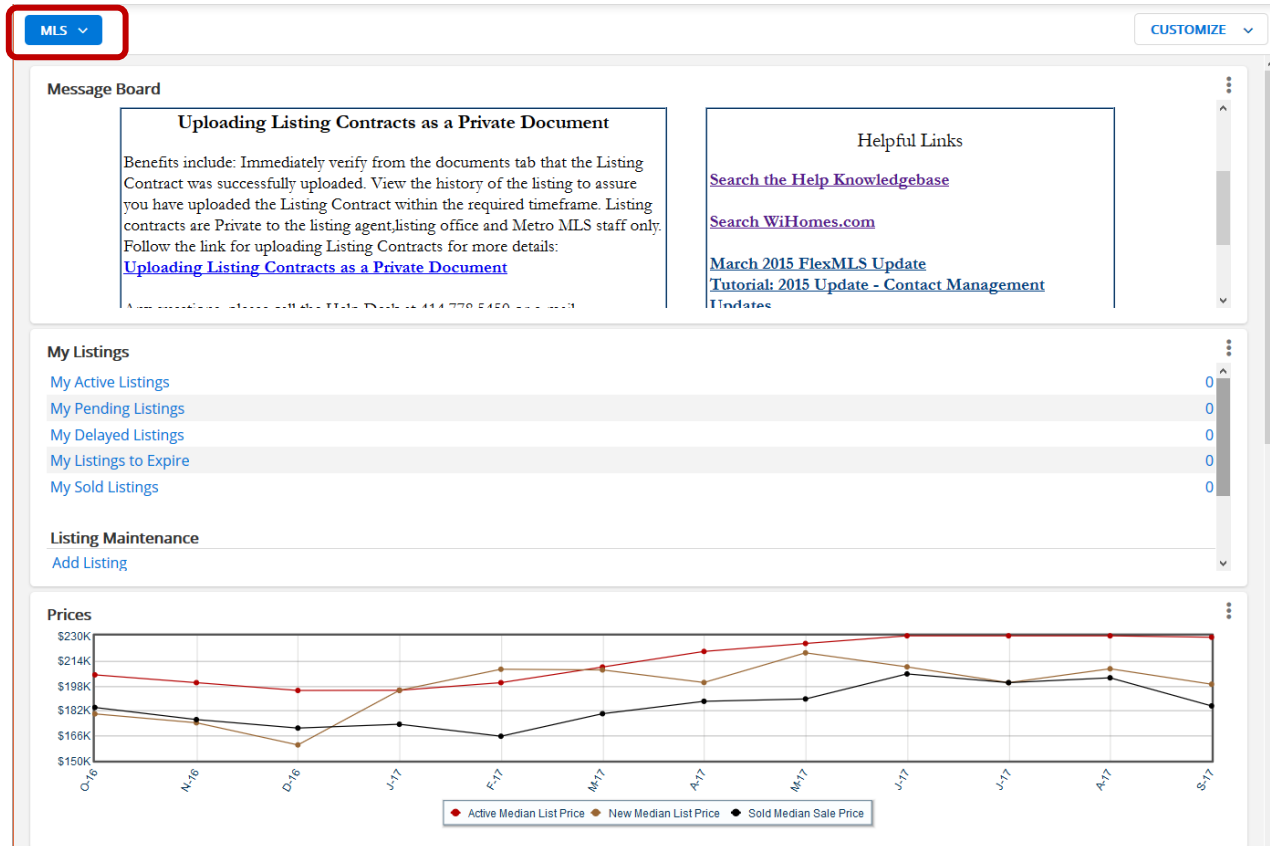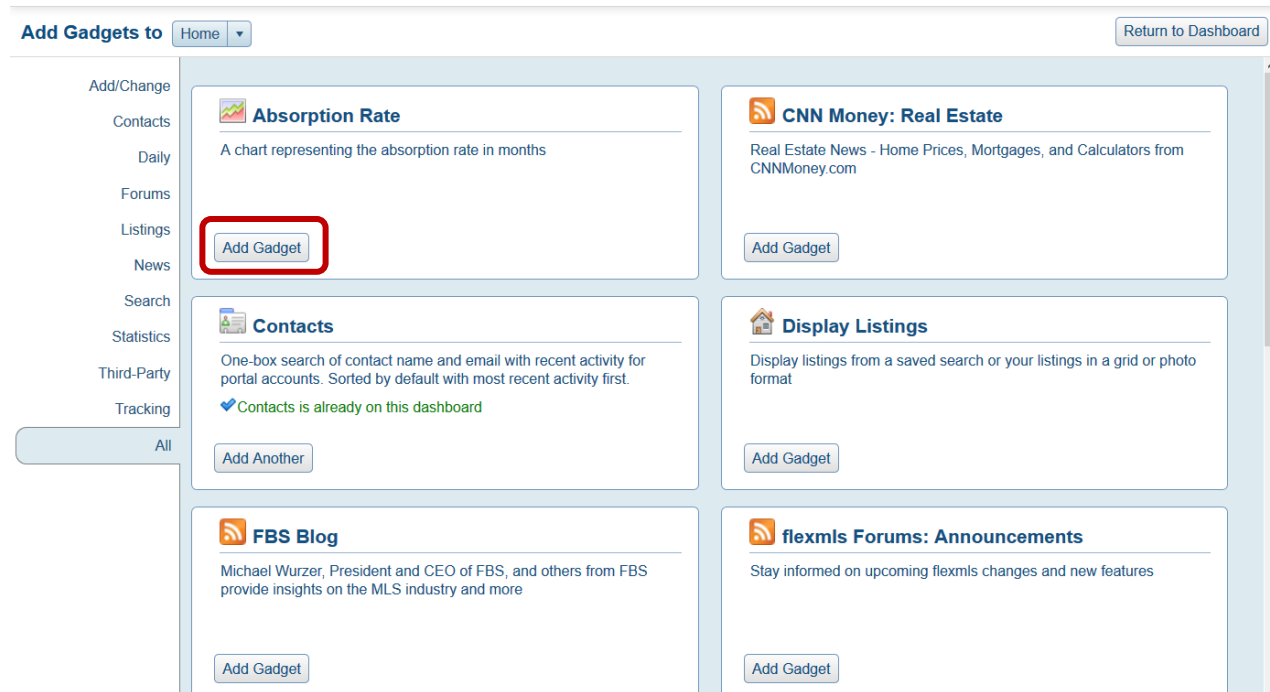
Dashboard Gadgets

