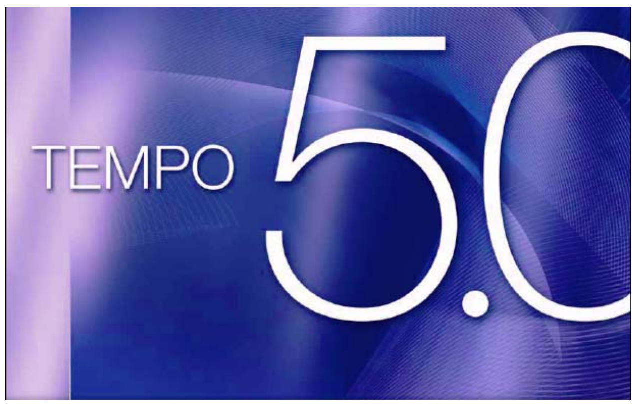
TEMPO 5.0 PREFERENCES

(VERSION 1)



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TEMPO 5.0 PREFERENCES & SETTINGS

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Tempo 5 Preferences

Welcome to Tempo 5 Preferences. This manual will provide step-by-step instructions on how to customize your Tempo Preferences and Settings.

My Preferences & Settings

To access Preferences and Settings, from the **Navigation Bar** hover your mouse over **My Tools** click on **Preferences**.

Functions	Description
Contact Information	This is **Branding Information** for all of your e-mails sent through Tempo (automatic and manual), including the Client Gateway.
My Photos	This setting will allow you to upload your agent or team photo. The photos can be attached to reports and the Client Gateway.
E-mail Preferences	This is where you can create a text **e-mail Signature** to follow every e-mail message sent.
Office Photos	This feature allows you to upload your office logo, office picture, office map, etc.
Client Gateway	This allows you to create **Branding Information** that will appear in the client Gateway.
Personal Defaults	This allows you to create personal settings for your searching, search results, homepage, etc.
My Links	This allows you to add your favorite websites to **My Sidebar** for quick access while in Tempo.
Edit Favorites	Select most used reports to appear at the top of your list on the Details, e-mail, and print features. Reports will be highlighted under each of the three Tempo features.
E-mail Disclaimer	This text will appear at the bottom of every e-mail sent through Tempo.

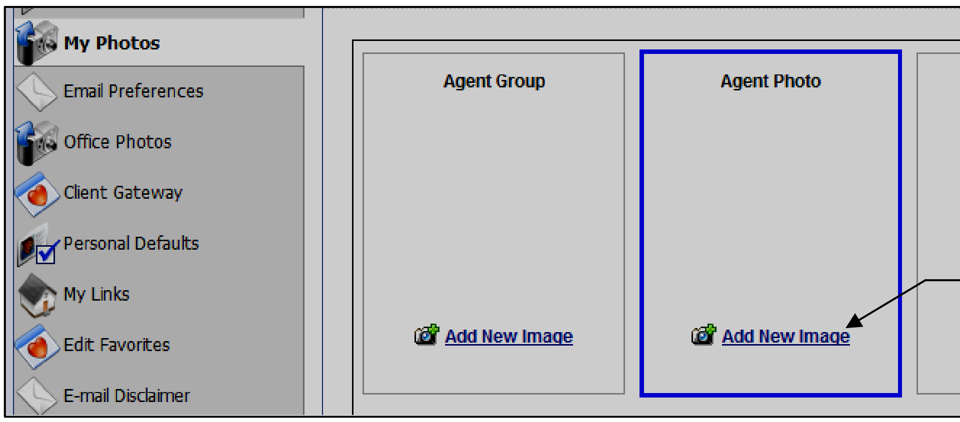
Contact Information

Personal agent contact information will automatically display on this setting. The agent contact information is used with e-mails and Client Gateway. Contact information can be changed by manually typing over the current record. This information is not recorded with your Association. Click on the **Save** icon at bottom, to save changes.

My Photos

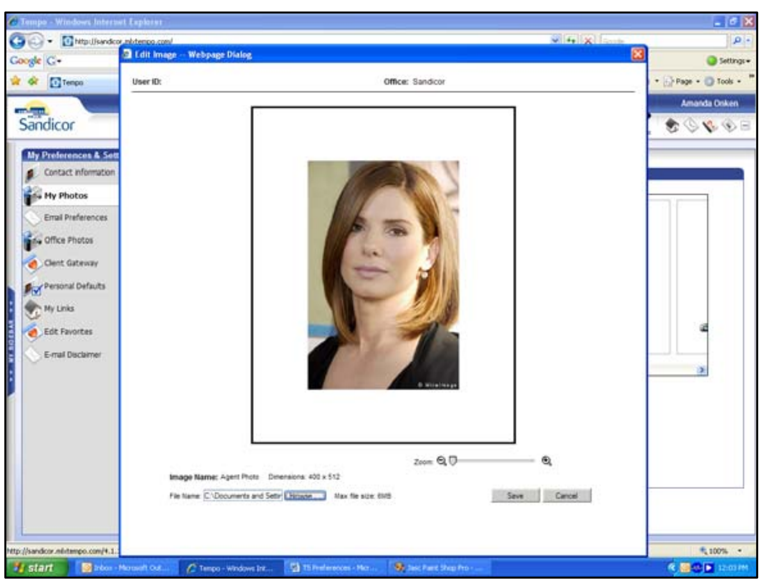
You can upload multiple photos for reports, presentations, and for the Client Gateway (example: personal, team, group, etc.). Tempo 5 will accept photos only in .jpg format and no more than 640 x 480 megapixels.

