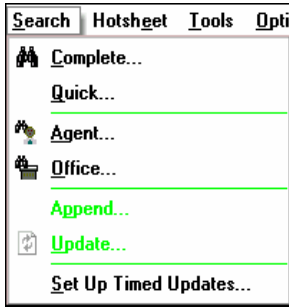


THE SEARCH WINDOW

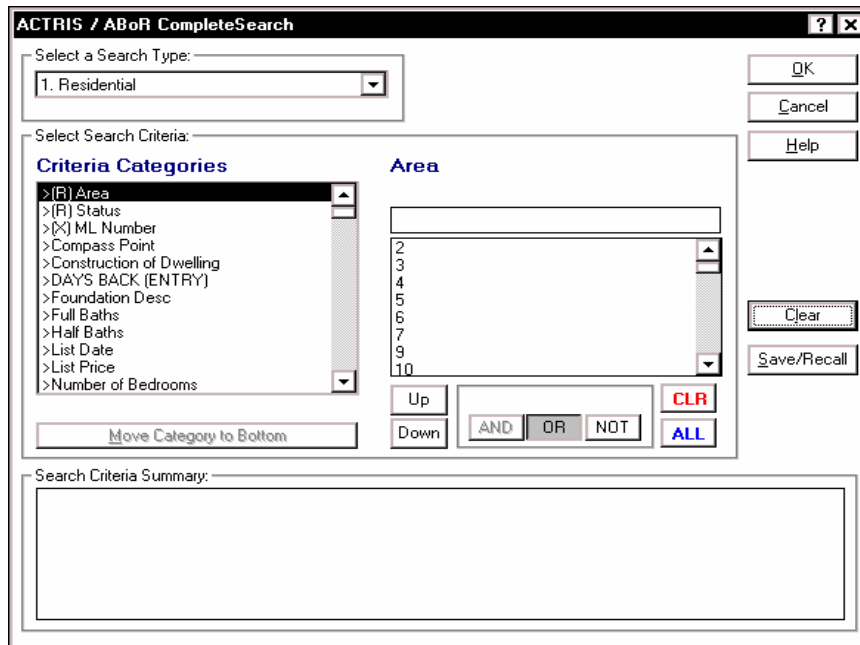


To open the Search window, click on **Search > Complete** or **Search > Quick**.

A shortcut to opening your search window is to click on the **Search** button on your Features and Functions Toolbar (this will open the window you programmed in your preferences (see Search Button section in Tutorial 2).



Title Bar describes the window you are viewing



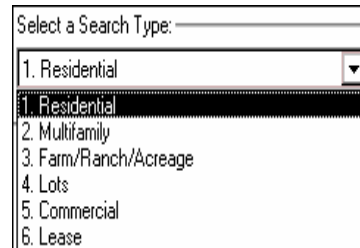
Quick vs. Complete Search

If you open the Quick Search window, then you have only a limited number of Criteria Categories to choose from. However, if you open the Complete Search window, then your list contains all of the searchable categories for that search type.

Search Type

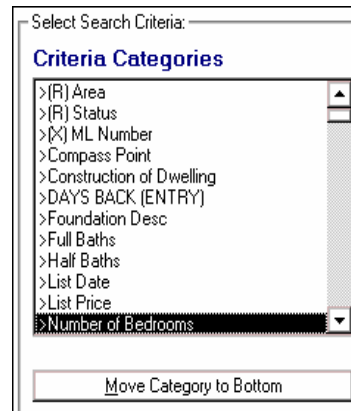
To begin entering a search, first choose the search type from the pull down menu. Only one search type can be searched at a time.

Note: The number of search types is based upon your MLS.



Criteria Categories Box

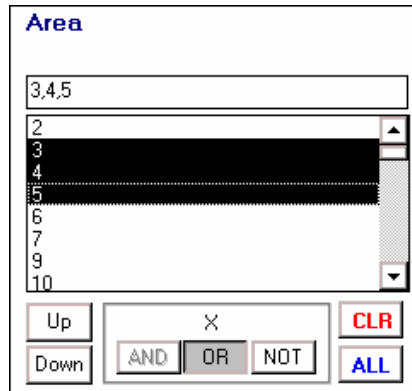
- ❖ An **(R)** next to the category means that it is a required field.
- ❖ An **(X)** next to the category means that it is the only field you would use when searching. No other fields are necessary.
- ❖ The top of the list is designated by a (>) symbol next to each item.
- ❖ The bottom of the list is alphabetized and contains all additional searchable categories (Complete Search only).
- ❖ You can reorganize the list to include the fields that you search by most often at the top of the list.
- ❖ To include a category in your search, click the item to include. In the example, Area has been selected (See Below). Then you will define the Areas that you want to include by making your selections in the Data Entry area (see Data Entry Area section next in this tutorial).



Note: The number and type of Criteria Categories is based upon your MLS.

Data Entry Area

The Data Entry Area is where you define the criteria and it will change with each criteria category selection. In the example, when Area is chosen, all of the choices appear in the data entry area. Make your selections of what to include by clicking your mouse button on the appropriate items.



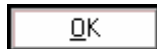
- OR** OR is the default that will allow you to select several different items. For example, Area 3 OR 4 or 5.
- AND** AND will allow you to narrow your search. For example, air conditioning AND ceiling fans.
- NOT** NOT will allow you to omit (exclude) an item(s) from your search. Click your Category to search, then click the NOT button BEFORE selecting your item(s). For example, NOT a carport.
- CLR** CLR will clear all of the selections made for that category.
- ALL** ALL will select all of the choices available.
- Up**
 Down For the Up/Down button, see Moving Criteria Categories section later in this document.