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.

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**.
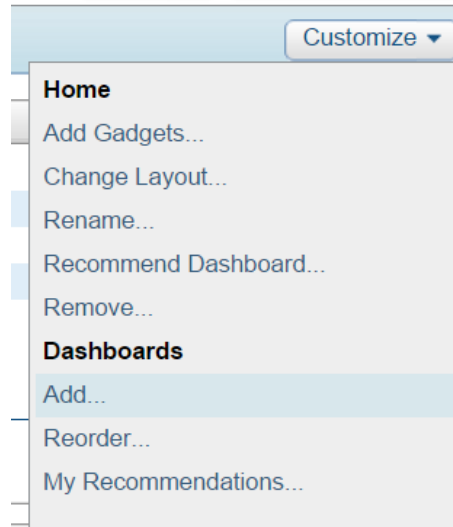
From the Recommended Dashboards screen, you have two choices; the first is to create a Dashboard from scratch, using the empty dashboard labeled Blank. Enter a name for your Dashboard, and then click the **Create Dashboard** button.
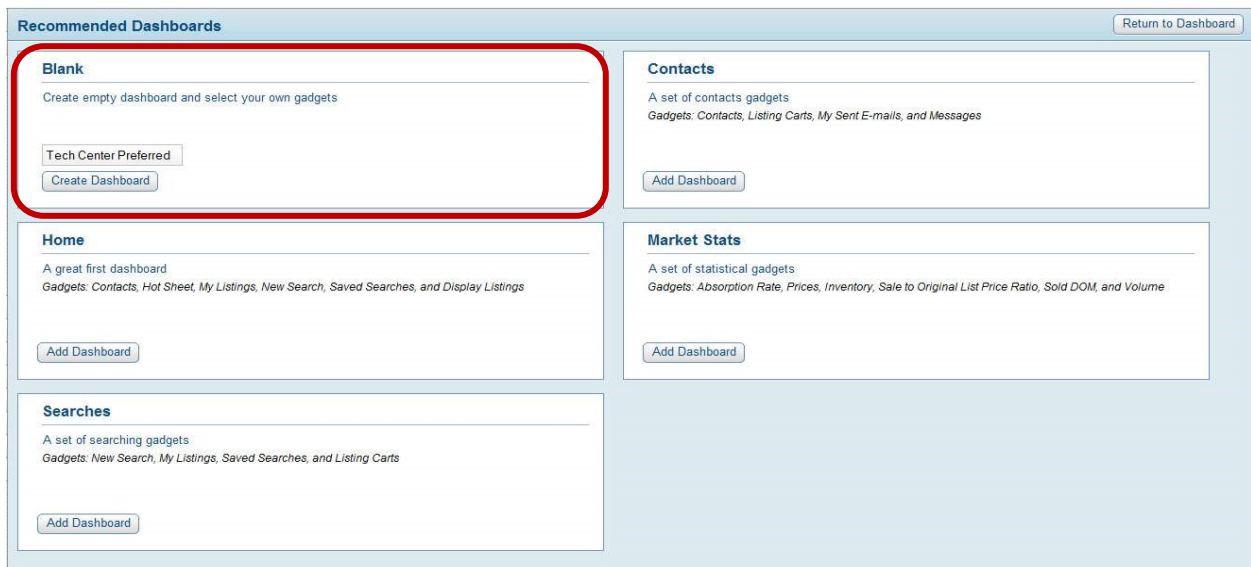
Your second choice is to use a Dashboard template from the Recommended Dashboards screen. Click the **Add Dashboard** button from one of the Dashboard panel choices. A description of gadgets included in that Dashboard is listed in each panel.

