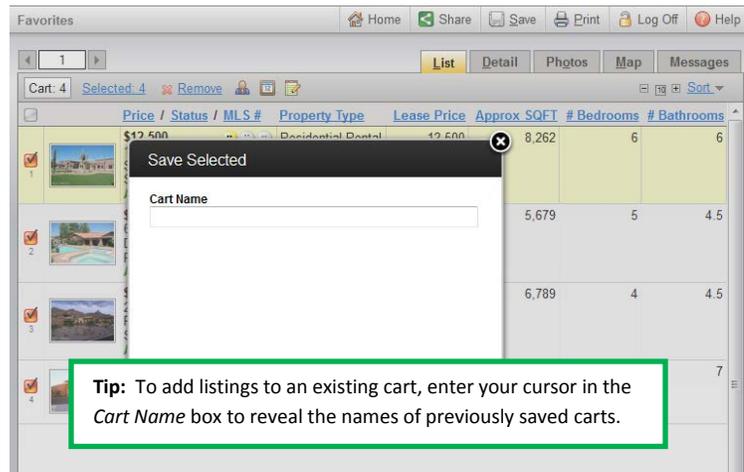
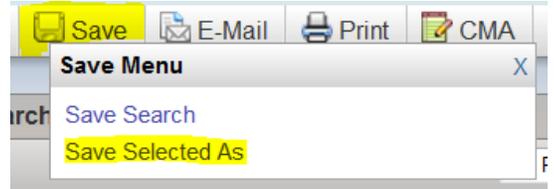




On September 21, 2011, three new features were added to flexmls® Web.

## 1. Agent Listing Carts

You can now save listings from your client's Portal to a Listing Cart of your own. Your carts are created/updated using **Save -> Save Selected As**, after selecting listings from search results. That same feature is now available to you when viewing the contents of a client's Portal (i.e. search results, possibilities, favorites, etc.).



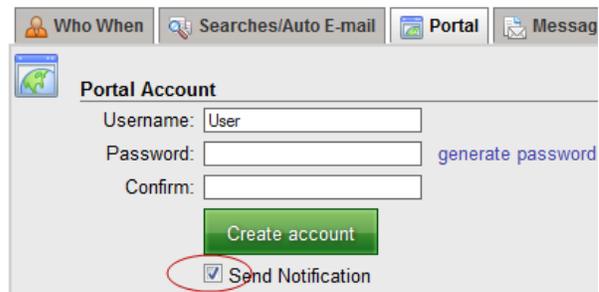
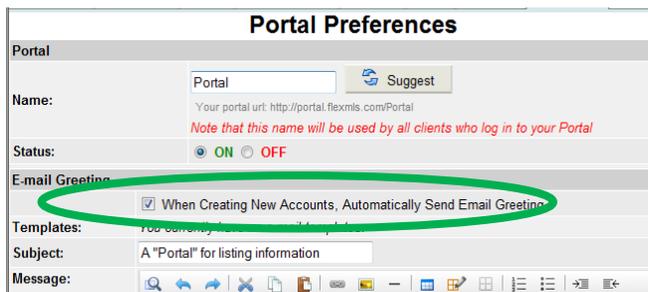
Perhaps you are organizing for a showing appointment and trying to gather listings scattered throughout your client's Portal. In the past, this could be an extremely manual process as the **Save** button was not available when viewing listings from within a Portal. Now you can select listings and use the **Save Selected As** option to build an **Agent Listing Cart**.

Once created, your cart can be found under **Search > Listing Carts**.

## 2. New E-mail Notification in Portal Preferences

Previously upon creating a client Portal, the **Send Notification** checkbox was automatically checked and there was not a preference to control that. **When Creating New Accounts, Automatically Send Email Greeting** was added to the **Portal Preferences** page to provide the ability to manage the default for the **Send Notification** box.

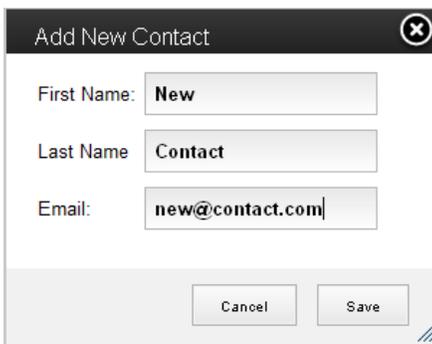
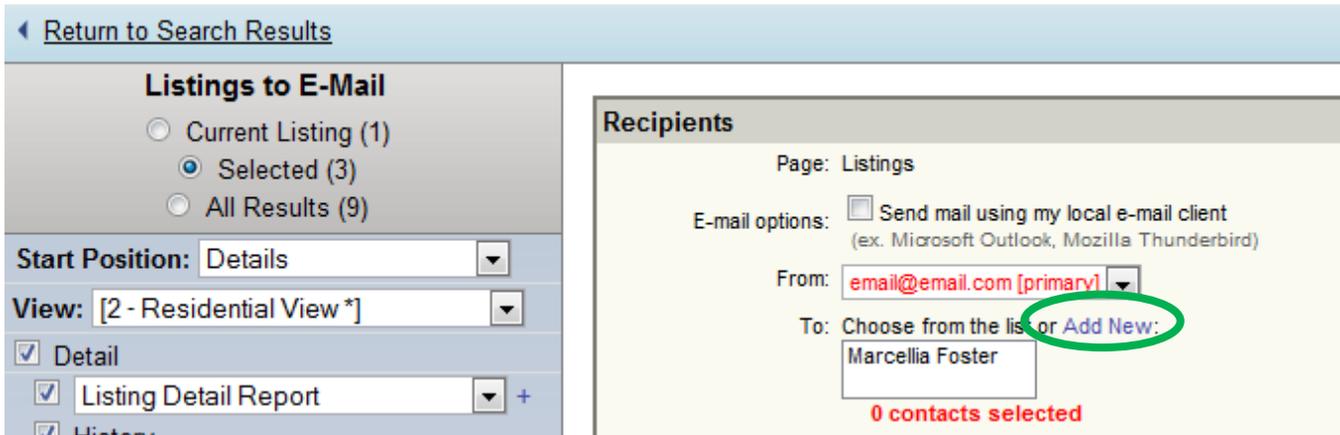
If the preference is unchecked, the **Send Notification** box will remain unchecked as well and will NOT send a message upon creation.



As in the past, you may decide on a per-client basis whether to send the notification upon Portal setup or to manually e-mail the Portal link afterward.

### 3. Ability to Add New Contact from E-Mail Page

This feature will provide the ability to add a new contact to *Contact Management* while in the process of creating an e-mail. The **Add New** link is located just above the list of your current contacts.



Enter the contact information and click **Save**.

**Tip:** If all fields in the *Add New Contact* box are not visible, click and drag the bottom right corner to enlarge the box.

Immediately after you save the contact, it will appear at the top of the e-mail *To* list. It will also be added to *Contact Management*. When you return to an e-mail page the next time, it will appear in alphabetical order with the rest of your contacts.

When you add a new contact, **it will automatically be selected as a recipient for the current e-mail.**