1. From **Tempo Navigation Bar**, hover over **My Tools** click **Preferences**.
2. Click on **My Photos.**
3. Click on **Add New Image.**



Click here to add your photo.

4. Click on **Browse** to locate your photo on your computer, CD, camera, etc. Click on **Open** to add the photo link to Tempo.
5. When photo is displayed in screen zoom or out and pan the photo to fit the screen.

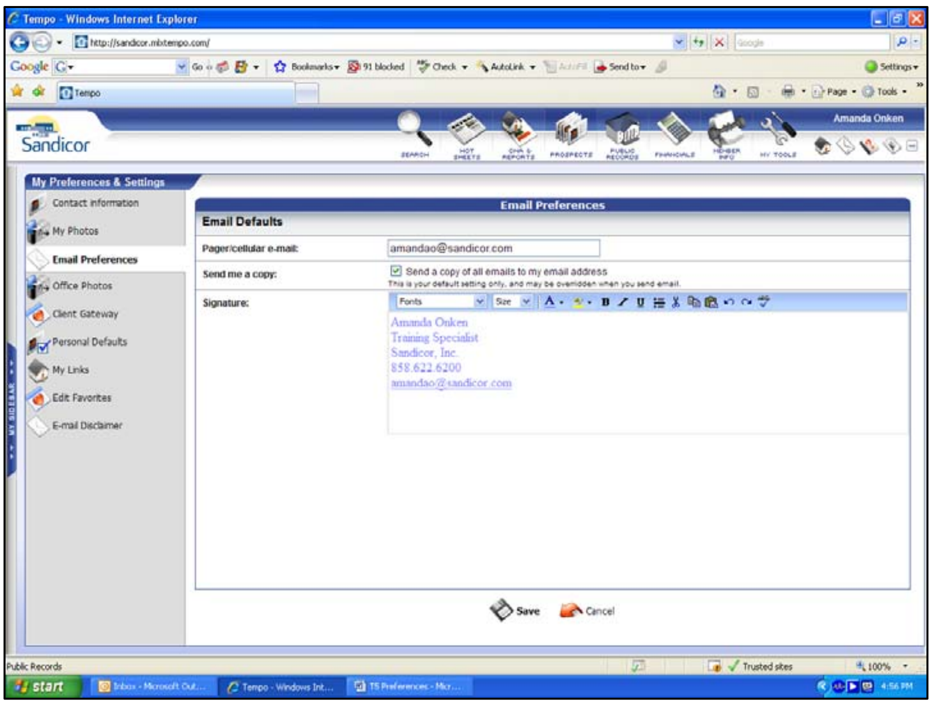


6. Click on **Save**.

E-mail Preferences

E-mail Preferences allows you to create your e-mail signature to be attached to all e-mail messages sent from Tempo. There are different font styles, sizes, and colors to choose from. Any other graphics added to your signature requires html code.

1. From Tempo **Navigation Bar**, hover over **My Tools** click **Preference**
2. Click on **E-mail Preferences.**
3. Confirm your e-mail address is correct. You can change the e-mail address if needed. Add your signature in the text box. You can apply different font, size, and colors.
4. Click the **Save** icon.



Office Photos

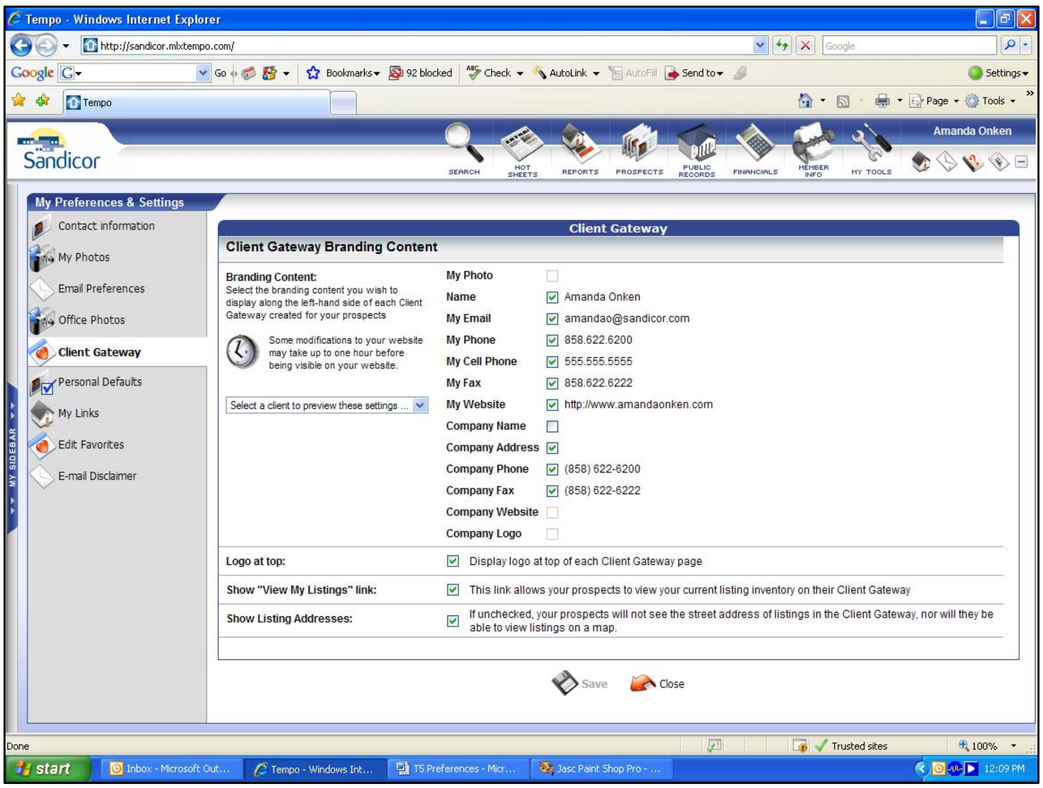
The **Office Photos** option is available to upload your office logo as well as other images such as letterhead, map, etc. The photos can be used for listings reports, presentations, and the Client Gateway.