Recommended Dashboards

Blank

Create empty dashboard and select your own gadgets

[Name of Dashboard] [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

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

[Add Dashboard]

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]

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.

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.
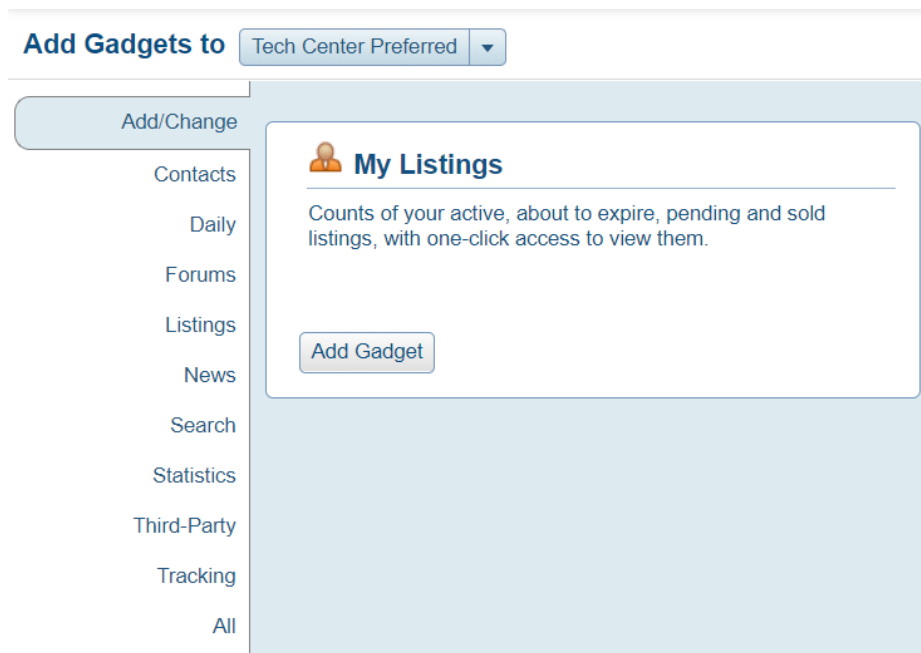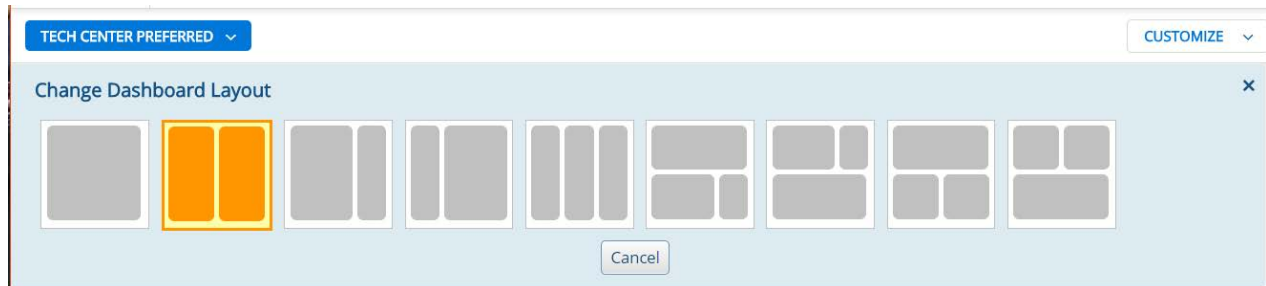
Customize Menu Options

