



# Tempo Overview Course Handout

© 2016 Houston Association of Realtors®



4 House MCE Credit  
Course#: 29989

<b>1. Navigation&amp;Preferences</b>	<b>4</b>
<b>2. Tempo Sidebar</b>	<b>5</b>
<b>3. Add/ EditFunctions</b>	<b>6</b>
3.1 View Menu .....	6
3.2 Property List .....	7
3.3 Edit .....	7
3.4 Change Status/Price/Listing Agent .....	8
3.5 Media Manager .....	8
3.6 Add/Edit Open House .....	11
3.7 Print Preview .....	11
3.8 Copy .....	11
3.9 Delete Incomplete .....	12
3.10 Assign Supra Keybox .....	12
3.11 New Listing .....	12
3.12 Auto-Population .....	13
<b>4. Quick Search</b>	<b>13</b>
4.1 Geo Market Area .....	14
4.2 Property Information .....	14
4.3 Wild Cards .....	15
4.4 Negative Search .....	16
4.5 Entering Dates, Numbers, and Dollar Amounts .....	16
4.6 Search Now .....	16
4.7 Viewing Listings from Quick Search .....	16
<b>5. Available Reports</b>	<b>18</b>
5.1 Links in Reports .....	19
5.2 Link to Agent Information .....	19
5.3 Pictures .....	19
5.4 Email Listing(s) .....	19
5.5 Email Opt-Out .....	20
5.6 Additional Report Buttons .....	20
5.7 Statistics .....	21
5.8 Downloading .....	22

<b>6. Other Search Options</b>	<b>22</b>
6.1 Executing an MLS # Search .....	22
6.2 Archive Search .....	22
6.3 Open House Search .....	24
<b>7. Map Search</b>	<b>25</b>
7.1 Driving Directions .....	28
<b>8. Custom Searches and Reports</b>	<b>30</b>
8.1 Using a Custom Search .....	31
8.2 Changing a Custom Search .....	32
8.3 Auto-Notification and the Client Gateway .....	33
8.4 Setting Up Your HAR Website .....	34
8.5 Setting Your Prospect Defaults .....	35
8.6 Using the Client Gateway .....	36
8.7 What Does the Client See? .....	40
8.8 What Does the Agent See? .....	43
8.9 Manual Search and Agent Recommendations .....	44
8.10 Building and Using Custom Reports .....	47
<b>9. Hot Sheets &amp; Statistic Reports</b>	<b>48</b>
9.1 Other Hot Sheets .....	49
9.2 Statistics .....	50
9.3 Months of Inventory .....	51
9.4 Agent Reports .....	51
<b>10. FinancialWorksheets</b>	<b>51</b>
10.1 Seller's Net Sheet .....	52
10.2 Buyer's Worksheets .....	52
10.3 Amortization Schedule .....	52
10.4 Rent vs. Buy .....	52
<b>Index</b>	<b>0</b>

## 1 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 available functions are:

- **My Tools:** This icon provides access to My Page along with administrative functions and reports located under Head Broker Tools or Office Broker Tools.
- **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 within the Realist application.
- **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**.





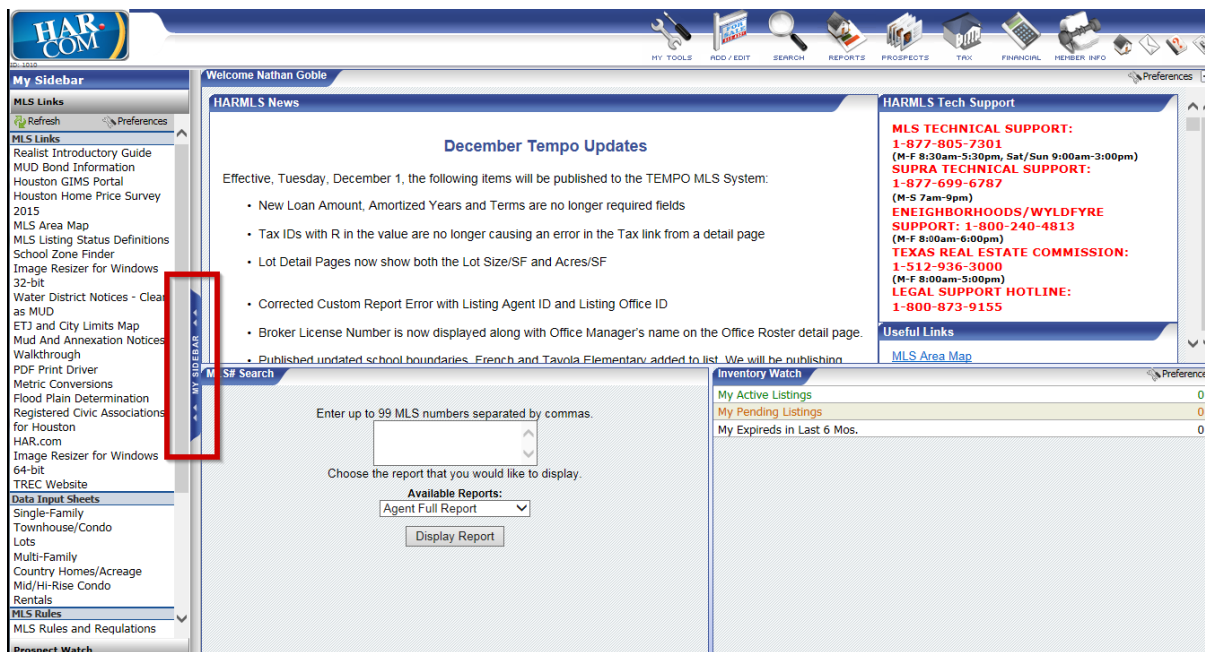
From **My Page**, you can reset your password at any time, assign a Supra to your listing(s), view CMA's that you have created via the CMA Wizard and view information on violations assessed to you or reported by you.

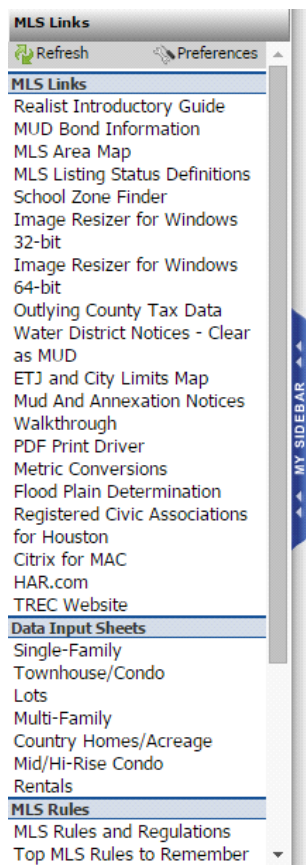
Click on **Preferences** to add your personal photo. The photo appears on the cover of a CMA Report created in CMA Wizard.

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

## 2 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 cannot 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.

### 3 Add/ EditFunctions

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 Listing**. 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.

#### 3.1 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.*

## 3.2 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.

## 3.3 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.*

### 3.4 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.*

### 3.5 Media Manager

---

The media manager enables you to add and edit media for your listings. The Images, Documents, and Links tabs give you access to each type of media that you can add to a listing.

#### Images

##### Uploading Images

Before uploading images, check the format and file size requirements, as well as the number of empty image slots remaining. This information appears on the media manager's **Images** tab.

##### *To upload an image for a listing:*

1. From the media manager Images tab, click the **Upload** button [ ] to open a select file dialog.
2. Locate and select the files you want to upload. To upload multiple images, hold down the CTRL key while selecting the files.
3. Click **Open** to upload the images to the media manager.

You can enter descriptions for the new images, and perform basic editing, such as rotating and cropping; however, it is highly recommended to make these edits prior to uploading the images to the MLS.

Please note that at this point, the new images have not been uploaded to the system. They will not actually be added to the listing until you click the **Save** button at the bottom of the media manager. After clicking **Save**, you will no longer be able to crop or rotate the images, or adjust the brightness and contrast. You will still be able to edit image descriptions.

### Reordering Images

The order in which media appears in the media manager is the same order in which media appears on listing detail pages and reports.

#### *To reorder images:*

1. From the images list, place your cursor over the image you want to move.
2. Hold down the left mouse button.
3. Drag the image to its new location.
4. Release the mouse button.
5. Your changes will take effect when you click the **Save** button at the bottom of the media manager.

### Setting the Primary Image

In cases where only one listing image can be displayed, it is the primary image that appears.

#### *To set an image as the primary image:*

##### **By dragging:**

Drag the image to the top-left position in the images list. It will automatically become the listing's primary image.

##### **From the Details tab:**

1. Click an item in the images list to open its **Details** tab.
2. From the **Details** tab, click the **Set as Primary** button.

### Editing an Image's Description

#### *To edit an image's description:*

1. Click an item in the images list to open its **Details** tab.
2. From the **Details** tab, edit the text in the **Description** box.
3. Your changes will take effect when you click the **Save** button at the bottom of the media manager.

### Deleting an Image

#### *To delete an image:*

1. Click an item in the images list to open its **Details** tab.
2. Click the **Delete Image** button.
3. Your changes will take effect when you click the **Save** button at the bottom of the media manager.

Before clicking **Save**, you can cancel the deletion by clicking the **Restore** button that appears over the image you selected to delete.

## Documents

### Uploading Documents

Before uploading documents, check the format and file size requirements, as well as the number of empty document slots remaining. This information appears on the media manager's **Documents** tab.

#### *To upload documents:*

1. From the media manager's **Documents** tab, click the **Upload Document** button to open an add document dialog. Required fields are marked with an asterisk (\*).
2. Select a document type from the **Type** list.
3. Click the **Browse** button to open a select file dialog.
4. From the select file dialog, locate and select the document you want to upload.
5. Click **Open** to return to the add document dialog.
6. Enter a description for the document in the **Description** box.
7. Click the **OK** button to add the document to the media manager.
8. Click the **Save** button at the bottom of the media manager to upload the document to the system.

### Faxing In Documents

The document fax feature creates a cover sheet for you to use to fax documents into the system. Before faxing in documents, check number of empty document slots remaining. This information appears on the media manager's **Documents** tab.

#### *To fax in a document:*

1. From the media manager's **Documents** tab, click the **Fax Document** button to open an add fax dialog. Required fields are marked with an asterisk (\*).
2. Select a document type from the **Type** list.
3. Type a document description in the **Description** box.
4. Click the **Create Fax Cover Sheet** button to generate a cover sheet, which will open in a new browser window.
5. Print the cover sheet and follow the directions to fax a document into the system.

Generating a cover sheet adds a new item to the media manager's document list. This item is marked as pending until you fax in the document and the system successfully processes it.

## Links

### Adding Links

Before adding links, check number of empty link slots remaining. This information appears on the media manager's **Links** tab.

#### *To add a link:*

1. From the media manager's **Links** tab, click the **Add Link** button to open an add link dialog.
2. Select a link type from the **Type** list.
3. Type the link URL in the **URL** box. Do not include http:// or empty spaces at the end of the web address.
4. If desired, type a description for the link in the **Description** box.
5. Click the **OK** button to add the link to the media manager.
6. Your changes will take effect when you click the **Save** button at the bottom of the media manager.

### Editing a Link's Description

#### *To edit a link's description:*

1. Click an item in the links list to open its **Details** tab.
2. From the **Details** tab, edit the text in the **Description** box.
3. Your changes will take effect when you click the **Save** button at the bottom of the media manager.

#### Editing a Link's URL

##### *To edit a link's URL:*

1. Click an item in the links list to open its **Details** tab.
2. From the **Details** tab, edit the text in the **URL** box. Do not include ? http://.
3. Your changes will take effect when you click the **Save** button at the bottom of the media manager.

### 3.6 Add/Edit Open House

---

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

- Step 1:** Select a listing.
- Step 2:** Click the **Add/Edit Open House** button.
- Step 3:** Add or edit the information as necessary.

