



MLS Settings

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MLS Settings Overview

Click **MLS Settings** under General on the Admin menu to view and change a wide range of settings for your Flexmls system. Click on a group name to expand a group of settings or click **Expand All Categories (browse)** to expand all groups.

MLS Settings

Search (3 characters to activate):

CLEAR

HISTORY

PRINT

Expand All Categories (browse)
Approve/Reject
Automatic Emails
CMA
Co-list Agents
Contact Management
Dashboard
Days on Market (DOM)
Display of Office/Member Information
Documents
Export
Forms
Hot Sheet
IDX
IntraMLS Email

To go directly to a specific setting, use the search box at the top of the page. Type at least three characters to begin your search. To clear what you have entered, click **Clear**, or press Enter on the keyboard.

MLS Settings

Search (3 characters to activate):

CLEAR

HISTORY

PRINT

Co-list Agents

Allow members to co-list with any office, only within own office, or only within own company

Within MLS

Display contact information for co-list agents on reports

ON OFF

Display co-list member information on search results in the listing member column

ON OFF

Display co-sell member information on search results in the selling member column

ON OFF

Display of Office/Member Information

Hide listing, co-listing, selling, co-selling member in views on public versions of emailed links

ON OFF

Hide listing, co-listing, selling, co-selling office in views on public versions of emailed links

ON OFF

Listing Maintenance

Co-listed Companies/Offices/Agents may edit listings

ON OFF

Listing Status Changes

Allow status and price changes to occur for listing and co-listing agent this many days after a listing changes to Cancelled, Closed, or Expired (Superuser Only)

Off



NOTE

To find new MLS settings, type "new" in the search bar. MLS settings that have been added in the past 365 days include the "new" tag.

Click **History** in the upper right corner of the page to review a report of MLS settings that have been recently changed, including information about the user who made the change. Click **Print** to print all current MLS settings.

Some MLS settings are documented on this Administrator help site. For information about every individual MLS setting, see the [MLS Preferences Guide](#) PDF.



NOTE

Some settings are marked "FBS Staff Only" in the documentation, which means that only FBS can turn them On or Off. To discuss changing one of these settings for your MLS, please contact the Flexmls Customer Success team (cpr@flexmls.com).

Approve/Reject (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Automatically approve listings entered by offices and members** - If set to On, listings entered by offices and members will be automatically approved. There is no need for an approval process in this mode. If this setting is turned Off, the system will require the listings to be approved before they appear on the MLS.

An MLS may turn this on to speed up the approval process. This setting can be turned off if the system must be more closely monitored to make sure that users are entering listings correctly (to avoid duplicate listings with small changes, etc.).

If *Automatically approve this user's new listings* is set to No in a user's settings, that setting will take precedence over the MLS default. In that case, that user's listings would need to be approved, even if other users' listings are automatically approved. This setting is typically used for users who have shown a pattern of trying to get around the rules.

- **Allow Offices and Companies to approve and reject listings** - If set to On, offices and companies can approve or reject listings. If set to Off, the MLS must handle approvals (if the approval process is needed).

If the setting *Automatically approve listings entered by offices and members* is turned On, this setting can also be turned On. In that case, if *Automatically approve this user's new listings* is set to No for a user, their listings can be monitored by the office and company for approval.

- **When Offices and Companies are able to approve listings, Members who have their listings automatically approved are allowed to make status changes on approved listings** - This setting becomes available when the setting *Allow Offices and Companies to approve and reject listings* is set to On. If this preference is also set to On, the user who submitted a listing can make status changes to it after the listing has been automatically approved (not approved by the office or company). When set to Off, the user cannot make status changes to the approved listing.

This setting and the others in this group control what the user can change on a listing based on their approval method. This gives the MLS more control over the outcome of these approvals.

- **When Offices and Companies are able to approve listings, Members who have their listings automatically approved are allowed to make price changes on approved listings** - This setting becomes available when the setting *Allow Offices and Companies to approve and reject listings* is turned On. When set to On, the user who submitted a listing can make price changes

to it after the listing has been automatically approved (not approved by the office or company). When set to Off, the user cannot make price changes to the approved listing.

- **When Offices and Companies are able to approve listings, Members who do not have their listings automatically approved are allowed to make status changes on approved listings** - This setting becomes available when the setting *Allow Offices and Companies to approve and reject listings* is turned On. When set to On, the user who submitted a listing can make status changes to it after the listing has been approved by the office, company, or MLS. When set to Off, the user cannot make status changes to the approved listing.
- **When Offices and Companies are able to approve listings, Members who do not have their listings automatically approved are allowed to make price changes on approved listings** - This setting becomes available when the setting *Allow Offices and Companies to approve and reject listings* is turned On. When set to On, the user who submitted a listing can make price changes to it after the listing has been approved by the office, company, or MLS. When set to Off, the user cannot make price changes to the approved listing.
- **When autoapprove is OFF and/or Offices and Companies approve/reject is ON, notify users when they log in if they have listings to review (FBS Staff Only)** - If office or company approval of listings is turned On and this FBS-only setting is turned On, office and company users will receive notifications upon login when they have listings to review.
- **Allow MLS data sharing on IDX (FBS Staff Only)** - This setting applies only if your MLS shares data with other MLSs who are using Flexmls. When this FBS-only setting is On, data share listings can be included in IDX links. When set to Off, data share listings cannot be included in IDX links.
- **Restrict Members to partial broker load on approved listings** - When set to On, all status and price change options for the user are removed after a listing is approved. (Only Map Location and Supra functions are available.) When set to Off, the user retains access to listing information and status and price change options after a listing is approved.
- **Email MLS when Approving/Rejecting Listings** - When set to On, the MLS will receive an email when a listing is approved, rejected, or deleted. This setting can be useful if the MLS allows offices or companies to approve/reject listings. When set to Off, no notification will be sent. This setting is relevant only if the setting *Automatically approve listings entered by offices and members* is turned Off.

Click **Email Routing for Listing Approvals/Rejections** to select the email address where approval/rejection messages will be sent.
- **Email user who entered listing when Approving/Rejecting Listings** - When set to On, an email will be sent to the user who entered a listing when the listing is approved, rejected, or deleted. When set to Off, no notification will be sent. This setting is relevant only if the setting *Automatically approve listings entered by offices and members* is turned Off.
- **Sort approve/reject screen by MLS number** - This setting applies to MLSs that do not automatically approve listings. When set to On, the Approve/Reject page under Add/Change on the menu is sorted by MLS number. When set to Off, the page is sorted according to the current view's sort rules.
- **Show rejected listings in the MLS search results** - When set to On, rejected listings are shown on the search results page when the MLS root user searches for listings. When set to Off, rejected listings will not be shown in search results.

Automatic Emails (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Automatic emails and the News Feed will exclude listings of the following statuses (FBS Staff Only)** - Use this FBS-only setting to select the statuses that should be excluded from subscription emails and the News Feed.

CMA (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable CMA** - This setting defaults to On. When set to Off, all other CMA MLS Settings will be hidden.
Enable sharing of Non-MLS Comparables in the CMA - If set to On, non-MLS comparables can be shared with other members of the MLS.
- **Enable Non-MLS Comparables in the CMA** - If set to On, members can manually enter comparables into a CMA. Generally, this option is used for comparable listings that were never entered in the MLS (FSBO, for example).



NOTE

This function allows a member to add non-MLS comps only to the CMA and not in the MLS system itself.

- **Allow the Price Per calculations on CMAs** - If set to On, a *Price Per* checkbox is displayed on all numeric fields on the Subject tab of a CMA. This option allows members to calculate the Price Per field using the formula $\$/X$. For example, if the Price Per calculation box is selected for the acreage field, the price per acre will be displayed.
- **Enable Editing of Comparable Sold Prices in the CMA** - If set to On, members can change the sold prices of closed comparables in their CMAs. Set to Off to prevent members from making changes to sold prices in their CMAs.



NOTE

The changing of sold price is strictly for CMA purposes and does not affect the actual listing's price.

- **Enable the Option for Percentage-based Calculation of the Recommended Price in the CMA** - If set to On, members can base the high/low price of a CMA recommendation on the high/low price of the closed comparable listings (default) or a percentage above/below the price of the closed comparable listings. If set to Off, the percentage above/below the price will not be available.
- **Number of months to search back when adding comparables via a Map Search** - This setting controls the time period that is automatically applied to map/radius searches in a full/quick CMA when finding comparable listings. Users can change this default time period for their CMAs.

- **Select a custom disclaimer for this MLS (FBS Staff Only)** - This setting allows you to select an MLS for which to have a custom disclaimer.

Co-List Agents (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Allow members to co-list with any office, only within own office, or only within own company** - The following options are available for this setting:
 - **Within MLS** - Show all agents in any office on the General tab when adding a listing.
 - **Within Company** - Show agents in the same company as the listing agent on the General tab when adding a listing.
 - **Within Office** - Show agents in the same office as the listing agent on the General tab when adding a listing.
- **Display contact information for co-list agents on reports** - When set to On, contact information for co-listing agents is displayed on hard-coded Detail reports (the Standard report, for example). When set to Off, contact information for co-listing agents is not displayed on hard-coded Detail reports.



NOTE

All reports will display at least the member name and the office name. Some reports may show additional data, including email and phone numbers.

- **Display co-list member information on search results in the listing member column** - When set to On, co-listing agent information (member name) is displayed on the search results page in the listing member column of the List tab. When set to Off, co-listing agent information (member name) is not displayed on the search results page in the listing member column of the List tab.
- **Display co-sell member information on search results in the selling member column** - When set to On, co-selling agent information (member name) is displayed on the search results page in the selling member column of the List tab. When set to Off, co-selling agent information (member name) is not displayed on the search results page in the selling member column of the List tab.

Contact Management (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable contact import** - When set to On, an *Import Contacts* menu item is available in the Advanced menu in Contact Management. This option can be used to import contact information into Flexmls from an address book file (comma, tab, or pipe delimited). When set to Off, the *Import Contacts* option is not available in Contact Management.
- **Allow input mask to automatically format phone numbers in standard U.S. format (example: (123) 456-7890)** - When set to On, when new contacts are added into Contact Management, phone

numbers are automatically formatted with the parentheses and spacing of standard U.S. phone numbers, as in the following example: (123) 567-8910. When set to Off, phone numbers will be saved exactly as they are typed, for example, 1235678910.

- **Allow text via purchased phone number ('+' followed by 11 digits | example: +16054677346) (text_via_phone) (FBS Staff Only)** - When set to On, this setting allows you to enter a phone number to be used for the “text via purchased phone number.”
- **Show Display Name in Reverse Prospecting** - When set to On, Reverse Prospecting results show the display name of the agent’s contact, in addition to the name of the buyer’s agent working with that contact.
- **Allow emailing to selected agents on reverse prospecting** - When set to On, members who run reverse prospecting for a listing can email all or selected members from the reverse prospecting results. Each recipient will receive an individual email, so they will not see the names of other recipients. The email will contain a link to the listing and the message content will be editable, but by default it will read, “The reverse prospecting function in Flexmls indicates the following listing may meet the needs of one of your contacts. Please contact me if you would like more information.” When set to Off, automatic emailing will not be available from the list of reverse prospecting results.
- **I Allow FBS To Communicate With My Members via email (FBS Staff Only)** - When this FBS-only setting is On, all active members of the MLS will receive new feature announcement emails from FBS. If set to Off, members will not receive new feature announcements and any existing member contact information will be removed from the email list.
- **I Allow FBS To Communicate With My Members Via in-app notifications (FBS Staff Only)** - When this FBS-only setting is On, all active members of the MLS will be able to view new feature announcements in the announcement pane in Flexmls. If set to Off, members will not see the announcement pane. Administrative users will always be able to see the announcement pane, regardless of this setting.
- **Allow Reverse Prospecting of Team listings by team members** - When set to On, the members of a team can run reverse prospecting on listings where their team is the listing agent. When set to Off, team listings are not included in reverse prospecting for members of the team.

Dashboard (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Members with MLS broker load can recommend dashboards** - When set to On, members with MLS-level brokerload have an option called *Recommend Dashboard* on their dashboard’s Customize menu. With this option, the user can save their current dashboard settings and layout for others to use.

Much like the MLS (root) account, users with MLS-level brokerload will see the following options when recommending a dashboard:

- *Add this dashboard to a user's dashboard list* - Show the recommended dashboard to all users in their Dashboard menu only if the user has not customized any dashboard.

- **Show this dashboard by default** - Force the recommended dashboard as the default dashboard for those members who have not customized their current dashboard.
- **Each Association edits content for its own message board and links** - This setting is applicable only if multiple associations are configured in your MLS. When set to On, an administrative user can set up a member of an association to edit their association's message board and links. When the user setting *Access to message board editor* is set to Yes, the member can edit message board content by using the Logon Message menu item.

Days on Market (MLS Settings)

The MLS can specify how Days on Market (DOM/ADOM/CDOM) are calculated and tracked in Flexmls. Most settings related to days on market can be changed only by FBS staff to ensure that updates are made to existing listings if a setting is changed. If you are unsure how Days on Market are currently being calculated in your MLS, contact the Flexmls Customer Success team (cpr@fbsdata.com).

Days on Market settings apply to all property types.

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Add 1 day to DOM calculation** - When set to On, the listing's Begin Date is considered the first day on market and 1 day is added to the Days On Market calculation. When set to Off, the listing's Begin Date is considered day 0 in the Days on Market calculation.
- **Subtract days_off_market (withdrawn, coming soon, hold, pending, expired) from DOM calculation (FBS Staff Only)** - When this FBS-only setting is On, the number of days that a listing spends in withdrawn, coming soon, on hold, pending, or expired statuses is subtracted from the Days on Market if the listing returns to Active status. When this setting is Off, the number of days that a listing spends in withdrawn, coming soon, on hold, pending, or expired statuses is not subtracted from DOM. This setting can be changed only by FBS staff members to ensure that updates are made to existing listings if this setting is changed.
- **Don't accrue days off market for the following off market statuses (FBS Staff Only)** - This setting allows you to exclude certain listing statuses from Days Off Market calculations. By default, this setting is set to Off and is empty. This setting only appears if the *Subtract days_off_market (withdrawn, coming soon, hold, pending, expired) from DOM calculation* setting is set to On.
- **Only count time spent in Coming Soon (H) status in days_off_market (FBS Staff Only)** - When this FBS-only setting is On, only the number of days that a listing spends in Coming Soon status are subtracted from the Days on Market when the listing becomes Active. This setting can be changed only by FBS staff members to ensure that updates are made to existing listings if this setting is changed.



NOTE

Turn this setting On only if the setting *Subtract days_off_market (withdrawn, coming soon, hold, pending, expired) from DOM calculation (FBS Staff Only)* is set to Off. This setting means that time spent in Coming Soon status is the only type of off-market time to be subtracted from DOM.

- **Coming Soon listings accrue Days Off Market (FBS Staff Only)** - When set to No, this setting allows for the ability to generate Days On Market without accruing Days Off Market.
- **When a Coming Soon (H) status listing goes Active, accrue days_off_market beginning at (FBS Staff Only)** - This FBS-only setting controls when days off market begin to accrue for Coming Soon listings. Days off market can start to accrue at a listing's begin date or entry date.
- **Off Market Date Field (FBS Staff Only)** - Use this setting if the MLS wants to use an alternate, MLS-specific field as the off-market date instead of the Sold Date or Under Contract Date. The setting *Use Off Market Date when calculating DOM for off market listings* also must be set to On.
- **Use Off Market Date when calculating DOM for off market listings (FBS Staff Only)** - This FBS-only setting becomes available when *Off Market Date Field* is set to something other than None. When set to On, the system uses the user-defined Off Market Date as the end date when calculating DOM on any status other than Active. When set to Off, the system uses either the Sold Date or Under Contract Date as the end date when calculating DOM.
- **Calculate DOM for sold listings via sold date (On) or under contract date (Off) (FBS Staff Only)** - Use this setting to specify the end date for the days on market calculation. When set to On, DOM measures the time between the Begin Date and the Sold Date. When this setting is Off, DOM measures the time between the Begin Date and the Under Contract Date.



NOTE

This is the typical setting to use for the DOM end date. If this setting is used, set *Off Market Date Field* to None.

- **Enable Agent DOM (ADOM) (FBS Staff Only)** - This setting controls Agent Days on Market (ADOM) calculations. If set to On, ADOM is tracked for listings. ADOM is the amount of time a property has spent on the market with a certain listing agent. Days on market from a previous listing for the same property with the same agent may be carried forward to a new listing, depending on MLS rules. This preference is FBS-only to ensure that the necessary calculations are made on historical listings for MLSs where ADOM was not previously used.
- **Number of days after which Agent DOM will not be carried forward from previous listings (FBS Staff Only)** - This FBS-only setting becomes available when the setting *Enable Agent DOM (ADOM)* is set to On. Use it to specify the time limit for carrying ADOM forward from the previous listing. If a matching listing from the same agent goes on the market within the specified period, ADOM from the previous listing will be added to ADOM for the new listing. After the specified period has passed, ADOM will start over for a matching listing.
- **ADOM will not be carried forward from listings with the following statuses (FBS Staff Only)** - This FBS-only setting becomes available when the setting *Enable Agent DOM (ADOM)* is set to On. Select the statuses that will stop ADOM from being carried forward to a matching listing. For example, if you select Closed, ADOM will not be carried forward from a closed listing to a new listing, even if that listing otherwise meets the criteria for carrying forward ADOM.
- **Enable Cumulative DOM (CDOM) (FBS Staff Only)** - This setting controls Cumulative Days on Market (CDOM) calculations. If set to On, CDOM is tracked for listings. CDOM is the amount of time a property has spent on the market with any listing agent. Days on market from a previous listing for the same property may be carried forward to a new listing, depending on MLS rules. This preference is FBS-only to ensure that the necessary calculations are made on historical listings for MLSs where CDOM was not previously used.

- **Number of days after which Cumulative DOM will not be carried forward from previous listings (FBS Staff Only)** - This FBS-only setting becomes available when the setting *Enable Cumulative DOM (CDOM)* is set to On. Use it to specify the time limit for carrying CDOM forward from the previous listing. If a matching listing goes on the market within the specified period, CDOM from the previous listing will be added to CDOM for the new listing. After the specified period has passed, CDOM will start over for a matching listing.
- **CDOM will not be carried forward from listings with the following statuses (FBS Staff Only)** - This FBS-only setting becomes available when the setting *Enable Cumulative DOM (CDOM)* is set to On. Select the statuses that will stop CDOM from being carried forward to a matching listing. For example, if you select Closed, CDOM will not be carried forward from a closed listing to a new listing, even if that listing otherwise meets the criteria for carrying forward CDOM.
- **Include listings in datashare MLSs when calculating CDOM (FBS Staff Only)** - This FBS-only setting becomes available when the setting *Enable Cumulative DOM (CDOM)* is set to On. When this setting is On, CDOM will be carried forward from listings in all datashare MLSs. If set to Off, CDOM will not be carried forward from listings in datashare MLSs.
- **Use Begin Date (rather than Entry Date) when calculating CDOM (FBS Staff Only)** - This FBS-only setting becomes available when the setting *Enable Cumulative DOM (CDOM)* is set to On. This setting controls the start date that is used to calculate CDOM for a new listing. When set to On, CDOM is calculated based on the Begin Date of the listing. When set to Off, CDOM is calculated based on the Entry Date of the listing.
- **Recalculate a listing's ADOM/CDOM when its ADOM/CDOM fields are changed** - When set to On, ADOM and CDOM are recalculated when the user changes information in one of the ADOM/CDOM fields for a listing. When set to Off, ADOM and CDOM are not recalculated when the user changes information in one of the ADOM/CDOM fields for a listing.
- **Coming Soon listings accrue Days Off Market (FBS Staff Only)** - When set to On, Coming Soon listings have the ability to generate Days On Market without accruing Days Off Market.
- **For Expired listings, use the listing's Withdrawn or Hold date instead of the Expired date when determining whether ADOM/CDOM should carry forward (FBS Staff Only)** - When set to On, the following dates are used when adding a new listing to determine if the listing's ADOM or CDOM should carry forward: Expired listings *withdraw_date* first, *hold_date* second, and *end_date* third. When ADOM or CDOM carries forward, it uses the time period set in the MLS setting "Number of days after which Agent DOM will not be carried forward from previous listings." When set to Off, only the expiration date is used to determine if ADOM or CDOM will carry forward.
- **For Cancelled listings, use the listing's Withdrawn or Hold date instead of the Cancelled date when determining whether ADOM/CDOM should carry forward (FBS Staff Only)** - When set to On, the following dates are used when adding a new listing to determine if the listing's ADOM or CDOM should carry forward: Cancelled listing's *withdraw_date* first, *hold_date* second, and *cancel_date* third. When ADOM or CDOM carries forward, it uses the time period set in the MLS setting "Number of days after which Agent DOM will not be carried forward from previous listings." When set to Off, only the cancel date is used to determine if ADOM or CDOM will carry forward.

