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HOW TO LOG ON (you must have your SAFEMLS token)

1. Access Sandicor's website: www.sandicor.com
2. Click the **Tempo** link at the left.
3. Enter **User ID** (agent public ID).
4. Enter PIN number (4 digit number created by agent during registration of token)
5. Enter **SAFEMLS Password** (obtained by pressing round button on token and entering numbers or the letters/numbers displayed. Click **Sign In**.



Log in to the TEMPO™ MLS system

User ID: User PIN: SAFEMLS Password:

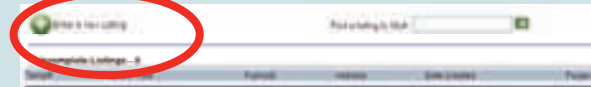
[I Need to Enroll My Authenticator](#) | [I Lost or Broke My Authenticator](#) | [I Want to Change My PIN](#) | [I Forgot My PIN](#)

HOW TO ADD A LISTING


1. From the top navigation bar, click on **Add/Edit Listings**.
2. At the left side of the screen, click **Enter a New Listing**.
3. Complete the information; required fields are noted with the letter "R" in a circle.

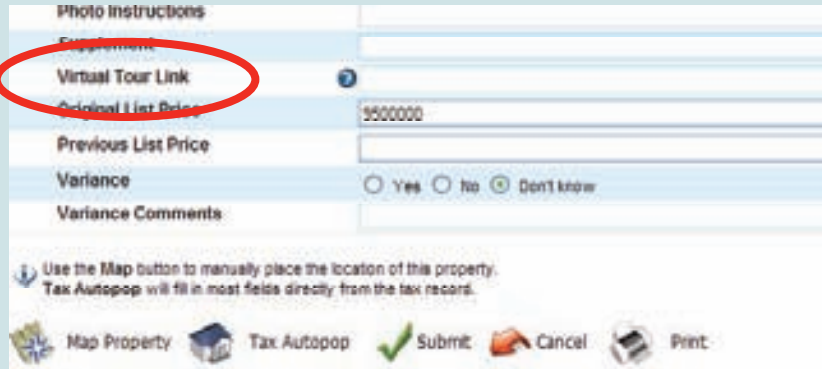
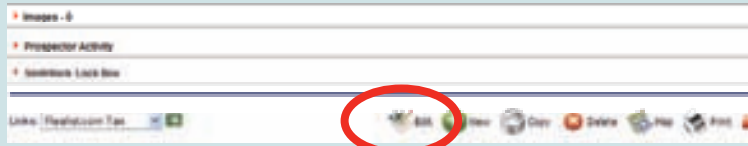
(NOTE: The website URLs for virtual tours are loaded in this section of Tempo, not in the Images section of Add/Edit.)

4. Click **Submit**.

A screenshot of the 'Add New Listing' form. The form is titled 'Add New Listing' and has a dropdown menu for 'Option List Display' set to 'Default'. The form contains several fields, each with a small icon in a circle to its left. The fields are: 'Listing Office Phone', 'List Date', 'Expiration Date', 'Value Range Pricing?' (with radio buttons for 'Yes' and 'No'), 'List Price (R)', 'Assessor's Parcel #', 'Residential Styles' (with a dropdown menu), 'House Number' (with the value '2574'), 'Street Name' (with the value 'Marquette'), 'Unit # Space#', 'City' (with the value 'San Diego'), 'State' (with a dropdown menu), 'Zip Code' (with the value '92106'), 'County' (with the value 'San Diego'), and 'Map Code Page'. At the bottom of the form, there is a 'Map Property' button, a 'Tax Autopop' button, a 'Save as Incomplete' button, a 'Submit' button (with a green checkmark icon), a 'Cancel' button (with a red X icon), a 'Delete' button (with a red X icon), and a 'Print' button (with a printer icon). Below the form, there is a note: 'Use the Map button to manually place the location of this property. Tax Autopop will fill in most fields directly from the tax records.'

