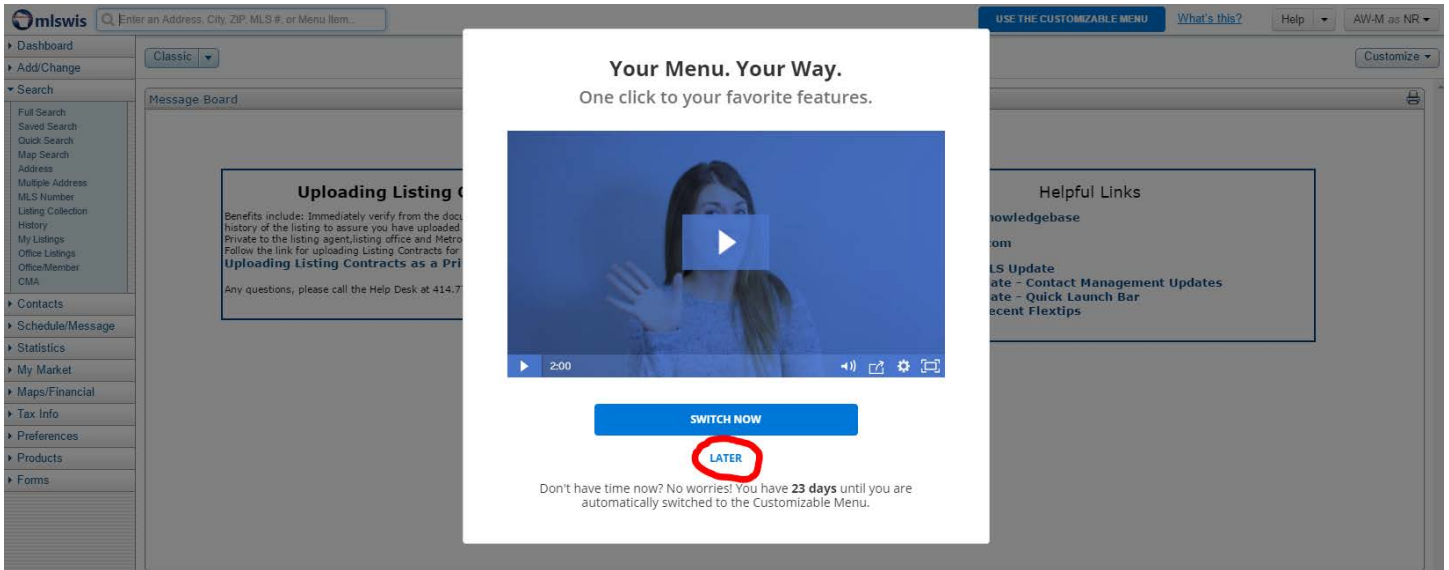


Turn on the New Menu

When the new menu is available, you will receive an invitation to turn it on, along with a informational video when you login to FlexMLS. If you do not wish to turn it on immediately, click the **'Later'** link; to enable it, click the **Switch Now** button.



When you turn the menu on, you'll answer a question about your role: are you an Agent, an Appraiser, etc. Your response will determine the default items on your Favorites bar. Make your selection and click the **Next** button.

We'll get you started with a few favorites for your Customizable menu.

My primary role is:

