



Dashboard Quick Start — Flexmls

Gadgets, layouts, multiple dashboards, and market stats configured for your markets.

The Flexmls dashboard is more than a home screen. With the right gadgets in the right spots, it becomes a real-time view of your markets — activity, absorption rates, price trends, and listing movement, all before you run a single search. This guide shows you how to build a dashboard that reflects where you actually work.

The Setup Order

Checkpoint	Fast path	Do not miss
Get there	Hive MLS logo (top left)	Returns you to your default dashboard from anywhere in the system.
Add a gadget	Customize > Add Gadgets	You can add the same gadget more than once — useful for comparing areas side by side.
Configure it	Three dots > Settings	Most gadgets show MLS-wide data by default. Always configure for your specific area. Only gadgets that have Settings in the dropdown can be customized.
Move it	Hover top of gadget > drag	Wait for the four-directional arrows, hold the left mouse button, and drag.
Remove it	Three dots > Remove	Clears gadgets you never use — less clutter, faster daily scan.
Add a dashboard	Customize > Add Dashboards	Start blank or choose a pre-built option like the Market Stats dashboard.
Set your default	General Preferences > First page after login	Choose Default Dashboard, Quick Search, or Saved Search.

1. Dashboard Basics

- Click the **Hive MLS logo (top left)** to return to your dashboard from anywhere in the system.
- Add frequently used pages to your **Favorites bar** by clicking the star icon next to any menu item in the navigation. You need to click on Menu first in the upper left to see the options.
- **To add a gadget:** Customize > Add Gadgets. Options include Hot Sheet, Market Stats, Saved Searches, My Listings, Listing Collections, and more.
- **To configure a gadget:** click the three dots on the gadget and select Settings. If Settings appears, that gadget is customizable.
- **To move a gadget:** hover over the top of the gadget until the four-directional arrows appear, then hold the left mouse button and drag to the new position.
- **To change layout:** Customize > Change Layout. Choose one, two, or three columns. Three works best on a large monitor; two on a laptop.

Honey Tip: You can add the same gadget more than once — even if Flexmls says it is already on the dashboard. Add multiple copies and configure each one for a different city, county, subdivision, etc, and compare them side by side.

2. Multiple Dashboards

You are not limited to one dashboard. Create separate dashboards for different markets, different listing types, or anything else you want to track at a glance.

1. Go to **Customize > Add Dashboards**.
2. Choose **Blank** to build from scratch, or select a pre-built option.

3. The **Market Stats dashboard** is strongly recommended. It comes pre-loaded with gadgets for absorption rate, inventory, days on market, prices, sale-to-list-price ratio, and volume.
4. Switch between dashboards using the blue button under the Menu option. Most people use Home as their default dashboard.

 **Honey Tip:** The Market Stats dashboard is one of the most underused features in Flexmls. Add it once, spend a few minutes configuring each gadget for your market, and you will have instant comparison data every time you log in.

3. Market Stats Gadgets — Setting Your Area

By default, every market stats gadget shows data for the entire MLS coverage area. That number is almost never the one your clients need. Configure each gadget for the market you are actually discussing.

1. Click the three dots on any market stats gadget and select **Settings**.
2. Click inside the **Location** box. Suggestions include cities, zip codes, subdivisions, and any custom map shapes you have created.
3. **Important:** you can only select one location per gadget. To cover multiple zip codes or subdivisions, draw a map shape that includes them all, then select that shape as the location.
4. Select a property type and click **Save**.

Reading the absorption rate:

0–5 months	5–6 months	6+ months
Seller's market	Neutral market	Buyer's market

Note on subdivisions: Statistics for small subdivisions can be volatile. Use subdivision-level stats only when there is consistent transaction volume — otherwise the numbers will swing widely between months.

 **Honey Tip:** Add several absorption rate gadgets — one per city or zip code you work — and place them side by side on the Market Stats dashboard. You can see which markets are heating up or cooling off at a glance without running a single search.

4. Hot Sheet Gadget

The Hot Sheet gadget shows recent listing events on your dashboard. By default, it displays activity across the entire MLS for all property types. Narrow it down to the markets you actually track.

1. Click the three dots on the Hot Sheet gadget and select **Settings**.
2. Enter a city (e.g., Jacksonville) and/or a property type (e.g., Residential).
3. Click **Save**.

You can filter by multiple counties or cities within a single gadget. To monitor two markets simultaneously, add a second Hot Sheet gadget and configure it separately.

 **Honey Tip:** From the dashboard, click the three dots on any Hot Sheet gadget and choose Custom Hot Sheet to access extended time ranges (up to 45 days) and saved-search-based filtering — far more control than the standard 24-hour view.

5. Saved Searches Gadget

The Saved Searches gadget gives you one-click access to your saved searches directly from the dashboard — no navigation required.

- Click **New** next to any saved search to see new listings for that search in the last 30 days.
- Click **Edit** to jump directly to editing that search's criteria.
- Three dots on the gadget > **Quick Search** opens Quick Search for that saved search.
- **Settings**: set the number of searches displayed (up to 100) and sort order — by name or by last update.
- **Maximize**: view the gadget fullscreen. Click Restore to return to the dashboard layout.

6. Listing Collections Gadget

The Listing Collections gadget displays your listing collections on the dashboard for fast access without leaving your home screen.

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

Navigation Cheat Sheet

To do this...	Fast path
Return to dashboard	Flexmls logo (top left)
Add a gadget	Customize > Add Gadgets
Duplicate a gadget	Add Gadgets > click the same gadget a second time
Move a gadget	Hover top > four-arrow cursor > drag
Remove a gadget	Three dots > Remove
Configure a gadget	Three dots > Settings
Change layout	Customize > Change Layout
Add another dashboard	Customize > Add Dashboards
Switch dashboards	Home dropdown
Add Market Stats dashboard	Customize > Add Dashboards > Market Stats
Set default login page	General Preferences > First page after login
Add to Favorites bar	Star icon next to any menu item