HOW TO ADD A VIRTUAL TOUR TO MY LISTING


1. Go to the Tempo Home Page.
2. Look to the left side of the screen for the **Inventory Watch** section, which includes all of your listings.
3. Click on the desired underlined Status link (**Active Listings, Expiring Within 7 Days, etc.**).
4. All of your listings in the selected status will appear on the **Search Results** page.
5. Locate the listing to edit and hover over the  **Info** bubble (located to the left of the MLS number).
6. Move your cursor over to click on the **Edit** icon (paper and pencil).
7. At the bottom of the page, click on the **Edit** button.
8. Scroll down to the end of the list and enter the virtual tour website address (URL) in the **Virtual Tour Link** field.
9. At the bottom of the screen click the **Submit** button.
Remember, if there is a question mark inside a blue circle next to a field, you can click on it for help with that specific field.

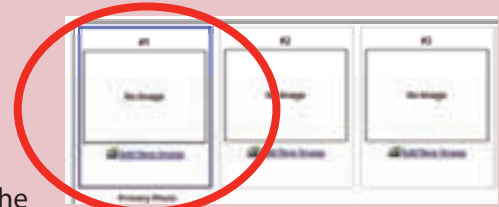


HOW TO ADD PHOTOS TO MY LISTING

1. Go to the Tempo Home Page.
2. Look to the left side of the screen for the **Inventory Watch** section, which includes all of your listings
3. Click on the desired underlined Status link (**Active Listings, Expiring Within 7 Days, etc.**).
4. All of your listings in the selected status will appear on the **Search Results** page.

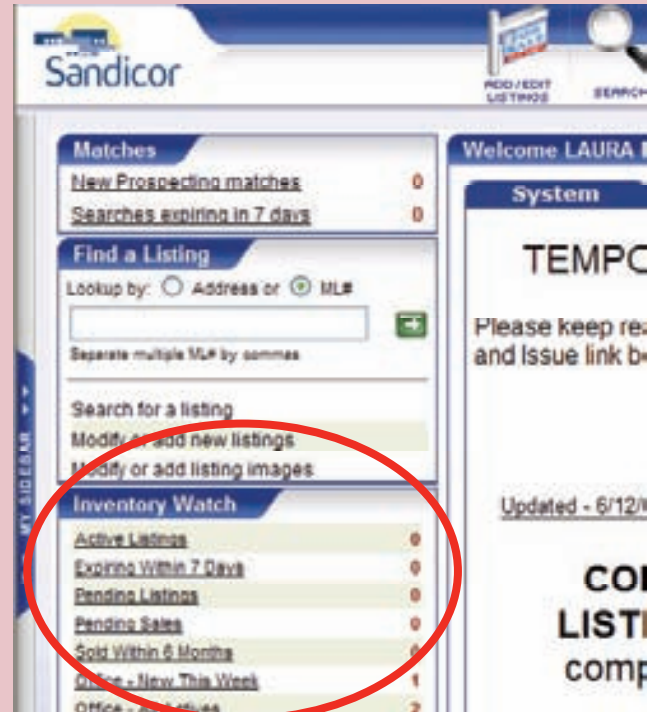


5. Locate the listing to edit and hover over the  Info bubble (located to the left of the MLS number).
6. Move your cursor over to click on the **Edit** icon (paper and pencil).
7. At the left side of the screen, click on **Select Images**.
8. A screen appears where you can load up to 12 images.
9. Click **Add New Image** located at the bottom of each image submission field.
10. Scroll to the bottom of the page and click **Browse** to choose the desired photo on your computer, then click **Open** and then **Save**.
11. Select an **Image Name** (i.e., Master Bedroom, Kitchen, etc.) from the drop down list.
12. Add a photo caption of up to 255 characters in the **Comments** box.
13. At the bottom of the screen, click **Save**.




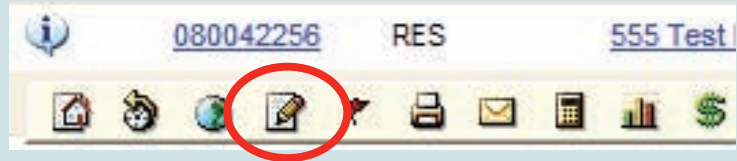
HOW TO FIND MY LISTINGS

1. Go to the Tempo Home Page.
2. Look to the left side of the screen for the **Inventory Watch** section, which includes all of your listings
3. Click on the desired underlined status link (**Active Listings**, **Expiring Within 7 Days**, etc.).
4. All of your listings in the selected status will appear on the **Search Results** page.



