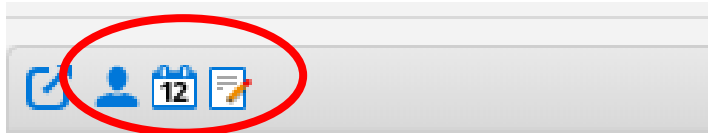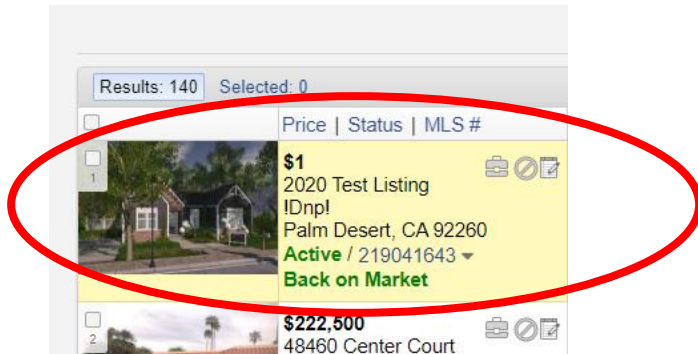# CONTACT & FEEDBACK ICONS

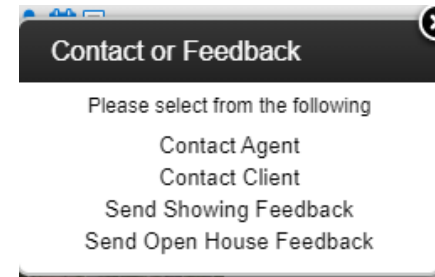## Contact & Send Feedback to a Listing Agent

1) You can contact an agent, send open house or showing feedback and schedule a showing in Flexmls while viewing your search results.
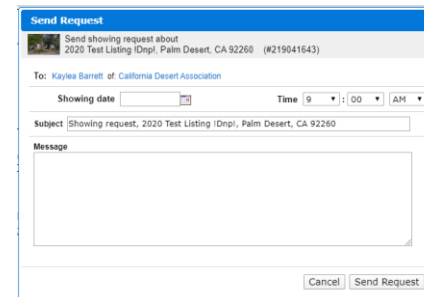
2) While viewing listings click on a listing to select it. A selected listing will be highlighted yellow.

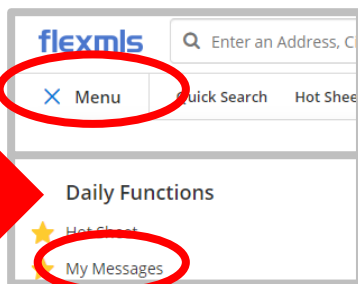3) Click on this icon to contact an agent or to send open house or showing feedback.
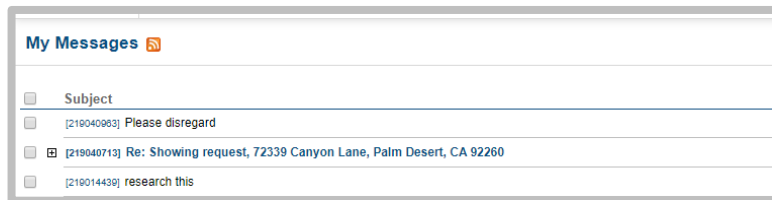
4) Click on the icon to schedule a showing.

# CONTACT & FEEDBACK ICONS

5) Click on the 📝 icon to send yourself a private note on a property. You will see private notes in your "My Messages."
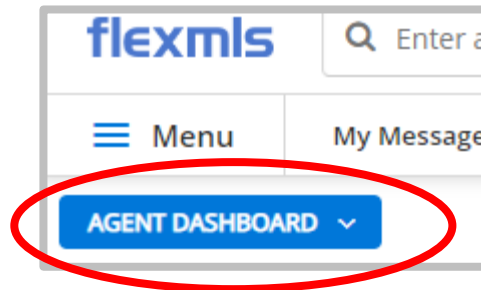
6) To find messages agents have sent you. Go to "Menu" and click "My Messages" under Daily Functions.

7) Your messages will now be opened.

8) You can also find messages within your "Agent Dashboard." Click the Flexmls logo to take you to the dashboard.

9) If you are not on your "Agent Dashboard" then select it from the dropdown arrow.

Click the dropdown arrow to select "Agent Dashboard."