

TEMPO 5.0 PREFERENCES

(VERSION 1)



WWW.SANDICOR.COM

TEMPO 5.0 PREFERENCES & SETTINGS

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Published by Sandicor, Inc.
5414 Oberlin Drive,
Ste. 150
San Diego, CA 92121
858.622.6200
www.sandicor.com
helpdesk@sandicor.com

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.

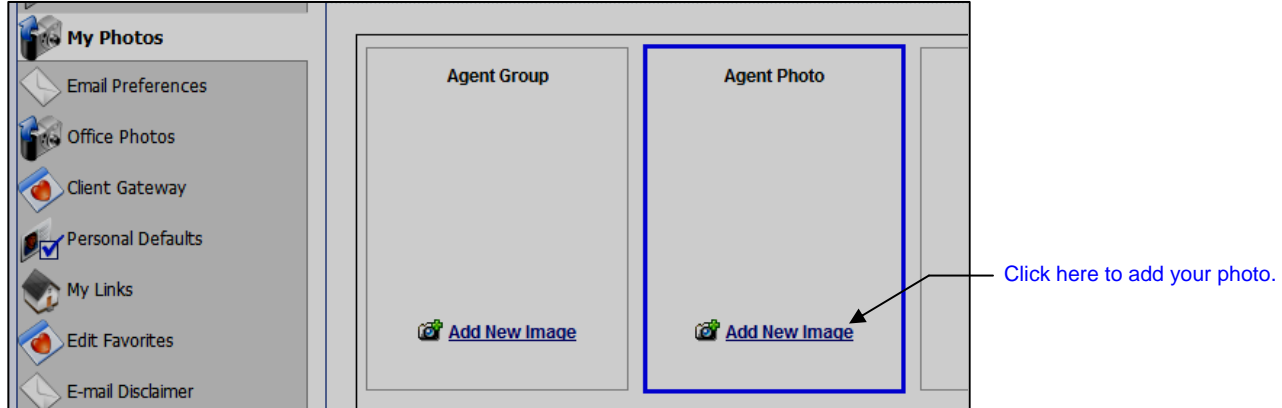
Contact Information

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.

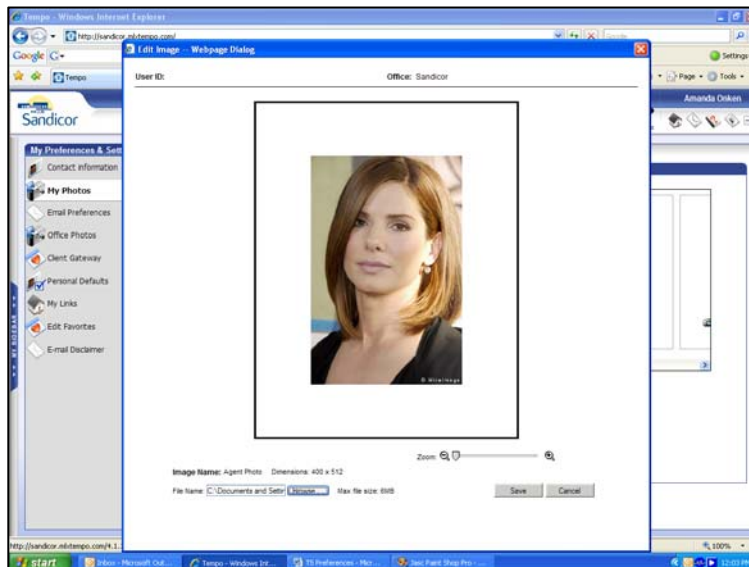
My Photos

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**.



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.

