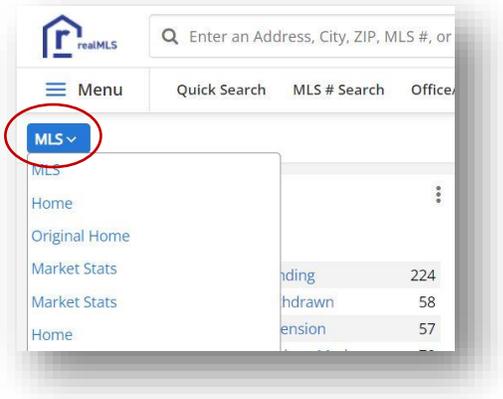


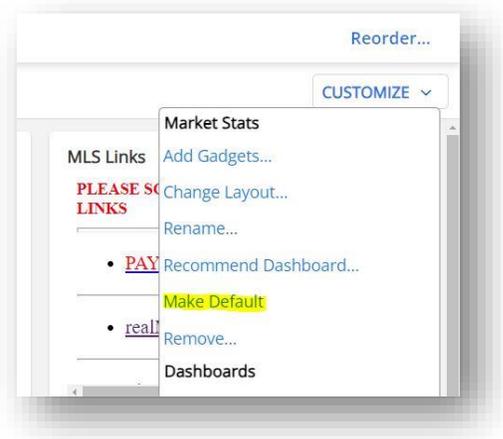
Setting Your Dashboards and Favorites

If your dashboard on real.flexmls.com is not your default, please follow the steps below to set your preferred dashboard.

1. From the dashboard, select the dashboard's dropdown menu.



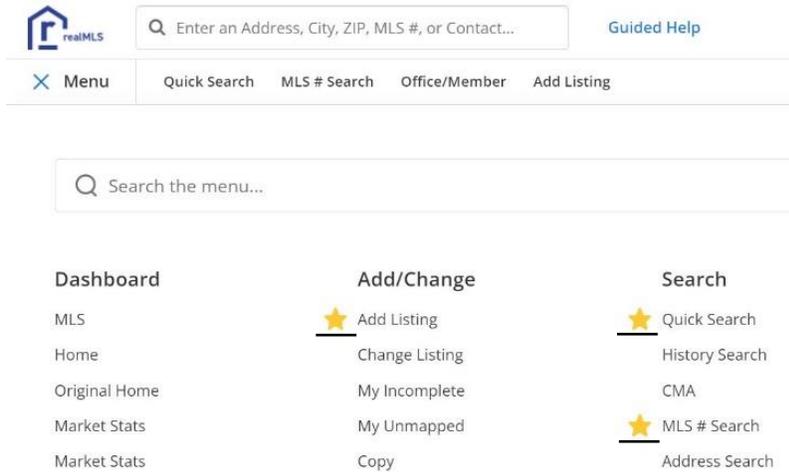
2. Locate your preferred dashboard and click to select. We recommend using **REALMLS DASHBOARD**. Some users may have been using the **CLASSIC** dashboard, those users will have that dashboard option available.
3. Once you have selected your dashboard click the Customize button and select Make Default. The changes will take effect immediately.



If you had a custom dashboard in the legacy database, be sure to compare it to the one in the new database. If you notice any differences i.e., if a gadget is missing or in the wrong spot, please make the necessary corrections in the new database.

How to Set Your Favorite Bar

1. Click the Menu in the top left side of the dashboard to reveal all the menu items.



2. Hover over a menu item to reveal a star. Click on the outlined star to mark the item as a favorite. The star will change to yellow, and your newly selected favorite will instantly show up in the top menu bar.
3. To reorder your favorites, click on the 'Reorder' button on the top right side of the dashboard. Here, you can rearrange your favorites with a simple drag and drop.