Signing In and Out

This User Guide assumes that you have a basic working knowledge of the MS-Windows environment, including a familiarity with Windows terminology, navigation, the use of a mouse and keyboard commands. In addition, you should have an understanding of how to use the Internet.

NOTE!   *Before you begin using TEMPO 5, review the minimum system requirements. You will need the MLS User ID and Password provided to you by your MLS Board.*

To sign in to TEMPO 5:

1. Make sure you are connected to the Internet and launch Internet Explorer.

2. Go to the TEMPO 5 Web address you were given by your MLS.

   The TEMPO MLS system page opens. (Your login page may look slightly different than the one shown here.)

3. Enter your MLS **User ID** and **Password**, then click **Sign In** to begin.

NOTE!   *If this is the first time you have logged into TEMPO 5, the Registration wizard appears. Read through the License Agreement and click Yes to agree to the terms of use and privacy policy. In some instances you may have to scroll down to see the Agree option. Proceed to step #4.*

4. Enter a **Primary e-mail address**.

   Note:Any replies to messages you send from TEMPO 5 will be directed to this e-mail account, so make sure you enter it correctly.

5. Click **Next**.

   A confirmation dialog box opens with your Registration summary information.

6. Click **Finish**.

   The TEMPO 5 Home page opens.

If you cannot remember your password:

1. On the Log in to the TEMPO MLS system page, click the **Forgot your password?** link.

   The MLS System Password Reminder wizard opens.

2. Enter your **User ID** in the field.

3. Click the **Secret Question** drop-down list and choose the question you need to answer.

4. Enter the **Answer**, and then click **Next**.

5. When your answer has been verified, click **Done** to e-mail your password to your primary e-mail address.

   NOTE!   *If you don't remember your secret question or answer, please contact your MLS Board.*

To sign out:

• In the top right corner of the main menu (also known as the header bar), click the **Log Off** [] button.

What's On the Home Page?

The Home page is the first page you see when you log in to TEMPO 5.

Note:You can change your personal defaults to select a different menu option to appear when you log in.

The Home page presents an overview of important information at a glance. It also provides a quick and convenient way to access the main features of the program.

NOTE!   *If you are running your monitor at 800 x 600 pixels or less, you can make the most of your available screen space by pressing the **F11** key. This will automatically maximize the TEMPO 5 window by hiding the Internet Explorer title bar, menu bar, and task bar. To restore Internet Explorer to its normal size and appearance, press **F11** again.*

Header Bar Controls

The header bar, located at the top right of the page, displays your Login ID and five header bar controls: **Home**, **Email, Help**, **Log Off** and **Minimize/Maximize** buttons.

To use the header bar controls:

*   Click the button of the page you want:

    *   **Home** — click this button to return to the Home page.

    *   **E-mail** — click this button to compose an e-mail message. See *"E-Mail Messages" on page 117*.

    *   **Help** — click this button to view the online Help system and TEMPO 5 version information.

    *   **Log Off** — click this button to exit TEMPO 5.

    *   **Min/Max** — click this button to expand or collapse the main menu bar and show or hide the icons.

Main Menu Bar

Use the main menu bar, located at the top of the page, to access the major functions from anywhere in TEMPO 5.

1. Click a main menu command to go directly to the major program area:

    *   **Search** — use the **Quick Search**, **MLS Number Search**, **History Search**, **Open House Search** menu commands; or create a more advanced search query using the **Search Manager**. Save your new search query for future reuse.

    *   **Hotsheets** — create a hotsheet search for new or changed listings. A summary of the search results is displayed on your TEMPO 5 Home page.

    *   **CMA & Reports** — create and manage Comparable Market Analysis (CMA) presentations to assist you in pricing a property. Use with the **Report Manager** to create or modify reports using the **Report Editor**. View business reports, such as statistics, RETS member logins, inventories, etc.

    *   **Prospects** — access the **Prospect Manager**, **Contact Manager**, **New Prospect Wizard**, and **New Contact** menu items.

    *   **Public Records** — find public tax records for any property matching selected criteria (this feature is not available in all areas).

    *   **Financials** — access Buyer and Seller **Netsheets** and the **Payment Calculator** to estimate loan payments, etc.

    *   **Member Info** — perform a Member or Office search and set up MLS news (Message of the Day).

    *   **My Tools** — set up your user preferences, access the **Staff Tools** and **Change Password** commands and/or change or set up your secret question.

2. Using the mouse, point to a menu item to see a list of related submenu commands.

3. Click a submenu command to access a more specific function.