### 3.7 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.

### 3.8 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.

### 3.9 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**.

**NOTE:** Incomplete listings will automatically be deleted by the system 30 days after they have been created.

### 3.10 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.

### 3.11 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.

### 3.12 Auto-Population

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 **Auto-pop from Tax** button. Your property's tax record should display. If it does not, you can use a wider search criteria. Once your property is located in the tax system, click the **Tax ID**. 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-) 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 recently subdivided, you can use zeros for the Tax ID. (Example: 000-000-000-0000.)

## 4 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.

## 4.1 Geo Market Area

To narrow your quick search to a specific area or areas, type the value in the Area text box. If you don't know the value for the geo market area(s), click the **Select Geo Market Area** link, which will open a window that lists both the name of each geo market area. You can then select one or more areas from this list. Click OK to apply the selected values.

**Note:** Geo Market Area is a required field and is system generated based on the map location of the property.



The screenshot shows a search interface for the 'Geo Market Area'. It features a text input field containing the text 'ALIEF'. To the left of the input field is a blue link labeled 'View Market Area Map'. Above the input field, the text 'Geo Market Area' is displayed, followed by a 'Select' link in purple and a 'Clear' link in blue. Below the input field, there are two more links: 'Select' in blue and 'Clear' in blue. A red rectangular box highlights the entire input area, including the text 'ALIEF' and the 'View Market Area Map' link.

## 4.2 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.

The image shows two stacked search forms. The top form, titled 'Property Information', includes a 'Status' dropdown menu with options: -- ALL --, Active, Option Pending, and Pending Continue to Show. Below this are radio buttons for 'Contingent on Sale of Other Property by Buyer' (N/A, Yes, No). A series of range fields (Begin Range, End Range) are provided for List Price, Beds, Full Baths, Half Baths, Sq. Foot, Lot Size, Year Built, and # of Garages. Further down are dropdowns for Garage Desc (ALL, Attached, Detached), Acreage (ALL, 0 Up To 1/4 Acre, 1/4 Up To 1/2 Acre), and Stories. Radio buttons are also present for Private Pool, DOM, CDOM, New Construction, and Priced at Lot Value Only. The bottom section of the form includes dropdowns for New Construction Description, # Fireplace, and Fireplace Desc. The bottom form, titled 'Sale Information', contains range fields for Sold Price, Pending Date, SP/SF, and Closed Date.

### 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.

## 4.3 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.

## 4.4 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.

## 4.5 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, decimal points, or commas.

## 4.6 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**

## 4.7 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.

**HAR.COM**

MY TOOLS ADD / EDIT SEARCH REPORTS PROSPECTS TAX FINANCIAL MEMBER INFO

Single Family Townhouse/Condo Lots Multi-Family Country Homes/Acreage Mid/HI-Rise Condo Rentals All

Total number of properties found: 14  
Click on MLS No. link to view one property  
Number of properties displayed: 14 out of 250 maximum.

Search Functions  
Revise Search Statistics Printer Friendly

Fri, Feb 5, 2016 11:03 AM

RES	MLS#	Pic	ST	TAX	PAR	AR	Office	Address	VE	Subdivision	Lot Size	SF	List Price	LP/SF	KM	YB	BR	Bth	Sale Price	DOM
1	<a href="#">8869704</a>		24	A	Y	Y	17	GKPD01	<a href="#">3224 University</a>		West Unvers	11250	6360	\$2,850,000	\$448	532B	01	5	7/1	3*
2	<a href="#">27756428</a>		8	A	Y	Y	17	TRNR01	<a href="#">8438 Vanderbilt</a>		West Unvers	20000	6085	\$3,100,000	\$509	532F	88	5	4/2	78
3	<a href="#">51638425</a>		31	A	Y	Y	17	MYCR01	<a href="#">8330 Vanderbilt</a>		West Unvers	20000	5388	\$3,349,000*	\$621		36	5	6/1	217
4	<a href="#">45258810</a>		32	A	Y	Y	17	TRNR01	<a href="#">8535 Buffalo Sp</a>		West Unvers	20000	8312	\$3,395,000	\$408	531F	84	5	4/1	11
5	<a href="#">33426637</a>		32	A	Y	Y	17	DGT01	<a href="#">1659 North Blvd</a>		Edgemont Add	19942	6209	\$3,975,000*	\$640	492Z	35	4	5/1	302
6	<a href="#">3786686</a>		32	A	Y	Y	17	TRNR01	<a href="#">1506 North Boul</a>		Broadacres	42625	4817	\$4,100,000	\$851	492Z	39	4	4/1	51*
7	<a href="#">9343378</a>		13	A	Y	Y	17	TRNR01	<a href="#">3618 Amherst St</a>		West Unvers	15000	6605	\$4,195,000	\$635	532B	16	5	5/2	85
8	<a href="#">82719590</a>		24	A	Y	Y	17	HTEX01	<a href="#">1604 North Blvd</a>		EDGEMONT	15000	8661	\$4,200,000	\$484	492Z	25	4	6/1	359*
9	<a href="#">82706242</a>		19	A	Y	Y	17	KWPT01	<a href="#">2115 Woodson Rd</a>		Southampton	12000	7694	\$4,500,000	\$584	532D	09	5	6/2	59
10	<a href="#">52302409</a>		24	A	Y	Y	17	DGT01	<a href="#">1323 NORTH BOUL</a>		BROADACRES	37260	5784	\$4,950,000*	\$855	493W	27	3	3/1	498
11	<a href="#">57007166</a>		32	A	Y	Y	17	BHRE01	<a href="#">1324 South Blvd</a>		Broadacres	37260	7095	\$5,900,000	\$831	493W	25	4	3/1	67
12	<a href="#">8359584</a>		24	A	Y	Y	17	TRNR01	<a href="#">1412 North Blvd</a>		Broadacres	40460	7306	\$6,750,000	\$923	492Z	37	5	5/2	109
13	<a href="#">73891248</a>		32	A	Y	Y	17	SOCO01	<a href="#">21 Longfellow</a>		Shadyside	75000	12808	\$18,000,000	\$1,405		21	5	5/3	229
14	<a href="#">36819014</a>		26	OP	Y	Y	17	DGT01	<a href="#">17 Shadow Lane</a>		Shadowlawn	22365	6222	\$3,995,000	\$642	533A	26	5	4/2	12

Results List Functions  
Check All Listings Save Custom Search  
Narrow Listing(s) Printer Friendly  
E-mail Listing(s) Statistics  
CMA Wizard Download  
Send to Prospect  
Text Listings

Report Functions  
Agent Full Report  
Agent Short Report  
Agent Full Photo Report  
Buyer Full Report  
Buyer Full Report with RatePlug  
Buyer Full Photo Report

Map  
Revise Search  
Custom Reports  
View Search Criteria

---

**HAR.COM**

MY TOOLS ADD / EDIT SEARCH REPORTS PROSPECTS TAX FINANCIAL MEMBER INFO

Single Family Townhouse/Condo Lots Multi-Family Country Homes/Acreage Mid/HI-Rise Condo Rentals All

To List << Prev 5 of 14 Next >> Select Agent Full Print

**Single-Family** ML # 33426637 Status: A LP: \$3,975,000\* LP/SF: \$640.20

County: Harris Tax Acc #: 053-035-008-0001 Priced at Lot Value Only: No Also For Lease: No

Area: 17 - Southwest Location: 41 - Houston Mkt Area: Rice/Museum District KM: 4922

City: Houston Zip: 77006 - 6329

Sub: Edgemont Add Sec #: 0 State: Texas Country: United States

Master Planned Community: No Legal: LT 1 & TR 2A BLK 3 EDGEMONT DOM: 302

SqFt: 6209/Appraisal District Lot Size: 19942/Appraisal District Year Built: 1935/Appraisal District PAR: Y

SchDist: 27 - Houston Elem: POE ELEMENTARY SCHOO Middle: LANIER MIDDLE SCHOOL High: LAMAR HIGH SCHOOL

SCHOOL INFO IS COMPUTER GENERATED AND MAY NOT BE ACCURATE OR CURRENT. BUYER MUST INDEPENDENTLY VERIFY AND CONFIRM ENROLLMENT.

Media: 32 / Docs Photo Gallery Click for Community Descriptions

Listing Broker: DGT01/John Daugherty, REALTORS Office #: (713)626-3930 Ext: 6899 Request an Appointment

Listing Agent: wetmore/Kathleen Wetmore Fax #: (713)663-9588 Appt #: (713)661-6700/Office

Addr: 500 Post Oak Blvd Fl 6, Houston TX 77027 Agent Web: http://www.har.com/kathywetmore PM #

Email: kathyw@johndaugherty.com Licensed Supervisor Agent Web: http://www.har.com/kathywetmore Cell Phone:

Alternate #: (713)626-3930 /Assistant

**Description and Room Dimensions**

Style: Traditional # Stories: 3 New Construction: No/ Builder Name: # Bedrooms: 4 /

Type: Free Standing Approximate: Access: #FB/HB: 5/1

LotDim: Acres: 1/4 Up to 1/2 Acre Family Rm: Utility Rm: Garage: 3/Detached Garage

Living: 24x16 Dining: 17x16 1st Bed: 14x12 4th Bed: 14x12 Carport: /

Den: 20x16 Kitchen: 19x12 2nd Bed: 14x13 5th Bed: Fm/Dor/Faces: North

Game Rm: Brkfst: 3rd Bed: 18x12 Media: Gar/Car: Auto Garage Door Opener Show: Accompany, Appointment Required

Study: 14x10 ExtraRm: Show: Accompany, Appointment Required

Agent Remarks: Classic Hiram Salisbury English Tudor situated on large corner lot. Renovated & expanded by current owners in 2002. Many beautiful reclaimed features. Addition of spacious family room and elegant master suite. Study down with full bath. Large size kitchen. 3rd floor with full bath. Hardwoods featured in full quarters. Basement for wine storage.

Dir: SE corner of Dunlavy and North Blvd.

Physical Property Description - Public: Classic Hiram Salisbury English Tudor situated on large corner lot. Renovated & expanded by current owners in 2002. Many beautiful reclaimed features. Addition of spacious family room and elegant master suite. Study down with full bath. Family size kitchen with breakfast area. 3rd floor with full bath. Hardwoods featured in full quarters. Basement for wine storage.

**Interior, Exterior, Utilities and Additional Information**

Microwave: Yes Dishwasher: Yes Cmpctr: No Dispos: Yes SepiceMkr: Yes Oven: Double Oven, Electric Oven Range: Gas Range

Fireplace: 2/Wood Burning Fireplace UtilRm: Utility Room 2nd Floor

Connect: Electric Dryer Connections, Gas Dryer Connections, Washer Connections Bedrooms: All Bedrooms Up, Master Bed - 2nd Floor

Energy: Attic Vents, Digital Program Thermostat, Insulated/Low-E windows, Insulation - Batt, North/South Exposure Rooms: Den, Formal Dining, Formal Living, Garage Apartment, Kitchen/Dining Combo, Study/Library

Green/Energy Certifications: Interior: Alarm System - Owned, Drapes/Curtains/Window Cover, Dryer Included, Fire/Smoke Alarm, High Ceiling, Island Kitchen, Refrigerator

Flooring: Carpet, Marble Floors, Tile, Wood Countertops: Granite

Master Bath: Double Sinks, Master Bath + Separate Shower Pnt Pool: No/ AreaPool: No

Exter Consr: Brick & Wood Roof: Composition

Extr: Back Yard, Back Yard Fenced, Detached Gar. Apt./Quarters, Fully Fenced, Patio/Deck, Sprinkler System Foundation: Pier & Beam, Slab

Lot Desc: Corner, Subdivision Lot St Surf: Asphalt, Curbs Utility Dist: No

Waterfront Features: Golf Course Name: Heat: Central Gas, Zoned Cool: Central Electric, Zoned

Restrictions: Deed Restrictions, Historic Restrictions Defects: No Known Defects, Seller's Disclosure Attached, Treated

Plan/Source: Call for Plan/Source

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.

