

How to set up a Custom Hot Sheet with the Quick Search

Hot sheets pertain to new or changed listings within a specific time period. These historic events can cover new listings, price changes, text changes, closed listings, etc;

FlexMLS® gives users an array of different Hot Sheet options. This guide will give you step-by-step instructions on how to setup your Custom Hot Sheet.

If you would like your Hot Sheet to cover specific counties and towns, for example, Monmouth County, Holmdel, Rumson, Middletown, with **no specified property sub-type** (i.e. adult communities), you can set up a Quick Search Hot Sheet.

To do this, you would select **Daily Functions > Hot Sheet**.

The screenshot shows the FlexMLS web interface. The navigation menu at the top includes: Dashboard, Add/Change, Search, **Daily Functions**, Contacts, Taxes, Statistics, Preferences, Other, Products, Spark. The 'Daily Functions' menu is open, with 'Hot Sheet' highlighted by a red arrow. Other menu items include My Messages, Tour/Open Houses, Market Areas, MLS Intranet, Input Forms, Member Lookup, Flexmls Maps, and Calculators.

The main dashboard contains several widgets:

- Hot Sheet**: A table showing listing counts for various statuses: New Listing (120), Cancelled (14), Closed (86), Expired (80), Pending (57), and Continue to Show (8).
- Message Board**: A welcome message and support information: "Welcome to Flexmls! Toll-free Support. support@fbsdata.com or calling 888-525-4747 from 9 AM to 10 PM Eastern Time (Monday - Friday). Self-help - There are three types of self-help in flexmls Web: (1) Context-Sensitive -- For help on the screen you're on, click on Help in the upper right corner of the system; (2) Online Tutorials -- To see a mini-movie about key
- New Search**: A search form with a dropdown menu for property types: 1 - Residential, 2 - Land/Lots, 3 - Multi-Family, 4 - Commercial, 5 - Residential Rental.
- My Listings**: A summary of listing counts: My Active Listings (0), My Pending Listings (0), My Listings to Expire (0), My Sold Listings (0). It also includes a 'Listing Maintenance' section with buttons for 'Add Listing', 'Change Listing', and 'Incomplete Listing'.
- MLS Links**: A list of links for training and resources: [Getting Started in Flexmls](#), [Appraiser Training](#), [Agent Training Videos](#), [Hands-On Workshop Schedule](#), [Internet Member Services \(IMS\)](#), [Upcoming Training Webinars](#), and [Contact Management Webinar](#).
- Inventory**: A line graph showing inventory levels over time, with values ranging from 5,200 to 13,000.
- Sold DOM**: A line graph showing the number of days on market (DOM) for sold listings, with values ranging from 76 to 100.

Once you select Hot Sheet, you will want to set up your Hot Sheet. To do so, click on **Custom Hot Sheet Settings** on the right side.

Hot Sheet Launch | flexmls x

mo.flexmls.com

flexmls Quick Launch

Help LSN as LM

Dashboard Add/Change Search **Daily Functions** Contacts Taxes Statistics Preferences Other Products Spark

Hot Sheet

Choose Type of Hot Sheet

Run Standard 24-Hour Hot Sheet

County:
Select One
Atlantic
Bergen
Burlington
Camden
Cape May
Cumberland
Essex
Gloucester
Hudson
Select All

Municipality:
Select One
Aberdeen (ABE)
Abescon (ABS)
Alexandria (ALE)
Allamuchy (ALY)
Allendale (ALD)
Allenhurst (ALH)
Allentown (ALL)
Alloway (ALW)
Alpha (APH)
Select All

Area/Section:
Select One
Ackors Corner
Adams
Adamston
Adelphia
Allens
Allenwood
Alloway
Apple Ridge
Applegarth

