Customize YOUR Flexmls – Key Takeaways

1) On the dashboard, there are 4 things you can do to customize your gadgets:

   a) Move the gadget to a different part of the dashboard. You do this hovering your mouse above the top of the gadget until you see a cursor with 4 directional arrows, then hold down your left mouse button and drop the gadget to a different part of the dashboard.

   b) Add a gadget to the dashboard. To do this, click on Customize in the upper right corner then click on Add Gadget in the dropdown. You can add multiples of the same gadget like the Hot Sheet gadget if you want one gadget for land in New Hanover county and one for residential in Wilmington.

   c) Change the layout to a different format. You can have 3 gadgets side by side, 2 side by side, etc. To change the layout, click on Customize in the upper right corner, then click on Change Layout in the dropdown.

   d) Customize the contents inside the gadget. To do this, click on the 3 vertical dots in the upper right corner of a gadget. If you see Settings in the dropdown, it means you can customize it.

2) When you customize the Quick Search template/view/sort, do it in this order to be the most efficient:

   a) First, customize your view and set up the sort when you are customizing your view.

   b) Then customize your Quick Search so you can select the view you want.

3) Customizing the Quick Search template allows you to decide which fields are automatically available on the left side when you do a Quick Search. This is different than a saved search. A saved search is the data inside those fields; a template just means the fields (without the data) are there.   Customizing the View allows you to decide what columns are available on the List tab when you look at search results. Customizing the sort allows you to decide the order of the results. For example, you could sort first by status, then by city, then by price.

4) Using a custom Hot Sheet allows you to just see listings since the last time you ran the hot sheet. The problem with the 24-hour Hot Sheet is if you run it every few hours, you see repeats. The custom Hot Sheet will also let you go back up to 45 days, so if you are on vacation for a few weeks and want to catch up, it is easy to do.

5) You can customize a Quick Search by typing in *Quick Search Templates* in the Quick Launch bar OR by adding and removing fields from a quick search, then clicking on the Save button then the Save Quick Search Template in the dropdown.

6) You can customize a view similarly. Type in *My Views* in the Quick Launch bar or you can go into a search and click on the word View in the upper right corner an inch or so below the Print button.