



Customize Your Home Dashboard

The Home dashboard is your personal dashboard. The information on this dashboard is displayed based on the current user.

- Log-in to www.mlssaz.com
- Click the CUSTOMIZE button in the upper right-hand corner of the screen
- Click ADD GADGETS
 - If you do not see this option, make sure that the button in the upper left-hand corner of the screen is showing HOME, if not, change it and then try CUSTOMIZE button again

Contacts Gadget

The Contacts gadget displays a list of your contacts and a summary of the listings that match their assigned searches. Type in the box at the top to filter the list or go directly to a contact. If you have set up groups for your contacts, you can select a group to display in the gadget. Click on a column header to sort by that column. Use the gadget settings to add or remove columns from the gadget.

Click a number in the Listings column to see listings sent to the contact via a subscription. Click a number in the Listings to Approve column to review and approve listings sent via a subscription that uses preview mode. Click a contact name to open the Contact Management page with the contact selected.

Name ▲	Listings	Last Match	Listings to Approve
Megan Phillips	65	1/27/2019, 10:55:07 AM	706
Arnold Drummond	669	1/28/2019, 11:00:08 AM	-
Kate Ren	-	-	-
John Adams	12	1/24/2019, 8:18:51 PM	-
Aaron Anson	1563	1/28/2019, 11:00:08 AM	-

MLS Links Gadget

Find useful links like Pima County GIS, Pima County Assessor, and many others

MLS Links
Airport Vicinity Maps
Arizona Association of REALTORS®
Arizona Dept. of Real Estate
MLS Area Map Overlay
MLS Residential Sales Statistics
Pima County Assessor
Pima County GIS
Pima County Dept. of Transportation
Pima County School Districts
Pima County School Lookup/Map
RPR Search Tool
San Jose GIS Data Center

- Click DAILY on the left-hand side
- Find MLS LINKS and click ADD GADGET

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.

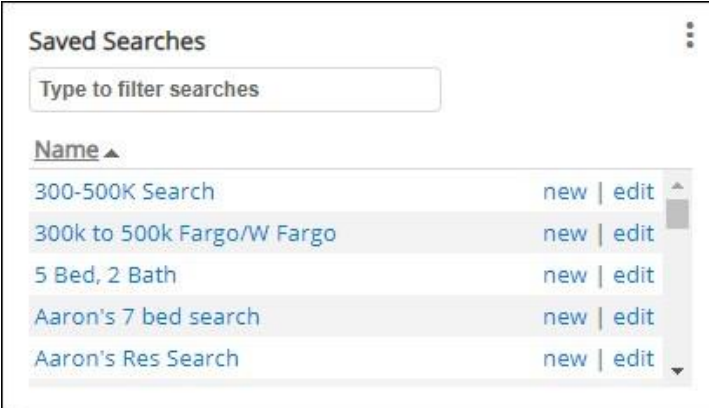


Hot Sheet			
1 week			
New Listing	26	Withdrawn	0
Cancelled	9	Extension	4
Closed	19	Back on Market	1
Expired	0	Price Change	20
Pending	23	Text Change	80

Saved Searches Gadget

The Saved Searches gadget displays a list of your saved searches. Click on the header to open the Saved Searches page, where you can view details about all your saved searches. Start typing in the text box at the top of the gadget to find a saved search.

Use the gadget settings to customize the number of searches displayed in the gadget, the order they are displayed in, and whether all saved searches or just favorites are displayed. (To mark a search as a favorite, click the star icon next to the search name on the Saved Searches page.)



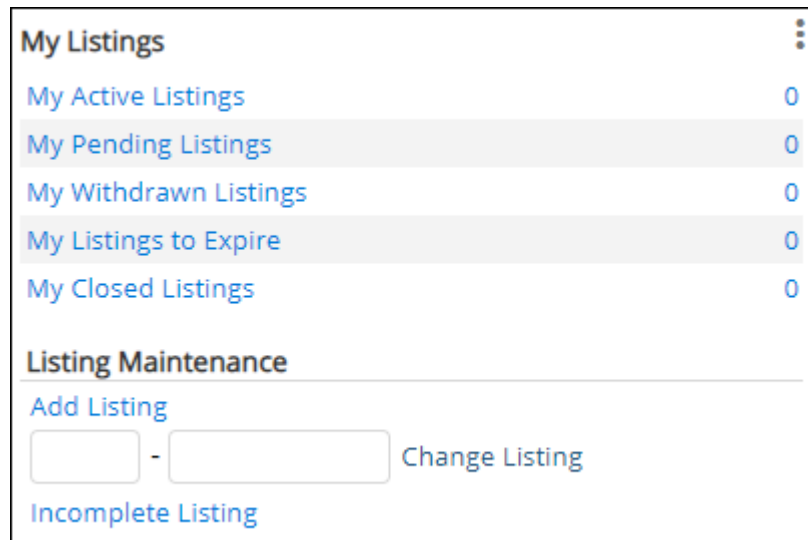
Saved Searches	
Type to filter searches	
Name ▲	
300-500K Search	new edit
300k to 500k Fargo/W Fargo	new edit
5 Bed, 2 Bath	new edit
Aaron's 7 bed search	new edit
Aaron's Res Search	new edit

My Listings Gadget

The My Listings gadget gives you one-click access to your active, pending, withdrawn, expiring, or recently sold listings. Click on the header to open the My Listings page. (The statuses included on the My Listings page are controlled by the My Listings setting in General Preferences.)

Click one of the gadget links to view the listings in a category. Use the Listing Maintenance section of the gadget to add a listing, change a listing, or continue working with an incomplete listing.

Use the gadget settings to customize the time period when expiring and sold listings are displayed in the gadget. You can also select whether the gadget displays listings for yourself, your office, or your company.



The screenshot shows the 'My Listings' gadget interface. It features a list of categories with their respective counts: 'My Active Listings' (0), 'My Pending Listings' (0), 'My Withdrawn Listings' (0), 'My Listings to Expire' (0), and 'My Closed Listings' (0). Below this is the 'Listing Maintenance' section, which includes an 'Add Listing' button, a date range selector (two empty input boxes separated by a hyphen), a 'Change Listing' button, and an 'Incomplete Listing' link. A three-dot menu icon is visible in the top right corner of the gadget.

Display Listings Gadget

Use the Display Listings gadget to display listings based on a saved search. Use the gadget settings to customize which listings are displayed in the gadget.



The screenshot shows the 'Display Listings' gadget interface, which displays a table of listings. The table has four columns: 'MLS #', 'Address', 'LP ▲', and 'ADOM'. The data rows are as follows:

MLS #	Address	LP ▲	ADOM
19-385	108 WISCONSIN Street	\$88,000	8
18-6120	425 5TH Street S	\$79,000	71
19-333	851 ELM Street	\$69,900	116
18-4417	421 7TH Street S	\$69,000	177
18-6179	525 5TH Street SE	\$64,700	64
18-6321	228 2ND Street NE	\$46,900	51

A three-dot menu icon is visible in the top right corner of the gadget.