

How To Change Your Default Report

1. Click on Settings at the top right hand side of MLXchange
2. Click on Personalize on the left hand side of the screen to open the menu
3. Click on Personal Defaults. It's the 6th option down in the Personalize menu
4. Locate the "Full Detail View" option
5. Change the "Full Detail View" to the your preferred report by using the dropdown menu.
6. Click in "Apply" at the bottom right hand side of the screen
7. A popup will appear stating "Your changes have been saved successfully." Click OK
8. Click "Close" at the bottom right hand side of the screen

The report you select in the Full Detail View will be the report your system defaults to when printing.

The screenshot displays the MLXchange web application interface. At the top, a navigation bar includes links for Home, Messages, Schedule, Clients, Search, Tax, HotSheet, CMA, Reports, and Tools. A user is signed in as Leslie Van Burkleo. A large grey arrow labeled "Click Settings" points to the "Settings" link in the top right corner, which is circled in red. The main content area is divided into several sections: "Prospecting" (163 new matches), "Find a Listing" (lookup by address or ML#), "Today's HotSheet" (listing various real estate statuses), "Inventory Watch" (active, expiring, pending listings), "Find a Client" (add new client, view my clients), "Quick Links" (Schedule, Messages, Search, Clients, HotSheet, Tax Search, Reports, CMA, Settings, Tools, Help), "Today's Summary" (Inbox, Appointments, To-Dos, New lead), and "Resources" (MLS Resources, Personal Resources). The footer shows the Home button, copyright information for MarketLinx, Inc., and the MLXchange logo.

Settings

Personalize

Click Personalize

- [Contact Information](#): Modify your contact information (email addresses, phone numbers, etc.)
- [Prospect Defaults](#): Specify the default settings to be applied to new prospects
- [Website Management](#): Manage your website.
- [E-mailed Reports](#): Setup how you want your clients to view reports, within the Agent Web Page or not
- [E-mail Templates](#): Add, edit, or delete e-mail templates.
- [Personal Defaults](#): Edit the defaults for each search type
- [Upload Agent Photo](#): Uplo:
- [Personalize Home Page Resource Link](#): Edit the Resource links that appear on your Home page
- [Edit Favorites](#): Change your Favorite Report selections
- [E-mail Disclaimer](#): Edit the disclaimer text that appears at the bottom of all e-mail sent from MLXchange in this office

Click Personal Defaults

Signed in as: **Leslie Van Burkleo**

[Sign out](#)
[Settings](#)
[Help](#)

[Home](#)
[Messages](#)
[Schedule](#)
[Clients](#)
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Settings > Personal Defaults

Start Menu
 Select the menu option that will first appear when you sign-in:

Image View
 Select the image view you wish to use by default:

Search Default Settings
 Select the search group you wish to edit your personal settings for...:

For each search type listed within the dropdown list, select a default search, grid and view.
 Select a Search Type:

Load this search type whenever I access the listing manager. i The **Residential** search type is actively set as your default.

Personal Selections	System Default
Saved Search: <input type="text" value="My Simple Search"/>	RES System Search
Results Grid: <input type="text" value="Subdivision"/>	RES System Grid
Short Summary View: <input type="text" value="Agent Brief - Residential (1 Page)"/>	RES - Photo Map View This report shows within the grid
Full Detail View: <input type="text" value="Agent Full - Residential (1 Page)"/>	Agent Full - Residential
Email View: <input type="text" value="Customer Full - Residential"/>	Customer Full - Residential
Prospect Notification View: <input type="text" value="Customer Full - Residential"/>	RES Seller CMA (WF)
Buyer CMA Binder: <input type="text" value="Stationary CMA"/>	RES Seller CMA (WF)
Seller CMA Binder: <input type="text" value="Stationary CMA"/>	RES Buyer Presentation
Buyer Quick CMA: <input type="text" value="Stationary CMA"/>	RES Seller CMA
Seller Quick CMA: <input type="text" value="Stationary CMA"/>	RES System Search
Listing Maintenance Search: <input type="text" value="My Simple Search"/>	

Case

Select Your Preferred Report

Click Apply to Save

If you would like to use a report similar to the old Agent Full please use the "Agent Full Original". The report you select in the Full Detail View will be the report your system defaults to when printing