

Setting up a Flash in MLXchange Professional

Step 1.

Verify your client name is in your list of client records by clicking the “Clients” tab at the top of the screen.

If the client is not listed, add the client contact information including email by:

1. Clicking “Add New Client” button. (Located at the top left corner of the screen.)
2. Enter the correct contact information including email address.
3. Click “Save” button in the upper right hand corner of the screen.
4. Your new client has been added.

Step 2.

The next step is setting up a search for a client.

1. Click on the “Listings” tab at the top of the page.
2. Select the “Search Type”, “Search Template”, and select your client from the “Client for Search” field.
3. Enter the search criteria. (I.E. Area, Price, Beds, Baths, Etc.)
4. Click the “Results” button at the lower right corner of the screen.

Step 3.

Next, you will save the search for the client.

1. In the lower left corner of the screen, where it says “Action”, change the action to say “Save as New Search”.
2. Click the green arrow to continue.
3. Enter a name and a description for the search.
4. Associate to the correct client.
5. Click “Yes” to the “Enable Auto-Notification for Search”.
6. Choose who should be sent the notification. Options are: Clients email, Agents Email, or Agents Pager/Cellular Phone.
7. Select which report to send via email.
8. Schedule a possible follow up event whenever the system sends a flash.
9. Click “Save” in the lower right corner of the screen.