Search Criteria Summary Box

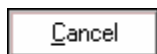
The Search Criteria Summary Box is the complete summary of the items that you have selected for a search. To change or delete an entry, click on the item and either change the information or delete it by pressing the delete key on your keyboard.

Search Criteria Summary:	
Area	2 <OR> 6 <OR> 9
Full Baths	2+
List Price	120000-150000
Number of Bedrooms	4+
Status	Active

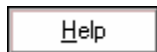
Buttons in the Search Window



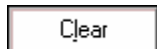
OK will begin the search process.



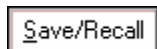
Cancel will allow you to cancel out of the Search window.



Help will give you access to all of the help topics.



Clear lets you clear the entire Search Criteria Summary Box.



Save/Recall allows you to save the contents of the Search Criteria Summary Box (see Tutorial 5 – Saving, Recalling and Deleting Search Criteria).

Moving Criteria Categories

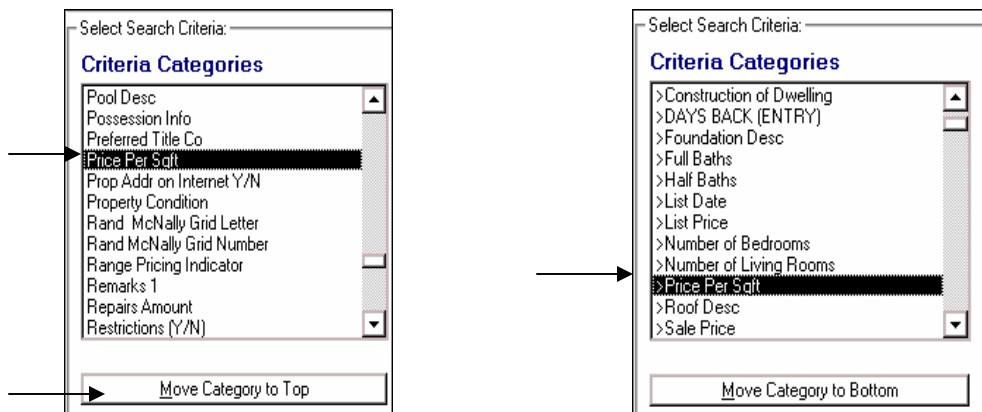
When using the Complete Search, your Criteria Categories can be moved either to the top or back to the bottom of the list. Categories with an “R” or an “X” are always the first items on the list and can’t be moved.

The items at the top of the list will have a (>) symbol and contain the items that you search most often. It will save you from scrolling through the list to find the item you’re looking for.

The items at the bottom of the list are alphabetized starting just after the final item with the (>) symbol.

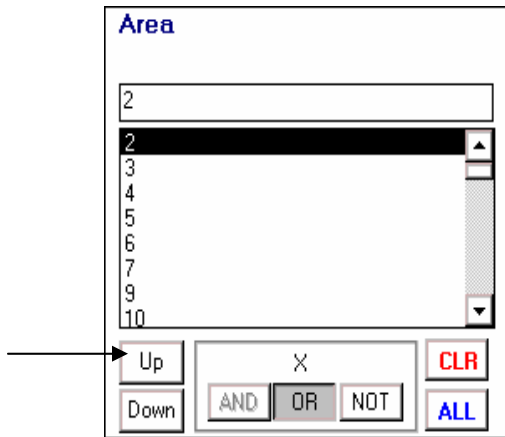
To customize your list:

1. Click on the item to be moved. In our example to the right, we selected Price Per Sqft.
2. The bar under the Criteria Categories will say “Move Category to Top”. Click the bar to move the category.



3. In the example above, Price per Sqft. was moved to the top and now has a (>) symbol in front of it.
4. Once you move your category to the top, you can always move it back down at a later time. The bar will say “Move Category to Bottom”. Click the bar to move the category.
5. You can make several changes until the Criteria Categories list is customized.

Moving Data Categories



If you search the same Area on an ongoing basis, then you can move the Area(s) most searched to the top of your list (by using the **UP/DOWN** button) so that you don't have to search for that number each time.

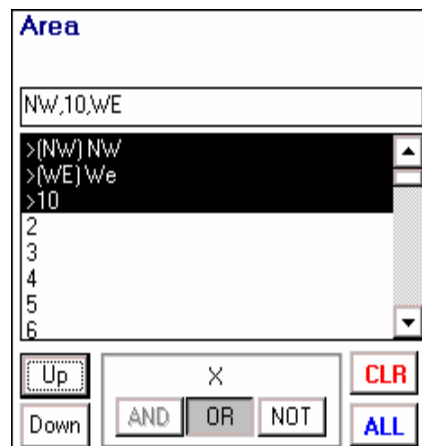
For instance, if you search the Areas (NW) NW, (WE) We and 10 on a regular basis, then you would want to move those three Areas to the top of your list.

Note: Your category may be called something different like City or District. If the **UP/DOWN** button is visible, then you can customize your list.

To customize your list:

1. Click on the Area to move.
2. Click on the Up button.

The example to the right shows the three Areas moved to the top of the list.



To remove an Area from your new list:

1. Click on the Area to move.
2. Click on the Down Button.