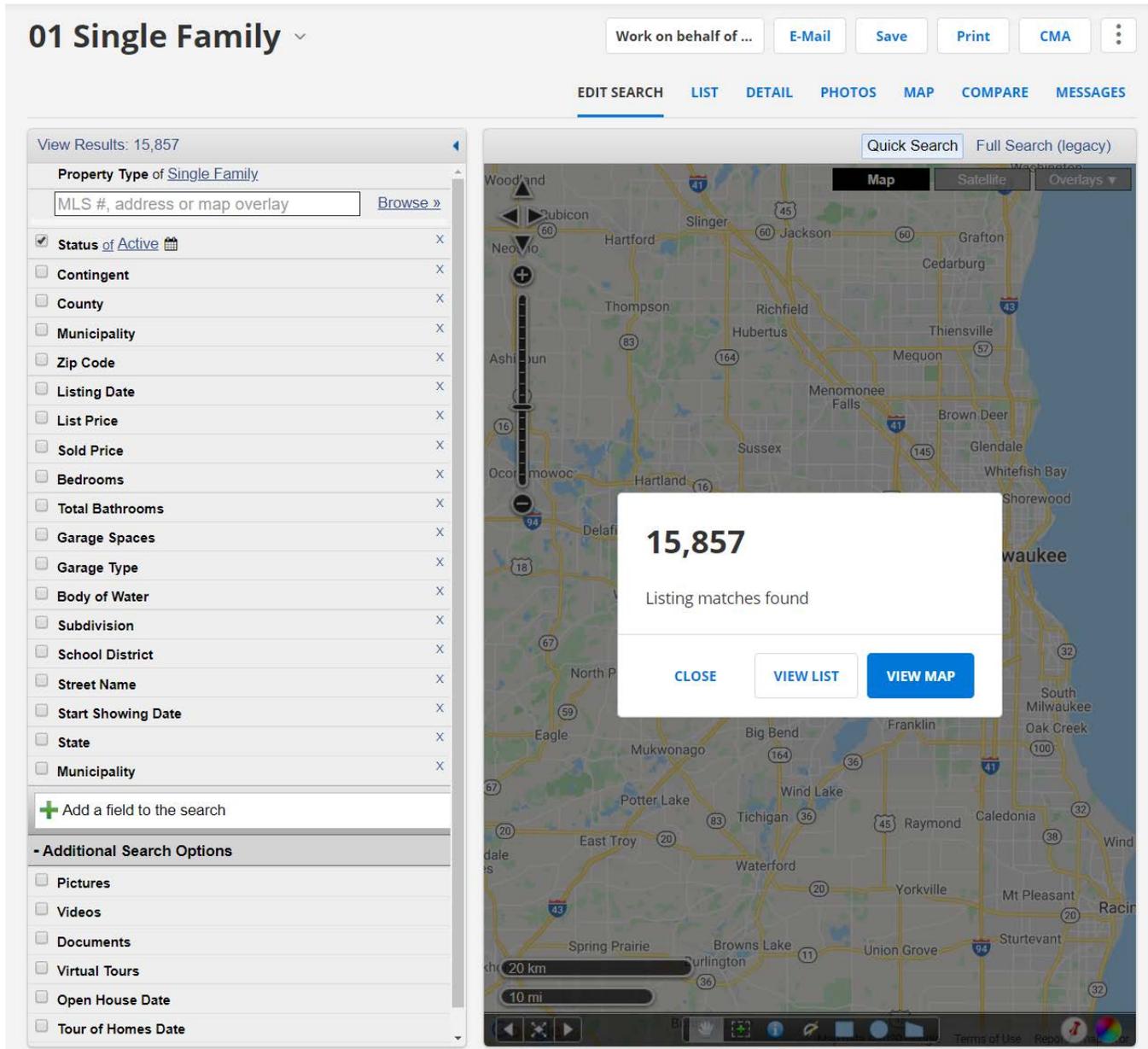


Using Quick Search

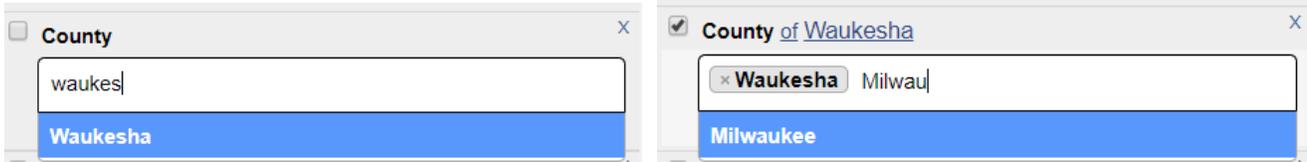
This document illustrates the features available using Quick Search.

