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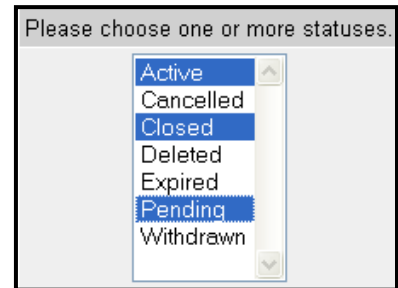
Search Functions

GENERAL SEARCHING TIPS

There are five basic types of fields on which you can search: Lists, Numeric Fields, Dates, Check Boxes, and Text Fields.

Lists

List fields allow you to select one or more items in the list by clicking on the items you want. Clicking on an item more than once will select and then de-select it. Certain fields may be related to other lists such that selection of an item in one list will automatically limit the choices in another; for example, selecting a specific city may limit the available zip codes. The related fields will depend on the selections your MLS has made in the administrative module.



Numeric Fields

Numeric or number fields are presented so you can search for a range of values from low to high. You do not need to enter commas or other formatting. Certain fields, like price, may be presented with the thousands values already entered for you in a separate box.

List Price From: 0 To: 99999999999
 Sold Price From: 0 To: 99999999999

Dates

Date fields also are searched in ranges. To enter a date, type in the text boxes provided in MMDDYYYY format (you may use slashes or dashes if you prefer) or you can click on the calendar icon and choose the date from the pop-up calendar.

Sold Date From: [] To: 12/31/9999 (MMDDYYYY)
 Seller Remarks []
 Original List Price From: 0 To: 99999999999
 List Price From: 0 To: 99999999999
 Sold Price From: 0 To: 99999999999
 Owner []
 Owner Phone []
 Owner Work Phone []

Check Boxes

Certain detail fields, such as appliances, will only require checking the box next to the label to indicate that you would like to search for listings with that feature. Feature fields within a group (e.g., appliances) can either be optionally included (OR) or required (AND) to be included in the matching listings.

Dishwasher

Text Fields

Certain fields, like remarks and address fields, allow you to enter text. When entering text, you can include an asterisk (*) before or after the text to indicate you want all matches beginning (asterisk after) or ending (asterisk before) with the text you entered. For example, to find all listings whose street names end in "wood," enter *wood in the street field. You can use a question mark (?) to indicate a single wild card character.

Street Name
*wood

<input type="checkbox"/>		\$3,000,000 515 - Lake Darling/Arrowwood Closed / 06-555
<input type="checkbox"/>		\$429,000 2505 - RANCHWOOD Closed / 01-1111
<input type="checkbox"/>		\$32,550 5 RIDGEWOOD Closed / 04-1444
<input type="checkbox"/>		\$362,300 2015 South East ROSEWOOD Expired / 06-453



QUICK SEARCH

Quick Searches are the fastest way to do a search using few search criteria. To access the Quick Searches function, click on the **Quick Searches** link from Searches pane on the dashboard, or click on **Quick Search** under the Search header of the menu. This will bring up the Available Quick Searches menu. Choose any of the search templates to perform your search. A search template is a short list of selected fields that you enter criteria in to search for listings.

All users have the capability to customize their own Quick Searches under Preferences on the menu. See the

Residential *work on behalf of a contact*

◀ [---] ▶ ⓘ

[Update Count](#) [View Results: —](#)

MLS #, address or map overlay [Browse »](#)

Status of Closed X

Active
Cancelled
Closed

[See All and Select Date Ranges...](#)

Sub Type X

Total Bedrooms X

Total SqFt. X

Garage Stls X

Style X

Status Change Date X

+ Add a field to the search

- Additional Search Options

Pictures

Videos

Documents

Virtual Tours

Open House Date

Tour of Home Date

[within](#) Listing Cart

[Update Count](#) [View Results: —](#) [Clear](#)

Available Quick Searches

Available Quick Searches	Description
Commercial	Commercial
Map Search	<i>Commercial</i>
Multi-Family	Status
My Quick Search	City
Public MLS Search	List Price
Vacant Land/Lots	Map Area
	Map Zone
	Total SqFt.

Use

Preferences section for information on customizing your own Quick Searches.

Choose the quick search template you would like to use and click the **Use** button. On the right hand side of the screen, the Description section displays the property types and fields used in the selected quick search.

