

Set Landing Page for Subscription Email Links

There is a new Portal Preference that lets you control what your Contact sees when they click the listing link in a Subscription email. The options are as follows:

- Opens to show listings in the news feed.
- Opens to show only the listings in that particular email.
- Opens to show the listings in the search saved to the Contact.

In addition to this, the Portal menu design changed to allow easier access for the Contact's saved searches.

To set the Subscription landing page, log into FlexMLS; in the Main Menu tree, click **Preferences > Portal Preferences**. In this screen, locate the section labeled **'Listing links from email show:'** These settings determines what shows when a recipient clicks a Subscription email link. By default, it is set to the MLS Default option (the option also tells you what the MLS Default is).

Portal Preferences

Exclude these listing statuses from appearing in the news feed unless the status is included in the search:

- Active
- Pending
- Closed
- Expired
- Coming Soon

Listing links from email show:

- MLS Default (Show News Feed)
- News Feed
- Emailed Listings
- Saved Search

Start Position: Default

List view

- [Business Opportunity *]
- Use view associated with search/link

List sort

- Sort listings by New or Recently Changed first
- Use the sort associated with the view

Detail

- Report Full Report Addtl Photos
- Mortgage Calculator
- Photos
- Video(s)
- Virtual Tour
- Map
- Messages
- Branding

Card Orientation: Top

Accent Background Color

Save and View Save

News Feed - Subscription links will open in the recipient's news feed showing the selected listing. As before, the news feed contains up to 50 of the most recent listings your contact has received from their Subscriptions. Your Contact can use the menu to navigate to their Searches, Saved Listings, Custom Collections, and more.

Emailed Listings - Subscription links will open showing only the updated listings for that subscription email. If it is an ASAP subscription, there will not be a List tab as there is only one listing to view. Your Contact can use the left side menu tree to navigate to their News Feed, Saved Searches, Saved Listings, Custom Collections, and more.

Saved Searches - Subscription links will open to the selected listing within the Saved Search that generated the email. Your Contact can use the left side menu tree to navigate to their News Feed, different Saved Searches, Saved Listings, Custom Collections, and more.

Keep in mind, the setting you select in Portal Preferences will become the default for *all of your Contacts*.

Set the Subscription Landing Page for a Specific Contact

To set the Subscription email landing page for specific contacts, go to Contact Management; select a Contact and click the **Portal** tab. Select the **Change Settings** link and then set the 'Listing links from email show:' option to whatever you desire for that Contact.

Portal Settings

Exclude these listing statuses from appearing in the news feed unless the status is included in the search:

- Active
- Pending
- Closed
- Expired
- Coming Soon

Listing links from email show:

- Agent Default (Show Saved Search)
- News Feed
- Emailed Listings
- Saved Search

Preview mode subscriptions are unaffected by this setting and will always link to the news feed.

Start Position: Default

List view

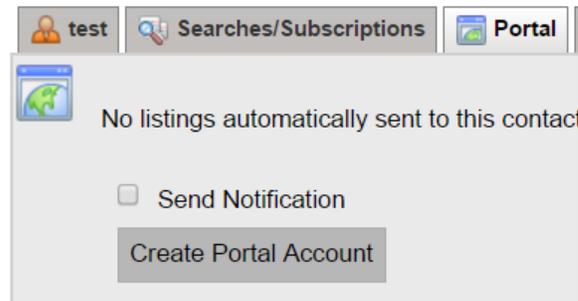
- [Single Family *]
- Use view associated with search/link

List sort

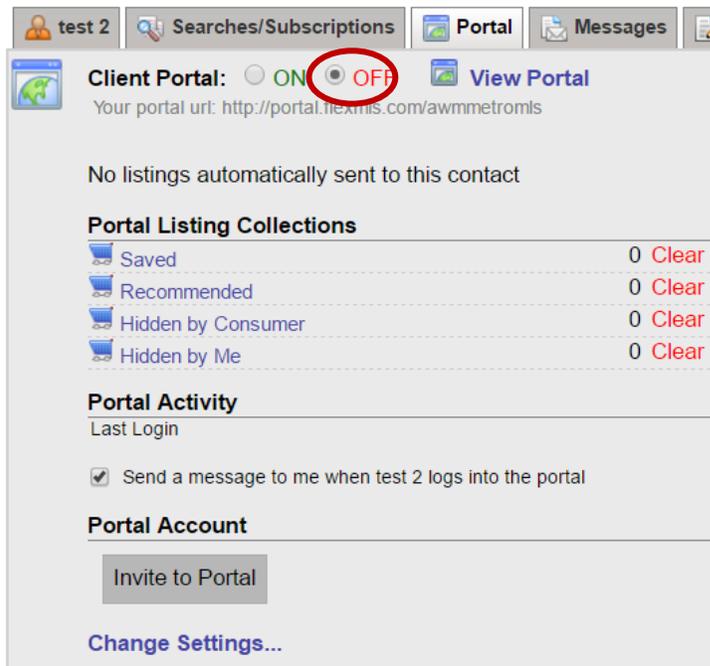
- Sort listings by New or Recently Changed first

Change Settings...

NOTE: In order to use this settings, the Contact Portal must have been activated; it does not have to remain 'On' if you do not wish. If you would like to activate the setting but keep the Portal 'Off', navigate to the Contact's Portal tab; deselect the 'Send Notification' box and click the **Create Portal Account** button.



Refresh your screen and navigate back to the Contact's Portal tab. Turn off access to the Portal by selecting the 'Off' radio button. You will see you have access to the **Change Settings** link.



Important note regarding Preview Mode

If the Preview Mode is set to 'On' for a Contact's Subscription, the recipient will always go directly to News Feed when they click the email link to view approved listings, regardless of what the 'Listing links from email show' option is set to for the user or in your Portal Preferences.

Updated Portal Menu Design

The order of the Portal Menu items have changed to allow easier access to the searches saved for the Portal user. The News Feed will stay at the top; the next section will contain all of the Contact's available searches, and the last section will contain the Contact's Portal Listing Collections (Saved, Hidden, Recommended, and custom collections, if applicable), manually emailed listings, and any reports emailed to the Contact via FlexMLS.

New menu design



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News Feed 102

Searches

-  Tosa Condos
-  Tosa SF

Listings

-  Saved 3
-  Hidden by Me 2
-  Recommended 5
-  Hidden by Agent 1
-  Custom Kitchen 3
-  big backyard 5
-  Washington Height...
-  Comparable Marke...

Old menu design



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 Metro MLS Staff

-  Saved
-  Hidden by Me

-  Recommended 1
-  Hidden by Agent 1

-  **Tosa Condos**
-  Tosa SF

-  Listings - SF Was...

-  Comparable Mar...
-  Comparable Mar...