



HOW TO CREATE A HOTSHEET

1. From the navigation bar located at the top of the screen, select Hot Sheets (newspaper icon).
2. Select the type of hot sheet from the hot sheet drop down menu.
3. Select the number of days back that you want your hot sheet to consist of by using the days back drop down menu.
4. Enter criteria for other desired search fields.
5. Click on the *Search Results tab* (located at the top of page) for a one line list of property results. Note, these results are grouped according to their listing status! Be sure to utilize the Sections drop down list to view ALL results.