Tempo Basic
Course Handout
by the Houston Association of Realtors®

3 Hours MCE Credit
Course #: (_03-00-045-25549_)

Contents

Navigation & Preferences

Navigating from one feature to another is very simple in Tempo.

The Main Menu contains the names and icons associated with the functions that are available in the Tempo MLS system. The functions that are currently available are:

- **My Tools:** This icon provides access to the My Page and Add/Edit functions along with miscellaneous permission-based functions and reports.
- **Add/Edit:** This icon provides access to the Add/Edit listing, media and open house functions.
- **Search:** Click the Search icon to perform and create searches.
- **Reports:** This icon allows you access to Statistics, Hot Sheets, Agent Reports, Open House and CMA History reports.
- **Prospects:** Click Prospects to create or view prospecting information.
- **Tax:** Click Tax to search and view tax information.
- **Financial:** Financial allows you to create financial worksheets.
- **Member Info:** This icon allows you to access the MLS member roster and other MLS information.
- **Home Icon:** Returns the user back to the *Tempo* home page.
- **Envelope Icon:** Allows the user to email technical support.
- **Question Mark Icon:** Access to the on-line help manual.
- **Light Switch Icon:** The log-off button.

To adjust/setup your system preferences, hover on **My Tools**, then click **My Page**.
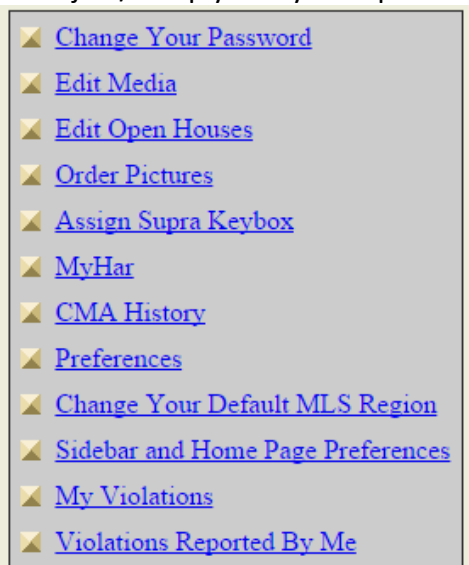
From **My Page**, you can reset your password at any time, assign a Supra to your listing(s), view CMA's that you have created via the CMA Wizard and view information on violations assessed to you or reported by you.

Click on **Preferences** to add your personal photo if you choose. The photo appears on the Client Gateway websites as well as the cover of a CMA.

Then, select **Email Preferences** from the left to configure your signature, which will be used when emailing properties from within Tempo.

