



CREATING A QUICK CMA

1. Go to the Welcome Screen (TEMPO homepage).
2. From the navigation bar located at the top of the screen, select search (magnifying glass icon).
3. Select desired property type from the property type drop down menu.
4. Select search options for at least one of the mandatory fields highlighted in red text.
5. Enter criteria for other desired search fields.
6. Additional search options are available by clicking on the Advanced Option button located on the bottom right of the page.
7. After all search criteria have been entered, click on the *Search Results tab* (located at the top of page) for a one-line list of property results.
8. Review the results and select listings you want to include in your CMA by placing a check in the box located to the far left side of the page.
9. Click on the Quick CMA button located on the bottom left side of the page.