

Hot Sheets Gadget 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 **HOMEPAGE**, you can see the **HOT SHEETS** gadget.
9. On the **HOT SHEET** gadget, click the **ELLIPSIS** icon on the top right-hand corner.
10. Once you click the ellipsis icon, it will show a list:
 - Run 24 Hour
 - Custom Hot Sheet
 - Settings
 - Refresh
 - Maximize
 - Remove
11. **CLICK** the **SETTINGS** on the list.
12. The Settings for the Hot Sheets gadget will allow us to select or filter based on location – County, MLS Area, City, Postal Code, Subdivision and Property Type.
13. Enter the details of the filter that you want to set-up (i.e. **City: Santa Barbara; Property Type: Residential**)
14. Once you enter the details, hit the **SAVE** button on the top right-hand corner.

15. After you save all the filter details, it's time to select the time frame.

16. CLICK the **DROP-DOWN** list under the title (i.e. Hot Sheet for Santa Barbara, Property Type of Residential). It will show you this list:

- 24 Hours
- 48 Hours
- 72 Hours
- 1 Week

17. Select the time frame that you want to display (i.e. 24 Hours)

18. Once you select a time frame, the Hot Sheets will display the filter that you created. It will show you the details for:

- New Listing
- Active Under Contract
- Canceled
- Expired
- Pending
- Withdrawn
- Hold
- Extension
- Back on Market
- Price Change
- New Coming Soon Listing
- Text Change