

The E-Hotsheet- The Standard and Custom

When the agent selects Y for the e-Hotsheet the default (includes all the areas of NTREIS) will be sent.
 To receive an e-hotsheet for just the agent's area she will need to design a custom hotsheet and select yes to email it and turn off the default e-hotsheet.
 If you wish to receive the standard e-hotsheet (which includes all areas) click on your name

You will learn how to:

- Receive the custom and standard hotsheet via email

Your REALTOR® Association can provide more support/training. [Contact your Association](#)



Please note the different functions:
 The Market Area selected under "My Market Areas" affects the Hotsheet on the left side of the Homepage – not the hotsheet that will be automatically emailed every day.

Agent Maintenance

My Market Areas (Used for the hotsheet on the home page)

This will reset the Hot Sheet display on your Home Page to the areas you choose.

- ABILENE NORTHEAST (302)
- ABILENE NORTHWEST (301)
- ABILENE SOUTHEAST (304)
- ABILENE SOUTHWEST (303)
- ADDISON/FAR N.DALLAS AREA (10)
- ALLEN AREA (51)
- ANDERSON COUNTY (79)
- ANNA AREA (63)
- ARCHER COUNTY (80)
- ARLINGTON (KENNEDALE) (90)

Clear Market Areas

Receive e-Hotsheet:

Turns the default emailed hotsheet for ALL AREAS on or off. Not affected by the Market Area selections above. To set up a custom emailed hotsheet, save a search from the Hotsheet search option on the menu bar.

Access and Update Information

Last Update Date: 12/22/2009
 Last Updated By: SystemImport-Dallas

The choice to "Receive the e-Hotsheet" will include ALL AREAS of the MLS. You may choose Y or N for this option....

When selecting an area of interest from the above "My Market Area" it affects the Hot Sheet information on the home page.



In order to customize your daily emailed hotsheet you must create a custom hotsheet and select the option to email:

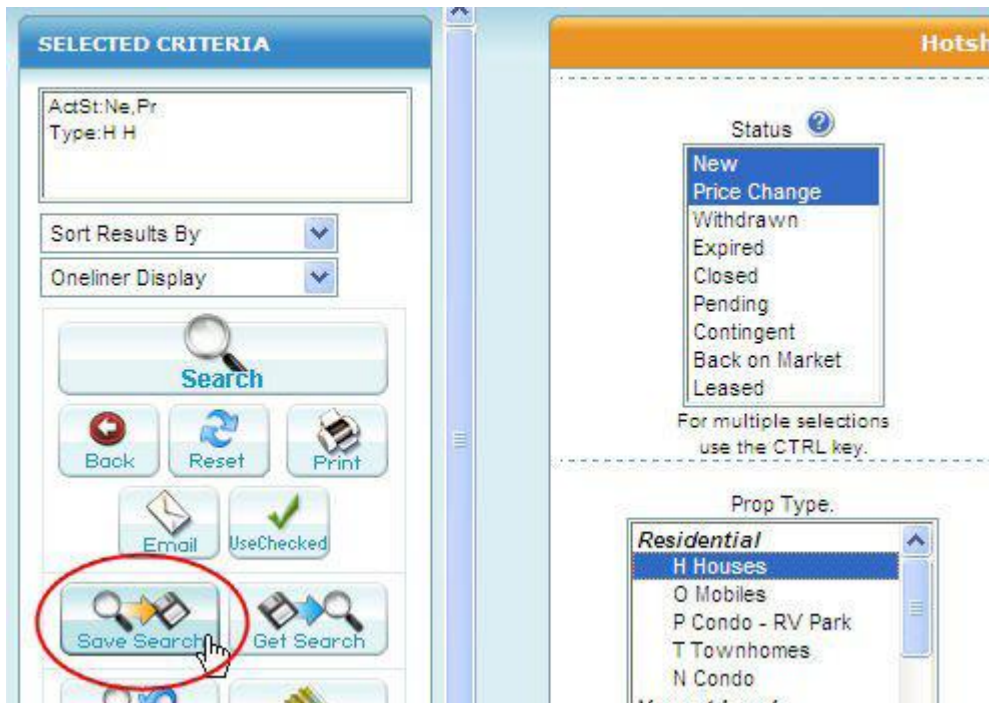
Custom E-Hotsheet

Every morning InnoVia sends the [complete hotsheet](#) to your email address. This hotsheet includes all areas, all property types, and all event types. It is quite possible that some agents do not wish to receive the complete hotsheet, because they only work in particular areas or with particular property types. Agents have the option to discontinue the complete e-hotsheet under Agent Maintenance. Instead of the complete hotsheet, agents may wish to create their own custom e-hotsheet that will also be received in their email each morning. To create a custom e-hotsheet, complete the following steps:

- Go to the "Hotsheet" section of InnoVia and input the parameters for the hotsheet you would like to receive.



- Do NOT put in an activity date (the system will assume that you want the previous day's events).
- Instead of clicking the "Search" button, click the "Save Search" button on the left side of the screen.



- Give your custom hotsheet a name that you will recognize later if you need to modify it.
- At the bottom of the window, check the "email me" box.
- Click "OK"

The screenshot shows a 'Save a Search' dialog box. It has a title bar 'Save a Search' and a 'Save Search' button. The form contains the following fields:

- Search ID: [] New: Expire Date: []
- Search Title: My Custom Hotsheet
- Title: [] First Name: [] Middle Initial: []
- E-mail Me: (circled in red)
- Notes: []

At the bottom of the dialog are buttons for 'OK', 'Cancel', and 'Delete'.