

TEMPO 5TM
HOT SHEET REPORTS
(VERSION 1)



WWW.SANDICOR.COM

TEMPO™ HOT SHEET REPORTS

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▶ VIEWING TODAY'S HOTSHEET SUMMARY

Hotsheets alert you to changes in the market, such as when a new property is listed, or when a listing's price or status changes. You can see a quick summary of today's hotsheet activity from the homepage up to two days back.



The screenshot shows a window titled "Hotsheet" with a "Days Back" dropdown menu set to "0". Below the menu is a table with the following data:

Category	Count
RES - New Listings	0
RES - Back on Market	0
RES - Price Changes	0
RES - Pending Changes	1
RES - Closed Listings	0
RES - Expired Listings	1
RES - Withdrawn Listings	0
RES - Cancelled Listings	0

At the bottom of the window, there are two buttons: "Change my criteria" and "Refresh".

▶ USING THE HOTSHEET LINKS

Each link displayed in the **hotsheet** section of the home page represents the number of matches (search results), based on your saved criteria.

▶ TO USE THE HOTSHEET SUMMARY AREA OF THE HOME PAGE:

- Click the **day's back** drop-down list and select **1** or **2** to see the changes to hotsheet activity since yesterday or the day before

▶ ZERO (0) IS TODAY AND IS THE DEFAULT SETTING.

The number of matches is displayed on the right.

- Click a link to go directly to a list of search results. For example, if u click EXPIRED, Tempo 5 loads the entire list of **expired** listings matching the last search criteria, so you can look at the details.
- Click the **change my criteria** link to modify the search criteria upon which the search results are based.
- Click **Refresh** at any time to update the hotsheet search, whether you have changed the search criteria or just want to get the latest numbers.

▶ USING THE HOTSHEET SEARCH CRITERIA PAGE

Using the hotsheet search function is similar to performing a regular search, but with fewer features.

▶ TO ACCESS THE HOTSHEETS SEARCH CRITERIA PAGE:

- Complete one of the following
 - From the main menu, click **hotsheets**; or
 - From the homepage, **click change my criteria** from the **hotsheet** section.

The hotsheet search form opens.

The screenshot displays the 'Hot Sheets' search interface. It features a sidebar on the left with a 'MY SIDEBAR' label and a 'Count' button. The main area is divided into three sections: 'Search Criteria', 'Search Form', and 'Search Map'. The 'Search Form' section contains the following fields:

Hot Sheet:	Daysback Hotsheet	Days Back:	0
Sections*:	New Listings, Back on Market, Price Changes, Pending Changes, Closed Listings, Expired Listings		Desc
Property Type:	RES		Desc
Area:	92120		Desc
Board Code:	S, D, C, E, N, P, X		Desc

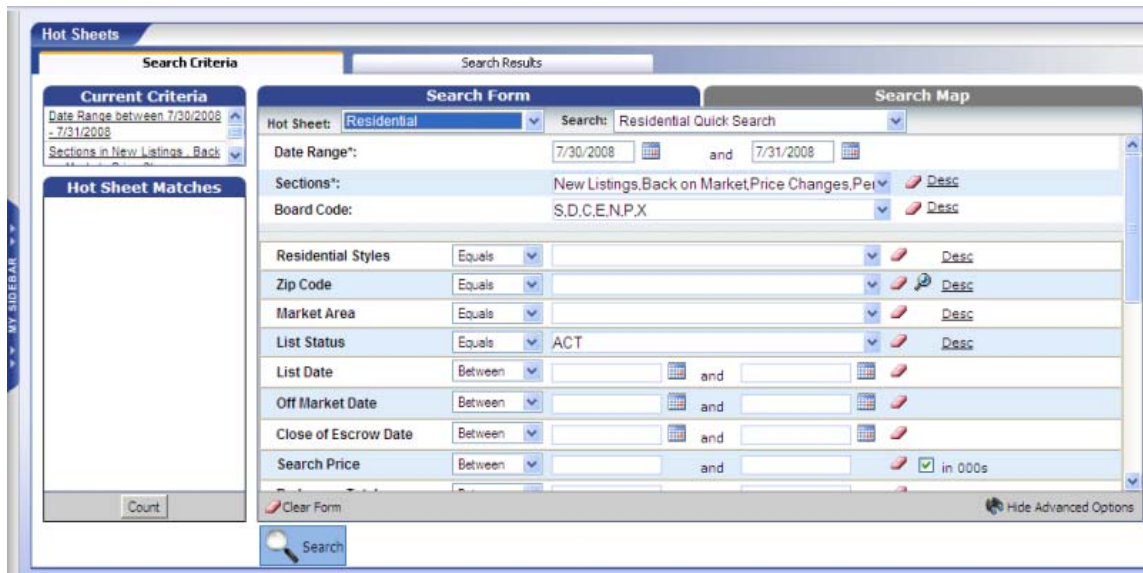
At the bottom of the interface, there is a 'Clear Form' button and a 'Save Search' button. The 'Search Map' section is currently empty.