1. From Tempo **Navigation Bar**, hover over **My Tools** click on **Preferences.**
2. Click on **Office Photos**.
3. Type in your **Office ID** number and click the green arrow. If you do not know your Office ID use the search for office feature to find it.
4. Click **Add New Image** under the description to place photo.
5. Click on **Browse** to locate your photo on your computer, CD, camera, etc. Click on **Open** to add the photo link to Tempo.
6. When photo is displayed in screen zoom or out and pan the photo to fit the screen.
7. Click the **Save** icon. (Refer to screen shots for Agent Photos and explanation)

Client Gateway

Create your Client Gateway Branding Content defaults to display your agent content throughout Client Gateway. Select information you would like to have displayed on the websites. These settings will be used for every prospect. If the information shown in the branding content is incorrect, please contact your service center to update your file.

1. From Tempo **Navigation Bar**, hover over **My Tools** click **Preferences.**
2. Click on **Client Gateway**.
3. Check or uncheck information.
4. Click on **Save** to save branding.

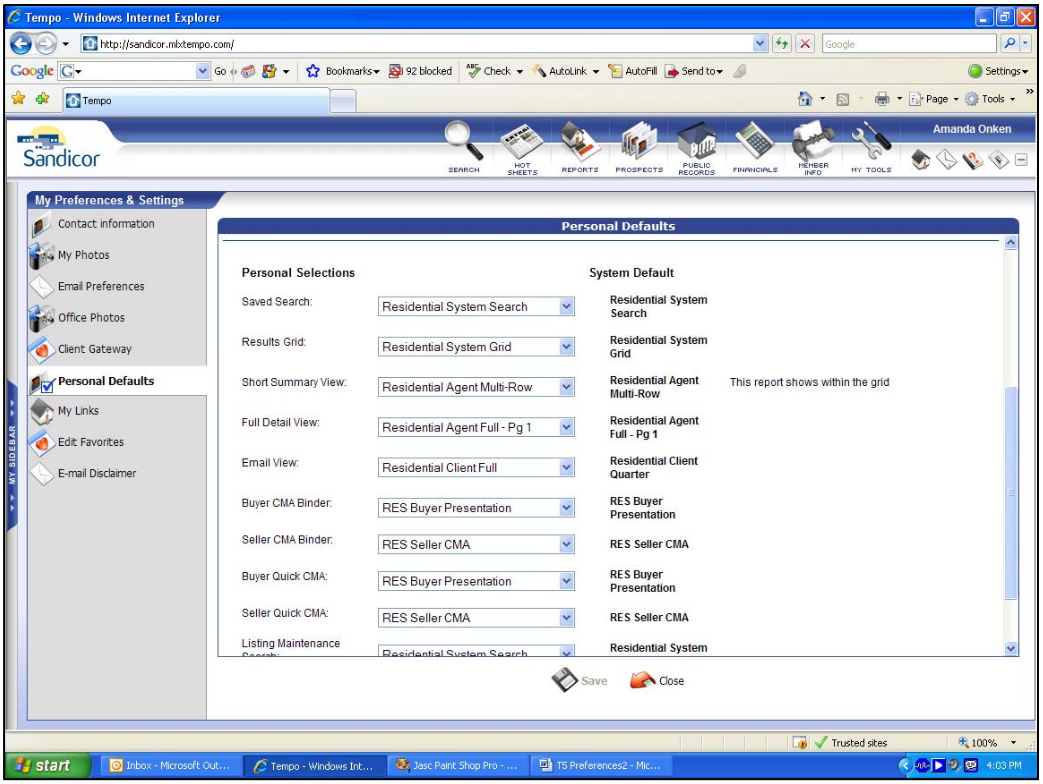


Personal Defaults Screen

This option allows you to create personal settings for your searching, search results, homepage, etc.

1. From Tempo **Navigation Bar**, hover over **My Tools** click **Preferences.**
2. Click on **Personal Defaults**.
3. Change default information.
4. Click on **Save.**

Functions	Description
Start Menu	This allows you to customize the homepage when you sign into Tempo 5.
Image View	This determines how you would like to view photos on a listing. The options are **Gallery View** or **Slideshow**.
Search Default Settings	This function allows you to default your quick search screen to a personalized search property type (example: residential, commercial, etc.) when you use the **Search** feature from the Navigation Bar.
Saved Search	This is where you select a default **Save Search** created from the **Search** function.
Results Grid	This is where you set your **Search Results** list. The column manager on **the Search Results** page allows you to create a customized grid.
Short Summary View	This is where you set up the report to be viewed from the **Search Results** grid.
Full Detail View	This will allow you to select the default property report that will be at the top of the report list on your Details and print options.
Email View	This will set your default property report in the e-mail screen when you send reports.
Buyer/Seller CMA	The CMA defaults should be set according to the type of CMA whether Buyer or Seller.