Once you have chosen a template, it appears on the search results screen as a list of fields to be filled out. Your search fields will appear in the left panel with the right panel displaying a large count of the matching listings. The search fields are collapsed initially – click on any field to expand it and view its options. If you prefer to have the fields open by default, set that preference on the General Preferences page under Preferences on the menu.

Enter your search criteria by clicking and typing in the search fields. At the bottom of the search panel, you have additional search options. Search by number of



pictures, documents and more.

Depending on your MLS Preference, choosing a status field may automatically select the relevant off market date. For example, if you select the Closed status, the system will then automatically select the sold date. Click **See All and Select Date Ranges** to view all available statuses and date ranges to make selections. Please note, date fields can only be applied to quick searches that include the status field.

Status of Closed

Active
Cancelled
Closed

Off Market Dates

Cancel Date 08/12/2010 to 08/12/2021

Sold Date 08/12/2010 to 08/12/2021

End Date 08/12/2010 to 08/12/2021

Under Contract Date 08/12/2010 to 08/12/2021

Withdrawal Date 08/12/2010 to 08/12/2021

[Hide Date Ranges](#)

Click the **Update Count** link at the top or bottom of the search panel to see the number of matches to your current search criteria. When you are satisfied with the number of matches, click **View Matches**. To proceed directly to the results without first viewing a match count, click on any tab.

Add a Field to a Search

To add a field to any search, click **Add a field to the search**.

The full list of available fields will

display in a box to the right of your search criteria. You may narrow the list of fields by typing part of the word you are searching for. The list will automatically adjust to display only those fields whose names include the characters you have typed. Click to select a field to add it to your search. Click **Done** or click the red X to close the field window.

Add A Field

Contract Data

Begin Date

Cancel Date

End Date Fallthrough Date

Sold Date

Status Change Date

Under Contract Date Withdrawal Date



FULL SEARCH

Note: If your MLS uses the Traditional Full Search instead of the Tabbed Full Search, please refer to the Full Search (Traditional Version) section of the manual.

The Full Search is an in-depth search for listings which gives you access to every searchable field within the MLS database. To use the Full Search, click on the **Full Search** link from the Searches pane of the dashboard, or click on **Full Search** under the Search header in the menu.

To use the Full Search, click on the **Full Search** link from the dashboard or choose **Full Search** under Search on the menu. Choose the property types and statuses by which you wish to conduct a search. If you would like to search multiple property types or multiple statuses, hold down the control key on the keyboard while clicking the items to be included. If you are searching multiple property types, you will only be able to search fields that are common to those property types. Click **Next** to continue.

Full Search		Matches: -	
Residential		Update CMA Save View	
Main	Dates	Loc & Lgl	Interior
<input checked="" type="checkbox"/> Status	Active	<input type="checkbox"/> List Price	0 to 999999999999
<input type="checkbox"/> Original List Price	0 to 999999999999	<input type="checkbox"/> Sub Type	Condo/Townhouses
<input type="checkbox"/> Realtor.com Type	Residential - Condo/Townhome	<input type="checkbox"/> Map Zone	Zone 1
<input type="checkbox"/> Total Bedrooms	0 to 99	<input type="checkbox"/> Total Bathrooms	0 to 9999
<input type="checkbox"/> Total Full Baths	0 to 999	<input type="checkbox"/> Total 3/4 Baths	0 to 999
<input type="checkbox"/> Total Half Baths	0 to 999	<input type="checkbox"/> Year Built	0 to 9999
<input type="checkbox"/> Style	1 Story	<input type="checkbox"/> Total SqFt.	0 to 9999999

Enter the search criteria into the available fields. The fields are presented in a tabbed interface. Each of the tabs has a set of fields contained in it that may be filled out. Click on a tab to see the available fields of information. On some tabs, fields will be grouped together with a plus (+) sign indicating the presence of a group. To see the fields under a group, click your mouse on the group link.

As you enter criteria, you can click on the **Update** link in the upper right corner of the screen to see a match count. As with Quick Searches, you can jump to the CMA, save the search, or view the search results by clicking the corresponding links in the upper right corner.