HOW TO EDIT MY LISTINGS

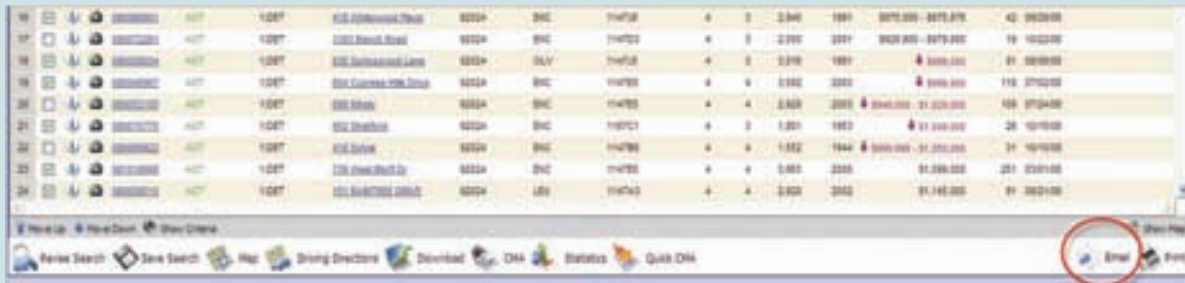
1. Go to the Tempo Home Page.
2. Look to the left side of the screen for the **Inventory Watch** section, which includes all of your listings
3. Click on the desired underlined status link (**Active Listings, Expiring Within 7 Days**, etc.).
4. All of your listings in the selected status will appear on the **Search Results** page.
5. Locate the listing to edit and hover over the  Info bubble (located to the left of the MLS number).
6. Move your cursor over to click on the **Edit** icon (paper and pencil).
7. At the bottom of the page, click on the **Edit** button.
8. Make the necessary changes.
9. At the bottom of the screen click the **Submit** button.



HOW TO EMAIL LISTINGS


1. From the top Main Menu Bar hover over **Search**, then click on the Property Type you wish to search.
2. Key in your criteria, then click the **Search** button at the bottom or the **Search Results** tab at the top.
3. On the **Search Results** page, select properties to email by checkmarking the box at the left of the listing.
4. At the bottom of the screen, click the **Email** button.

5. Click on the circle indicating if you want to send one listing, selected listings or all listings.




6. Select the desired property report from the list of options (select multiple reports by holding the Ctrl key).
7. Click **OK**.
8. Enter the email address of recipient.
9. At the bottom right of the screen, click the **Send** button.

HOW TO LOG OFF

1. Click on the  light switch icon located on the right end of the top navigation bar directly beneath your name.
2. The screen will return to the Tempo log in screen.

OTHER SANDICOR TEMPO 5 QUICK GUIDES




Tempo 5 Searches

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HOW TO LOG ON

(you must have your SAFEMLS token)

1. Access Sandicor's website: www.sandicor.com
2. Click the **Tempo 5.0** logo.
3. Enter **User ID** (agent public ID).
4. Enter **PIN** number (4 digit number created by agent during registration of token)
5. Enter **SAFEMLS Password** (obtained by pressing round button on token and enter the letters/numbers displayed. Click **Sign In**.

Tempo 5 CMAS

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WHAT IS A CMA?

A CMA (Comparative Market Analysis) is a document that contains an estimated value of a subject property based upon the value of similar properties in the area. Agents can provide CMAs to both sellers and buyers to estimate the market value of properties.



Tempo 5 Client Gateway

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WHAT IS CLIENT GATEWAY?

The Tempo Client Gateway is an easy to create, personalized web site for your clients! Branded with your contact information and utilizing current property data from Tempo, it is the perfect solution for providing your clients with personalized searches and property viewing options.

Other unique features include an opportunity for your clients to save their favorites accompanied by personal comments. Best of all, Client Gateway is provided at no additional charge to our members.

GETTING STARTED IN CLIENT GATEWAY

When utilizing Client Gateway, each of your clients will receive relevant search results branded with your personal contact information. Therefore, when you begin utilizing Client Gateway there are

For Additional Help:

Sandicor Training At Your Office
 (groups of 6+)
 858-622-6200
training@sandicor.com