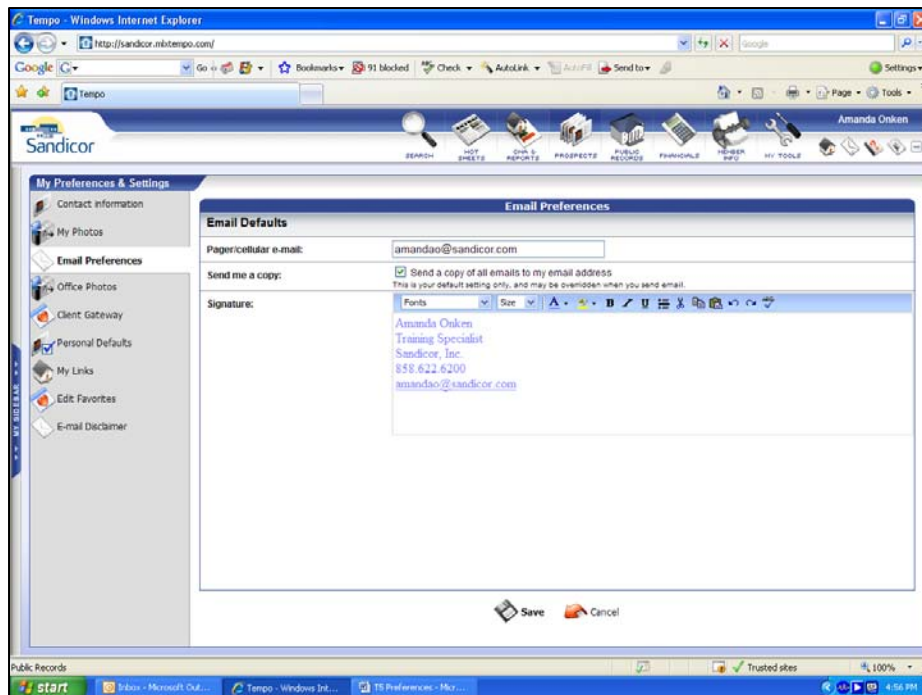


6. Click on **Save**.

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

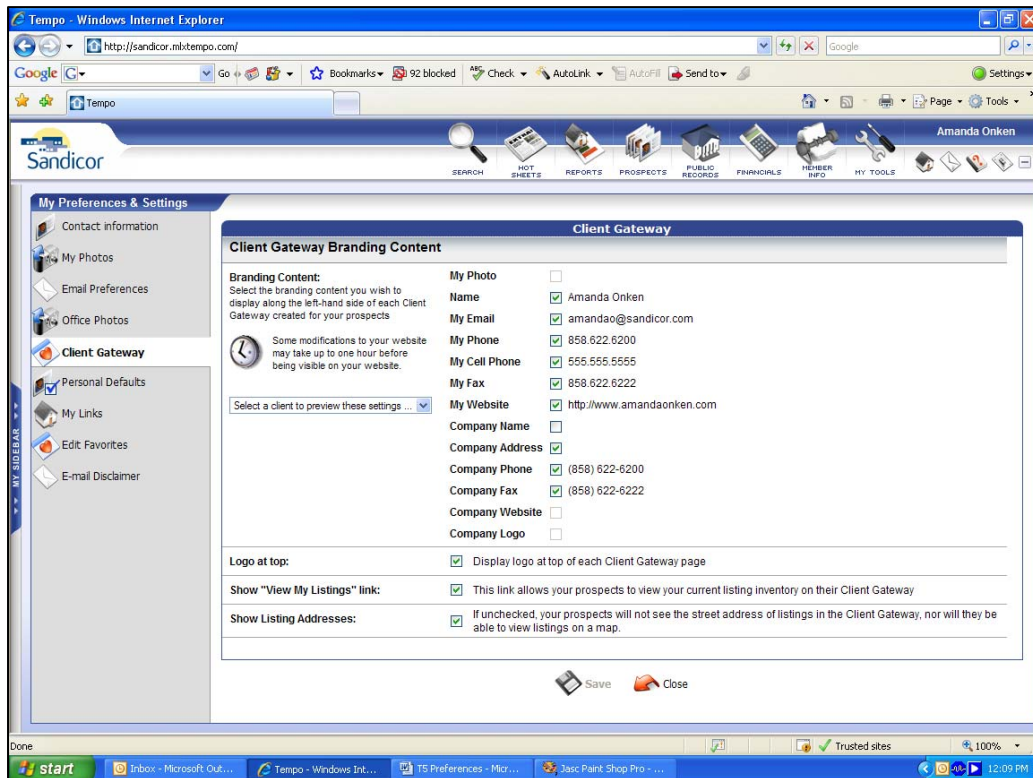
The **Office Photos** option is available to upload your office logo as well as other images such as letterhead, map, etc. The photos can be used for listings reports, presentations, and the Client Gateway.