Office/Member Tab

Where available according to MLS preference, the Office/Member tab will allow the search to be narrowed down by any Member, Office, or Company. Type any part of the name into the appropriate section and click the **Add** button. This will open a window to choose from a list of



available matches. Choose the name and click **OK**. You may then choose whether to find matches for listing, selling, or both.

Full Search Residential Matches: -
Update | CMA | Save | View

Main | Dates | Loc & Lgl | Interior | Exterior | Remarks & Misc | **Office/Member** | Summary

Office Search
Enter office name and click "add":
 Add

Member Search
Enter member name and click "add":
 Add

Company Search
Enter company name and click "add":
 Add

See Results

Summary Tab

As you move from tab to tab and enter criteria for different fields, you can see all the criteria you have entered so far by clicking on the Summary tab. The Summary tab shows all of your current criteria. For advanced Boolean searching, use the Summary tab to exclude or “not” include specific selections from your search. For example, if a client does not want to consider homes in one area, you can select the area to exclude and then go to the summary tab and click **Not** next to that option. For detail fields within a specific group like Appliances, you also can specify whether the selections are optional (Or) or required (And).

Full Search Residential Matches: -
Update | CMA | Save | View

Main | Dates | Loc & Lgl | Interior | Exterior | Remarks & Misc | Office/Member | **Summary**

Search Parameters: Property type Residential; Status of 'Active'; Total Bedrooms between 4 and 99; Total Full Baths between 3 and 999; Air Conditioning of Central; Garage of # Stalls Attached between 1 and 9999999999; or Garage of Finished or Heated; and not Map Zone of 'Zone 3'.

Status Exclude Active
Cancelled
Closed

Total Bedrooms 4 to 99 Exclude

Air Conditioning: Central And Or Not

Garage: Finished And Or Not

Map Zone Exclude Zone 1
Zone 2
Zone 3

Total Full Baths 3 to 999 Exclude

Garage: # Stalls Attached And Or Not 1 to 9999999999

Garage: Heated And Or Not

+ Activities and Multimedia

See Results

FULL SEARCH (TRADITIONAL VERSION)

The Full Search is an in-depth search for listings which gives you access to every searchable field within the MLS database. To use the Full Search, click on the **Full Search** link from the Searches pane of the dashboard, or click on **Full Search** under the Search header in the menu.



To begin, select the property types and statuses you'd like to search, and click **Next**.

Full Search

Please choose one or more property types. Please choose one or more statuses.

Residential
Up to six units
Six or more units
Building Lots
Commercial
Farm
Short Term
Long Term

Active
Cancelled
Closed
Expired
Pending
Withdrawn

Next >>

The Current Search Parameters screen appears. In the center of the screen you will see the number of listings currently matching your search. To view these listings, click directly on that number, or click on the **See Matching Listings** button. This will bring you to the Search Results page.

Current Search Parameters

Searching [Multiple Listing Service](#) for [Res Listings](#)

The following criteria are present in your search:

Status of 'A'

Remove selected Refresh
NOT Toggle Advanced...

Listings matching your query:
1,538

Refine Search

Main List Fields
Details
Office or Member(s)
Listing Cart

Search Results

View: [Residential]

See matching listings
Create CMA
Save Search

On the left-hand side of the page under Refine Search, you may narrow down the search using Main List Fields, Details, or Office or Member(s). The Main List fields are the basic information fields for a property; fields such as List Price, Bedrooms, and Bathrooms will be found here. Detail fields are MLS-specific data fields where you will find more detailed information. You may also search for listings by Office or Member by clicking the corresponding button. Incorporate your search results into a listing cart by clicking Listing Cart. See the Search Results section for more information on using Listing Carts.

Main List Fields

If you want to refine your search using Main List Fields, click the **Main List Fields** button under Refine Search. This will bring up all the available Main List fields for your MLS. Fill out only the fields relevant to your search. Click **Next** when you are done.



Choose Main List Fields For Search

Please select or enter search criteria in the fields below.