Display of Office/Member Information (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Display office IDs next to the name** - When set to On, the short ID is shown when displaying an office on the office/member search. The short ID is also displayed on the List tab of search results when the listing member/office column is shown.
- **Display 'Inactive Member' in Search Results if a member's Active flag is set to No** - When set to On, the List tab of the search results page displays "Inactive Member" instead of the member's name if that member's Active flag is set to No. When set to Off, the member's name will be displayed even if the member is not currently active in the MLS.
- **Display the short ID code instead of the full name for inactive listing/selling members on listing reports** - When set to On, listing reports show the short ID instead of the listing member's name if that member's Active flag is set to No. This setting does not affect the List tab of search results. When set to Off, the member's name will be displayed even if the member is not currently active in the MLS.
- **For members, use office email address from the office record instead of from the member record** - When set to On, the office profile's primary email address is used instead of the member's email address on listing reports, on business cards, and in office/member searches. This setting applies only to member accounts.



NOTE

If a member creates their own business card and manually types their own email address, that action will bypass this setting.

- **For members, use office web address from the office record instead of from the member record** - When set to On, the office profile's primary website will be used instead of the member's website on listing reports, on business cards, and in office/member searches. This setting applies only to member accounts.



NOTE

If a member creates their own business card and manually types their own web address, that action will bypass this setting.

- **For members, use office address from the office record instead of from the member record** - When set to On, the office profile's primary address will be used instead of the member's address on listing reports, on business cards, and in office/member searches. This setting applies only to member accounts.



NOTE

If a member creates their own business card and manually types their own address, that action will bypass this setting.

- **For members, use office phone/fax number from the office record instead of from the member record** - When set to On, the office profile's primary phone/fax number will be used instead of the member's phone/fax number on listing reports, on business cards, and in office/member searches. This setting applies only to member accounts.

This setting can be configured to include or exclude WYSIWYG reports. Some MLSs exclude WYSIWYG reports from this setting because Flexmls flyers use the WYSIWIG editor, and members want their information to be displayed on those reports.



NOTE

If a member creates their own business card or report and manually types their own address instead of using the data tags in the report editor, that action will bypass this setting.

- **Display office phone numbers on standard full listing reports** - When set to On, all phone numbers available for the office account are displayed in the Listing Office field on the Standard and Details at Side reports. For the Full Report, only the primary number will be shown. This preference does not apply to custom reports.
- **Hide option to display Home Address on the Office/Member Roster and the Office/Member Contact Information Export** - When set to On, the Home address option is hidden when running the office/member roster report and the office/member contact information export. The Home address option will appear for the built-in admin/root account and users with superuser access to the built-in admin/root account, regardless of this setting.
- **Office Remarks field is viewable within** - This setting designates who can view office-only remarks. When set to Office, only users from the same office can view remarks. When set to Company, all users in a Company can view remarks. (The Office Remarks field is enabled using the MLS setting *Enable the 'office remarks' field in the main listing edit screens.*)
- **Display extra line of text in the generic business card** - When set to On, a line of static text is displayed on the Generic Card signature where the admin can add text that is not controllable by a user.
 - **Text to display at the bottom of the generic business card** - This setting appears only when the setting *Display extra line of text in the generic business card* is set to On. This setting allows the admin to specify static text under the Generic Card signature on emails sent from Flexmls. This text cannot be changed by users.
- **Hide listing, co-listing, selling, co-selling member in views on public versions of emailed links** - This setting is relevant only when the listing, co-listing, selling, and co-selling member fields are marked as public. When set to On, if an agent emails a listing, the fields will be removed or hidden from public versions of the list view. However, the fields will still be displayed on public and IDX sites.
- **Hide listing, co-listing, selling, co-selling office in views on public versions of emailed links** - This setting is relevant only when the listing, co-listing, selling, and co-selling office fields are marked as public. When set to On, if an agent emails a listing, the fields will be removed or hidden from public versions of the list view. However, the fields will still be displayed on public and IDX sites.
- **Display License # in our standard business cards (FBS Staff Only)** - When set to On, this FBS-only setting forces members' license numbers to display on the Standard Business Card generated by Flexmls. The Standard Business Card is used in system-generated emails such as subscription emails, shared links, portal invitations, and opt-in confirmation requests for subscriptions. When set to Off, the agent's license number will not be included on the Standard Business Card.
- **Enable Broker Attribution (FBS Staff Only)** - When set to On, this setting enables Broker Attribution, and a default email address or phone number, or a designated listing agent, needs to be entered in the Enable Broker Attribution Designate Option. This setting at the Office/Company/Agent level defaults to Off. When an email or phone option is being used, this setting does not display at the agent (General Preferences) or listing level. When the Designate option is selected at

the agent level, this setting also defaults to off. When the Designate option is selected at the agent level and set to On, an email or phone is required.

- **Enable Broker Attribution Designate Option (FBS Staff Only)** - When set to On, this setting allows for brokers to designate Broker Attribution access. Brokers can designate a default email address or phone number, or a listing member. The designated listing member/agent will then need to enable the setting in their General Preferences page and enter an email address or phone number in the Broker Attribution tab. This is a net new field and will not pull from existing profile information. When this setting is selected at the agent level and set to On, an email or phone is required.



WARNING

Turning this setting off will deactivate Broker Attribution settings for all offices and delete all member/listing Broker Attribution data. It will take 1 business day for this to take effect.

Documents (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Documents with names that do not match those the MLS has defined are by default** - When a user uploads a document to a listing, they can type the name of the document or select from the predefined list for the MLS. This setting controls the default confidentiality level for documents uploaded to a listing, if the document name does not match those defined by the MLS. The following options are available:
 - **Public** - By default, documents are visible to any MLS members, portal users, and anonymous web visitors.
 - **Private** - By default, documents are visible only to members in the same MLS as the listing.
 - **MLS data share** - By default, documents are visible to members in the same MLS as the listing and to members of MLSs who participate in data sharing with the listing's MLS. Documents are not visible on public-facing websites.
 - **Selection Required** - No default setting. The listing agent must select whether confidentiality level of the uploaded document will be set to Public, Private, or MLS data share.
- **Let the user select the confidentiality level of each listing document** - If set to anything other than Off, the user will have the option to set the confidentiality level of listing documents. If set to Off, the confidentiality level of documents cannot be changed by the user.

The default value for unknown documents is set by the preference *Documents with names that do not match those the MLS has defined are by default*. For documents in the predefined document list, the default confidentiality may not be changed. To change the confidentiality, contact Customer Success at cpr@flexmls.com.

Using a setting other than Off, you can include the following confidentiality options for users to choose from:

- *Public and private only*

- *Public and MLS data share only*
- *Public, MLS data share, and private*
- *Public, MLS data share, private, and edit permission*
- *Public, private, and edit permission*

Documents marked as Edit Permission are visible only to those who have permission to edit the listing; they are hidden from other members of the MLS, and from any public-facing sites.

- **Document upload: allow both PNG image and PDF documents (ON) or only allow PDF documents (OFF)** - This setting controls the format of the documents that can be loaded into listings. If your MLS allows both PNG files and PDF files to be loaded as documents, turn the setting On. If only PDF files are accepted, turn the setting Off.
- **Allow upload of documents to listings** - When set to On, members can upload documents to their listings. When set to Off, the Document option on the edit page does not appear, and members do not have the ability to upload documents.
- **Allow emailing of private documents** - This setting controls the options for emailing private documents. The following options are available:
 - **With private reports only** - Private documents can be emailed only with private reports. Only public documents can be emailed with public reports.
 - **With private or public reports** - Private documents can be emailed with either private or public reports. When a member is emailing or printing reports, they will be able to select which documents to include.
 - **Cannot be emailed** - Private documents cannot be emailed with any report, whether public or private.

Export (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Maximum number of listings that can be exported** - This option determines how many listings can be exported at one time. For example, if 500 is selected, only 500 listings will be exported at a time, even if a set of search results includes 800 listings.

Forms (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Forms: When text exceeds the number of lines in a text area, do what? (FBS Staff Only)** - On multi-line text inputs, the text size varies according to how much text is entered. If the text is at its smallest, this FBS-only setting controls what happens to text that exceeds the space available. If set

to Truncate, excess text is trimmed off. If set to Overflow, excess text will overflow the boundaries of the text area.

- **Forms: Enable Forms Logo logo type (use if MLS has LOGO field types) (FBS Staff Only)** - When this FBS-only setting is On, users can upload a logo called "Forms Logo" in the Personal Photo and Logo Maintenance section of My Profile. The logo will be displayed on applicable forms. If a Forms Logo has not been uploaded for a user, the Forms Logo will come from the office account.
- **Forms: Menu text to view/edit user's forms (FBS Staff Only)** - By default, the menu option used to view and edit forms is called *My Forms*. This FBS-only setting is used to create a custom name for that section of the Forms system.
- **Forms: Button text to create new folder (FBS Staff Only)** - By default, the button used to create a new forms folder is called *Add Form*. This FBS-only setting is used to create a custom name for that section of the Forms system.
- **Forms: Enable configurable forms for listing entry (FBS Staff Only)** - When set to On, this setting enables configurable forms for listing entry.

Hot Sheet (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Include Rentals on the 24 hour hot sheet** - If set to Yes, the Rental property type is included on the 24-hour hot sheet. If set to No, Rentals are not included.
- **Force MLS custom hot sheet views for all users** - If set to Yes, the hot sheet views set up by the MLS are applied to all members. If set to No, users can select their own views for the hot sheet.

IDX (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Show Full Listing Report link on IDX web sites for all listings (ON) or only the user's listings (OFF) (FBS Staff Only)** - This FBS-only setting applies only when the classic version of the client portal is in use. When set to On, detail reports are available for all listings displayed via an IDX link. When set to Off, listing reports are available for the listing member's listings only (the member who created the IDX link).
- **Allow address on the MLS IDX web site (FBS Staff Only)** - When this FBS-only setting is On, listing addresses are displayed on any IDX link created by the MLS account.
- **Do not show address on any public facing search results (FBS Staff Only)** - When this FBS-only setting is On, addresses are not shown on listings for any public-facing link or site (such as IDX or public emails). If set to Off, the address is displayed on public-facing links and sites.

- **Force Listing Office column in the Standard Reports on IDX web sites (FBS Staff Only)** - This FBS-only setting applies only when the classic version of the client portal is in use. When set to On, listing office information is automatically included on any standard report in an IDX link.
- **Force Listing Agent column in the Standard Reports on IDX web sites (FBS Staff Only)** - This FBS-only setting applies only when the classic version of the client portal is in use. When set to On, listing agent information is automatically included on any standard report in an IDX link.
- **Suppress office emails in business cards on the MLS IDX site (FBS Staff Only)** - This FBS-only setting applies only when the classic version of the client portal is in use. When set to On, the office email address is not shown on business cards on MLS-level IDX sites.
- **Allow users to search for selling offices and members on public web sites (FBS Staff Only)** - This FBS-only setting allows a user to designate the selling member or office on IDX links. This setting applies only if sold listings are available via IDX and the fields for selling member/office are made public. This setting applies only when the classic version of the client portal is in use.
- **Allow searching of documents on IDX, this trumps any idx link setting (FBS Staff Only)** - This FBS-only setting applies only when the classic version of the client portal is in use. When set to On, documents can be accessed via IDX links.
- **Display Contingent flag on IDX web sites (FBS Staff Only)** - When this FBS-only setting is On, a contingent designation appears on the list tab for contingent listings on IDX sites.
- **Hide Open House comments on IDX web sites (FBS Staff Only)** - This FBS-only setting applies only when the classic version of the client portal is in use. The following options are available:
 - *Show Open House comments on IDX web sites:* Comments entered by the creator of an open house event are visible in all locations on an IDX site.
 - *Hide Open House comments on List Tab on IDX web sites:* Comments entered by the creator of an open house event are visible in the open house section of the Details tab but do not appear on the List tab on IDX sites.
 - *Hide Open House comments on IDX web sites:* Comments entered by the creator of an open house event are not visible on IDX sites.
- **Display MLS IDX logo and Listing Office name on IDX (FBS Staff Only)** - When this FBS-only setting is On, the IDX logo of the MLS is displayed in the listing office name column of the List tab for IDX searches. The listing office name is included by default on IDX sites. When set to Off, the MLS IDX logo is not displayed.
- **Include coming soon listings in IDX search results and IDX level shared listings (FBS Staff Only)** - When set to On, coming soon listings are available on IDX and can be searched.
- **Include Pending listings in IDX search results (FBS Staff Only)** - The following options are available for this FBS-only setting:
 - *Automatic:* Pending listings are available based on the *contingent_is_active* command-line preference. Contact the Flexmls Customer Success team (cpr@flexmls.com) for more information.
 - *Yes:* Pending status listings are available on IDX and can be searched.

- **No:** Pending status listings are not available on IDX. If Sold listings are also not available on IDX, a status box will not appear.
- **Allow sold listings on IDX (FBS Staff Only)** - When this FBS-only setting is On, Sold listings are included in IDX feeds. If set to Off, Sold listings are excluded.
- **For sold listings on IDX, display the Sold Price (default) or the List Price (FBS Staff Only)** - This FBS-only setting specifies whether the sold price or list price is displayed for sold listings on IDX.
- **Limit sold listings on IDX (FBS Staff Only)** - When this FBS-only setting is On, Sold listings are included in IDX feeds according to the following setting.
 - **Time period for limiting sold listings to IDX, available options are D, 3, or a date with format MM/DD/YYYY (FBS Staff Only)** - This FBS-only setting appears only when the setting *Limit sold listings on IDX* is set to On. Enter *D* to include Sold listings since January 1, 2012. Enter *3* to include Sold listings from the last three years. To show Sold listings starting from a specific date, enter a date in MM/DD/YYYY format. If changes are made, be sure to click **Save**.
- **Always allow display of Status box when searching on IDX (FBS Staff Only)** - When this FBS-only setting is On, Status can always be displayed in IDX searches. This setting does not apply if Pending, Closed, or Pending Contingent statuses are included in IDX search results.
- **Disable IDX store purchases (FBS Staff Only)** - This FBS-only setting applies when the setting *Enable the IDX Store and Manager* is set to On. When this setting is also On, the IDX Manager page is available only to users who have purchased IDX. When set to Off, the IDX Manager is available regardless of whether the user has purchased IDX.
- **Enable the IDX Store and Manager (FBS Staff Only)** - When this FBS-only setting is On, the IDX Manager page is available in Flexmls. When set to Off, the IDX Manager is not available.
- **Enable Boardwide 1.0 IDX Links (FBS Staff Only)** - When this FBS-only setting is On, IDX 1.0 and the IDX Manager are available for all users of the MLS.
- **Enable Free 2.0 IDX Links and the IDX Manager for All Users (FBS Staff Only)** - When this FBS-only setting is On, IDX 2.0 and the IDX Manager are available for all users of the MLS.
- **Enable the Lite IDX (FBS Staff Only)** - When this FBS-only setting is On, Lite IDX is available for all users of the MLS.
- **Cost section of the Lite store splash page (FBS Staff Only)** - This setting is no longer used.
- **Time section of the Lite store splash page (FBS Staff Only)** - This setting is no longer used.
- **Block search engine indexing for MLS-level IDX sites by default (FBS Staff Only)** - When set to On, this setting prevents IDX links from being indexed by search engines.

IntraMLS Email (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.



IMPORTANT

FBS is no longer offering the MLS Email feature to MLSs that are not already using it. The feature is being phased out, as this email delivery method can expose FBS to reports of spam, which can impact all email delivery.

If there are specific problems that you are hoping to solve, we would be happy to get more information about what messaging is needed (or the larger problem you are trying to solve) so that we can share it with the Product team. Please reach out to Customer Success (cpr@flexmls.com) with any questions you have.

- **Enable MLS Email (FBS Staff Only)** - If set to On, the MLS Email option becomes available under Daily Functions on the menu. Members can send emails to other individual members of the MLS, or to everyone, including the administrator. (See the setting *For members, allow 'Everyone in the MLS' to be a recipient when using the MLS Email tool* to restrict this function). When this setting is Off, there is no function to mass email members.
- **Choose which associations can access the MLS Email, for their own association. Default all if none selected. (FBS Staff Only)** - This setting allows you to choose which associations can access the MLS email. You must have the Enable MLS Email setting set to On in order to use this setting.
- **For members, allow "Everyone in the MLS" to be a recipient when using the MLS Email tool (FBS Staff Only)** - When set to Yes, the option *Everyone in the MLS* is available to members in the MLS/Office broadcast selection box. (This option is always available to the MLS user account.) When set to No, the *Everyone in the MLS* option is not available.



NOTE

This preference functions only if a primary email address is set for the MLS user account.

- **Enable broadcasting to users via designation (FBS Staff Only)** - When set to On, members can send email to all users with a certain designation. Designations should be set up before activating this setting. For information about setting up designations, see [Member Designations](#).
- **Enable broadcasting to users via designation (FBS Staff Only)** - When set to On, members can send email to all users with a certain designation. Designations should be set up before activating this setting.
- **Email MLS when using the MLS Email (FBS Staff Only)** - When set to On, the administrator email address will be blind copied on all MLS emails sent from Flexmls, even if the administrator is not specifically included by the sender.
- **Allow MLS to receive bulk emails (FBS Staff Only)** - This setting determines whether the MLS account receives a message when users choose the *Everyone in MLS* option. This setting allows the administrator account to have a primary address, but not receive bulk emails.
- **Allow users to add a listing link in MLS emails (FBS Staff Only)** - When set to On, members can include a listing link in MLS emails. Turning the setting On adds the *Add Listing Link* button to the MLS email page. If the setting is Off, the *Add Listing Link* button does not appear on the MLS email page.



NOTE

If users add listing links to their MLS emails, the recipients will be prompted to sign in to Flexmls to view the links.

- **Default for reports from MLS Email links (FBS Staff Only)** - If users can send listing links, this setting sets the default privacy level for listing reports. Users will still be able to choose the version of the report to send.

Listing Emails (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **The level of History that is allowed to be emailed** - This setting determines the amount of history detail that can be emailed for a listing. The following options are available:
 - **Detailed History** - Includes the most information. Details include what changed, when it changed, and who made the change. This level includes both Listing History and Property History.
 - **Listing History** - Includes Status, Price, Date, and DOM. This level includes Property History.
 - **Property History** - Includes the current status of the listing, the current price, the % Change, Date, DOM, and Address.
 - **None** - Listing history cannot be emailed. The option to include history will not appear on the Email page.
- **Maximum number of times an emailed link is allowed to be viewed** - Select the number of times a link can be loaded (clicked on from anywhere) before it becomes unavailable.
- **Disable emailing private versions of reports** - When set to On, members cannot email the private versions of listing reports. This means any field marked private will not show in views or on reports. When set to Off, members can send the private versions of reports.
 - **Require authentication to view private emailed reports** - This setting appears only when *Disable emailing private versions of reports* is set to Off. When this setting is On, users who click private email links will need to enter a username and password to view listing information. If an agent who clicks a private email link is already logged in, the link will open without prompting for credentials. If the agent who clicks the link isn't logged in, or if an unintended recipient clicks the link, they will be prompted to log in.
- **Warning when emailing private versions of reports** - When set to On, a warning is given before emailing private reports. The text of the warning can be customized using the preference *Warning message displayed when sending a private email*. If set to Off, no warning is given.
 - **Warning message displayed when sending a private email** - This setting defines the message that will be displayed when a member sends a private email if the setting *Warning when emailing private versions of reports* is set to On. If you change the text of the message, be sure to click **Save**.
- **Email signature checked or not by default** - This setting determines the MLS default behavior for the email signature checkbox. Each user can also set their own preference using General

Preferences. When set to On, the email signature for a user will be included by default when emailing from the system. When set to Off, users must manually select the email signature to include it in their emails.

Listing Error Reports (MLS Settings)

Listing Error Reports allow users to send an anonymous report (depending on the options chosen in the MLS settings) to let the receiver know there is something wrong with a listing.

