

Add Your Previews to Tempo!

You now have the option of adding your own Preview (MLS Tour) information into the Tempo system. Upon adding it, you may immediately verify that the property is on the Preview list. Just follow these simple steps:

- Login to Tempo
- From the “Add/Edit” menu, click on “Add/Edit MLS Tour/Public Open House”
- Type the property’s MLS number in box provided and then click the “Edit MLS Tour/Public Open House” button
- Enter the information and then click on the “Add New” button

Confirm Your Preview/Tour Info

You can check your Preview information immediately after you add it to the Tempo system.

- Login to Tempo
- From the “Search” menu, click on “MLS Tour/Public Open House Search”
- Select Criteria (Tour Date/Type=MLS Tour/City/ Status is sufficient)
- Mouse over to the bottom left and click “Search”
- Listings that match your criteria will appear

Your Tour info will be displayed!