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

1. Access Sandicor's website: [www.sandicor.com](http://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 PERFORM A BASIC SEARCH

1. From the top navigation bar, hover over **Search**, then click on the Property Type you wish to search.



2. From the Field drop-down lists, select options for at least one of the required fields (highlighted in red text), then select options for any additional desired Fields.
3. At any time you can click on the **Count** button located at the bottom left side of the screen to view the number of listings matching your criteria.
4. Your search criteria is always displayed on the left side of the screen.
5. After all criteria has been entered, click the **Search** button at the bottom, or the **Search Results** tab at the top to run the search. You will be taken to the 1-line property **Search Results** page.

| Search Criteria                             | Search Results   | Details |
|---|--|---------|
| <b>Current Criteria</b><br>List Status: ACT | <b>Search Form</b><br>Property Type: Residential<br>Search: Residential System Search<br>Residential Styles: Equals<br>Zip Code: Equals<br>Market Area: Equals<br>List Status: Equals ACT<br>List Date: Between<br>Off Market Date: Between<br>Close of Escrow Date: Between<br>Search Price: Between<br>Bedrooms: Between<br>Bath Totals: Between<br>Estimated Square Feet: Between |         |

Count:

Additional Fields:

# HOW TO INCLUDE ADDITIONAL FIELDS IN A SEARCH

1. After entering at least one of the required fields (highlighted in red text), click on the **Additional Fields** button at the bottom left of the screen.
2. Begin typing the name of the desired field in the **Search for field** box or select the desired field from the scroll-down list.
3. Make sure the desired field is highlighted below, then click the **Add to Search** button at the bottom. *Note that any added search criteria will display at the bottom of the search form.*
4. Click the **Search** button at the bottom or the **Search Results** tab at the top to run the search. You will be taken to the 1-line property **Search Results** page.

The screenshot displays a search form interface. On the left, a panel titled "Additional Fields" is highlighted with a red circle. This panel includes a "Search for field" input box and a scrollable list of fields: "Address Search", "Sections", "Active Market Time", "Additional Property Use", "Address on the Internet?", "Animal Designator Code", "Approx # of Acres", and "Architectural Style". Below the list is an "Add to Search" button. The main search form on the right contains several criteria rows, each with a dropdown menu and input fields. The criteria include: "Market Area" (Equals), "List Status" (Equals, value: ACT), "List Date" (Between), "On Market Date" (Between), "Close of Escrow Date" (Between), "Search Price" (Between), "Bedrooms Total" (Between), "Bath Totals" (Between), and "Estimated Square Feet" (Between). At the bottom of the form are buttons for "Add Fields", "Remove Field", "Move Field Up", "Move Field Down", and "Clear Form".

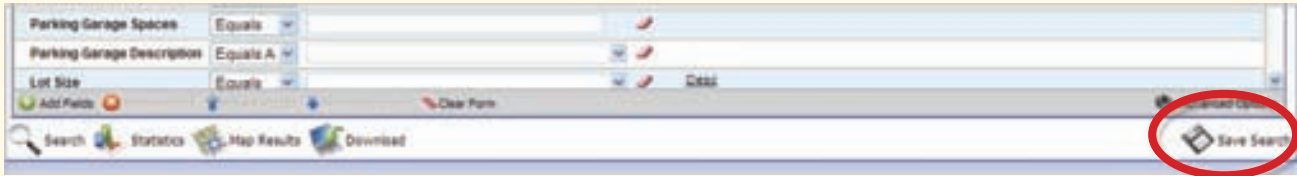
# HOW TO CREATE A CUSTOM SEARCH

1. From the top navigation bar, hover on **Search**, then click on the Property Type you wish to search.
2. Select search options for at least one of the required fields (highlighted in red text), then enter criteria for other desired fields.
3. At any time you can click on the **Count** button located at the bottom left side of the page to view the number of listings matching your criteria.
4. Your search criteria is always displayed on the left side of the screen.

A screenshot of the Sandicor search form. The form is divided into three tabs: Search Criteria, Search Results, and Details. The Search Criteria tab is active. On the left, there is a 'Current Criteria' section with a 'Count' button. The main search form has several fields: Property Type (Residential), Residential Styles (Equals), Zip Code (Equals), Market Area (Equals), List Status (Equals, ACT), List Date (Between), Off Market Date (Between), Close of Escrow Date (Between), Search Price (Between), Bedrooms (Between), Bath Totals (Between), and Estimated Square Feet (Between). The search criteria section is circled in red.

# HOW TO SAVE A CUSTOM SEARCH

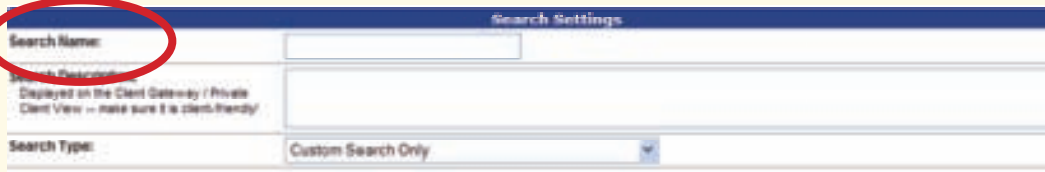
1. After all criteria has been entered, click on the **Save Search** button at the bottom right of the screen.