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.

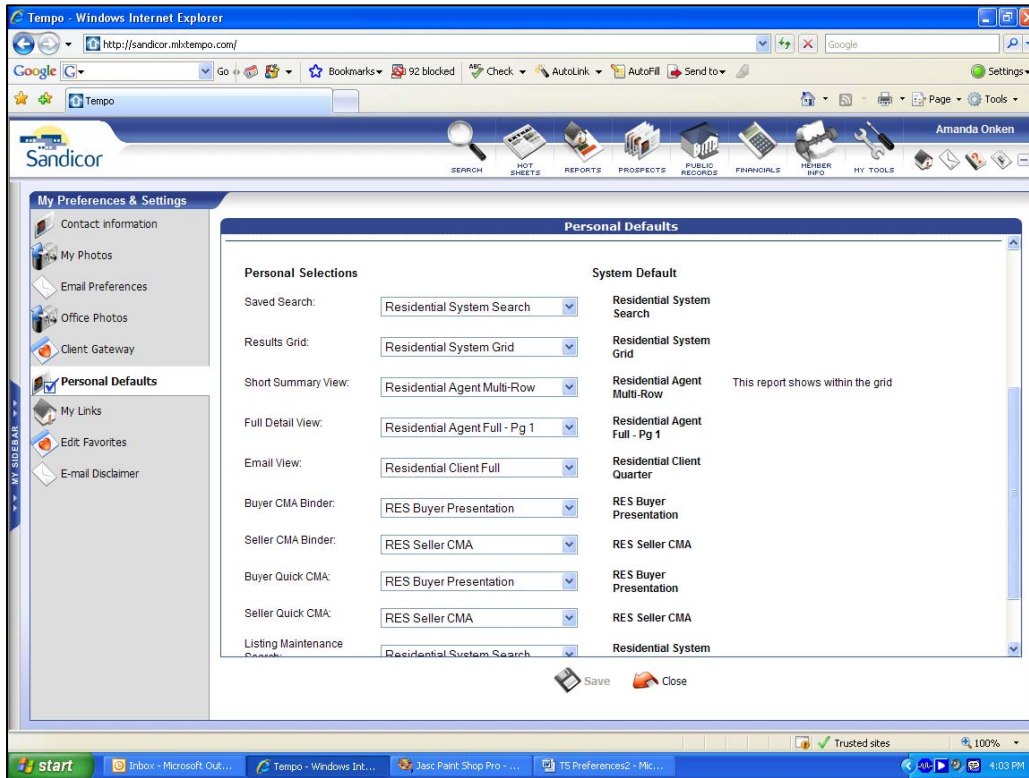


Personal Defaults Screen

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**.

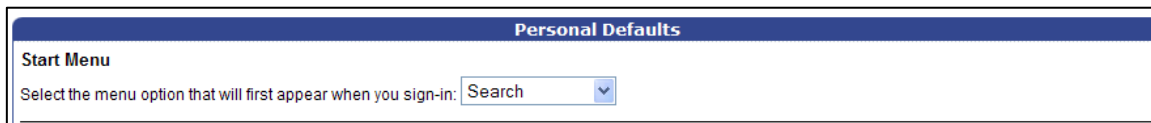
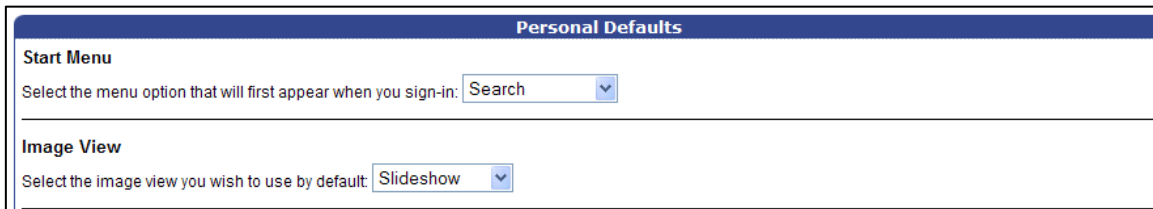


Image View

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**.

