

## Using Edit Search > Quick Search

This document illustrates the features available using the Quick Search link under the Edit Search tab on the Search Results screen.

When you edit a search using the **Quick Search** link, you will get the following screen:

The screenshot displays the Search Results interface. At the top, it says "Search Results *work on behalf of a contact*". Navigation buttons include Save, E-Mail, Print, CMA, Export, and ShowingCart. Below these are tabs for Edit Search, List, Detail, Photos, Map, Compare, and Messages. The "Quick Search" tab is highlighted with a red box. The main content area shows "5 listings matched your search" with a large blue number "5". Below this are several links: View results in a list, Show listing details, See photos, videos, and virtual tours, Map the listings, Compare listings, Send Messages about listings, Save, E-mail or Print your listings, and Create a CMA or Export.

On the left side, the search parameters are listed under "View Results: 5". These include: Location, address or MLS # (with a "Browse »" link); County (of) Milwaukee; Municipality (of) Wauwatosa; Property Type of Single Family; Status of Active, Pending (with an "X" to remove); Bedrooms between 3 and 4 (with an "X"); Total Bathrooms between 2.5+ (with an "X"); Garage Spaces between 2.5+ (with an "X"); and Garage Type of Attached (with an "X"). There is also an "Add a field to the search" button. Under "Additional Search Options", there are checkboxes for Pictures, Videos, Documents, Virtual Tours, Open House Date, Tour of Homes Date, and within Listing Collection.

In the left side pane, your current search parameters will be shown. The right side pane will display the number of listings using your current search parameters, along with various function links and buttons. Notice, in the left side Edit Search pane, you will see that the parameters of the features you have chosen are hyperlinked. For example, clicking on the link **Active** for the parameter of Status will allow you to make a change to a different status. Also, notice in the parameter of Status, the word 'of' is also hyperlinked. This allows you the inclusive/exclusive options. The 'X' at the end of each parameter allow you to delete that parameter from your search.

A close-up of the search parameter "Garage Type not of Attached". The word "not" is circled in red. An arrow points from this close-up to the explanatory text on the right.

Clicking 'of' on any parameter will change it to the excluding option of 'not of'. What that means to this search is, it will give all Garage Types **except** Attached; thus excluding the Garage Type of Attached from the search.

Other inclusive/exclusive hyperlinked and button choices include:

The screenshot shows a search filter interface. At the top, there is a dropdown menu for 'Property Type of Single-Family' with options: Single-Family (selected), Two-Family, and Vacant Land. Below it is a checked filter for 'Status of Active, Pending' with a calendar icon and a dropdown menu showing: Delayed, Active (selected), and Pending. Underneath is a 'County of' filter with 'Milwaukee' selected and a red 'x' to remove it. Below that is a 'Municipality not of' filter with 'Wauwatosa' selected and a red 'x' to remove it. At the bottom of this section is a link: 'See All and Select Date Ranges...'

**Property Type** allows you to edit the property types to be searched.

**Status** allows you to edit the status(es) searched.

**County** allows you to include or exclude the current choice by clicking the 'of' button.

**Municipality** allows you to include or exclude the current choice by clicking the 'of' button.

The screenshot shows a checked filter for 'Bedrooms between 3 and 4'. A red circle highlights a small 'x' button in the upper right corner of the filter box, which is used to delete the parameter from the search.

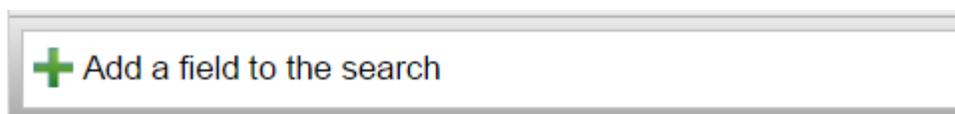
The small 'x' in the upper right corner of the option section allows you to delete that parameter from the search.

The links for **Bedrooms** can be edited to read **between**, **not between**, and **in ranges of**; Clicking on either number for bedrooms will open a text field to allow you to change the number. The same is for Bathrooms, Total Bathrooms, Garage Spaces.

The screenshot shows a checked filter for 'Garage Type of Attached' with a dropdown menu showing: Attached (selected), Detached, and None. At the bottom of the filter box is a link: 'See All...'

The links for **Garage Type** can be edited to read **of** and **not of**; **Attached**, **Detached**, and **None**.