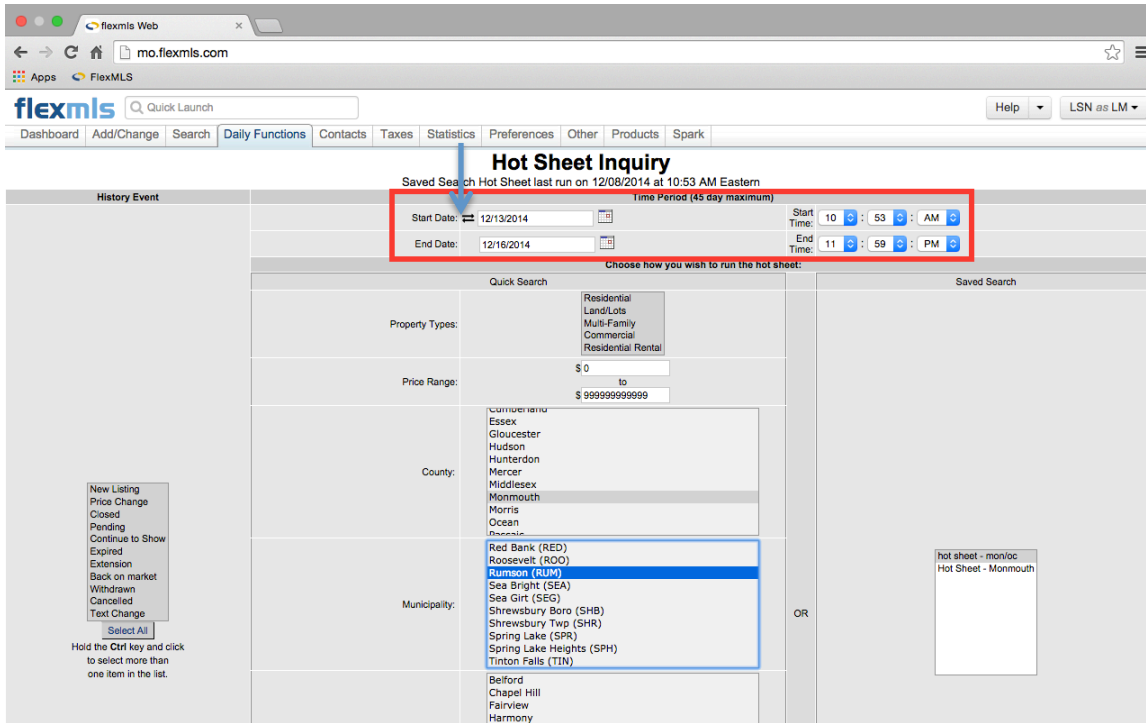
Run Custom Hot Sheet
Show activity since 12/13/2014 at 10:53 AM Eastern.

Custom Hot Sheet Settings
Click here if you want to change settings for the custom hot sheet.

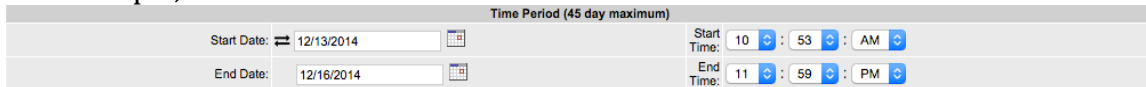
Custom Hot Sheet Settings
Click here if you want to change settings for the custom hot sheet.

Once you are on the new screen, labeled “Hot Sheet Inquiry” you will see **Time Period** at the top of the screen. This will be the begin and end date your hot sheet will run from for the initial set up.

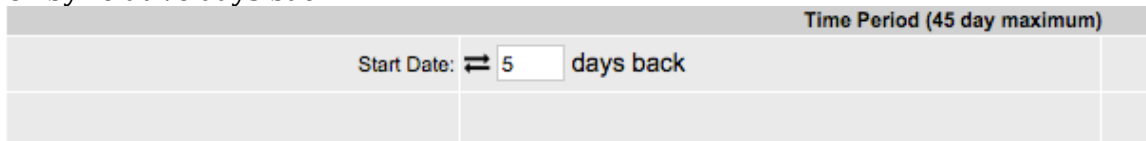
You can run your Hot Sheet multiple ways in this page. You can run it from calendar date to calendar date, or you can run it by relative days back by selecting the inverted arrows to the right of **Start Date**



For example, from calendar date to calendar date....