## 5 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 contains 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.

## 5.1 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.

## 5.2 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.

## 5.3 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.

## 5.4 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.

## 5.5 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 not 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.

## 5.6 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.

## 5.7 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.

The screenshot shows the 'Quick Search' interface. At the top, there are tabs for 'Country Homes/Acreage', 'Mid/Hi-Rise Condo', 'Rentals', and 'All'. Below these are search filters for 'Location' (Area, Zip, Key Map © 2005) and 'Property Information' (Status). The 'Statistics' button is highlighted with a red box.

(Quick Search view)

The screenshot shows the 'Results Grid' view. It displays a table of search results with columns for listing ID, address, price, and other details. Below the table, there are two sections: 'Results List Functions' and 'Report Functions'. The 'Statistics' button in the 'Results List Functions' section is highlighted with a red box.

(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.

## 5.8 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 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.

## 6 Other Search Options

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

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

### 6.1 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**.

### 6.2 Archive Search

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

Archive Search	
Property Type	Location
<div> <div>Single-Family</div> <div>Townhouse/Condo</div> <div>Lots</div> <div>Multi-Family</div> <div>Country Homes/Acreage</div> </div>	<div>Street No. <input type="text"/></div> <div>Street <input type="text"/></div> <div>Unit# <input type="text"/></div> <div>Subd <input type="text"/></div> <div>City <input type="text"/></div> <div>Zip <input type="text"/></div> <div>Activity <input type="text"/></div> <div>Date: <input type="text"/></div>
<div>Mls Number(s)</div> <div><input type="text"/></div>	
<div>Tax ID(s)</div> <div><input type="text"/></div>	
<div>Clear Form</div> <div>Search Now</div>	
<small>           TEMPO Software Copyright © Marketlux, Inc. 1997-2015 All Rights Reserved V3.0            Copyright: MLS Data Copyright © 2003-2015 Houston Realtors Information Service, Inc. All Rights Reserved            Suggestions: <a href="#">Email HAR</a> Support: <a href="#">Email Help Desk</a>            DATA NOT VERIFIED GUARANTEED BY MLS - Obtain signed HAR, Broker Notice to Buyer form         </small>	

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 15 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**  
 Single Family

**Cumulative Days On Market (CDOM): 663**  
 Current Listing Days On Market (DOM): 154

ML S# [50443514](#)

Office	Agent	Field	Old Value	New Value	Price	Date	DOM
<a href="#">TRNR01</a>	<a href="#">BAERL</a>	ListStatus		act	\$2,825,000	10/01/2014	1

ML S# [17440728](#)

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

ML S# [39637540](#)

Office	Agent	Field	Old Value	New Value	Price	Date	DOM
<a href="#">nonmls*</a>	<a href="#">nonmls*</a>	ListStatus	psho	closd	\$925,000	04/25/2013	11
<a href="#">nonmls*</a>	<a href="#">nonmls*</a>	ListStatus	act	psho	\$950,000	04/04/2013	17
<a href="#">TRNR01</a>	<a href="#">baerl</a>	ListStatus		act	\$950,000	03/20/2013	1

ML S# [61082544](#)

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

\* denotes the selling agent and office

TEMPO Software Copyright © Marketlink, Inc. 1997-2015 All Rights Reserved V3.0  
 Copyright: MLS Data Copyright © 2003-2015 Houston Realtors Information Service, Inc. All Rights Reserved  
 Suggestions: [Email HAR](#) Support: [Email Help Desk](#)  
 DATA NOT VERIFIED/GUARANTEED BY MLS - Obtain signed HAR Broker Notice to Buyer form

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 (183 days) or longer, all the days it was available in MLS are counted in the CDOM. Any time a property is not in the Active status, it pauses the DOM counter until the listing returns to the Active status.

## 6.3 Open House Search

To search for open house information,

**Step 1:** Go to **Reports > Open House**.

**Step 2:** Input your search criteria making sure to specify **Broker, Public or No Preference**

**Note:** The plus and minus options allow you to expand and collapse sections.

You may enter date ranges by using the calendar (click the calendar icon) or Quick Pick menu.

**Step 3:** Click the **Search** button in the lower left of the screen to run the search.

Search results will be displayed in a one-line format that can be expanded (click the plus sign) into a short description view. Click on the MLS number, camera, address, or office name to view that specific information.

Select from the results by placing a check mark to the left of the MLS number(s). The user may then email (icon upper right) or print a specific report from the list of reports (lower right).

To revise your search criteria, click the **Search Criteria** tab in the upper left.

## 7 Map Search

Use the **Search by Map** solely, or in conjunction with non-mapping criteria, to find properties in a specific geographic area. You can apply the mapping first or complete the other criteria first, but both will work simultaneously when searching. Therefore, it is important to be mindful that your mapping and other criteria do not cancel each other out. For instance, drawing a shape on the map that is inside Loop 610, but also including area 24 on the other criteria will produce zero results as they are two different geographic parts of town -

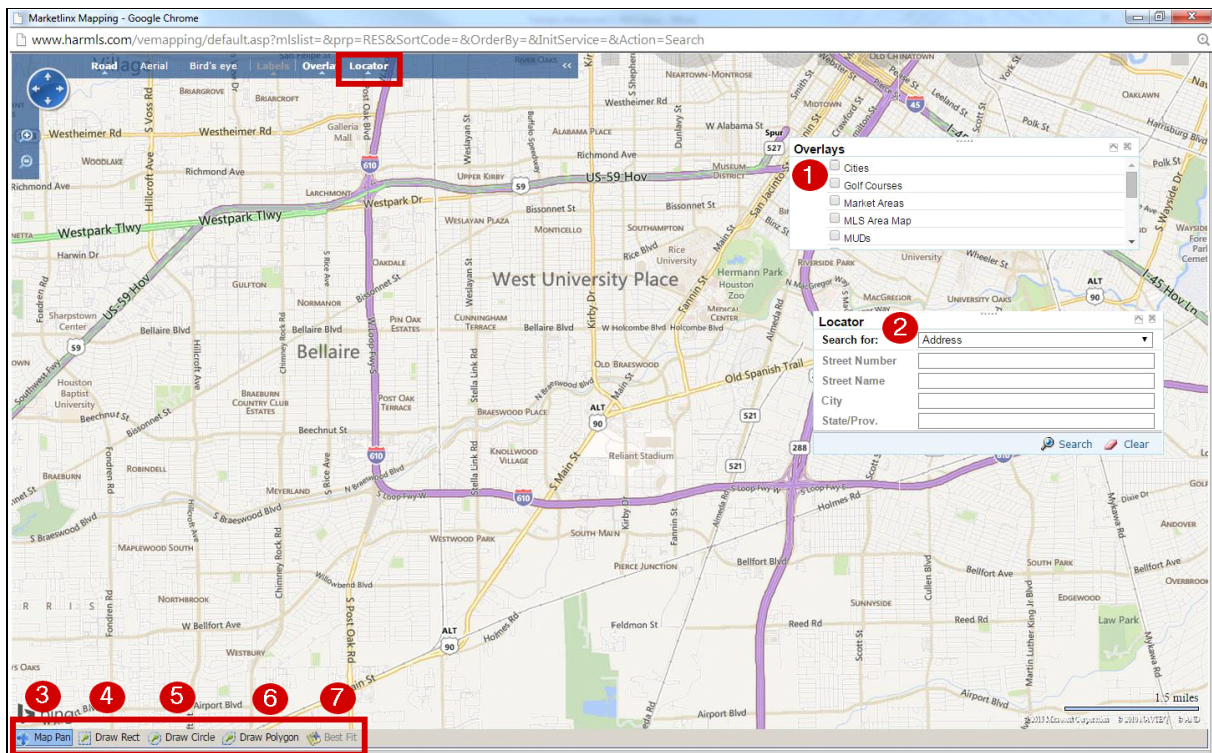


no property can exist in both places.

In the **Quick Search** screen, click the **Search by Map** button to open the map in a new window.

Once the map opens, you will need to zoom in to the appropriate geographic area. You can double-click the map to zoom where you are clicking, use the +/- tools in the upper left corner or use the scrolling wheel on your mouse, depending on hardware compatibility, to zoom in and out on the map.

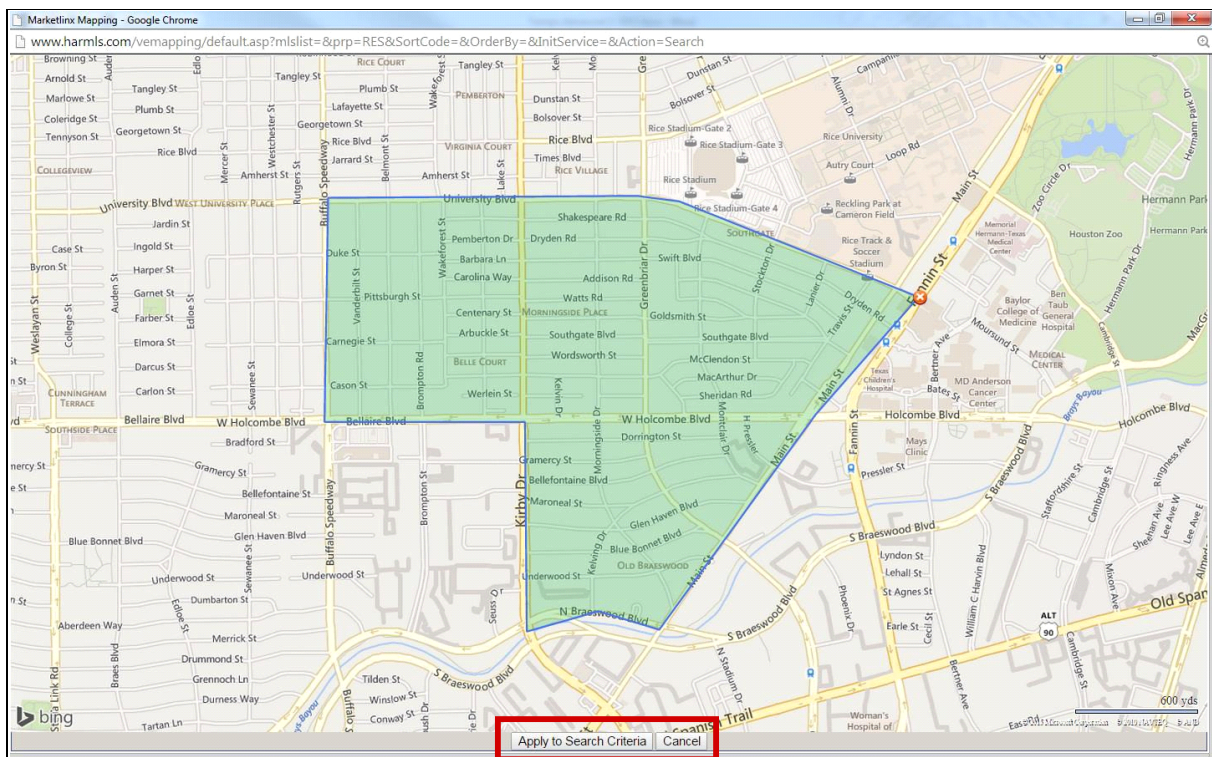
Once zoomed in, you will then utilize the available tools listed below to enhance your view as well as designate the search area.



The following tools are available in **Search by Map**, but only the Rectangle, circle and polygon shapes will be applied as criteria. The other tools are available to enhance your map view and aid in your drawing of the shapes/search area. Consumers are not able to view what you have overlaid or drawn on the map.