<input checked="" type="checkbox"/>	Status	Active Cancelled Closed Deleted
<input type="checkbox"/>	Status Change Date	From: 11/20/2006 To: 12/31/9999 (MMDDYYYY)
<input type="checkbox"/>	Withdrawal Date	From: 11/20/2006 To: 12/31/9999 (MMDDYYYY)
<input type="checkbox"/>	Cancel Date	From: 11/20/2006 To: 12/31/9999 (MMDDYYYY)
Property Information		
<input type="checkbox"/>	TYP	Auction Condo/Co-Op Fractional Ownership Home/Estate
<input type="checkbox"/>	Realtor.com Type	Farm Residential: Condo/Townhouse Residential: Mobile/Manufactured Homes Residential: Single Family
<input type="checkbox"/>	Total Bedrooms	From: 0 To: 99
<input type="checkbox"/>	Total Bathrooms	From: 0 To: 999

This brings you back to the Search Parameters screen. In the center you will see the number of listings that match the new search criteria.

Detail Fields

If you would like to narrow the search using Detail Fields, click on the **Details** button under Refine Search. This will bring up all detail fields your MLS has available. Choose the details you want by checking the box next to the detail, choosing an item from a drop-down menu, or filling in text if necessary. Click **Next** when finished. The Search Parameters screen will now reflect the new number of matches for this search.

Choose Details For Search

Please select or enter search criteria in the fields below.

- Condition

<input type="checkbox"/> Good/Excellent	<input type="checkbox"/> Average/Good
<input type="checkbox"/> Fair/Average	<input type="checkbox"/> Fixer/Average
<input type="checkbox"/> Call L/A	<input type="checkbox"/> Other

Office or Member(s)

You may also refine a search by Listing Office or Member(s). To use this function, click on the **Office or Member(s)** button under Refine Search. First, choose the Office that you wish to use to narrow your results. If you are just searching by Office, you can click on the **Narrow search by this office** button to see the number of matches. To further narrow down by Member, choose the member name from the list below and click the **Narrow search by these member(s)** button. The new number of matches will appear on the Search Parameters Screen.

Narrow Search By Office or Member

Note: Searches may not include members from more than one office.

Choose your office:

1 Windy Real Estate

Narrow search by this office >>

Or, choose your member(s) from the above office:

Agassi, Candy (7266)

Archibald, George (5466)

Bradley, Toby S (3131)

Jones, Lisa N (8696)

Lang, Jennifer (6796)

Matheson, George J (8131)

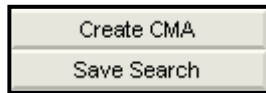
McCoy, April (8143)

Ward, Carol (7228)

Narrow search by these member(s) >



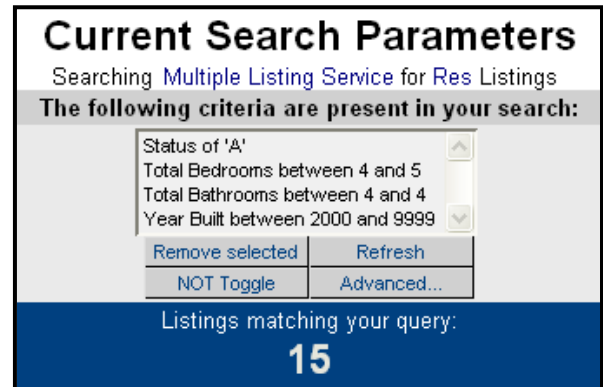
Other Options



The Search Parameters screen includes two other options under Search Results. The first is **Create CMA**, which allows you to bypass the Search Results page and create a CMA. The second is Save Search, which allows you to bypass the Search Results Page and save the search for future use. Please see the Search Results sections for more information on these features.

Advanced Searching Options

At the top of the Search Parameters screen are several advanced searching options. The current search criteria are listed in the box at the top of the screen. Below the box are options to place upon those criteria.



Remove Selected

To remove criteria from the list, select it and click on the **Remove Selected** button. Be sure to click the **Refresh** button to update your search results.