Sidebar

The **Sidebar** is available from anywhere within Tempo and contains helpful content to make your job easier. It is collapsible to preserve space. To open the Sidebar, click **My Sidebar** on the left side of the screen and it will slide open. To minimize it, simply click **My Sidebar** again.
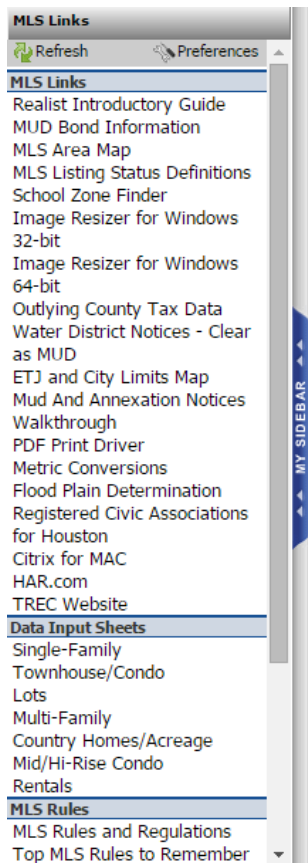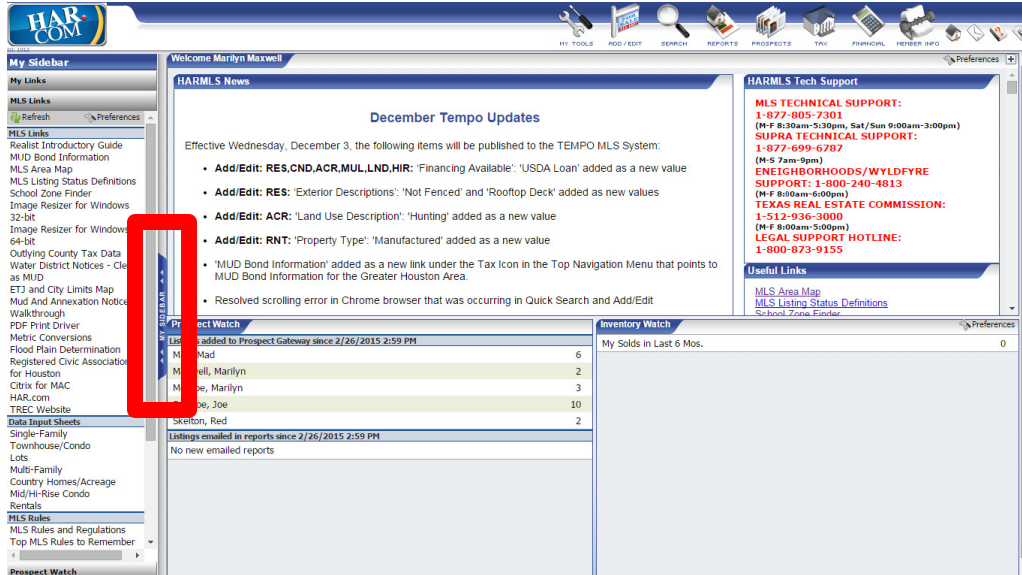
MLS Links are links to useful resources provided by the MLS. The user <u>cannot</u> configure this area of the **Sidebar**.

My Links are links that the user can place in the **Sidebar** as their own favorites. To configure **My Links**, use the **Preferences** option.

Prospect Watch allows the user to view prospect listing matches from searches and prospects they have already configured within Tempo. The listing matches can be viewed as either a Prospect Web Site or a Report.

Inventory Watch allows the user to view their inventory. The type of inventory viewed can be configured with the **Preferences** option.

Performing a Quick Search

Quick Search allows users to search for listings that match specific criteria, (i.e. location, price, number of bedrooms). The resulting information can be viewed in various types of reports.

To run a **Quick Search**,

Step 1: Hover your cursor over the **Search** icon.

Step 2: Click **Quick Search** in the drop-down menu. The Quick Search screen will appear.

Step 3: Click a property type tab at the top of the screen. Note that you can use the **All** tab to search across all property types.

Step 4: Fill in the fields that are applicable to the search and leave the remaining fields blank. If the field is a text box, type your entries and separate each with a comma. To select multiple items in a list box (such as Status), click the first item, then press and hold the CTRL key while clicking each additional item.

Area

To narrow your quick search to a specific area or areas, type the number or numbers in the Area text box. If you don't know the number for the area(s), click the **Select Area** link, which will open a window that lists both the name and number of each area. You can then select one or more areas from this list. *Note: Area is not a required field.*

Property Information

The Property Information section down the right hand side of the Quick Search screen contains various criteria that can be searched (e.g., List Price, Beds, Full Baths, etc.). You may search by any or all of these fields.

Status

You can narrow your Quick Search according to the status of the property. (Status refers to a listing as being Active, Option Pending, Sold, etc.) To narrow the search criteria even more, you can enter other information such as a Sold Price, Closed Date, and Pending Date.

Range Fields

You can use range fields to narrow your Quick Search results.

- The boxes in the left-hand column of the Property Information section are for minimum values. This column is labeled **Begin Range.**
- The boxes in the right-hand column of the Property Information section are for maximum values. This column is labeled **End Range.**
- Place the mouse pointer in the appropriate box, click once and then type in a number. Numbers can be entered in either the **Begin Range** or **End Range** column, both columns, or left blank.
- The more criteria you enter, the more focused the search results will be......the fewer results you will get.

