

Hot Sheets and Market Watch in Matrix

Use Market Watch and Hot Sheets on Home to monitor new and changed listings in your market.

Market Watch (Classic Home)

1. On Classic Home, open the Market Watch widget.
2. Choose a property type and a timeframe (24 Hour, Today, 3 Day, or 7 Day).
3. Select an activity link such as New Listing, Back On Market, Conditional, Pending, Closed, Price Decrease, Price Increase, Suspended, Expired, or Cancelled.
4. Select Refresh to update counts. Select Customize to change Market Watch criteria for your market.

Run Hot Sheets from Home

1. On Classic Home, open the Hot Sheets widget.
2. Select a property type link (for example Residential or Cross Property).
3. Set the time mode: New Only, This Session, 24 Hour, Today, 3 Day, 7 Day, or Custom.
4. Select Customize on the widget to manage Hot Sheet definitions for Home.

Manage Hot Sheets in Settings

1. Open Settings > Hot Sheets to open Manage Hot Sheets.
2. Select a property type, then use Add, Rename, Edit Criteria, Reset Criteria, or Delete as needed. Use Restore System Defaults only if you want to reset all Hot Sheets.
3. Select Done, then run a Hot Sheet from the Home widget.

Tips

- Keep Market Watch broad for daily market pulse; use Hot Sheets for specialty farms.
- Use Auto Emails for client delivery; use Hot Sheets for agent monitoring - see Create an Auto Email in Matrix.

Source: <https://support.itsosystems.ca/kb/111>