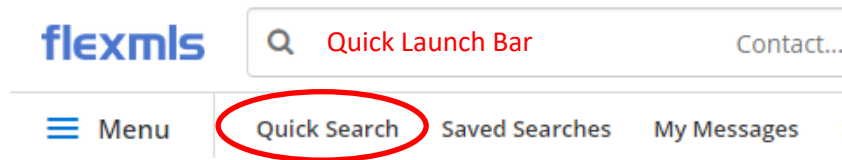


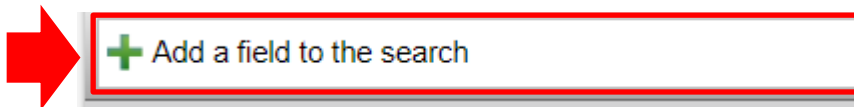
ADD ADDITIONAL FIELDS

To Your Quick Search

- 1) Start a quick search in the quick launch bar or with the quick search function.



- 2) Scroll down to the “Add a Field” search box.

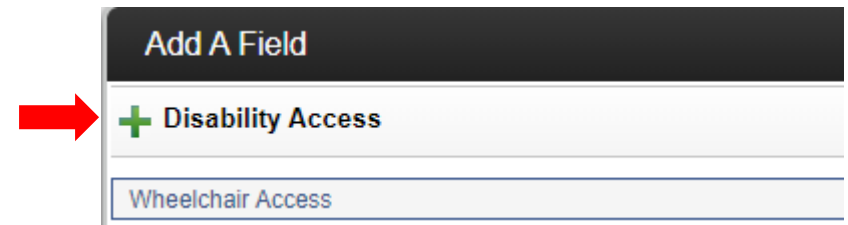


- 3) Type “disability access” or any field you want to add into the “Add a Field” search bar. For example you can add casita, senior community, front of house faces.



- 4) Flex will try to match the words you type into the “Add a Field” search bar. The results it finds will display on the right.

- 5) Click on the field heading to add it and all of the field options to your search template.



- 6) The field is now added to your search template.

