

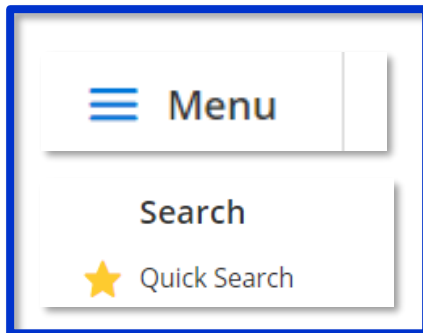
CUSTOM QUICK SEARCH TEMPLATE

Add fields to your search

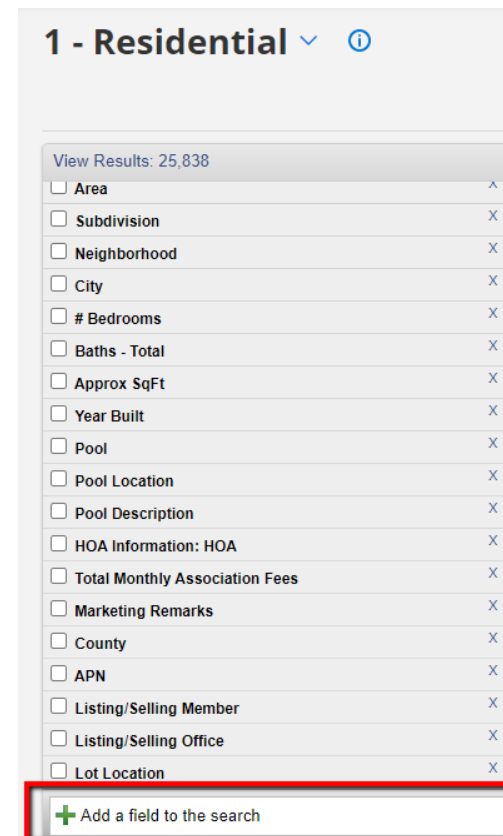
Save the search template to use
every time you search.

Your custom search template will
include all the added fields.

- 1) Click “Menu” and find “Quick Search” under the “Search” section to begin.

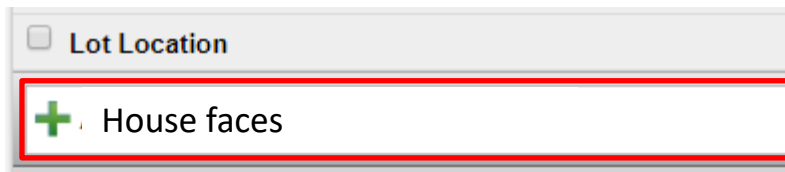


- 2) Scroll down to the “Add a Field” box.



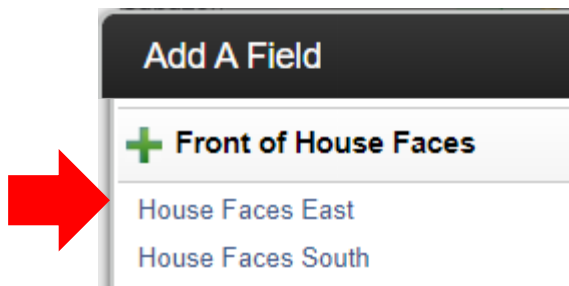
CUSTOM QUICK SEARCH TEMPLATE

- 3) Type in the field you want to add into your search.



A screenshot of a search interface. At the top, there is a grey header with a checkbox and the text "Lot Location". Below this, a white input field contains a green plus icon followed by the text "House faces". The input field is highlighted with a red rectangular border.

