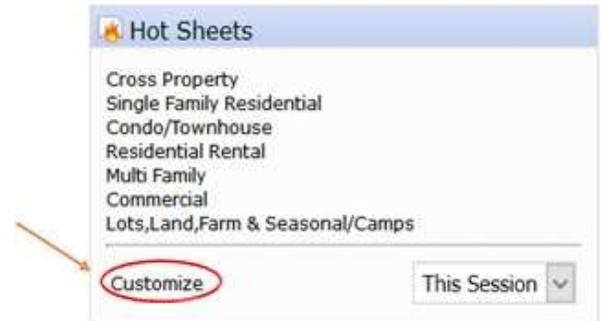


**Creating a Hot Sheet**

Hot Sheets provide information about recent market activity in your chosen market areas. You can have a total of 10 different hot sheet formats.

1. Navigate to the **Hot Sheets** widget on the Matrix homepage. This is where you will both create and run your hot sheets. The Hot Sheets widget already contains one generic hot sheet for each property type.



2. To edit a generic hot sheet, click the **Customize** button.



3. Click the **Edit Criteria** button on the Manage Hot Sheets window.

4. Select your criteria. Click **Save** at the bottom, then click **Done** on the previous screen.



**Creating/Running a Hot Sheet**

1. To run a hot sheet, navigate to the Hot Sheets widget on the Home page. Select the timeframe from the dropdown menu. Then click the hot sheet you wish to run.

Ex. **Today** for everything since midnight and then **Single Family Residential**.



- a. **New Only** – only shows listings which are new/changed since the last time the user ran a hot sheet.
- b. **This Session** – shows all listings that are still a match since the last time the hot sheet was run in the current session, plus any new/changed listings (e.g. if a user logs in at 9:00am and runs the hot sheet and sees 50 listings, then later within that same session runs it again, this option would show them those same 50 listings plus any new/changed listings since 9:00am).
- c. **24 Hour, Today, 3 Days, 7 Days** – only shows listings which are new/changed in that timeframe.
- d. **Today** for everything since midnight.
- e. **Custom** – allows the user to set a custom date/time range within the last 30 days. [Note: custom date or time settings are one-time settings which will need to be re-defined each time a hot sheet is run.]

**Market Watch Report**

Market Watch allows you to keep track of changes happening in your local Market Area. Initially, your Market Watch will show you changes over our entire MLS area but you can choose to further customize it to a specific area.

Looking at your Market Watch widget on the homepage, **choose a property type** from the dropdown and then click **Customize**.

Choose your specific area. For example: If you would like you Market Watch to show you only "Ontario County", or just one specific city, or a combination of counties and cities, select them on your search screen and click **SAVE**.

