

## ***PPMLS TEMPO SYSTEM PUBLISH ANNOUNCEMENT***

The changes to the PPMLS input worksheets that were recommended by Task Force and approved by the RSC Board of Directors are scheduled for implementation on June 6, 2006. Please note the important information below:

- **Tuesday, May 30:**
  - In addition to this announcement, the May 30, 2006 PPMLS Update contained an [attachment](#) to a spreadsheet which lists fields that will be **deleted or changed** as part of the database conversion. Users that have incorporated these fields into a Saved Custom Search or Custom Report will need to update their Saved Custom Searches or Custom Reports **after** the database changes have been implemented on June 6 and the system returns to “read and write” mode. (See below.)
    - Note: Other new fields have been added, as well, but do not affect existing Saved Custom Searches or Custom Reports.
  
- **Monday, June 5:**
  - 3:00 p.m. – the PPMLS Tempo System goes into **“read only”** mode. This means that users will not be able to “write” to the database; i.e. you cannot Add/Edit listings, upload photos or other media, add or change Saved Custom Search or Custom Report parameters. This process is necessary to ensure the stability and integrity of the database and tables when they are converted to the new formats.
    - Note: Even though the system is in “read only” mode, the program that auto-expires listings at Midnight (on Tuesday morning) will run as usual. Therefore, ensure that you have processed your **listing extensions** prior to 3:00 p.m. on Monday when the system goes into “read only” mode.
    - Note: If you start adding a listing prior to 3:00 p.m., ensure that you **“Save” or “Save as Incomplete”** prior to 3:00 p.m. when the system goes into “read only” mode.
  - 3:30 p.m. – the revised Input Worksheets and Change Notice forms will be posted at Quick Links on the [PPAR Members Web Site](#). Do not continue to use the old forms; they will not match the database!
  - 4:00 p.m. – users that have a Saved Custom Search or Custom Report that incorporates a field that is affected by the database changes will be sent an email that identifies the name of the affected Saved Custom Search or Custom Report, and the affected fields. **The email will be sent to the email address stored in your PPMLS Tempo system profile.** **The**

subject line of the email will be “Instructions to Modify Your Saved Search.”

- Note: The Auto-notify and/or Search process will not run against a data field that was deleted or changed and will result in an error or no search results. It is therefore necessary for users to update the affected portion of their search criteria, **after** the changes have been installed on June 6. The email is being sent to you to help you update your Saved Custom Searches and Custom Reports as quickly as possible on June 6 after the system has returned to “read and write” mode.
- Example: Your Saved Custom Search has criteria for Floor Plan/Manufacture HUD. You will need to modify the search to include Structure/HUD Standard Manufacture.

- **Tuesday, June 6:**

- 4:00 a.m. – the process that sends the IDX/IDX2 data files to REALTOR.com and other entities **will not** run. The process will run the following morning, on June 7.
- 5:00 a.m. – the process that sends listing matches through the Prospect Auto-notify process and Client Web **will not** run. The process is stopped for one day to allow users time to go into the PPMLS Tempo system and update their Saved Custom Search used for Prospects/Clients.
- 6:00 a.m. – staff review of database changes. The PPMLS Tempo system will be placed back into “read and write” mode after staff has verified that the database changes were correctly installed.
  - Note: we cannot give an exact time as to when the system will return to “read and write” mode. It could be 8:00 a.m., 10:00 a.m., or noon. A notice will appear on the PPMLS Tempo system Login page when the system is back in “read and write” mode.
  - Note: When the system returns to “read and write” mode you will need to modify your Saved Custom Searches.
  - To modify a Saved Custom Search, follow these instructions:
    - Step 1: Click on Search in the black menu bar and then click on Custom Search/Reports.
    - Step 2: Click on the Create Custom Search button.
    - Step 3: Find the Custom Search to be modified. It is located in the Saved Search List box on the left side of the page. Click once on the Custom Search to be modified.
    - Step 4: The existing search fields will be displayed in the Selected Fields box on the right side of the page.
    - Step 5: Add new fields by selecting them from the Available Fields box in the center of the page. Using the example from above, add the field “Structure”.
    - Step 6: Use the Up and Down buttons to rearrange the fields so that they appear in the order that they need to

appear in the Custom Search page. Click on the Save Search button.

- Step 7: The system will then take you to the corresponding Custom Search page. Select the appropriate choices. Using the example for Structure, select the choice “HUD Standard Manufacture.” Click on the Save button. The system will respond with the message “Search Values have been Saved.” Click on OK.
  - Step 8: The system will return you to the Custom Search page. If you have other searches to modify, click on the Revise Search button. Follow Steps 3-8.
- **Wednesday, June 7:**
    - 4:00 a.m. – the process that send the IDX/IDX2 data files to REALTOR.com and other entities will resume.
    - 5:00 a.m. the process that sends listing matches through the Prospect Auto-notify and Client Web will resume.

Thank you for your patience during this transition. It has been many years since a major over-haul of the Input and Worksheets were done. These changes, recommended by working REALTORS® just like you, will update the worksheets to reflect how business is performed in 2006.