Refresh

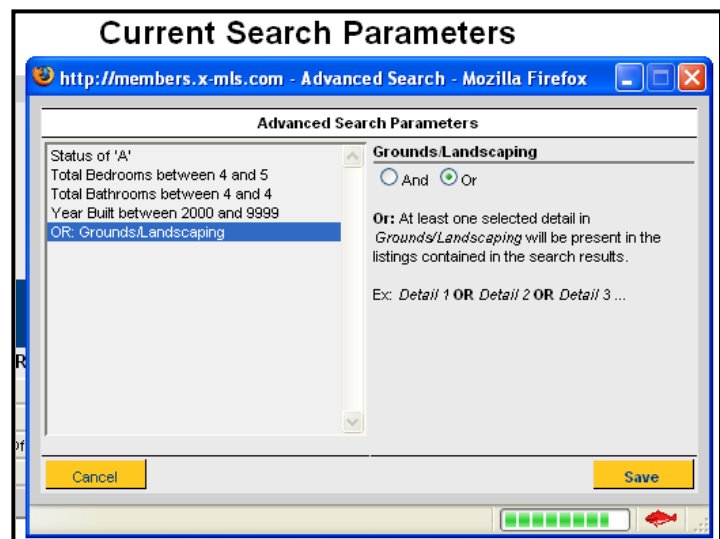
The Refresh button allows you to refresh your search results after you have excluded or otherwise changed criteria.

NOT Toggle

To specify to NOT use certain criteria, use the Not Toggle button. For example, if you have chosen all Styles for a home, but want to specify that you do not want any two-story homes. Instead of going through the list and choosing everything but two-story, you choose specifically to NOT use two-story. Again, be sure to use the **Refresh** button to update your number of matches.

Advanced

The Advanced function refers to something called And/Or Searching. And/Or Searching comes into play when multiple fields in a list or detail group are selected. For example, the Amenities of Fenced Back Yard, Gas Fireplace, and Patio are selected. You need to make a determination if you want to tell the system to look for ALL three of those items, or ANY three of those items. If OR is selected, you will accept a match that has a Fenced Yard OR a Gas Fireplace OR a patio. If AND is selected, you are telling the system that you will only accept a match that has all three of those amenities.



To set up this distinction, click on the **Advanced** button. Choose your criteria from the left side of the screen. On the right side of the screen, choose AND or OR and click on the **Save** button. The changes to the search will automatically update the Search Parameters screen with the new number of matches.

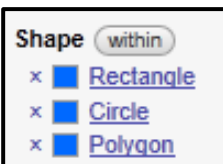


MAP SEARCH

The Map Search combines a Quick Search template with mapping shapes to narrow listings to a specific geographic area. To begin, click on **Map Search** on the flexmls menu, select a Quick Search template from the list, and click **Use**.

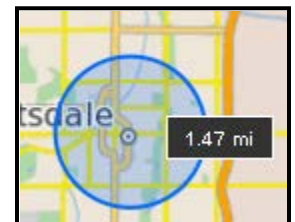
At the bottom of the map are three shape tools that you can use to define map areas you'd like to search. You can draw a rectangle, circle, or polygon. If the map is already showing the general area you'd like to search, you can begin drawing your shapes immediately. If you need to move the map before you begin, use the pan tool and zoom tools to find the area you'd like to search. To zoom in on the map, you can use the scroll wheel on your mouse, if you have one, or you can use the zoom bar at the left edge of the map.

To draw a rectangular search area, click on the rectangle tool to select it. Click once on the map to begin your shape. There's no need to hold down the mouse button while you move – just move the mouse to create a rectangle. The first spot we clicked stays set while the rectangle moves with us. To complete the shape, click one more time.



Search shapes that are drawn on the map appear in the list of search criteria. When you hover your mouse over a shape name in the search criteria panel, the shape will be highlighted on the map for your reference. If you'd like to remove a shape from the map, click on the X next to the shape name – it will delete that shape from your search.

Using the circle tool, you can create a search in a radius around a point on the map. To begin, click on the circle shape on the map toolbar. Next, find the point you'd like to use as the center of your circle. Click one time on that center point, release the mouse button, and move your mouse outward to draw your circle. As you draw, a distance legend will let you know your shape's radius. Click on the map to complete the shape.

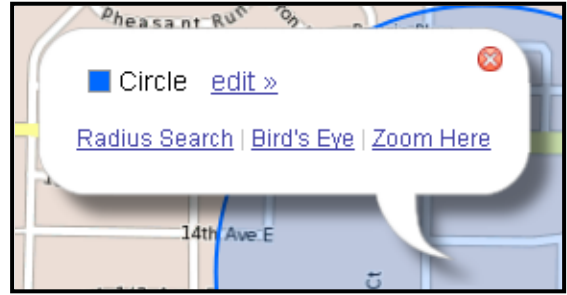


For irregular search shapes, use the polygon map tool. The polygon tool creates a search shape with an unlimited number of sides, so you can be as precise as you would like when creating your search area. To begin, click on the polygon tool in the map toolbar. Click once to define the first corner of your polygon. As you move your mouse, a line connects back to your starting point – click again to set the next corner of your shape. Each time you click when using the polygon tool, you'll set another corner of your shape. Use as many points as you need to define a curve, neighborhood boundary, or other edge. When you are satisfied with your shape, double-click to finish.

