



Roster Searches

Member Info to Member Search

[Remember: with all searches, throw your net wide to retrieve the greatest number of results – you can always narrow your search results later]

Enter the last name – be sure you have “Starts With” or “Contains” in the drop-down box

Click Search

Click once on a name to see profile information; you can click their name again to collapse the screen

CMA's

There are several great tutorials that will walk you through running a CMA: in Tempo go to the red question mark on the upper-right of the screen. On the first page that comes up, you will see a CMA Workshop webinar that you may view anytime from the comfort of your home or office. On the same page you will also see a Tempo CMA guide.

You can also use Realist for CMA's as well:

Public Records

Searches to Address

Find the subject property then when you are on the Property Detail screen, click the Comparable Properties button

Enter your criteria then click Get Comparables

Select the properties you want (you can use the “Details” button to see more information) then click Generate Comp Report

Hotshots

Step One: Search

Residential

Enter your search criteria – do not include any subdivision, city, area, etc. information, just information about the property like price

Click the Search Map tab (about 1/3 of the way down the screen on the right)

Use the Draw Rectangle/Circle/Polygon feature (bottom of the page) to select the area you want (you can use the pan and zoom features on the left)
Save your search by clicking on the Save Search button on the lower right

Step Two: Hot Sheet

From the Hot Sheet drop down box (one third of the way down the page in the middle) select Custom Searches Residential
From the Search drop down box (one third of the way down in the middle) select the search you named in Step One
Now you can change the date range and see new listings, back on market, price changes, etc.

Pulling up Your Listings to Edit

Search to CrossProperty

In the Search drop down box, select Add/Edit Search
Select the statuses you want then enter your Public ID in the List Agent ID field
Click Search
This pulls up a list of all your listings so you can easily edit, make status changes, add photos, etc.

Search Map

Under-used feature alert!!! Don't forget the Search Map tab!

Search to Residential

Enter in all criteria but location (list price, number of bedrooms, etc.)
Click the Search Map tab (one third of the way down the screen on the right)
Use the pan and zoom tools on the left and the Draw Rectangle/Circle/Polygon features on the bottom to identify your search area then click Search
Great feature for appraisers!

Are you a Broker-in-Charge looking for ranking reports?

Reports to Business Reports

Use the Statistical Reports drop down box to find the report that will match your needs

Macs

Unfortunately Tempo is not compatible with Macs but we will keep everyone updated if that situation changes.

Thumbnail Photos

To quickly scan the primary images on the search results:

Search to Residential

Enter your criteria then click Search

From the next screen that comes up (the Search Results screen,) hover your cursor over the camera symbol for each listing

Eliminating Properties from your Search Results Screen

Check the listings you want to keep then go to the Display drop down box (one third of the way down the screen in the middle) and select Selected

Clearing the Form

When you are doing a brand new search, always click the Clear Form button (in the middle near the bottom.) This will erase any old criteria from a past search.

I Hate the Standard Search Form!

Solution: set up a custom search then you can quickly (and easily!) select that search to use each time forever more!

Easy way to set up a custom search:

Search to Residential

If you don't like some of the fields, click once on them then click Remove Field (near the bottom)

If you want some of the fields closer to the top, click once on them then click Move Field Up (near the bottom)

If you need to add fields, use the Additional Fields search function on the far right and click Add to Search

When you have your fields set up exactly the way you want them, click Save Search and name it and save it

Now when you go to Search then Residential, if you use the Search drop down box (one third of the way down the page in the middle) you can select your perfect search to use. No more wading through fields you do not need!