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable Listing Error Reporting Form** - When set to On, a *Report Violation* option appears on the listing menu (triangle icon) next to the MLS number for a listing and in the top button bar on search results pages. When set to Off, the *Report Violation* option is not available to users.
- **Allow Listing Error Reporting for datashare Listings (FBS Staff Only)** - This setting allows for Listing Error Reporting for datashare listings. By default, this setting is Off.
- **Include the sender's name in the Error Reporting Form for the MLS** - If set to On and error reports are sent to the MLS, the sending user's name is included with the report (instead of sending anonymously). If set to Off, the submitter remains anonymous. This setting appears only when *Enable Listing Error Reporting Form* is set to On.
- **Allow MLS that use corelogic error reporting to use Flex Reporting on mobile (FBS Staff Only)** - Currently the CoreLogic Listing Data Checker does not have a mobile option. When set to On, this FBS-only setting allows an MLS that uses the Listing Data Checker to use Flexmls error reporting instead on mobile. When set to Off, an MLS that uses the Listing Data Checker will not have the ability to report errors on mobile.
- **Send an email with the Listing Error report to the primary email address for the following logins:** - This setting determines who receives listing error reports. This setting appears only when *Enable Listing Error Reporting Form* is set to On. The following selections are available:
 - **Listing and Co-Listing Agent:** Error reports are sent to the primary email addresses of the listing agent and co-listing agent (if there is one).
 - **Office:** Error reports are sent to the primary email address of the office that the listing agent belongs to.
 - **Company:** Error reports are sent to the primary email address of the company that the listing agent's office belongs to.
 - **MLS:** Error reports are sent to the primary email address of the MLS. Click **Email Routing for Listing Errors** if you need to set up email addresses for multiple associations in the MLS.
 - **Managing Broker:** Error reports are sent to the primary email address of the designated broker in the office of the listing agent.
- **For Listing Error Reporting for datashare listings, use the listing's MLS Email Routing settings in addition to the reporter's MLS (FBS Staff Only)** - By default, this setting is Off. This setting only displays if the "Enable Listing Error Reporting Form" setting is On. When set to On, listing error

reporting goes to the listing agent's MLS and the reporting user's MLS primary email. When set to Off, listing error reporting only goes to the reporter's MLS.

- **Listing error report action label (e.g. 'Report Violation') (FBS Staff Only)** - This FBS-only setting controls the name of the button that is used to report listing errors. By default, the button is called "Report Violation."
- **Enable custom section on error report form to provide more details to reporters (title and message must be filled out for it to display)** - At the bottom of the error reporting page, expandable sections display information about who receives the member's report. If this setting is On, you can add a custom section with a message specifically for your members. You must enter both a title and a message for the custom section to be displayed.
- **Custom error report section title to display** - Enter the text to display as the title of the custom section. To make your custom section fit best with the existing sections, we recommend that you phrase the title in the form of a question that your members might ask. This setting appears only when *Enable custom section on error report form* is set to On.
- **Custom error report section message to display** - Enter the message text for the custom message. This setting appears only when *Enable custom section on error report form* is set to On. You can apply formatting to the message text by using HTML tags. See the following table for common HTML tags.

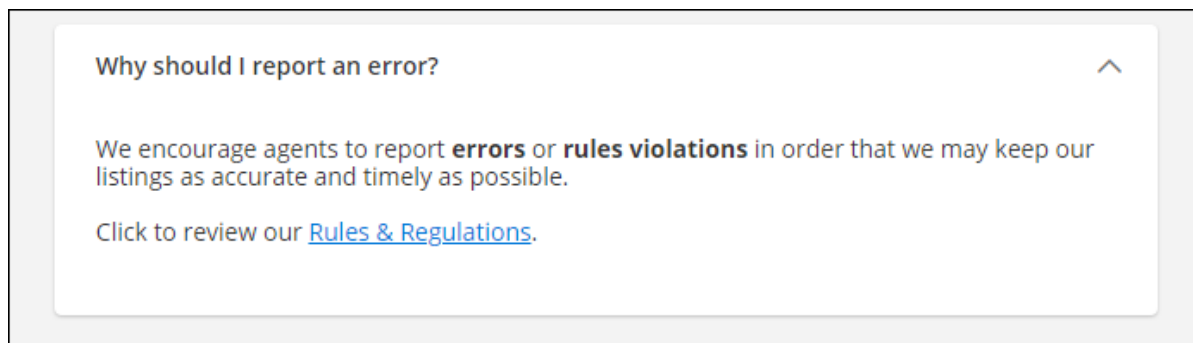
Type	Format
Link	Hyperlink Text
Paragraph	Paragraph text.
Bold	bolded text

Example:



The screenshot shows the 'Enable custom section on error report form to provide more details to reporters (title and message must be filled out for it to display)' setting set to 'ON'. Below this, there are two input fields: 'Custom error report section title to display' and 'Custom error report section message to display'. The title field contains the text 'Why should I report an error?'. The message field contains the text '<p>We encourage agents to report errors or rules violations in order that we may keep our listings as accurate and timely as possible.' Both fields have a 'SAVE' button next to them.

How it appears to members:



The screenshot shows the custom error report section as it appears to members. It has a title 'Why should I report an error?' and a message 'We encourage agents to report **errors** or **rules violations** in order that we may keep our listings as accurate and timely as possible.' Below the message is a link 'Click to review our [Rules & Regulations](#).' The section is enclosed in a light gray box with a close button in the top right corner.

Listing Maintenance (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Once a listing has been entered as Closed, only the selected user types of this preference may make changes to the listing after this amount of time has passed** - This setting appears only when the setting *Allow status and price changes to occur for company and office level users this many days after a listing changes to Cancelled, Closed, or Expired* is set to Off.

Use the drop-down lists to indicate the time period during which changes can be made to closed listings, if any. Use the checkboxes to indicate which users can make changes to closed listings after the specified time period has passed: just the MLS login, users with MLS-level brokerload, or users with association-level brokerload.



NOTE

This setting is based on the closed date. If the listing has a closed date of 1/1 and the preference is set to 2 days, then the closed listing would be editable on 1/1 and 1/2, regardless of the date on which the listing was marked as closed. If the user enters a closed date that is in the past, it is possible that a closed listing will never be editable. For example, if this preference is set to 7 days, and the user enters a closed date that is 7 days in the past, the listing will not be editable after it is closed.

- **Allow MLS to edit any textual or date main list field, regardless of "Display on Edit" setting; also, add "end date" to the active status change event** - When set to On, the MLS account can edit all text or date fields (not including detail fields) when editing a listing, regardless of whether the fields are available to members. The end date field also becomes available on the *Edit Current Status (Active)* status change page.
- **Allow members with MLS-level brokerload to edit any textual or date main list field, regardless of "Display on Edit" setting** - When set to On, any users with MLS-level brokerload can edit all text or date fields (not including detail fields) when editing a listing, regardless of whether the fields are available to members.
- **Allow members with Association-level brokerload to edit any textual or date main list field, regardless of "Display on Edit" setting (FBS Staff Only)** - When this FBS-only setting is On, any users with association-level brokerload can edit all text or date fields (not including detail fields) when editing a listing, regardless of whether the fields are available to members.
- **Upon adding or changing a listing, change the case of the address fields to:** - Select one of the following options:
 - *Do not change the case:* A new listing's address will remain exactly as it is entered into the system.
 - *Uppercase:* A new listing's address will be converted to all uppercase, regardless of how the address was typed by the member.
 - *Initial Caps:* The first letter of each word in the address will be capitalized, regardless of how the address was typed by the member.
- **Allow Offices and Members to edit listing distribution options** - When set to On, the Broker Distribution tab appears when adding or editing a listing. Listing members can use the Broker

Distribution tab to control whether a listing is sent to Flexmls IDX websites or third-party websites and programs.

- **Allow Offices to determine which Listing Distribution options can be selected on the Broker Distribution tab** - When set to On, the Broker Distribution option appears under Preferences on the menu for office-level accounts. This function allows office-level accounts to control how their listings are distributed to third-party websites.
- **The begin date of a listing may never be set more than this long before the current date** - This setting dictates how far in the past a listing's begin date can be set. Changing this setting to 0 means that your MLS does not allow back-dated listings.
- **The begin date of a listing may never be set more than this long after the current date** - This setting dictates how far in the future a listing's begin date can be set. Changing this setting to 0 means your MLS does not allow adding listings with a future begin date.
- **The end date of a listing may never be set more than this long before the current date** - This setting dictates how far in the past a listing's end date can be set. Changing this setting to 0 means your MLS does not allow setting an end date before the current date.
- **The end date of a listing may never be set more than this long after the current date** - This setting dictates how far in the future a listing's end date can be set. Changing this setting to 0 means your MLS does not allow setting an end date after the current date.
- **Allow Non-Member agent to appear in listing agent role for members with brokerload privileges, offices and companies** - When set to On, users can select a non-member listing agent. This option is useful for allowing agents to enter out-of-area listings or FSBO listings for comps or to report an out-of-area sale. To use this function, you must create a non-member Flexmls user account. On the Settings tab of the New Member page or Editing Member page, change the *Non-Member Agent or Exception* setting to Yes. If the MLS setting is On and the user is set to Yes, the non-member agent can be selected by all users who can add listings.
- **Prevent member and partial level brokerload from being able to add non-member listing agent.** - This setting appears only if the setting *Allow Non-Member agent to appear in listing agent role for members with brokerload privileges, offices and companies* is set to On. When this setting is On, members who have member-level and partial-level brokerload cannot specify a non-member listing agent. Office, company, association, and MLS-level logins will still be able to do so.
- **Allow selection of agents from data-sharing MLSs (FBS Staff Only)** - When this FBS-only setting is On, members from data-sharing MLSs can be selected as listing agents. When set to Off, members will not be able to select agent names from data-sharing MLSs in listing maintenance.
- **Co-listed Companies/Offices/Agents may edit listings** - When set to On, a co-listing agent/office/company can edit a listing. When set to Off, only the primary listing agent or their office/company can edit the listing.
- **Copy function allows users to copy anyone's listings (On) or only their own listings (Off)** - When set to On, members can copy anyone's listings. When set to Off, members can copy only listings where they are the listing agent, and co-listing agents can copy listings only if the *Co-listed Companies/Offices/Agents may edit listings* setting is set to On. The *Copy function allows users to copy anyone's listings (On) or only their own listings (Off)* setting works in conjunction with the settings *Copy function allows users to copy anyone's listings (On) or only their office listings (Off)* and *Copy function allows users to copy anyone's listings (On) or only their company listings (Off)*. The most restrictive of

these settings takes precedence; if this setting is Off, the settings for copying office and company listings will be disregarded.

- **Copy function allows users to copy anyone's listings (On) or only their office listings (Off)** - When set to On, members can copy anyone's listings. When set to Off, members can copy only listings where their office is the listing office. This setting works in conjunction with the settings *Copy function allows users to copy anyone's listings (On) or only their own listings (Off)* and *Copy function allows users to copy anyone's listings (On) or only their company listings (Off)*. The most restrictive of these settings takes precedence.
- **Copy function allows users to copy anyone's listings (On) or only their company listings (Off)** - When set to On, members can copy anyone's listings. When set to Off, members can copy only listings where their company is the listing company. This setting works in conjunction with the settings *Copy function allows users to copy anyone's listings (On) or only their own listings (Off)* and *Copy function allows users to copy anyone's listings (On) or only their office listings (Off)*. The most restrictive of these settings takes precedence.
- **Allow photos to be copied from listings by** - This setting can be used to limit the photos that users can copy when copying listings. Select one of the following options:
 - *Anyone in MLS*: Listing photos can be copied by anyone in the MLS.
 - *Anyone in company*: Listing photos can be copied by users in the same company as the listing agent.
 - *Anyone in office*: Listing photos can be copied by users in the same office as the listing agent.
 - *Self*: A listing's photos can be copied only by the Listing agent of the the listing, and not users with equivalent or higher brokerload.
- **Allow users to duplicate (copy) listings via option in the menu tree** - When set to On, the Copy function under the Add/Change menu is available to members. The Copy function allows users to copy most of a listing's information to a new listing, except for begin/end date and other contract information.
- **Allow members to Full Copy listings** - When set to On, users can access the Full Copy function under the Add/Change menu. The Full Copy function allows users to copy all a listing's information to a new listing, including status and all contract information. This setting applies to on-market listings. To allow members to copy listings with other statuses, use the settings *Allow members to Full Copy Expired listings* and *Allow members to Full Copy listings regardless of status*.



NOTE

The Full Copy function allows a user to copy only listings where they are the listing agent.

- **Allow members to Full Copy Expired listings** - This setting appears only when *Allow members to Full Copy listings* is set to On. When this setting is On, users can use the Full Copy function under the Add/Change menu to copy a listing that has expired.
- **Allow members to Full Copy listings regardless of status** - This setting appears only when *Allow members to Full Copy listings* is set to On. When this setting is On, users can use the Full Copy function under the Add/Change menu to copy a listing that is Active, Closed, or any other status.

- **Allow Copy Photos (On) when copying listings** - When set to On, users can select a Copy Photos checkbox when copying or full copying a listing. This feature allows users to copy listing photos along with listing information.
- **Check the Copy Photos checkbox by default when copying a listing** - This setting appears only when *Allow Copy Photos (On) when copying listings* is set to On. When this setting is On, the Copy Photos checkbox will be marked by default when copying or full copying a listing.
- **Allow members to edit deleted listings** - When set to On, member-level users can edit their listings that are in Deleted status.



IMPORTANT

When this setting is On, your members will be allowed to reactivate deleted listings.

- **Allow offices and companies to edit deleted listings** - When set to On, office and company-level users can edit their listings that are in Deleted status.



IMPORTANT

When this setting is On, offices and companies will be allowed to reactivate deleted listings.

- **Allow members/offices to edit canceled listings** - This setting is available only when *Allow status and price changes to occur for company and office level users this many days after a listing changes to Cancelled, Closed, or Expired* is set to Off. When this setting is On, members and offices can edit their listings that are in Canceled status.



IMPORTANT

When this setting is On, members and offices will be allowed to reactivate canceled listings.

- **Allow members to edit expired listings** - This setting is available only when *Allow status and price changes to occur for company and office level users this many days after a listing changes to Cancelled, Closed, or Expired* is set to Off. When this setting is On, members can edit their listings that are in Expired status.
- **Allow offices to edit expired listings** - This setting is available only when *Allow status and price changes to occur for company and office level users this many days after a listing changes to Cancelled, Closed, or Expired* is set to Off. When this setting is On, offices can edit their listings that are in Expired status.
- **Allow tabbing to all checkboxes and fields in detail edit screens** - When set to On, users can use the TAB button on their keyboard to move between checkboxes on detail fields that contain both a checkbox and a text entry field.
- **List fields within rows (left to right) in detail edit screens** - When set to On, detail fields are listed in order from left to right in two columns on the add/edit listings pages. If set to Off, detail fields are listed in order from top to bottom in two columns.
- **When adding a listing, consider duplicate listings based on both geocode and address (On) or just address (Off)** - When set to On, the system considers a new listing to be a duplicate of an

existing listing if both the address and geocoding location are the same on both listings. When set to Off, only the address must be the same.

- **When adding a listing, consider duplicate datashare listings (FBS Staff Only)** - This setting controls if data shared listings are included in the Duplicate Listing check. When set to On, this setting creates a new pref: duplicate_geocode_ds. For users in an MLS that shares databases, this setting will warn a user that there is a data-shared listing if a user enters the same address for a listing that already exists. By default, this setting is Off.
- **Include the following statuses when checking for a duplicate listing when a listing is being added.** - This setting controls which listing statuses will be used in the check for duplicate listings during the add listing process. When a user attempts to add a new listing, a duplicate listing warning message will appear only for duplicate listings of the selected statuses.
- **Display this text in the duplicate listing warning dialog** - Customize the warning message that is displayed when a new listing is determined to be a duplicate of an existing listing. Be sure to click **Save** to save a change to that text.
- **Send an email to the listing member whenever another user edits their listing** - When set to On, the system sends an email notification to the listing member when one of their listings has been changed by a different user or the MLS administrator.
- **Send an email to the MLS whenever a listing is edited** - When set to On, the system sends an email notification to the primary email address for the MLS account whenever a listing is edited. Click **Email Routing for Listing Edits** to select the email address where messages will be sent for each association.
- **Use listing prefixes** - When set to On, MLS numbers are formatted with a listing prefix. For example, some MLSs use the current year as a listing prefix. Listing prefixes can be added or edited by using the List Prefixes menu item, regardless of this setting.
- **Default listing prefix for members is the short ID of their office** - When set to On, the default listing prefix for a new listing is the listing office's short ID. This setting takes effect only when *Use Listing Prefixes* is set to On.
- **Listing prefix sort order** - Change the order in which listing prefixes are displayed in the dropdown list when users add a listing. This setting is dependent on the MLS setting *Use Listing Prefixes*.
- **Hide listing prefix on the add listing screen when only one prefix is available** - When set to On and only one listing prefix is available in the MLS, the prefix will automatically be applied when adding a listing. This setting takes effect only when *Use Listing Prefixes* is set to On.
- **Require selection of property type when adding a listing (no default selection)** - When set to On, the property type dropdown list has no option selected by default. This setting is primarily used to force users to pick a property type when entering a listing, so listings are not inadvertently entered with an incorrect property type.
- **Related scroll child fields with one item have that item selected by default** - When set to On, related scroll child field values with only one possible choice will be automatically selected when the parent field's value is selected. If set to Off, members must always select the child field value, even if there is only one choice. This setting applies to adding or editing a listing.
- **Show the Geocode Bypass Link** - This setting allows users the option to skip geocoding when adding or changing a listing. When set to On, a new setting called *Don't Show the Geocode Bypass Link*

for the following property types appears. Here, you can select the property types for which geocoding should remain required, so that Geocode bypassing is not an option. When set to Off, geocode (map location) is required when adding or changing a listing.

- **Don't show the Geocode Bypass Link for the following property types** - This setting is only displayed if the "Show the Geocode Bypass Link" is set to On. This settings allows users to select property types for which they do not want the Geocode Bypass link to display.
- **Allow partial broker load members to change map location** - When set to On, the Map Location option is available to members with partial brokerload privileges.
- **Geocode all new listings entered in system** - When set to On, a geocoding prompt appears after address information has been entered. When set to Off, users are not prompted to set the geocode (map location) for a new listing.
- **Additional fields to populate from geocoder results (FBS Staff Only)** - This setting allows you to specify what fields need to be autofilled after location geocodes are set. When entering multiple fields to be autofilled, separate the fields with commas but no spaces. This setting will not work if spaces are entered.
- **Check for required fields for additional population from geocoder results (FBS Staff Only)** - Enable this setting when additional fields used for autopopulation from geocoder results. This setting only appears when the "Additional fields to populate from geocoder results" setting is filled out.
- **MLS downloads entire list of members during broker load and status changes** - When set to On, a scrollable list of all MLS members is displayed when the MLS-level account changes the listing/selling member or status on a listing. When set to Off, an office/member search field is displayed instead of the entire MLS list when the MLS-level account changes listing/selling member or status.
- **Enable the "office remarks" field in the main listing edit screens** - When set to On, the Office Remarks field is available when editing listing information. Office remarks can be added to custom listing reports and are viewable on the Details tab in search results. These remarks are visible only to members of the user's office.
- **Parent/Child Listing Entry** - When set to On, users can designate a listing as either a parent or child listing depending on other settings. To enable parent/child listings on a per property type basis, please contact Customer Success. When adding or changing a listing, this option is shown on the General tab. Parent/child listings are generally used for parcels of land that can be sold as a package deal. The full section of land is the parent listing, and the individual parcels are child listings. When the parent listing is closed, all its child listings are automatically changed to Canceled status. If all child listings are closed, the parent listing is automatically canceled.
 - **Allow parent and child listings to be in different property types** - This setting appears only when *Parent/Child Listing Entry* is set to On. When this setting is On, listings of different property types can be entered as parents/children. For example, you could designate a residential listing that includes acreage as a parent with a land listing as a child.
- **Maximum number of photos to upload to a listing** - Designate the maximum number of photos that can be added to a listing.
- **Require a minimum of one listing photo** - This setting controls whether at least one photo must be added to a listing. The following options are available:

- *Never*: Listings are not required to have photos.
- *When listing is added*: Members must add a primary photo before a listing can be added to the MLS. This option makes the Photos tab available on the Add Listing page and prevents users from removing the primary photo on existing listings.
- *Number of days*: A photo must be added to the listing within the specified number of days after the listing is added.
- **Require a minimum of one listing photo for the following property types**: - This setting is available only when the setting *Require a minimum of one listing photo when a listing is added* is set to something other than Never. Use this setting to specify which property types require at least one photo in order to add a listing.
- **From the begin date, automatically take action on listings that do not have at least one photo loaded** - If the setting *Require a minimum of one listing photo when a listing is added* is set to a number of days, specify the actions to take when a photo has not been added in the required time frame. You can unapprove the listing and/or notify selected recipients. Make sure to click **Save** after you have made your selections.
 - If Unapprove listing is checked, the listing automatically becomes unapproved and a notification email is sent if no photo is added within the required time frame. A warning email will be sent three days before the listing is set to become unapproved. Unapproved listings do not appear in listing searches and are not included in subscription emails.
 - If Unapprove listing is not checked, and a photo has not been added in the required time frame, an email is sent to the selected recipients reminding them to add a photo to the listing. The reminder email will be sent daily until a photo has been added to the listing.
- **Use copyright symbol in photo watermarks** - If set to On, the copyright symbol and year that the photo was uploaded will be displayed at the beginning of photo watermark text for listing photos. This setting is applicable only if text is entered for the setting *Message displayed as a watermark on all photos uploaded*.
- **The photo uploader for the MLS login uses a default description of 'Listing Photo'** - This setting applies only to the MLS root account. When set to On, the default description for new photos is "Listing Photo." If set to Off, the default description is the location/name of the file from the originating computer.
- **Message displayed as a watermark on all photos uploaded** - This setting controls the text for listing photo watermarks. If this setting is left blank, no watermark will be applied to new listing photos. If changes are made to the watermark text, be sure to click **Save** to save the change.
- **Add a button to apply additional watermark in upper left corner (FBS Staff Only)** - This FBS-only setting controls the text for an additional listing photo watermark and makes a button available to apply this watermark when editing photos for a listing. If this setting is left blank, no secondary watermark will be available for listing photos. If changes are made to the watermark text, be sure to click **Save** to save the change.
- **Watermark Method** - If set to Standard, the watermark will be displayed on the lower left corner of the listing photo and no MLS settings to customize the font size or style will be available. If set to Advanced, the watermark will be displayed at the center of the listing photo and the following additional MLS settings become available.