Setting-up Personal Defaults

This section will review how to create the customized settings for each of the Personal Defaults in Preferences.

Start Menu

Your homepage can be customized to multiple features in Tempo. This is used for easy and quick access.

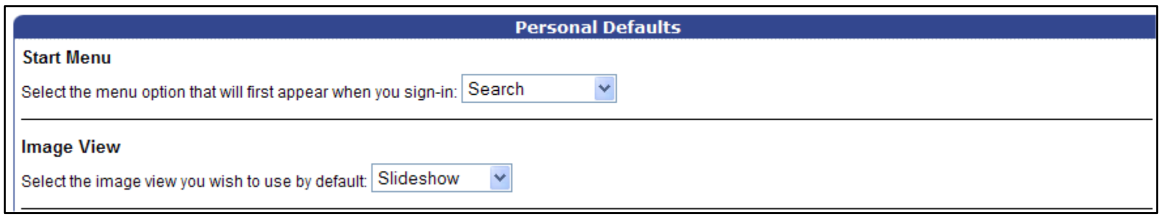
1. From the Tempo **Navigation Bar**, hover over **My Tools** click **Preferences.**
2. Click **Personal Defaults**
3. Under **Start Menu** click on the down arrow to select your homepage option (Home, Search, Prospects)
4. Click on **Save**.

Image View

This allows you to view photos of a property in a specific format when viewing listing media. There are two options to view photos:

- **Slideshow**: Display a slideshow or click on next arrows to view individually.
- **Gallery**: Lays photos out side-by-side. Click on any photo to enlarge.

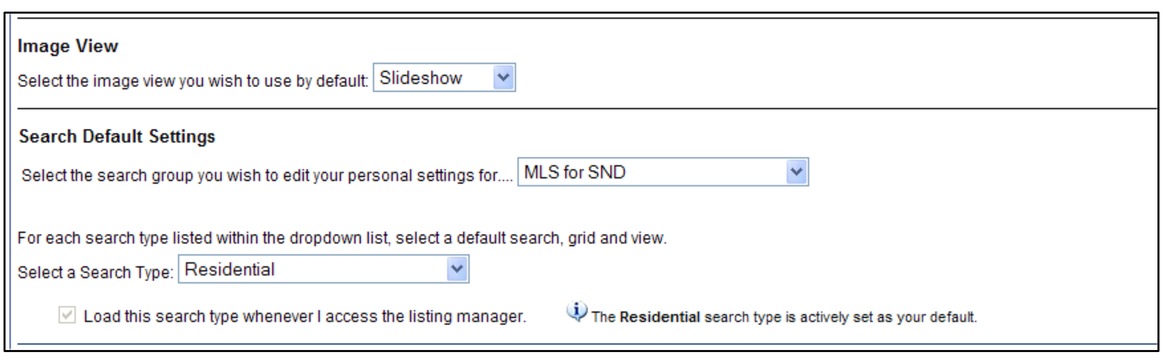
    1. From Tempo **Navigation Bar**, hover over **My Tools** click **Preferences**.
    2. Click on **Personal Defaults**.
    3. Under **Image View** click down arrow and select the photo format to set as default.
    4. Click on **Save**.



Search Default Settings

Select a default property type to come up when you perform a search (example: Residential, Commercial, etc.).

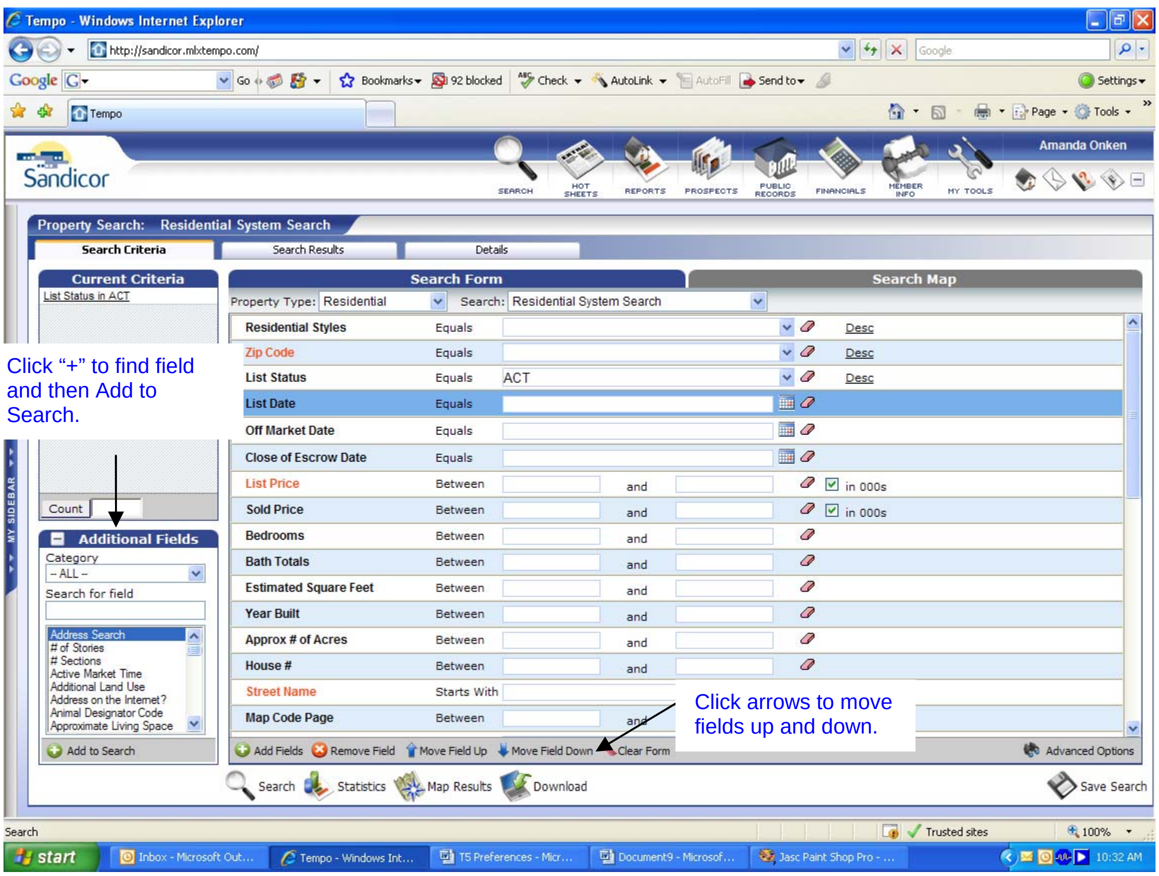
1. From the Tempo **Navigation Bar**, hover over **My Tools** click **Preferences.**
2. Click on **Personal Defaults**.
3. From **Select a Search Type** use the arrow to scroll to the specific property type to default.
4. Click on **Save**.



