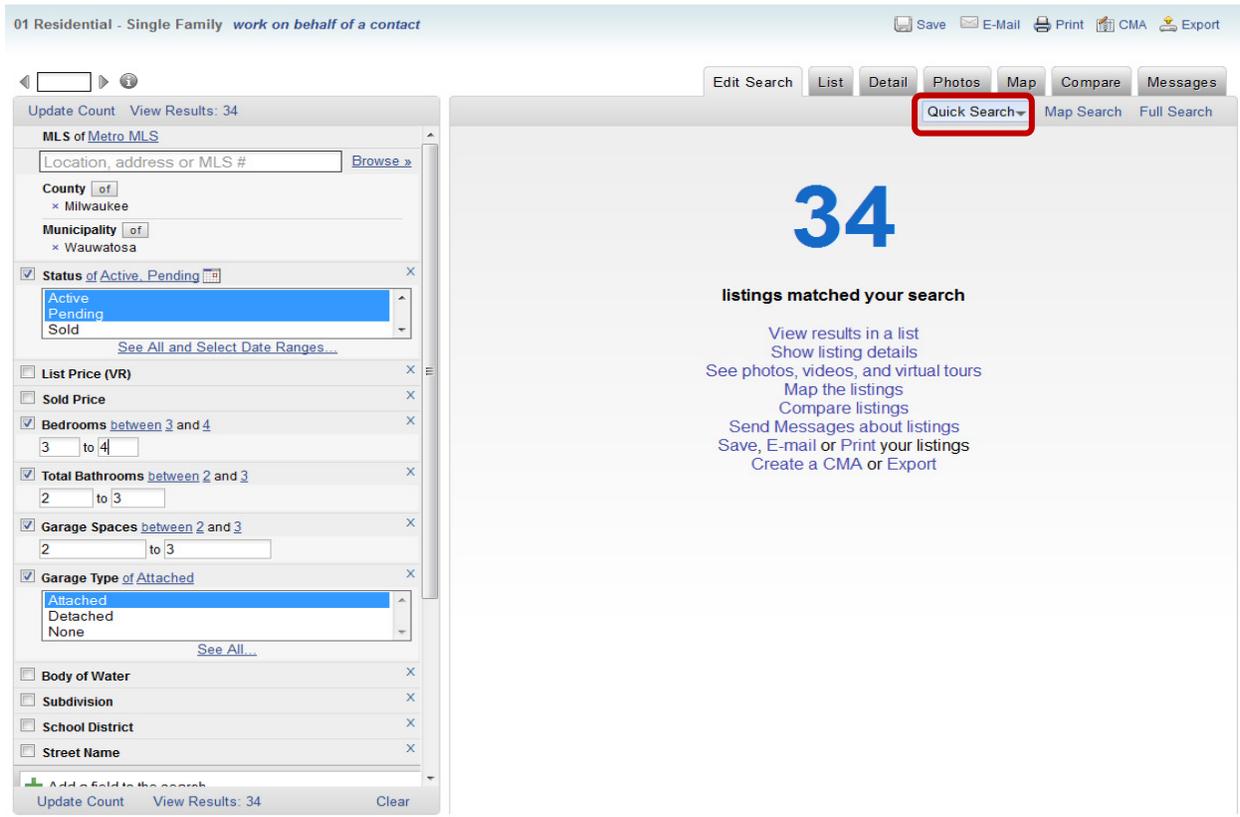


Using Edit Search > Quick Search

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 shows a web interface for a real estate search. At the top, there's a header with "01 Residential - Single Family" and "work on behalf of a contact". Below this are navigation tabs: "Edit Search", "List", "Detail", "Photos", "Map", "Compare", and "Messages". A "Quick Search" dropdown is highlighted with a red box. The main content area displays "34 listings matched your search" and a list of actions: "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, a sidebar shows search filters for "Metro MLS", "Location, address or MLS #", "County of Milwaukee", "Municipality of Wauwatosa", "Status of Active, Pending, Sold", "List Price (VR)", "Sold Price", "Bedrooms between 3 and 4", "Total Bathrooms between 2 and 3", "Garage Spaces between 2 and 3", "Garage Type of Attached", "Body of Water", "Subdivision", "School District", and "Street Name".

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. 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' in 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



Clicking 'of' will change it to the excluding option of 'not of'. What that means to your search is, it will give you all statuses **except** Active; thus excluding the status of Active from your search.

