

# Custom Hot Sheet

FlexMLS offers two custom Hot Sheet options: a Quick Search Hot Sheet and a Saved Search Hot Sheet.

## GH Hot Sheet [Manage Hot Sheet Views](#)

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### 24-Hour Hot Sheet

View all listing events from the past 24 hours.

**Tip:** When you run the 24-Hour Hot Sheet on a Monday, it automatically displays the last 72 hours of listing activity, so it includes listing updates from the previous Friday and the weekend.

County

MLS

Property Type

[RESET FILTERS](#) [RUN 24-HOUR HOT SHEET](#)

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### Custom Hot Sheet

Generate a customized Hot Sheet based on specific search criteria you have selected.

**Tip:** Set your search criteria by selecting "Custom Hot Sheet Settings". The next time you run the Custom Hot Sheet it will use the previously selected criteria and pull listing events since the last time it was run (up to 72 hours prior).

Show activity since 05/06/2020 at 11:14 AM Central.

[CUSTOM HOT SHEET SETTINGS](#) [RUN CUSTOM HOT SHEET](#)

## Custom Hot Sheet – Quick Search Hot Sheet

With this Hot Sheet option, you can select property type, price range, county, and MLS.

1. In the FlexMLS Main Menu tree, click **My Market > Hot Sheet**.
2. In the Hot Sheet menu, click on the **Custom Hot Sheet Settings** link in the Custom Hot Sheet section.
3. Select the History Events on the left side to be applied to your Search.
4. Enter begin and end dates and times that you want for your Hot Sheet.
5. Select the property type(s), price range and county (if wanted), and MLS to search; click on the **Run Quick Search Hot Sheet** button. Your matches will be displayed in Search Results.

### Hot Sheet Inquiry

Saved Search Hot Sheet last run on 05/06/2020 at 11:14 AM Central

Time Period (45 day maximum)

Start Date: 06/01/2020 Start Time: 12 : 00 : AM

End Date: 06/17/2020 End Time: 11 : 59 : PM

Choose how you wish to run the hot sheet:

Quick Search	OR	Saved Search
<p>Property Types: Single-Family, Two-Family, Vacant Land, Multi-Family, Condominium</p> <p>Price Range: \$ 0 to \$ 999999999</p> <p>County: Menominee, Menominee (MI), Milwaukee, Monroe, Oconto, Olmsted, Oneida, Out of State, Outagamie, Ozaukee</p> <p>MLS: Metro MLS, WIREX - except Metro MLS</p> <p>Run Quick Search Hot Sheet</p>		<p>Delayed HotSheet, Fiebrantz CMA Area, jeans test, manuals, Marinette Association HotSheet, Most Recent Unsaved Search, sf hotSheet, SF Delayed, SF Ranch, test</p> <p>Run Saved Search Hot Sheet</p>

History Event: New Listing, Price Change, With Offer, Sold, Pending, Expired, Extension, Back on market, Withdrawn, Cancelled, Text Change. Select All. Hold the Ctrl key and click to select more than one item in the list.

## Custom Hot Sheet – Saved Search Hot Sheet

With this Hot Sheet option, you are running a previously saved search.

1. To create and run a saved search Hot Sheet, simply click on **Full Search** on the *FlexMLS* menu and enter your search criteria. Click on the **Save** link in the upper right corner of the screen to save the Hot Sheet search. Enter a name for the Hot Sheet in the **Search Name Area** and then click on **Finish**.
2. Click on **My Market** on the *FlexMLS* menu and then **Hot Sheet**.
3. Click on the **Custom Hot Sheet Settings** link to use your Saved Search for your Hot Sheet.
4. Select the History Events on the left side to be applied to your Search.
5. Enter begin and end dates and times that you want for your Hot Sheet.
6. Select the saved search you just created and saved on the right under **Saved Search**; click on the **Run Saved Search Hot Sheet** button. Your matches will be displayed in Search Results.

**Hot Sheet Inquiry**  
Saved Search Hot Sheet last run on 05/06/2020 at 11:14 AM Central

History Event

Time Period (45 day maximum)

Start Date: 06/01/2020 Start Time: 12:00 AM

End Date: 06/17/2020 End Time: 11:59 PM

Choose how you wish to run the hot sheet:

Quick Search

Property Types: Single-Family, Two-Family, Vacant Land, Multi-Family, Condominium

Price Range: \$0 to \$999999999

County: Menominee, Menominee (MI), Milwaukee, Monroe, Oconto, Olmsted, Oneida, Out of State, Outagamie, Ozaukee

MLS: Metro MLS, WIREX - except Metro MLS

OR

Saved Search

Delayed HotSheet, Fiebrantz CMA Area, jeans test, manuals, Marinette Association HotSheet, Most Recent Unsaved Search, sf hotSheet, SF Delayed, SF Ranch, test

Run Quick Search Hot Sheet

Run Saved Search Hot Sheet

You can also run the last Saved Search Hot Sheet to pick up activity *since you last ran it* by clicking the **Run Custom Hot Sheet** button from the Hot Sheet screen.

**Custom Hot Sheet**

Generate a customized Hot Sheet based on specific search criteria you have selected.

**Tip:** Set your search criteria by selecting "Custom Hot Sheet Settings". The next time you run the Custom Hot Sheet it will use the previously selected criteria and pull listing events since the last time it was run (up to 72 hours prior).

Show activity since 06/17/2020 at 04:27 PM Central.

CUSTOM HOT SHEET SETTINGS

RUN CUSTOM HOT SHEET