

# 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 user interface for the 24-Hour Hot Sheet. On the left is a navigation menu with a search bar and a list of items under 'Daily Functions'. The 'Hot Sheet' item is highlighted with a red '1' in a circle. The main area is titled 'Hot Sheet' and contains a '24-Hour Hot Sheet' section with a tip: 'View all listing events from the past 24 hours. Tip: When you run the 24-Hour Hot Sheet on a Monday, it automatically displays the last 72 hours of listing activity, so it includes listing updates from the previous Friday and the weekend.' Below this are five filter dropdowns: State/Province, County, Zip Code, Town, and Property Type. Each dropdown has a red arrow pointing to it. At the bottom right of the filter area are 'RESET FILTERS' and 'RUN 24-HOUR HOT SHEET' buttons. The 'RUN 24-HOUR HOT SHEET' button has a red '2' in a circle next to it.



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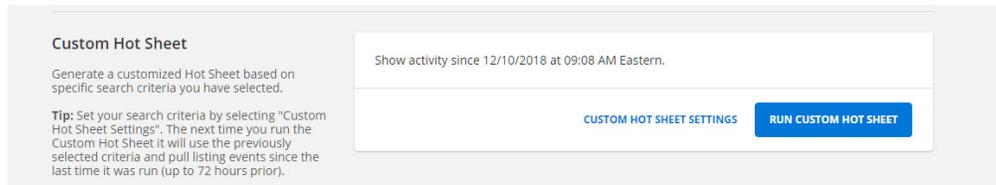


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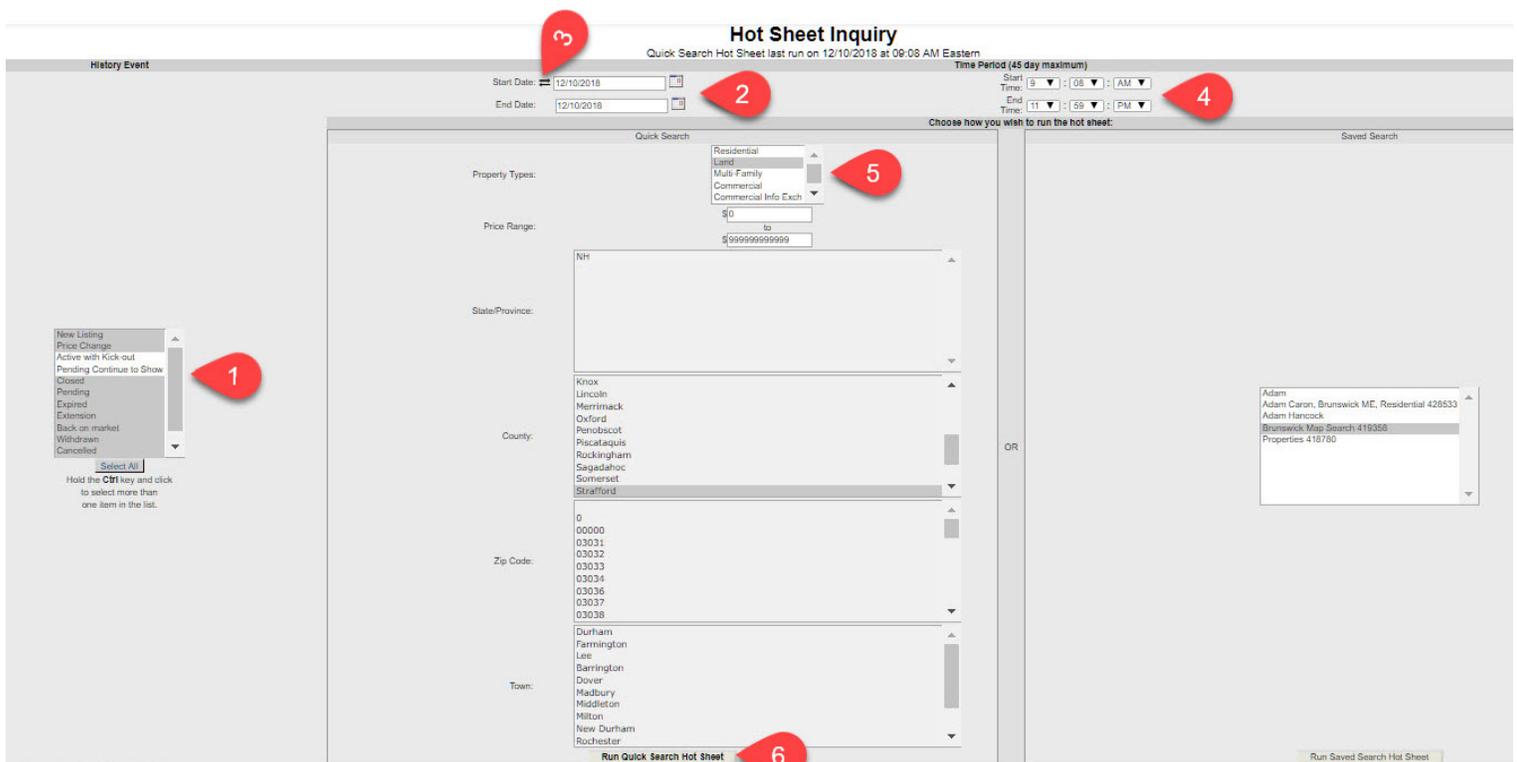
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# Custom Hot Sheet Guide

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.



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.



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# Custom Hot Sheet Guide

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.

The screenshot shows the 'Hot Sheet Inquiry' interface. At the top, it says 'Quick Search Hot Sheet last run on 12/10/2018 at 10:42 AM Eastern' and 'Time Period (45 day maximum)'. The interface is divided into several sections:

- History Event:** A list of events on the left side, including 'New Listing', 'Price Change', 'Active with Kick-out', 'Pending Continue to Show', 'Closed', 'Pending', 'Expired', 'Extension', 'Back on market', 'Withdrawn', and 'Cancelled'. A red callout '1' points to this list.
- Time Period:** Fields for 'Start Date' (12/10/2018) and 'End Date' (12/10/2018). A red callout '2' points to the 'End Date' field. There are also dropdowns for 'Start Time' (10:42 AM) and 'End Time' (11:58 PM).
- Quick Search:** A section with various filters: 'Property Types' (Residential, Multi-Family, Commercial, Commercial Info Exch), 'Price Range' (\$0 to \$99999999999), 'State/Province' (NH), 'County' (Knox, Lincoln, Merrimack, Oxford, Penobscot, Piscataquis, Rockingham, Sagadahoc, Somerset, Strafford), 'Zip Code' (0, 00000, 01072, 01111, 01514, 01830, 01832, 01915, 01923), and 'Town' (Durham, Farmington, Lee, Barrington, Dover, Madbury, Middleton, Milton, New Durham, Rochester). A 'Run Quick Search Hot Sheet' button is at the bottom.
- Saved Search:** A list of saved searches on the right, including 'Adam', 'Adam Caron, Brunswick ME, Residential 428533', 'Adam Hancock', and 'Brunswick Map Search 419356 Properties 4/1/10'. A red callout '3' points to this list.
- Run Saved Search Hot Sheet:** A button at the bottom right. A red callout '4' points to this button.



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