- **Watermark Font Style** - Bold or italicize watermark text on listing photos. This setting is available only when the *Watermark Method* setting is set to Advanced.
- **Watermark Font** - Select the typeface to use for the watermark. This setting is available only when the *Watermark Method* setting is set to Advanced.
- **Watermark Font Size -- Original Photo** - Specify the font size of the watermark text on the original versions of listing photos that are uploaded to Flexmls. This setting is available only when the *Watermark Method* setting is set to Advanced.
- **Watermark Font Size -- Resized Photo** - Specify the font size of the watermark text on the thumbnail versions of listing photos that are uploaded to Flexmls. This setting is available only when the *Watermark Method* setting is set to Advanced.
- **Watermark Transparency -- Original Photo** - Specify the transparency of the watermark text on the original versions of listing photos that are uploaded to Flexmls. Changing this setting to a higher level will result in more transparent watermark text, allowing more of the photo to show through the text. This setting is available only when the *Watermark Method* setting is set to Advanced.
- **Watermark Transparency -- Resized Photo** - Specify the transparency of the watermark text on the thumbnail versions of listing photos that are uploaded to Flexmls. Changing this setting to a higher level will result in more transparent watermark text, allowing more of the photo to show through the text. This setting is available only when the *Watermark Method* setting is set to Advanced.
- **Office can perform a Price Change** - When set to On, an office or office-level account can change the list price of a listing.
- **Members can perform a Price Change** - When set to On, member-level accounts can change the list price of a listing.
- **For each office, allow price changes to be enabled or disabled for all members with an office-wide setting** - This setting is available only when *Members can perform a Price Change* is set to On. When this setting is On, a new setting called *Office Members Can Make Price Changes* becomes available in the user settings when editing an office-level user account. Administrators can then control whether the members of an office can make price changes.
- **Off-market listings can be price changed (legacy)** - This setting allows for the MLS to enable off-market price changes for listings. When set to On, the price of a listing in an off-market status (such as Coming Soon, Closed, Pending, Expired, and Withdrawn) can be changed. When set to Off, the price of an off-market listing cannot be changed.
- **Statuses that allow price changes** - This setting allows MLSs to select which listing statuses can have their price updated in the Change Listing page.



NOTE

In order to allow active or pending listings with contingencies to have their prices changed using this setting, ensure that the Enable Active with Contingency statuses and/or Enable Pending with Contingency statuses are turned ON.



IMPORTANT

Ensure that the setting "Off-market listings can be price changed (legacy)" is set to OFF. If this setting is ON, it will not allow the use of the "Statuses that allow price changes" setting.

- **Allow all users, even those without brokerload, to add Rental property classification listings** - When set to On, all users in the MLS can add rental listings, even if they normally do not have the capability to add a listing.
- **Download entire list of available agents for the transfer listing function** - When set to On, inactive and "not in list" members can be selected when using the listing transfer function. This setting is useful when attempting to transfer listings from one member to another when the status of their account is not known.
- **Allow editing of Units in MultiFamily classification listings (FBS Staff Only)** - When set to On, the "Units" tab is available when adding or editing listings in property types with the MultiFamily classification. The Units tab allows the listing member to enter information pertaining to each unit of the multi-family dwelling, such as the dimensions of the unit, lease price, etc. This setting can only be altered by FBS staff.
- **Rental Classification Unit type** - This setting applies to any property type that has a classification of Rental. When set to Rooms, the "Rooms" tab is available when adding or editing a Rental listing. The Rooms tab allows the listing member to enter additional information/specifications for each room in the rental property. When set to Units, the "Units" tab is available when adding or editing a Rental listing. The Units tab allows the listing member to enter additional information/specifications for each unit in the rental property.
- **Maximum number of units available for Multiple Family listings** - If *Allow editing of Units in MultiFamily classification listings* is set to On, you can use this setting to specify the maximum number of units that can be entered on the Units tab for a multifamily listing.
- **Use alternate method of room entry; only one room type per listing is allowed** - When set to On, duplicate room entries are not allowed on a listing. This setting also limits the total number of rooms that can be entered to 10. When set to Off, users can enter up to 20 rooms with no restriction on duplicate room entries.
- **Enable Room Features and display Room Features admin menu (FBS Staff Only)** - When this FBS-only setting is On, the Room Features field is displayed on the Rooms tab in listing maintenance and the corresponding FBS-only administration page is available on the Admin menu. When set to Off, the Room Features field and the corresponding administration page are not available. This setting applies only if the MLS is using the RESO-compliant Rooms tab.
- **The MLS user may edit a listing without completing all required fields** - When set to On, a user with MLS-level brokerload can save changes to an edited listing without having to complete required fields.
- **Association-level users may edit a listing without completing all required fields (FBS Staff Only)** - When this FBS-only setting is On, a user with association-level brokerload can save changes to an edited listing without having to complete required fields.

- **Allow reports to be printed from the incomplete listing screen** - When set to On, a Print button is available on the Incomplete Listings page. The Print button allows users to view and print a listing report containing the information that is currently entered for the incomplete listing.
- **Allow input forms to be generated from the incomplete listing screen for** - This setting controls whether input forms can be printed or emailed from the Incomplete Listings page. You can select Print and email, Print only, or Disallow.
- **Use brokerload levels to determine who has access to edit incomplete listings** - When set to Off, only the person who initiated the listing and the listing member can view or edit an incomplete listing. When set to On, those with office-level and company-level brokerload can also view and edit incomplete listings within their office or company. Access to edit incomplete listings will follow the same access rules as complete listings.
- **Allow blank values for text detail fields** - When set to On, detail fields that are accompanied by text fields can be saved even if no data has been entered in the text field. When set to Off, users are required to enter information in any text field that accompanies a detail field they have selected.
- **Enable the moderated listings module for this MLS (FBS Staff Only)** - When this FBS-only setting is On, an MLS administrator can add moderation for reasonableness constraints.
- **Block new listings if existing on market listing has matching parcel number (parcel_nbr)** - When set to On, when a user attempts to save a new listing, the system checks for duplicates based on the Tax ID (parcel_nbr) field. If an existing on-market listing has a matching Tax ID, the new listing will not be added, and the user will receive a warning message. This setting does not prevent someone from saving a listing as incomplete, regardless of whether it has the same Tax ID as an on-market listing.
- **Property types exempt from unique parcel number rule (FBS Staff Only)** - This FBS-only setting allows you to specify property types that are exempt from the requirement to have unique parcel numbers. Enter the one-letter codes for the property types that you want to exclude from the rule, separated by commas.
- **Allow duplicate use of parcel number with listings of different property types** - When set to On, users can add listings with the same parcel number if they are of different property types. This option overrides the setting *Block new listings if existing on market listing has matching parcel number*.
- **Store Listings Syndication Reference URL** - When set to On, the Broker Listing Distribution Reference URL field (non-searchable in the MLS) appears on the Broker Distribution tab in listing entry. This field allows the agent/broker to enter a URL into the RETS feed that can be used as a link back from syndication websites. Some MLSs use this setting to allow a link back to an agent's direct website from other sites.
- **Enable the Listing Entry Assistant (FBS Staff Only)** - When this FBS-only setting is set to On, the Listing Maintenance Assistant setting is available on the Edit Member page. Users of this type can upload photos, create and edit incomplete listings, and add or remove virtual tours, videos, and documents on behalf of an MLS member. When this MLS setting is set to Off, the Listing Maintenance Assistant user setting is not available on the Edit Member page.
- **Restrict the Listing Entry Assistant setting to just the MLS logon (FBS Staff Only)** - When this FBS-only setting is set to On, only the MLS root account can designate a member as a Listing Maintenance Assistant on the Edit Member page. When this setting is Off, any user who can add/change members can use the Listing Maintenance Assistant setting on the Edit Member page.

- **Enable the Sold Data Feeds (FBS Staff Only)** - When this FBS-only setting is On, the *Sold Listing Opt-In* column is available for MLS-level users on the Broker Distribution Preferences page. When the *Sold Listing Opt-In* option is selected and a sold data RETS feed is created, an office-level user can select the *Send Sold Attribution* option for a feed. This setting should be set to Off if sold data feeds are not available.
- **Show/Hide required Details fields on Status Change** - When the setting *Prompt required fields for completion on the status change screen* is set to On, the system checks to see if any required Main List fields must be filled in before completing a status change. If this setting is also set to On, Detail fields will also be checked.
- **Use the following date field for the Coming Soon (H) status and enable the same (start_showing_field pref) (FBS Staff Only)** - This FBS-only preference is used to enable the Coming Soon status for an MLS. Select a user-defined date field that is available for all property types (even if some property types will not use the Coming Soon status). The selected date field will become the Start Showing Date field, where users can enter a future start date for a listing.
- **Label to display for Coming Soon (H) recent major change status events (FBS Staff Only)** - This FBS-only preference is used to specify the major change event label when a listing enters Coming Soon status.
- **Label to display for Back on Market Status (A) recent major change status events (FBS Staff Only)** - This FBS-only preference is used to specify the major change event label when a listing's status changes to Active after being in an off-market status.
- **Default Start Showing Date this many days in the future (FBS Staff Only)** - This FBS-only preference controls the default Start Showing Date for Coming Soon listings.
- **Use Business Days for Default Start Showing Date (FBS Staff Only)** - When set to On, this setting allows users to specify business days for the default start showing.
- **Dates to skip for Business Days assessment (comma separated list, example: 11/13/2023,12/25,2023) (FBS Staff Only)** - This setting allows users to specify business days to skip.
- **Make the default for Start Showing Date null (FBS Staff Only)** - When set to On, this setting allows the option for the Start Showing Date to default to a null value instead of offsetting the date.
- **Allow the following marketing activities to be scheduled prior to the Start Showing Date (FBS Staff Only)** - This setting allows you to edit the dates for Open House, Tour of Homes, and Broker Tours to be held prior to the Start Showing Date.
- **Allow Open Houses to be scheduled before the Start Showing Date (FBS Staff Only)** - When set to On, this setting allows users to set Open Houses to be held before the Start Showing Date.
- **Display Share option for agents on edit listing screen** - When set to On, a Share link is available to members on the Change Listing page. When set to Off, the Share link does not appear. The Share option allows agents to share their own listings via Facebook, Twitter, or an external email program, or they can share a permalink directly to a public copy of the listing. The link uses the agent's Portal Preferences to determine the display options (which report, which options on the tabs), regardless of whether the agent has their customer portal currently turned on. If the agent has never activated their portal, the default settings from the MLS are used.

- **Show pop-up alerts for failed constraints** - When set to On, constraint warning popup will indicate what constraint was failed for a given field.
- **Summarize failed overridable constraints on save Listing** - When set to On, this setting causes a summary pop-up to display when saving a listing, that lists all the failed overridable constraints, similar to the summary popup that was originally added for failed non-overridable constraints. Users can either click Ok in this pop-up to continue to save the listing, or click Cancel to stop the save process and go back to editing.
- **Required document(s) alert verbiage (FBS Staff Only)** - This setting allows you to set a custom message that displays when a member tries to add or edit a listing with required documents missing. The default message reads, "Before this listing becomes active on the MLS, you must upload the required documents for this listing."
- **Property types that are managed outside of FlexMLS. Will disable Add/Edit/Copy and automatic status changes (FBS Staff Only)** - This setting presents a list of checkboxes corresponding to your MLS's active property types. This setting is empty by default. Under this setting, any property type that is checked is not available for selection when doing Add Listing and cannot be edited in Quick Search nor Change Listing. Any property selected under this setting also cannot be copied.
- **Use the following field for Comp Sale functionality in the new LM module (FBS Staff Only)** - This setting allows you to specify the field for the Comp Sale Y/N functionality. By default, this field is set to ud_c1_o2 for the Comp Sale Y/N functionality.
- **Allow regular member selection for Comp Listing List Agent (FBS Staff Only)** - When set to On, this setting allows you to select only the non-member user, or any user in the MLS, as the list agent.
- **Enable Re-listing for these property types** - This setting allows you to select specific property types where a re-list functionality is enabled. The re-list functionality is an automatic version of Full Copy. This setting automatically supplies the settings that are normally manually entered by the user.
- **Re-List Detail Fields to Clear on Copy** - When a listing is copied via the new Re-List feature, use this setting to specify which detail fields to clear on the copy.
- **Re-List Main Fields to Clear on Copy** - When a listing is copied via the new Re-List feature, use this setting to specify which main fields to clear on the copy.
- **Enable configurable forms for listing entry (FBS Staff Only)** - This setting enables configurable forms for listing entry.
- **Enable Photographer Network (FBS Staff Only)** - When set to On, this setting enables the MLS's photographer network.
- **Photographer Label (FBS Staff Only)** - This setting allows you to enter a photographer label for your MLS's photographer network. To modify this setting, the *Enable Photographer Network* setting must be set to On. By default, the text for this setting is "Certified Photographer."
- **Photographer Disclaimer (FBS Staff Only)** - This setting allows you to enter photographer disclaimer text for your MLS's photographer network. This setting is blank by default. To modify this setting, the *Enable Photographer Network* setting must be set to On.

- **Delayed Marketing Exempt Listings applicable on-market statuses. (FBS Staff Only)** - This setting allows MLSs to choose the statuses to be eligible for DMEL. MLSs can choose Active, Coming Soon, and/or Pending. If the MLS is using any contingencies, this setting will include any related Active or Pending contingencies.
- **Default Delayed Marketing Exempt duration in days. Leave blank for indefinite (manual toggle) (FBS Staff Only)** - This setting allows MLSs to choose the maximum amount of days that a listing can be in a delayed marketing period. DMEL ends automatically when listings change from an eligible status to any other status. For example, if the MLS only allows DMEL in Coming Soon statuses, when a listing goes into an Active status, it will no longer be in the DMEL period.
- **Field to use for storing Delayed Marketing Exempt YN status (FBS Staff Only)** - This setting enables a main list text/list field to store the YN value. It also allows the data to be searchable and surface on listing detail reports. The display label used on this field will also serve as the label for the feature in Flexmls.
- **Field to use for storing marketing begin date for Delayed Marketing Exempt Listings feature (FBS Staff Only)** - This is a main list date field to store the date that IDX marketing should begin. It also allows the data to be searchable and surface on listing detail reports.
- **Hide history during Delayed Marketing Exempt period (FBS Staff Only)** - This setting allows the MLS to hide listing history, such as price changes, while in the DMEL period. Listing history will still be accessible to users who have the appropriate brokerload permission to edit the listing.
- **Exclude the Delayed Marketing Exempt period from DOM calculations (FBS Staff Only)** - Enabling this setting makes the DOM start once the DMEL period is over.
- **Retain Broker Distribution Defaults During DMEL (FBS Staff Only)** - This setting reverts Broker Distribution controls to standard behavior during DMEL. When enabled, Broker Distribution checkboxes will not be auto-cleared during DMEL. Any user selections made during DMEL will persist after DMEL ends.
- **Add 'Select One' option to Status selection** - When set to On, a "Select One" option is added to the Status input when adding or editing a listing.
- **Create missing address scrolls via the Auto Assistant (FBS Staff Only)** - When enabled, the listing Auto Assistant will create missing address scrolls if the listing geography has a source other than M or W.

Listing Status Changes (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Members can perform a Status Change** - When set to On, a member-level user can perform status changes for their own listings. If set to Off, member-level users cannot change the status of their listings.
- **For each office, allow status changes to be enabled or disabled for all members with an office-wide setting** - This setting is available only when the setting *Members can perform a Status Change* is set to On. When this setting is On, a new option called *Office Members Can Make*

Status Changes becomes available in the user settings when editing an office-level user account. Administrators can then control whether the members of an office can make status changes.

- **Members & Offices can change Coming Soon listings to Active** - By default, this setting is On. This setting allows the MLS to give permission for members to change a listing from Coming Soon to Active Status before the activation date that was set when the Coming Soon listing was published. When set to On, this setting allows users with Change Status permissions to change Coming Soon listings to Active, with no restrictions. When set to Off, users may not change Coming Soon listings to Active, regardless of their Change Status permissions. This does not apply to MLS and Association brokerload, nor Partial brokerload with Change Status Permissions if they have Status Change enabled.
- **Office can perform a Status Change** - When set to On, office-level accounts can make status changes for listings in their office. When set to Off, office-level accounts cannot make status changes.
- **Display short ID and/or license number when selecting a listing or selling member.** - This preference determines how member names appear when searching for an agent on Listing Maintenance pages. Select whether the license number, short ID, or both appear following an agent's name. If neither option is selected, neither the license number nor the short ID will appear when searching for members on Listing Maintenance pages.
- **Under Contract Date required to change status to closed** - When set to On, the Under Contract Date must be entered before closing a listing. Note that this does **not** apply to rental listings. When set to Off, a listing can be closed without this date.
- **Set listings with a Sold Price of zero to have no sold price (blank)** - When set to On, listings that have a Sold Price of 0 will have the equivalent of no price. This setting is primarily for statistical purposes, so that the zeroes do not skew the average sold price.
- **Allow MLS to cancel or withdraw a closed listing** - When set to On, the MLS account can cancel or withdraw a Closed listing directly. When set to Off, Closed listings must be changed to an on-market status before they can be canceled or withdrawn.
- **Offices and Companies may change Closed listings to Active** - When set to On, offices and companies can change the listings of their members to Active if they are in a Closed status. When set to Off, only the MLS can put a Closed listing back on market. This setting is used primarily to allow brokers to correct an incorrectly closed listing.
- **Enable "contingent" status change link for active listings** - When set to On, the Add/Remove Contingency option becomes available on the Change Listing page for Active listings, allowing the user to change the Contingent status. When set to Off, the Add/Remove Contingency option is not available.
- **When a listing's contingent value changes, update the listing's status change and major change dates** - When set to On, whenever a contingent value changes, the status change and major change dates are updated. When set to Off, status change and major change dates are not updated when the contingent value changes.
- **Use contingent field label as text for contingent status change link** - When set to On, the word "Contingency" in the Add/Remove Contingency status change option is replaced with the field label of the contingent field.

