



How do you do that again?

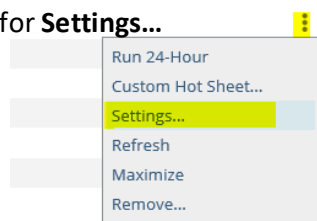
Quick & Easy, Visual Guides for Flex MLS

24 Hour Hot Sheet Settings

Step 1: Locate the **Hot Sheet** Gadget on the VCRDS Dashboard and click on the 3 vertical buttons in the upper right.

Hot Sheet			
New Listing	209	Withdrawn	24
Active Under Contract	42	Hold	32
Cancelled	44	Extension	23
Closed	121	Back on Market	89
Expired	35	Price Change	126
Pending	115	Text Change	183

Step 2: Click the Option for **Settings...**



Step 3: You can now select the specific geographic information (*i.e. City/master area/area, etc.*) as well as property type. If you need to make multiple selections in one field hold the Ctrl key while clicking (or Command if on a Mac) and click **Save**

Hot Sheet Settings

County: Alameda, Alpine, Amador, Bexas, Butte

Master Area: Bell Canyon, Camarillo/Las Posas/SRV, CLAW/theMLS, Santa Monica

Property Type: Residential, Rental, Residential Income, Lots & Land, Mobile

Save

Step 4: The Hot Sheet Gadget now shows with your specified settings.

Hot Sheet for Simi Valley/Moorpark, Residential	
New Listing	8
Active Under Contract	1
Cancelled	0

Step 5: You also have the ability to add multiple Hot Sheet Gadgets to your Dashboard.

This can be done by going to **Customize** in the upper right hand corner of your screen and selecting **Add Gadgets...** The additional Hotsheet Gadget can be found under **Daily Tab**