1. **Overlay:** layers that can be laid over/added on to the map to enhance your search
2. **Locator:** allows a specific address, zip code or business name to be 'pinned' on the map as a reference point relevant to your search.
3. **Map Pan:** simply moves or pans the map in any direction
4. **Draw Rect:** allows you to draw a rectangle as search criteria. Click and hold down your mouse button while moving the mouse in any direction to create your rectangle/square on the map. Release the mouse button to complete the shape.
5. **Draw Circle:** allows you to draw a radius around a point of interest as search criteria. Click and hold down your mouse button while moving the mouse in any direction to create your circle on the map. The radius from center will appear as you draw. Release the mouse button to complete the shape.
6. **Draw Polygon:** allows you to draw an irregular shape up to 10 pts. as search criteria. Click and let go of the mouse button to make a new point/changes of direction
7. **Best Fit:** adjusts the map to automatically fit all results *(not used in Search by Map)*

Once you have drawn the shape of your choice, click the **Apply to Search Criteria** button to proceed. Click the **Cancel** button at any time to redraw your shape until you are satisfied.



Once you apply the map, you are automatically returned to the **Quick Search** screen. Note that a **Map Clear** button is now present. This indicates that Tempo has saved your mapping criteria and is utilizing it in this current search. There is no way to view your mapping criteria again.



You can, however, click **Search by Map** at any time to draw on the map again to correct or use different mapping criteria.

The screenshot shows the HAR.com search interface. At the top, there are navigation tabs: Single Family, Townhouse/Condo, Lots, Multi-Family, Country Homes/Acreage, Mid/Hi-Rise Condo, Rentals, and All. Below these, there's a search bar with 'Houston' entered. To the right of the search bar, there are buttons for 'Search', 'Statistics', 'Download', 'Map', 'Search By Map', 'Map Clear' (highlighted with a red box), 'Save as Custom', and 'Clear Form'. Below the search bar, there are input fields for 'MLS#', 'Area', and 'Zip'. To the right of these, there's a 'KEY MAP © 2005' section with 'Min' and 'Max' input fields. Further right, there's a 'Property Information' section with a 'Status' dropdown menu. At the bottom right, there are radio buttons for 'Contingent', 'N/A', 'Yes', and 'No'.

Be sure to complete any other criteria you choose to incorporate (i.e. Status, list price, bedrooms, baths, sq. ft., stories, year built, etc.) before clicking on the **Search** button in the upper left (or the **Search Now** button in the lower left) portion of the **Quick Search** screen. Again, the search will now use your map and these other pieces of criteria in its search for properties.

Once you have gotten results by any means (meaning, via Search by Map or via only non-mapping criteria), you can use the **Map** button to view the results on a map. You can then also choose to use the **Driving Directions** function.

The screenshot shows the HAR.com search results page. At the top, there are navigation tabs: Single Family, Townhouse/Condo, Lots, Multi-Family, Country Homes/Acreage, Mid/Hi-Rise Condo, Rentals, and All. Below these, there's a search bar with 'Houston' entered. To the right of the search bar, there are buttons for 'Search', 'Statistics', 'Download', 'Map', 'Search By Map', 'Map Clear' (highlighted with a red box), 'Save as Custom', and 'Clear Form'. Below the search bar, there are input fields for 'MLS#', 'Area', and 'Zip'. To the right of these, there's a 'KEY MAP © 2005' section with 'Min' and 'Max' input fields. Further right, there's a 'Property Information' section with a 'Status' dropdown menu. At the bottom right, there are radio buttons for 'Contingent', 'N/A', 'Yes', and 'No'.

Total number of properties found: 16  
Click on **MLS No.** link to view one property  
Number of properties displayed: 16 out of 250 maximum.

Tue, Mar 3, 2015 11:39 AM

RES	MLS#	Pic	ST	TAX	PAR	AR	Office	Address	VE	Subdivision	Lot Size	SF	List Price	LP/SF	KM	YB	Bth	Sale Price	DOM
1	43523673	34	A	Y	Y	17	DGT01	6704 Mominasid		Morningside	4555	3736	\$1,100,000	\$294	532G	14	4	4/1	39
2	60186416	32	A	Y	Y	17	UPT01	1919 SWIFT		SOUTHGATE	6875	4149	\$1,100,000	\$265	532H	79	3	4/0	231
3	55206144	21	A	Y	Y	17	ROGE02	2123 MacArthur		Southgate Se	7875	4515	\$1,200,000	\$265	532H	07	5	4/2	7
4	8466202	32	A	Y	Y	17	RXME01	2503 Watts		Bliss Court	6311	4616	\$1,329,000	\$287	532G	98	4	4/1	61
5	37817000	30	A	Y	Y	17	TRNR01	2810 Talbot		Belle Court	6000	4238	\$1,379,000	\$325	532G	99	4	4/1	25
6	84009914	15	A	Y	Y	17	NINC01	5315 Vandemilt		WEST UNIVERS	10000	3666	\$1,578,000	\$430	532B	38	3	3/0	41
7	37980402	10	A	Y	Y	17	KWHM01	2620 Abouckle S		Belle Court	6000	4400	\$1,699,000	\$431	532G	15	4	5/0	1
8	67863654	13	A	Y	Y	17	GKPI01	2831 Carolina W		Pemberton	7875	5174	\$1,899,000*	\$367	532G	05	5	6/1	31*
9	89357963	22	A	Y	Y	17	TRNR01	2811 Carolina W		Pemberton	17325	2872	\$2,100,000	\$121	532G	38	4	3/1	27
10	61754460	12	A	Y	Y	17	TRNR01	3116 University		Rice Court	9375	5973	\$2,600,000	\$435	532b	15	5	4/1	77
11	23726594	32	A	Y	Y	17	KWPT01	6529 Belmont St		West Unvers	10000	5294	\$2,745,000	\$518	532F	88	5	4/2	38
12	83852847	9	A	Y	Y	17	GKPI01	2804 University		Rice Court	8935	6430	\$2,790,000	\$433	532B	14	4	5/2	217
13	50443514	25	A	Y	Y	17	TRNR01	6401 BROMPTON		WEST UNIVERS	9250	5645	\$2,825,000	\$500	532F	14	4	5/1	154*
14	84689453	30	A	Y	Y	17	SOCO01	2831 Fenwood Rd		Pemberton	9000	6699	\$2,999,750*	\$447	532C	06	5	6/2	40
15	42831895	32	OP	Y	Y	17	GKPI01	6545 Bromston		West Unvers	7500	5005	\$1,665,000	\$332	532F	88	4	4/1	14
16	60322385	32	PS	Y	Y	17	KWWD01	2509 Southgate		Brantwood	5500	4105	\$1,399,000*	\$340	532G	11	4	4/1	96

Results List Functions:

- Check All Listings
- Narrow Listing(s)
- E-mail Listing(s)
- CMA Wizard
- Send to Prospect
- Text Listings

Report Functions:

- Agent Full Report
- Agent Short Report
- Agent Full Photo Report
- Buyer Full Report
- Buyer Full Report with RatePlug
- Buyer Full Photo Report

Map (highlighted with a red box)

Revise Search

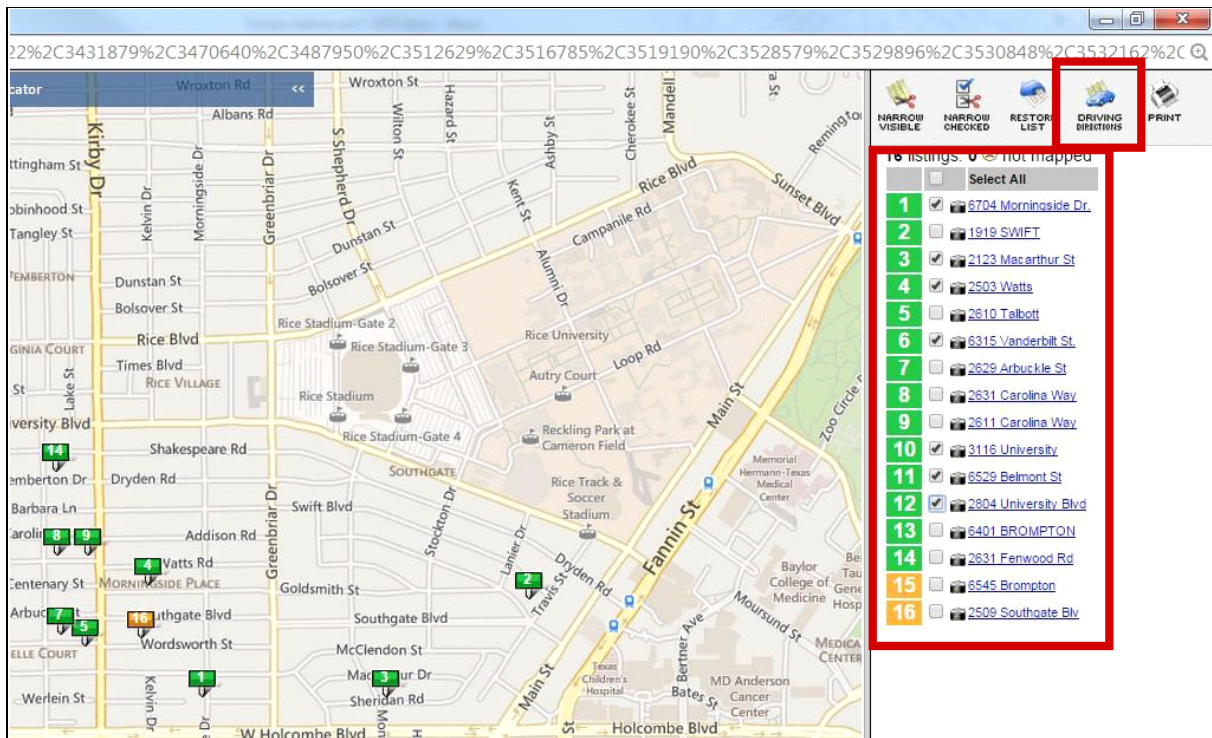
Custom Reports

View Search Criteria

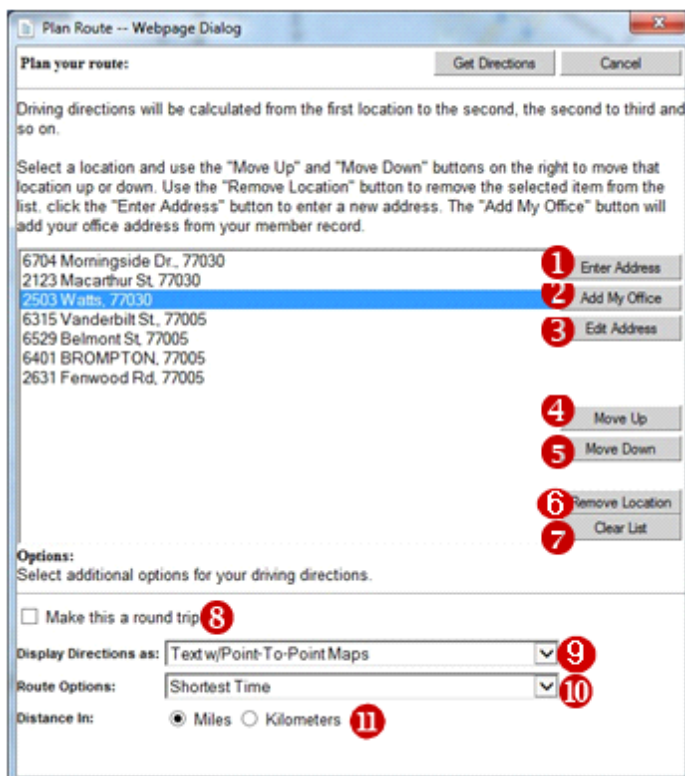
## 7.1 Driving Directions

Once the map is open, select/check the properties you wish to create driving directions for. Click the **Driving Directions** icon in the upper right.