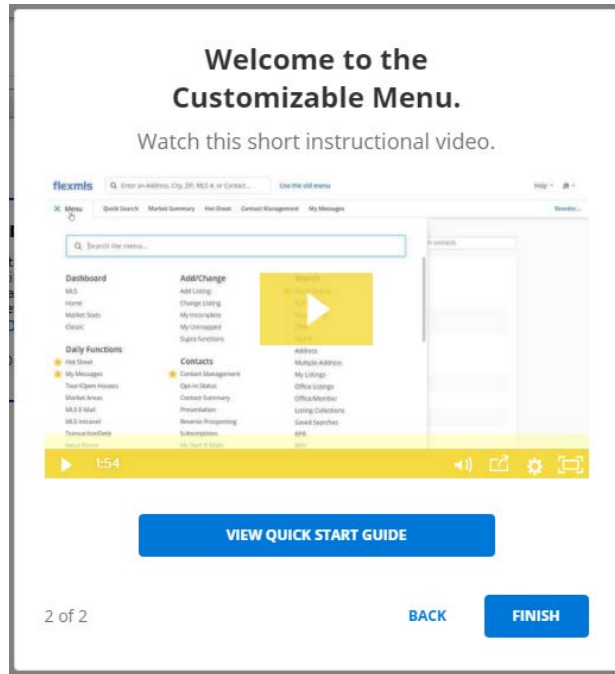
Agent

Appraiser

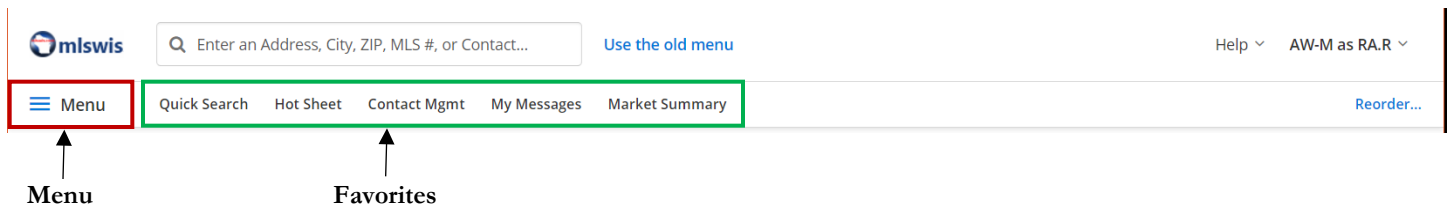
Broker

1 of 2 CANCEL NEXT

Next, you will receive a welcome screen with options to view a short instructional video and to view a quick start guide. To skip these and continue onto FlexMLS, click the **Finish** button.



Once you are routed to the FlexMLS Dashboard, you will see the new menu. Click on **Menu** to see the fully expanded menu. All the menu items are here in the same groups and in the same order as the old menu. Click a menu item to go to that feature. For example, click **Full Search** to start a new search.



To add a menu item to your favorites, hover over any item and click the ☆ icon. [Dismiss](#)

Dashboard

- MLS
- Home
- Classic

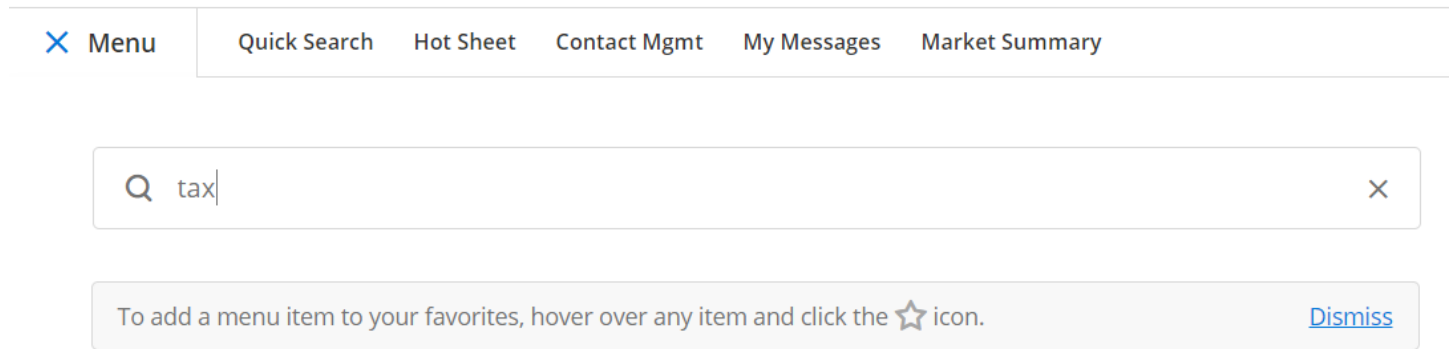
Add/Change

- Add Listing
- Change Listing
- Incomplete

Search

- Full Search
- Saved Search
- ★ Quick Search

Type into the search box ("Search the menu...") to easily find a menu item. For example, if you type "tax" in the search box, the menu will bring the **Tax Information** link to you. Click the link to go to Tax Information. It's faster than looking through the whole menu.