Once a shape has been created, you have the option to edit it. To bring up the editing options, you can click on the



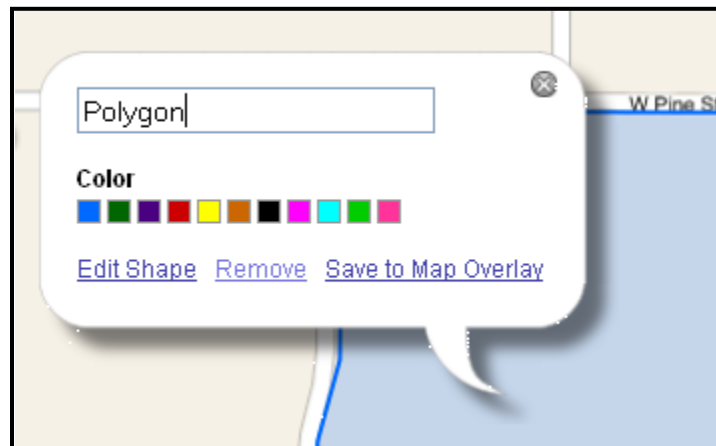
name of the shape in the search criteria panel, or you can click on the map within the boundaries of the shape. An information bubble will appear with the name of the shape, and the current color. To make changes to these settings, click **edit**.



On the edit shape bubble, you can customize the name of the shape, or click to select a color for the shape if you'd like to change the color from the default blue. From this edit shape bubble, you also have the option to edit the boundaries of the shape or remove it completely. Click **Edit Shape** to make changes to the placement or boundaries of the shape on the map.

In the Edit Shape Mode, points will appear on the boundaries of the shape – click, hold, and drag a point on the shape to change its boundaries. Shapes will have points at the corners or outer edge, as well as a center point. For example, a polygon has points at each position that was clicked on the map when creating it. Click and drag on any of these points to change the edge of the shape, or click and drag on the center point to move the shape on the map.

When working with a polygon, you also have the opportunity to save the shape as a Map Overlay. This enables you to give the shape a name, use it multiple times, and access it when performing a search.



MY LISTINGS

The My Listings link is the fastest way to pull up your listings. You can set which listings you'd like included on the General Preferences page. Click on the **My Listings** link under Search on the menu or click on the **Listings** header in the dashboard pane to display your listings.



SEARCH BY ADDRESS

To search for listings by address, click on **Address** under the Search header of the menu. Fill in the address information in the text boxes and choose the appropriate City and State from the drop-down menus.

Choose the statuses that you wish to perform the address search on. You may enter a status

change date range to search with by typing in the date or using the date picker to narrow your search. You may also narrow your search by choosing to include only your listings, your office's listings, or your company's listings with the radio buttons at the lower left. If your MLS uses a drop-down list for street names, only type the first letter of the street name, wait for the list to appear, then scroll to the street name of your choice.

Click **Next** to perform the search. You will proceed to the Search Results screen.

MLS NUMBER

To perform a search for a particular listing, click on **MLS#** under Search on the menu. Type in the MLS number of the listing and click **Next**. If you are searching for more than one listing, be sure to separate the MLS numbers with commas.

To search for a range of MLS numbers, separate the MLS numbers with a hyphen (for example, 4001111-401150 or if your MLS uses prefixes 09-167-175).

Where available, your MLS may also have the option for Radius searching within the MLS number search. Check the checkbox, select a radius, and select the status or statuses of listings you would like to include in your search.

OFFICE/MEMBER

To search for contact information or listings for a particular Office or Member, click on **Office/Member** under Search on the menu. Choose whether you would like to conduct your search by picking from a list or by typing in a



name, partial name, user ID, or zip code.

After you have entered your information, click **Find** to bring up a list of matching members/offices. Alternately, click **Pick from a List** to select from a list of offices. Make a selection to see the office's contact information and a list of available members within the office. Select a member from the list at the right to display the member's contact information.

