

Hot Sheets

By customizing the Days Back Hot Sheet found on the Home Page you will see only what is important to you. What do you want to see at a glance?

1. Click on Change my criteria (bottom left corner of the Days Back Hot Sheet)
2. Choose what is important to you: Sections, Property Type)
3. As of July 2011 erase Area and put nothing in its place. Once area and grid are no longer used in Tempo the defaults will be the counties in our MLS.
4. To locate on the MAP the area you would like to see results in click on the Search Map tab.
5. Use zoom in/zoom out and Map Pan to locate the area. Also using the Locator will assist in centering your map over a particular area.
6. Pick Draw Rectangle, Circle or Polygon to identify specifically the area you want to get results.
7. SAVE SEARCH

Now when you go back to your Home Page you will only see those results.

[Using Hot Sheets \(click on the Newspaper Icon\) with your saved searches is an excellent way to see the most recent results \(can go back 30 days\).](#)

1. Click on the Newspaper Hot Sheet icon
2. From the Days back Hot sheet pick list choose the category where your saved search is (for example if it is a Residential Saved Search choose Residential)
3. From the Search pick list find the Saved Search
4. Choose the Date Range
5. Choose the Sections (New Listings, Price Changes, etc.)
6. On the left of your screen click on Count
7. If there are any results you will see the number
8. Click on that link to view the results