



Listing Collections Quick Start — Flexmls

Save, organize, and share groups of listings for clients and your own market work.

A listing collection is a saved group of listings — a shortlist for a buyer, a set of comps for a CMA, or a market snapshot you want to revisit. Unlike saved searches, which pull in new listings matching criteria, a collection holds the exact listings you selected.

The Setup Order

Checkpoint	Fast path	Do not miss
Find Collections	Menu > Search > Listing Collections	Use the search box at the top to filter by collection name.
Create a collection	Search results > checkboxes > Save > Save Selected As	Give collections clear names — client name plus neighborhood works well.
Add to existing	Save Selected As > select existing name > Add to Collection	Click inside the Collection Name field to see all your existing collections.
Work on behalf of	Work on behalf of > contact name > Save Selected As	Saves the collection directly to that contact's portal.
View or manage	Three dots > View Details, Rename, or Delete	View Details shows created date, updated date, view type, and listing count.
Dashboard gadget	Customize > Add Gadgets > Listing Collections	Sort and filter collections from the dashboard without navigating away.
Mobile access	Tap the Listing Collections (folders) icon in the menu	iPhone users can share a collection with a contact directly from the app.

1. What Is a Listing Collection?

Use collections to track exactly the listings that matter for a specific purpose. Common uses:

- **Buyer shortlists** — properties a client wants to revisit or compare.
- **CMA comp sets** — the listings that anchored your pricing recommendation.
- **Market snapshots** — a batch of actives or solds in a target area, captured at a point in time.
- **Pipeline tracking** — listings tied to a specific prospect, saved under their contact portal.

2. Creating a Collection

From any search results page:

1. Check the boxes next to the listings you want to include.
2. If saving for a client, click **Work on behalf of**, enter the contact's name, and click **OK**.
3. Click **Save** > **Save Selected As**.
4. Enter a name for the collection. "Smith Family – Wilmington Waterfront" is more useful than "Collection 1."
5. Confirm that **Save to My Listing Collections** is selected.
6. If a collection with that name already exists, choose **Add to Collection** or **Replace**.
7. Click **Save**.

Honey Tip: Working on behalf of a contact? The Save step sends the collection directly to their portal — your client can review the list without you emailing anything separately.

3. Adding Listings to an Existing Collection

You can keep building on a collection without starting over:

1. In search results, check the boxes next to the listings to add.
2. Click **Save > Save Selected As**.
3. Click inside the **Collection Name** field — your existing collections appear automatically.
4. Select the collection you want to add to.
5. Confirm **Save to My Listing Collections** is selected, then choose **Add to Collection**.
6. Click **Save**.

4. Managing Your Collections

From **Menu > Search > Listing Collections**:

- **View contents:** Click the arrow to the right of the collection name.
- **View details:** **Three dots > View Details** — shows created date, updated date, view type, and listing count.
- **Rename:** **Three dots > Rename** — enter a new name and click **Save**.
- **Delete one:** **Three dots > Delete > Yes, I'm Sure**.
- **Delete multiple:** Check the boxes > **Delete** at the top > **Yes, I'm sure > Delete Selected**.

5. Listing Collections Dashboard Gadget

To add it: **Customize > Add Gadgets > Listing Collections**. Then configure it from the three-dot Settings menu.

- Use the search box inside the gadget to find a collection by name.
- Click any column header to sort. Default is descending; click again to toggle ascending.
- **Settings:** set the number of collections to display and the sort order — **Last Update, Listing Count, or Name**.
- **Maximize:** view the gadget full screen. Click **Restore** to return to the dashboard layout.

 **Honey Tip:** Set the gadget sort order to Last Update. Your most recently changed collections stay at the top — useful when you're actively working a buyer through multiple options.

6. Mobile Access

Tap the **Listing Collections** (folders) icon in the Flexmls app or mobile website.

- Use the **Search bar** at the top to find a collection by name.
- Tap a collection name to view the listings inside.
- **Three dots** next to a collection: View Details, Rename, or Delete.
- **iPhone app:** tap **Share** to send a collection to a contact; tap **Edit** to remove a collection.