

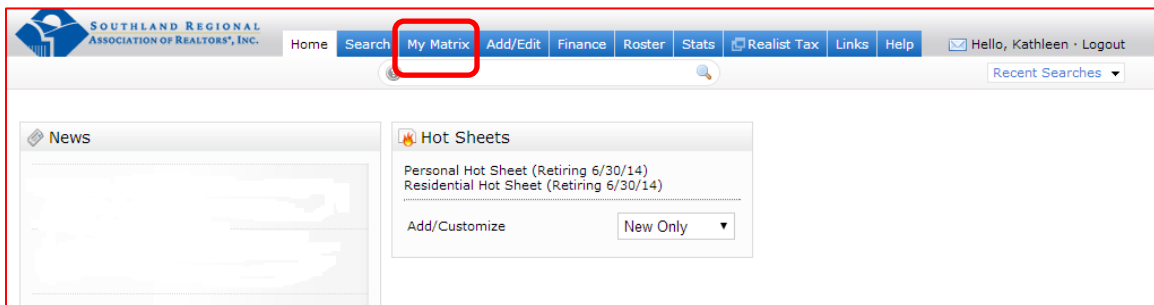
CRISNETMLS matrix

HOT SHEET FUNCTION

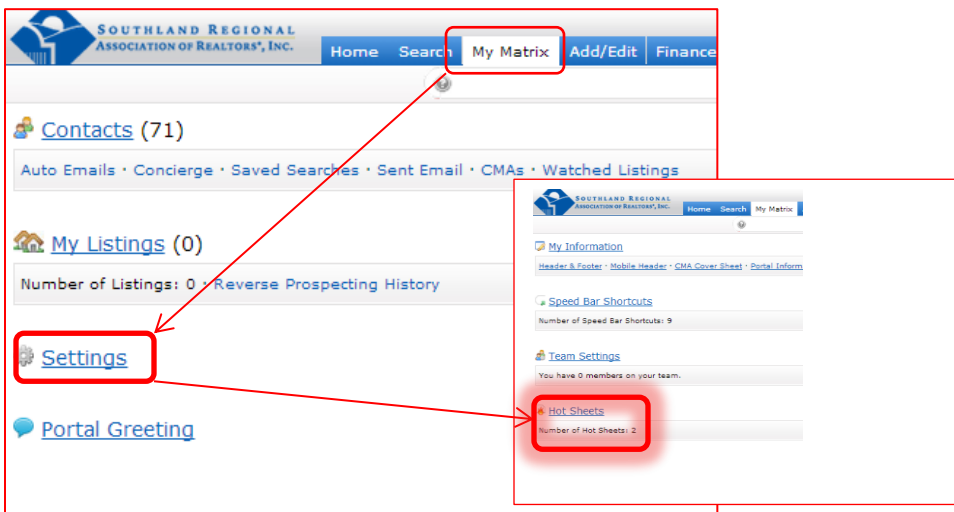
The Hot Sheet function in CRISNetMLS Matrix allows you to customize up to 10 property specific Hot Sheets. From the Hot Sheet Widget on your Matrix homepage you can view days back and toggle between property types.

To build your Hot Sheet follow the steps below:

1. Click on the My Matrix tab on your CRISNetMLS Matrix homepage.

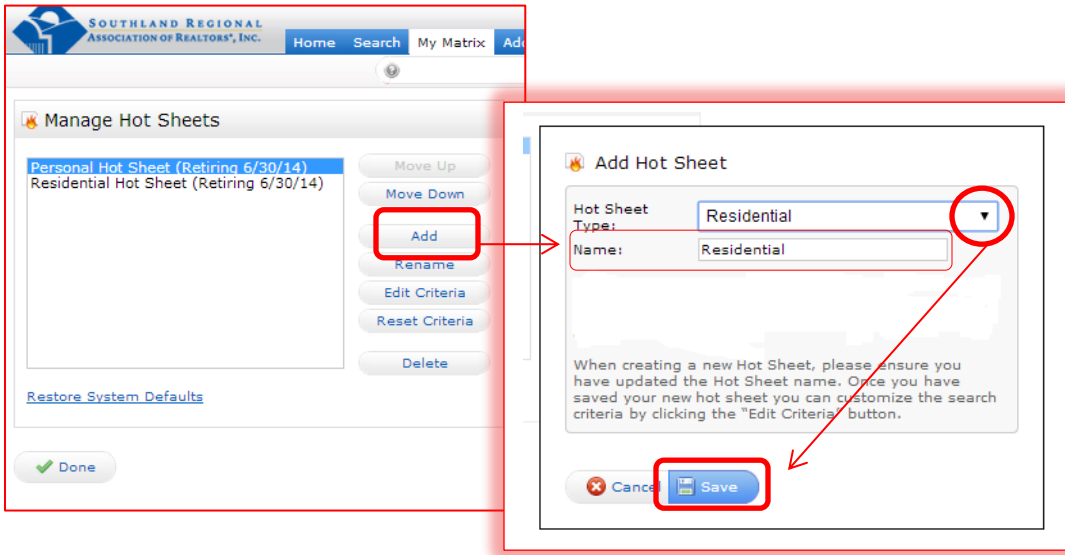


2. Click on the Settings function.



3. Select Hot Sheets and click.

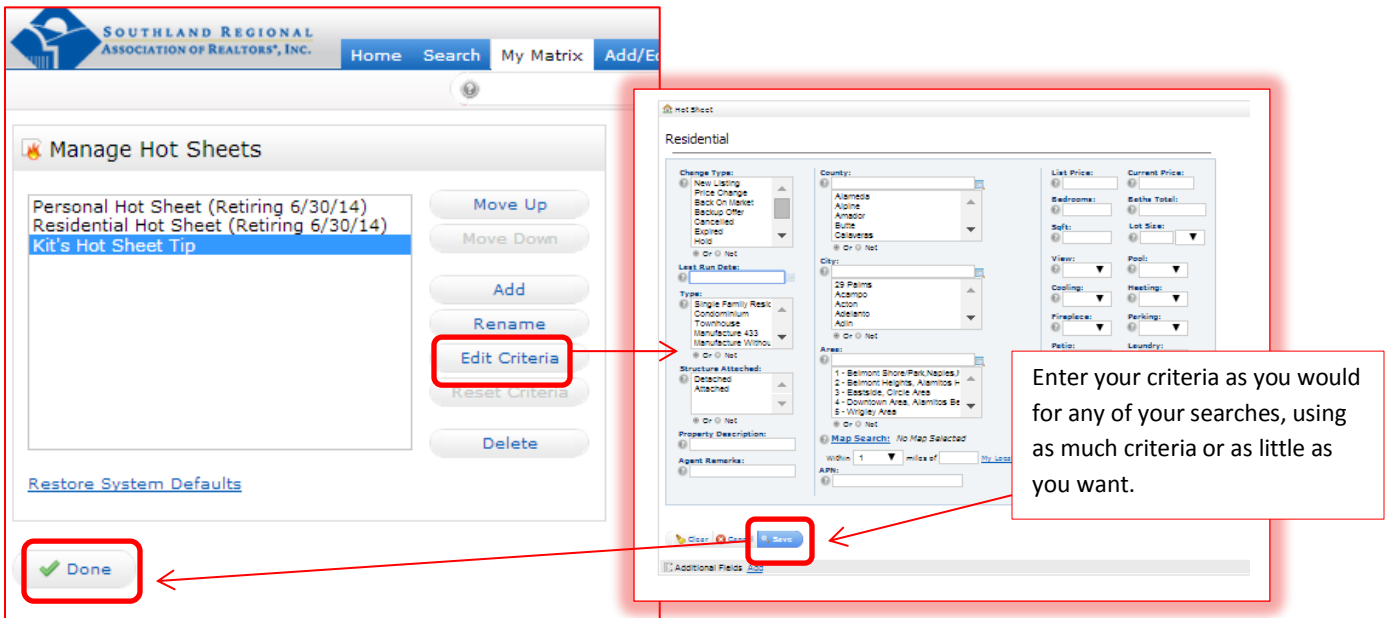
4. To the right of the Manage Hot Sheets box, select the word Add.



5. Using the drop down function, select the property type you are building a Hot Sheet for.

6. Name your new Hot Sheet.

7. Click Save.



8. When back to the Manage Hot Sheets box, click on Edit Criteria.

9. Enter the criteria you want included in your Hot Sheet, click on Save when done.

10. Back to the Manage Hot Sheets box, click done.