

# Tempo 5 Hotsheets

- Right Side of Home Page (Can go to a max of two days back from the Home Page Hot Sheet)
  - Refresh or you'll only get data that is current as of the last time you were on this page
    - Always a good idea to hit refresh if you are going to use
  - Days Back
    - This is based on List Date
      - If you enter a listing today with a List Date of two days ago, you'll need to be sure and click the Days Back down arrow and select 2 in order to see on Hot Sheets
      - If the List Date is older than 2 days back, you'll need to go into Hot Sheets 'proper' and modify data range accordingly
- Hot Sheets (Select icon next to Search)
  - The search that comes up by default is fairly 'generic' 'Daysback Hotsheet' (you would probably want to modify right from the get-go)
  - When using Hot Sheets if you really want to see ALL activity across all property types, be sure and select Cross Property from the drop down arrow
  - 1<sup>st</sup> Step in modifying your Hot Sheet Search
    - Erase statuses so you will see all activity (if you so desire to see all the activity within a selected area) (note when I say area, I DO NOT mean the Area / Grid Codes, I mean a County, Subdivision, Zip Code, etc.)
    - You can see a quick look at what is out there by clicking the Count button under the Hot Sheet Matches box on left side of page
    - Note when search is run, on the Search Results tab, you see results a bit differently than from Tempo 4. In Tempo 5, you'll need to click the Drop Down arrow near the Section option and select the appropriate Hot Sheet option you're looking for.
  - If you always want to look at a specific County, Subdivision, Zip Code (aka Area) in Hot Sheets, then create a custom search and save. You'll only have to do once and then this will always be available to you in the future.
    - Steps
      - We are going to create a custom search in the 'regular' search module
      - Start in Cross Property in order to capture the true activity (if that is what you desire)
      - Again, Erase current statuses so you will see all activity
      - Include search criteria you most use (County, Subdivision, Zip, Price Range, etc.)
      - Add fields as necessary to customize your specific search
      - Always be sure Advanced Options are turned on so you will see the operator drop down arrows
      - Once you define your unique and specific search criteria, then we'll save the search

- Doing this will mean that when you go back into Hotsheets, you can use the drop down area and instead of Daysback Hotsheets, (the default Hot Sheet Search) you can select your custom search and only look at your specific criteria
- Name your search something that will be easy for you to remember when pulling back up from Hot Sheets (i.e.; Hot Sheets Forsyth 27104)
- In addition, you can always use the Search by Map feature and specify a unique geographical area and then save your search
  - Steps
    - Click on the Search Icon from the Tempo 5 Home page
    - Again, clear statuses
    - Click on the Search Map tab
    - Either use the locator feature or zoom and pan map accordingly to define a specific geographical area
      - Once you have your existing Zoom level and map view, not that any shapes you define (draw) must be contained within that view. If you find that the shapes you need to define (draw) are outside that area, first zoom the map out to the area and THEN draw your shapes.
    - Once you have defined the specific areas, then save your search
    - You may want to use a naming convention that makes it easy for you to remember when you are in the Hot Sheets module. (i.e.; HS-Radius Starbucks Oakwood