

24-Hour Hot Sheet Guide

24-Hour Hot Sheet

The 24-Hour Hot Sheet will compile a list of all events in the last 24 hours. This will bring you directly into the Search Results page where all listings will be displayed. Please note, if you run the 24-Hour Hotsheet on a Monday, it displays the last 72 hours' activity. This is to cover activity on the previous Friday and weekend

To access Hot sheets: **1.** click on Menu and under Daily Functions choose Hot Sheet. **2.** On the Hot Sheet page, input your 24-Hour Hot Sheet criteria and click the Run 24-hour Hot Sheet button. Using this feature will display a Hot Sheet of recent changes in your MLS going back exactly 24 hours to the minute. When running this Hot Sheet on a Monday, the 24-hour Hot Sheet will deliver results going back 72 hours to cover the weekend changes.

Note: Listings are grouped by change type. (Example: New Listings, Active With Kick-out, etc.) And can be accessed via the drop-down menu or buttons in the lower right-hand corner.

The screenshot shows the '24-Hour Hot Sheet' interface. On the left is a 'Menu' sidebar with a search bar and a list of 'Daily Functions' and 'Contacts'. 'Hot Sheet' is highlighted with a red circle and the number '1'. The main area is titled 'Hot Sheet' and includes a '24-Hour Hot Sheet' section with a tip about Monday's 72-hour display. Below this is a form with five dropdown menus: 'State/Province', 'County', 'Zip Code', 'Town', and 'Property Type'. Red arrows point to each of these dropdowns. At the bottom right of the form are 'RESET FILTERS' and a 'RUN 24-HOUR HOT SHEET' button, which is highlighted with a red circle and the number '2'.



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Custom Hot Sheet Guide

A Custom Hot Sheet will generate a hot sheet based upon the last one you viewed. The time of the last custom hot sheet you ran is saved, as well as all of the other criteria you have specified. A custom hot sheet is set to go back three days. You can adjust your dates and times under Custom Hot sheet Settings going back a maximum of 45 days. Custom Hot Sheet Settings allow you to change the options for your custom hot sheet; such as time frame, event, and property type.

Custom Hot Sheet
Generate a customized Hot Sheet based on specific search criteria you have selected.

Tip: Set your search criteria by selecting "Custom Hot Sheet Settings". The next time you run the Custom Hot Sheet it will use the previously selected criteria and pull listing events since the last time it was run (up to 72 hours prior).

Show activity since 12/10/2018 at 09:08 AM Eastern.

[CUSTOM HOT SHEET SETTINGS](#)[RUN CUSTOM HOT SHEET](#)

There are two kinds of custom hot sheets: a Quick Search hot sheet and a Saved Search hot sheet. **To run a Quick Search Hot Sheet, 1.** Select which history events you would like to see from the box on the left side of the screen (New Listing, Price Change, etc.). **2.** Choose the start and end dates from the Time Period portion of the screen. If you do not want to use specific Start and End dates, you can use the number of Days Back option to run a hot sheet (up to 45 days back from today's date). **3.** To switch from the date range to the number of Days Back, click on the double arrow icon. **4.** Then, enter the number of days back for which you would like to run the Hot Sheet. When using the number of Days Back option, you will not be able to choose the exact Start and End time; instead, the Start time will default to midnight of the day to which you've gone back to. **5.** Finally, select your property types, price range, and location information from this Quick Search area of the screen. **6.** Then click the Run Quick Search Hot sheet button.

The screenshot shows the 'Hot Sheet Inquiry' interface. On the left, a 'History Event' dropdown menu is open, showing options like 'New Listing', 'Price Change', etc., with a red callout '1' pointing to it. At the top, 'Start Date' and 'End Date' are set to 12/10/2018, with a red callout '2' pointing to the date fields. To the right, 'Time Period' is set to '45 day maximum', with a red callout '4' pointing to the 'End Time' dropdown. The main 'Quick Search' area has several sections: 'Property Types' with a dropdown menu (red callout '5' pointing to it), 'Price Range' with input fields, 'State/Province' with a dropdown, 'County' with a list of counties (Stratford is selected), 'Zip Code' with a list of zip codes, and 'Town' with a list of towns. A red callout '6' points to the 'Run Quick Search Hot Sheet' button at the bottom. On the right side, there is a 'Saved Search' section with a list of saved searches.



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To run a **Saved Search Hot sheet**, **1.** select which history events you would like to see from the box on the left side of the screen (New Listing, Price Change, etc.). **2.** Then choose starting and ending dates from the Time Period portion of the screen. **3.** Finally, select your saved search from the Saved Search portion of the screen. **4.** Then click the Run Saved Search Hot sheet button.

Hot Sheet Inquiry
Quick Search Hot Sheet last run on 12/10/2018 at 10:42 AM Eastern

Time Period (45 day maximum)

Start Date: 12/10/2018 End Date: 12/10/2018 Start Time: 10:42 AM End Time: 11:55 PM

History Event

1

2

3

4

Run Quick Search Hot Sheet

Run Saved Search Hot Sheet

Property Types: Residential, Multi-Family, Commercial, Commercial Info Exch

Price Range: \$0 to \$99999999999

State/Province: NH

County: Rockingham, Merrimack, Knox, Lincoln, Marinick, Oxford, Penobscot, Piscataquis, Rockingham, Sagadahoc, Somerset, Strafford

Zip Code: 0, 00000, 01072, 01111, 01614, 01830, 01832, 01915, 01923

Town: Durham, Farmington, Lee, Barrington, Dover, Madbury, Middleton, Milton, New Durham, Rochester

OR

Saved Search

Adam - Adam Caron, Brunswick ME, Residential 428533, Adam Hancock, Brunswick Map Search 419358, Properties 419358



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