- **Time period in which an office may extend an expired listing** - This setting is available only when the setting *Allow changes to occur for company and office level users this many days after a listing comes off market (FBS Staff Only)* is set to Off. Set the number of days, months, or years after a listing expires that an office or office-level user can extend an expired listing by one of its members. If the first drop-down is set to 0, offices will not be able to extend a listing after its expiration date. Be sure to click **Save** to save any changes made to this field.
- **Time period in which a member may extend an expired listing** - This setting is available only when the setting *Allow changes to occur for company and office level users this many days after a listing comes off market (FBS Staff Only)* is set to Off. Set the number of days, months, or years after a listing expires that a member can extend the listing. If the first drop-down is set to 0, members will not be able to extend a listing after its expiration date. Be sure to click **Save** to save any changes made to this field.
- **Enable "Extend or Expire" option on change listing screen for offices** - When set to On, an office or office-level account can extend or expire a listing from the Change Listing page. Note that this setting is effective only if the setting *Office can perform a Status Change* is set to On.
- **Enable "Extend or Expire" option on change listing screen for members** - When set to On, a member-level account can extend or expire a listing from the Change Listing page. Note that this setting is effective only if the setting *Members can perform a Status Change* is set to On.
- **Require Fallthrough Date to change pended status to active** - When set to On, the Fallthrough Date must be entered when changing a listing from Pending to Active (Back on Market). When set to Off, Fallthrough Date is optional and is based on the field setting.
- **Number of days a listing is pended before emails are automatically sent to the Listing Agent, and frequency of emails** - Set the number of days after a listing's status has changed to Pending that an email will be sent to notify the listing agent of the current status. Also, select how frequently the user's primary email address will receive email notifications if action is not taken. For example, if the first box is set to 10 and the second is set to Daily, the system will wait 10 days after the status change date to send the first reminder that the listing is in Pending status. The email will be sent daily until the listing is no longer Pending. If the first box is set to Off and the second is blank, no emails will be sent. Be sure to click **Save** to save any changes made to this field.
- **Pending warning emails will not be sent for listings with the following contingent values** - Define exceptions for Pending reminder messages based on specific contingent values. If emails are automatically being sent when listing status changes to Pending, but a listing has one of the selected contingency values, a Pending reminder email will not be sent for that listing. Be sure to click **Save** to save any changes made to this field.
- **Copy pended warning emails to listing agent's office** - When set to On, any pending warning emails sent to the user are copied to the primary email address of the user's office.
- **Copy pended warning emails to listing agent's company** - When set to On, any pending warning emails sent to the user are copied to the primary email address of the user's company.
- **Copy pended warning emails to listing agent's MLS** - When set to On, any pending warning emails sent to the user are copied to the primary email address of the MLS. Click **Email Routing for Pended Warnings** to select the email address where pended warning messages will be sent for each association.

- **Allow any user to withdraw a pending listing and pend an expired listing** - When set to On, any user can change the status of their own pending listings to Withdrawn and pend their expired listings. When set to Off, users cannot withdraw their pending listings or pend their expired listings.
- **Prompt required fields for completion on the status change screen.** - When set to On, the system checks for required fields that must be filled in before completing a status change. When set to Off, the status change will be allowed even if required fields are empty.
- **Clear contingent fields when listing is pended** - When set to On, the contingent field is cleared (set to blank) when a listing is pended. When set to Off, the contingency data remains, even if the listing is pended.
- **Clear contingent fields when listing is closed** - When set to On, the contingent field is cleared (set to blank) when a listing is closed. When set to Off, the contingency data remains, even if the listing is closed.
- **Offices/Members cannot change Withdrawn status to Active** - When set to On, offices or members cannot change a listing's status from Withdrawn to Active. (Only the MLS account can change it.) When set to Off, offices and members can change a listing's status from Withdrawn to Active.
- **Number of hours for status change event to display** - This setting determines how long the status-change event notice displays next to a new or changed listing. The default timeframe is 72 hours. To change it, type in the number of hours for the notice to display and click **Save**.
- **Allow MLS to withdraw a pending listing** - When set to On, the MLS account can directly withdraw a pending listing. When set to Off, a pending listing must be set to Back on Market before it can be withdrawn.
- **Allow MLS-level users to see inactive and Not In List agents in the Agent Lookup Module** - When set to On, options to include Inactive and Not In List agents are available on the User List lookup page for MLS-level users. When set to Off, MLS-level users do not have access to these options, but the MLS account does.
- **Under Contract Date of a listing must be before its End Date** - When set to On, the Under Contract Date of a listing must be before the End Date. This setting is used to make sure that agents are getting the required information to keep the listing active. If set to Off, the agent will be allowed to set a listing's Under Contract Date after the End Date.
- **Users with Association broker load may delete listing history from listings within their Association** - This setting applies only to MLSs with multiple associations. When set to On, a user with association-level broker load can delete listing history from listings within their association. (They will not be able to delete listing history from listings in other associations.) When set to Off, only the MLS can delete listing history.
- **Users with MLS broker load may delete listing history from listings within the MLS** - When set to On, a user with MLS-level broker load can delete listing history from any listing in the MLS.
- **Allow changes to occur for company and office level users this many days after a listing comes off market (FBS Staff Only)** - This setting allows office and company-level accounts to make changes to a listing for a certain number of days after the listing comes off market. Use the dropdown menu to select the number of days.

- **Changes that company and office level users are allowed to make during off market window (FBS Staff Only)** - Select the changes allowed during the off-market window specified in the *Allow changes to occur for company and office level users this many days after a listing comes off market (FBS Staff Only)*. The options for changes are Status and Price. This setting only appears if the *Allow changes to occur for company and office level users this many days after a listing comes off market* is not set to Off.
- **Statuses that company and office level users are allowed to make changes to during off market window (FBS Staff Only)** - Select the off-market statuses that can be changed by company and office-level users during the off-market window. The options for statuses to change are Cancelled, Closed, and Expired. This setting only appears if the *Allow changes to occur for company and office level users this many days after a listing comes off market* is not set to Off.
- **Allow changes to occur for listing and co-listing agent this many days after a listing comes off market (FBS Staff Only)** - This setting allows listing and co-listing agents to make changes to a listing for a certain number of days after the listing comes off market. Use the dropdown menu to select the number of days.
- **Changes that listing and co-listing agent are allowed to make during off market window (FBS Staff Only)** - Select the changes allowed during the off-market window specified in the setting, *Allow changes to occur for listing and co-listing agents this many days after a listing comes off market (FBS Staff Only)*. The options for changes are Status and Price. This setting only appears if the *Allow changes to occur for listing and co-listing agent this many days after a listing comes off market* is not set to Off.
- **Statuses that listing and co-listing agents are allowed to make changes to during off market window (FBS Staff Only)** - Select the off-market statuses that can be changed by listing and co-listing agents users during the off-market window. The options for statuses to change are Cancelled, Closed, and Expired. This setting only appears if the *Allow changes to occur for listing and co-listing agent this many days after a listing comes off market* is not set to Off.
- **Allow members to edit Cancelled, Closed or Expired listings (FBS Staff Only)** - This setting appears when *Allow changes to occur for company and office level users this many days after a listing comes off market (FBS Staff Only)* is set to a number of days. This FBS-only setting allows office or company-level users to edit a listing after its status changes to Cancelled, Closed, or Expired. When set to Off, office and company-level users are not allowed to edit listings in these statuses.
- **Delete selling member history when listings go back on market (FBS Staff Only)** - When this FBS-only setting is On, selling member information is hidden from history events if a listing's status changes from Pending to Active, or if a fall-through event takes place and the listing goes back on market.

Mapping (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Require Geocode Map Confirmation** - Specify whether to require confirmation of the map location after a user enters an address and clicks Next. The following options are available:

Always: The Geocode Map will always pop up. This enables the user to confirm the location.

Matches from non-shareable source: The location must be confirmed if the matching geocode comes from a source that cannot be shared.

Never: The Geocode Map never pops up for confirmation.

- **Enable Radius Search in MLS # Search** - When set to On, the *Radius Search* option is displayed on the MLS # Search page. When set to Off, this option is not displayed.
- **Public Map 'Nosy Neighbor' tool status availability** - Select the listing statuses for which the Nosy Neighbor tool will be available on public-facing maps, such as IDX Map Search or Flexmls Portal. For example, if Active is checked, the Nosy Neighbor tool will display information only for properties that are currently active.
- **Primary 'Nosy Neighbor' tax app (FBS Staff Only)** - This setting will allow for an MLS to be assigned to an existing Spark app without dev work. When set to *None*, there will be no tax lookup link in the Noisy Neighbor map bubble. When users restore the setting to *Flexmls CRS Property Report (Detail)*, the tax lookup link will be restored in the Noisy Neighbor map bubble.
- **Google Map API Key (FBS Staff Only)** - This setting is a field where you can enter the Google Map API key.
- **Google Map URL Signing Secret (FBS Staff Only)** - This setting is a field where you can enter the Google Map URL Signing Secret. Used in conjunction with an API key, a URL signing secret can tag API requests with a higher degree of security.

Menus (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Display Contact MLS button next to Help button** - When set to On, the *Contact MLS* option is displayed in the Help menu in the upper right corner of Flexmls. If set to Off, this option does not appear in the Help menu. The Contact MLS option enables members to contact the MLS account's primary email address through a Contact MLS form without leaving Flexmls. Click **Email Routing for Contact MLS** to select the email address where messages will be sent for each association.
- **Enable the Tax Millages function for the MLS system** - When set to On, the *Tax Millages* option is available on the Admin menu. When set to Off, this option is not displayed. The Tax Millages function allows the MLS to set up different tax millages based on certain fields, such as a Municipality field with multiple municipalities. The system uses the source field to calculate the Assessment and Millage, and then places the calculated amount in the target field.
 - **Automatically Calculate tax millages when editing a listing** - This setting appears only when the setting *Enable the Tax Millages function for the MLS system* is set to On. When this setting is On, fields that are affected by the Tax Millages function will recalculate their values any time a listing is edited. When this setting is Off, the tax millage calculation will not change automatically when a listing is edited.
- **Enable the Public Web Site Links under Preferences and User Guides (FBS Staff Only)** - When this FBS-only setting is On, a Public Web Site link is displayed under Preferences on the menu. When set to Off, this link is not displayed.
- **Enable Administrative User List** - When set to On, the *List Users* option is available under Users in the Admin menu. This option provides a comprehensive list of MLS members. When set to Off, the List Users option is not displayed.

- **Hide Office Listings and Company Listings links in the Search menu for members without office or company brokerload** - When set to On, the *Office Listings* and *Company Listings* options are hidden from the Search menu for users with a brokerload level of Member or lower (Partial, None). When set to Off, all users can see those menu items, regardless of brokerload.
- **Lowest level of brokerload allowed to transfer listings on the List agent/office side** - This setting allows you to select the minimum broker load that can transfer listings on the list side. The "Office" option is selected by default, but you can use the dropdown menu to select a different option.
- **In addition to MLS staff, allow Association brokerload to transfer listings on the buyer agent/office side** - When set to ON, this setting allows Association staff the ability to transfer listings on the buyer side.

Messaging (MLS Settings)

The following MLS settings govern broadcast messages that require acknowledgement. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Require user to check to confirm read of a required message before 'I Agree' button is enabled** - When set to On, the user is required to click a checkbox at the bottom of the message before the I Agree button can be clicked. When set to Off, a user can click the I Agree button without having to click a checkbox first. When set to Off, the I Agree button is enabled based on the setting *Number of seconds needed to view a required message before 'I Agree' button is enabled*.
- **Number of seconds needed to view a required message before 'I Agree' button is enabled** - This setting is available only when *Require user to check to confirm read of a required message before 'I Agree' button is enabled* is set to Off. To enable the I Agree button immediately, choose None; otherwise, choose a number of seconds between 5 and 30.

MLS Public Website (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Display "Contact" and "Request Showing" on MLS IDX web site** - When set to On, buttons to Contact an Agent and Request Showing appear on any IDX site created at the MLS level.
- **Allow address on the public web sites** - When set to On, listing addresses can be displayed on any Flexmls public website's search results page. When set to Off, listing addresses cannot be displayed on public websites.
- **Show MLS contact information on the MLS public website (Legacy IDX)** - When set to On, the contact information for the MLS is displayed on the search results page of the MLS-level public website.
- **For the MLS IDX site, send messages to the Listing Agent(s)** - This setting is available only when the setting *Display 'Contact' and 'Request Showing' on MLS IDX web site* is set to On. When set to On,

messages sent via the message tools on the MLS-level IDX site are sent to the listing agent. When set to Off, messages sent via the MLS-level IDX site are sent to the MLS.

My Profile (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Allow offices to change their own name via Quick Profile Maintenance** - When set to On, office-level accounts can change their own office names under My Names and Quick Profile Maintenance on the My Profile page. When set to Off, the Office Name field is displayed but is not editable by the office account.
- **Allow members to change their own name via Quick Profile Maintenance** - When set to On, member-level accounts can change their own first name, middle name, and last name under My Names and Quick Profile Maintenance on the My Profile page. When set to Off, these fields are displayed but are not editable by member accounts.
- **Allow members and offices to change their own address** - When set to On, both member and office accounts can change their own addresses under My Addresses on the My Profile page. When set to Off, My Addresses is not displayed, preventing office and member accounts from changing their addresses.
- **Allow users to edit/use name designations** - When set to On, users can edit their designations under My Names on the My Profile page. They also have the option "Include Designations" in the Display Options on the My Names page. When set to Off, the Designations section is not available, and "Include Designations" is not available in Display Options.
- **License Number Label** - This setting controls the label that is used for the License Number field under Quick Profile Maintenance on the My Profile page. The License Number field is displayed only if the setting *Display license number in profile information* is set to On. If changes are made to this label, be sure to click **Save**.
- **Display license number in profile information** - When set to On, the License Number and Office License Number fields are displayed in a member's profile information on the Office/Member Search page. When set to Off, the License Number and Office License Number fields are not displayed.



NOTE

The name of this field depends on the input for the *License Number Label* setting.

- **Display short id in profile information (FBS Staff Only)** - When this FBS-only setting is On, members can view the short IDs of other members in Office/Member Search. When set to Off, only administrative users can view member short IDs in Office/Member Search.
- **Allow users to use marketing name as:** - The following options are available. Make sure to click **Save** to commit any changes to this setting.
- **Listing Name** - This option affects the Preferred Name field for Listing Members on any custom report (report builder 3.0) and the Listing Member field for Legacy Reports (report builder 2.0). If checked, the user can choose whether to use their System Name, their Marketing Name, or both

as their Listing Name. If not checked, and if the setting *Allow users to edit/use name designations* is set to On, users can only add designations to their Listing Name.

- **Footer Name** - If checked, the user can choose whether to use their System Name, their Marketing Name, or both for their Footer Name. If not checked, and if the setting *Allow users to edit/use name designations* is set to On, users can only add designations to their Footer Name. The footer appears in many sections of Flexmls, such as on listing reports and many options that are accessed from the Flexmls menu bar.
- **Public View Name** - This option affects printing a listing, IDX site information, and emailing business cards. If checked, the user can choose whether to use their System Name, their Marketing Name, or both for their Public View Name. If not checked, and if the setting *Allow users to edit/use name designations* is set to On, users can only add designations to their Public View Name.
- **Private View Name** - This option affects only the List View, if Listing Member appears in the list. If checked, the user can choose whether to use their System Name, their Marketing Name, or both for their Private View Name. If not checked, and if the setting *Allow users to edit/use name designations* is set to On, users can only add designations to their Private View Name.



NOTE

If all four options are unchecked, Marketing Name is not available under My Names on the My Profile page. If all four options are unchecked and the setting *Allow users to edit/use name designations* is set to Off, Display Options are not available under My Names on the My Profile page.

- **Email Primary Association or MLS when agent changes system name** - When set to On, the system sends an email when an agent changes their system name. If the user has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association



NOTE

This setting applies only if the setting *Allow members to change their own name via Quick Profile Maintenance* is set to On. When that setting is Off, agents do not have access to change their names.

- **Email Primary Association or MLS when agent changes primary address** - When set to On, the system sends an email when an agent changes their primary address. If the user has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

**NOTE**

This setting applies only if the setting *Allow members and offices to change their own address* is set to On. When that setting is Off, agents do not have access to change their primary addresses.

- **Email Primary Association or MLS when agent changes home address** - When set to On, the system sends an email when an agent changes their home address. If the user has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

**NOTE**

This setting applies only if the setting *Allow members and offices to change their own address* is set to On. When that setting is Off, agents do not have access to change their home addresses.

- **Email Primary Association or MLS when agent changes primary phone number** - When set to On, the system sends an email when an agent changes their primary phone number. If the user has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

- **Email Primary Association or MLS when agent changes primary email address** - When set to On, the system sends an email when an agent changes their primary email address. If the user has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

- **Email Primary Association or MLS when agent changes primary web address** - When set to On, the system sends an email when an agent changes their primary web address. If the user has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

- **Email Primary Association or MLS when an office changes system name** - When set to On, the system sends an email when an office changes their system name. If the office has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent. Note:

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association



NOTE

This setting applies only if the setting *Allow offices to change their own name via Quick Profile Maintenance* is set to On. When that setting is Off, offices do not have access to change their system names.

- **Email Primary Association or MLS when an office changes primary address** - When set to On, the system sends an email when an office changes their primary address. If the office has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association



NOTE

This setting applies only if the setting *Allow members and offices to change their own address* is set to On. When that setting is Off, offices do not have access to change their addresses.

- **Email Primary Association or MLS when an office changes primary phone number** - When set to On, the system sends an email when an office changes their primary phone number. If the office has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

- **Email Primary Association or MLS when an office changes primary email address** - When set to On, the system sends an email when an office changes their primary email address. If the office has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

- **Email Primary Association or MLS when an office changes primary web address** - When set to On, the system sends an email when an office changes their primary web address. If the office has a primary association, the email is sent to the email account for the association. If there is no primary association, the email is sent to the primary email account for the MLS. If the primary email account for the MLS is turned Off, no email will be sent. If neither the primary association nor the MLS has a primary email address, no email will be sent.

Click **Email Routing for Profile Changes** to select the email address where member and office profile changes will be sent. If the MLS includes multiple associations, you can specify notification email addresses for each association

Passwords (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Number of days after which office and member Flexmls passwords expire** - Select the length of time a user can use a password. For example, if this preference is set to 30, the system will prompt for a password change every 30 days. When the password expires, the "Password not working? Click here" link appears, where the user can click the link to reset the password. The expiration date will reset to the selected timeframe every time the password changes.
- **Provide a password reset warning this many days in advance of a user password expiring** - This setting is available only if the setting *Number of days after which office and member Flexmls passwords expire* is set to something other than Never or One Time Only.

If set to 0, no advance warning will be provided. The system will let the user log in normally until their password expires.

If set to anything other than 0, the user will be presented with the option to change their password the selected number of days before the expiration date. For example, if set to 4, four days before the user's password expires, they will start to see a login message directing them to change their password. If the user wants to delay resetting their password, they can use the "Reset my password later" link below the password-change options. After the expiration date has passed, the user will be forced to reset the password.

Printable Input Forms (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable Input Forms** - When set to On, the Input Forms option is available under Daily Functions in the main menu. If set to Off, the option is not accessible.

Portals (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Available Portals Versions (FBS Staff Only)** - This FBS-only setting is used to manage the rollout of the Flexmls Portal format. The options are as follows:

Portals - Only the Flexmls Portal is available. Members cannot choose the Classic Portal.

Classic Portals - Only the Classic Portal is available. Members cannot choose the Flexmls Portal.

Both Portals and Classic Portals - Members can use either version of the portal.

- **Force P2 on Alpha (FBS Staff Only)** - This FBS-only setting allows MLSs that are using the Classic Portal on their live site to test the Flexmls Portal on the alpha site.
- **Enable IDX call-to-action in Portal Preferences (FBS Staff Only)** - This FBS-only setting shows a marketing message about IDX on the Portal Preferences page for members who are not current IDX subscribers.
- **Prevent users from disabling 'Sync from profile' (FBS Staff Only)** - When this setting is On, users below MLS level will not be able to disable the Sync from profile button under Portal Preferences > Profile Card. This portal preference will also be hidden. Users will still be able to save other changes to their portal preferences.
- **Display Contingent flag on Portals** - When set to On, contingency flags are displayed on contingent listings in client portals. When set to Off, contingency flags will not be shown.
- **In Portals, Hide Listing Agent info on List Tab** - When set to On, listing member information is not displayed in portals. The listing member column is not removed from view; the column appears with no information in it. When set to Off, listing member information will be displayed in portals. This setting does not affect the display of listing office information.
- **Portal Collections will exclude Listings of the following Statuses** - Select the statuses to block from appearing in portal listing collections. For example, if your MLS does not want Closed listings to appear in client portals, select the Closed checkbox. If a user marks a listing as a Favorite when it is Active, and the listing later closes, the user will no longer see the listing in their portal. The listing is not removed from the collection; it is only hidden from view.
- **Allow portal users to create a new search if the agent has not purchased Flexmls IDX (FBS Staff Only)** - When this FBS-only setting is On, a portal user can create new searches even if their agent is not a Flexmls IDX subscriber. When set to Off, a portal user can create new searches only if their agent is a Flexmls IDX subscriber.
- **User can set their contacts' subscription emails to open in the news feed, emailed listings or saved search (FBS Staff Only)** - When this FBS-only setting is On, agents can use their Portal Preferences to specify what happens when their contacts click a link in a subscription email.
- **Include coming soon listings in portals (FBS Staff Only)** - When set to Yes, this setting enables coming soon listings to be included in portals.

RETS (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Maximum number of rows that can be retrieved via RETS** - Specify the default number of records that can be retrieved from a RETS feed in one data pull. Options under RETS User Permissions and RETS Template Management allow more customization of row limits for RETS.
- **Show "RETS Settings" link in My Profile** - When set to On, the RETS Settings option appears on the My Profile page. This option enables members to set their RETS passwords.
- **Enable the ability to dynamically watermark photos pulled via RETS in RETS Administration (FBS Staff Only)** - This FBS-only setting enables an option on the RETS User Permissions page to add dynamic watermarks to photos downloaded via RETS. Images obtained via RETS will be watermarked with the RETS user ID and a date/time stamp in the image's lower left corner.



