

General Preferences

If you would like to configure settings affecting your *FlexMLS* account, use the General Preferences screen. To display this screen in the menu, click Preferences and then click General Preferences.

The following table describes the settings available on this screen.

This setting:	Does this:
Default font size	By default, the font size for the Search Results screen is set at 10 points. You can increase or decrease this default. If your Search Results view has more than 8 columns, you may want to decrease your font size to allow all the columns to be seen without having to scroll.
Public version/Private version is default for full listing reports	Sets the report version you would like as the default for the listing report on the Search Results screen. Public reports do not contain listing agent information, showing instructions, days on market, and commissions – private reports do.
Choose a default listing report	Allows you to select which report format the system will use when you use automatic e-mail, the list number link or Details tab on Search Results.
Automatically choose which tab to select.	Opens the edit search mode corresponding to the type of search you started with. Example: If you began your search using Quick Search, clicking the Edit Search tab will default to the Quick Search edit screen.
Quick Search is my default tab when editing a search.	Opens to Quick Search summary panel when the Edit Search tab on the Search Results page is clicked, allowing you to edit your search using the Quick Search mode.
Map Search is my default tab when editing a search.	Opens to Map Search summary panel when the Edit Search tab on the Search Results page is clicked, allowing you to edit your search using the Map Search mode.
Full Search is my default tab when editing a search.	Opens to Full Search tabs when the Edit Search tab on the Search Results page is clicked, allowing you to edit your search using the Full Search mode.
Expand all fields for Quick Searches	Opens all fields in Quick Search by default.
flexmls E-Mail and Print: Please choose a default configuration.	Choose public or private as the default setting for the E-mail and Print links on the Search Results screen.

This setting:	Does this:
E-Mail: Please choose the default e-mail type.	Choose HTML or Text as the default for e-mail; this setting affects the format of all manually sent e-mails from FlexMLS.
Default e-mail signature to checked	The option to include your signature in all outgoing e-mails.
E-Mail: Please choose default e-mail attachments	Affects settings in the automatic e-mail functions. You may choose a default set of attachments to automatically be included when auto e-mails are sent.
E-Mail: Auto e-mail defaults	<p>Business Card drop-down gives you the option of sending a system generated business card with your e-mails.</p> <p>Card Orientation gives you the default option of where you would like your business card placed in the e-mail</p> <p>Accent Background Color Allows you to select a background color for e-mails.</p>
Notification E-mail: Please choose the type of e-mail	Choose HTML or Text e-mail when notifying that a page was viewed for the first time; this setting affects the format of your return receipts from e-mails sent in FlexMLS.
flexmls Dashboard: Listings to Expire / Sold Listings Range	<p>Show listings that will expire in 'X' days under Listings to Expire affects the forecast of your listings to expire in a specified number of days. The default is 7.</p> <p>Show listings that were sold in the past 'X' days under Sold Listings affect your sold listings shown in a specified timeframe. The default is 30.</p>
flexmls Web Menu: Please choose the orientation	Allows you to choose a default menu orientation. The two choices are vertical and horizontal.
My Listings: Which statuses should be included?	This setting applies to My Listings under the Search menu. When viewing your listings, you can choose to include listings with statuses other than Active and Pending.

This setting:**Does this:**

Off-Market listings older than this many days will not appear on the My Listings screen:

This setting applies to the age of your listings that are statuses other than Active and Pending, and how long you wish to view them in My Listings after they have gone off the market.

Expiring Listing Notification

This setting allows you to set a reminder for yourself to email you when any of your listings will be expiring in your chosen number of days.

Messaging: Enable e-mail notifications for:

Choose to receive message notifications from messages sent by clients, your office, company, board association, and the Metro MLS.

Bulk Email Options

This setting allows you to opt out of bulk e-mails sent from your office's administrative FlexMLS account.

Wireless settings:

Do not show more than 'X' list items at once affect how many listings are shown per page on your wireless device. The default is 5.
