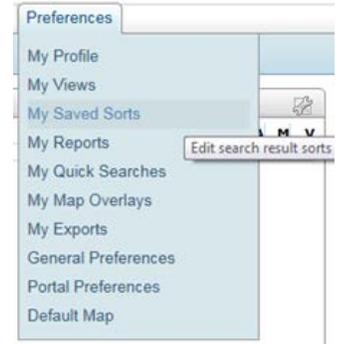




## My Saved Sorts

On July 6, 2011, flexmls added a new option, *My Saved Sorts*, to provide the ability to manage custom sorts. The new feature is accessible from the flexmls Menu bar by clicking **Preferences** then **My Saved Sorts**.



**My Saved Sorts**

Available Sorts	Description
My First Saved Sort	<b>Saved Sort Name</b> My First Saved Sort <b>Fields (Sort Order)</b> Subdivision (Ascending) <b>Views Using This Sort</b>

Please note that editing a sort marked with [inherited] will not edit the sort, but instead will make a copy of the sort and give it the same name.

New Copy Edit Remove Give to someone

Select **New** to start a new custom sort or highlight an existing sort then click **Edit**.

Name the sort and ensure the desired Property Type is selected from the drop-down list next to **Available Fields for**.

Add the desired field(s) by scrolling through the list of field names or by using the search box to narrow the choices.

**Create Saved Sort**

Sort Name:

Available Fields for Residential

- # Bathrooms
- # Bedrooms
- # Lots in Listing, Ttl Apx SqFt Land
- # of Buildings, # Units Allowed
- \*# of Interior Levels
- Source of SqFt
- Address

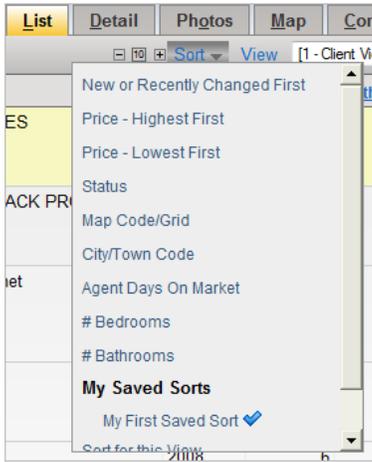
**Selected Fields** [Clear List](#)

- ↓ Status  Ascending  Descending ✕
- ↓ List Price  Ascending  Descending ✕
- ↓ Subdivision  Ascending  Descending ✕

1. Click available fields to add to this list  
2. Drag and Drop to change the sort order

A single click on a field name will automatically move it over to the right side of the screen under the **Selected Fields** section. From there, the list can be manipulated to the desired order.

On the **Create Saved Sort** screen, left-click and hold over the field you would like to reposition. Drag the field up or down the list until it is in the desired location then release the mouse. You may also select whether you would like the selected field sorted in **Ascending** or **Descending** order. Lastly, you may remove a selected field by clicking on the **X** to the far-right of the screen. Click **Save** and the new saved sort will immediately be saved to your **My Save Sorts** list.



While on the list of search results, click on **Sort**. There you may select from the list of available pre-saved sorts, your saved sorts, or edit the current sort in use. There will be a blue checkmark next to the sort item currently being used.

You may also edit or create a Sort from **My Views** or the **Search Results** screen. From the flexmls main menu click on **Preferences, My Views** then click on the **Sort** tab and follow the exact same steps mentioned above. From a list of search results, click on **View** up on the top-right of the list, select the **Sort** tab, mark **Custom Sort**, click **Create a New Sort**. Make your field selections, place the fields in the desired order and click **Save**.

### Create View

General
Fields
Sort

Sort by:  Column Order  Custom Sort

Sort Name:   
 (Option: select a different [Saved Sort](#))

**Available Fields for** Residential

- # Bathrooms
- # Bedrooms
- # Lots in Listing, Ttl Apx SqFt Land
- # of Buildings, # Units Allowed
- \*# of Interior Levels
- Source of SqFt
- Address

**Selected Fields** [Clear List](#)

↑ Status	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	✖
↑ Current Price	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	✖
↑ Subdivision	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	✖

1. Click available fields to add to this list  
2. Drag and Drop to change the sort order