

Tempo 5 Helpful Guidelines

To help prepare you for the Tempo 5 release, the following list of helpful Tips have been compiled for your reference.

Setting	Description
Pop-up Blockers	Tempo checks to see if you have a pop-up blocker enabled. If you have a pop-up blocker enabled, you will need to set them to allow pop-ups from the Tempo site.
Internet Explorer	Tempo 5 is only supported by the browser Internet Explorer . You can download Internet Explorer for free from www.microsoft.com .
Screen Resolutions	The minimum recommended screen resolution supported for Tempo 5 is 1024 X 768 (800 X 600 is no longer supported).
Internet Explorer Windows	With more information available to you from the Homepage you can maximize your Internet Explorer. The F11 key maximizes your computer screen. Press the F11 again to restore the window.
Windows XP Service Pack 2	<p>If you are using Windows XP, you must be at Service Pack 2. You can update your Windows XP by clicking on: Tools > Windows Update, from the top left of Internet Explorer.</p> <p>If you do not update to Service Pack 2, you will get an error message when loading the application.</p>
Active X Controls	<p>Tempo 5 uses Active X Controls to deliver necessary functionality.</p> <p>Active X Controls can only be installed if you are logged in as the administrator of the PC you are on (in most cases when you log into your home PC's you are the administrator).</p> <p>Active X files need only be installed <i>once</i> and only requires you to agree to the install when prompted. To manually install the necessary files enter your Tempo5 address with http://sandicor.mlxtempo.com/ax/ and install the files listed.</p>

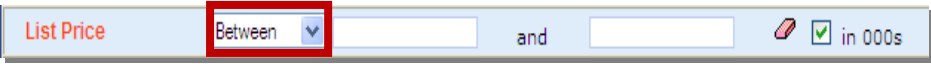
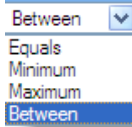
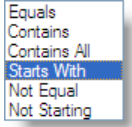
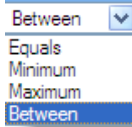
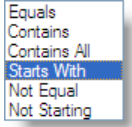
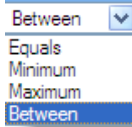
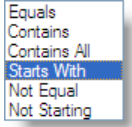
Tempo 5 Helpful Guidelines – Functionality

Required Fields

Before a search, from the criteria screen, can be conducted one of the criteria in red on the screen must have a value (ONLY ONE).

Wild Cards

Tempo 5 does not require users to use the * or % signs to utilize wildcard search options.

Search Option	Description		
Find a Listing	On the homepage the Find a Listing search feature uses an automatic wild card at the <i>end</i> of the address field. Only the first letters of the street name are needed.		
Quick Search	<p>In a Quick Search operators are used instead of wild cards to allow for greater flexibility in the search criteria being entered. Select how the value you entered should be searched by clicking on an operator from the pull down menu immediately to the right of the criteria label.</p>  <table border="1"> <tr> <td> <ul style="list-style-type: none"> Numeric Options like price are:  </td> <td> <ul style="list-style-type: none"> Text options like street name are:  </td> </tr> </table>	<ul style="list-style-type: none"> Numeric Options like price are: 	<ul style="list-style-type: none"> Text options like street name are: 
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Link a Saved Search to an Existing Client/Prospect Record

✚ By using the new prospect wizard you to manage both clients and saved searches. Take an active Custom Search and a Prospect and to the following:

1. **Hover over the Prospect icon** from the main menu and **Select “New Prospect Wizard”**
2. Select the radio button option **“Prospect Search - attach to an existing Contact”**
3. **Select the contact Name** from the list that appears and **click Next Step**
4. **Select the Property type** the saved search was created for and **Select the search criteria** from the resulting list, **Click Next Step**
5. **Select the appropriate delivery method**
6. Follow the resulting Prompts **Click Finish** when complete

Set-up Personal Defaults

✚ One of the most significant enhancements to Tempo is the number of customization options now available to you. You now have the capability to customize and set defaults to their own personal start page, custom search criteria template, result page (one line report), and detail record page (refer to your Tempo 5 manual for detail instructions regarding creating custom formats). After customizing and saving a custom layout, set it as a default by following the below steps:

1. **Click** the Menu option labeled **My Tools**
2. **Select** the option to the left labeled **Personal Defaults**
3. Select the appropriate default option