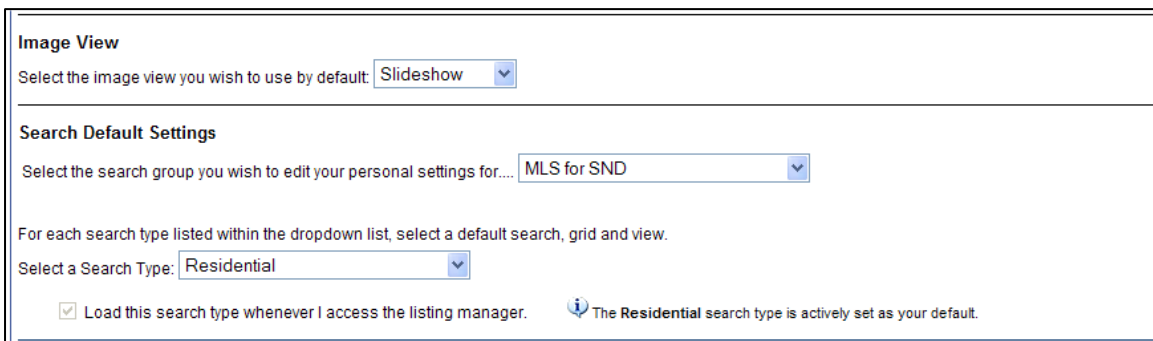


The screenshot shows a 'Personal Defaults' settings panel. It has a blue header with the text 'Personal Defaults'. Below the header, there are two sections. The first section is titled 'Start Menu' and contains the text 'Select the menu option that will first appear when you sign-in:' followed by a dropdown menu with 'Search' selected. The second section is titled 'Image View' and contains the text 'Select the image view you wish to use by default:' followed by a dropdown menu with 'Slideshow' selected.

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**.



The screenshot shows a 'Search Default Settings' panel. It has a white background with a blue border. At the top, there is a section titled 'Image View' with the text 'Select the image view you wish to use by default:' and a dropdown menu set to 'Slideshow'. Below this is a section titled 'Search Default Settings' with the text 'Select the search group you wish to edit your personal settings for...' and a dropdown menu set to 'MLS for SND'. Underneath, there is a line of text: 'For each search type listed within the dropdown list, select a default search, grid and view.' This is followed by 'Select a Search Type:' and a dropdown menu set to 'Residential'. At the bottom, there is a checked checkbox with the text 'Load this search type whenever I access the listing manager.' and an information icon with the text 'The Residential search type is actively set as your default.'

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.

The screenshot displays the Tempo web application interface. The browser window shows the URL <http://sandicor.mlxtempo.com/>. The application has a navigation bar with icons for SEARCH, HOT SHEETS, REPORTS, PROSPECTS, PUBLIC RECORDS, FINANCIALS, MEMBER INFO, and MY TOOLS. The user's name, Amanda Onken, is visible in the top right.

The main content area is titled "Property Search: Residential System Search" and is divided into three tabs: Search Criteria, Search Results, and Details. The "Search Criteria" tab is active, showing a "Current Criteria" section with "List Status in ACT" and a "Search Form" section with various criteria:

Criteria	Operator	Value	Order	Sort
Property Type	Residential			
Search	Residential System Search			
Residential Styles	Equals			Desc
Zip Code	Equals			Desc
List Status	Equals	ACT		Desc
List Date	Equals			
Off Market Date	Equals			
Close of Escrow Date	Equals			
List Price	Between			in 000s
Sold Price	Between			in 000s
Bedrooms	Between			
Bath Totals	Between			
Estimated Square Feet	Between			
Year Built	Between			
Approx # of Acres	Between			
House #	Between			
Street Name	Starts With			
Map Code Page	Between			

The "Additional Fields" sidebar on the left contains a list of fields to be added to the search criteria. A blue arrow points to the "+" icon next to the "Additional Fields" header, with the annotation: "Click \"+\" to find field and then Add to Search."

