

# Creating a Daily Updates Saved Search (“Hotsheets”) in Realcomp Online®

## Creating a Saved Search

To create a saved search to use for daily updates:

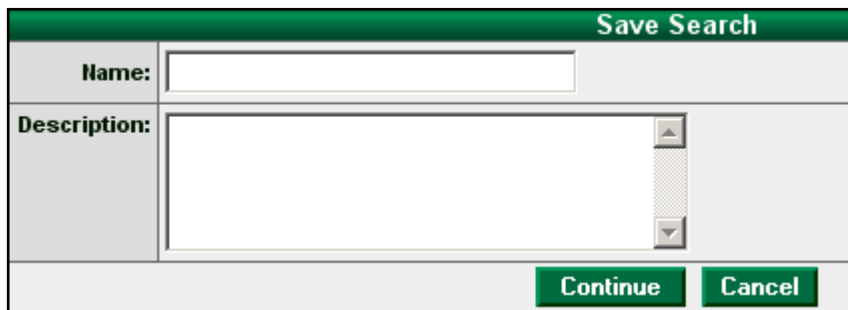
1. Perform a Quick Search by choosing **Quick Search** from the **Search** menu option.



2. Enter your search criteria (i.e. areas that you are monitoring, price range, property type, etc.). To see **only** the new or changed listings from the previous day, enter (-1) in both the From and To fields for the Status Date. **Keep in mind that there is a search limit of 500 listings per search.**

<b>STATUS DATE:</b>	<input type="text" value="-1"/>	<b>From</b>	<input type="text" value="-1"/>	<b>To</b> (MM/DD/YYYY or #)
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3. Once all criteria have been entered, click the **Save** button at the top or bottom of the search criteria screen. The Save Search window appears.

A screenshot of a 'Save Search' dialog box. It has a green title bar with the text 'Save Search'. Below the title bar, there are two fields: 'Name:' with an empty text input box, and 'Description:' with a larger text area containing a vertical scrollbar. At the bottom right of the dialog box, there are two buttons: 'Continue' and 'Cancel'.

4. In the Save Search window, enter the desired name in the Name field. In the Description field, enter a description that will help you identify this search for future use.
5. Click the **Continue** button.

## To Setup a Hotsheet:

1. Select **Saved Search and Hotsheets** from the **Search** menu option.



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2. Select a saved search by highlighting it and click **Edit**.

Saved Searches					
		Delete	Edit	Criteria	Run
Name	Description	Last Run	Hotsheet	Hotsheet Last Run	Hotsheet Matches
FERNDALE		4/25/2006 9:22 AM	✓		
test 3	tester 3	1/19/2006 2:18 PM			
Tester Hotsheet		4/25/2006 9:23 AM			
ytd BY PRICE RANGE		3/24/2006 2:40 PM			

3. Once you have selected **Edit**, the Edit Search box will appear. Check the **Hotsheet** box at the bottom of the screen and select **Continue**.

**Edit Search**

Name: test 3

Description: tester 3

Hotsheet:

Max of 10 Hotsheets may be saved for nightly updates.

**Continue** **Cancel**

## Adding the Hotsheets Box to the Homepage:

1. Select **Agent > My Preferences** from drop down menu and scroll down to **Home Page Setup**.

Home Page Setup :	
Customize my homepage with the following display and search options.	
Address Search	Saved Searches and Prospects
MLS Number Search	Hotsheets
Do Not Display	Do Not Display
Do Not Display	Do Not Display

2. There you may customize your Home Page utilizing the drop down menus. Be sure to select **Hotsheets** as one of your Home Page preferences. Click **Save Information** when done.

3. To return to the homepage to see the Hotsheets listed there, click on the **Realcomp Online** hyperlink (in the upper left corner).

4. The Hotsheets box should now appear on the homepage. As soon as the system automatically runs your search during the nightly processing routine, the **Last Run** date and the number of matches resulting from the search will also automatically appear in the **Match** column.

Hotsheets		
Name	Last Run	Match
Test 3		