Wild Cards

Many common names/words may be spelled differently, making them difficult to find in a search. For example, Oakwood may be spelled Oak Wood, Oakwoode, or Oakwoods. To make sure the user does not miss a listing, Tempo uses wild cards. The wildcard, a % sign, is automatically added to the end of most text, although it isn't displayed. For example, if a user types Oak, the system will find Oakwood, Oak Wood, Oakwoode, and Oak Woods, as well as Oakdale and Oak Hills. On the other hand, if the user is not sure if they are looking for Perry Street or Ferry Street, they must type in the % sign at the beginning of the word. Type %erry and the system will find Perry, Ferry, Berry, Kerry, and Jerry Streets.

Tempo also allows a user to place an "=" sign after a text field, thereby limiting the search to the exact word typed in without utilizing the wild card. For example, typing "Memorial=" would find just the subdivision "memorial" without displaying Memorial Pines, Memorial Trace, etc.

Negative Search

Tempo can perform a negative search to exclude certain listings. For example, if a client does not want to look at properties in zip code 77532, he or she could enter -77532 in the Zip Code field. Multiple items may be excluded by typing them into the box with a minus (-) sign in front of each, separated by commas.

Entering Dates, Numbers, and Dollar Amounts

- When entering a date, separate the month, day, and year with the slash (/) that is located beneath the question mark (?) on the keyboard.
- Do not put spaces or commas in numbers.
- Remember to use the number zero (0) and not the letter O.
- When entering dollar amounts, enter all zeros but no dollar signs, decimals points, or commas.

Search Now

The **Search Now** button on the Quick Search screen will display up to 250 listings in a line item report. Tempo will sort the results by status first, then by list price (lowest to highest).
Search Results Page

Viewing Listings from Quick Search

To view the results of a Quick Search, click the **Search Now** button.

Quick Search results are listed in a one-line format. Click on the colored, underlined MLS number to view the Agent Property Report for that listing. All listings can then be viewed by using the toolbar at the top of that screen.

The toolbar contains common activities for the page: **To List**, **Prev** (previous), **Next**, and **Select**.

- The **Next** and **Prev** buttons allow quick navigation through the list of search results without going back to the search results page.
- Click the **Select** checkbox to mark the listing as being of interest. This has the same effect as checking the select box next to the MLS number on the search results page.
- The **To List** button will return you to the previous screen and displays the search results again.
- To print a report, click the **To List** button to go back to the line item results page and a check will appear in the box to indicate that the listing is selected.
- The **Check/Uncheck** button on the left side of the Available Reports box will select or deselect all of the listings.
- To display multiple reports on a single screen, select the listings, then click a report name in the **Report Functions** box. (**Report Functions** is at the bottom of the search results screen.) A separate window will open and display the listings in a single, scrollable screen. To print these reports, right click on the report page and select **Print** in the pop up box.

Statistics

Valuable statistical information is available from the **Quick Search** screen as well as the **Results Grid**. Once you have entered your search criteria/obtained your results, click the **Statistics** button to view statistical data for the matching listings.
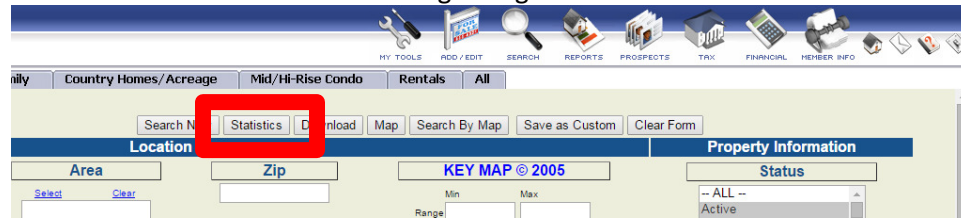
(Quick Search view)
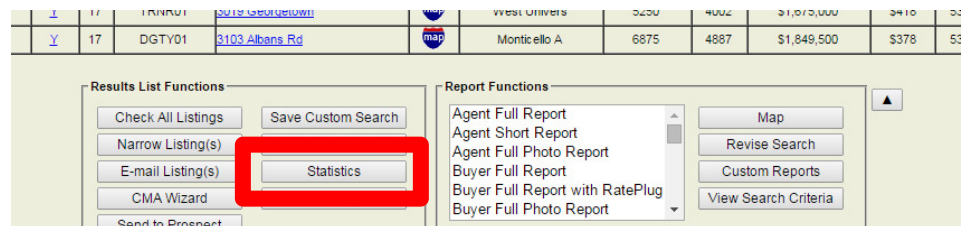
(Results Grid View)

