

# Public vs. Private in Flex:

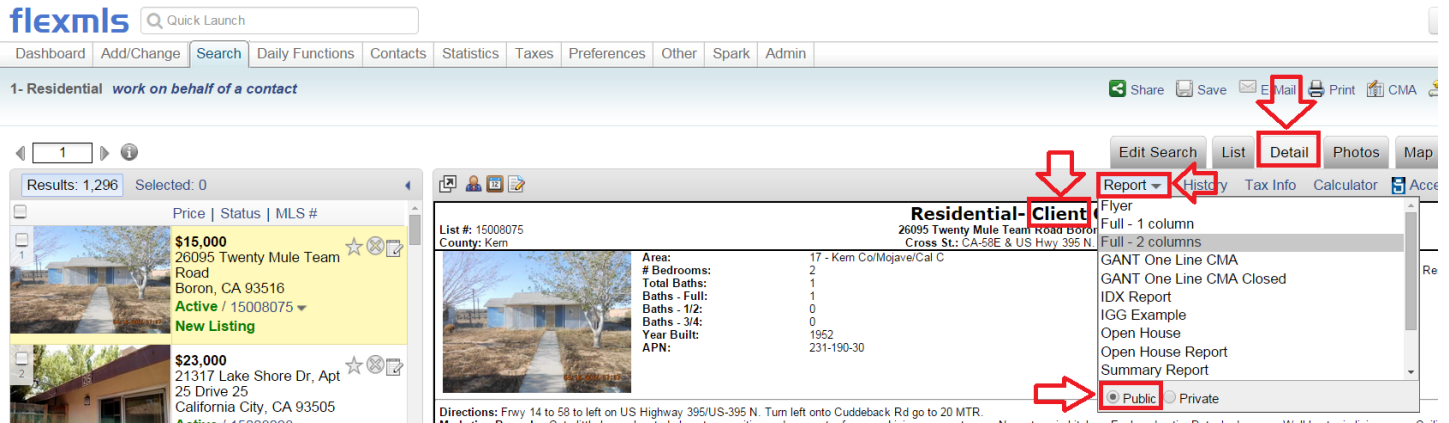
This instructional guide is designed to explain the difference between public and private in Flex MLS the example included shows 1 of many ways to select public or private.

## 1) Public

- Public in Flex MLS replaces the word "Client" if you ever want to print out a document for client purposes only then you will want to print out a "Public" copy. Below you will see how this is done.
- When you select "Public" confidential information is hidden.

Run a Search then click on the "Detail" button on the left:

- Click on the "Report" button and select the way you would like to view the report (I selected Full – 2 Column)
- At the very bottom select public



## 2) Private

- Private in Flex MLS replaces the word "Agent". Use discretion when printing out this information as it will have confidential information pertaining to the listing attached.

Run a Search then click on the "Detail" button on the left:

- Click on the "Report" button and select the way you would like to view the report (I selected Full – 2 Column)
- At the very bottom select Private