▶ **RUNNING A HOTSHEET SEARCH**

There are two ways to create hotsheet reports; by specifying new search criteria or by loading previously saved search criteria.

▶ **TO RUN A HOTSHEET REPORT SEARCH USING PREVIOUSLY SAVED CRITERIA:**

1. From the hotsheet search form, click the hotsheet drop-down list and choose a report type you want to work with:
 - **Days Back Hotsheet**-Tracks changes to the market from today up to 30 days back. You can click the drop-down list and select 0 to 30 days back
 - **Personal Hotsheet**-Tracks changes to the market since the last time you completed this search. You will see the date and time of the last time you completed the search.
 - **Previous Personal Hotsheet**- This will show the most recent information from the previous personal hotsheet you completed.
 - **Date Range Hotsheet**- Tracks changes to the market within the last 30 days using the dates you select.
 - **Custom Search Hotsheet**- This search allows you to tailor a more specific search based on property type, and other information you chose to enter on the search form.



2. Click the search button or results tab to perform the search. The results page will display a grid of matching listings.

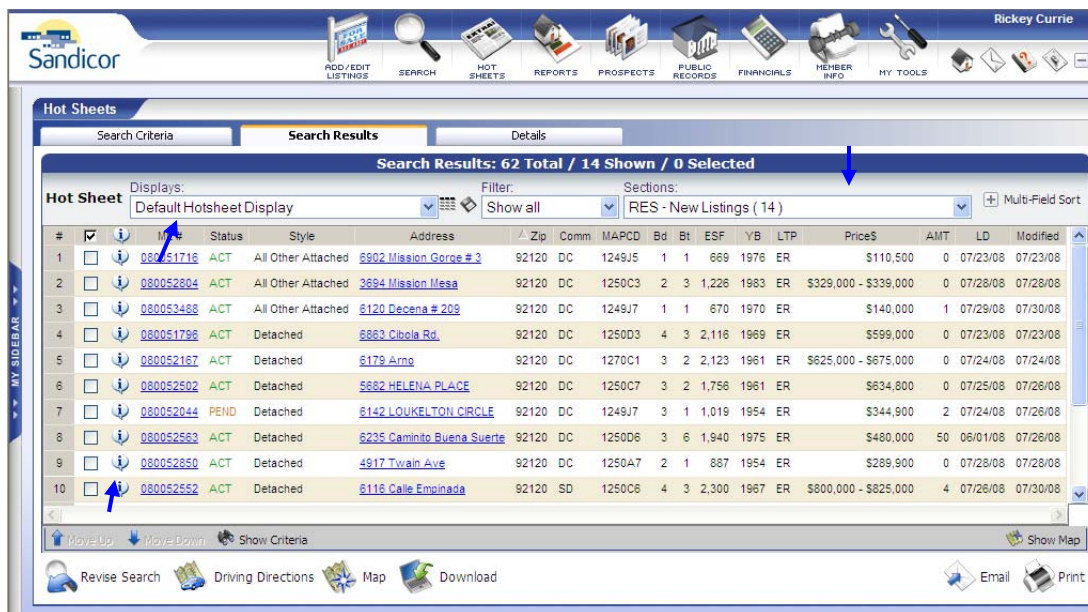
▶ **TO RUN A HOTSHEET REPORT SEARCH USING NEW SEARCH CRITERIA:**

1. From the hotsheet search form, click the hotsheet drop-down list and choose a report type you want to work with.
2. Enter new or revised search criteria in the fields.
3. Click the **save search** button to save the criteria for future use (not available for custom search hotsheet)
4. Click the **search** button or the **results** tab.

▶ **WORKING WITH HOTSHEET RESULTS**

The hotsheet results page is similar to the listings search results page. You can perform many of the same actions, such as sending an email, generating a map view, and printing reports. You can also perform different actions, such as working with property history, accessing tax records, ETC.

The list of results on the hotsheets results page can be quickly and easily sorted, rearranged, and filtered to display the information in a manner that best suits your needs.