Statistics

A - 33 Properties Found

	SqFt	Beds	FB	HB	List Price	LP/SqFt	Sale Price	SP/SqFt	Adj. Sale Price	Adj. SP/SqFt	SP/LP %	DOM	CDOM	Year Built
Min	2272	3	2	0	1100000	265.12	0	0	0	0	0 %	1	1	1920
Avg	5017	4.15	4.18	1.12	2353192	469.04	0	0	0	0	0 %	101.15	191.42	1985
Max	9144	5	6	2	6900000	890.21	0	0	0	0	0 %	715	1834	2015
Median	4515	4	4	1	1899000	431.59	0	0	0	0	0 %	41	54	2000

OP - 3 Properties Found

	SqFt	Beds	FB	HB	List Price	LP/SqFt	Sale Price	SP/SqFt	Adj. Sale Price	Adj. SP/SqFt	SP/LP %	DOM	CDOM	Year Built
Min	3892	4	2	1	1650000	332.67	0	0	0	0	0 %	10	10	1935
Avg	4500	4	3	1	1663333	369.63	0	0	0	0	0 %	12	12	1976
Max	5005	4	4	1	1675000	430.37	0	0	0	0	0 %	14	14	2006
Median	4604	4	3	1	1665000	358.38	0	0	0	0	0 %	12	12	1986

PS - 5 Properties Found

	SqFt	Beds	FB	HB	List Price	LP/SqFt	Sale Price	SP/SqFt	Adj. Sale Price	Adj. SP/SqFt	SP/LP %	DOM	CDOM	Year Built
Min	3711	4	3	1	1399000	340.8	0	0	0	0	0 %	6	6	1999
Avg	4122	4	3.6	1	1564300	379.5	0	0	0	0	0 %	45.8	45.8	2009
Max	4887	4	4	1	1849500	418.54	0	0	0	0	0 %	96	96	2015
Median	4002	4	4	1	1499000	378.45	0	0	0	0	0 %	33	33	2011

The results show the total number of listings found for each status and the minimum, average, and maximum values for certain fields that have been selected by HAR.

- Click **View Requested Listings** to view a list of up to 250 listings.
- Click **Revise and search again** to either narrow or expand your search.

Downloading

The Download function may be found in various areas of the system, such as **Quick Search**, **Custom Search** and **Custom Reports**.

The total number of properties that can be downloaded per download session is 1500. A user may download all available fields in a text file, capable of being imported into numerous software programs (e.g., Microsoft Word®, Excel®, etc.). Once you download the file, remember where you save it so you can retrieve it later.

Other Search Methods

The **MLS Number Search** allows the user to view specific MLS numbers in various ways.

To conduct an MLS number search, pause your cursor over the **Search** icon, then click **MLS # Search** in the dropdown list. The MLS number search screen will appear.

Executing an MLS # Search

Step 1: Enter a valid MLS number. Users may enter more than one MLS number (Maximum 99) at a time, separating them with commas.

Step 2: Select a report format from the *Available Reports* box or click **E-mail Listings**, **Download** or **Map**.

Archive Search

To view the history of a property, select **Archive Search** from the Search option on the Navigation bar.

You can research a property's history by searching by MLS number or by street number and address. If you search MLS number, you will receive only the history of that specific MLS number. However, if you search street number and address, you will get a complete history for that property over the past 5 years. You may also conduct a Tax ID search from the Archive Search screen. After you enter the information, click **Search Now** for results.