NOTE

RETS feed users typically use URLs to reference photos; they do not usually download and store photo files. However, if this option is enabled and dynamic watermarks are turned on for a RETS feed, users of that feed will no longer have the option to use image URLs. They will be required to download the watermarked photos instead. For existing feeds, be sure to give advance notice to any users of the feed before enabling this option. They will need to change the way they handle photos from the affected feed.

- **Show "RETS Settings" link for superusers only** - When set to On, the RETS Settings option on the My Profile page appears for members with superuser access only. This setting applies only if the setting *Show "RETS Settings" link in My Profile* is set to On.
- **RETS Label** - Specify the label for the RETS Settings option (if enabled) on the My Profile page.
- **Support message included when sending RETS access credentials** - This setting allows you to create a message that will be included when emailing RETS credentials from the RETS User Permissions page.

Search (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Rails Search Experience in Flagship (FBS Staff Only)** - This setting allows MLSs to opt in to the new search interface in Flexmls. When set to "FBS Staff Only," only FBS Staff will be able to see the option to opt in to the new search under General Preferences. The new search general preference will be hidden from non-staff. When set to "User-level opt-in," users will see the new search general preference set to Off by default. To opt in to the new search, users can enable this preference and then refresh their Flexmls tab. When set to "User level opt-out," users will see the same general preference described above, but it will be enabled by default. They can disable the

general preference to use the old search experience. When set to “new Module only,” users will not see the new search general preference, and will only get the new search experience.

- **Number of Visible Items in Search Lists** - This setting controls the number of items displayed when a list field is included in search. Select a number between 2 and 10. For example, if 3 is selected and Subdivision is included in search, only 3 subdivisions at a time will be displayed. Users would need to scroll to see the rest of the list items. This setting controls every list field.
- **Enable Search "Multiple Addresses" menu** - When set to On, the option *Multiple Addresses* is displayed in the Search menu. Use this page to enter two or more addresses in one search.
- **Once a listing has expired, allow the end date (expiration date) to be viewed by any user**
 - When set to On, the End/Expiration Date field can be viewed by any Flexmls user in views and reports after a listing has expired. When set to Off, End/Expiration Date field is visible only to the MLS and listing/co-listing agents for a listing, regardless of listing status.
- **Allow Spark API clients to search on expired date without using permissive mode. Note that field level and role restrictions always apply regardless of this setting (FBS Staff Only)** - When this FBS-only setting is On, the End/Expiration Date field can be used in searches via the Spark API after a listing has expired. When set to Off, End/Expiration Date field can be used in searches only by the MLS and listing/co-listing agents for a listing, regardless of listing status.
- **Allow listings to be viewed from the office/member search** – When set to On, users performing an office/member search can view the listings of the members and narrow the search by listing or co-listing member. When this setting is Off, users will not be able to view listing information, but will only have access to agent information in an office/member search.
- **For office/member search, what data shares are searched by default? (FBS Staff Only)** - This FBS-only setting controls whether offices, members, and teams from datashare MLSs are included by default in office/member searches. When set to *Primary MLS Only*, only the primary MLS is included by default for all users. When set to *Primary MLS and all datashares*, the primary MLS and all datashare MLSs are included by default for all users. If a member has already made selections in the MLS Sources field on the Office/Member Search filters page, this setting will not override their selections.
- **Allow all listings to be viewed from office/member search. If not enabled, the listing statuses will be limited to these RESO standard statuses: Coming Soon, Active, Active Under Contract, and Pending** - When set to On, users performing an office/member search can view sold and other off-market listings of the members in their search. When set to Off, off-market listings will not be searchable from the office/member search.
- **Enable the office/member search to search email addresses** – When set to On, users performing an office/member search can search using email addresses. When this setting is Off, users cannot search for an office or member by email address.
- **Display Designated Broker on Office/Member search** – When set to On, the results on the office/member search will show the designated broker in the Office Information section.
- **Opt-in to Data Sharing in Office/Member search** – When set to On, users can search data share MLSs by clicking the Options link on the office/member search page. This option is typically available only to MLS administrators. When this setting is Off, the user can search for offices and members in their own MLS only.

- **Show extra zeroes behind all price searching fields** - When set to On, price fields in search include the last three zeroes by default. For example, to search for listings with a price between \$200,000 and \$250,000, the user would enter "200" and "250" without the final zeroes. When set to Off, users must enter the full price number in their searches.
- **Show the "select all" link when selecting scroll items from the "see all" link** - When set to On, when a user clicks the **See All** link on a field that has many options (such as City or Subdivision), a *Select All* link is displayed, allowing the user to easily select all values. When set to Off, the *Select All* link is not displayed.
- **Hide listings with future begin dates in all searches for companies, offices and members and in MLS IDX searches** - When set to On, listings with future begin dates are not displayed in Flexmls searches unless using an administrator account. A new listing will appear on the hot sheet on its entry date and its begin date. When set to Off, listings with future begin dates are displayed in Flexmls searches for all users. A new listing will appear on the hot sheet on the date it is entered.
- **Use the low price field for value range pricing searches** - This setting applies only if your MLS uses value range pricing. When set to On, the Low Price field is enabled in value range pricing searches. Set to Off if your MLS does not use value range pricing.
- **Use the high price field for value range pricing searches** - This setting applies only if your MLS uses value range pricing. When set to On, the High Price field is enabled in value range pricing searches. Set to Off if your MLS does not use value range pricing.
- **Value range searching searches from low to high price (On) or searches from low or high to list price (Off)** - This setting applies only if your MLS uses value range pricing. When set to On, users can search from Low Price to High Price in a value range search. When set to Off, users can search using the Low to High price range (if value range pricing is used) or the applicable price field.
- **Automatically select the corresponding Off-Market dates when selecting an Off-Market status** - When set to On, the corresponding date fields for off-market statuses (Cancelled, Closed, Expired, Pending, and Withdrawn) are automatically selected when searching for listings of those statuses. For example, if you search for listings with Closed status, the Closed Date is automatically selected with default dates. When set to Off, users must manually select the corresponding date field when searching using an off-market status.
- **Allow users to find matching prospects from the search results screen** - When set to On, a *Match Contacts* option appears under the Additional Options arrow on search results pages. This option matches any contacts in Contact Management to the listing through the criteria in the contact's saved searches. When set to Off, the *Match Contacts* option does not appear.
- **Show prospecting searches on "Saved Searches" screen** - When set to On, all saved searches are displayed on the Saved Searches page. When set to Off, only saved searches that are not associated with a contact are displayed on the Saved Searches page.
- **Use "Map Search" for the Full Search** - This setting is no longer used.
- **Enable the ability to share listings on IDX and portals (FBS Staff Only)** - This FBS-only setting controls whether the Share option appears on IDX and Portals. The Share option allows end users to post links to listings on Facebook, Twitter, and other social media.
- **Show Contingency fields when using Full Search** - This setting is no longer used.

- **Show Exclude checkbox next to Contingency field on the Full Search** - This setting is no longer used.
- **Enable "Summary" tab on the map search (a.k.a. "full search template")** - This setting is no longer used.
- **Allow browsing a list of companies, offices and members in the tabbed full search** - This setting is no longer used.
- **Allow members to exclude themselves from member lists in listing search modules (FBS Staff Only)** - When this FBS-only setting is On, the *Listing Search Options* selection becomes available under My Names on the My Profile page, enabling members to opt out of allowing other users to search listings using their name. When set to Off, members cannot opt out of allowing other users to search for listings using their name.
- **Show the "Stats" tab in the Search Results user interface** - When set to On, the Stats tab, which offers a brief statistical summary of the current listing, is displayed on the search results page. When set to Off, the Stats tab is not displayed in search results.
- **On the "Tax Info" tab, search for tax records by address if no match is found by parcel number** - When set to On, the Tax Info tab in search results uses the address to find tax information if the parcel number does not match any records. When set to Off, tax information is searched based only on parcel number.
- **Display badge next to rental properties** - When set to On, custom text is displayed next to the Additional Actions arrow on Rental listings. When set to Off, or when no custom text is entered in the *Text for rental property badge* setting, no badge displays on rental listings.
 - **Text for rental property badge** - Type the custom text that you would like to appear next to Rental listings.
- **Custom badge for rentals coming from outside source (field_name;Matching String;Badge Display) (FBS Staff Only)** - This setting allows for badge/label display on desktop (Quick Search) and mobile web browser.
- **Enable "OR" searching on the Summary full search tab and on the Edit Search tab in search results** - When set to On, OR logic can be used on the Edit Search tab in a Quick Search. When this setting is Off, users cannot select OR logic for their search.
- **Enable supplement text (FBS Staff Only)** - This FBS-only setting controls whether the 10,000-character Supplement field is enabled.
 - **Allow searching, emailing and printing of supplement** - This setting is available only when *Enable supplement text* is set to On. When this setting is On, users can search, email, and print the 10,000-character Supplement field. When set to Off, users cannot search, email, or print the Supplement field.
- **Allow searching by Association** - This setting affects only MLSs that include more than one association. When set to On, members can use the Listing/Selling Association field to narrow down search results in Quick Search. The option to search by association will also be available in relevant statistical reports that allow customization. When set to Off, members cannot search based on association.

- **Enable cross-status searching on userdefined31 (FBS Staff Only)** - When this FBS-only setting is On, users can search on multiple property types for this field.
- **Enable cross-status searching on userdefined32 (FBS Staff Only)** - When this FBS-only setting is On, users can search on multiple property types for this field.
- **Enable cross-status searching on userdefined33 (FBS Staff Only)** - When this FBS-only setting is On, users can search on multiple property types for this field.
- **Enable related scrolls for searching (FBS Staff Only)** - When this FBS-only setting is On, related scrolls can be used when searching.
- **Which statuses should be selected by default when creating a new search, leave blank for the default?** - Select the statuses that will be pre-selected when starting a new search.
- **Display “Share” option for agents on search results page** - When set to On, the Share button is displayed on the search results page. The Share option allows agents to share the current listing (highlighted in yellow) or any listings they have selected with a checkmark. They can send a link via Facebook, Twitter, or an external email program, or they can share a permalink directly to a public copy of those listings. The link uses the agent’s Portal Preferences to determine the display options (which report, which options on the tabs), regardless of whether the agent has their customer portal currently turned on. If the agent has never activated their portal, the default settings from the MLS will be used. When set to Off, the Share button is not displayed on the search results page.
- **Use IDX, portal or public confidentiality settings for shared links** - This setting controls how addresses are shown when sending listings using the Share option. When set to IDX, the address of a listing viewed via the Share option follows IDX confidentiality settings. The address will not be shared in any of the following circumstances: (1) if the Address field is set to private; (2) if the MLS setting *Allow address on the public web sites* is set to Off; or (3) if the option *Seller Directs Address to be Excluded from Internet* is selected for the listing. When set to Portal, the address of a listing viewed via the Share option follows Portal confidentiality settings. The address will be shared, even if *Seller Directs Address to be Excluded from the Internet* is selected for the listing. When set to Public, no confidentiality settings will be applied.
- **Abbreviate status column in one-line view on-screen** - When set to No, full-text status descriptions (Active, Pending) appear in the one-line view on the List tab. When set to Yes, listing statuses appear as a lettered code (A, P) in the one-line view. This setting affects only how statuses appear on screen. When printing the one-line view, the full-text description will print, regardless of what this preference is set to. By default, this preference is set to No.
- **Link agent or office name in grid when viewing any public MLS owned links (FBS Staff Only)** - When this FBS-only setting is On, the listing office and member names are clickable links on the List tab for emailed listings. When the names are clicked, a business card containing contact information is displayed. This setting does not affect IDX links or public websites.
- **Expand MLS Data Share Source list in Quick/Map Search Templates (FBS Staff Only)** - When this FBS-only setting is On, the MLS selector on Quick Search is expanded by default to show all datashare MLSs. When set to Off, the list is collapsed. This setting applies only to MLSs that have a datashare set up with another MLS that uses Flexmls.
- **Display Price in second column (after MLS#) in one-line view instead of after address** - When set to Yes, the price is displayed in the second column of the List tab’s one-line view. When set to No, the price is displayed after the listing’s address in the one-line view.

- **Use scrollfl on the Search Results List, otherwise it only uses scrollfl on idx (FBS Staff Only)** - When set to Yes, enables the use of scroll on the Search Results List. When set to No, scrollfl is used only on IDX.
- **Enable Searchable Rooms for these property types (FBS Staff Only)** - This setting allows you to select property types for which to enable searchable rooms.
- **Enable Searchable Levels for these property types (FBS Staff Only)** - This setting allows you to select property types for which to enable searchable levels.
- **Enable Searchable Features for these property types (FBS Staff Only)** - This setting allows you to select property types for which to enable searchable features.
- **Fields to search with 'contains' by default. Comma separated list (FBS Staff Only)** - This setting allows you to specify fields to search with “contains” by default.

Listing Reports (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable standard full listing reports (FBS Staff Only)** - When this FBS-only setting is On, users can view or print their listings using the available Flexmls standard reports (Standard; Standard Style B; Details at the side, with photo; Details at the side, no photo; Details at the side, no photo, profile info; Details at the side, with photo, profile info). If set to Off, the standard report options are not available when viewing or printing listing detail reports.
- **Enable Full Report (FBS Staff Only)** - When this FBS-only setting is On, users can view or print their listings using the Flexmls Full Report. If set to Off, the Full Report is not available when viewing or printing listing detail reports.
- **Display the rooms in the Full Report in one, two or three columns (FBS Staff Only)** - This FBS-only setting controls whether the Rooms section on the Full Report includes one column, two columns, or three columns. The selection you make can affect the width of the finished report. This setting affects the Full Report only.
- **Display NRDS IDs for offices on standard listing reports** - When set to On, the NRDS ID of the listing office is displayed next to (or below) the listing office's name on standard reports. If set to Off, the NRDS ID of the listing office is not displayed.
- **Display Report Attachments when sending subscription printer friendly reports** - When set to On, subscription emails of printer-friendly reports include links to report attachments such as Photos, Map, and Mortgage Calculator. If set to Off, links to attachments are not included.
- **Display street information for listings on public version of reports** - When set to On, street information for listings is displayed on the public version of standard reports. When set to Off, street information is not displayed on standard reports.



NOTE

This setting does not override the confidentiality of the fields themselves. If the street information fields are set to Private, they will not be displayed on the report even if this setting is On.

- **Enable the Edit button when previewing Standard reports from search results** - When set to On, if a user is on the Listings to Print or E-mail page, selects a Standard Report, and clicks **Preview**, they can click the **Edit** button to open an editable version of the report. Standard reports are provided by Flexmls and include Standard; Standard Style B; Details at the side, with photo; Details at the side, no photo; Details at the side, no photo, profile info; Details at the side, with photo, profile info; and Full Report. When set to Off, the Edit button is not available from the report preview.
- **Enable the Edit button when previewing Legacy reports from search results** - When set to On, if a user is on the Listings to Print or E-mail page, selects a Legacy Report, and clicks **Preview**, they can click the **Edit** button to open an editable version of the report. A Legacy report is any report created in Report Builder 2.0. These reports are available under Legacy Reports on the My Reports page. When set to Off, the Edit button is not available from the report preview.



NOTE

This option also makes Customer Flyers editable from the search results page.

- **Enable the Edit button when previewing WYSIWYG reports from search results** - When set to On, if a user is on the Listings to Print or E-mail page, selects a WYSIWYG Report, and clicks **Preview**, they can click the **Edit** button to edit the report on the fly. A WYSIWYG report is a report created with Report Builder 3.0. These reports are available under Reports on the My Reports page. When set to Off, the Edit button is not available from the report preview.
- **Orientation of the disclaimer on listing reports viewed in the members-only system** - This setting determines where the disclaimer is shown when members of the MLS system view reports in Flexmls. The options are Header (at the top), Footer (at the bottom), or Header/Footer (both).
- **Orientation of the disclaimer on listing reports viewed in e-mail, IDX, or portals** - This setting determines where the disclaimer is shown when a listing report is viewed from an email link, IDX, or portal. The options are Header (at the top), Footer (at the bottom), or Header/Footer (both).



NOTE

If the setting *Orientation of the disclaimer on listing reports viewed in the members-only system* is set differently than the setting *Orientation of the disclaimer on listing reports viewed in e-mail, IDX, or portals* and a member previews a Printer Friendly Version of an email, the disclaimer will be displayed per the members-only setting. However, when the link is clicked by the recipient, the disclaimer will be displayed per the email/IDX/portal setting.

- **Force license # on legacy and standard reports (FBS Staff Only)** - This FBS-only setting is used to control whether license numbers are displayed on legacy and standard reports.

- **Extra copyright report disclaimer (FBS Staff Only)** - This setting allows users to directly set an additional message, while also still allowing the current hard-coded customizations for data-backed messages.

Statistics (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable the Statistics Menu for the MLS system** - when set to On, the Statistics Menu is enabled and is searchable in the Main Menu.
- **Ranking Report access** - This setting allows you to set access to ranking reports.
- **Ranking report: Calculate 100% or 50% of the sides** - This setting introduces an option to select 100% or 50% of price when calculating listing sides and volume. The new radio button set defaults to 100% because that's how the report functioned before the change.
- **Saturation Report: access to Market Share portion** - The Market Share portion of the Saturation Analysis report allows you to rank members, offices, and companies within your MLS based on number of listings or dollar volume. This option is displayed in the Saturation Comparison Types section of the Saturation Analysis report located on the Inventory and Production Reports page. Choose from the following options:
 - *All Users*: The Market Share option will be available to everyone in your MLS.
 - *Office, Company, and MLS-level users*: The Market Share option will be available to all office, company, and MLS-level accounts (including accounts with equivalent brokerload privileges).
 - *MLS-level users only*: The Market Share option will be available to only the MLS account.
 - *Only office, company, or MLS users; Not users with equivalent brokerload*: The Market Share option will be available to office, company, and MLS accounts (excluding accounts with equivalent brokerload privileges).
- **Production report: Enable for member level users (On) or restrict to MLS, Company and Office level users (Off)** - When set to On, all users can access the Production Report on the Inventory and Production Reports page. When set to Off, the report can only be run by MLS, Company, or Office accounts (not accounts with equivalent brokerload).
- **Production report: Restrict users to their own stats (On) or allow users to see anyone's stats (Off)** - When set to On, users who run the Production Report can view statistics for their own account or any team accounts that they are a member of. When set to Off, users who run the Production Report can view statistics for any member of the MLS.
- **Allow display of email address in the Office/Member Roster report** - When set to On, the *Display email address* checkbox is available when generating the Office/Member Roster report. When set to Off, the *Display email address* checkbox is unchecked and hidden, which prevents email addresses from appearing on the report.
- **Market Share Report: access to Market Share Report** - This setting controls which of your members have access to the Market Share report located on the Inventory and Production Reports page. Choose from the following options:

- *All Users*: The Market Share report will be available to all users in your MLS.
- *Office, Company, and MLS-level users*: The Market Share report will be available to office, company, and MLS-level accounts (including accounts with equivalent brokerload privileges).
- *MLS-level users only*: The Market Share report will be available only to the MLS and users with MLS-level brokerload.
- *Only office, company, or MLS users; Not users with equivalent brokerload*: The Market Share report will be available to office, company, and MLS accounts (excluding accounts with equivalent brokerload privileges).
- **Market share report: Restrict members to their own stats (Off) or allow members to see anyone's stats (On)** - When set to On, users who run the Market Share report can view statistics for any office in the MLS. When set to Off, users who run the Market Share report can view statistics only for an office they are a member of.
- **Market share report: Report company office totals automatically (On) or display checkbox on search parameters page (Off)** - When set to On, totals for the company that the selected office is a member of (if applicable) are shown automatically on the report. When set to Off, a *Show Company Office Totals* checkbox appears on the Market Share report options page. Checking that box will show totals for the company the selected office is a member of (if applicable). Company office totals are displayed only if the setting *Market share report: Restrict members to their own stats (Off) or allow members to see anyone's stats (On)* is set to On.
- **Market Trends - Active Listings by Area/Price report: Enable the "Construction Type" field** - When set to On, the *Construction Type* field can appear as a filter on the Active Listings by Area/Price report, if this field is currently used by your MLS.
- **Display County Statistics and Municipality Statistics for all members (under Market Trends statistics)** - When set to On, all members can access the County Statistics and Municipality Statistics reports located on the Market Trends Reports page. When set to Off, only members with MLS-level brokerload and the MLS account have access to these reports.
- **Display Extended list price range on Active Listings by Area/Price Report and Price Range Report** - When set to On, the system displays a larger set of price ranges from 0 to 5,000,000+, split evenly into sections, when running the Active Listings by Area/Price and Price Range Reports. When set to Off, the system displays a smaller set of price ranges from 0 to 500,000+, split evenly into sections, when running these reports.
- **Select additional fields from which users will be able to calculate CMA summary statistics:** - Select fields to be listed in the Statistical Average Field section of the CMA type page when creating a new CMA. The Statistical Average Field can be used to add a "Price per" field calculation to the CMA. One of the most common applications of this setting is to select the Square Footage field, which will calculate the average price per square foot for a group of listings on a CMA.
- **Default listing field ID for Statistical CMA summary statistics when none is selected (FBS Staff Only)** - This setting allows you to specify the default listing field ID for Statistical CMA summary statistics.
- **My Market: Enable the Hot Sheet Price Change Trends report** - When set to On, users can access the *Hot Sheet Price Change Trends* option in the dropdown at the top of the My Market Report page.

