

## Where to find input forms in FlexMLS

In the “Menu” under daily functions is where you will find input forms.

If you ‘star’ it, it will put the shortcut on your favorites/bookmark bar.

The image shows two screenshots from the FlexMLS application. The top screenshot displays the main menu with a search bar and a grid of categories: Dashboard, Add/Change, Search, and Daily Functions. The 'Input Forms' item under 'Daily Functions' is highlighted with a yellow star. The bottom screenshot shows the 'Printable Listing Input Forms' page, which includes a 'Choose a property type' section with a dropdown menu set to 'Residential' and a checked checkbox for 'Print possible values for fields with lists'. There are 'SETTINGS' and 'PRINT' buttons at the bottom right of the form area.

**FlexMLS** | Enter an Address, City, ZIP, MLS #, or Contact... | Guided Help

Menu | Quick Search | Tour/Open Houses | Add User | Change User | MLS Settings | Transfer | Office/Member | Template mgmt | User Permissions | My Map Overlays

### Printable Listing Input Forms

Choose a property type

Property Type  
Residential

Print possible values for fields with lists

SETTINGS PRINT