



Setting Up Your Flex Menu Like Navica

Customize Flexmls favorites to match the layout you already know.

New Flex users start with five default favorites. This guide shows you how to star the items that match your Navica menu so your menu feels familiar from day one. You only need to do this once — your favorites save automatically.

The Setup Order

Checkpoint	Fast Path	Do Not Miss
Find Favorites Menu	Menu icon (top-left) > browse any section > click the star	The star turns filled when an item is saved to favorites.
Add Listing	Menu > star Add Listing	Appears in your favorites bar immediately after starring.
My Listings	Menu > star My Listings	Shows only your active listings — not the full MLS.
Search (Quick Search)	Already in default favorites	Navica 'Search' = Flex 'Quick Search.' No action needed.
Saved Listings Cart	Menu > Search > star Listing Collections	Listing Collections is the Flex equivalent of the Saved Listings Cart.
Reports / Statistics	Explore Menu > Statistics	Flex has far more report options than Navica — browse Statistics instead of one shortcut.
Roster	Menu > Search > star Office/Member	Office/Member search is the Flex equivalent of the Navica Roster.
Contacts	Already in default favorites as Contact Management	No extra step needed — it is already there.
My CMAs	Menu > Search > star CMAs	CMA tools are under the Search section of the menu.
News & Events / Resources	Menu > star MLS Intranet	No direct News & Events equivalent — MLS Intranet is the closest match.
Showings	Open any listing > Details tab	ShowingTime and Broker Bay are integrated at the listing level, not the menu.
Multitask (Multiple Tabs)	Quick launch bar > type > New Tab button (right side)	Flex supports unlimited tabs — use New Tab to open any view side-by-side.
Reorder Favorites	Favorites bar > Reorder (upper right) > drag & drop > Save	Remove any item you do not want during reorder — just drag it out.

1. How Favorites Work in Flex

The Flex menu is a full directory of every feature. Your **favorites bar** at the top is your shortcut strip — it shows only the items you have starred. All new accounts start with the same five defaults:

- Quick Search
- Contact Management
- My Portal

- My Account
- Help

Everything else must be starred manually. It takes about two minutes to set up, and your favorites persist across sessions and devices.

2. Navica → Flex Translation Table

Use this as your cheat sheet. Find your familiar Navica feature on the left, then star the Flex equivalent.

Navica Item	Flex Equivalent	Notes
Add Listing	Add Listing	Star from Menu
My Listings	My Listings	Star from Menu
Search	Quick Search	Already in default favorites
Saved Listings Cart	Listing Collections	Menu > Search > star it
Reports	Statistics	Browse — many more options available
Roster	Office/Member Search	Menu > Search > star it
Contacts	Contact Management	Already in default favorites
My CMAs	CMAs	Menu > Search > star it
News & Events	MLS Intranet	Closest resource equivalent
Showings	ShowingTime / Broker Bay	On the listing's Details tab
Multitask	New Tab (Quick Launch)	Quick launch bar -> New Tab button or right click anything in the menu and open in a new tab

3. How to Star an Item

From anywhere in Flexmls:

1. Click the **Menu** icon in the top-left corner.
2. Browse to the section that contains the feature you want (e.g., **Search** for Listing Collections, CMAs, or Office/Member).
3. Click the **star icon** to the left of the item name. The star fills in to confirm it has been saved.
4. The item now appears in your favorites bar immediately.

4. Reordering and Removing Favorites

Once you have added everything, arrange the bar to match the order you are used to in Navica:

5. Click **Reorder** in the upper-right corner of the favorites bar.
6. Drag and drop items into the order you prefer.
7. To remove an item, drag it out of the bar during reorder mode.
8. Click **Save** when finished. The new order sticks immediately.

Honey Tip: Put your highest-traffic items first — Add Listing and Quick Search at the far left saves the most clicks over the course of a day.

5. Features That Work Differently in Flex

A few Navica items do not have a direct menu equivalent in Flex:

- **Reports / Statistics** — Flex has significantly more report types than Navica. Rather than starring one report shortcut, browse **Menu > Statistics** to see all options and bookmark the ones you use regularly after exploring.
- **Showings (ShowingTime / Broker Bay)** — There is no standalone Showings menu item. Open the listing and go to the **Details** tab — the integration button is there.
- **News & Events** — Flex does not have a News & Events section. Star **MLS Intranet** from the menu for association news, forms, and resources.
- **Multitask / Multiple Windows** — Type any search or address in the **quick launch bar**, then click **New Tab** on the right side of the bar. Flex supports unlimited open tabs in the same browser session.

Honey Tip: Listing Collections (your Saved Listings Cart) also has a dashboard gadget. Add it via **Customize > Add Gadgets > Listing Collections** to see all saved groups without leaving your home screen.