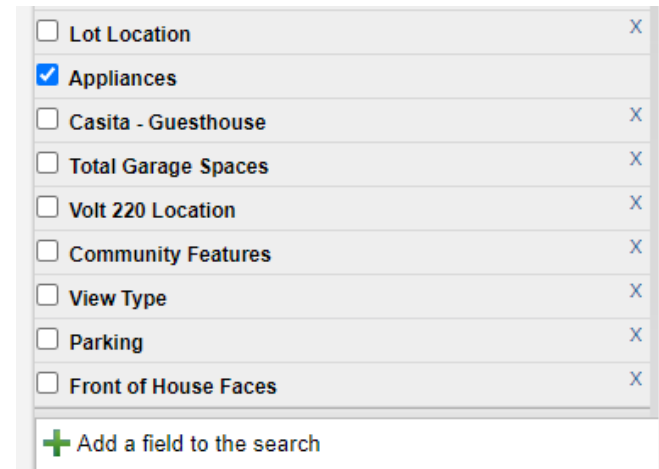
- 4) Click to add it into your search fields. (it will come up in a dialog box on the right)



A screenshot of a dialog box titled "Add A Field" in a dark grey header. The main area is white and contains a green plus icon followed by the text "Front of House Faces". Below this, there are two options: "House Faces East" and "House Faces South". A large red arrow points from the left towards the "Front of House Faces" option.

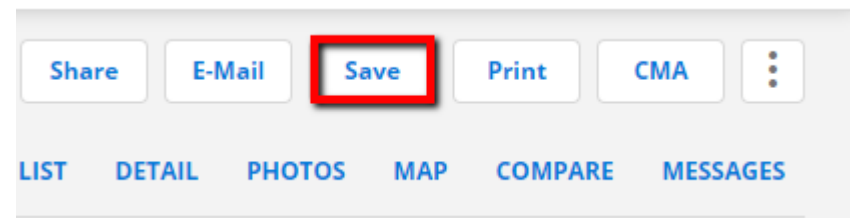
- 5) Repeat the same steps.

- 6) Add any additional fields you typically add into a search.



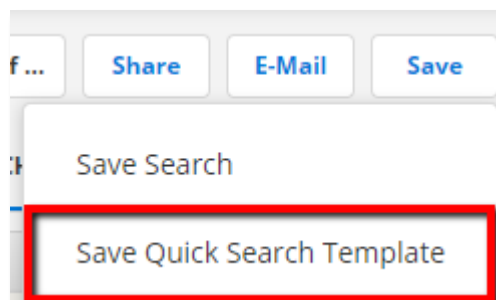
A screenshot of a search field selection dialog. It has a grey header with a checkbox and the text "Lot Location". Below this, there is a list of search fields, each with a checkbox and an "X" icon to its right. The fields are: "Appliances" (checked), "Casita - Guesthouse", "Total Garage Spaces", "Volt 220 Location", "Community Features", "View Type", "Parking", and "Front of House Faces". At the bottom, there is a green plus icon followed by the text "Add a field to the search".

- 7) Save.



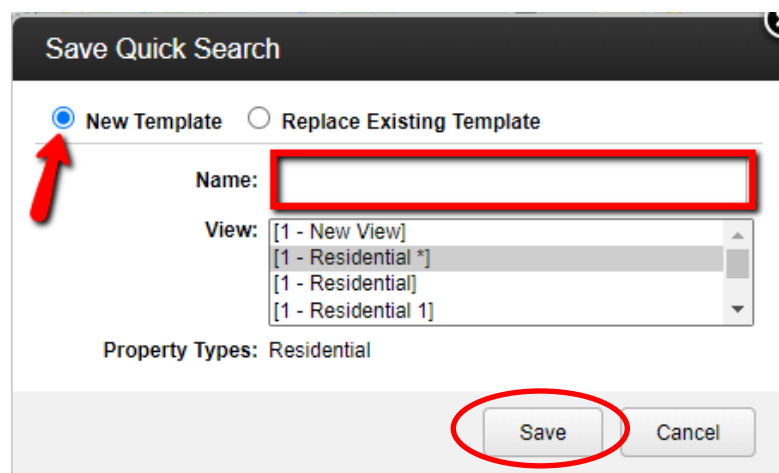
A screenshot of a search results bar. It contains several buttons: "Share", "E-Mail", "Save" (highlighted with a red rectangular border), "Print", and "CMA". Below these buttons, there is a row of links: "LIST", "DETAIL", "PHOTOS", "MAP", "COMPARE", and "MESSAGES".

8) Save Quick Search Template.



9) Name your template: 1 – Residential Fields.

10) Save.



11) Select your custom template the next time you do a quick search.

12) Go to “Quick Search” and click the drop-down arrow and select your custom template.