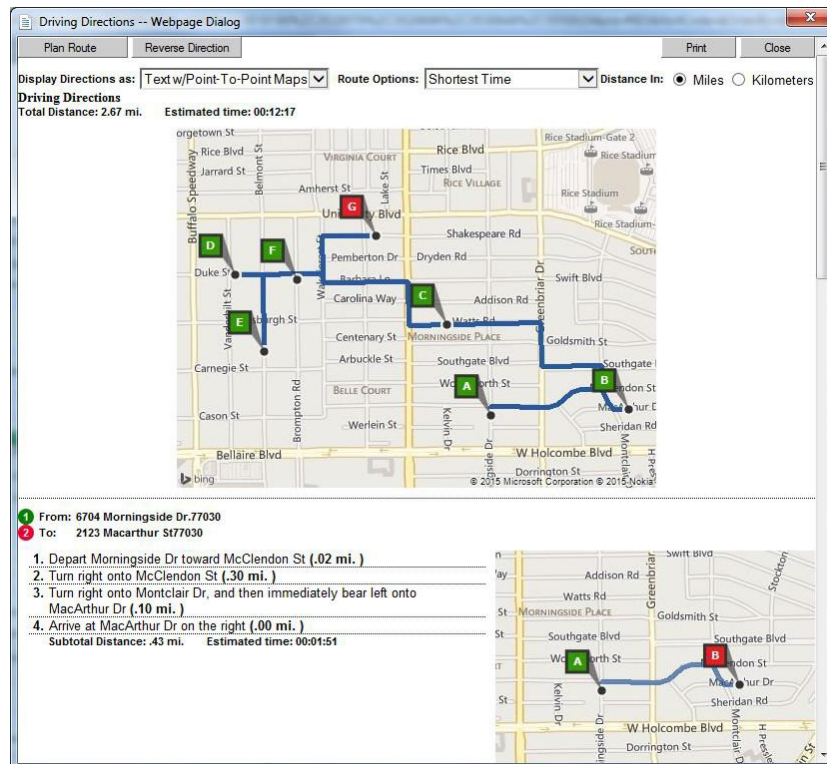




Once the directions window opens, you can make adjustments first, or click **Get Directions** to produce printable driving directions. Optional additional functions include:



1. **Enter Address:** will allow you to enter a business or address to include in the route.
2. **Add My Office:** add your office address
3. **Edit Address:** allows you to edit any address in your route.
4. **Move Up:** move any address up.
5. **Move Down:** move any address down.
6. **Remove Location:** remove 1 from route.
7. **Clear List:** remove all from route
8. **Make this a round trip:** route back to first location after last.
9. **Display Directions as:**
  - a. Text w/Point-To-Point Maps = large map of route + small maps from each destination to the next.
  - b. Text w/Overview Map = large map of route and no other maps
  - c. Instruction Text Only = no maps
10. **Route Options:** Shortest distance, shortest time w/traffic, avoid highways, avoid tolls.
11. **Distance In:** miles or kilometers.



## 8 Custom Searches and Reports

To start a custom search:

1. hover your cursor over the **Search** icon
2. select **Custom Search/Reports** in the dropdown list, then
3. select the desired property type.

The Saved Searches section lists all of the custom searches previously created for that property type. Click on the **Create Custom Search** button to begin creating a **Custom Search**.

Once you click the **Create Custom Search** button, the following screen will open:

The **Custom Search** design screen is made up of several components:

- **Saved Search list:** This list contains names of previously saved searches, with the New Search option highlighted at the top. The user can create a new custom search or select a previously created search from this list.
- **Available Fields/ Search for Field box:** To include property criteria in the search, look for the field in the Available Fields box by scrolling up and down. Select each field as needed by clicking the name once. The name of the property criteria field will then appear in the Selected Fields box in the order selected.

You may also type characters or words in the Search for Field box. This narrows the list of options in the Available Fields box to fields containing specific letters or words.

- **Selected Fields box:** This area contains all of the fields chosen for the search. Status is automatically selected. Use the **Up** or **Down** buttons to change the order of the selected fields. **Delete** will remove the name of the field from the list.
- **Search Name:** Enter a name for the custom search (required), then click the **Save Search** button. The search will then appear the Saved Search list. To delete the saved search, go to the Create Custom Search screen, select the search and then click the **Delete Search** button.

***Note:** Always save the custom search with the client's criteria, name or something that is easy to remember.*

## 8.1 Using a Custom Search

After you save a **Custom Search**, a screen will appear that will allow you to enter specific search criteria for the client. The screen will look similar to this:

**Step 1:** Make selections or type values for the listed items. The easiest way to search a free-form field, such as Remarks, is to use the % wild card. For example, to find a property with mother-in-law quarters, type **%mother** in the Remarks field. Typing mother would cause the system to only find remarks that had mother as the first word. Typing the % sign before the word tells the system to find that word even if other words are in front of it. There is an invisible % sign behind anything that is typed, so typing -in-law is not required in this example. **Step 2:**

Click **Save** to save your entries. This eliminates the need to re-enter the information each time. If you do not click **Save**, you will need to re-enter the search each time.

**Step 3:** Click the **Search** button. A list of properties will display on a search results page. The top of the page will indicate the total number of properties that match the search criteria.

**Step 4:** Select properties that best match the client's interest, and then scroll to the bottom of the list. Click the **Narrow Listings** button to see only the selected listings, then select a report from the available reports area or email the listings.

It is important to remember that each time the custom search is generated, TEMPO executes a new search of the entire database.

## 8.2 Changing a Custom Search

To change an existing custom search,

**Step 1:** Go to **Search** and select **Custom Search/Reports**.

**Step 2:** Select the appropriate property-type tab (e.g., Single Family).

**Step 3:** Click the saved search name in the Saved Searches list.

**Step 4:** Click the **Revise Search** button. The **Custom Search** design screen will open.

**Step 5:** Make any desired changes, then click the **Save Search** button.



## 8.3 Auto-Notification and the Client Gateway

The Client Gateway is a prospecting module that will save the agent a great deal of time. It will also allow properties to be displayed to the prospect in a personalized Web site.

Note that agents can still send property reports as they have in the past. The personalized Web site, or Prospect Gateway, is simply an option. Prospects utilizing auto-notification and receiving property reports will not lose this capability upon adding the Prospect Gateway functionality. If an agent wants to convert a prospect to the Gateway, he or she will need to modify the prospect record to allow this.

The Client Gateway includes the following:


- The agent's photo and contact information on the top of the Client Gateway webpage
- The description of the search (custom created by the agent)
- A link to properties found in the search (The link is the same as the search name created by the agent)

MARILYN M. MAXWELL

HOUSTON ASSN OF REALTORS

Direct: (713) 629-1900 x 288

[View My Website](#)
[Email Me](#)
[Bookmark My Web Site](#)
[www.har.com/MarilynMaxwell](#)



EMAIL ME

3693 Southwest Fwy, Houston, TX 77027

Phone: (713) 629-1900

Fax: (713) 961-4869



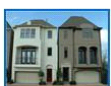
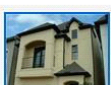
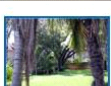
[HOME](#)
[MY BLOG](#)
[FIND A HOME](#)
[CONSUMER TOOLS](#)
[RESOURCE CENTER](#)
[REAL ESTATE NEWS](#)
[CONTACT INFO](#)

### Personalized Property Information for Daffy Duck

**\$350K-\$450K in Bellaire**  
(description)

Sort by: Updated Listings First [Home](#) | [Map These Properties](#)

1 - 5 of 5 Properties

1	 <p><a href="#">Save or Make Notes</a></p>	<p><b>4700 HOLT</b></p> <p>City: BELLAIRE    Subdivision: BELLAIRE OAKS</p> <p>Style: Ranch    Square Feet: 1,843</p> <p>Bedrooms: 3    F/H Baths: 2/0</p> <p>Year Built: 1950    Garage: 2</p>	<p><b>\$375,000</b></p> <p>LP/SF: 203.47</p> <p>Lot Size: 10,400</p> <p>ML#: 83520448</p> <p>Listing Firm: Martha Turner Properties</p>
2	 <p><a href="#">Save or Make Notes</a></p>	<p><b>4808 VALERIE ST</b></p> <p>City: BELLAIRE    Subdivision: BELLAIRE OAKS SEC 1</p> <p>Style: Traditional    Square Feet: 2,100</p> <p>Bedrooms: 3    F/H Baths: 2/0</p> <p>Year Built: 1950    Garage: 1</p>	<p><b>\$449,000</b></p> <p>LP/SF: 213.81</p> <p>Lot Size: 8,450</p> <p>ML#: 19136971</p> <p>Listing Firm: Lisa Barnes Properties</p>
3	 <p><a href="#">Save or Make Notes</a></p>	<p><b>6511 Clarewood Oak Estates</b></p> <p>City: Houston    Subdivision: Bellaire Oak Estates</p> <p>Style: French    Square Feet: 3,190</p> <p>Bedrooms: 4    F/H Baths: 3/1</p> <p>Year Built: 2011    Garage: 2</p>	<p><b>\$399,900</b></p> <p>LP/SF: 125.36</p> <p>Lot Size:</p> <p>ML#: 80021408</p> <p>Listing Firm: Lovett Realty, Inc</p>
4	 <p><a href="#">Save or Make Notes</a></p>	<p><b>6519 Clarewood Oak Estates</b></p> <p>City: Houston    Subdivision: Bellaire Oak Estates</p> <p>Style: French    Square Feet: 2,653</p> <p>Bedrooms: 4    F/H Baths: 3/1</p> <p>Year Built: 2010    Garage: 2</p>	<p><b>\$359,900</b></p> <p>LP/SF: 135.66</p> <p>Lot Size:</p> <p>ML#: 53835131</p> <p>Listing Firm: Lovett Realty, Inc</p>
5	 <p><a href="#">Save or Make Notes</a></p>	<p><b>4812 BELLAIRE</b></p> <p>City: BELLAIRE    Subdivision: BELLAIRE</p> <p>Style: Traditional    Square Feet: 2,556</p> <p>Bedrooms: 4    F/H Baths: 2/0</p> <p>Year Built: 1920    Garage: 2</p>	<p><b>\$379,995</b></p> <p>LP/SF: 148.67</p> <p>Lot Size: 13,125</p> <p>ML#: 30030808</p> <p>Listing Firm: ZipRealty, Inc</p>

## 8.4 Setting Up Your HAR Website

The header portion of your HAR Member Website frames the Client Gateway page. Therefore, it is important to setup and/or preview what your HAR Member Website looks like prior to creating Client Gateway pages.

The screenshot displays the 'Members Only Portal' interface for the HAR Member Website Builder. The layout includes a left sidebar with navigation links and a main content area with various setup options. Numbered callouts highlight specific features:

- 1**: Search bar at the top right with the text 'Q Website' and 'Search For "Website" Found 14 Results'.
- 2**: 'Manage Your Website' link in the right sidebar menu.
- 3**: 'URL for your HAR Member Web site:' with the URL 'http://web.har.com/kimberlyharding click to preview' in the main content area.
- 4**: 'Manage Your Web Site Preferences & Colors/Header Settings' link in the main content area.

**Members Only Portal**

**Website and Blog**

- Manage Your Website
- Manage Your Blog

**Marketing Tools**

- Manage Your Client Experience Rating
- Manage Social Media and External Links
- Real Estate Community
- Digital Signatures – REALTOR® How To's
- Create/Manage Your Newsletter (Lead Gen)
- Social Media Plug-in for MLS
- My Neighborhoods

**Tools For Your Non-HAR Site**

**HAR Member Website Builder**

We have developed a more enhanced HAR Member Web site template to help you showcase listings, and some of HAR's best tools for the consumer. Click here to learn more.

**URL for your HAR Member Web site:**  
http://web.har.com/kimberlyharding click to preview

**Manage Your Profile**

**Manage Your Profile**  
Highlight your services as a REALTOR®.

**Upload Your Photo**  
Upload your personal photo to your HAR Member Web site.

**Upload Your Video**  
Engage your customers in a new way with an online video.

**Display Your REALTOR® Designations**  
Pick and choose what tools to make available on your web site.

**Promote Your Multilingual and Multicultural Skills**  
Select the language(s) that you speak and culture(s) that you specialize in.