This option shows the average price change in dollars or percentage for active listings with a price change.

- **Market Summary Report price ranges** - This setting allows you to create custom price ranges for the Market Summary Report. Click the **View/Edit** button to open a price range box, where you can select Default, Extended, or Custom price ranges. By default, the list shows the MLS's current selection for price breaks. Select **Custom** to enter a new price breakpoint or customize your ranges. A new price break will become the low end of a new price range. The new price range will be inserted into the list at the appropriate position, and surrounding price ranges will be recalculated as needed. To remove an existing custom range, click on the **x** at the right edge of the row
- **Enable the Sales and Inventory Report (FBS Staff Only)** - This FBS-only setting makes the Sales & Inventory Report available on the Inventory and Production Reports page.
- **Use alternate field for Terms of Sale report (FBS Staff Only)** - This setting allows users to enter an alternate field for the Terms of Sale report.
- **Enable the Agent Awards Report (FBS Staff Only)** - When set to On, this setting recreates the Awards Report format and, if requested by Customer, implement a fractional sides calculation specific to this report. Under this method, each side of a transaction shall be counted as one-half ($\frac{1}{2}$) of the total transaction or one quarter ($\frac{1}{4}$) of the transaction if there is more than 1 agent per side. This calculation shall apply exclusively to the Awards Report and shall not modify or impact volume or sides calculations elsewhere in the Flexmls system.

Supra (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

These settings are applicable only if your MLS uses Supra and it is integrated with Flexmls.

- **Access Supra keybox functions through flexmls (menu item appears under Add/Change)** - When set to On, the *Supra functions* feature is available on the Add/Change menu and on the Change Listing Page in the Listing Information section. This setting should not be set to On unless your MLS has an account with Supra, because this functionality requires a conversion involving Supra.
- **If Supra access is enabled, store Supra lock number in the flexmls database (lock_box_nbr field)** - When set to On, the Supra lock box number is automatically entered in the Flexmls lock_box_nbr field when the number is assigned to a listing using the Supra Assign function.



NOTE

Before activating this setting, make sure that the lock_box_nbr field is not currently being used for some other purpose.

- **If Supra access is enabled, hide "Assign" button from non-MLS level members** - When set to On, the Assign button is available only to the administrator and users who have MLS-level brokerload. When set to Off, the Assign button is available to all users.

Teams (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Allow Offices and Companies to manage teams** - By default, only the MLS root account can manage teams. If this setting is On, office and company accounts also have access to the Create Team and Team Management options. This option enables offices and companies to assign their members to teams.
- **Require all teams to have a Team Lead** - When set to On, all teams are required to have a team lead. The Team Lead button also becomes available on the Team tab when setting up or assigning a team. If set to Off, the button will not be displayed and a team lead will not be required.
- **Require all team members to belong to the same Office rather than to the same Company** - If set to On, only members who belong to the same office are available when assigning members to a team on the Team tab. If set to Off, you can add anyone who belongs to the same company.
- **Searching for team listings shows** - This setting controls which listings are displayed for a team in an Office/Member search. The following options are available:
 - *Just the listings for the team account*: Only the listings for the team account will be displayed. Dashboard counts will reflect only team account listings, and the My Listings link will show only team account listings.
 - *Both the team account and the team member listings*: Listings for both the team account and individual members of the team will be displayed. The search query includes all applicable team members and displays all member listings. Dashboard counts will show all team members' listings. The My Listings link will show team account listings and the team members' listings.

Time Zone (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Time Zone** - Use the drop-down list to select the time zone that is appropriate for your location.
- **Display time zone with time on search results in the history column for recent changes** - When set to On, the exact time a change was made to a listing will display in the History column on the search results page. The time zone displayed on the search results page is dependent on the selection made for the *Time Zone* MLS setting.

Broker Open House/Public Open Houses (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Enable Data Sharing when searching for Open Houses and Tour of Homes** - When set to On, the MLS Data Share option is available on the *Find Open Houses, Tour of Homes or Broker Tours* page, allowing the user to search for tours and open houses from other MLSs. When set to Off, the MLS Data Share option is not displayed.



NOTE

If you turn this setting On and no data share currently exists, no additional field will be displayed.

- **Maximum length of the Tour of Homes and Open House comment field** - Set the number of characters the tour of homes and open house comment field can hold. For example, if this option is set to 50, a maximum of 50 characters can be typed into the comment field (including characters such as spaces). If a limit is set and a user enters too many characters, the following warning message will be displayed: "The maximum length of the comment field is ____ characters."
- **Number of Weeks to Display Past Open Houses for Private Feedback** - Specify how long past open houses will be available for feedback on the Details tab of a listing. For example, if the option is set to 1 (1 week in the past), when you view a listing, click on the **Details** tab, and click **Open Houses**, you can view open houses up to one week before today's date. If this option is set to Unlimited, all open houses will always remain open for feedback.
- **Allow the same MLS number to appear more than once in Open Houses on the same day** - When set to On, more than one open house can be scheduled on the same day for a listing. When set to Off, the following message will be displayed if the user tries to add multiple open houses on the same day: "The MLS does not allow multiple events for the same listing in one day."



NOTE

If this option was set to On, multiple events were added on the same day for a listing, and then the option was set to Off, the setting will be enforced the next time the listing is edited.

- **Allow the same MLS number to appear more than once in Tour of Homes on the same day** - When set to On, more than one tour of homes can be scheduled on the same day for a listing. When set to Off, the following message will be displayed if the user tries to add multiple tours of homes on the same day: "The MLS does not allow multiple events for the same listing in one day."



NOTE

If this option was set to On, multiple events were added on the same day for a listing, and then the option was set to Off, the setting will be enforced the next time the listing is edited.

- **Use Tour of Homes as default search when using Tour/Open Houses Daily Function** - When set to On, the Tour of Homes option is marked by default on the *Find Open Houses, Tour of Homes or Broker Tours* page. When set to Off, the Open Houses option is marked by default instead.
- **Show listings of selected statuses when using Tour/Open Houses Daily Function** - When set to On, only listings of selected status are displayed when searching for either tours of homes or open houses on the *Find Open Houses, Tour of Homes or Broker Tours* page. When set to Off, you can search for tours and open houses for listings of any status.

- **Which statuses should be shown when using Tour/Open Houses Daily Function** - Default is left blank; otherwise can select statuses to be shown when using Tour/Open Houses Daily Function.
- **Show owner name on Open House and Tour of Homes** - When set to On, the Owner Name field is shown in the search results for open houses or tours of homes. When set to Off, the Owner Name field is not displayed.
- **Prohibit HTML in Open House and Tour of Homes comments** - When set to On, HTML code is not allowed in the Comments field when creating an open house or tour of homes. HTML elements will be stripped, and only text will be displayed in the Comments field. When set to Off, HTML code (including flashing text and clickable links) is allowed in the Comments field for an open house or tour of homes.



NOTE

If this option was set to Off, HTML code was placed in the Comments field, and then the option was set to On, HTML tags (< >) will be stripped out. The HTML content will not automatically be restored if the option is set to Off again.

- **Restrict Tour of Homes add/edit to MLS-level users only** - When set to On, the MLS user and anyone with MLS level brokerload can add or edit tours of homes. When set to Off, any user can add or edit tours of homes, depending on brokerload settings. For example, if this setting is Off and the setting *Allow all users, even those without brokerload, to add tour of homes or open houses to their own listings* is also set to Off, a member with no brokerload cannot add or edit tours of homes. Members with partial brokerload will also be unable to add or edit tours of homes unless the option **Open Houses and Tours** is selected in their brokerload settings.
- **Allow all users, even those without brokerload, to add tour of homes or open houses to their own listings** - This option is available only when the setting *Restrict Tour of Homes add/edit to MLS-level users only* is set to Off. When set to On, anyone (even if their brokerload is set to None or Partial without “Open Houses and Tours” checked) can add a tour of homes or open house to their own listings. When set to Off, brokerload is not overridden and users cannot add a tour of homes or open house to their listings if they do not have permission to do so.
- **Enable extra field 1 for Open Houses** - When set to On, the system displays an additional detail field when adding or editing an open house and when viewing information about an open house. When set to Off, the additional field is not displayed.
- **Open House: Extra field 1 label** - This setting appears when the setting *Enable extra field 1 for Open Houses* is set to On. Specify a label for Extra Field 1 for open houses. If you make a change, be sure to click **Save**.
- **Enable extra field 2 for Open Houses** - When set to On, the system displays an additional detail field when adding or editing an open house and when viewing information about an open house. When set to Off, the additional field is not displayed.
- **Open House: Extra field 2 label** - This setting appears when the setting *Enable extra field 2 for Open Houses* is set to On. Specify a label for Extra Field 2 for open houses. If you make a change, be sure to click **Save**.
- **Enable extra field 3 for Open Houses** - When set to On, the system displays an additional detail field when adding or editing an open house and when viewing information about an open house. When set to Off, the additional field is not displayed.

- **Open House: Extra field 3 label** - This setting appears when the setting *Enable extra field 3 for Open Houses* is set to On. Specify a label for Extra Field 3 for open houses. If you make a change, be sure to click **Save**.
- **Enable extra field 1 for Tour of Homes** - When set to On, the system displays an additional detail field when adding or editing a tour of homes and when viewing information about a tour of homes. When set to Off, the additional field is not displayed.
- **Tour of Homes: Extra field 1 label** - This setting appears when the setting *Enable extra field 1 for Tour of Homes* is set to On. Specify a label for Extra Field 1 for tours of homes. If you make a change, be sure to click **Save**.
- **Enable extra field 2 for Tour of Homes** - When set to On, the system displays an additional detail field when adding or editing a tour of homes and when viewing information about a tour of homes. When set to Off, the additional field is not displayed.
- **Tour of Homes: Extra field 2 label** - This setting appears when the setting *Enable extra field 2 for Tour of Homes* is set to On. Specify a label for Extra Field 2 for tours of homes. If you make a change, be sure to click **Save**.
- **Enable extra field 3 for Tour of Homes** - When set to On, the system displays an additional detail field when adding or editing a tour of homes and when viewing information about a tour of homes. When set to Off, the additional field is not displayed.
- **Tour of Homes: Extra field 3 label** - This setting appears when the setting *Enable extra field 3 for Tour of Homes* is set to On. Specify a label for Extra Field 3 for tours of homes. If you make a change, be sure to click **Save**.
- **Default start time for open house events** - Select the default begin time when adding a new open house event for a listing. Use the drop-down lists to select a time in hours and minutes, and specify AM or PM. If a change is made to this setting, click **Save**.
- **Default end time for open house events** - Select the default end time when adding a new open house event for a listing. Use the drop-down lists to select a time in hours and minutes, and specify AM or PM. If a change is made to this setting, click **Save**.
- **Email MLS when new Public Open Houses are added** - When set to On, an email notice is sent to the MLS account's primary email address when a new public open house is added. If your MLS includes multiple associations, click **Email Routing for New Open Houses** to select the email address where new public open house messages will be sent for each association. When set to Off, no notice is sent to the MLS.
- **Enable Broker Tours/Caravans (FBS Staff Only)** - When this FBS-only setting is On, broker tours can be set up in Flexmls. A broker tour consists of a group of listings that will be toured in one day. The MLS administrator can control which users have access to manage broker tours.
- **Location field for Broker Tours/Caravans (FBS Staff Only)** - This FBS-only setting is available only when the setting *Enable Broker Tours* is set to On. This setting determines which field is used for broker tour locations.
- **Enable Public Open Houses** - This setting controls whether public open house events can be scheduled in Flexmls. When set to *In-Person and Livestream*, both in-person and online public open houses can be scheduled. When set to *Livestream Only*, only online public open houses can be scheduled. When set to Off, no public open house events can be scheduled.

- **Enable Broker Open Houses** - This setting controls whether broker open houses can be scheduled in Flexmls. When set to *In-Person and Livestream*, both in-person and online broker open houses can be scheduled. When set to *Livestream Only*, only online broker open houses can be scheduled. When set to Off, no broker open houses can be scheduled.

User Administration (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Require Active Users to have a Short ID that matches their Login Name** - When set to On, the short ID of an active user must match their login name. For example, if the login name is "dige," the short ID must also be "dige." When set to Off, the short ID can be different than the user's login name. This setting does not affect inactive user accounts (where the user's Active setting is set to No).



NOTE

If this setting was turned Off and users were created with mismatched short IDs and login names, and then the feature was turned On, the setting would be enforced the next time you edit those users.

- **Default Maximum Simultaneous Sessions allowed (FBS Staff Only)** - This FBS-only setting controls the number of simultaneous sessions allowed for users. For example, if you want to allow users to log in on two devices at the same time, this setting would be set to 2. If set to 1, and a user logs in on a second device while already logged in, their first session will end.
- **Default Idle Timeout (FBS Staff Only)** - This FBS-only setting controls the length of inactivity that is allowed before a Flexmls session will end for a user. For example, if you want to allow users to be idle on the system for 3 hours before their session ends, then this setting would be set to 180 minutes.
- **Force Two-Step Verification (FBS Staff Only)** - When this FBS-only setting is On, all members are required to register with the two-step verification process when logging in to the MLS. If the setting is turned On and users are already logged in to Flexmls, they will not be logged out. Instead, they will be required to set up two-step verification on their next login. When this feature is On, the MLS can turn off two-step verification for individual users.
- **Prevent duplicated Short IDs across all Active users (FBS Staff Only)** - This FBS-only setting prevents short IDs from being used for more than one active user in the system. When set to On, each short ID must be unique.
- **Enable MLS option to restrict members to desktop listing entry only (FBS Staff Only)** - When this FBS-only setting is On, the settings *Turn Off All Flexmls Features Except Desktop Listing Maintenance* and *Access to secondary MLS Application* are enabled on the Add User and Change User pages in Flexmls.
- **Restrict Editing of Short ID and Login Name to MLS User (FBS Staff Only)** - When this FBS-only setting is On, only the MLS (root) account can modify the Login Names and Short IDs of users. When set to Off, Login Names and Short IDs can be modified by anyone with member maintenance privileges.

- **Enabled the Custom Inactive User Message feature (FBS Staff Only)** - This setting is On by default and gives MLS admins access to the Inactive User Message feature. When set to Off, any previous custom message set with the Inactive User Message feature will no longer display when inactive users attempt to login.
- **Inactive User Message** - This setting allows MLS Administrators to set a default message that displays when Flexmls users with disabled accounts attempt to log into Flexmls. This message is typically used to specify MLS contact information and provide the steps that should be taken in order to restore account access. If you do not see this option in your MLS Settings, please contact the Customer Success team at cpr@flexmls.com.

When entering the text for the default message, avoid using quotation marks in the text box.

The inactive user message will display if a user tries to login while their account has been marked as Active = No, System Access = No, or MLS Status = No.



NOTE

To override the default inactive user message for a specific deactivated user, navigate to **Change User** in the Flexmls menu and select **Member**. If the member has already been deactivated, uncheck the boxes for **Show only active users** and **Show only users with system access**. Select the member for whom you want to override the default inactive user message, and click **Edit**. In the **Settings** tab, navigate to the **Inactive User Message** field. Enter your new message for the user, and click **Save**. You can also apply these steps to override the default inactive user message for an inactive office. For example, if an office is closing, you can go to **Change User**, search and select the inactive office, edit the inactive user message in the **Settings** tab, and check the box labeled **Apply to all Members in this Company or Office**.

Videos and Virtual Tours (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Allow branded videos and virtual tours on listings** - When set to On, both branded and unbranded videos and virtual tours can be added to listings. When set to Off, only unbranded videos and virtual tours can be added to listings.
- **Allow branded videos and virtual tours on public web sites and in e-mailed links** - This setting appears only when the setting *Allow branded videos and virtual tours on listings* is set to On. When set to On, both branded and unbranded videos and virtual tours are accessible via IDX and emailed links. When set to Off, only unbranded videos and virtual tours are viewable via IDX and emailed links.
- **Number of virtual tours allowed** - Select the number of virtual tours that can be attached to a listing. You can select 1, 2, 3, or Unlimited.
- **Display this text to define "branded" on videos and virtual tours page in Change Listing** - Enter text that will be displayed when members hover over the question mark icon next to the branding option on video and virtual tour entry. For example, use this text to remind members what constitutes a branded video or virtual tour or briefly describe the rules about branding in your MLS.

- **Allow Matterport autopop from Virtual Tour upload (FBS Staff Only)** - When set to On, this setting allows for the Rooms data to be auto-populated with the room information from your Matterport digital twin when adding a listing.
- **Allow iGuide autopop from Virtual Tour upload (FBS Staff Only)** - When set to On, this setting allows for the Rooms data to be auto-populated with the room information from your iGuide virtual tour when adding a listing.
- **When ON, force media uploaded by members to 'Mark Private While Off-Market', OFF defaults to 'Public' (FBS Staff Only)** - When set to On, this setting forces all listing media (except the primary photo) to be private when the listing moves to an off-market status. Off-market statuses are defined by your MLS's selections in the *Which statuses should be considered off-market* setting.

Views (MLS Settings)

The following MLS settings are related to this feature. To view or change your MLS settings, go to the MLS Settings page under General on the Admin menu.

- **Display Contingent Remarks field inside of the yellow "C" popup mouse tip on IDX 1.0 sites** - When set to On, the mouse-over tip for the yellow C on IDX 1.0 links includes both the contingent status and the remarks. When set to Off, the tip includes only the contingent status.
- **Display value of listing's Contingent flag in yellow box for active or pended contingent listings** - When set to On, the contingent value and description are both displayed in a yellow box on search results pages. When set to Off, the yellow box includes the contingent value of "C" if active or "P" if pending and no description. A "C" or "P" is displayed only if the settings *Display "P" next to pended, non-contingent listings* and *Display "C" next to active contingent listings* are both set to On.



NOTE

If set to On, this setting supersedes *Display "C" next to active contingent listings*.

- **Display "P" next to pended, non-contingent listings** - When set to On, a yellow box with a "P" is displayed for pended listings with no contingencies on search results pages. When set to Off, the yellow box is not displayed.
- **Display "C" next to active contingent listings** - When set to On, a yellow box with a "C" is displayed for Active Contingent listings on search results pages. When set to Off, the yellow box is not displayed.
- **Prefix to display before Contingency code on Search Results for Active Listings** - Designate the prefix that will be displayed before an Active contingency. This setting applies only if the MLS uses an active contingent status. If you make a change, be sure to click **Save**.
- **Prefix to display before Contingency code on Search Results for Pending Listings** - Designate the prefix that will be displayed before a Pending Contingency. This setting applies only if the MLS uses a pending contingent status. If you make a change, be sure to click **Save**.
- **Display Contingent Remarks field inside of the yellow "C" popup mouse tip** - When set to On, the mouse-over tip for the yellow "C" includes both the contingent status and the text from the Contingent Remarks field. When set to Off, the tip shows only the label for the contingency.

- **Show contact info for any member or office columns when printing the search results** - When set to On, the contact information for a member or office will be displayed in the member or office columns when printing a list of listings. When set to Off, the member or office column shows only the name of the member or office.



NOTE

This setting does not supersede any public/private limitations on these fields. If a user prints a search results list and office contact information is not allowed to be shown publicly, the contact information for offices will not be shown when printing a public list.

- **Show MLS name badge next to listings from other MLSs** - When set to On, MLS data share listings are identified with a tag in the list and single listing view. (The tag appears only for listings outside of your MLS.) When set to Off, MLS data share listings are not identified with tags.
- **For private side Views, use the Description instead of the Value in search results. IDX Views always use Description. (FBS Staff Only)** - When set to Yes, the Description of the property subtype is displayed in the search results List View, rather than the Value. When set to No, the Value of the property subtype is displayed in the search results List View.