You may add additional parameters to your search other than what is shown in the Edit Search pane. To add a specific field you had not previously selected, click your mouse in the **Add a field to the search** box and enter the parameter you would like to search. To browse available fields, you can scroll through the 'Add A Field' screen that appears in the right side pane. Locate and select your options by, one at a time, clicking the desired field. The field will be added to the left side edit pane in the same format as the other search parameters. Once you have completed editing your search, you may click the **View Results** link to immediately view the new matches.



In the example shown, we wanted to add a list price; the word 'list' was typed into the box. On the right side pane, you have your choice of fields to search starting with the word 'list'. Click on the **List Price** link under Price/Status to add that parameter to your search.

**Search Results** *work on behalf of a contact*

Save E-Mail Print CMA Export ShowingCart

1

View Results: 5

Location, address or MLS # [Browse »](#)

County (of)  
x Milwaukee

Municipality (of)  
x Wauwatosa

Property Type of [Single Family](#)

Status of [Active](#), [Pending](#)

Bedrooms between [3](#) and [4](#)

Total Bathrooms between [2.5+](#)

Garage Spaces between [2.5+](#)

Garage Type of [Attached](#)

**+ list**

**- Additional Search Options**

Pictures

Videos

Documents

Virtual Tours

Open House Date

Tour of Homes Date

within [Listing Collection](#)

Edit Search List Detail Photos Map Compare Messages

Quick Search Map Search Full Search

**Add A Field**

**+ Documents on File**

**Listing Information**

Sub Agent Commission	Sub Agent Commission Type
Bonus to Broker	Broker Owned
Buyer Agent Commission	Buyer Agent Commission Type
Electronic Consent	Excl. Agency Contract
Limited/Unserviced	List Price (VR)
Named Prospects	Owner
Property PIN	Var. Comm.

**Member**

Listing/Selling Member	Listing/Selling Office
Listing/Selling Company	Listing/Selling Association

**Price/Status**

List Price

**Taxes and Dates**

Listing Date

Type your search parameter to add here

Click the search parameter to add

View Results: 1

Location, address or MLS # [Browse »](#)

County [of](#)  
 × Milwaukee

Municipality [of](#)  
 × Wauwatosa

Property Type [of](#) [Single Family](#)

Status [of](#) [Active, Pending](#) [📅](#) [×](#)

Bedrooms [between](#) [3](#) and [4](#) [×](#)

Total Bathrooms [between](#) [2.5+](#) [×](#)

Garage Spaces [between](#) [2.5+](#) [×](#)

Garage Type [of](#) [Attached](#) [×](#)

List Price [between](#) [175000](#) and [240000](#) [×](#)

175000 to 240000

The List Price parameter now appears in the left side parameter pane. Click on the number representing the minimum or maximum list price to open those fields to enter your price range.

The Additional Search Options section lets you further narrow your results to include or not include listings with pictures, videos, documents, virtual tours, and open house / tour of homes dates. You may also determine the number of each of these items in minimum and maximum.

**- Additional Search Options**

Pictures [of](#) [5+](#)

5 to max

Videos

Documents

Virtual Tours

Open House Date

Tour of Homes Date

[within](#) Listing Collection

View Results: 2 [Clear](#)

The **Pictures** option allows you to search listings with a specific number of photos loaded to a listing.

The **Videos** option allows you to search listings with a specific number of photos loaded to a listing.

The **Documents** option allows you to search listings with a specific number of photos loaded to a listing.

The link for **Virtual Tours** can be edited to read **Has** or **Does Not Have**.

The links for **Pictures**, **Videos**, and **Documents** can be edited to read **of** and **not of**; Clicking on either number field will open a text field to allow you to change the number.

There are 2 links available for both **Open House Date** and **Tour of Home Date** search options. The **7 days** link can be edited to open a text field to enter a specific number of days; clicking the **in the next** link will change it to **between**, and **not between** and presents a date range calendar box for both begin and end date fields.

**Open House Date** [in the next 7 days](#)  
in the next  days

**Open House Date** [between 6/14/2016 and 6/21/2016](#)  
  to  

The **Listing Collection** search option allows you to include or exclude list numbers of properties saved in a listing collection. Putting a check in the **Listing Collection** search box opens a drop-down menu with your saved listing collections. The link can be edited to read **within** or **not within**.

[within Listing Collection](#) Customer CMA (7)