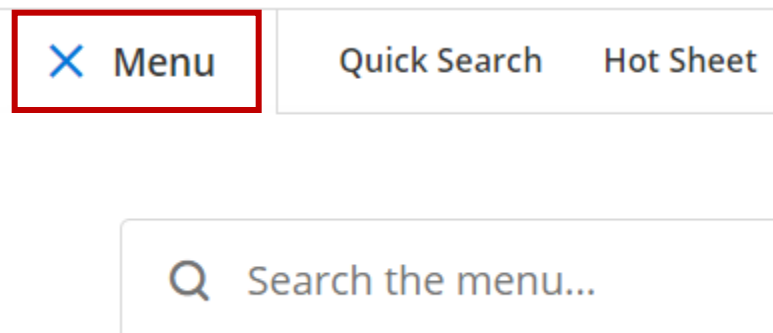


The screenshot shows a navigation bar with a blue 'X' icon and the text 'Menu'. To its right are links for 'Quick Search', 'Hot Sheet', 'Contact Mgmt', 'My Messages', and 'Market Summary'. Below the navigation bar is a search input field containing the text 'tax' and a magnifying glass icon on the left and an 'X' icon on the right. Below the search field is a light gray informational box with the text 'To add a menu item to your favorites, hover over any item and click the ☆ icon.' and a blue 'Dismiss' link on the right.

Tax Info

Tax information

To exit the full menu, click **Menu** again.

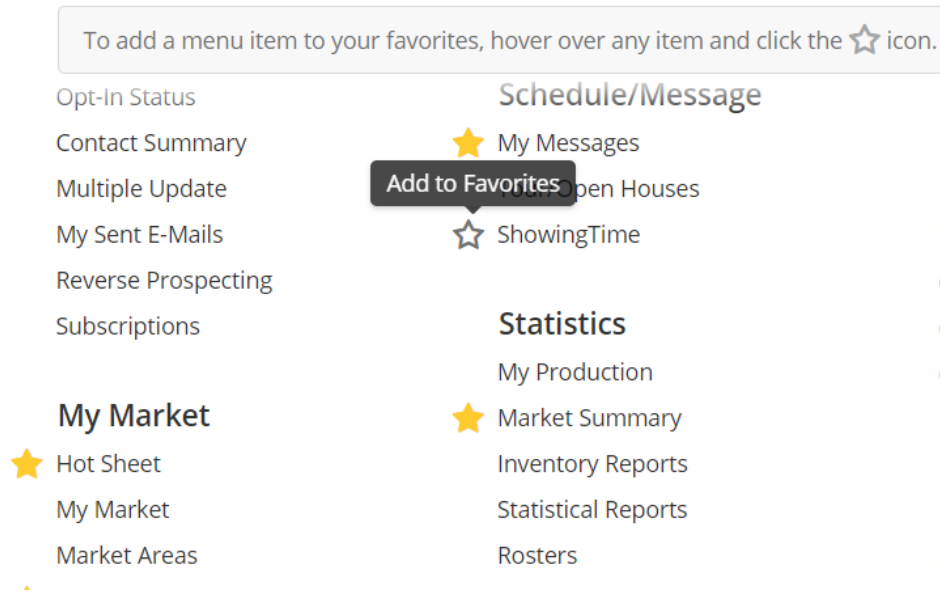


The screenshot shows the navigation bar with the 'Menu' button highlighted by a red rectangular box. The 'Menu' button consists of a blue 'X' icon and the text 'Menu'. To its right are links for 'Quick Search' and 'Hot Sheet'. Below the navigation bar is a search input field containing the placeholder text 'Search the menu...' and a magnifying glass icon on the left.

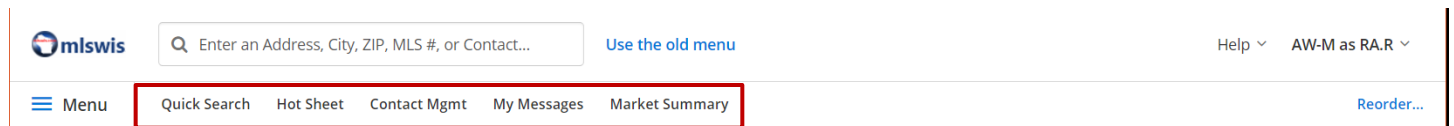
Add and Remove Favorites

Favorites give you one-click access to features you use the most. You can easily add, remove and rearrange Favorites to match how you work.

