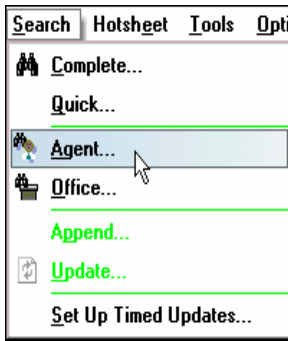


ADDITIONAL SEARCHES

Performing an Agent or Office Search

You have the ability to search information about other agents and their offices through this program. From the Search menu, select Agent or Office. The following information explains each option in detail.

Agent Search



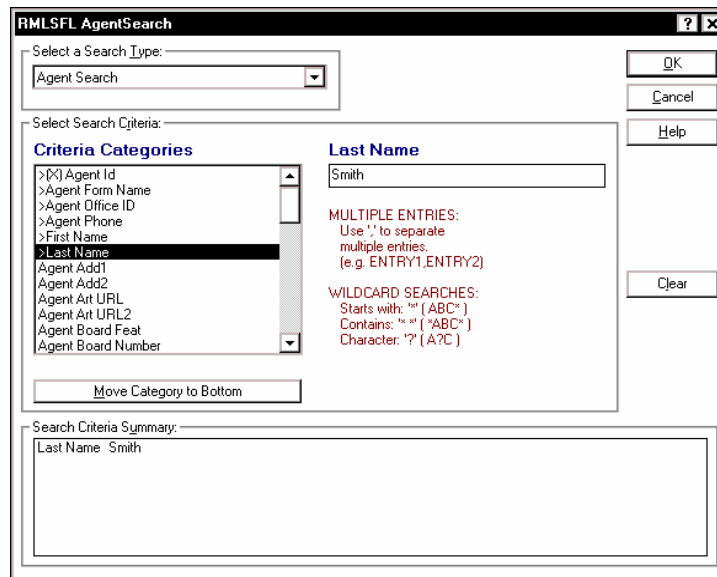
To perform an agent search, click on **Search > Agent**. This will open the Agent Search window.

Choose a category by making your selection from the Criteria Categories list.

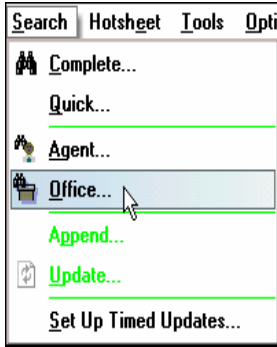
After selecting a category, enter the information in the Data Entry field.

Click on the OK button when you are finished entering the search information. The Agent Search results will appear on your screen in a format similar to the Property Listing Table format.

When you close the window, you have the option of discarding the data or saving it for viewing or printing later. To save the Agent Search results, click **File > Save As**.



Office Search



Performing an Office Search is similar to performing an Agent Search, except that you choose an office name instead of an agent name.

Follow the steps above for an Agent Search.

