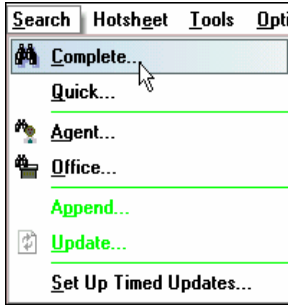
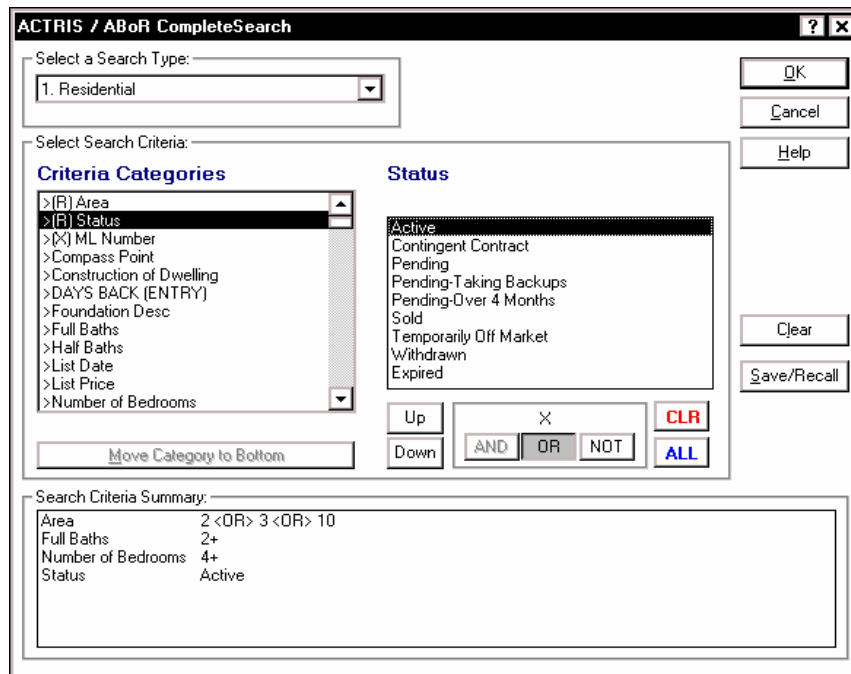


## BASIC SEARCH

### Entering Search Criteria



To open the Search window, click on the **Search** button on your Features and Functions Toolbar or click **Search > Complete/Quick**.



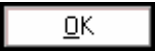
**Note:** Your Search Types and Criteria Categories are based upon your MLS.

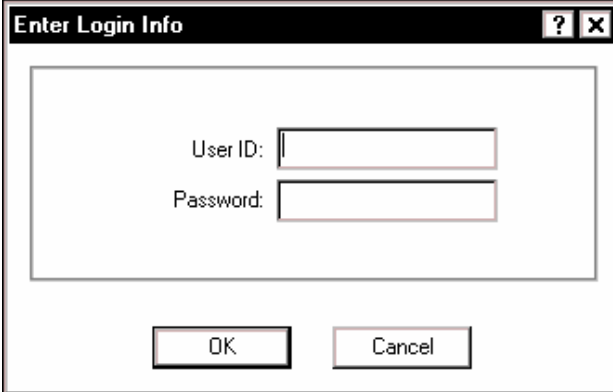
#### Steps to performing a basic search:

1. Select a **Search Type** (you can only search for one type of property at a time).
2. Select the **City**. A similar field may be Area or District.
3. Select a **Status**. A similar field may be Market Code.
4. Choose a category by making your selection from the Criteria Categories list.

5. After selecting a Criteria Category, choose the Data Entry fields to include in your search. To select 4 or more bedrooms, as shown above, select “Number of Bedrooms” from the Criteria Categories list, then type 4+ for 4 or more.
6. When you’re ready to select the next Search Category, scroll down the list to locate your next selection.
7. You have the option to save your search criteria by clicking on the Save Recall button (see Tutorial 5 – Saving, Recalling and Deleting Search Criteria).
8. Click OK to get your results.
9. You have the option to save your search results by clicking on **File > Save As** (see Tutorial 6 – Saving, Opening and Deleting Search Results).

### **Submitting Your Search**

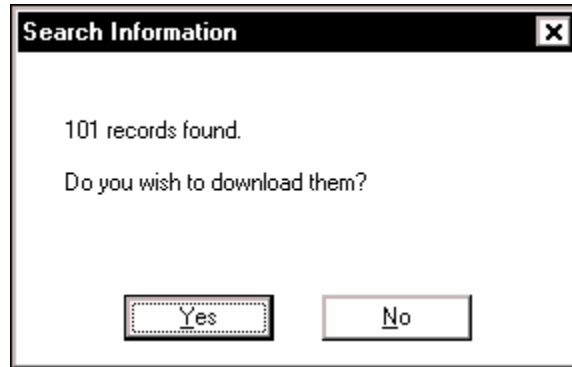
 After entering all of your search criteria, you are ready to submit the search to find the matching properties. To submit your search, click the OK button in the search window. You will be prompted to enter your User ID and Password if you **have not** set it in Preferences (see Password section in Tutorial 2). Enter the information and click OK.



The image shows a dialog box titled "Enter Login Info" with a question mark and close button in the title bar. Inside the dialog, there are two text input fields: "User ID:" and "Password:". Below the input fields are two buttons: "OK" and "Cancel".

### **Downloading Properties**

You will be prompted with the number of listings that match your search criteria if you selected the Prompt if > = [X] record(s) in **Options > Preferences** (see Miscellaneous section in Tutorial 2). In the example below, 101 matching records were found.



- ❖ The Yes button will download the properties.
- ❖ The No button will give you the option to search again. You can change the search criteria at that point.