**Manage Your Web Site**

**VOW (Virtual Online Website)**  
Let your client see view premium data such as DOM, property history, nearby sold prices to users and more.

**Setup Your Web Site Navigation Menu**  
Pick and choose which consumer tools to offer your clients.

**Manage Your Web Site Preferences & Colors/Header Settings**  
Designate how you would like your name displayed on your web site and control your external web site settings.

**Right Sidebar Menu:**

- Manage Your Website
- Manage Your Broker Website
- Real Estate Videos for your Website/Blog
- Real Estate Videos for your Website/Blog
- Manage Your Office Profile
- Manage Your Profile/Bio
- HomeSite
- Create beautiful and engaging listing websites in minutes
- IDX Tools for Your Website
- IDX Tool For Agent Website
- Widgets for Your Website

1. Log into the Members area of [www.HAR.com](http://www.HAR.com) and enter the keyword 'Website' in the search for tools area.
2. Click the "Manage Your Website" option, which should appear first.
3. Click the "Click to Preview" link to see what your page currently looks like. (You will need to close your website preview in order to continue to the next step).
4. Click the "Manage Your Website Preferences & Colors/Header Settings" to customize the look of your HAR Member Website. Changes made are live immediately upon you clicking the Save or Submit button. You may edit your HAR Member Website at any time.

## 8.5 Setting Your Prospect Defaults

The Client Gateway requires that certain defaults be set in the system. (This is a one-time process.)

**Step 1:** Go to Prospects > Prospect Defaults.

*Note: When setting prospect defaults, you should ask, "What do I want to do for most of my Prospects? How do I want to search? Do I want to send a link to Property Reports or a personalized Web site? What default messages would I like to include in my e-mails so that I don't have to type a new message for each new prospect?"*

**Step 2:** Type the default welcome message that will appear at the top of the prospect's personalized web site (Client Gateway).

Default Client Gateway Greeting:  
This is text displayed at the top of the home page of the Client Gateway.

*Note: You can change the information for any prospect when you add their individual prospect record. However, this information should be what you want for MOST of your prospects.*

**Step 3:** Type in a default Subject and Message for your prospects, stating that you have set up a new personalized Web site for them. Click the Yes or No button as to whether you want your e-mail signature to appear on this e-mail.

Initial Notification Defaults  
The following is your default text for the email you send when you initially set up a prospect or add a new search to an existing prospect. Use this email to let your prospect know you will be emailing them property updates or to tell them about the Client Gateway you have created for them.

Subject: Property Info as Requested

Message: Based on the criteria you provided, I have set up a property search for you. I will email you whenever new properties that fit your criteria

Include Signature: ☒ Yes ☐ No

**Step 4:** Click the appropriate selection indicating whether you will use auto-notification for your Prospects.

Listing Update Defaults  
The following is your default text for the email sent to notify prospects of new listings that fit their criteria.

Use Auto-Notification: ☐ Yes ☒ No

**Step 5:** Type in a Subject and Message for e-mails that notify prospects of new listings. These

emails will include a link either to property reports or to the Client Gateway. You must also indicate if you want your e-mail signature to be included.

**Step 6:** Select whether you will send a link to Property Reports or to the Client Gateway. If you choose to send property reports, you must also select which report(s) you want to send.



**Step 7:** Type in the Subject and Message that you want to include in e-mails when you manually search and choose properties. These properties will be designated as "agent recommendations" when they are sent to prospects.

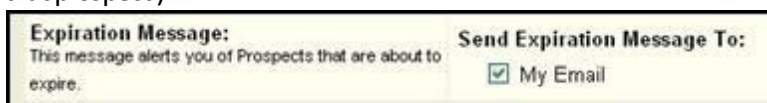


**Step 8:** If you would like a "Tickler Message" sent to your Prospect or Contact, select which message to send and its frequency. You may copy yourself by selecting the My E-mail check box.



*Note: You can design your own messages by editing the default message. To do so, click the Edit this Template link.*

**Step 9:** Select the My Email check box if you want to be notified seven days before a prospect expires. (You defined the number of days that a prospect could remain active when you created that prospect.)



**Step 10:** Click the Save button.

## 8.6 Using the Client Gateway

In this example, we will perform a Quick Search, save it, and then attach it to a new prospect. Either this alternate method OR the Custom Search method previously discussed can be used.

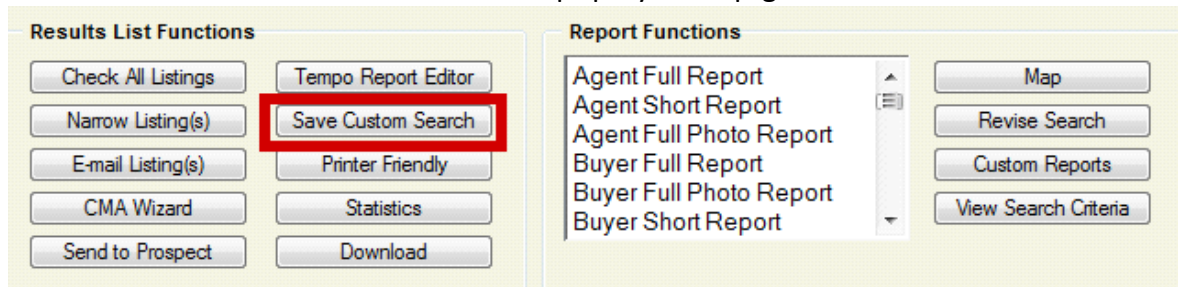


**Step 1:** Perform a Quick Search.

**Step 2:** Save as a custom search by clicking **Save as Custom** on the floating Menu Bar in the Quick Search.



OR click the Save **Custom Search** button on the property results page.



**Step 3:** Type a name for the custom search.



*Note: When naming your search, remember that your client will see the name of your search, so use good judgment when naming.*

**Step 4:** For new prospects, click the Save and Attach to New Prospect button. For existing Prospects, click the Save and Attach to Existing Prospect button. To save the search and without attaching it to a prospect at all, click Save as Custom Search only.

In this example, you will attach the search to a new prospect. Then, click the Save button.



**Step 5:** Click the OK button on the "Search Values have been Saved" pop-up.



**Step 6:** Enter the following information:

- Type your contact's information into the prospect input screen.
- Indicate the number of days before the prospect's auto-notification will expire.

**Step 7:** Click the "Save and Continue Prospect" setup button. Please note that the "expiration" is only for the auto-notification process. The prospect's record and the property search will still be available after the expiration date.

**Step 8:** Type in the description for this search and click the Continue button.

**Step 9:** Choose whether you want to use auto-notify or manual search. If you choose manual search, you will need to select whether you want Active listings, Off Market or All Changed listings.

**Step 10:** Choose whether you want to send a link to the personalized Client Gateway or to individual Property Listing reports, and then click the Continue button.

**Step 11:** Accept or change the default New Listing Notification Message. Select Include Signature, if desired.

Specify the message text to use when notifying this prospect of newly available listings.

**New Listings Notification Message**

Email to: Contact ☒ brucewayne@charter.net  
 Me: ☒ kbirt@marketlinx.com  
 CC:   
 BCC:

Subject:

Message:

☒ Include Signature

**Step 12:** Click the Yes button to save these emails in Prospect E-mail History in the Prospect Record.

Prospect Email History - Display Automatic emails: ☒ Yes ☐ No

**Step 13:** Choose whether to use a Tickler Message for this Prospect.

**Tickler Message**

This message is sent weekly, bi-weekly, or monthly, based on the frequency you specify, regardless of whether there are new listings that fit the prospect's criteria.

Message Frequency: ☒ Never ☐ Weekly ☐ Every Two Weeks ☐ Monthly

Message Template:  [Edit this Template](#)

Send Tickler To: ☒ Client's Email <brucewayne@charter.net>  
☒ My Email <kbirt@marketlinx.com>

**Step 14:** Click the Continue button in the lower right of the screen.

**Step 15:** If desired, choose how many days back you want to search for new or changed listings. You must also choose whether to add all of the listings to the Client Gateway now. If you select Add None, you can still do a manual search and choose which properties to add.

7 listing(s) currently match this search.

[Refresh the count](#) to display only listings that have been listed/modified within the last  days to the Client Gateway

Do you want to:

☒ Add all of these listings to the Client Gateway  
☐ Add none of these listings to the Client Gateway

*Note: If you do not select a number of days back and click the Refresh the Count link, Client Gateway will not factor in a list date range at all.*

**Step 16:** Add a new greeting if you do not want to use the default. Click the Continue button.

Client Gateway Home Page Greeting:

**Step 17:** Accept or change the initial Gateway message. If you want to receive a copy of the

email, select the Send a copy to my email check box. You may also select the Use my email signature check box.

When you are finished, click one of the following buttons:

- Save Prospect without Sending Email
- or -
- Send Email Now

**Step 18:** An e-mail confirmation will display. You may:

- Add another search to this prospect.
- Click I'm Done button and be taken to the View Prospect screen.
- Click View Client Gateway.

## 8.7 What Does the Client See?

What will the Client see when they open their e-mail and click the link to the Client Gateway?



**Step 1:** Prospect opens e-mail.

**Step 2:** Prospect clicks on the link provided in the e-mail.

The Prospect Gateway will then display something similar to this:

**MARILYN M. MAXWELL**  
HOUSTON ASSN OF REALTORS

**Direct: (713) 629-1900 x 288**  
[View My Website](#) [Email Me](#) [Bookmark My Web Site](#) [www.har.com/MarilynMaxwell](#)

[EMAIL ME](#) [3693 Southwest Fwy, Houston, TX 77027](#) [Phone: \(713\) 629-1900](#) [Fax: \(713\) 961-4869](#)  
[HOME](#) [MY BLOG](#) [FIND A HOME](#) [CONSUMER TOOLS](#) [RESOURCE CENTER](#) [REAL ESTATE NEWS](#) [CONTACT INFO](#)

### Personalized Property Information for Bruce Wayne

Welcome to your Client Gateway! Click on a search name below to view listings that fit your criteria.

[Property Searches](#) [Favorites](#) [Possibilities](#) [Not Interested](#)



Click on a search name below to view properties that currently match your criteria.