At the bottom of the search form, there are controls for "Add Fields", "Remove Field", "Move Field Up", "Move Field Down", and "Clear Form". A blue arrow points to the "Move Field Down" button, with the annotation: "Click arrows to move fields up and down."

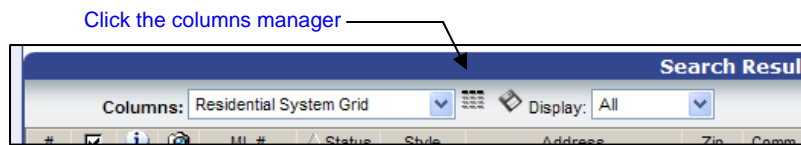
The Windows taskbar at the bottom shows several open applications, including "start", "Inbox - Microsoft Out...", "Tempo - Windows Int...", "T5 Preferences - Micr...", "Document9 - Microsof...", "Jasc Paint Shop Pro - ...", and the system clock showing "10:32 AM".

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

Personal Selections		System Default	
Saved Search:	Copy of La Mesa	Residential System Search	
Results Grid:	<ul style="list-style-type: none"> Copy of Eastlake Copy of La Mesa Copy of Point Loma Copy of Rancho Residential System Search 	Residential System Grid	
Short Summary View:		Residential Agent Multi-Row	This report shows within the grid
Full Detail View:	Residential Agent Full - Pg 1	Residential Agent Full - Pg 1	
Email View:	Residential Client Quarter	Residential Client Quarter	

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.

Column Manager > Edit

Grid Name: Add/Remove Fields for Property Type: Residential

Select the access level for this grid
 Personal Office Cancel Save

i Select the fields you would like to include in your search results. Selected fields will appear in the results grid in the same order they appear in the selected fields box found below. Top to bottom is left to right. Use the up and down arrows to sort your results. Click Save to apply the grid.

Available items Long Description (Short Label)	Selected items Long Description (Short Label)
# of Stories (# Stry)	MLS Number (LN)
# Sections (#Sect)	List Status (Status)
Additional Land Use (Land Use)	Residential Styles (Style)
Address on the Internet? (AddressOnTheInteme)	Address (Address)
Age Restrictions (Age Rstr)	Zip Code (Zip)
Animal Designator Code	Community (Comm)
Approx # of Acres (#Ac)	Map Coordinates (Map Coord)
Approximate Living Space	Bedrooms (Beds)
Architectural Style	Bath Totals (TotB)
Area (Area)	Estimated Square Feet (Est SF)
Assessments (Assess)	Year Built (Yr Blt)
Assessors Parcel # (Prcl #)	Listing Type (List Type)

Cancel Save

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

<input type="text" value="Copy of Residential System Gri"/> <input type="text" value="My Grid"/> <input checked="" type="text" value="Copy of Residential System Gri"/>	Add or remove fields Change field sort order Change field format
Personal Default Column: <input type="text" value="Residential System Grid"/>	Save as Default here.


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.

<input type="text" value="Residential System Grid"/>	<input type="text" value="Residential Agent Multi-Row"/>	Grid Residential Agent Multi-Row	This report shows within the grid
--	--	--	-----------------------------------

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

Search Criteria		Search Results		Details															
Search Results: 156 Listings / 0 Selected																			
#	Columns:	Residential System Grid	Display: All	Status: All	Price: ▼	Multi-Field													
#	ML #	Status	Style	Address	Zip	Comm	Map	Coord	Bd	Bt	Est SF	Yr Blt	LTP	Low LP	High LP	AMT	LD	SP	COE Date
1	071024777	ACT	Detached	5283 Caminito Providencia	92067	RSF	1168D1		3	3	2380	1985	ER	\$1,111,000	\$1,111,000	248	03/26/2007		
2	071008996	ACT	Detached	16042 VIA DICHA	92067	RSF	1168C7		5	3	3254	1975	ER	\$1,299,000	\$1,349,000	255	02/01/2007		
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">  </div> <div style="width: 70%;"> <p>MLS#: 071008996 Detached Status: Active Listing Type: Exclusive Right (R) LP: \$1,299,000 - \$1,349,000 OLP: \$1,349,000 MT: 306 AMT: 255 Sold Price: County: San Diego Map Code: 1168C7 LD: 02/01/2007 BR: 5 BA: 3.0 CBB: 2.50 CVR: N CBB%: 2.50 L.O.: Coldwell Banker Res-RSF LA: Candace Leeds-Sears LOP: (858) 756-4481 LOP: (858) 759-8561 Show: CLA Occupant: WITHELD Occ.Phon: ON FILE</p> </div> </div>																			
3	071050121	ACT	Detached	5827 Saratoga Corte	92067	RSF	1168E7		3	4	3220	1990	ER	\$1,395,000	\$1,395,000	162	06/20/2007		
4	071073510	ACT	Detached	16934 Mimosa	92067	RSF	1168C4		3	2	2776	1961	ER	\$1,575,000	\$1,575,000	45	09/14/2007		
5	074082209	ACT	Detached	15475 Pimlico Corte	92067	RSF	1168E7		3	4	3064	1990	ER	\$1,400,000	\$1,600,000	21	10/16/2007		


