Searching Hot Sheets in FlexMLS

1. Go to **https://cdaronline.org/**

2. On the upper right-hand, click the **ACCESS FLEXMLS** tab.

3. Once you click the button, **ENTER** your:
   - **Username**
   - **Password**

4. Once you provide your credentials, that will take you to your **CDAR ONLINE DASHBOARD.**

5. The first tile that you can see is the **FlexMLS** logo.

6. Click the **FlexMLS** logo.

7. Once you click the logo, it will take you directly to the **FlexMLS homepage**.

8. On the left top, under the FlexMLS logo, you can see the MENU.

9. Click the **MENU**.

10. Once you click the MENU, it will give you a list of **CATEGORIES**:
    - Dashboard
    - Daily Functions
    - Taxes
    - Products
    - Add/Change
    - Contacts
    - Preferences
    - Search
    - Statistics

11. Under the **DAILY FUNCTIONS** category, you can see the **HOT SHEET** sub category and **CLICK** it.

12. Once you click it, you will have the ability to enter the **24-Hour Hot Sheet** (this will view all listing events from the past 24 hours including weekends) or **Custom Hot Sheet** (allows us to generate customized hot sheets based on specific search criteria or events you have selected).

- If you are going to select the 24-hour hot sheet please proceed item #13)
- If you are going to select the Custom Hot sheet, skip item #13-#14 and proceed with item #15)

13. This time, let's build the 24-HOUR HOT SHEET which simply select a location. On the right, you can see the box composed of:
- County
- MLS Area
- City
- Postal Code
- Subdivision
- Property Type

14. Once we enter those selections, **CLICK** the **RUN 24-HOUR HOT SHEET** button to open a result.

OR we can extend on the 24-hour hot sheet by choosing to build the CUSTOM HOT SHEET*

15. Access the **CUSTOM HOT SHEET SETTINGS** by clicking the button.

16. Once you click the button, it allows us to specify or enter the details to the:
- Type of Event
- Time Period
- Quick Search
    - o Property Type
    - o Price Range
    - o County
    - o MLS Area
    - o City
    - o Postal Code
    - o Subdivision
    - o MLS

17. After you enter the details, **CLICK** the **RUN QUICK SEARCH HOT SHEET** button on the bottom right-hand corner of the box.