[NEW OR CHANGED LISTINGS!](#) [Memorial Area/Subdivision](#)

**Step 3:** To view properties, prospect clicks on the search name.

**MARILYN M. MAXWELL**  
HOUSTON ASSN OF REALTORS

**Direct: (713) 629-1900 x 288**  
[View My Website](#) [Email Me](#) [Bookmark My Web Site](#) [www.har.com/MarilynMaxwell](#)

[EMAIL ME](#) [3693 Southwest Fwy, Houston, TX 77027](#) [Phone: \(713\) 629-1900](#) [Fax: \(713\) 961-4869](#)  
[HOME](#) [MY BLOG](#) [FIND A HOME](#) [CONSUMER TOOLS](#) [RESOURCE CENTER](#) [REAL ESTATE NEWS](#) [CONTACT INFO](#)



### Personalized Property Information for Bruce Wayne

**Memorial Area/Subdivision**

[Home](#) | [Map These Properties](#)

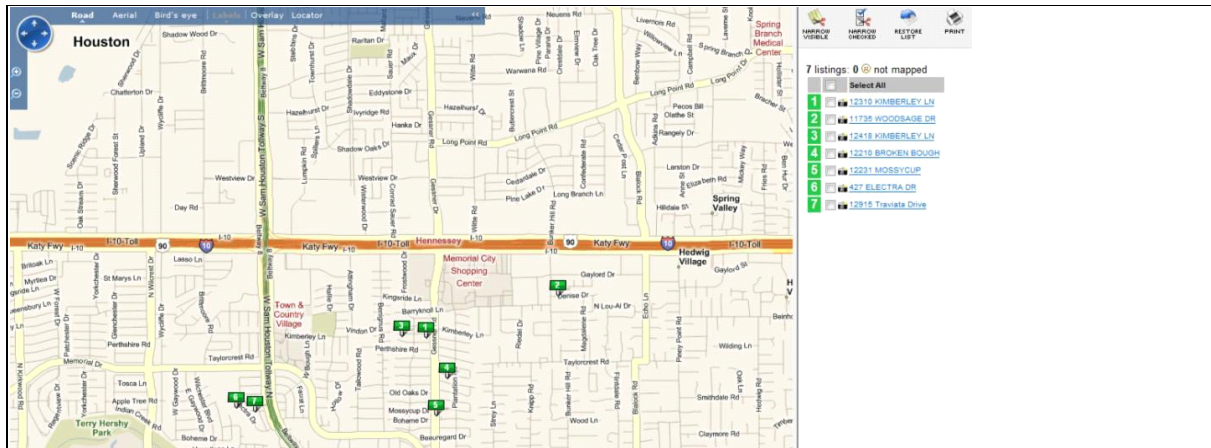
Sort by: [Updated Listings First](#) 1 - 7 of 7 Properties

**Just Listed!**

1	 <a href="#">Save or Make Notes</a>	<b>12310 KIMBERLEY LN</b> City: HOUSTON Style: Traditional Bedrooms: 4 Year Built: 1961	Subdivision: MEMORIAL HOLLOW 1 Square Feet: 2,493 F/H Baths: 2/1 Garage: 2	<b>\$699,000</b> LP/SF: 280.39 Lot Size: 8,800 ML#: 29994433 Listing Firm: Greenwood King Properties
2	 <a href="#">Save or Make Notes</a>	<b>11735 WOODSAGE DR</b> City: HEDWIG VILLAGE Style: Traditional Bedrooms: 4 Year Built: 1966	Subdivision: MEMORIAL VLG EST Square Feet: 2,521 F/H Baths: 2/1 Garage: 2	<b>\$620,000</b> LP/SF: 245.93 Lot Size: 15,000 ML#: 92860238 Listing Firm: Greenwood King Properties

To map all properties, the prospect can click the Map These Properties button.





**Step 4:** The prospect may also click on each property address to view a detailed report of that property.

[View all 17 photos](#)

**Single-Family**  
**12310 KIMBERLEY LN**  
City: HOUSTON  
County: Harris  
Tax #: 092-245-000-0035-001  
LP/SF: 280.39  
Area: Memorial  
KM: 490E  
Sub: MEMORIAL HOLLOW 1  
Mkt Area: Memorial  
SqFt: 2493/Appraisal  
Legal: LT 35 BLK 2 MEMORIAL HOLLOW SEC 1  
Year Built: 1961/Appraisal District  
Elem: Bunker Hill  
High: Memorial

**\$699,000**  
Active  
Zip: 77024  
ML#: 29994433  
For Lease: No  
SP/SF: 0.00  
Location: Houston  
Sec #: 1

**Property 1 of 7** [Next >](#)

[I Like this one.](#) save it to my favorites  
[Possibility](#)  
[I don't like this one.](#) remove it from my list  
[Edit Notes](#) for this property  
[Map this property](#)

Listing Firm: Greenwood King Properties  
Lot Size: 8800/Appraisal District  
SchDist: Spring Branch  
Middle: Memorial

**Description and Room Dimensions**  
Style: Traditional  
Builder Name:  
Type: Free Standing  
Lot Dim: Media Rm:  
Living: Dining: 17x14  
3rd Bed: 13x12 4th Bed: 18x12  
Kitchen: 20x11 Game Rm:  
Carport: /  
Gar/Car:

Show: Appointment Required, Lockbox Front, Supra Keybox  
Dir: From Memorial, north on Frostwood to Kimberley. House is on the left.

Property Desc - Public: Gorgeous updated Memorial home. Every attention has been paid to detail. Custom\* cabinets, granite counters and stainless appliances in the kitchen. Plantation shutters throughout, hardwood floors, updated\* bathrooms, recent landscaping. Located in the middle of the cul-de-sac and zoned to award winning SBISD schools.\*-per Seller

**Interior, Exterior, Utilities and Additional Information**  
Microwave: Yes Dishwasher: Yes Cmpctr: No Dispos: Yes  
SepiceMkr: No Oven: Electric Oven, Gas Oven Range: Electric Range  
Fireplace: 1/Gas Connections, Wood Burning Fireplace UtilRm: Utility Rm in House  
Connect: Electric Dryer Connections Bedrooms: All Bedrooms Down  
Energy: Rooms: Breakfast Room, Den, Formal Dining, Study/Library  
Interior: Breakfast Bar Flooring: Tile, Wood  
Countertops: Granite Master Bath: Double Sinks, Master Bath Shower Only  
Pvt Pool: No AreaPool: Yes  
Exter Const: Brick & Wood Utility Dist: No  
Extr: Back Yard, Fully Fenced, Sprinkler System Roof: Composition  
Lot Desc: Cul-De-Sac, Subdivision Lot Foundation: Slab  
Golf Course Name: St Surf: Concrete  
Heat: Central Gas Cool: Central Electric  
Wtr/Swr: Public Sewer, Public Water Restrictions: Deed Restrictions  
Defects: No Known Defects  
Images: 17 Addr On Web: Yes  
Exclusions: See Listing Agent Disclosures: Exclusions, Sellers Disclosure  
OpEndDate: Annual Maint: \$200/Mandatory Management: Memorial Hollow  
Tax w/o Exmpt/Yr: \$10,001/2010

The media page may also be viewed from the detail report by clicking the View photos link below the picture. If a Virtual Tour or Public Display PDF is available, there will be a link for it as well. Your prospect may also choose map an individual property from this screen.

**Step 5:** The Prospect may choose to file each property into an "I Like This One", "Possibility" or "I Do Not Like This One" category by clicking the appropriate link on the right side of the

screen.



**Step 6:** The prospect may optionally write a message to the agent when filing the property in a category.

**12310 KIMBERLEY LN ... \$699,000**

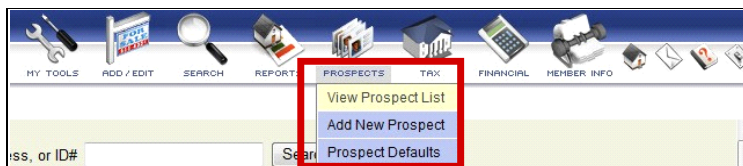
Save this listing to... ☒ Favorites  
☐ Possibilities  
☐ Not Interested

My Notes...

**Step 7:** When the prospect is finished, he or she will click the Submit button.  
 Your prospect may edit the notes at any time by clicking the same link(s).

## 8.8 What Does the Agent See?

You will access the Prospect's personalized Website from Tempo's View Prospect screen.  
 To access this screen, go to Prospects -> View Prospect List.




Show only prospects with searches							
#	Prospect Name	ID	Expiration Date	Notify Type	Search Last Run	Last Listing Email Sent	Last Client Gateway Access
<input type="checkbox"/> Check All Searches							

Columns on the View Prospect screen provide useful prospect information.

- **Search Last Run:** This column indicates the last date and time that a search ran (whether by Auto-notification or by manual search).
- **Last Listing E-mail Sent:** This column indicates the date and time that the last e-mail was sent to the prospect.
- **Last Client Gateway Access:** This column indicates the last date and time that the prospect accessed the Gateway.

Show only prospects with searches							
#	Prospect Name	ID	Expiration Date	Notify Type	Search Last Run	Last Listing Email Sent	Last Client Gateway Access
1	<a href="#">Cheryl, Marilyn</a>	575859	Expired				<a href="#">Saved Listings</a>
	<a href="#">Spring Branch ISD, non-foreclosure</a>	1120941		Auto-Notify	Sep 5 2009 03:59AM	Sep 5 2009 03:59AM	Aug 26 2009 12:12PM
2	<a href="#">Andretti, Mario</a>	754832	Sep 27, 2011				<a href="#">New Saved Listings</a>
	<a href="#">Fort Bend (small)</a>	1455612		Auto-Notify	Apr 4 2011 04:33AM	Apr 3 2011 02:29AM	Mar 31 2011 02:44PM

- If you click the square Client Gateway icon , you will be taken to the Client Gateway.
- A **Saved Listings** link indicates that there are no new properties and that you have already viewed the last Gateway update.
- If the prospect has accessed the Gateway and put some listings in folders, the **New Saved Listings** indicator will be highlighted in yellow. When you click **New Saved Listings**, you can click to access any of the client category folders (Favorites, Possibilities or Not Interested) as well as the listings they have placed in each of those categories. It will also display any comments that were written by the prospect and/or by you.

**Agent Recommendation**

**Favorite**



**6223 ELM HEIGHTS LANE**

City: HOUSTON    Subdivision: ELM HEIGHTS    LP/SF: 146.93

Square Feet: 2,525    Lot Size: 2,423    Maint Fee: Yes/\$150/Monthly

Bedrooms: 3    F/H Baths: 2/1    ML#: 53645943

Year Built: 2005    Garage: 2    Listing Firm: Martha Turner Properties

[Save or Make Notes](#)  
[View Agent Report](#)

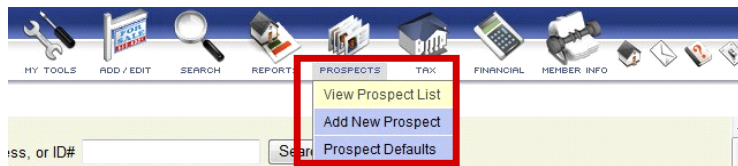
**Client's Notes...**Wow! Let's go take a look at this one....I'll call you to discuss an appointment time.  
**My Notes...**This is a great price for this square footage in this neighborhood.

- If you click the **Save or Make Notes** link, you can save the listing as an Agent Recommendation or add notes for the prospect.
- If you click the **View Agent Report** link, you will see a Full Agent Report for the property. This report is not visible to the prospect.

## 8.9 Manual Search and Agent Recommendations

Complete these steps to perform a manual search and make recommendations to a prospect:

**Step 1:** Go to Prospects > View Prospect List.



**Step 2:** Select a search by selecting the check box beside the search name.



Show only prospects with searches							
#	Prospect Name	ID	Expiration Date	Notify Type	Search Last Run	Last Listing Email Sent	Last Client Gateway Access
1	<a href="#">Cheryl, Marilyn</a>	575859	Expired				<a href="#">Saved Listings</a>
	<input type="checkbox"/> Spring Branch ISD, non-foreclosure	1120941		Auto-Notify	Sep 5 2009 03:59AM	Sep 5 2009 03:59AM	Aug 26 2009 12:12PM
2	<a href="#">Andretti, Mario</a>	754832	Sep 27, 2011				<a href="#">New Saved Listings</a>
	<input type="checkbox"/> Fort Bend (small)	1455612		Auto-Notify	Apr 6 2011 04:30AM	Apr 6 2011 04:30AM	Mar 31 2011 02:44PM
3	<a href="#">Bush, George</a>	754727	Sep 27, 2011				<a href="#">New Saved Listings</a>
	<input type="checkbox"/> Fort Bend Area	1450936		Auto-Notify	Apr 6 2011 04:25AM	Apr 6 2011 04:25AM	Mar 31 2011 10:54AM
4	<a href="#">Carson, Johnny</a>	751560	Sep 17, 2011				<a href="#">New Saved Listings</a>
	<input type="checkbox"/> HBU Area	1449443		Auto-Notify	Apr 6 2011 04:23AM	Mar 26 2011 04:32AM	Mar 21 2011 02:22PM
	<input type="checkbox"/> Meyerland for Mr. Carson	1449519		Auto-Notify	Apr 6 2011 04:23AM	Mar 29 2011 04:29AM	Mar 21 2011 02:58PM
5	<a href="#">Drew, Dean</a>	573691	Expired				<a href="#">Saved Listings</a>
	This search was deleted			Auto-Notify	Sep 5 2009 03:54AM	Sep 5 2009 03:54AM	May 20 2009 10:44AM
	<input type="checkbox"/> Woodlands Area TH	1118722		Auto-Notify	Sep 5 2009 03:58AM	Sep 5 2009 03:58AM	May 20 2009 11:28AM
6	<a href="#">Duck, Daffy</a>	746348	Aug 30, 2011				<a href="#">Saved Listings</a>
	<input checked="" type="checkbox"/> \$350K-\$450K in Bellaire	1439670		Auto-Notify	Apr 6 2011 04:13AM	Mar 3 2011 01:58PM	Mar 9 2011 10:21AM
	<input type="checkbox"/> \$350K-\$450K TH in Bellaire	1439724		Auto-Notify	Apr 6 2011 04:14AM	Apr 5 2011 04:15AM	Apr 4 2011 04:11PM

