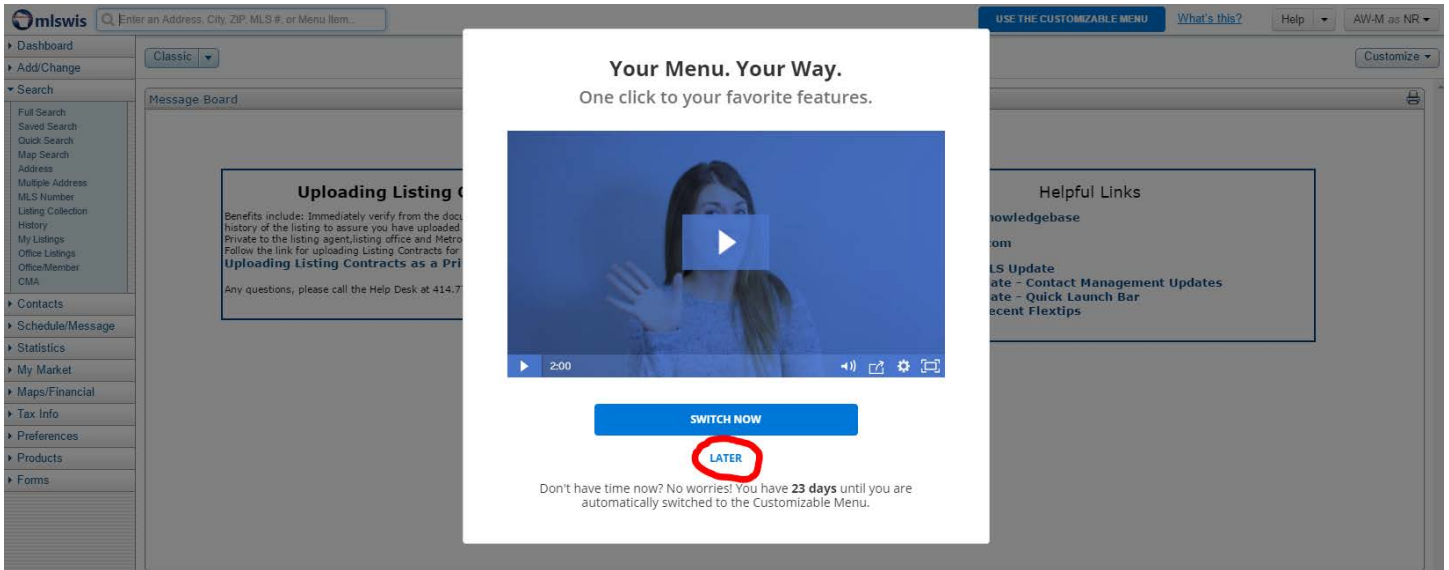# Turn on the New Menu

When the new menu is available, you will receive an invitation to turn it on, along with a informational video when you login to FlexMLS. If you do not wish to turn it on immediately, click the '**Later'** link; to enable it, click the **Switch Now** button.

When you turn the menu on, you'll answer a question about your role: are you an Agent, an Appraiser, etc. Your response will determine the default items on your Favorites bar. Make your selection and click the **Next** button.
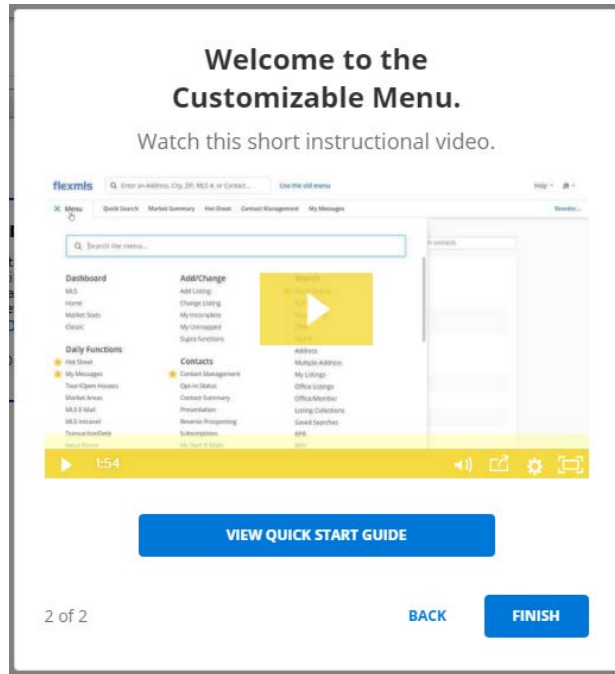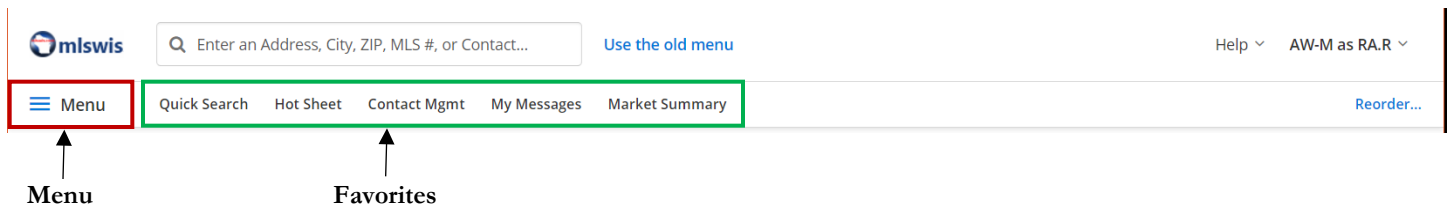
Next, you will receive a welcome screen with options to view a short instructional video and to view a quick start guide. To skip these and continue onto FlexMLS, click the **Finish** button.