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.

Full Detail View: Residential Agent Full - Pg 1 ▼ **Residential Agent Full - Pg 1**

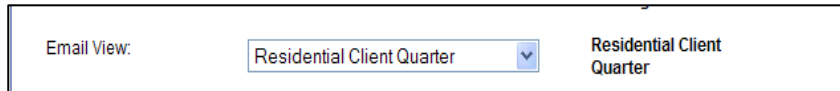
The report is set up correctly when the report is highlighted yellow and is at the top of the list.

Property Search: Encinitas (attached to Julia Roberts)		Search Results		Details	
Search Results: 36 Total / 0 Selected					
Listing 1 of 36					
<p>1604 Pacific Ranch Dr</p> <p>Quick Link Button Bar Listing Images(12) Virtual Tour / Links Map Directions History Calculators Charts Realist.com Tax</p>		 <p>Media: 12</p>		<p>Detached Status: Active Sales Price: LP: \$849,000 - \$849,000 Orig. Price: \$876,000 APR: 262-181-05-00 Ownership: Fee Simple List Date: 10/16/2007 MT: 40 Listing Type: Exclusive Agency (A) CBB%: 2.50% CVR: N Possession: Close of Escrow Address: 1604 Pacific Ranch Dr Un# / Space#: Zip: 92024 MapCode: 1167H2 City: Encinitas Community: ENCINITAS Neighborhood: Pacific Ranch Bedrooms: 4 Full Baths: 3 Optional BR: 1 Half Baths: 0 Total BR: 5 Total Baths: 3 Est SqFt: 2,141 Year Built: 1984 Wtr Dist: OLIVERHAIN MUNISCH Dist: San Diego Age Restrictions: N Pets: C Sign on Property: REMARKS AND SHOWING INFO</p>	
<p>REDUCED PRICE! Most coveted model of Pacific Ranch! 4 bdrm, 3 bath home offers a beaut. rmld kchn, new paint thrgh home, natural lighting and high ceilings accentuate the open floor plan. Community has it all; location, 45 AC of common area, 123 AC of</p>					
<p>View: Residential Agent Full - Pg 1</p> <ul style="list-style-type: none"> Residential Agent Full - Pg 1 Residential Agent Full - Pg 2 Residential Agent Multi-Row Residential Photo Gallery Residential Client Full w/Map New Report RES - Listing Input Report P1 RES - Listing Input Report P2 Residential Agent Full - Pg 1 Residential Agent Full - Pg 2 Residential Agent Full No Photo Residential Agent Full No Photo - P1 Residential Agent Full No Photo - P2 Residential Agent Multi-Row Residential Agent Qtr No Photo Residential Agent Quarter Residential Client Full (Pg 2) Residential Client Full No Photo Residential Client Full w/Map Residential Client Qtr No Photo Residential Client Quarter Residential Comp Summary Residential Listing Input Report 					

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.