**Step 3:** Click the Run Selected Searches button at the bottom of the screen.

**Step 4:** Select the check box next to each listing that you want to send to the Client Gateway (or "Check All").

Single Family - New Listings

RE	Mls No.	List Status	Address	Area	LP	SP
1	<input checked="" type="checkbox"/> 27-6647	act	5502 MARIOSA DR	17	\$ 1149000	-
2	<input checked="" type="checkbox"/> 49-29783	act	4920 LINDEN	17	\$ 1289000	-
3	<input checked="" type="checkbox"/> 53-2744	act	4917 LAUREL ST	17	\$ 1575000	-
4	<input checked="" type="checkbox"/> 73-1235	act	4717 LINDEN	20	\$ 1399900	-

Search criteria: (liststatus in ('act')) and (subdivision like 'bellaire%') and (listprice >= 500000 and listprice <= 2000000) and (beds >= 4) and (baths full = 3) and pool private = 'Y'

Date/Time Range: Dec 5 2010 05:32AM - Apr 6 2011 11:38AM

**Available Reports:**

All Custom Reports are available.

Time Stamp Apr 6 2011 11:38AM

**Step 5:** Click the Send Listings to Prospect(s) button.

**Step 6:** Click Yes when the following dialog box appears.

http://actris.marketlinx.com - Time Sta...

Would you like to set the Time/Date for your selected Prospect Searches?

Done Internet

**Step 7:** Click the E-Mail Listing Update button.

Send Listing Updates			
Prospect Name	Search Name	Listings	
Laurie Creighton	Creighton Search	3	<input type="button" value="E-Mail Listing Update"/>
<input type="button" value="Return to Listings"/>			

**Step 8:** View or edit the email or prospect information, then click the Send Email button.

Send Email

To:

From Name:

CC:

From Email:

BCC:

☒ Send a copy to my email

Separate multiple addresses with commas

Subject:

Message:

Arial

Size

A

B

I

U

One or more properties that fit your criteria have been listed or updated. Click on the link below to view these properties. Please let me know if you are interested in visiting any of them.

Signature: ☒ Include [My Email Signature](#) at the bottom of message

Links: A link to the Prospect Gateway will be included in the message.

A confirmation screen will display.



The selected properties will now appear on the Client Gateway as agent recommendations.

MARILYN M. MAXWELL

HOUSTON ASSN OF REALTORS

Direct: (713) 629-1900 x 288

[View My Website](#)
[Email Me](#)
[Bookmark My Web Site](#)
[www.har.com/MarilynMaxwell](#)

EMAIL ME

3693 Southwest Fwy, Houston, TX 77027

Phone: (713) 629-1900

Fax: (713) 961-4869

[HOME](#)
[MY BLOG](#)
[FIND A HOME](#)
[CONSUMER TOOLS](#)
[RESOURCE CENTER](#)
[REAL ESTATE NEWS](#)
[CONTACT INFO](#)

## Personalized Property Information for Daffy Duck

Welcome to your Client Gateway! Click on a search name below to view listings that fit your criteria.

Property Searches

Favorites

Possibilities

Not Interested

Click on a search name below to view properties that currently match your criteria.

NEW OR CHANGED LISTINGS!	<a href="#">\$350K-\$450K TH in Bellaire</a>	mostly in 77401
NEW OR CHANGED LISTINGS!	<a href="#">\$350K-\$450K in Bellaire</a>	

Agent Recommendations

Properties I selected that may interest you...

<input type="checkbox"/>	<a href="#">6223 ELM HEIGHTS LANE</a>	ELM HEIGHTS	53645943	\$371,000	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
--------------------------	---------------------------------------	-------------	----------	-----------	---

Client's Notes...Wow! Let's go take a look at this one...I'll call you to discuss an appointment time.  
My Notes...This is a great price for this square footage in this neighborhood.

[View Selected Properties](#)
[Select All](#)

## 8.10 Building and Using Custom Reports

To build a custom report,

- Step 1:** Go to **Search** and select **Custom Search/Reports**.
- Step 2:** Select the appropriate property-type tab (e.g., Single Family).
- Step 4:** Click Create Custom Report.
- Step 4:** Complete the steps outlined below.

Similar to creating a **Custom Search**, fields can be added or deleted to customize a report. Add fields by clicking in the Available Fields list. Delete fields by selecting them from the Selected Fields box, then clicking the **Delete** button.

To prioritize the order of items in the report, highlight a field in the Selected Fields list and click the "Up" or "Down" button until a particular item is satisfactorily located on the list.

- Step 5:** When you are finished, click the **Save Report** button.

### Custom Report Exercise

Use the following fields to build a **Custom Report**.

- Area
- Subdivision
- Street Number
- Street Name

- Lot Size
- List Price
- Original List Price
- Days On Market
- Building Square Feet
- Year Built
- Selling Broker Code
- Selling Agent Public ID
- Listing Broker
- Listing Agent Name
- Listing Agent Public ID
- Appointment Desk Phone

## 9 Hot Sheets & Statistic Reports

The **Hot Sheet** report identifies new listings and listings that have changed in status or price since the last time stamp.

To access Hot Sheets, go to **Reports > Hot Sheets**, then click the **Hot Sheets** tab.

To generate a Hot Sheet report, complete these steps:

**Step 1:** Select one or more **Areas**, **Locations**, **Categories**, and **Report Details**. When you are finished, click the **Current** button to view the listings that have been added/changed since the last time a **Hot Sheet** ran. The date of the last Hot Sheet report is listed to the right of the **Current** button.

Hot Sheets   Today's Activity   Days Back   Custom Hot Sheets

Area	Location	Categories	Report Details
-ALL-	-ALL-	-ALL-	-ALL-
Northeast	Addicks	Single-Family	New Listings
East	Aldine	Townhouse/Condo	Price Changes
Southeast	Almeda	Lots	Expired
South	Santa Fe	Multi-Family	Pending
Brazoria County	Alvin	Acreage	Option Pending

Depending on the number of choices selected, this report may take several minutes to run.

Current   Thu, Apr 8, 2006 11:50AM - Thu, Apr 20, 2006 11:50AM

Previous   Thu, Mar 23, 2006 10:50AM - Thu, Apr 6, 2006 11:50AM

Save Current Date/Time & Exit Session

The Hotsheet results will look similar to the following graphic.

Hot Sheets	Today's Activity	Days Back	Custom Hot Sheets
1001 6718452	KINGDOM	1 20000 KINGDOM	77346 KINGDOM
1002 6718452	KINGDOM	1 4131 GREAT PORE	77346 ATASCOCITA P
1003 6718452	KINGDOM	1 3708 SHORE SHAD	77332 LAKE SHADOWS
1004 6718452	KINGDOM	1 829 FALL CREEK	77336 Lakewood Hse
1005 6718452	ALBERT	1 418 SEALANDER	77332 NEWPORT 1
1006 6718452	KINGDOM	1 4122 GREAT PORE	77346 ATASCOCITA P

Date/Time Range: 4/9/2006 11:56:33 - 4/9/2006 11:56:33  
Your Search Area: 1

**Available Reports:**

- Check All Listings
- Name Listing(s)
- E-mail Listing(s)
- Hot Sheets Line Item
- Agent Full Report
- Agent Short Report
- Agent Full Photo Report
- Buyer Full Report
- Buyer Full Photo Report
- Map
- Reverse Search
- Printer Friendly

Save Current Date/Time & Exit Session

**Note:** You can email or map listings by selecting them & clicking the appropriate button at the bottom of the list.

**Step 2:** Click the **Save Current Date/Time & Exit Session** button to update the **Hot Sheet** so that the same results are not repeated in future sessions. You can also time stamp with a button at the bottom of the one-line report that is produced.

Once you complete this step, listings will only reappear if there is a price or status change. Also, the date range that had been Current will now be accessible from the **Previous** button. Both the **Current** and **Previous** buttons indicate the date and time range of the search.

## 9.1 Other Hot Sheets

### Today's Activity

To generate a Today's Activity report, go to **Reports > Hot Sheets**, then click the **Today's Activity** tab.

The **Today's Activity** hot sheet report identifies new listings and listings that have changed in status or price since 12:00 a.m.

### Days Back

To generate a Days Back report, go to **Reports > Hot Sheets**, then click the **Days Back** tab.

The **Days Back** hot sheet report finds listings that match areas, property types, and report details within a date range that you choose.

### Custom Hot Sheets

To use Custom Hot Sheets, go to **Reports > Hot Sheets**, then click the **Custom Hot Sheets** tab.

Complete these steps to generate a Custom Hot Sheet:

- Step 1:** Select a Category.
- Step 2:** Select the **Custom Search** whose activity you wish to view from the **Custom Search** box. Only one **Custom Search** may be viewed at a time.
- Step 3:** Select the **Report Detail(s)** desired. To select more than one report detail, press and hold the CTRL key while selecting other types.
- Step 4:** Select a date or date range and press the **Calculate** button to view your results.

## 9.2 Statistics

To generate a statistics report, go to **Reports -> Statistics**. This report lists activity for selected areas and property types.

Its data includes:

- how many listings were new, pending and closed in each area.
- the average prices and days on market for each area.
- the percentage of sales price to list price for each area.

Activity can be viewed for a selected month and year or for the year-to-date, beginning in January of the current year.

- Step 1:** Select **Area(s)** and a **Property Type**.
- Step 2:** Click in the Month box and enter a number for the month to be displayed.
- Step 3:** Click in the Year box and enter the year. All four digits of the year are required.

Two months cannot be compared within the same report. Each month's report must be calculated separately.

To print the report, right click in the report window and choose **Print** from the pop up box.



## 9.3 Months of Inventory

To generate a Months of Inventory report, go to **Reports > Statistics**, then click the **Months of Inventory** tab. This report allows the viewing of inventory within user-selected geographic criteria. One property type must be selected, followed by the geographic criteria and list price range, which is optional. To view the results, click **Run Report**.

**Months of Inventory Report**  
As of Thu, Apr 20, 2006

Property Type: Single-Family  
Area: Northwest or Northwest  
List Price Range: \$500,000 - \$500,000

Months of Inventory	Sold Data - Prev. 1 Year		Current Active Data	
	Number Sold	Average Price	Number Active	Average Price
4	3	\$487,920	1	\$300,000

**Notes**

- Months of Inventory estimates the number of months it will take to deplete current active inventory based on the prior 12 months sales activity.
- Normal inventory is considered to be 9 or 10 months for existing homes, while anything less than 8 months is considered a seller's market and more than 12 months is a buyer's market.

## 9.4 Agent Reports

### Agent Inventory

To generate an **Agent Inventory** report, go to **Reports -> Agent Reports**, then click on the **Agent Inventory** tab. This report is customized for each user so they can view all of their listings, organized by status.

### Agent Productivity

To generate an **Agent Productivity** report, go to **Reports > Agent Reports**, then click on the **Agent Productivity** tab. This report displays all of an agent's sales activity. For example, if an agent receives partial credit for a sale that he or she had participated in, that would be reflected here.

## 10 FinancialWorksheets

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

## 10.1 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.

## 10.2 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 **Calculate** 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.

## 10.3 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.

## 10.4 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.