



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Withdrawn	* Residential-No Photo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**.