

# Preview Mode Email

When Preview Mode is enabled, the subscription will be sent to **you** to review new listings. You will then decide which listings to send to the Contact(s) associated with this prospecting subscription. If you have Preview Mode enabled for a Contact's subscription, details on this feature will appear in the blue area beneath the option. You may also hover over the blue question mark icon for details.

## Edit Subscription

General Subscription Options

Subscription name: Subscription Barkleys 2

Send notification of new listings to:

- You (sender)
- Selected contacts
- Send me an email when a contact clicks the link
- Enable Preview Mode ?

When Preview Mode is enabled, contacts will not receive any emails until you approve the listings you'd like them to see. When there are new or changed listings, you will receive an email to review and approve the listings you would like to have emailed to your contact.

This is what the Preview email looks like that comes to you (the agent). To approve listings to send to the Contact, click the '**Click here to approve listings for (Contact's name)**' link in the **Preview Email Only** message box.

Angela Washington-Marshall, Angela Washington-Marshall via flexmls <listingupdates@flexmail.fl> To: awmmlm@gmail.com Oct 11 at 9:25 AM

Preview Email Only - no listings were sent to Barkleys.

[Click here to approve listings for Barkleys](#)

## preview

↓ \$405,000

W130S9623 Jimmy Demaret Dr

Muskego, WI 53150-5240 • #1546187

Active

You are receiving this email because you have a flexmls account. Manage your e-mail subscriptions by logging into [flexmls Web](#)  
FBS, Creators of flexmls, 3415 39th St S, Fargo, ND 58104



In the listing screen that opens, review and select listings you would like to send to your Contact; click the **Approve** button at the upper right side. The selected listings will be sent to the Contact for that event.

The screenshot shows the FlexMLS News Feed interface. On the left, there is a sidebar with the user's profile (Angela Washington-Marshall, Angela Marshall, e-PRO, GREEN, Metro MLS Staff) and search filters (53207, CWBR, Dane Co SF, Delayed SF, FDL Co SF, More). The main area displays a table of listings. The table has columns for Price, Status, MLS #, Listing Member, Selling Member, Postal Municipality, List Price, Bedrooms, Full Baths, Half Baths, G Garage Spaces, Type, Est. Total Sq. Ft., Property Type, Est. Acreage, Zip Code, and Municipality. Two listings are visible. The first listing is for \$174,900, N3574 Hwy 58, Lindina, WI 53948, listed by Jodi Elsing. The second listing is for \$259,000, 748 E Hickory St, Lancaster, WI 53813, listed by Gerard Abing. Both listings have 'Approve' and 'Reject' buttons in their thumbnail areas, which are highlighted with red boxes. The 'Approve' button in the top right of the interface is also highlighted with a red box.

Price	Status	MLS #	Listing Member	Selling Member	Postal Municipality	List Price	Bedrooms	Full Baths	Half Baths	G Garage Spaces	Type	Est. Total Sq. Ft.	Property Type	Est. Acreage	Zip Code	Municipality
\$174,900	Active	N3574 Hwy 58, Lindina, WI 53948	Jodi Elsing Century 21 Affiliated (SCWO2755)		Mauston	174,900	3	2		D		1,256	Single Family	0.73	53948	Lindina
\$259,000	Active	748 E Hickory St, Lancaster, WI 53813	Gerard Abing Platteville Realty LLC (SCWO2508)		Lancaster	259,000	2	3		2 A		2,130	Single Family	0.1	53813	Lancaster

You can also approve listings individually by clicking the **Approve** button in the thumbnail area. When you click **Reject**, the Hide Listing icon (red circle with a slash) will be selected for that listing. The selected listing will move to the Hidden by Agent listing collection for the contact and it won't be shown again in preview mode.

You can reinstate a hidden listing at any time by going to the Portal tab for the contact in FlexMLS. Click on the Hidden by Agent listing collection.