Archive Report

Created on: Tuesday, March 3, 2015

6401 BROMPTON   **Cumulative Days On Market (CDOM): 663**

Single Family   **Current Listing Days On Market (DOM): 154**

MLS# 50443514

Office	Agent	Field	Old Value	New Value	Price	Date	DOM
TRNR01	BAERL	ListStatus		act	$2,825,000	10/01/2014	1

MLS# 17440728

Office	Agent	Field	Old Value	New Value	Price	Date	DOM
TRNR01	baerl	ListStatus	pend	term	$2,599,000	09/24/2014	374
KMAS01*	JEFFJ*	ListStatus	op	pend	$2,599,000	05/16/2014	378
KMAS01*	JEFFJ*	ListStatus	act	op	$2,599,000	05/16/2014	378
TRNR01	baerl	ListPrice	2525000	2599000	$2,599,000	10/01/2013	151
TRNR01	baerl	ListStatus		act	$2,525,000	05/03/2013	1

MLS# 39637540

Office	Agent	Field	Old Value	New Value	Price	Date	DOM
nonmls*	nonmls*	ListStatus	psho	closd	$925,000	04/25/2013	11
nonmls*	nonmls*	ListStatus	act	psho	$950,000	04/04/2013	17
TRNR01	baerl	ListStatus		act	$950,000	03/20/2013	1

MLS# 61082544

Office	Agent	Field	Old Value	New Value	Price	Date	DOM
KWSG01	justin1	ListStatus	with	term	$1,150,000	03/18/2013	87
KWSG01	justin1	ListStatus	act	with	$1,150,000	03/18/2013	87
KWSG01	justin1	ListPrice	1250000	1150000	$1,150,000	02/21/2013	62
KWSG01	justin1	ListStatus		act	$1,250,000	12/21/2012	1

denotes the selling agent and office

The **Property Archive Report (PAR)** shows the full, true history of a property in MLS including price changes, status changes and agent changes. The Days on Market (DOM) indicates how long a property has had its current MLS number. Cumulative Days on Market (CDOM) indicates the total number of days the property has been available in MLS. If a property has not sold, but has gone off the market and come back on the market (T or X) and the gap between those dates is not 6 months or longer, all the days it was available in MLS are counted in the CDOM. Any time a property is in the Withdrawn status, it pauses the counter until the listing is returned to an available status (A, OP or PS).

Available Reports

A list of available, printable report formats is located on all search results screens. Use the scroll bar at the right of the Available Reports box to access the formats not visible on the screen.

- To view listing(s) in a particular format, click the desired report name. (The names of the available reports will be displayed in a scroll box toward the center or bottom of the search results screen.)
- To print a report, click the report name as described above. When the report opens, right click in the report window and select **Print** in the pop up box.

The Available Report Formats are:

Agent Full Report - This report is a complete detail with a photo. It may contain agent-centric or confidential information and should not be given the clients.

Agent Short Report - This report is a shorter version of the above.

Buyer Full Report - This is a complete detail page with a photo. This report does not include Agent Remarks or confidential information and may be given to clients.

Buyer Full Photo Report -This report is the buyer full report that includes all photos associated with the listing on a separate page following the report

Buyer Short Report - This is a shorter version of the above.

Buyer Half Report - This report displays two properties per page.

CMA Report - This report compares properties selected according to certain criteria.

CMA Buyer Report - This report compares properties selected according to certain criteria.

Line Item Report - gives the same information that is seen on the Search Results Page, but allows printing without all of the navigation buttons.

No Photo Full Report - This is the same as the Agent Full Report without a picture.

No Photo Short Report - This report is a shorter version of the No Photo Report.

Archive Report - gives a complete history of a property in MLS, including fields that were changed, what information was changed and who made the change.

Full reports display one listing per page; Short reports display three listings per page. Half reports are two listings per page.

Links in Reports

Text that is colored and underlined in reports are links to additional information. Click on these links for more details. For example, if you click on an underlined address in a report, Tempo will display that address on a map.

Link to Agent Information

Whenever you see an agent's link in a listing report, you can click it to pull up that individual's information. The information may include a cell phone number, a web page or e-mail address, etc. To print the information, right click anywhere on the agent information screen, then select Print in the pop up box.

Pictures

When viewing a listing, click the picture to open a separate media page. If a listing has only one picture, clicking that picture will open it at a higher resolution. However, if the listing has more than one picture, all pictures will be displayed and you can click each one to see the larger picture.