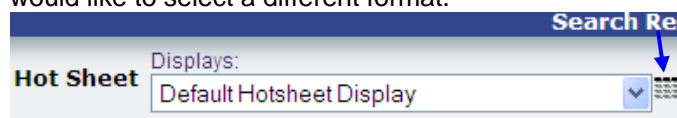


► TO CHANGE THE HOTSHEET SEARCH RESULTS VIEW:

- From the search results page, you can change the list view by;
 - Clicking on the one line display to see an expanded preview of the listing details, including a thumbnail image of the property. Click the same one line display to close.
 - Clicking a column header to sort the list in ascending or descending order.
 - Clicking the **multi-field sort** button to sort by three levels of criteria as selected from the drop-down list.

- Click the **displays** drop-down list and select a hotsheet format.

- Click the column manager icon next to the drop-down list to open column manager, if you would like to select a different format.



- To filter by status, choose an item from the **status** drop-down list. Only the items with the same status will be displayed in the list.
- Click the **sections** drop-down list and choose one of the hotsheet sections, for example new listings, Pending, Back on market, ECT.
- To see a preview of the search criteria you have entered, click **show criteria** on the bottom bar. To close out of the criteria preview. Click; **Hide Criteria**.

6. Using the mouse point to the information icon to display the quick access menu commands: **Reports, Property history, Images, Map, Email, Print, Financial Calculator, Charts, and Tax.**
7. Select one or more hotsheet listings, then click an action button to perform further actions:
 - **Driving Directions-** To plan a route to multiple properties
 - **Map-** To see a map view of selected properties.
 - **Download-** To export the selected hotsheet data.
8. Click the **Details** to generate a printable report for the selected listings.

▶ **VIEWING HOTSHEET REPORTS**

▶ **To view the Hotsheet details for a selected listing:**

1. From hotsheet results page, select one or more listings you want to view
2. Click the **Details** tab.

The screenshot displays the Sandicor Real Estate website interface. At the top, there is a navigation bar with icons for 'ADD/EDIT LISTINGS', 'SEARCH', 'HOT SHEETS', 'REPORTS', 'PROSPECTS', 'PUBLIC RECORDS', 'FINANCIALS', 'REFER INFO', and 'MY TOOLS'. The user's name 'Rickey Currie' is visible in the top right corner. Below the navigation bar, the page is titled 'Hot Sheets' and shows 'Search Results: 50 Total / 4 Selected'. The current page is 'Page 1 of 10', and the selected listings are 'Listings 1-5 of 50'. The 'View' dropdown is set to 'Residential Agent Multi-Row'. On the left, there is a 'Quick Link Button Bar' with options like Listing, Images, Virtual Tour / Links, Map, Directions, History, Calculators, Report Data Error, Realist.com Tax, Digimap, and Lockbox Settings. The main content area displays three listing cards, each with a photo, MLS number, address, and detailed information including status, listing type, price, and agent contact info.

Photo	MLS#	Address	Status	Listing Type	LP	OLP	MT	AIT	County	LD	EO	LS	BA	CBB%	CVR	LA	LAP	Occupant	Occ.Phone
	080053488 6120 Decena # 209	San Diego, CA 92120 Map Code: 1249J7 BR: 1	Active	Exclusive Right (R)	\$140,000	\$140,000	9	8	San Diego	07/29/2008	Y	II	1	2.50	No	Steven P Roque (800709) (858) 451-8541		MM Kirsch	619-813-5286
	080054554 5513 Adobe Falls # 13	San Diego, CA 92120 Map Code: 1270A1 BR: 3	Active	Exclusive Right (R)	\$299,000	\$299,000	3	3	San Diego	08/04/2008	N	II	2	2.50	No	Jennifer L. Turner (638875) (619) 507-0580		Arlene	619-286-0047
	080054321 6775 Alvarado # 36	San Diego, CA 92120 Map Code: 1270E1 BR: 2	Active	Exclusive Right (R)	\$225,000	\$225,000	5	4	San Diego	08/02/2008	N	II	2	3.00	No	Nancy McDonald (242020) (925) 426-1111			

3. Click the **View** drop-down list, located in the upper right corner, to see the listing information using a different report format.
4. To scroll through the previous and next selected listings, click the left and right arrow buttons [] at the top of the page. Alternatively you can go directly to a particular report page by selecting it from the drop-down list in the top left corner of the page.
5. Click an action button to perform further actions.
6. To return to the search results page, click **Back to List**