



HOW TO USE THE NEW MENU

THE NEW MENU

Soon you will have access to a new, easy to use menu in Flexmls. The new design provides a modern look and allows one-click access to your favorite menu items. This update will be rolled out in late June.

Initially, the new menu will be optional so you can choose to turn it on or choose to continue using the old menu. After **30 days**, the new menu will no longer be optional; all users will be moved over to the new menu.

TURNING ON THE NEW MENU

When the new menu is available, you will receive an invitation to turn it on when you login to Flexmls. If you don't turn it on immediately, you will be able to click the **Use the Customizable Menu** button to turn it on. You can also click the **What is this?** link to access more information about the custom menu before you decide to turn it on.

When you turn the menu on, you'll answer a question about your role: are you an Agent, an Appraiser, etc. Your response will determine the default items on your Favorites bar.

When setup is complete, you'll see a Menu button and your Favorites.

THE MENU

Click on **Menu** to see the fully expanded menu. All the menu items are here in the same groups and in the same order as the old menu. Click a menu item to go to that feature. For example, click **Quick Search** to start a new search.

Type into the search box ("Search the menu...") to easily find a menu item. For example, if you type "save" in the search box, the menu will bring the Saved Searches link to you. Click the link to go to Saved Searches. It's faster than looking through the whole menu.

To exit the full menu, click **Menu** again.

ADD AND REMOVE FAVORITES

Favorites give you one-click access to features you use the most. You can easily add, remove and rearrange Favorites to match how you work.

To mark a menu item as a Favorite, open the Menu, hover your mouse over an item and a Favorite star will appear. Click the **star** to create a one-click shortcut on the Favorites bar.

If you have more menu items in your Favorites than can be displayed on your screen, there will be a More link in your Favorites. Click **More** to access your remaining Favorites.

REORDER AND REMOVE FAVORITES

To rearrange the order of your Favorites or remove an item from your Favorites, click the **Reorder** link on the menu bar.

Click and hold a menu item to drag and drop it into a new order.

You can also remove an item from your Favorites by clicking **Remove**. Click **Save** when you are done managing your Favorites.

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