



HOT SHEET GUIDE

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www.mlssaz.com

Hot Sheet Views

To set view preferences for hot sheets, click **Hot Sheet** under Daily Functions on the menu. Then click the **Manage Hot Sheet Views** link (as allowed by your MLS).

Each section of the hot sheet (Back on Market, New Listings, etc.) can have a different view (set of columns of information) associated with it. By choosing a different view for each section, you can include the columns most relevant to that section. For example, for new listings you may want to display list price and listing member, but for sold listings you may want to display sold price and selling member.

Hot Sheet Preferences

Select a view you would like to use for each section of the hot sheet.

Section	* View
Back on Market	* Residential
Cancelled	* Expire
Closed	* Residential
Expired	Expire
Extension	* My Residential
New Listing	* Residential
Pended	* Residential
Price Change	* My Residential
Reversal	* Residential
Text Change	* Residential-No Photo
Withdrawn	* Residential-No Photo

* = individual preference overrides MLS default

[Next \(save these preferences\) >>](#)

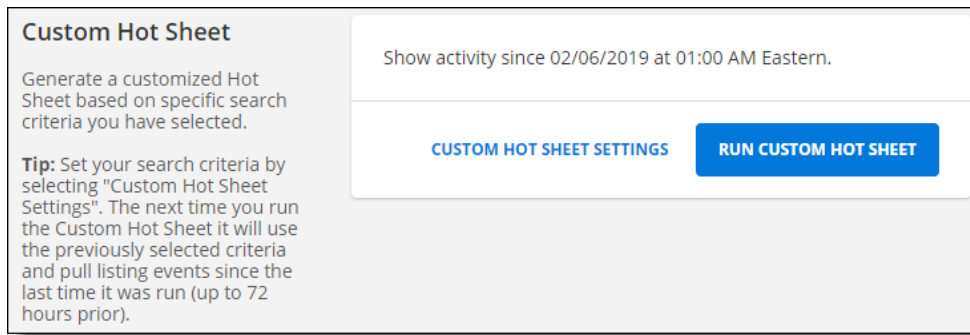
[Reset to MLS default preferences >>](#)

Once you have selected a view for each section, click the **Next** button to save your preferences. To revert to the default views set by the MLS, click **Reset to MLS default preferences**.

