

Customize Contact List

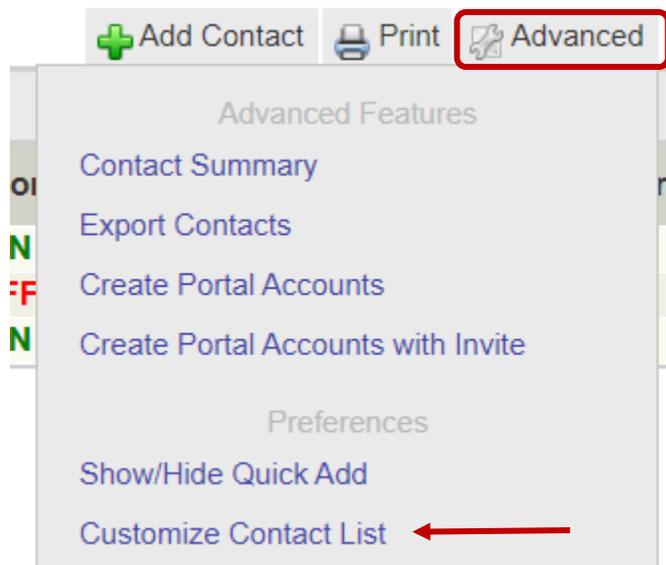
The Customize Contact List feature allows you to include additional columns of information on the Contact Management screen. This information can include if the Contact has an active Portal account, date and time of the last login to their Portal, listings you have recommended within their Portal, Contact creation date, and much more.



Search: Group: All Contacts

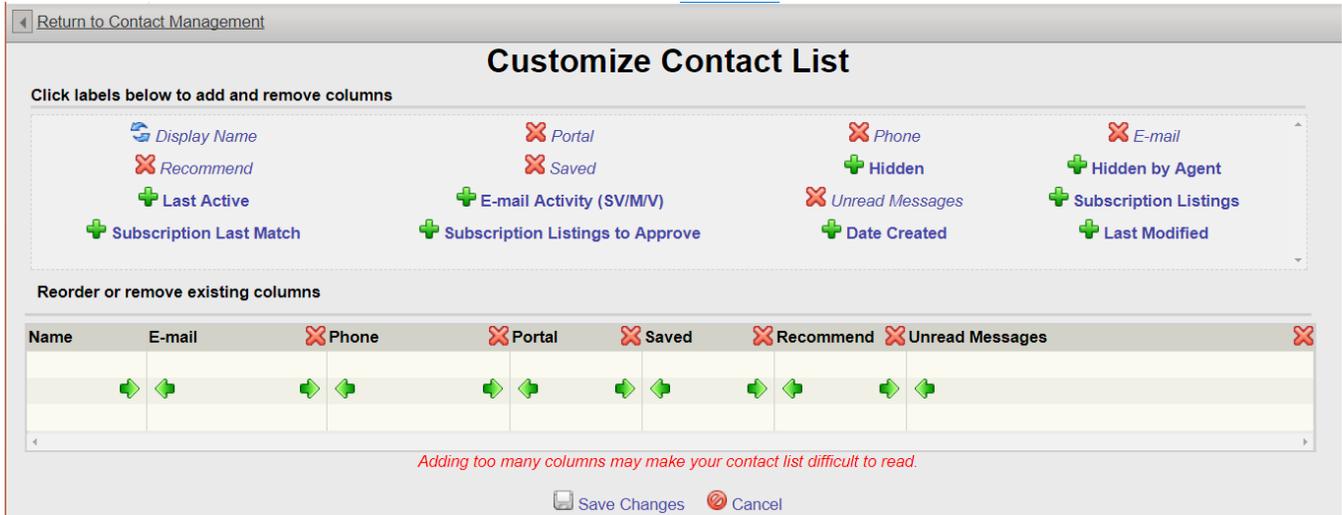
Name	E-mail	Phone	Portal	Saved	Recommend	Unread
Barkleys	awmmlm@gmail.com	414.111.1111	ON	19	8	0
Home Buyer	awm050501@yahoo.com		OFF	0	0	0
Portal Contact	butterscotchbabybe@gmail.com		ON	0	0	0

To access this feature, log into FlexMLS; in your Main Menu tree, click **Contacts** > **Contact Mgmt.** At the upper right side of the screen, hover over **Advanced** and then click **Customize Contact List** in the pop-out menu.



Columns that are not currently in use will display with a green plus sign next to them. Click the green plus sign to add the column. To remove a column from the contact list, click on the red x next to the column name. Below, click on the arrows to adjust the position of the column left or right.

NOTE: Please be aware, adding too many columns may make the Contact list difficult to read, according to your screen size.



The following is a list of what kind of information each column displays:

- **Display Name:** The name you see in the Contact list; this is static and cannot be removed.
- **Portal:** This column indicates the current status; if it's on or off.
- **Phone:** This column displays the primary phone number entered on the Contact file.
- **E-mail:** This column displays the primary email address entered on the Contact file.
- **Recommend:** This column is linked to the Portal; the number reflects the listings you currently have marked as Recommended (suitcase icon) in the Contact's search(es).
- **Saved:** This column is linked to the Portal; the number reflects the listings that are currently marked as Saved (star icon).
- **Hidden:** This column is linked to the Portal; the number reflects the listings that the Contact has marked with the universal no symbol; these listings are not seen in the search.
- **Hidden by Agent:** This column is linked to the Portal; the number reflects the listings that you (their agent) has marked with the universal no symbol from the search; these listings are not seen in the search.
- **Last Active:** This column is linked to the Portal; it displays the last date and time that Contact's Portal was successfully logged into.
- **E-mail Activity (SV/M/V):** Clicking on the number in the SV column will route you to the View My Sent Emails screen displaying the Subscription emails sent out for that Contact; clicking on the number in the M column will do the same, but for manually sent emails; the number under V column will display the viewed emails.
- **Unread Messages:** This column displays the number of unread listings you have from that Contact.
- **Subscription Listings:** This column displays the number of listings sent out via Subscription; if you click on it, you will be routed to the Search results screen displaying those listings.

- **Subscription Last Match:** This column displays the date and time there was a listing match for that Subscription.
- **Subscription Listings to Approve:** If you have a Contact's Subscription set on Preview Mode, the number displayed are the listings waiting for your approval to be sent to the Contact.
- **Date Created:** This column displays the creation date of that Contact file.
- **Last Modified:** This column displays the date and time of when that Contact file was last edited.