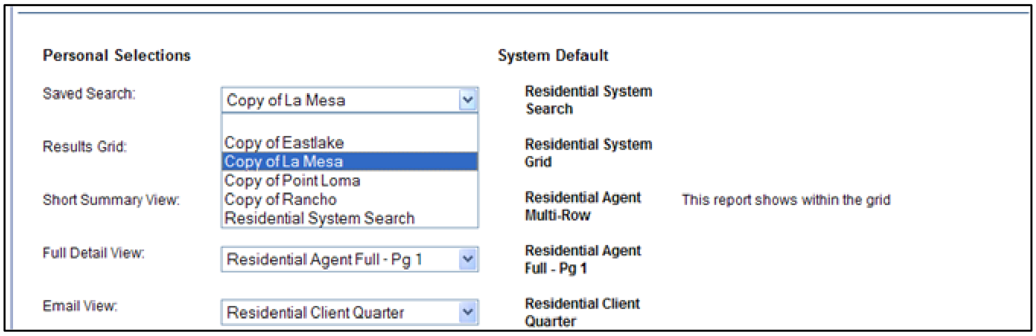
Personal Selections

Saved Search – This allows you to make a personalized search screen or screens. You can set a specific screen as your default template for your search.

1. From the Tempo Navigation bar, hover mouse over Search and select your property type.
2. Move fields in your order of choice. Also add or delete fields you want on your screen. Click on "+" next to Additional Fields to find and add any fields you want. Specific criteria can be placed in the fields or left blank when saved.
3. Click on Save Search icon
4. To save as default, go to My Tools then Preferences and Personal Selection. Next to Saved Search click on down arrow to find the search you just saved and click Search icon.

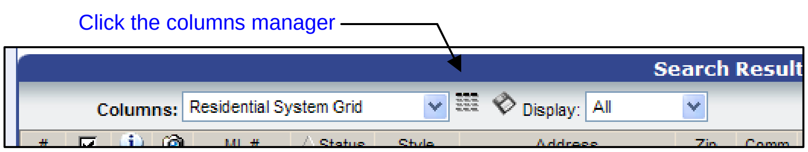


Return to My Tools and Preference to set your default search screen, to the search you just created.