Other inclusive/exclusive hyperlinked and button choices include:

The screenshot shows a search filter interface with the following sections:

- MLS of [Metro MLS](#)**: A dropdown menu with "Metro MLS" selected and "WIREX" below it. A "Click to edit" button is next to the dropdown.
- Property Type of [Single-Family](#)**: A dropdown menu with "Single-Family" selected, "Two-Family" below it, and "Vacant Land" below that.
- Status of [Active, Pending](#)**: A dropdown menu with "Active" selected, "Pending" below it, and "Sold" below that. A "See All and Select Date Ranges..." link is below the dropdown.
- County of**: A button with "of" next to it. Below it is a list with "x Milwaukee".
- Municipality of**: A button with "of" next to it. Below it is a list with "x Wauwatosa".

The screenshot shows a filter for "Bedrooms [between 3 and 4](#)". Below the link are two input fields containing "3" and "4" with "and" between them. A red circle highlights a small "x" button in the upper right corner of the filter section.

The screenshot shows a filter for "Garage Type [of Attached](#)". Below the link is a dropdown menu with "Attached" selected, "Detached" below it, and "None" below that. A red circle highlights the "of" link. A "See All..." link is at the bottom.

MLS allows you to edit the MLS to be searched.

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 edit the county(ies) searched. The See All link will display a window with checkboxes for all choices.

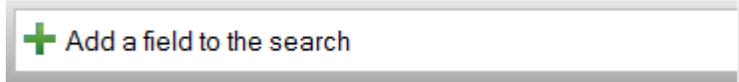
Municipality allows you to edit the municipality(ies) searched. The **See All** link will display a window with checkboxes for all choices.

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

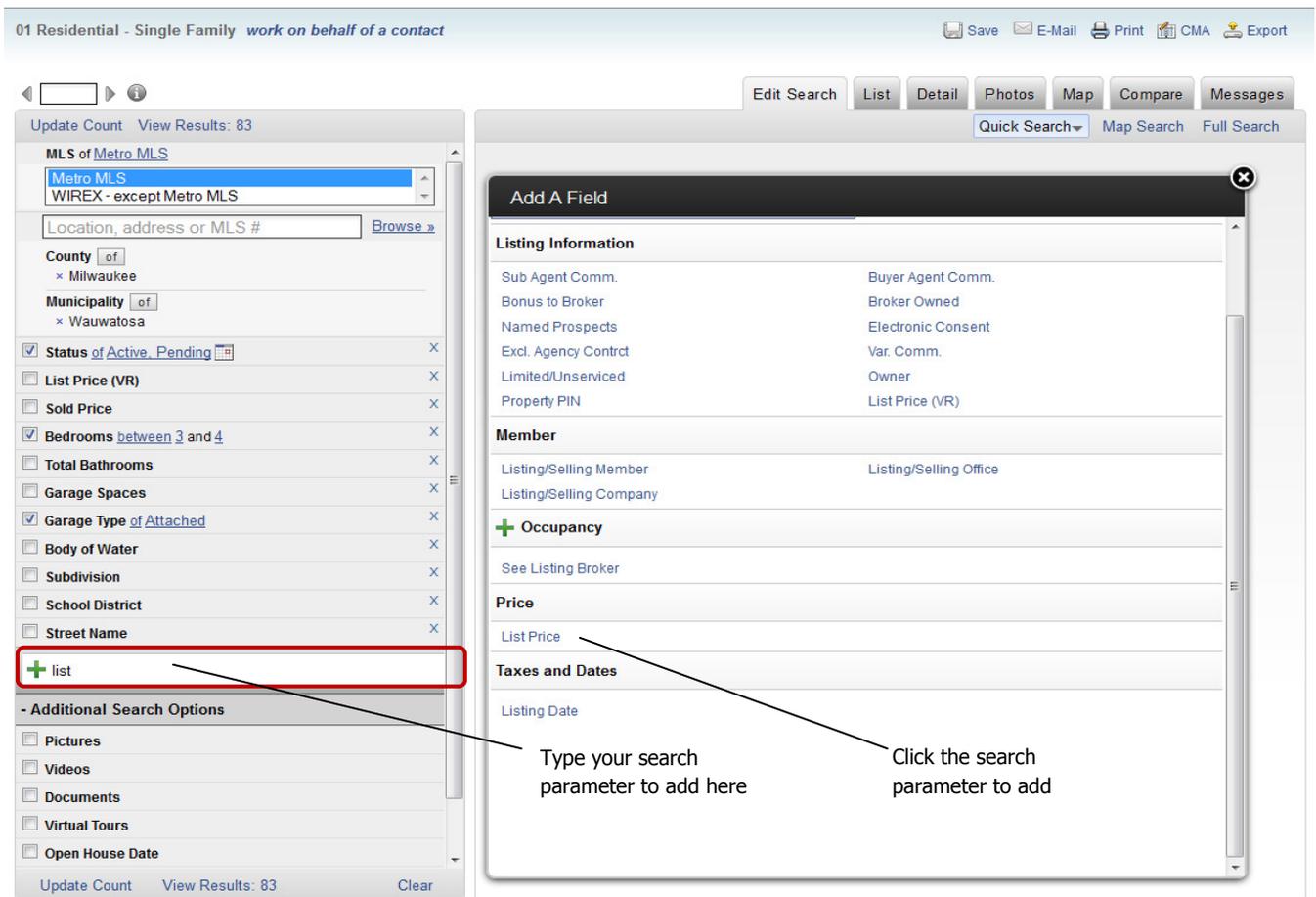
The links for **Bedrooms** can be edited to read **between**, **not between**, and **in ranges of**; Clicking on either number for bedrooms will open a text field to allow you to change the number. The same is for Bathrooms, Total Bathrooms, Garage Spaces.