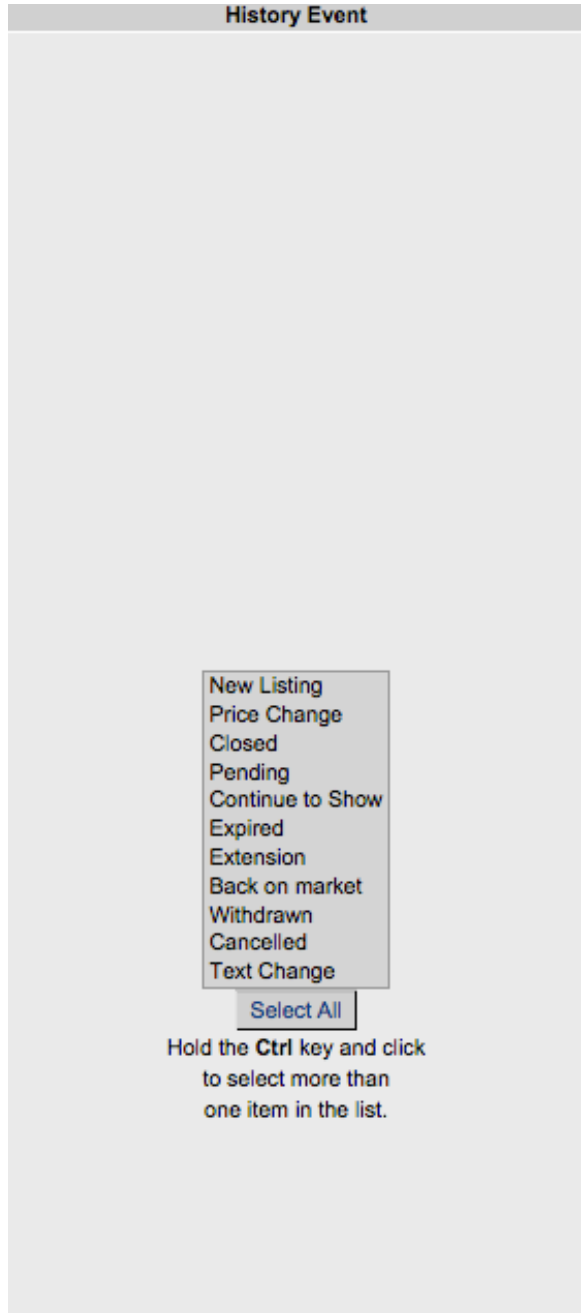


Or by relative days back...



If you are creating a Quick Search Hot Sheet for one town with a specific area section, try going back a few days to get the hot sheet started. *For this example, I will be going 5 days back.*

Once your time period is selected, on the left side, you will see History Events. You must select at least one event for your Hot Sheet. You can select multiple by holding your **Ctrl** key down if on a PC, or your **Command** key if on a Mac.



Types of Historic Events:

New Listing: These are listings that have been entered into the system with DOM starting at 0.

Price Change: The listing's price has changed since it has been entered into the system. This applies to both price increases and price reductions.

Closed: These listings have been sold and are no longer available.

Pending: These listings are out of attorney review and currently Under Contract.

Continue to Show: These listings are Under Contract however the seller would like the property to be shown until the closing.

Expired: The natural expiration date of the listing has passed and the agreement between the listing agent and seller has expired.

Extension: The seller has given the listing agent an additional period of time to list the property.

Back on Market: The listing was either under contract or withdrawn and is now available again.

Withdrawn: The listing was conditionally withdrawn or temporarily off the market. The listing is still assigned to a broker and listing agent and their agreement is still valid.

Cancelled: The listing has been unconditionally withdrawn by the broker and seller, and agreed that they no longer wish to list the property. This can be because the seller no longer wishes to sell the property, or because the listing has gone stale and is no longer attracting attention from buyers.

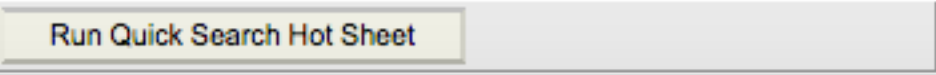
Text Change: The listing information has been changed. This applies to any type-able field, whether it be a price change, lease terms, remarks, or captions and descriptions under photos. You can view what the old and new values are in the History of the listing detail.