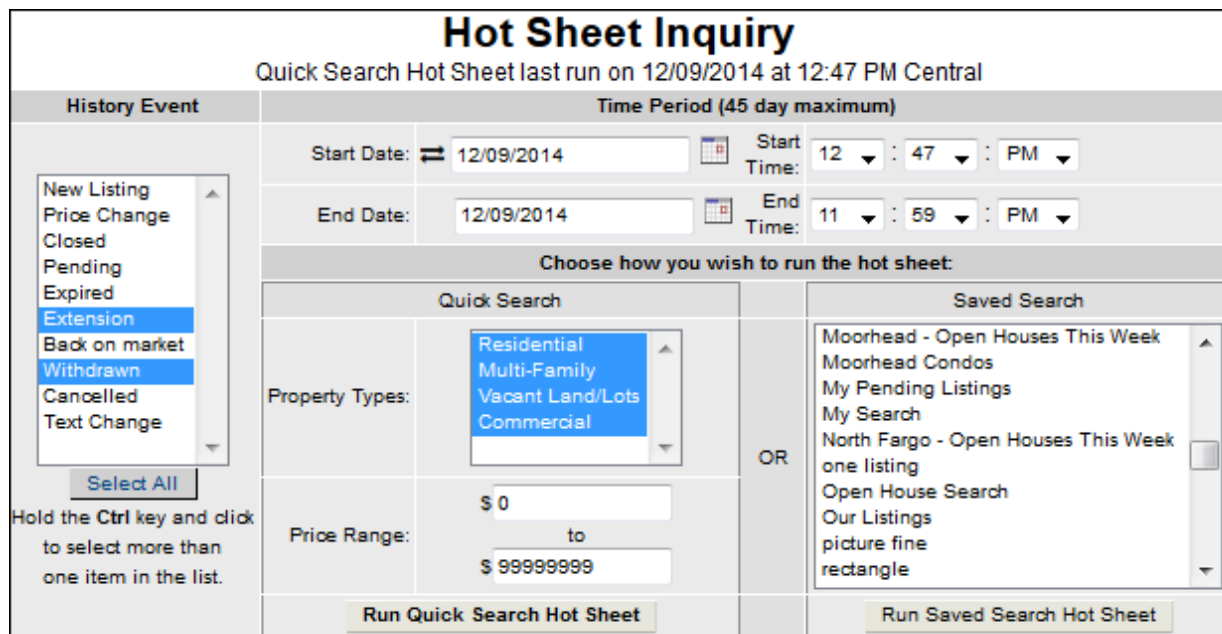
Custom Hot Sheet

To access the custom hot sheet, click **Hot Sheet** under Daily Functions on the menu. The custom hot sheet is your personal hot sheet, where you can select the events and property types that you are interested in. Your preferences are saved, so the next time you run the custom hot sheet, it will show new matching results since the last run time (up to 72 hours).

To run the hot sheet using the existing settings, click the **Run Custom Hot Sheet** button. To change the hot sheet settings, click the **Custom Hot Sheet Settings** button.



The Custom Hot Sheet Settings button opens the Hot Sheet Inquiry page, where you can personalize the custom hot sheet. You can adjust parameters such as time period, event, and property type.



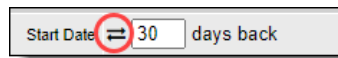
Custom Hot Sheet Events

Choose the events, such as new listings and closings, that you want to see on the custom hot sheet. To select multiple items in the list, hold down the Ctrl key (Cmd on a Mac) on the keyboard while selecting them.

Custom Hot Sheet Time Period

Choose the time period that you want the hot sheet to cover. By default, the custom hot sheet shows new matches since the last time it was run, up to 72 hours in the past. If you last ran the custom hot sheet more than 72 hours ago, you can adjust the time period using the date and time fields.

Use the Relative Days Back feature to run a hot sheet that spans up to 45 days before today's date. To switch between the standard date range and relative days back, click on the double arrow icon next to a date field.



Then, enter the number of days back to run the hot sheet. When using the Relative Days Back feature, you cannot set an exact start and end time. Instead, the start time defaults to midnight of the first day in the range.

Custom Hot Sheet Search Options

To run a hot sheet from a new Quick Search, choose property types and a price range and click **Run Quick Search Hot Sheet**.

To run a hot sheet from a saved search, choose a saved search and click **Run Saved Search Hot Sheet**. The hot sheet will show events during the selected time period that match your saved search.

Custom Home Dashboard - Hot Sheet Gadget

The Hot Sheet gadget gives you one-click access to any section of the hot sheet. Click on the header to open the Hot Sheet page, where you can run a custom hot sheet.


By default, the gadget shows listing updates for the past 24 hours. Click the drop-down list at the top of the gadget to change the time frame to 48 hours, 72 hours, or the past week. The newly selected time frame becomes the default for that gadget. If you use the gadget's settings to modify the hot sheet's filters (for location, property type, etc.), the time frame will not change unless you manually change it again.