To return to the listing, click the **Back to Details** button. There may also be links to additional media, virtual tours, or websites.

Email Listing(s)

You can manually email listings directly to a client from any search result using these steps:

Step 1:   Select the listings in the search results.

Step 2:   Click the **Email Listing(s)** button at the bottom of the screen. You do not have to select a report format at this point since this option appears on the email form.

Step 3:   Complete the email form.

Step 4:   Select the report(s) to send, then click the **Send Email** button.

Email Opt-Out

Clients now have an "**opt-out**" option included in emails that they receive from agents. To opt out, clients may click the blue underlined opt out link at the bottom of the email. If they click this link, they will see the following screen:

When the client fills out this form and clicks the "**I wish to Opt Out**" button, Tempo will send a confirmation email to that client. The client will <u>not</u> be opted out until he or she clicks the link in the confirmation email.

An email is also sent to the agent when a client confirms that he or she wishes to opt out. From that point forward, the agent will see a red symbol over that client's envelope icon in the **View Prospect** list.

Additional Report Buttons

Uncheck All Listings - Deselect listings that have been previously been selected

Narrow Listings -Remove unchecked listings from search result page.

Email Listing(s) – Manually email preselected listings to client

CMA Wizard - Create a CMA with pre-selected listings from search result page.

Map -Map selected listings in separate window plotting each property.

Revise Search -Return to previous search criteria.

Custom Reports - Allows users to sort results with specific fields. Displays 1-liner report with field defined by the user.

Save As Custom - Save search criteria from a Quick Search into a custom search; .link the saved search to prospect.

Printer Friendly - List search result in separate window without MLS# links to reports. (This report does not have the email feature).

Download - Download MLS numbers into text format for uploading into other software programs.

Statistics -Create statistical report with minimum, average, maximum, and median results.

Financial Worksheets

The **Financial** section lists a variety of financial reports and calculators.

Seller's Net Sheet

The **Seller's Net Sheet** calculates estimated net proceeds by subtracting the seller's equity from the closing costs. To generate a Seller's Net Sheet, go to **Financial > Seller's Net Sheet**.

Do not use commas or dollar signs when entering dollar amounts. Click the **Calculate** button to calculate the **Sellers Net Sheet** for that particular transaction. Click the "x" in the top, right-hand corner to return to the previous page.

Click the **Reset** button to reset the form to its default entries. Click the "x" in the top, right-hand corner to return to the previous page.

Buyer's Worksheets

The **Buyer's Worksheet** calculates the estimated net funds required to close a property. To generate a Buyer's Worksheets, go to **Financial > Buyer's Worksheets**.

Do not use commas or dollar signs when entering dollar amounts. Click the **Calculat**e button to calculate the buyer's closing costs for that particular transaction. Click on the "x" in the top, right-hand corner to return to the previous page.

Click the **Reset** button to reset the form to its default entries.

Amortization Schedule

The **Amortization Schedule** summarizes monthly payments based on purchase price, down payment, interest rate, and loan period. To generate an amortization schedule, go to **Financial > Amortization**.

Do not use commas or dollar signs when entering dollar amounts. Click the **Details** button to create a monthly detail report on payments. This report will show payment, principal, interest, and balance per month for the duration of the loan. Click on the "x" in the top, right-hand corner to return to the previous page.

Rent vs. Buy

The user can produce a Rent vs. Buy report, which shows the cost advantages of buying over renting. To access this report, go to **Financial > Rent vs. Buy**.

Do not use commas or dollar signs when entering dollar amounts.

Add/Edit Functions

The **Add/Edit** section is where listings are entered, edited and viewed. If there is no icon for Add/Edit, the user does not have permission (access) to this section.

There are three sections within Add/Edit: View Menu, Property List and New Listings. To view these sections, single-click the **Add/Edit** icon.

- **View Menu -** In this section, the user can view specific properties, choosing to view either **Listings by Agent**, or **Listings by MLS #**.
- **Property List -** This page will display the results from the **View Menu**.
- **New Listing -** Users will be able to add new listings or edit existing ones from this page.

