



Hotsheet Search

Paragon 4.0

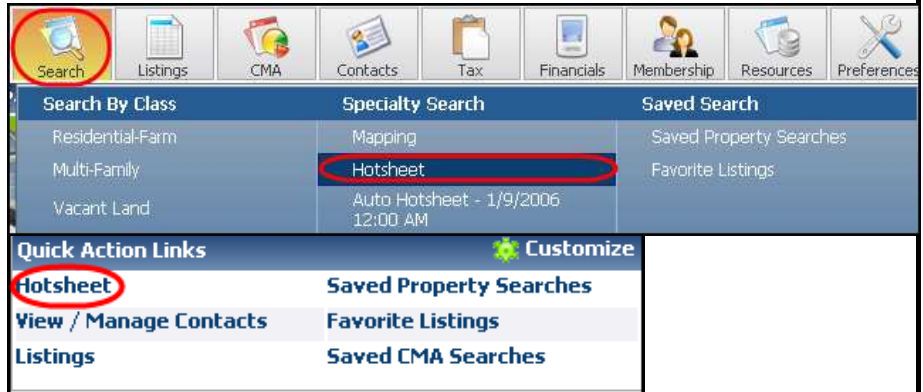
Tips and Tricks

June 2008

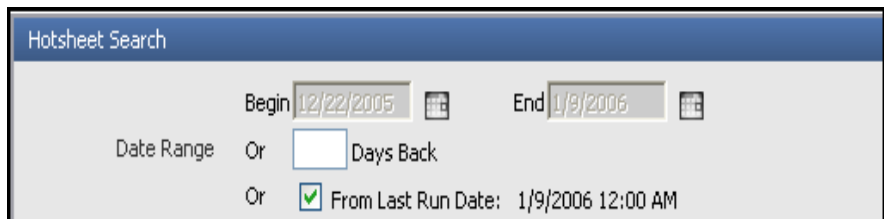
A Hotsheet search will give you results of what is new and/or changed in the MLS inventory for your particular parameters. Search criteria can be based on date(s), status, class, price, area, or per a listing office. The results of your search can be displayed in many different type of reports. You are able to save a default search that can be auto-searched from the last time the search was run.

To start a Hotsheet Search, click on **Search** in the control panel, click on **Hotsheet**.

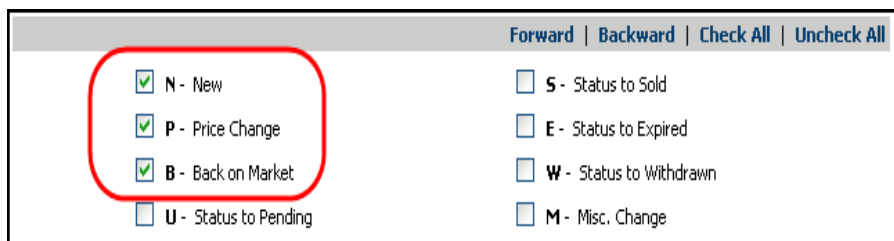
Or on the home screen, click **Hotsheet** in the Quick Action Link panel on the lower right of your screen.



The first search criteria option is the Date. The default is 7 days back, or set a number of days back, or for setting up an auto-hotsheet saved search, use "From Last Run Date"



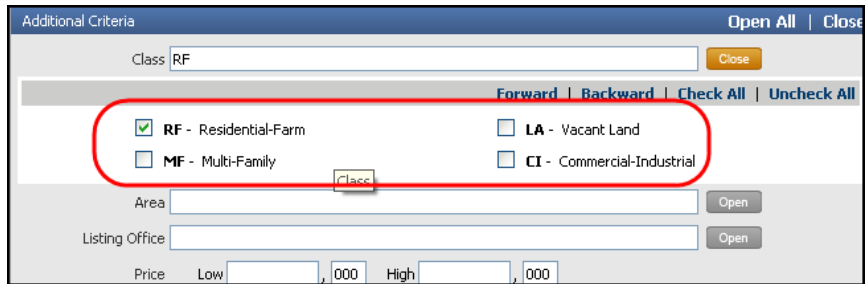
Check the boxes for the type of hotsheet information on the inventory you are looking for. New means a property that is new on the MLS database. It is possible to have a new listing on the MLS that is already pending. That depends on your MLS rules.



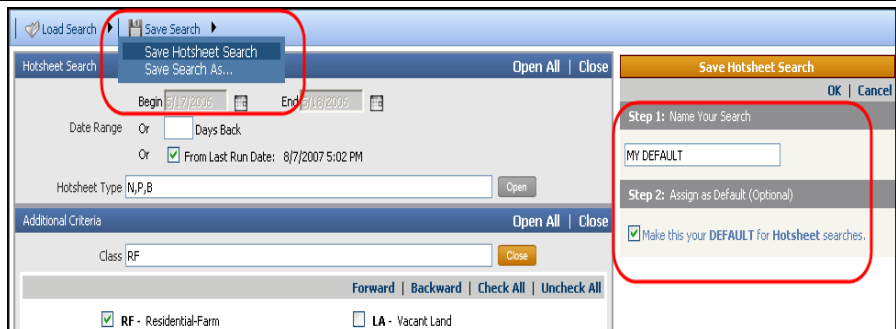


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Additional criteria lets you filter your search by class, area, price range, and Listing Office.



To save search criteria as your default, click **Save Search**, then click **Save Hotsheet Search**. A menu slides in from the right where you can name it and make it your DEFAULT for Hotsheet Searches. Click **OK**.

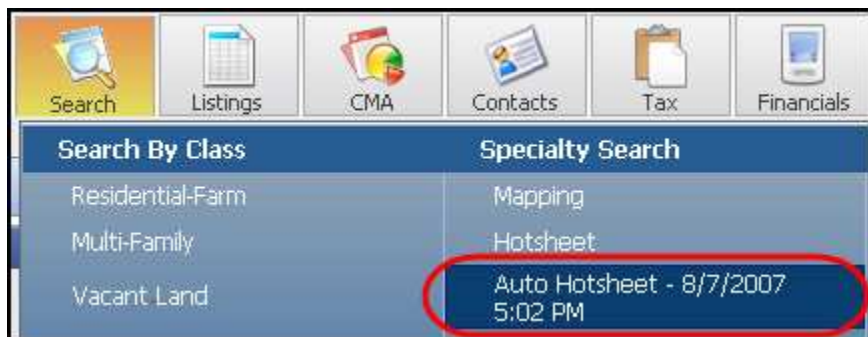


Click the count button to see how many listings match your criteria. Click the Search button to get the results in the view that you have selected.



A Hotsheet report or Hotsheet spreadsheet will give you specific hotsheet info.

If you save a search, with the option of "From Last Run Date" and make it your Default, you can then run an Auto Hotsheet by going to **Search**, and click **Auto Hotsheet**. It will run the search from the last date you ran it and go straight to the results.



Fidelity MLS Systems Division

If you have a suggestion or Tips & Tricks, please email mlsinfo@fnis.com or call 877-657-4357.

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