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

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. To browse available fields, click the **Browse** button; this will bring up the Add A Field screen 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. **View Results** will automatically update as a new field is selected.



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 to add that parameter to your search.



The screenshot shows a real estate search interface. On the left, there is a search filter pane with various options. A red box highlights a search parameter entry: a green plus sign followed by the text "list". Below this, there are sections for "Additional Search Options" including Pictures, Videos, Documents, Virtual Tours, and Open House Date.

On the right, the "Add A Field" dialog box is open, displaying a list of search parameters categorized by section:

- Listing Information**: Sub Agent Comm., Buyer Agent Comm., Bonus to Broker, Broker Owned, Named Prospects, Electronic Consent, Excl. Agency Contract, Var. Comm., Limited/Unserviced, Owner, Property PIN, List Price (VR).
- Member**: Listing/Selling Member, Listing/Selling Office, Listing/Selling Company.
- Occupancy**: See Listing Broker.
- Price**: List Price.
- Taxes and Dates**: Listing Date.

Two arrows point from the "list" parameter in the left pane to the "List Price" option in the "Add A Field" dialog. One arrow points to the text "list" with the label "Type your search parameter to add here". The other arrow points to the "List Price" text with the label "Click the search parameter to add".

01 Residential - Single Family *work on behalf of a contact*

◀ [] ▶ ⓘ

Update Count View Results: 18

MLS of [Metro MLS](#)

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

County of
× Milwaukee

Municipality of
× Wauwatosa

Status of [Active](#) ×

Bedrooms [between 3 and 4](#) ×

Total Bathrooms [between 2 and 2.5](#) ×

Garage Spaces [between 2.5 and 3](#) ×

Garage Type of [Attached](#) ×

List Price ×

min [] to max []

+ Add a field to the search

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

Videos

Documents

Virtual Tours

Open House Date

Tour of Homes Date

[within](#) Listing Cart

Update Count View Results: 18 Clear

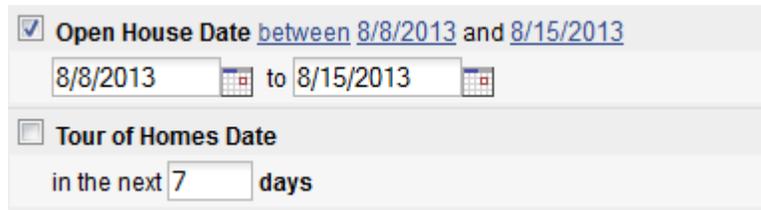
The **Pictures** option allows you to search listings with a specific number of photos loaded to a listing.

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 links for **Pictures**, **Videos**, and **Documents** can be edited to read **between** and **not between**; 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 first link can be edited to read **in the next**, **between**, and **not between**. The second link can be edited to open a text field to enter a specific number of days, or a date range calendar box.



Open House Date [between 8/8/2013 and 8/15/2013](#)
8/8/2013  to 8/15/2013 

Tour of Homes Date
in the next days

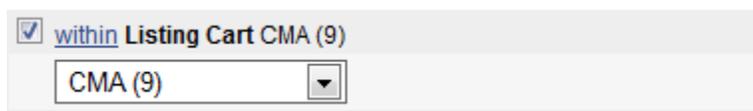
There are 2 links available for the **MLS #** search option. The first link can be edited to read **of**, **not of**, or **exclusively of**. The links labeled **of** and **exclusively of** work the same. The second link which is blank opens text fields for both the Metro MLS and WIREX so you may enter specific list numbers to search in the corresponding MLS.

NOTE: If you are searching multiple list numbers, separate them with a comma, no space.



MLS #
× [1310891,1310892](#) within [MET](#)

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



[within Listing Cart CMA \(9\)](#)
 