

Running a Custom HotSheet for an office

Step 1 - Set up a custom search that includes only two criteria: Area/Subarea (selected all) and Listing Office Code (enter office code); name and save the search.

Step 2 - Go to Reports>HotSheets>select the Custom HotSheets tab

Step 3 - Select the Property Category (you can only choose one and it needs to be the one under which you created the Custom Search)

Step 4 - Select the Custom Search you just created

Step 5 - Select the Report Details (if you select "All," the screen report will be separated by status and will include the MLS #, Media, Area, Address, Property Type, Square Footage, Acres, Map, Listing Office Code, Bed/Bath, Garage, List Price, Status Change Date and DOM.)

Step 6 - Select the Date Range and run the report! Several reporting and emailing options are available at the bottom.

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