Now the fun part, selecting what counties and more specific areas we would like the hot sheet to include. Under **Quick Search**, select the property types, keep in mind that Residential covers Single Family, Adult Community and Condo. (You can select multiple fields in a selection by holding down your Ctrl key on a PC or for Apple users, hold your Command key.)

Quick Search

Property Types:	Residential Land/Lots Multi-Family Commercial Residential Rental
Price Range:	\$0 <input style="width: 100px;" type="text"/> to \$999999999999 <input style="width: 100px;" type="text"/>
County:	Cumberland Essex Gloucester Hudson Hunterdon Mercer Middlesex Monmouth Morris Ocean
Municipality:	Neptune City (NCP) Neptune Twp (NPT) Ocean (OCE) Oceanport (OCP) Red Bank (RED) Roosevelt (ROO) Rumson (RUM) Sea Bright (SEA) Sea Girt (SEG) Shrewsbury Boro (SHB) Shrewsbury Twp (SHR)
Area/Section:	Belford Chapel Hill Fairview Harmony Kings Row Leonardo Lincroft Locust Middletown N Middletown
Complex/Subdivision:	Applebrook Applevalley Barbara Court Beacon Hill Beacon Place Beau Ridge Blueberry Ests Bordens Brook Brasch Farms Brkside At Hmdl

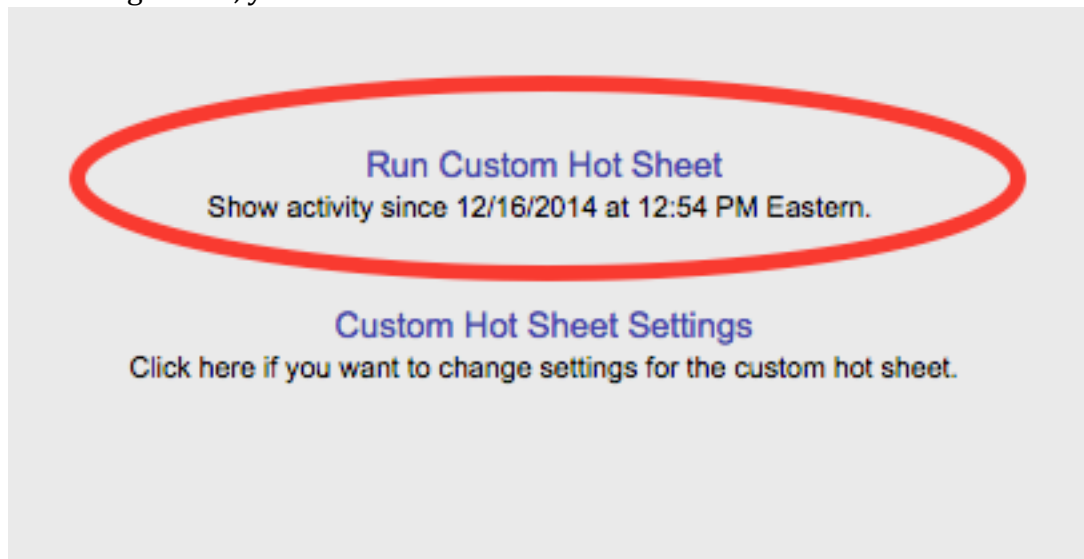
Once you have set the time period, the historic events, and the counties/municipalities and are satisfied with your selections, click **Run Quick Search Hot Sheet**, located on the bottom of the Quick Search.



This will now be your custom hot sheet. You can now be able to run this from the last time you viewed it going forward. For instance, say you last checked it on 12/16/2014 at 12:54PM and would like to see the events that have occurred since then...

To do this, go to Daily Functions > Hot Sheet.

On the right side, you would select **Run Custom Hot Sheet**.



If you need to adjust your Hot Sheet, you would select **Custom Hot Sheet Settings**.

Keep in mind, if you would like to go to a specific time period or run the Hot Sheet a relative time period back, you would select **Custom Hot Sheet Settings**, make your necessary changes and click **Run Saved Search Hot Sheet**.