A screenshot of a search criteria form. The form has three rows of criteria: 'Parking Garage Spaces' with a dropdown set to 'Equals', 'Parking Garage Description' with a dropdown set to 'Equals A', and 'Lot Size' with a dropdown set to 'Equals'. Below the criteria are buttons for 'Add Fields', 'Clear Form', and 'Save Search'. The 'Save Search' button is circled in red. At the bottom of the form are navigation buttons: 'Search', 'Statistics', 'Map Results', and 'Download'.

2. On the **Search Settings** screen, key in a **Search Name** which is required in order to save the search.  
*Note: The second field, **Search Description** is NOT required. The **Search Type** defaults to **Custom Search Only**; do NOT modify this option for a standard custom search.*
3. Click on the **Save** button at the bottom of the page.

4. When the search has been saved, you will be taken back to the **Search Form** screen.



A screenshot of the 'Search Settings' form. The form has a title bar 'Search Settings' and three main fields: 'Search Name' (circled in red), 'Search Description' (with a note: 'Displayed on the Client Gateway / Private Client View -- make sure it is client-friendly!'), and 'Search Type' (set to 'Custom Search Only').

5. Click the **Search** button at the bottom, or the **Search Results** tab at the top to run the search. You will be taken to the 1-line property **Search Results** page.

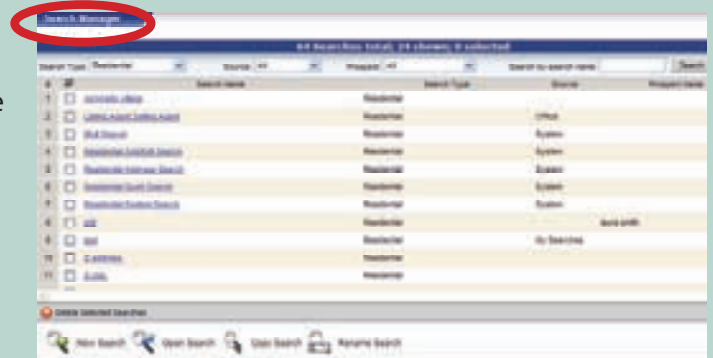
# HOW TO FIND AND USE A CUSTOM SEARCH

1. From the top navigation bar, hover over **Search**, then click on the Property Type you wish to search.
2. Click the Search drop-down arrow and under **My Custom Searches** section, click on the desired search name.
3. To run the search, click the **Search** button at the bottom, or the **Search Results** tab at the top. You will be taken to the 1-line property **Search Results** page.



# HOW TO DELETE A CUSTOM SEARCH

1. From the top navigation bar, hover over **Search**, then click on **Search Manager**.
2. On the **Search Manager** screen, check mark the Custom Searches you wish to delete.
3. Click on **Delete Selected Searches**.




## HOW TO SEARCH BY MLS NUMBER

1. From the Home Page you can search by MLS number in the **Find a Listing** section at the top left.
2. Key in one or multiple MLS numbers. When keying multiple numbers, separate them with commas but no spaces.
3. To run the search, click the green arrow to the right of the input field.

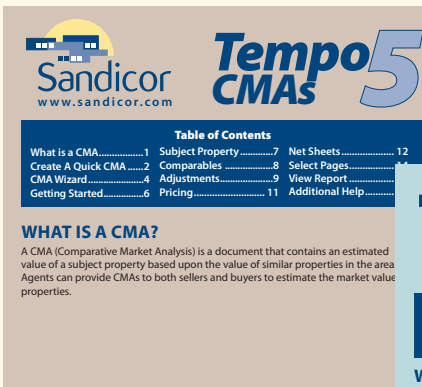
The screenshot shows a web interface with three main sections:

- Matches**:
  - New Prospecting matches: 2
  - Search expiring in 7 days: 1
- Find a Listing**:
  - Lookup by:  Address or  ML#
  - Input field: 080039729,080069706
  - Green arrow button:
  - Text: Separate multiple ML# by commas
  - Search for a listing
  - Modify or add new listings
  - Modify or add listing images
- Inventory Watch**:
  - Active Listings: 0
  - Expiring Within 7 Days: 0

## 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...



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## 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 properties.



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## Tempo 5 Client Gateway

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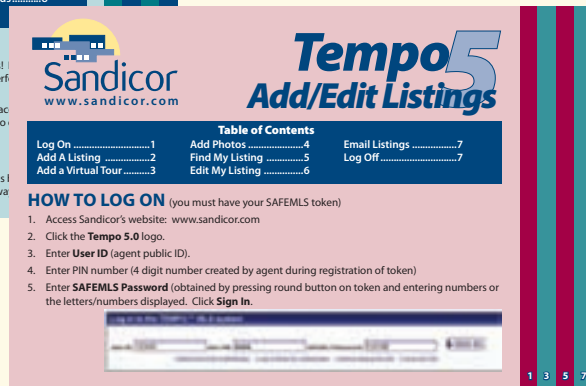
**WHAT IS CLIENT GATEWAY?**

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

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

**GETTING STARTED IN CLIENT GATEWAY**

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



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## Tempo 5 Add/Edit Listings

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

1. Access Sandicor's website: [www.sandicor.com](http://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 entering numbers or the letters/numbers displayed. Click **Sign In**.



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**For Additional Help:**

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