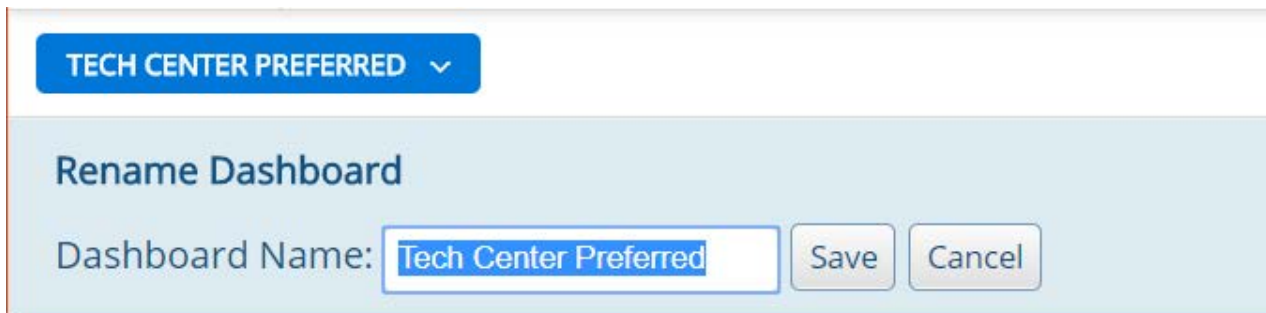The name of the dashboard you currently have displayed is in bold type.
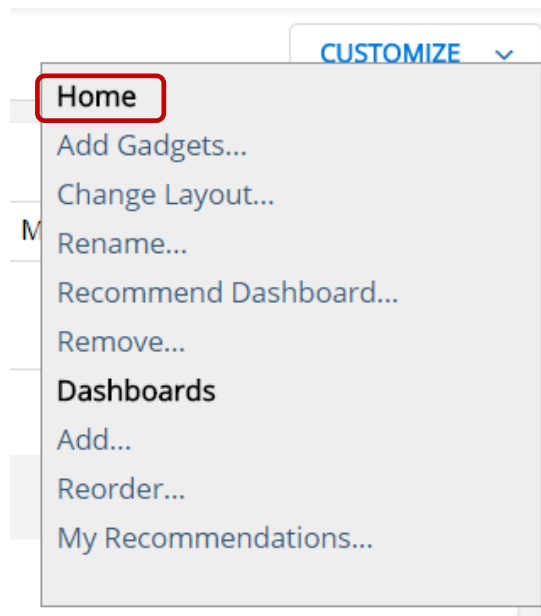
Add Gadgets – use to add gadgets to your currently displayed Dashboard.

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.

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

Name of Dashboard   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

Gadgets: Contacts, Hot Sheet, My Listings, New Search, Saved Searches, and Display Listings
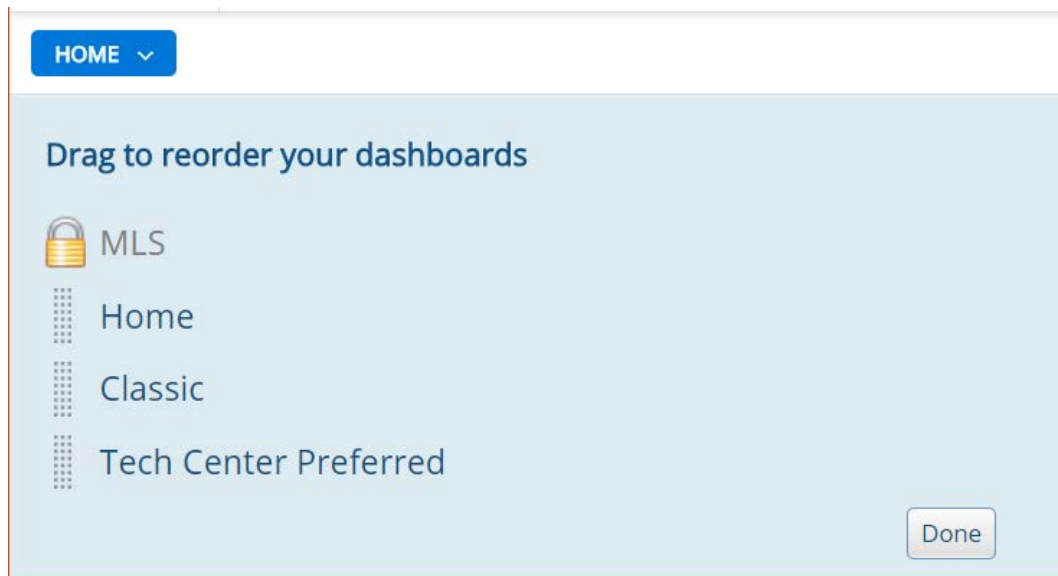
Add Dashboard

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.