

## Custom Hotsheet

Custom Hotsheet, allows you to use a Quick Search or Saved Search as a Hot Sheet.

With this Hotsheet option, you have the ability to select statuses, category, price range, and time period using the Quick Search feature. Or, you can run one of your saved searches as a Hotsheet. Your matches will be displayed in the Search Results screen.

1. Click on Full Search on the *FlexMLS* menu and enter your Hotsheet criteria. Click on **Save** in the upper right corner of the Full Search to save the Hotsheet search. Enter a name for the Hotsheet in the Search Name Area and then click on **Finish**.

NOTE: If you want *all* statuses, do not select a status in your saved search.

2. Now click My Market on the *FlexMLS* menu and then Hot Sheet.
3. Click Custom Hotsheet Settings to use your saved search for your Hotsheet.
4. Select the History Events on the left side to be applied to your search.
5. Enter the dates that you want for your Hotsheet.
6. Select the Saved Search you just created and saved on the right. Click Run Saved Search Hotsheet. Your matches will be displayed in the Search Results screen.

**Hot Sheet Inquiry**  
Saved Search Hot Sheet last run on 09/13/2002 at 11:30 AM Central

History Event	Time Period
<ul style="list-style-type: none"><li>New Listing</li><li>Price Change</li><li>Closed</li><li>Pended</li><li>Expired</li><li>Extension</li><li>Reversal</li><li>Back on market</li><li>Withdrawn</li><li>Cancelled</li><li>Text Change</li></ul> <p>Select All</p> <p>Hold the <b>Ctrl</b> key and click to select more than one item in the list.</p>	Start Date: 12/01/2002
	End Date: 12/03/2002
	Start Time: 11 : 30 : AM
	End Time: 11 : 59 : PM
<b>Choose how you wish to run the hotsheet:</b>	
<b>Quick Search</b>	<b>Saved Search</b>
Property Types: Single-Family, Two-Family, Vacant Land, Multi-Family, Bus Opportunity	Hotsheet
Price Range: \$0 to \$999999999999	
<b>Run Quick Search Hotsheet</b>	<b>Run Saved Search Hotsheet</b>

Information is supplied by seller and other third parties and has not been verified.  
Copyright 2002 by Multiple Listing Service, Inc. See [FBS copyright notice](#).  
Prepared by TECH CENTER11 of MULTIPLE LISTING SERVICE, INC. on Tuesday, December 3, 2002

The *FlexMLS* system will remember the last time and date that you ran your Saved Search Hotsheet. To run the same Saved Search Hotsheet from that date, click on My Market on the *FlexMLS* menu and then click on Hot Sheet. The date that the search was last run shows up under the Run Custom Hotsheet link. Click on Run Custom Hotsheet. Your matches will be displayed in the Search Results screen.