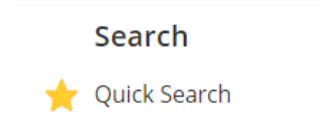
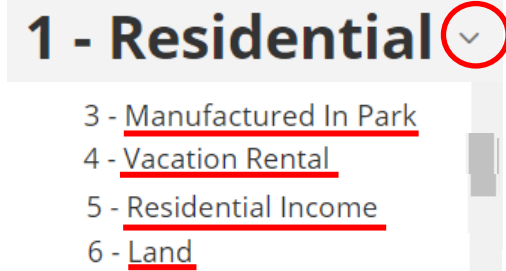


# SEARCH BASICS

- 1) Click on “Quick Search”



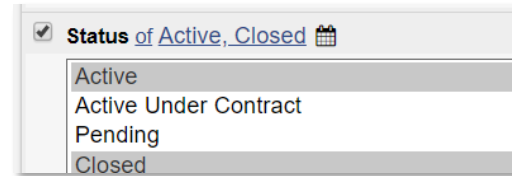
- 2) Select a property-type search template from the drop-down menu.



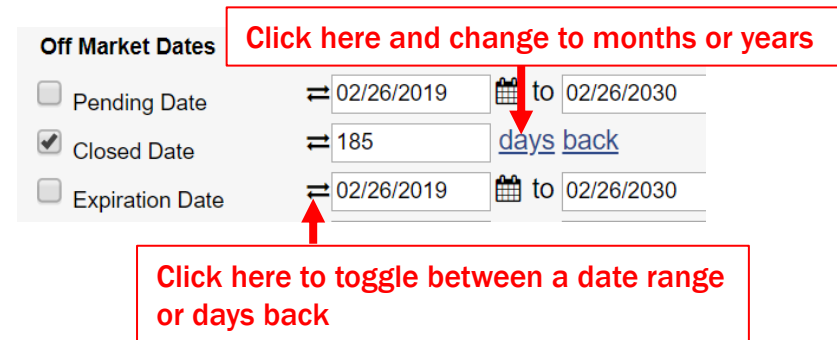
- 3) Select a status or multiple statuses.

### To select multiple items:

Hold “CTRL” on PC and “Command” on Mac to select or deselect more than one status.

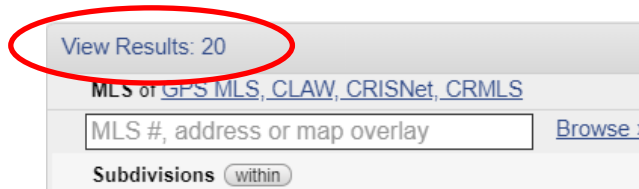


- 4) Enter the after-market dates.

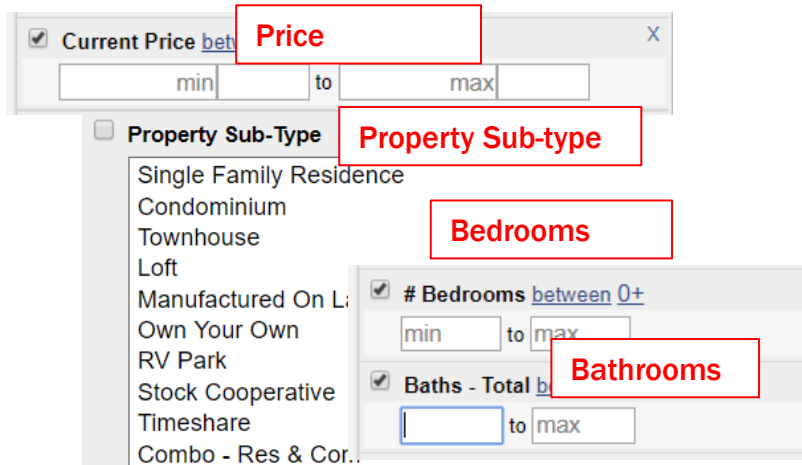


# SEARCH BASICS

- 5) Keep an eye on your results as you add more criteria.

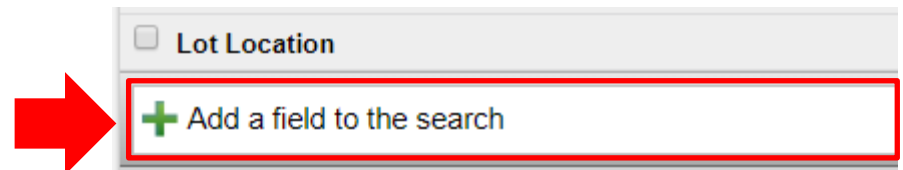


- 6) Add criteria to meet the needs of your client.



- 7) To add additional fields to your search. (these are fields that are not found within the template).

- 8) Scroll down to the “Add a Field” box.  
9) Type in the field you’re looking for.



- 10) For this example we will type House faces East.  
11) Anything that matches will pop up in a dialog box.  
12) Double click the field to add it to your search criteria.





# SEARCH BASICS

- 1) Click a property icon on the map to view the listing history.
- 2) When you click on a property within the map it will be highlighted in the results list.

The screenshot displays a real estate search interface. On the left, a results list shows three properties. The second property is highlighted with a red box:

Price	Status	MLS #
\$325,000	Active	219032303
\$344,900	Active	219032167
\$379,900		

The map in the center shows a blue square icon representing the selected property. A red circle highlights this icon, and a red arrow points from the circle to the red box in the results list.

The listing details popup on the right shows the following information:

77725 Michigan Drive 2b  
Palm Desert, CA 92211  
APN: 009612957  
[More Info](#) | [Move Listing](#)

**Listing Activity:**

MLS #	Date	Status	Price	Action
<a href="#">219039458</a>	02/21/2020	Active	\$ 225,000	<a href="#">Select</a>
<a href="#">21406907</a>	11/16/2010	Closed	\$ 950	<a href="#">Select</a>
<a href="#">21389383</a>	07/28/2010	Expired	\$ 1,100	<a href="#">Select</a>
<a href="#">21241821</a>	03/13/2006	Closed	\$ 950	<a href="#">Select</a>

**Within Locations:**

- Palm Desert Country [edit »](#)

[Radius Search](#) | [Street View](#) | [Bird's Eye](#) | [Zoom Here](#)