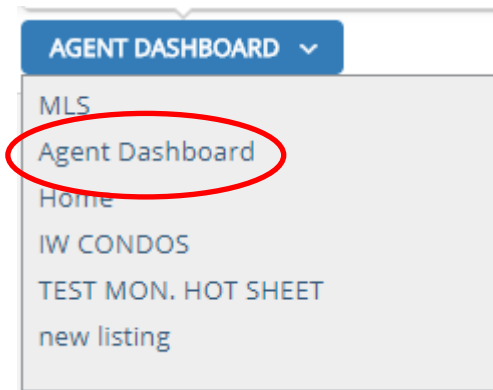


EASY HOT SHEETS

- 1) Click the “Flexmls Logo” this brings you to your Agent Dashboard.

- 2) Select a Dashboard to use from the dropdown menu. For this example we will select the “Agent Dashboard.”



- 3) Locate a “Hot Sheet” Gadget within the Dashboard.

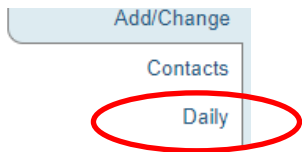
Hot Sheet			
1 week			
New Listing	6125	Hold	1006
Active Under Contract	2052	Extension	127
Cancelled	682	Back on Market	1075
Closed	2667	Price Change	2634
Expired	571	New Coming Soon Listing	10
Pending	3405	Text Change	699

- 4) Add more Hot Sheet gadgets by clicking the “Customize” button at the top right side of the screen.

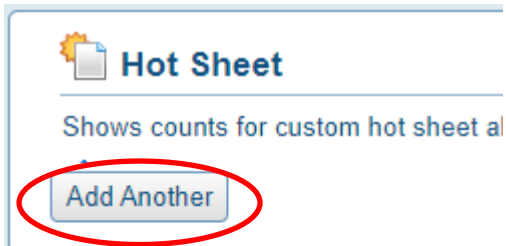
- 5) Select “Add Gadget” from the dropdown menu.

EASY HOT SHEETS

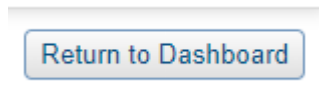
6) Click on the “Daily” Link.



7) In the Hot Sheet section click the “Add Another” button. If there are no Hot Sheet Gadgets on your Dashboard the button will say “Add Gadget.”



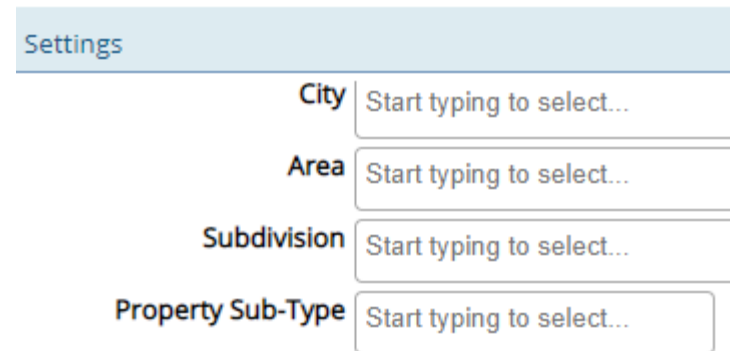
8) After adding the Gadgets, click “Return to Dashboard” up at the top right side of the screen.



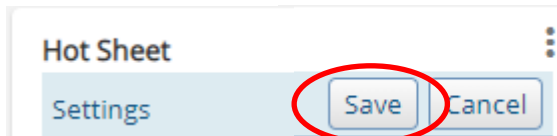
9) Click the 3 dots and click on “Settings...”



10) Add the Area, City, Subdivision or Property Type of your choice.



11) Save.





EASY HOT SHEETS

This is a Sample Dashboard with Multiple Hot Sheets

flexmls Web | Not secure | gps.flexmls.com | 41755 NAVARO CT | Guided Help | Chat Support | Help | CT as CT

Menu | Quick Search | Saved Searches | Subscriptions | Market Summary | My Listings | Listing Collections | My Messages | Address Search | Hot Sheet | Contact Management | Reorder...

AGENT DASHBOARD | CUSTOMIZE

Hot Sheet for Area of 321 - Rancho Mirage, Property Sub-Type of Condominium

1 week

New Listing	6	Hold	1
Active Under Contract	10	Extension	1
Cancelled	0	Back on Market	0
Closed	5	Price Change	7
Expired	3	New Coming Soon Listing	0
Pending	3	Text Change	27

Hot Sheet for Subdivision of Sun City Shadow Hills

24 hours

New Listing	0	Hold	0
Active Under Contract	0	Extension	0
Cancelled	1	Back on Market	0
Closed	0	Price Change	0
Expired	0	New Coming Soon Listing	0
Pending	1	Text Change	3

Hot Sheet

24 hours

New Listing	1070	Hold	170
Active Under Contract	396	Extension	21
Cancelled	148	Back on Market	216
Closed	563	Price Change	500
Expired	77	New Coming Soon Listing	1
Pending	625	Text Change	131

Display Listings

MLS #	Address	LP	DOM
219043602	2125 N Girasol Avenue	\$799,000	0
219043442	3674 Mountain Gate	\$610,000	4
219043302	1803 Basque Court	\$749,900	7
219042844	1820 E Racquet Club Road	\$669,000	17
219042735	2699 Majestic Way	\$657,500	19
219042564	2648 Isabella Way	\$735,000	22

Saved Searches

Type to filter searches

Name	new	edit
ACTIVE INVENTORY ALL CITIES	new	edit
ALL CITIES WEIGHTED CONDO	new	edit
Closed 1 YR. Desert Cities by Zip	new	edit
COMBINED CITIES WEIGHTED SFR	new	edit
Farm Comps	new	edit

My Listings

Active Listings	0
Pending Listings	0
Coming Soon Listings	0
Hold Listings	0
Withdrawn Listings	0
Listings to Expire	0
Closed Listings	0

Hot Sheet

1 week

New Listing	6134	Hold	1005
Active Under Contract	2057	Extension	126
Cancelled	692	Back on Market	1078
Closed	2671	Price Change	2642
Expired	571	New Coming Soon Listing	11
Pending	3406	Text Change	694

Messages

[219041643] Showing feedback, 2020 Test Listing IDnpl, Palm Desert, CA 92260	To: Kaylea Barrett	04/22/2020
[219041643] Contact request, 2020 Test Listing IDnpl, Palm Desert, CA 92260	To: Kaylea Barrett	04/22/2020
[219040983] 48460 Center Court 74, Palm Desert, CA 92260	To: Catherine Trainer	04/22/2020
[219041643] Message, 2020 Test Listing IDnpl, Palm Desert, CA 92260	To: Catherine Trainer	04/22/2020
[219041643] Contact request, 2020 Test Listing IDnpl, Palm Desert, CA 92260	To: Kaylea Barrett	04/22/2020
[219041643] Testing Private Note	Note	04/22/2020

Display Listings

MLS #	Address	LP	DOM
219042536	77045 Delgado Drive	\$625,000	23
219041220	75651 Camino De Plata 5	\$525,000	64
219040886	74624 Arroyo Drive	\$795,000	71
219040793	75690 Calle Del Sur	\$499,000	73
219040436	46538 Arapahoe Court	\$398,000	90
219040042	75173 Concho Drive	\$550,000	86

Message Board

Hot Sheet

Tune to filter contacts