View Menu

To access the **View Menu**, single-click the **Add/Edit** icon.

The **View by Agent** section allows the user to view his or her own listings (or the listings of agents he or she has been assigned to see). To view listings, select the agent's name, the appropriate statuses and property type(s), then click the **Show Listings by Agent** button. A line item property list will appear that matches the criteria entered.

*Note: Brokers have the option to view property information for anyone in their Brokerage. Office Assistants can only view listings for members to whom they have been assigned. Users will only see their listings if they have **Add/Edit** permissions.*

The **View by MLS Number(s)** section allows the user to find a listing by entering the MLS number(s) and clicking on the **Show Listings by MLS Number** button. The Property List page will then display the requested listings.

*Note: Listing results from the **Show Listings by MLS Number** will only appear if the logged-in user has editing permissions for the agents who own those listings.*

Property List

To access the **Property List** screen, click the **Add/Edit** icon, then click the **Property List** tab.

This page displays the search results that you specified on the **View Menu** tab. In other words, if you ran an **MLS Number Search** or a **Show Listings by Agent Search** on the **View Menu**, those results would appear on the **Property List** tab.

Checking the radio button next to a listing selects that listing for further action. Incomplete listings do not have an MLS number assigned to them. However, an MLS number will be assigned to the listing as soon as it becomes Active.
The buttons below the property list allow the user to complete certain tasks. Each task is described below.

Edit

If a listing on the Property List screen needs to be edited, check the radio button next to the desired listing, then click the **Edit** button. The full listing form will be displayed, allowing the user to modify most of the values for the listing.

This screen (as shown above) is the same whether completing a new listing or editing an existing one. All listing edits are made on one page. Simply use the scroll bar on the right side of the browser window to view additional fields.

To change or input information, do one of the following:
- click in a field and type
- select a value from a drop down list, or
- click a radio button.

The fields in blue require information to be entered or selected.
- To access dropdown menus, click the down arrow next to the field.
- To move from one field to the next, press the Tab key on the keyboard.
- An error message may appear while you are entering data. (This will occur if the type of information that you are entering is incorrect for that particular field.) If so, click **OK** in the warning box that pops up and re-enter the correct type of information.
- When you have entered all of the information, choose either **Save** or **Cancel.**
- Click **Save** to save all of your new data without changing the listing's status. For example, an active listing will remain active and an incomplete listing will remain incomplete.
- Click **Cancel to** discard any changes that you made to the listing. You will then be returned to the property list.
- If the listing is in an incomplete status, selecting **Save as Active** will update the property to active status and assign it an MLS Number. *Note: The **Save as Active** option appears only when entering or editing an incomplete listing.*

Change Status/Price/Listing Agent

This feature allows the user to change the status or price of the listing. To access this feature, select a listing on the Property List screen, then click the **Change Status/Price/Listing Agent** button.

Note: The current status of the listing determines the future status to which the listing can be changed.

Add/Edit Media

The Add/Edit Media feature allows users to add and edit pictures and URLs for their listings.

To access the media feature, select a listing on the Property List screen, then click the **Add/Edit Media** button. Once the media page has opened, the user has the choice to edit pre-existing media or add new pictures or URLs.

- To edit the media for a listing, select the item to be edited in the **Current Media List**. Use the **Move Up** or **Move Down** buttons to rearrange the display order.
- Click **Edit Selected Media** to add or change a caption.
- Click **Delete Selected Media** to delete an item
- Click **View Selected Media** to display the media
- Click **Set as Primary Photo** to make the selected picture the primary photo for the listing. (The primary photo will always be displayed on the Property Full Detail page).

To add media,

Step 1: Select a listing on the Property List screen.

Step 2: Click the **Add/Edit Media** button.

Step 3: Scroll down to the *Add New Media* section and select a media type.

Step 4: Click the **Add New Media** button.

Step 5: Use the **Browse** button to locate the picture or file, then double-click the file name. Type in any captions, then click **Submit.** The picture will now be associated with the listing. (For URL's, enter the address in the box provided.)