Once you are routed to the FlexMLS Dashboard, you will see the new menu. Click on **Menu** to see the fully expanded menu. All the menu items are here in the same groups and in the same order as the old menu. Click a menu item to go to that feature. For example, click **Full Search** to start a new search.

Type into the search box ("Search the menu...") to easily find a menu item. For example, if you type "tax" in the search box, the menu will bring the **Tax Information** link to you. Click the link to go to Tax Information. It's faster than looking through the whole menu.

✕ Menu Quick Search Hot Sheet Contact Mgmt My Messages Market Summary

Q tax| ✕

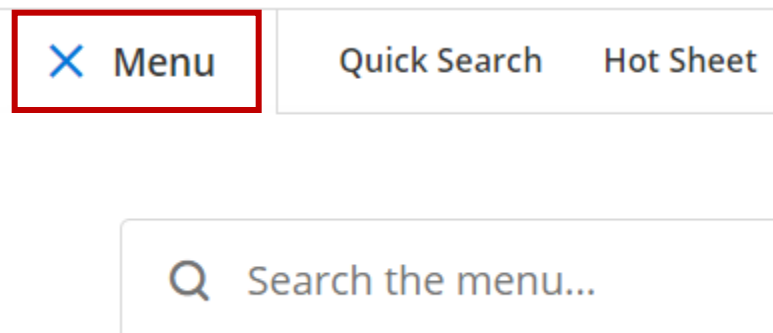To add a menu item to your favorites, hover over any item and click the ☆ icon. Dismiss

Tax Info
Tax information

To exit the full menu, click **Menu** again.

✕ Menu Quick Search Hot Sheet

Q Search the menu...

Add and Remove Favorites

Favorites give you one-click access to features you use the most. You can easily add, remove and rearrange Favorites to match how you work.