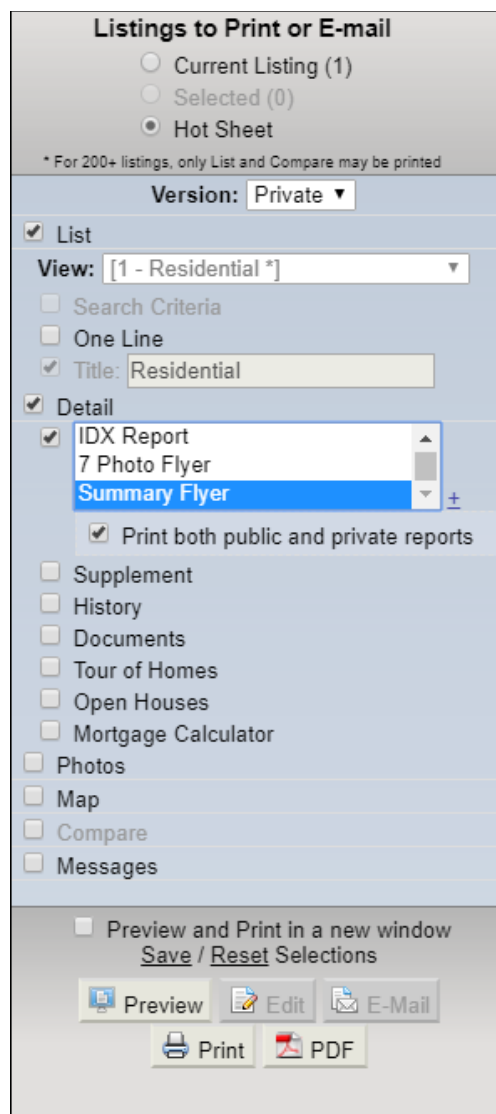


Hot Sheet			
1 week ▼			
New Listing	26	Withdrawn	0
Cancelled	9	Extension	4
Closed	19	Back on Market	1
Expired	0	Price Change	20
Pending	23	Text Change	80

Print a Hot Sheet

You can print hot sheets in two ways:

- View the printer-friendly hot sheet by clicking on the arrow button  at the upper right corner of the page, and then print using your browser's print function.
- From any hot sheet section, click the **Print** button at the top of the search results page. On the print page, you can select to print information for the current selected listing, all selected listings, or the entire hot sheet. You can also select the public or private version of the hot sheet. If you print the currently selected listings or all selected listings, you will have additional printing options.



Listings to Print or E-mail

Current Listing (1)
 Selected (0)
 Hot Sheet

* For 200+ listings, only List and Compare may be printed

Version: Private ▾

List
View: [1 - Residential *] ▾
 Search Criteria
 One Line
 Title: Residential

Detail
 IDX Report
7 Photo Flyer
Summary Flyer ▾ +
 Print both public and private reports

Supplement
 History
 Documents
 Tour of Homes
 Open Houses
 Mortgage Calculator
 Photos
 Map
 Compare
 Messages

Preview and Print in a new window
Save / Reset Selections

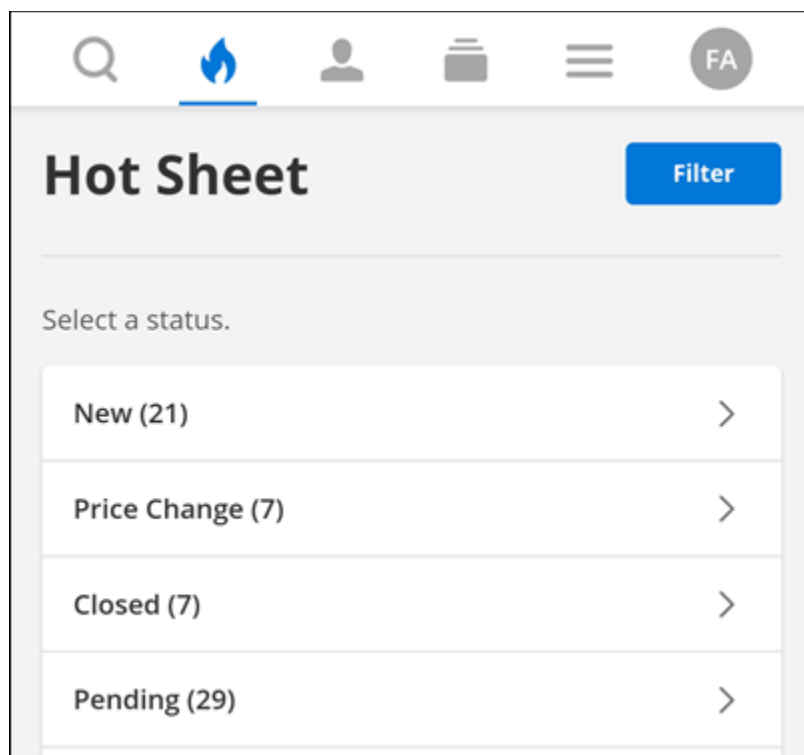
Preview Edit E-Mail

Print PDF

Click **Preview** to display the hot sheet on the right side of the page. Click **Print** to go directly to printer options. Click **PDF** to create a PDF version of the listings.

Hot Sheet (Mobile)

Tap the **Hot Sheet** (flame) icon on the menu to view the Hot Sheet on the Flexmls mobile website or in the Flexmls app.



Tap **Filter** to change the search criteria for listings to include in the Hot Sheet. Filter by location, set the time frame (Today, Past Two Days, Past Three Days, or Past Week), and select the property types to include. Tap **View Events** to view the results.

The same filter options will be applied the next time you run the Hot Sheet from the same device.