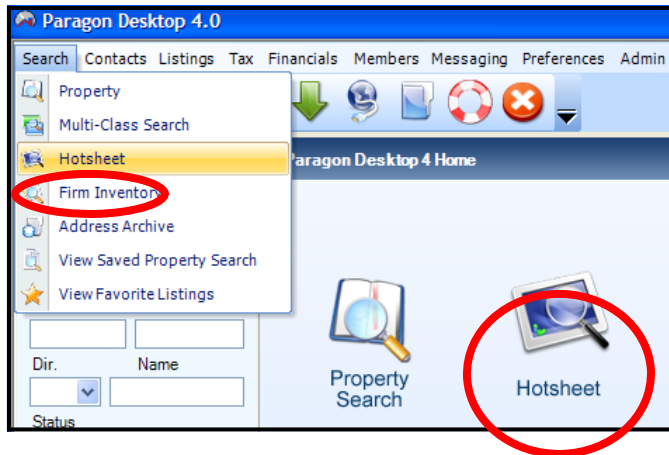
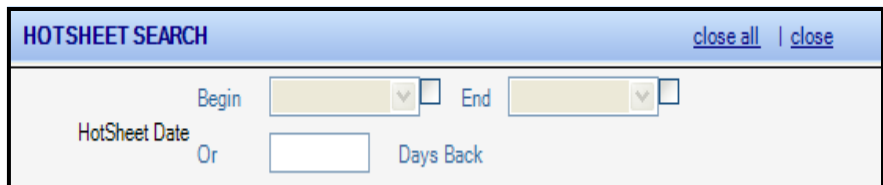


A Hotsheet search will give you results of what is new and/or changed in the MLS inventory for your particular parameters. Search criteria can be based on date(s), status, class, price, area, or per a listing office. The results of your search can be displayed in many different types of reports. You can have multiple saved Hotsheet searches.

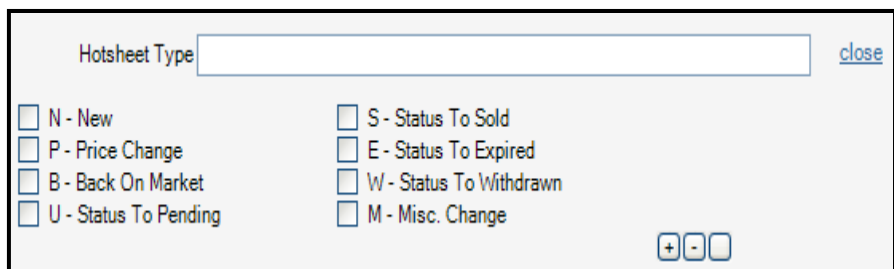
To start, either click on “**Hotsheet**” from the drop down menu of Search or click on the **Hotsheet icon** in the home page.



The first search criteria option is the Date. The default is 7 days back, or set a number of days back.



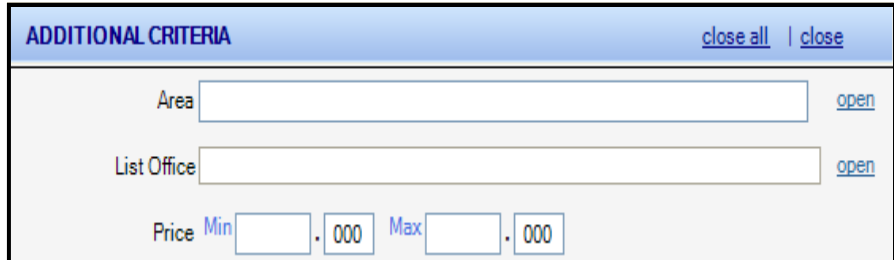
Second step is to choose the Hotsheet type. Check the boxes for the type of hotsheet information in the inventory you are looking for. New means a property that is new on the MLS database. It is possible to have a new listing on the MLS that is already pending. That depends on your MLS rules.



## Hotsheet Search

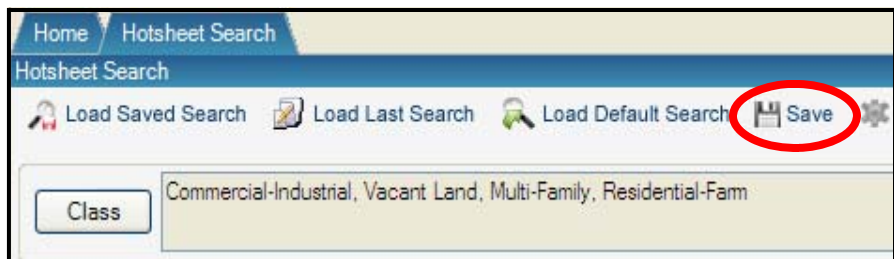
### Quick Start Guide Paragon Desktop 4.0

Additional criteria lets you filter your search by area, Listing Office and price range. Click **open** to view and select your criteria preferences.

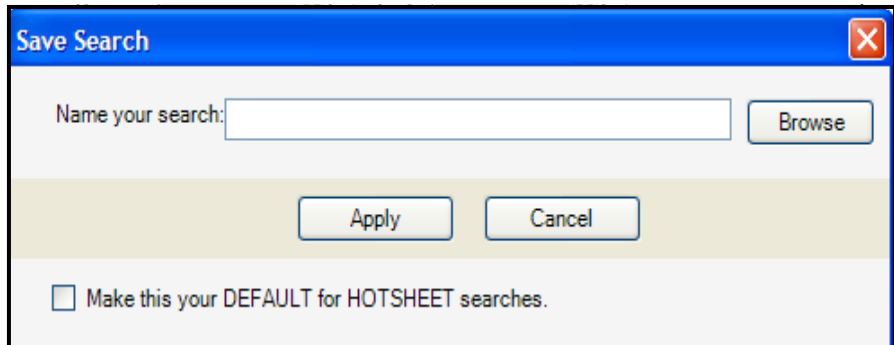


To save search criteria as your default, click **Save Search**.

A menu pops up, that allows you to name it and make it your DEFAULT for Hotsheet Searches.



Click **Apply**.



To review results, click the **Count** button to see how many listings match your criteria. Click the **Search** button to get the results.

**Note** the drop down box under **Search**. You can view your results in any of the available reports.

