



Hot Sheet Quick Start Guide — Flexmls

Three flavors. One critical gotcha. Hive MLS Training.

A *hot sheet* is a listing-events report — new listings, price changes, back on market, open houses, status changes. Flexmls has three versions, each tuned to a different use case.

Type	Where	Best For
Hot Sheet gadget	Dashboard	Glanceable at every login
24-Hour Hot Sheet	Daily Functions → Hot Sheet	Quick broad scan, no setup
Custom Hot Sheet	Same page, scroll to bottom	Targeted; up to 45 days; tracks since last run

Hot Sheet Gadgets (Dashboard)

1. Out of the box, the Hot Sheet gadget shows every event across the entire MLS coverage area — too noisy to be useful. **Three dots → Settings** on the gadget → enter a county, city, zip code, subdivision, state, etc. then a property type → Save. You can enter multiple items in each filter, like the 3 zip codes you work. Even better: **Customize → Add Gadgets** lets you add *another* Hot Sheet gadget (even when it says “already on the dashboard”) — configure each for a different area and compare side by side.

24-Hour Hot Sheet

Type **hot** in Quick Launch → **Hot Sheet**. You get every listing event across every property type from the past 24 hours. No setup, no filtering — useful when you just want to know what happened overnight. To print or save: **Print** at the top → choose current selection, all selected, or the entire hot sheet → public or private version → **Preview** or browser “Save as PDF.”

Custom Hot Sheet — the Power Tool

Three things the 24-hour version can’t do:

- Goes back up to **45 days** (vs. 24/48/72 hours).
- Filters by a saved search — map shapes, price ranges, subdivisions, construction type, etc.
- Tracks **since your last run** — runs again show only new activity since the previous run. No duplicates when you check throughout the day.

Setup — build the saved search correctly:

1. Draw a map shape (freeform polygon, circle, or rectangle) around the area you want to monitor, or use cities, counties, or zip codes.
2. **UNCHECK STATUS**. This is the one that trips everyone up. If Status is filtered (e.g., only Active is selected), the hot sheet won’t surface events for the unchecked statuses — you’ll miss new listings, back on market, price drops on pendings, all of it. Hot sheets are about events *across* statuses.
3. Add any other criteria (property type, construction type, etc.).
4. Save → Save Search. Name it so you’ll know it’s a hot-sheet feeder: “*West of the Park Hot Sheet*.”



Honey Tip: If a custom hot sheet looks thin or wrong, check whether the underlying saved search has Status filtered. **Nine times out of ten, that’s the culprit.**

Run it: type **hot** in Quick Launch → **Hot Sheet**. Scroll past the 24-hour sections to **Custom Hot Sheet** at the bottom → **Custom Hot Sheet Settings** → pick your saved search → set days back (up to 45) → **Run Saved Search Hot Sheet**. Shortcut from the dashboard: three dots on a Hot Sheet gadget → Custom Hot Sheet lands on the same page.

Since last run: the timestamp displays at the top of the page (e.g., “*Show activity since 2/5/2026 5:00 PM*”). Click **Run Custom Hot Sheet** with last-used settings to see only new activity since your previous run.