To mark a menu item as a Favorite, open the **Menu**, hover your mouse over an item and a Favorite star will appear. Click the **star** icon to create a one-click shortcut to it on the Favorites bar.



When setup is complete, you'll see the Menu button and your selected Favorites.



If you want to remove an item from your Favorites, click on the **star** icon next to an existing Favorite. The item is instantly removed from your Favorites and the star changes to an outline.

Add/Change

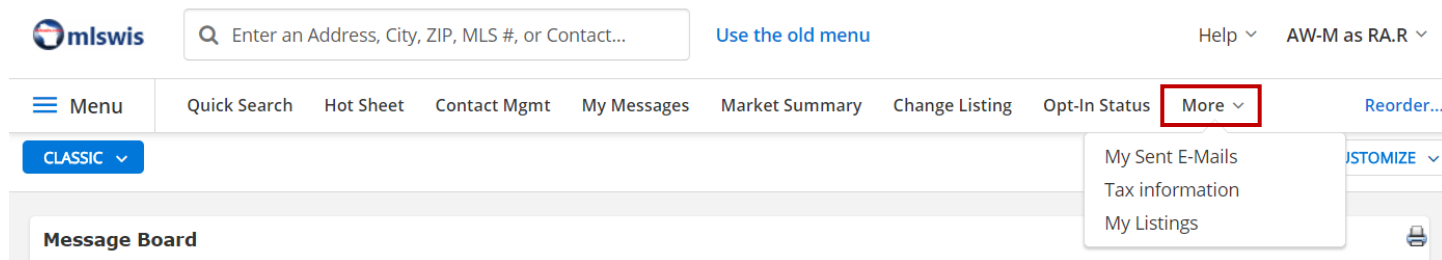
- Add Listing
- Change Listing
- Incomplete
- My Unmapped Listings
- Copy

Search

- Full Search
- ★ Saved Search
- ★ Quick Search
- Map Search
- Address

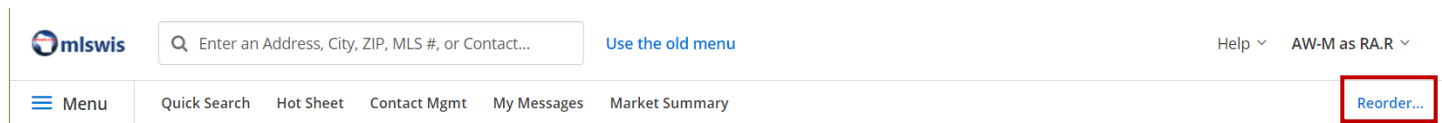
Remove from Favorites

If you have more menu items in your Favorites than can be displayed on your screen, there will be a **More** link in your Favorites. Click **More** to access your remaining Favorites.



Reorder and Remove Favorites

To rearrange the order of your Favorites or remove an item from your Favorites, click the **Reorder** link on the menu bar.



In the pop-up menu listing your favorites, click + hold a menu item to drag and drop it into a new order.

Reorder Favorites

Drag items to rearrange your favorites

Quick Search	Remove
Hot Sheet	Remove
Contact Mgmt	Remove
My Messages	Remove
Market Summary	Remove
Change Listing	Remove
Opt-In Status	Remove
My Sent E-Mails	Remove

CANCEL SAVE

You can also remove an item from your Favorites by clicking **Remove**. Click **Save** when you are done managing your Favorites.

If you decide to turn on the new menu at a later time, you will be able to click the **Use the Customizable Menu** button to turn it on. You can also click the **‘What is this?’** link to access more information about the custom menu before you decide to turn it on.



The screenshot shows the top navigation bar of the mlswis website. On the left is the mlswis logo. Next to it is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Menu Item...". In the center, a blue button with white text "USE THE CUSTOMIZABLE MENU" is highlighted with a red rectangular border. To the right of this button is a link labeled "What's this?". Further right are a "Help" dropdown menu and a user profile indicator "AW-M as RA R" with a dropdown arrow. On the far left, a vertical menu contains "Dashboard" and "Add/Change" with right-pointing arrows. Below this menu is a "Classic" dropdown menu. On the far right, there is a "Customize" dropdown menu.