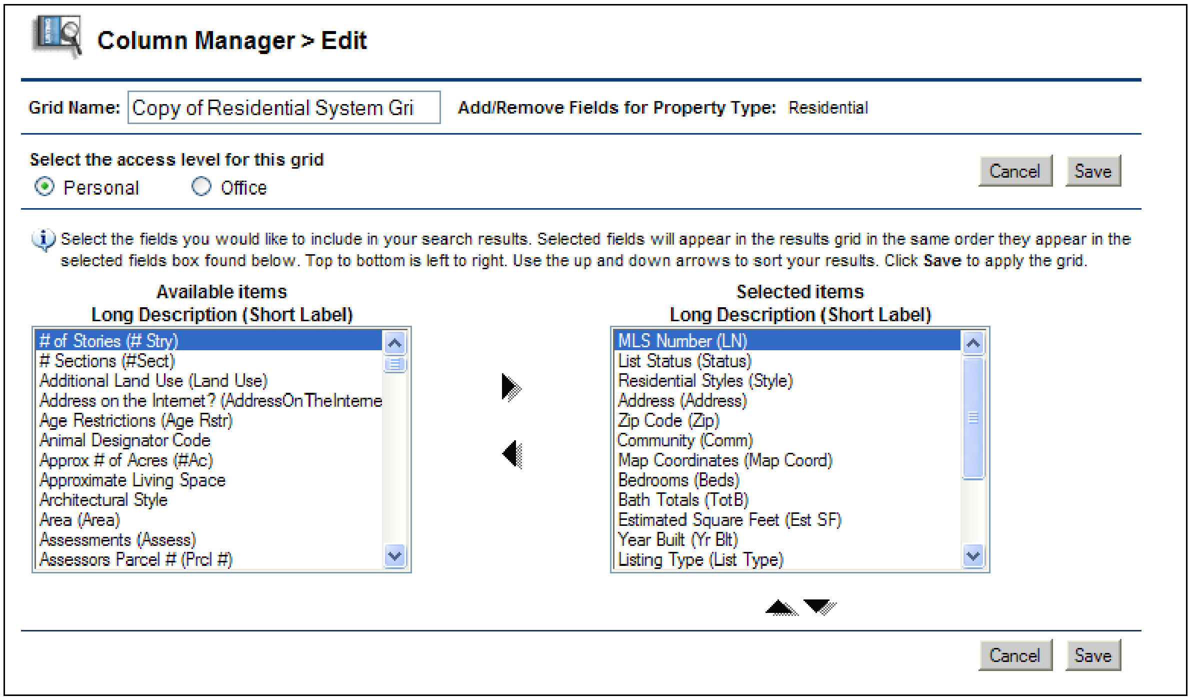


Results Grid – Fields you select are displayed in the search results by creating your own grid.

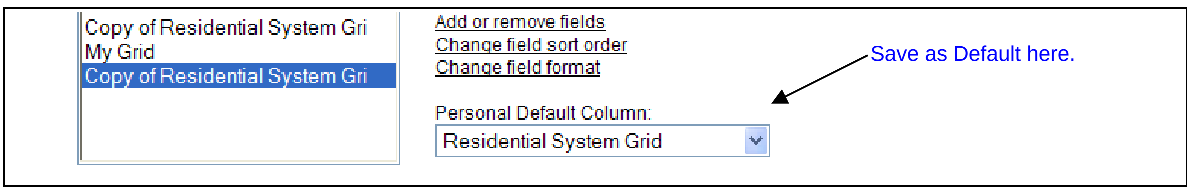
1. After you complete a search from Search function, go to Search results screen.
2. Click the columns manager icon.
3. Add fields to the existing one line display by clicking ***copy selected column report***. To start a column report from scratch, click; ***create new column report***.
4. Add or remove fields and name the report in the upper left-hand corner.
5. Click on the Save icon.
6. Save as default from the Column Manager screen.
7. Click ***done*** when finished.



Clicking copy selected column report will take you to the first illustration on the next page. Add or delete any field you would like to appear in your Search Results list.



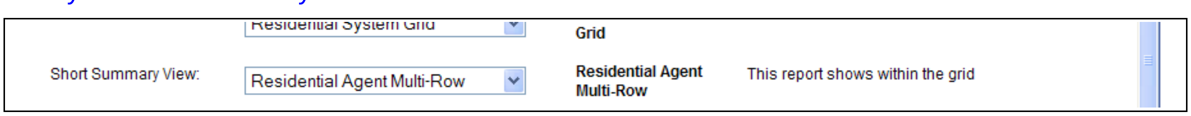
After clicking on Save in prior screen, remember to set new grid as a default.



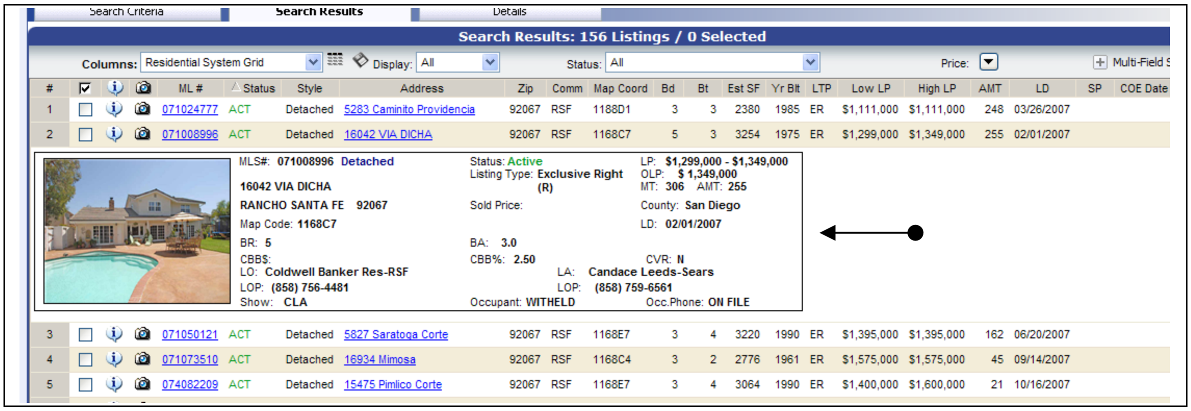
Short Summary View – Choose which report you would like to quickly access from the display grid.

1. From the Tempo Navigation bar, hover mouse over My Tools click Preferences then Personal Defaults.
2. Next to Short Summary View click on the down arrow and select the report you would like to use.
3. Click on Save icon

Set your Short Summary View from here on the Personal Defaults screen.



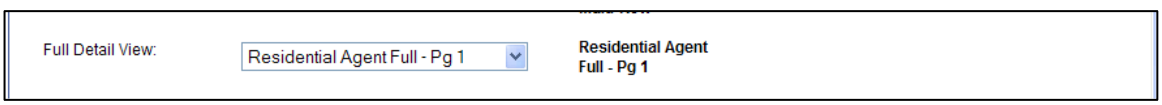
Here is where the report will be displayed on your results grid.



