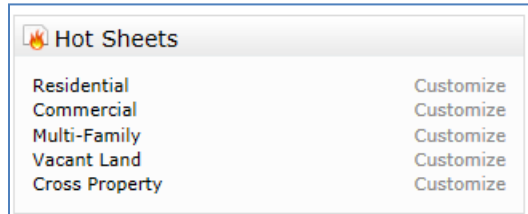


## Hot Sheets

The RCO3® Hot Sheets are a powerful and flexible way to get an overview of today's significant listing events. Examples: New listings, Back on Markets, Withdraws, etc.



### Hot Sheet

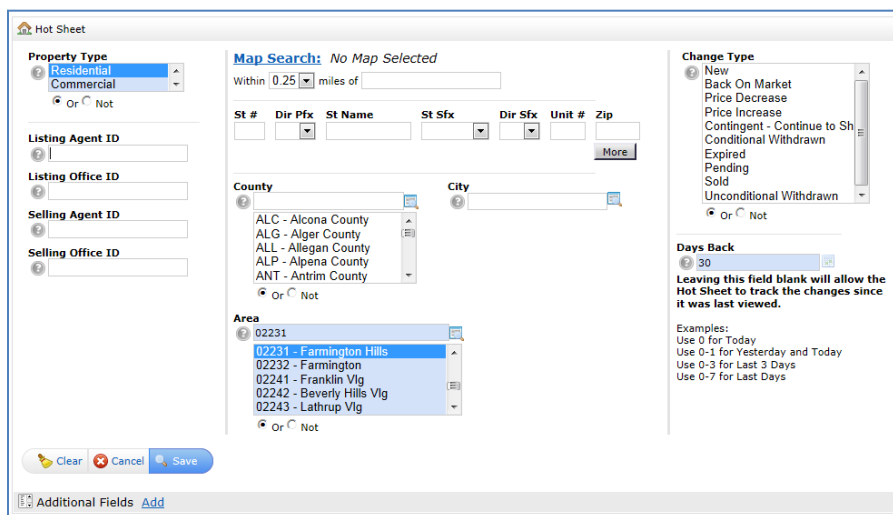
On the home page of RCO3® click on the property type link under the “Hot Sheets” section to retrieve the current Hot Sheet.

You may also choose to click on the “Customize” link to customize the Hot Sheet by specifying your choice(s) of Change Type, Area, City, County, Days Back, etc.

### Customizing your Hot Sheet

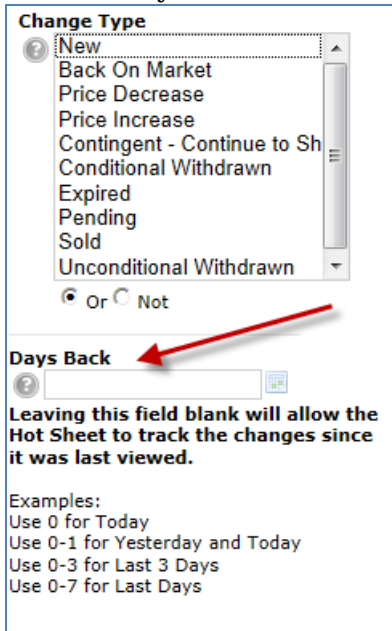
You can customize your Hot Sheet to view listings by Status (Change Type), County, Area, etc, by clicking on the corresponding fields the same way you would define a Search.

Example: If you are looking for Residential within Farmington Hills within 30 days back, highlight Residential under “Property Type”, “Farmington Hills” in Area, enter 30 in the Days Back field and hit the “Save” button.



By hitting the “Save” button RCO3® will auto save this criteria as your “Customized Hot Sheet”. Meaning each time you log into RCO3® you can click on the link desired property type in the Hot Sheets widget on the Home Page of RCO3 to retrieve the listings based on this criteria. At any point you can choose to reset your Hot Sheet back to the general Hot Sheet by clicking on the “Reset” link. **NOTE:** You may only have one Customized Hot Sheet at a time for any given Property Type.

2. Once you have your results you can treat the results the same as any other Search result.
3. Note the Days Back feature:



**Change Type**

New

- Back On Market
- Price Decrease
- Price Increase
- Contingent - Continue to Sh
- Conditional Withdrawn
- Expired
- Pending
- Sold
- Unconditional Withdrawn

Or  Not

**Days Back**

**Leaving this field blank will allow the Hot Sheet to track the changes since it was last viewed.**

Examples:  
Use 0 for Today  
Use 0-1 for Yesterday and Today  
Use 0-3 for Last 3 Days  
Use 0-7 for Last Days

What this means is that if you leave Days Back blank, you will see each hotsheet listing only once per session. After you log out, all hotsheet entries will be cleared and on your next login, you will get only new entries that have been added since your last viewing.

If on the other hand, you want to always see the last 2 days of activity, enter 2 in Days Back and this “disappearing act” will not happen. In this case you will always have the previous 2 days of activity, even on subsequent logins.