After selecting a member/office, you may choose to view their listings as well as their sold listings according to a specified date range (where permitted under MLS Preference Settings). Click **View Listings** to continue.

CMA

Under the Search header of the menu, clicking on **CMA** will allow you to choose a CMA you have already saved or select search options to find comparable listings for a new CMA. You may also begin a CMA from any Search Results page by selecting the listings you would like to include and clicking **CMA**. CMAs are discussed in detail in the Comparable Market Analysis section of the manual.

SAVED SEARCHES

You can create new searches, edit existing searches or remove searches from the Saved Search screen. Under the Search header of the menu, click on **Saved Search**.

Show My Saved Searches

Saved Searches	Description
<p>Type to filter searches</p> <p>Favorites</p> <ul style="list-style-type: none"> \$200-300K 3 bed 2 beds, over 1 acre 3BR 2BA Active 500,000 plus Active Residential in City Cass - ACP CMA solds Colonial 3BR 2BA Demo Search Jane 3+ beds Residential Active Residential Hot Sheet Search <p>FGO TEST</p> <ul style="list-style-type: none"> high price properties Horse Properties Longfellow Solds map map search criteria moorhead search moorhead-2 Map 2 MJW test save from portal MMMMMMMMMMMM Moorhead - Open Houses This Week Moorhead Condos My Search North Fargo - Open Houses This Week <p>New Edit Rename Remove</p>	<p>★ Favorite (click to unmark)</p> <p>Search parameters</p> <p>Property type Residential; List Price between 200000 and 300000; Status of 'Active'; Total Bathrooms between 3 and 9999; Total Bedrooms between 3 and 99.</p> <p>Search description</p> <p>Results View Totals</p> <ul style="list-style-type: none"> View all View new in the last 24 hours View new since 02/10/2011 12:20 PM Reset the time and view new since 02/10/2011 12:20 PM <p>New matches include new listings, price changes and status changes</p> <p>Auto E-mails</p> <p>Add an Auto E-mail</p>

In the right column, descriptions for each search are provided. Below, you may view result counts and new matches to the criteria selected for each search.



Click **New** to create a new search using the Full Search Full Search screen. Enter the property types and statuses you wish to search on and click **Next** to continue entering your search parameters.

Click **Edit** if you wish to change criteria for an existing search. The number of matches will change according to the criteria. If your search was saved from a Quick Search template, the template will show with all your selected criteria. After you have edited your search you may save the changes under the current description or enter a description to save as a new search. When you save a search you have the option of tracking new listings or changes to existing listings that match your search criteria, as well as what view you wish to associate with the search.

Click **Remove** if you wish to delete a selected search. You will see a confirmation screen with a list of the criteria for the selected search. Click **Next** to remove the search.

Click **View Totals** to see the number of matches for the selected search and any new matches for the types and time period chosen when the search was saved.

Click on the star icon in the Description column to mark a search as a favorite. You may then set a dashboard gadget to display just those searches you've marked as favorites. Click on the name of the search of your choice, then click **View all** on the right side of the screen to see the listings that match your search. If you have selected to track new matches you may click on **View new** to see the new listings that match the criteria selected (according to the time period specified). The system will also allow you to set a time stamp for the last time you viewed new matches to your search.

LISTING CARTS

A Listing Cart is a means of storing a specific group of saved listings. To access your Listing Carts once they have been established, click on **Listing Cart** under Search on the menu.

To work with a Listing Cart, click to select the cart you are interested in. On the right side of the screen, under Description, you will see the number of listings in the cart and a link entitled **View contents of this cart**. Click on that link, and the search results page with the contents of the cart will appear.

Listing Carts	Description
Alcorn 150 -160K (3 listings)	The cart Jill's Listings contains 4 listings. View contents of this cart (4 listings)
Jane Doe (3 listings)	
Jill's Listings (4 listings)	
Joe Black-Commercial (4 listings)	
John's Favorite Houses (3 listings)	
new (6 listings)	
Remove	

To remove a Listing Cart, choose the cart and click **Remove**. Click **Next** to verify the removal and the cart will be deleted. For additional information on saving listings to a Listing Cart, see the Search Results section of the manual.

