Using the Hotsheet Search Criteria Page

Using the Hotsheet search function is similar to performing a regular search, but with fewer features.

To access the Hotsheets Search Criteria page:

*   Do one of the following:

    *   from the main menu, click **Hotsheets**; or

    *   from the Home page, click **Change my criteria** from the **Hotsheet** section.

    The Hotsheet Search Form page opens

    Running a Hotsheet Search

There are two ways to create Hotsheet reports; by specifying new search criteria or by loading previously saved search criteria.

To run a Hotsheet report search using previously saved criteria:

1. From the Hotsheet Search Form, click the **Hotsheet** drop-down list and choose a report type you want to work with:

*   **Daysback Hotsheet** — tracks changes to the market from today up to 30 days back. Click the **Days Back** drop-down list and select from **0** to **30**.

*   **Personal Hotsheet** — tracks changes to the market since the last time you ran this search. The date and time of the last time you ran this search is displayed.

*   **Previous Personal Hotsheet** — this option only appears after you have done two personal hotsheet searches. It shows you the most recent previous personal hotsheet information.

*   **Date Range** — tracks changes to the market in the last 30 days.

*   **Custom Search** — tailor a more specific search, based on a specified **Property Type** (such as Residential, Business, Rental, etc.) and **Search template**.

The Hot Sheet Search Form opens, displaying the previously saved search criteria. Also, look to the **Current Criteria** section in the sidebar to see a summary of currently specified search criteria.

2. Click the **Search** button or the **Results** tab to perform the search.

    The Search Results page displays a grid of matching listings.

3. Proceed to

3. Working with Hotsheet RESULTS.

To run a Hotsheet report search using new search criteria:

1. From the Hotsheet Search Form, click the **Hotsheet** drop-down list and choose a report type you want to work with.

    The Hot Sheet Search Form opens, displaying the previously saved search criteria.

2. Enter new or revised search criteria in the fields. For information on using pick lists, etc.

3. Click the **Save Search** button to save the search criteria for reuse (not available for the Custom Search).

4. Click the **Search** button or the **Results** tab.

Working with Hotsheet Results

The Hotsheet Results page is similar to the Listings Search Results page. You can perform many of the same actions, such as sending e-mail, generating a map view, and printing reports. You can also perform different actions, such as working with property history, accessing tax records, etc.

The list of results on the Hotsheets Results page can be quickly and easily sorted, rearranged, and filtered to display the information in the manner that best suits your needs.

To change the Hotsheet Search Results view:

1. From the Search Results page, you can change the list view by:

*   clicking on a row to see an expanded preview of the listing details, including a thumbnail image of the property. Click the same row again to close.

*   clicking a column header to sort the list in ascending or descending order.

*   clicking the [**+**] **Multi-Field Sort** button to **Sort by** three levels of criteria as selected from the drop-down lists.

2. Click the **Displays** drop-down list and select a Hotsheet format.

*   click the [☰] icon adjacent to the drop-down list to open the Column Manager, should you want to select a different display format.

3. To filter by status, choose an item from the **Status** drop-down list.

    Only those items with the corresponding status are displayed in the list.

4. Click the **Sections** drop-down list and choose one of the Hotsheet sections, for example, **New Listings**, **Pending**, **Back on Market**, etc.

    note! *The items appearing in the **Sections** list are determined by the criteria you specified in the **Sections** field of the Hotsheet Search Criteria page.*

5. To manage the selected listings in the grid (at least one listing must be selected), use the footer bar.

*   **Check All** — selects all listings on the page.

*   **Narrow Listings** — displays only those listings that have been selected.

*   **Restore List** — displays the original list.

*   **Move Listing Up/Down** — moves a selected listing up or down in the list.

6. To see a preview of the search criteria used to retrieve these results, click **Show Criteria** on the button bar.

*   click **Hide Criteria** to exit the Search Criteria preview.

7. Using the mouse, point to the Information icon to display the Quick Access menu commands: **Report**, **Tax**, **Property History**, **Images**, **Map**, **Email**, and **Financial Calculators**.

    note! *These options may vary depending on your area and availability.*

8. Select one or more hotsheet listings, then click an Action button to perform further actions:

- **Driving Directions** — to plan a route to multiple properties..

- **Map** — to see a map view of the selected properties.

- **Download** — to export the selected hotsheet data.

9. Click the **Reports** tab to generate a printable report for the selected listings.

10. Proceed to

10. Viewing Hotsheet REPORTS.

Viewing Hotsheet Reports

NOTE! *If you want to view just one property record, point to the listing's Information icon on the Hotsheet Search Results page and click the **Report** icon from the Quick Access menu. The item appears in a pop-up window that you can keep open while you continue to work in TEMPO 5. From this window, you can view and **Print** a variety of detailed reports.*

▶ **To view the Hotsheet details for a selected listing:**

1. From the Hotsheet Results page, select one or more listings you want to view.

note! *To view all properties, do not select any.*

2. Click the **Reports** tab.

The Hotsheet listing details page opens.

3. To view different types of data for the selected listing(s), click the different tabs: **MLS Data**, **Tax Data** (if available in your area), **Media**, **Map** or **History**.

4. Click the **View** drop-down list, located in the top right corner, to see the listing information using a different report format.

note! *Your favorite reports are shown at the top of the list and are highlighted in yellow.*

5. To scroll through the previous and next selected listing, click the left and right arrow buttons [◀▶] at the top of the page. Alternatively, you can go directly to a particular report page by selecting it from the drop-down list in the top left corner of the page.

6. Click an action button to perform further actions:

- **Email this Listing** — use the Send E-mail pop-up dialog to select properties to send via e-mail.

- **Print** — use the Print dialog box to choose the report printing options.

7. To return to the Search Results page, click **Back to List**.