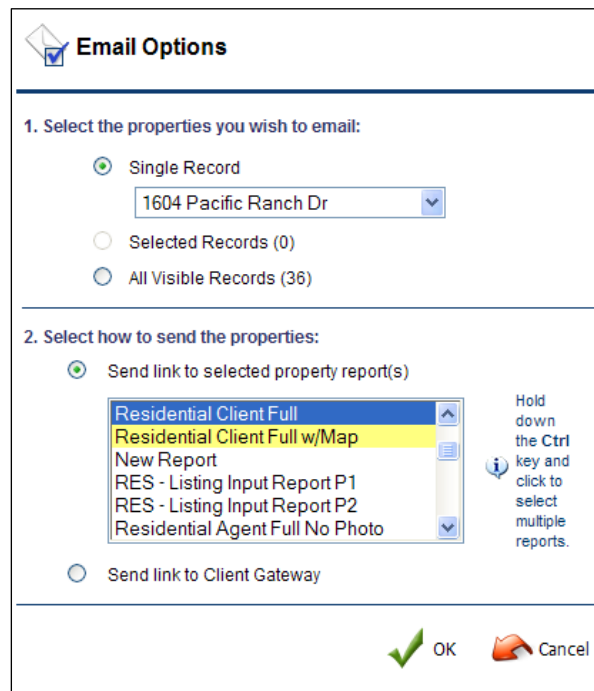
1. From the Tempo Navigation bar, hover mouse over My Tools click Preferences the Personal Defaults.
2. Next to E-mail View click the down area to select the default report to be e-mailed.
3. Click the Save icon.

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



Email View: Residential Client Quarter Residential Client Quarter

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



Email Options

1. Select the properties you wish to email:

Single Record
1604 Pacific Ranch Dr

Selected Records (0)

All Visible Records (36)

2. Select how to send the properties:

Send link to selected property report(s)

Residential Client Full
Residential Client Full w/Map
New Report
RES - Listing Input Report P1
RES - Listing Input Report P2
Residential Agent Full No Photo

Hold down the Ctrl key and click to select multiple reports.

Send link to Client Gateway

OK Cancel

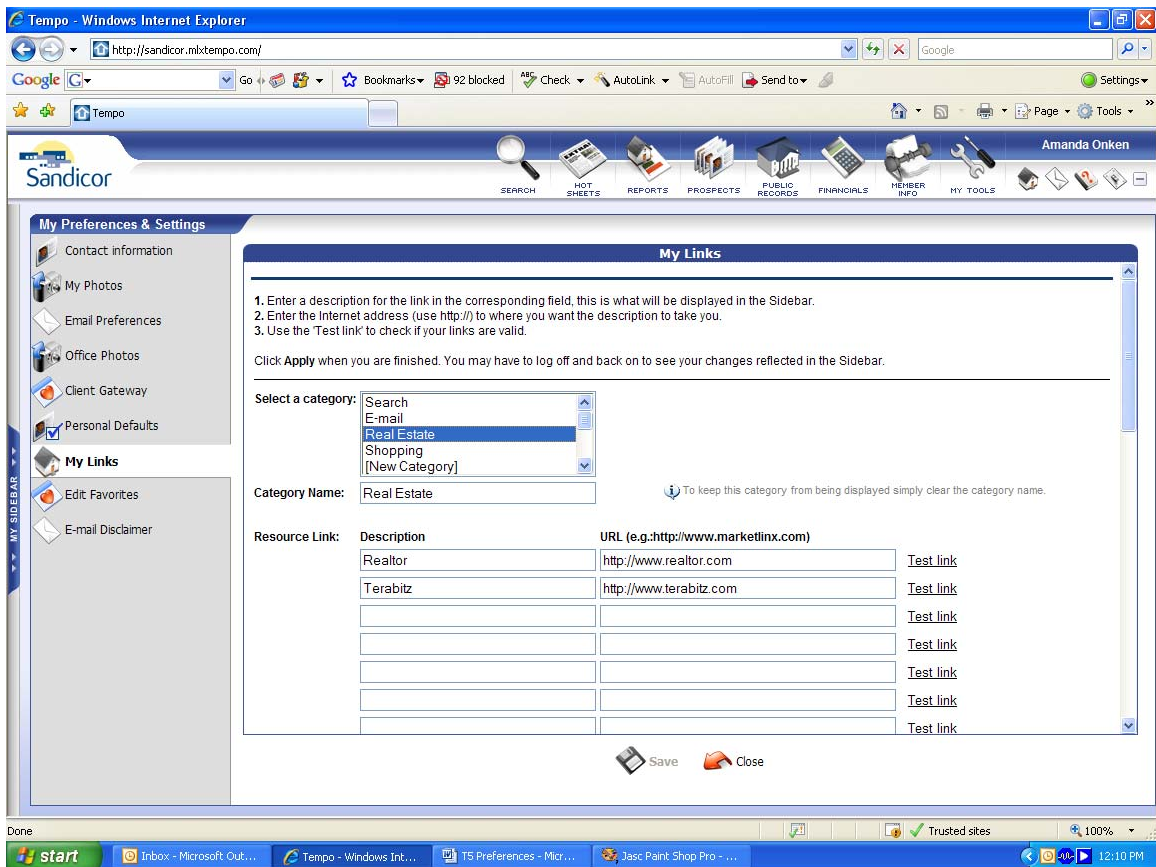
Seller/Buyer CMA – These defaults are associated with the appropriate type of CMA. For example: Buyer CMA Binder, Select a “Buyer” Presentation