You can also order pictures on-line for a fee. Simply click the **Order Pictures** button on the Property List page and follow the steps.

Fax-in Documents

This feature enables you to attach media (usually documents) to a listing by fax.

Step 1: Select a listing on the Property List Screen.

Step 2: Click the **Add/Edit Media** button.

Step 3: Scroll down to the bottom of the page.

Step 4: Select **Agent Only** or **Public Display**.

Step 5: Click the **Add New Media** button.

Step 6: Type a title and description.

Step 7: Click the **Create Cover Sheet** button.

Step 8: Print the fax cover sheet that appears and make it the first page of your fax-in   document. Fax these pages to the 800 telephone number printed on the fax cover sheet. Your document will then be converted to a PDF and will be available through your listing.

Edit Open House

To edit open house information from the Property List screen, complete these steps:

Step 1:   Select a listing.

Step 2:   Click the **Edit Open House** button.

Step 3:   Add or edit the information as necessary.

Print Preview

This feature displays a listing from the Property List screen as a No Photo Full Detail report. To preview a listing in this format, complete the following steps:

Step 1:   Select a listing from the Property List screen.

Step 2:   Click the **Print Preview** button.

Copy

There may be times when you will list a property that had already been listed in the past. In such cases, you can simply copy the previous listing to save time. However, your copied listing will initially have an incomplete status. ***Note:*** *Your MLS determines what fields will be copied. Also, you can only copy listings that you have permission to edit.*

To copy a listing from the Property List screen,

Step 1:   Select the listing that you want to copy.

Step 2:   Click the **Copy** button.

Delete Incomplete

Follow these steps to delete an incomplete listing (i.e., a listing that has not been assigned an MLS number):

Step 1:   Go to **Add/Edit > View Menu**, then search for the incomplete listing. The results will open on the Property List tab.

Step 2:   Select the incomplete listing.

Step 3:   Click **Delete Incomplete**.

Assign Supra Keybox

This option, which is available on the Property List screen, allows you to assign **Supra Keybox** information to a listing. To do so,

Step 1:   Select the listing from the Property List tab.

Step 2:   Click **Assign Supra Keybox**, then follow the onscreen instructions.

New Listing

Follow these steps to add a new listing:

Step 1:   Click the **Add/Edit** icon.

Step 2:   Click the **New Listing** tab.

Step 3:   The new listing screen will appear with a short input form. A minimum amount of information is required (i.e., blue fields) to save an incomplete listing.

Step 4: When you have entered all of the information on the short form, you have three options: **Save and Continue**, **Save as Incomplete** or **Cancel**.

- If you choose the **Save as Incomplete** option, your listing information will be saved and the input screen will close. Saving the listing as incomplete will allow you to enter the rest of the information for the listing at your convenience. Incomplete status listings do not have an MLS number assigned to them and they cannot be viewed outside of the **Add/Edit** area.
- If you choose the **Save and Continue** option, the entire listing input form will appear. You may use this form to add more information and save the listing as incomplete or to finish the form and save it as Active.
- The **Cancel** button will exit the screen and cancel all changes made to the listing.
- Tempo will prompt you if you have not entered required information or if you have entered data with an incorrect format. A listing cannot be given active status until this information has been entered.

*Note: You can auto-populate various fields on the listing form by clicking an **Auto-pop from Tax** button.*

How do I auto-populate property information from the tax system?

On the initial **Add/Edit** short form, select the County and input the Street Number and Name. (Don't use St., Dr., Cr., etc. after the name). You can also input the Tax ID or Owner's Name and click the **Get Tax Data** button. Your property's tax record should display. If it is does not, you can use a wider search criteria.

Once your property is located in the tax system, click the **List It** button. Tempo will then auto-populate the property information into the listing input form.

If a tax record does not exist or cannot be found to auto-populate, what should I enter in the Tax ID field?

If you know the Property's Tax ID, enter it into the Tax ID field separated with dashes. (Example: 123-456-789-0123-456.) You can continue to add your listing without getting a violation notice if the information is correct. If the property is a new parcel or has been subdivided recently, you can use zeros for the Tax ID. (Example: 000-000-000-0000-000.)