

## **HOW TO SAVE FREQUENTLY USED SEARCH CRITERIA FOR EASY RE-USE**

**To re-use the same search criteria repeatedly, you must create a Custom Search Template.**

- 1) From the navigational toolbar, point to search, then click on Custom Search/Reports.**
- 2) Choose the appropriate Property type tab.**
- 3) Click on "Create Custom Search"**
- 4) From the "Available Fields" column, click on the criteria you want, i.e. AREA, CITY, PRICE, BEDS, BATHS, ATT/DET, COE/End Dt (to limit your Sold/Pending) etc. When you click on the field, it will move to the "Selected Fields" column on the right.**
- 5) To remove a field from the "Selected Fields", selected it then click Delete.**
- 6) To name your custom search, click in the "Search Name" box at the bottom.**
- 7) Click Save Search.**

## **TO RETRIEVE AND USE YOUR SAVED CUSTOM SEARCH TEMPLATE**

- 1) From the navigational toolbar, point to search, then click on Custom Search/Reports.**
- 2) Choose the appropriate Property type Tab.**
- 3) On the left you will see a list of your Saved Searches.**
- 4) Click on the search you want, the template will open.**
- 5) Complete the fields you wish to search at this time, then Click on search for results or statistics for a snapshot of the results.**
- 6) Enter the specific search details you want to search in the fields. You do not have to complete all fields in your template, you may choose just the fields you want to search at any given time.**