Buyer CMA Binder:	<input type="text" value="RES Buyer Presentation"/>	RES Buyer Presentation
Seller CMA Binder:	<input type="text" value="RES Seller CMA"/>	RES Seller CMA
Buyer Quick CMA:	<input type="text" value="RES Buyer Presentation"/>	RES Buyer Presentation
Seller Quick CMA:	<input type="text" value="RES Seller CMA"/>	RES Seller CMA




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

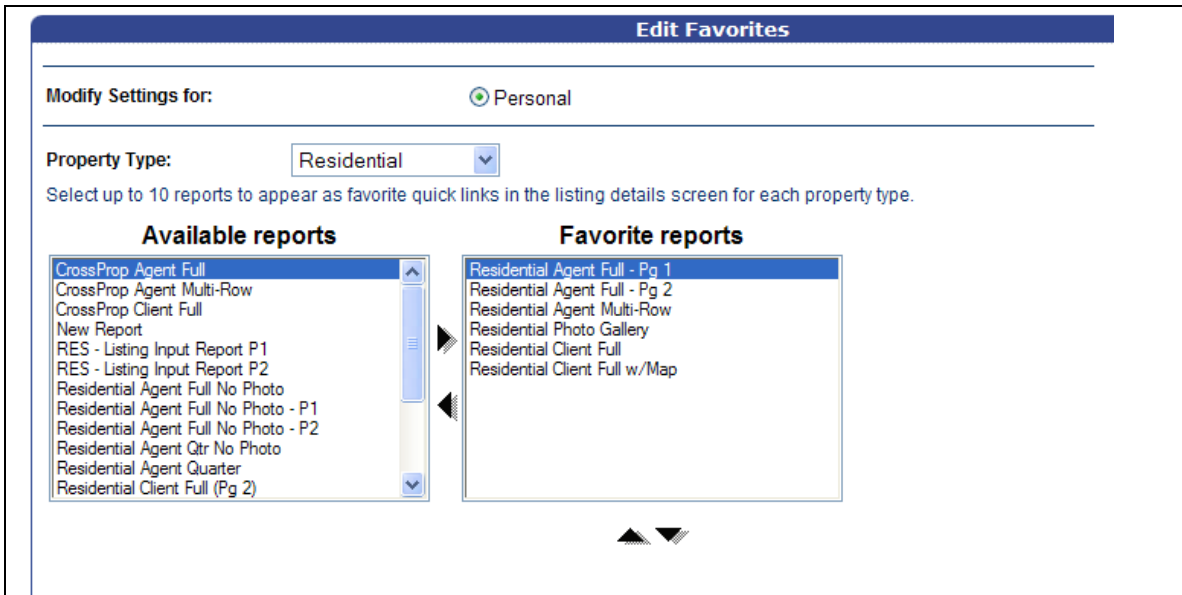
My Links – My Links provides allows you to add your personal links to the sidebar. You can add any website you wish to make it easy and accessible to your needs. Add personal e-mail, search sites, or real estate resources, for example.

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