Full Detail View – Full detail view allows you to select your default report.

1. From the Tempo Navigation bar, hover mouse over My Tools click Preferences then Personal Defaults.
2. Next to Full Detail View click on the down arrow to select your report default.
3. Click the Save icon

Set your Full Detail View from here on the Personal Defaults screen.

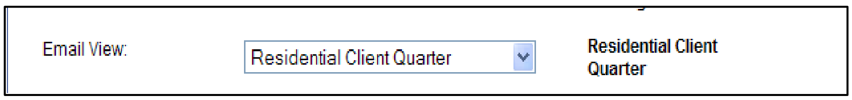


The report is set up correctly when the report is highlighted yellow and is at the top of the list.

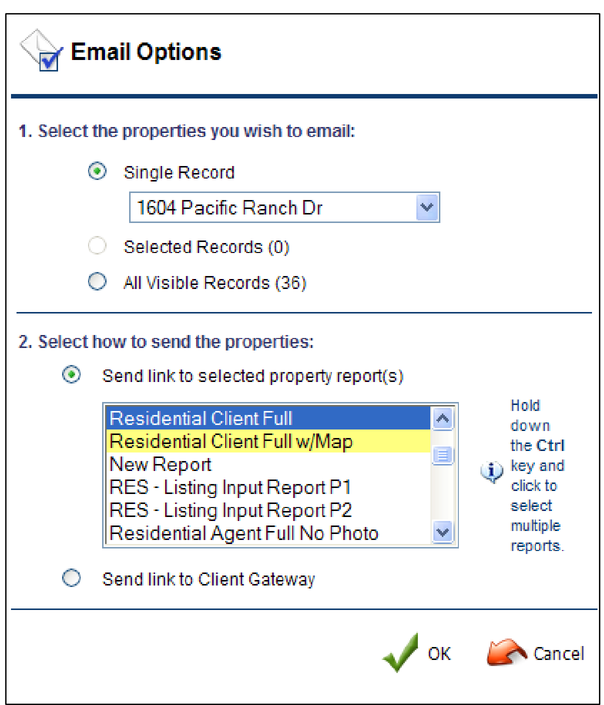
E-mail View – A default e-mail report can be set to the report of your choice when you click on the E-mail icon on the lower screen.

1. From the Tempo Navigation bar, hover mouse over My Tools click Preferences the Personal Defaults.
2. Next to E-mail View click the down area to select the default report to be e-mailed.
3. Click the Save icon.

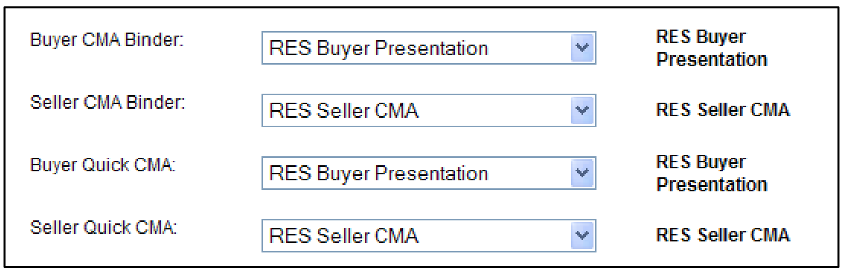
Set your E-mail View from here on the Personal Defaults screen.



The default report will automatically display at the top of the list, when you click on the E-mail icon.



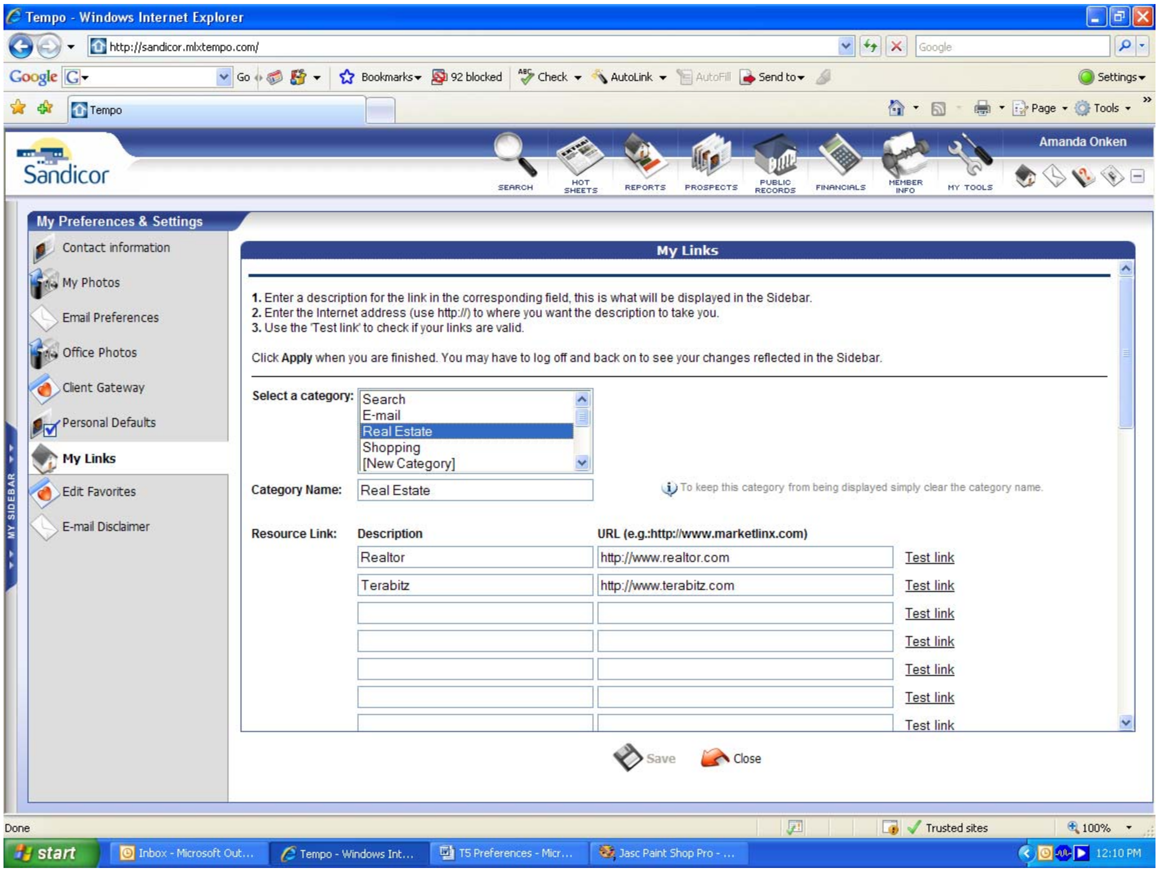
Seller/Buyer CMA – These defaults are associated with the appropriate type of CMA. For example: Buyer CMA Binder, Select a "Buyer" Presentation