To mark a menu item as a Favorite, open the **Menu**, hover your mouse over an item and a Favorite star will appear. Click the **star** icon to create a one-click shortcut to it on the Favorites bar.
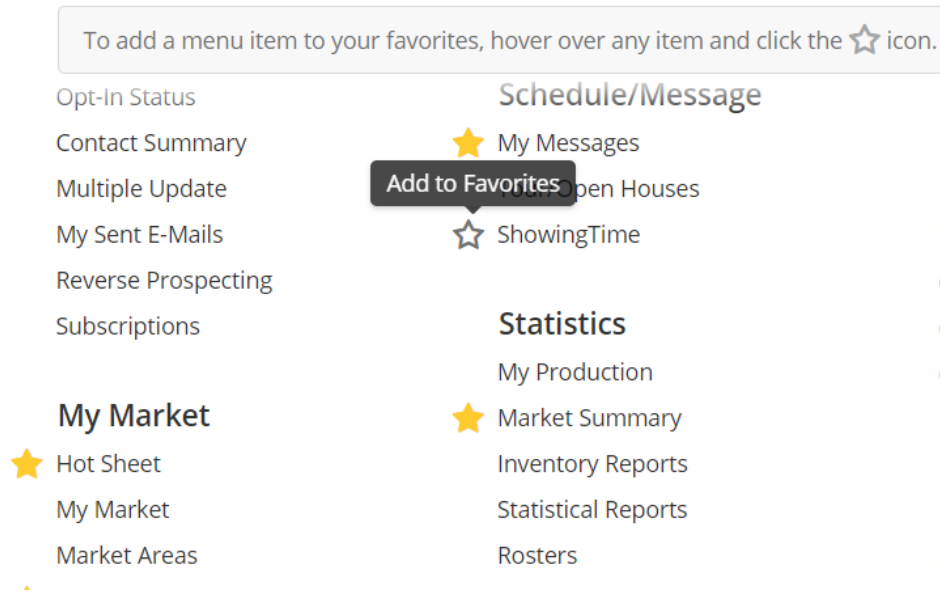
When setup is complete, you'll see the Menu button and your selected Favorites.
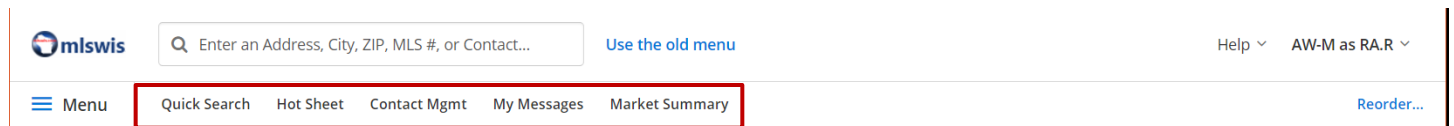
If you want to remove an item from your Favorites, click on the **star** icon next to an existing Favorite. The item is instantly removed from your Favorites and the star changes to an outline.
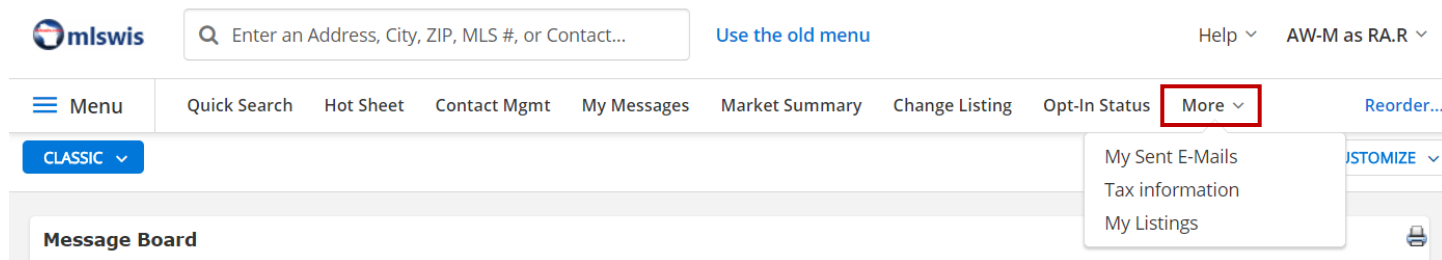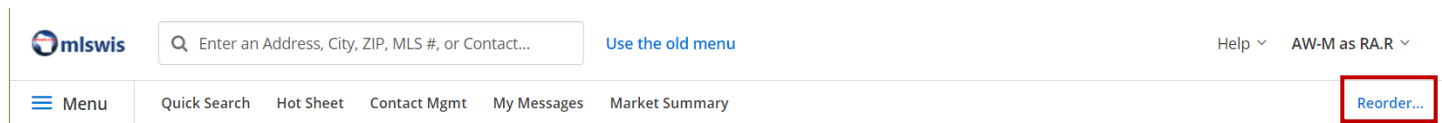
If you have more menu items in your Favorites than can be displayed on your screen, there will be a **More** link in your Favorites. Click **More** to access your remaining Favorites.

Reorder and Remove Favorites

To rearrange the order of your Favorites or remove an item from your Favorites, click the **Reorder** link on the menu bar.

In the pop-up menu listing your favorites, click + hold a menu item to drag and drop it into a new order.

You can also remove an item from your Favorites by clicking **Remove**. Click **Save** when you are done managing your Favorites.

If you decide to turn on the new menu at a later time, you will be able to click the **Use the Customizable Menu** button to turn it on. You can also click the **'What is this?'** link to access more information about the custom menu before you decide to turn it on.