Miscellaneous (MLS Settings)

- **Currency Symbol** - Select the currency symbol to use. For example, if \$ (USD) is selected, the dollar sign (\$) will be used everywhere in the system that requires a currency symbol.
- **Enable Active with Contingency statuses** - When set to On, a listing in an Active Contingent status displays the contingent status in the Status field instead of Active (unless the Active Contingent status is No). Enabling this option also allows users to search for specific active contingent statuses. When set to Off, all listings with Active Contingent statuses are displayed as Active. Users cannot search for active contingent listings by status alone. However, users can search for listings in these statuses using the Contingency field, if available.
 - **AWC to Active status changes are considered Back On Market** - This setting appears only when *Enable Active with Contingency statuses* is set to On. If set to Yes, when a listing's status changes from Contingent or Can Accept Purchase Agreements (CAPA) back to Active (no contingency), the change is treated as a Back On Market event (shows on the Hot Sheet and is noted as Back on Market in the listing history). If set to No, a text change will appear in the history for the listing, but the listing will not be highlighted as Back on Market.
 - **Accumulate days off market while AWC** - This setting appears only when *Enable Active with Contingency statuses* is set to On. This setting controls whether listings with a status of Active with Contingency (AWC) accumulate days off market. If set to Yes, listings with AWC statuses will accumulate days off market. If set to No, listings with AWC statuses will not accumulate days off market.
- **Active with Contingency statuses are also Active on public sites** - When set to On, searches for Active listings on public IDX sites return results that include both Active and Active with Contingency statuses. When set to Off, searches for Active listings on public IDX sites return results that include only the Active status. Listings in Active with Contingency statuses are not included. This preference applies only if the MLS uses active contingent statuses.

- **Enable Pending with Contingency statuses** - When set to On, a listing in a Pending Contingent status displays the contingent status in the Status field instead of Pending (unless the Pending Contingent status is No). Enabling this option also allows users to search for specific pending contingent statuses. When set to Off, all listings with Pending Contingent statuses are displayed as Pending. Users cannot search for pending contingent listings by status alone. However, users can search for listings in these statuses using the Contingency field, if available.
- **Show Pending with Contingency statuses on public sites** - When set to On, a listing in a Pending Contingent status displays its contingent status in the Status field instead of Pending when searching on a public IDX site. When set to Off, all listings with Pending Contingent statuses are displayed as Pending, and IDX users cannot search for specific pending contingency statuses. This preference applies only if the MLS uses contingent statuses.
- **Pending with Contingency statuses are also Pending on public sites** - When set to On, searches for Pending listings on public IDX sites return results that include both Pending and Pending with Contingency statuses. When set to Off, searches for Pending listings on public IDX sites return results that include only the Pending status. Listings in Pending with Contingency statuses are not included. This preference applies only if the MLS uses pending contingent statuses.
- **Include Changes in Contingency for Active listings as Hot Sheet Events** - This option is available only when *Enable Active with Contingency statuses* is set to Off. When set to On, contingency options for active listings are displayed as available events in the 24-Hour Hot Sheet and Custom Hot Sheet. When set to Off, contingency options are not shown as available events on hot sheets.
- **Which statuses should be considered off-market for automatically setting selected digital media to private? (Selected digital media will be automatically set to public when a listing is changed to on-market statuses.)** - Individual photos, videos, and virtual tours can be marked "Private While Off-Market." When this option is selected, the privacy will change automatically when the status of the listing changes. This MLS setting enables you to select the listing statuses that are considered off-market in your MLS. When a listing is in one of the selected off-market statuses, media are automatically made private and removed from public view. When a listing is in one of the on-market statuses, photos and other media are available to the public.
- **Team Support** - When set to On, teams can be created. The Team section will be displayed in Office/Member Search and the Team tab will be displayed when adding or editing a user.
- **Allow any Member in a Company office to be selected as the Designated Broker** - When set to On, members from all offices in the selected company will be available for selection as the Designated Broker. When set to Off, only members directly in the selected company office will be available.
- **Require All Members to have a Member Type** - When set to On, new users must have an associated member type. If the member type is set to *No Type*, you will be prompted to enter one. When set to Off, member type is not required.

If this setting was turned Off and a member was assigned to *No Type*, and then the feature was turned On, the member record will be assigned to the default member type the next time it is saved.

- **Require All Offices to have a Member Type** - When set to On, new offices must have an associated member type. If the member type is set to *No Type*, you will be prompted to enter one. When set to Off, member type is not required.

If this setting was turned Off and an office was assigned to *No Type*, and then the feature was turned On, the office record will be assigned to the default member type the next time it is saved.

- **Office/Member Contact Info Export Report** - When set to On, the *Office/Member Contact Info Export Report* option will be displayed on the Roster Reports page and listing member email will be included in the standard export. Listing member email addresses will also be included on listing exports. When set to Off, this report will be unavailable to members, and the listing member email column will not be included in the standard export. For administrators, this report is always available on the Member Reports page.
- **Enable Office/Member Roster export function** - When set to On, the Office/Member Roster includes an export option for all users. When set to Off, members can view the Office/Member Roster, but cannot export the information.
- **Enable the Label function for the tax system** - When set to On, members can print mailing labels from the tax system in Flexmls. When set to Off, the mailing label function is not available in the tax system.
- **Use the Map Search (Full Search Template) to define Market Areas** - When set to On, the My Market Areas page uses the Full Search template instead of a standard 24-hour hot sheet template. When set to Off, the 24-hour hot sheet template is used, and users can select a saved search or create a new search.
- **Use the HTML editor when editing Message Board text** - When set to On, the HTML editor is available when creating messages using the MLS Message Board and Links. When set to Off, only a plain text editor is available, and the message must be hand-coded if HTML is needed.
- **Enable extended level detail when viewing Listing History** - When set to On, the History section of a listing can be expanded to three levels of detail: Property History, Listing History, and Detailed History. When set to Off, only Property History and Listing History are available in the History section of a listing (equivalent to the History view under Change Listing). The history level that you select is displayed in the History section when printing or emailing a listing (if your MLS preferences allow printing or emailing history). Note that when this setting is Off, the setting *Display condensed Listing History Report in Details tab of search results* is hidden.
- **Show Begin Date column when viewing Listings History** - When set to ON, Begin Date column appears. Select OFF to hide this column. Note that this column may have a different name depending on the MLS.
- **Show Original List Price column when viewing Listings History** - When set to ON, Original List Price column appears. Select OFF to hide this column. Note that this column may have a different name depending on the MLS.
- **Display condensed Listing History Report in Details tab of search results** - This setting controls the events displayed in listing history on the Details tab of search results. By default, this setting is Off, and the listing history includes all text changes, open houses, and status changes (which are listed as "Status," with the details available when you click to expand the row). This setting is only visible when the *Enable extended level detail when viewing Listing History* setting is set to On.

When set to On, the condensed Listing History Report includes only the following:

- Price Changes
- New Listing

- Active CAPA (if applicable)
- Active Contingent (if applicable)
- Expired
- Withdrawn
- Back On Market
- Cancelled
- Pending
- Temp Off Market
- Closed
- **Calculate DOM in Listing History Report** - When set to **from DOM begin date forward** , DOM is calculated from the earliest history event to the listed event. For example, if a price change occurred 50 days after the listing date, the price change would appear on the history report and 50 would appear in the DOM column. When set to **from most recent change backward** , DOM is calculated from the most recent change backward. For example, if a price change occurred yesterday, 50 days from the listing date, the DOM column would display 1, which is the number of days ago that the change happened. The begin date will display a DOM of 51, showing the number of days before the current date.
- **Include Datashare Results in Listing History** - When set to On, listings from datashare MLSs appear in listing history. When set to Off, listings from datashare MLSs are not included in listing history.
- **Enable ShowingTime (FBS Staff Only)** - This FBS-only setting controls ShowingTime, a third-party integration that requires setup by FBS.
- **Enable ShowingTime Showing Instructions in listing maintenance** - For MLSs that use ShowingTime, this setting controls whether ShowingTime showing instructions appear in listing maintenance and in RETS feeds. The field will not appear in listing reports.
- **Enable built in Flexmls showing service (FBS Staff Only)** - This FBS-only setting controls whether the built-in Flexmls showing service is available. When set to **Enable for MLS**, the built-in showing service is available to members. When set to **Disable for MLS**, the built-in showing service is not available to members. When set to **Defer to association command-line settings**, FBS has used command-line settings to enable/disable the built-in showing service per association.
- **Enable TransactionDesk integration (FBS Staff Only)** - When this FBS-only setting is On, a TransactionDesk link is displayed on the Detail tab of listings, along with an icon of a rolled-up paper. The link is also displayed on the listing menu for a listing. When set to Off, the link is not displayed. When set to Testing, the link is available only to FBS superuser accounts.
- **Enable SentiLock integration (FBS Staff Only)** - When this FBS-only setting is On, Access and Showing links appear on the Detail tab of listings that the member owns. Only the Access link is displayed on other listings. The SentiLock options *Lock Box Assignment* and *Lock Box Access Report*

also become available on the Change page for the listing. When set to Off, none of the options are displayed. When set to **Testing**, the feature is available to FBS superuser accounts only.

- **Enable the mortgage calculator** - When set to On, this setting enables the mortgage calculator. When set to Off, this setting disables the mortgage calculator.
- **Default values for the Payment (Mortgage) Calculator** - This setting controls the default values for the Calculator found on the Detail tab for listings. Set the default down payment (percent or currency value), interest rate, and number of years. Users can modify any calculation for a specific listing. If changes are made to this setting, be sure to click **Save**.
- **Email Default Type** - Set the default email format (either HTML or Text) for members in the MLS.



NOTE

Each user also can control the default format for their own emails using the General Preferences option *Email: Please choose the default email type*. If a user has changed their preference from the MLS default, your selection here will not override it.

- **Enable the Showing Manager (FBS Staff Only)** - When this FBS-only setting is On, the Flexmls Showing module is enabled for users of the MLS. This module gives access to My Calendar and Showing Statistics, adds client and roles to Send Requests, and allows users to set up buyer and seller portals. When set to Off, the Flexmls Showing module is not available.
- **Enable Billing System (FBS Staff Only)** - When this FBS-only setting is set to Yes, a *Visit Billing System* option is available on the My Profile page, where users can pay their MLS bill. Administrative users have access to a Billing tab when adding or changing users. This setting is set to No for all MLSs that do not pay to use the Flexmls billing system.
- **Enable Billing History if Billing System is off (FBS Staff Only)** - When this FBS-only setting is set to Yes, an MLS that previously used the Flexmls billing system can view historical billing records, even if the billing system is turned off.
- **Enable sharing directly to social media (FBS Staff Only)** - When this FBS-only setting is set to Yes, members can share listings directly to social media from Flexmls Web and Flexmls mobile apps. When set to No, social media apps are not available via the Share option.
- **Enable the MLS Status Field (FBS Staff Only)** - When this FBS-only setting is On, the MLS Status field is displayed on the Settings tab when adding or changing users. When the MLS Status field is set to No, the user is not allowed to log in. When the MLS Status field is set to Yes, the user is allowed to log in.
- **Show flexmls IDX stats on the listing activity report** - This setting controls the label for IDX views on the listing activity report. When set to On, "flexmls IDX" is used as the label in the *Where people are viewing this listing* pie chart and counts. When set to Off, "IDX" is used as the label.
- **Enable PDF generation** - When set to On, users can create PDFs by clicking **PDF** on the Listings to Print or E-mail page and CMA. When set to Off, the PDF button is not shown on those pages.
- **Show seasonal rental available dates on the detail tab** - When set to On, an Available Dates link appears on the Detail tab of search results for listings in property types that have the rental calendar enabled. The calendar displays availability for the next 12 months along with a legend. When set to Off, the Available Dates link is not available in search results for any property type.

- **Label for rental calendar available date** - If your MLS uses a rental availability calendar, this setting controls the label for the Available Dates calendar in search results. Type the label into the text box and click **Save**.
- **Select a field for rental calendar that will trump end date field if the field has a value (FBS Staff Only)** - This setting provides support for an alternative "Marketing End Date" distinct from the Listing Contract Date (end_date). When the designated field is enabled in conjunction with the Calendar function, entering a date will instruct the calendar to use it as the end date. If no date is entered, the calendar will default to the end_date.
- **Show English, or both English and Spanish text in the Listing Activity Report** - When set to English, the Listing Activity report displays text in English. When set to English and Spanish, the Listing Activity Report displays text in both Spanish and English.
- **Use new style searchable scrolls for combo_box_fields/combo_search_fields in place of old style lookups in search results and listing maintenance (FBS Staff Only)** - When this FBS-only setting is set to Yes, new style searchable lookups will be used on fields that use lookups. When set to No, old style lookup searching will be used.
- **Optional go-live date for this MLS in YYYY-MM-DD format. Used to mark the start of automated processes like required photo and pend warning emails. (FBS Staff Only)** - This FBS-only setting is used during the conversion process to specify the go-live date for an MLS. This setting prevents automated processes from occurring and automated emails from being sent before the go-live date. When set to On, this setting suspends the following items until after the specified go-live date:
 - Pending warning email
 - Photo requirement
 - Number of days a listing is pended before e-mails are automatically sent to the Listing Agent, and frequency of e-mails
 - Pending warning e-mails will not be sent for listings with the following contingent values
 - Copy pended warning e-mails to listing agent's office
 - Copy pended warning e-mails to listing agent's company
 - Copy pended warning e-mails to listing agent's MLS
 - From the begin date, automatically take action on listings that do not have at least one photo loaded
- **When ON, changes to listings entered before the go-live/conversion date (defined by the go_live_date pref) can be published without requiring completion of missing required fields (FBS Staff Only)** - Enabling this setting allows users to save changes to listings they created before conversion/go-live without having to complete any empty required fields.
- **Use the CoreLogic error reporting page in search results (requires appropriate configuration data to be present in c3pi (FBS Staff Only))** - When this FBS-only setting is set to Yes, the CoreLogic error reporting integration is used to report errors with listings. When set to No, the default Flexmls error reporting functionality is used.

- **Choose where members start after login** - Use this setting to control whether members can select their own Flexmls home page. When set to *Allow member choice*, the option *First page viewed after login* is displayed on the General Preferences page, and members can choose either the default Flexmls dashboard or Quick Search as their home page. When set to *Default dashboard*, the home page is set to the default dashboard for all members, and the option *First page viewed after login* is not available in General Preferences. When set to *Quick Search*, the home page is set to Quick Search for all members, and the option *First page viewed after login* is not available in General Preferences.
- **Enable FBS Chat (FBS Staff Only)** - When set to On, this setting enables the Front Chat feature for all users.
- **Enable FBS chat for MLS staff (FBS Staff Only)** - This setting enables the Front Chat feature for admin accounts only. Admins can enable this setting to see the Front Chat functionality and determine if they want to enable it for their members. When set to On, this setting enables the Front Chat feature to users that:
 - Are logged in as the root user
 - Are superused to the root user
 - Have MLS level brokerload
 - Have association level brokerload

This setting only appears when the setting *Enable FBS Chat* is set to On.

- **Front Chat ID for MLS Staff (FBS Staff Only)** - This setting appears when Enable FBS Chat is turned on. When set to On, this setting shows a box that allows users to paste in the chat code from Front.
- **Front Chat Key for MLS Staff (FBS Staff Only)** - This setting appears when Enable FBS Chat is turned on. When set to On, this setting shows a box that allows users to paste in the chat code from Front.
- **Enable Floplan (FBS Staff Only)** - When set to On, this setting allows users to include floor plans with listing photos and other media.
- **Disable Listing Maintenance (FBS Staff Only)** - When set to On, this setting allows Listing Maintenance to be disabled for MLSs that use a third-party listing maintenance.
- **Allow Text Messaging (FBS Staff Only)** - When set to On, this setting allows for sharing a single or selected listing(s) from Flexmls Desktop to homebuyers via text message.
- **Allow integration customization (FBS Staff Only)** - Enabling this setting will allow users to use the General Preferences > Integrations tab to customize integration buttons on the Quick Search > Details tab. Disabling the setting will remove that section from General Prefs and ignore any previously saved customizations.
- **Allow selection of Preferred Service integrations (FBS Staff Only)** - When set to On, this setting allows for the selection of a Preferred Showing Service in the Integrations tab in General Preferences.
- **Create an 'All' option for non-Listing-backed Service Groups (FBS Staff Only)** - When set to On or Test, the Integrations tab under General Preferences lists an "All" option in the dropdown menu

for the Preferred Service field. When "All" is selected, all available options listed under Preferred Service display in the Products menu.

- **Allow users to select square foot value displayed on mobile** - This setting allows users to choose between having the "Building Area Total" field be displayed (default) or have the "sqFt1" be displayed for mobile views. By default, the "Building Area Total" option is selected for this setting. Users can select the "Living Area" option to display square footage on mobile.
- **Allow Listing Detail apps to be loaded based on listing agent (FBS Staff Only)** - When set to on, this setting enables the functionality for loading apps by listing agent.
- **Enable the C3PI currency system (FBS Staff Only)** - When set to On, this setting enables the C3PI currency system.
- **Enable Local Logic Points of Interest widget on MWEB & iOS (FBS Staff Only)** - When set to On, this setting enables the Local Logic Points of Interest widget on MWEB and iOS.
- **Enable Local Logic Demographics widget on MWEB & iOS (FBS Staff Only)** - When set to On, this setting enables the Local Logic Demographics widget on MWEB and iOS.
- **Office Exclusive field (FBS Staff Only)** - This setting allows for the addition of Office Exclusive listings for all property types.
- **Local Logic API key (FBS Staff Only)** - When set to On, this setting enables the Local Logic API key.
- **Restrict Field Setup (FBS Staff Only)** - When set to On, this setting limits MLS administrator access to read-only for certain settings on the Main and Detail Fields setup pages. This setting allows the following items to remain editable by the MLS:
 - Help text
 - Display settings
 - Confidentiality settings
 - List items in the Type column (For Main fields only; you can add items to a list, but you cannot remove items from a list.)

This setting restricts the following items to read-only access. You will need to reach out to cpr@flexmls.com to edit these items:

- Group
- Enabled
- ADOM
- CDOM
- Req'd
- Order (Main fields only)
- Changing data type radio button in Type column (Main fields only)

- Code (Add/Change Detail only)
- Associated group (Add/Change Detail only)
- Description (Add/Change Detail only)
- Data type and formatting (Add/Change Detail only)
- Display order (Add/Change Detail only)
- IDX description (Add/Change Detail only)

This setting is On by default. If you would like this setting turned off, reach out to cpr@flexmls.com.

- **Restrict Field Setup - Allow Copy Scroll Values (FBS Staff Only)** - When set to On, this setting gives MLS administrators the ability to copy values from one property type to another between the same list field. To enable this setting for your MLS, reach out to Customer Success (cpr@flexmls.com).
- **Fields used for map zooming on Quick Search (FBS Staff Only)** - Use this setting to specify fields that allow for map zooming in Quick Search. When specifying multiple fields, separate the fields with a comma.
- **AI Features Identification (FBS-only) (FBS Staff Only)** - When set to On, this setting enables the AI-detected features from photos functionality, which is a paid add-on available to MLSs. If enabled, MLSs also have control over the *AI Feature Acknowledgement Required* and *AI feature Acknowledgement Message* settings.
- **AI Feature Acknowledgement Required (FBS Staff Only)** - When set to On, this setting enables the acknowledgement disclaimer message, which users are required to accept in order to use the AI-detected features from photos functionality. This setting only appears when the *AI Features Identification* setting is enabled.
- **AI feature Acknowledgement Message (FBS Staff Only)** - This setting allows MLSs to customize text for the AI Feature Acknowledgement message that displays when users upload photos to a listing. This setting only appears when the *AI Features Identification* and *AI Feature Acknowledgement Required* settings are enabled.
- **AI Intranet File Processing Opt In (FBS-only) (FBS Staff Only)** - When set to On, this setting allows the end user to opt into intranet AI document processing.
- **AI Public Remarks (FBS Staff Only)** - This setting enables the use of AI-generated public remarks. When set to On, agents can opt to have an AI-generated listing description autofilled into the public remarks field.
- **AI Public Remarks Acknowledgement Text (FBS Staff Only)** - This setting allows MLSs to customize the AI Public Remarks Acknowledgement verbiage, which users must agree to before using AI-generated public remarks. By default, the AI Public Remarks Acknowledgement contains the following text: "AI-generated content may contain errors. You are responsible for reviewing and correcting the description before submission. Check this box to acknowledge that you have read this disclosure and accept your responsibility."

- **Move Logo on Login Page to Be Inside of the Login Box. (FBS Staff Only)** - When set to On, this setting moves the MLS logo on the login page to be inside of the login box.