Listing Maintenance Search - This option will remain on **Residential System Search**.

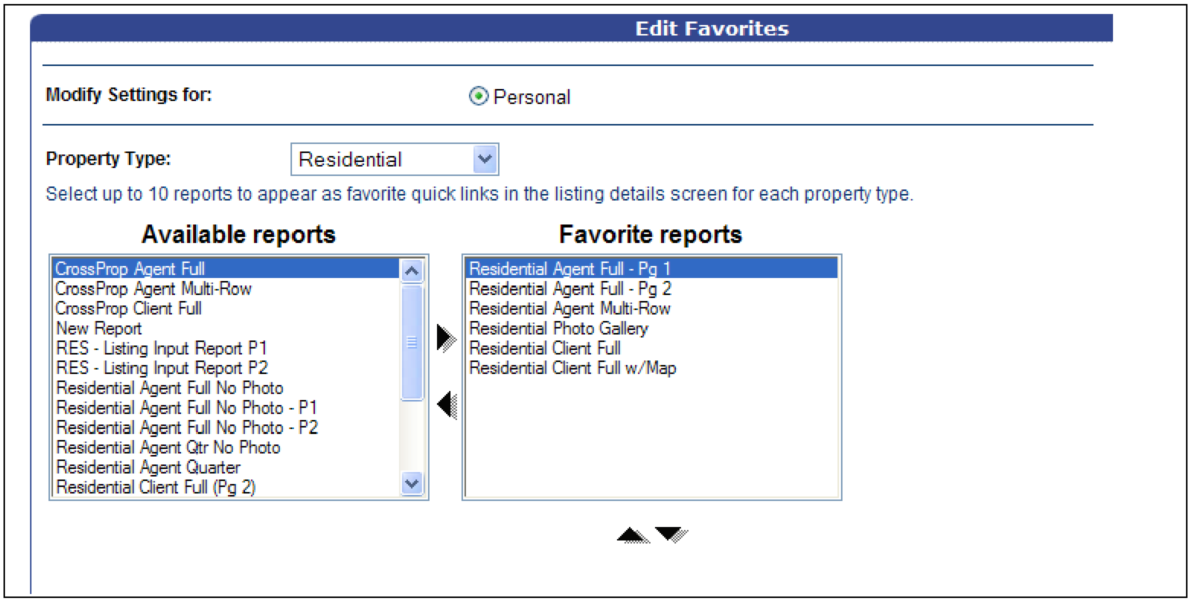
My Links – My Links provides allows you to add your personal links to the sidebar. You can add any website you wish to make it easy and accessible to your needs. Add personal e-mail, search sites, or real estate resources, for example.

1. From Tempo Navigation bar hover mouse over My Tools click on Preferences and then My Links.
2. Under select a category click ***New Category*** and give it a category name. Example: E-mail
3. Go to Resource Link and give the link a description. Type in the web address starting with http:// you are able to test a link to make sure you have the correct address.
4. Click on Save icon



Edit Favorites – The preferred reports for each property type are available and highlighted at the top of your results list on the Detail page, as well as in your printing options. Choose and organize the reports you wish to have most accessible.

1. From Tempo Navigation bar hover mouse over My Tools click on Preferences then click on Edit Favorites.
2. Select and Available report and click the arrow icon to move to Favorite Reports.
3. Use the up and down arrows to order the reports in how you want them to appear.
4. Click the Save icon.



E-mail Disclaimer – The e-mail disclaimer will automatically display at the bottom of any e-mail you send from Tempo. If you are sending a personal note to a client you may consider to using your e-mail program, outside of Tempo.

Information is provided by Sandicor Inc. in the disclaimer area. Add any additional wording you may want to be provided.

1. From the Tempo Navigation bar hover mouse over My Tools click Preferences then click E-mail Disclaimer.
2. Add any wording you would like to use in addition to provided notes.
3. Click Save icon