When you select **Quick Search** from your menu, you will get the following screen:



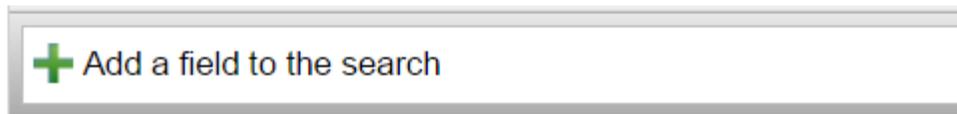
The left side pane displays the search parameters for that property type template. The right-side pane will display the number of matching listings; this total will update as you add criteria to your search. There are also various function links and buttons to assist you with searching via the map.

To add criteria to your search, simply click on the detail you would like to add. For example, to add a county to your search, click the **County** detail; a field labeled 'Start typing to search' will open. Enter your desired county to search. If you would like to search more than one county, after selecting the first county, repeat your steps to add additional counties.



The County and Municipality fields are related lists; this means whatever county/counties you have selected, only the related taxing municipalities for those counties will appear for selection.

If there is a detail you would like to add that is not in your list of details, you may add additional parameters to your search. To add a specific field, 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.



In the example shown, we wanted to add a full basement; the word 'basement' was typed into the box. On the right-side pane, you have your choice of fields to search from the Basement category. Click on the **Full** link to add that parameter to your search.

01 Single Family

Work on behalf of ... E-Mail Save Print CMA

EDIT SEARCH LIST DETAIL PHOTOS MAP COMPARE MESSAGES

View Results: 3

Status of Active, Delayed

Active
Delayed
Pending

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

Contingent not of With Offer

With Offer

[See All...](#)

Listing Date

List Price

Sold Price

Bedrooms between 3 and 4

3 to 4

Total Bathrooms of 2.5+

2.5 to max

Garage Spaces of 2.5+

2.5 to max

Garage Type of Attached

Attached
Detached
None

[See All...](#)

+ basement

Add A Field

+ Basement

Full	Partial
Crawl Space	Walk Out/Outer Door
Block	Poured Concrete
Shower	Full Size Windows
Stubbed for Bathroom	8+ Ceiling
Radon Mitigation	Sump Pump
Finished	Partial Finished
None	Other
Slab	Stone

+ Garage

Access to Basement

+ Style

Exposed Basement

Click the search parameter to add

Type your search parameter to add here

Basement of (or) Full

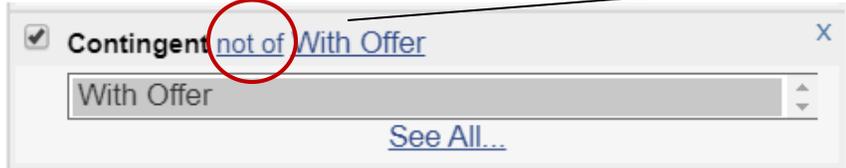
or Full

+ Add a field to the search

The Basement Full parameter now appears in the left side parameter pane. Select the Full check box to add that parameter to your search.

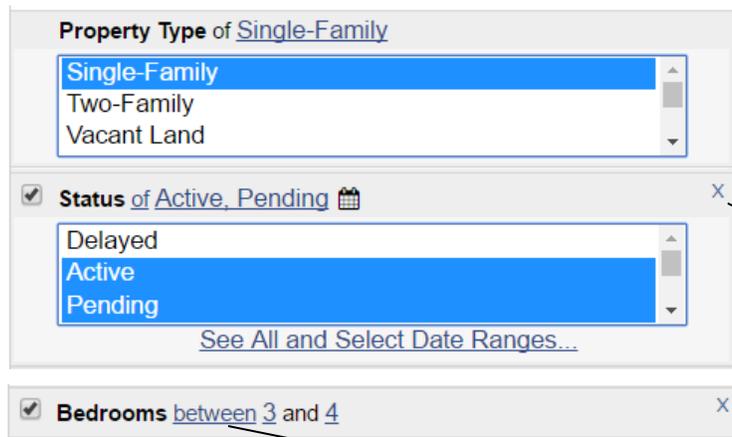
In the left side pane, you will see that the parameters of the features you have chosen are hyperlinked. For example, clicking on the link **Active** for the parameter of Status will allow you to make a change to a different status. Also, notice in the parameter of Status, the word 'of' in also hyperlinked.

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' on any parameter will change it to the excluding option of 'not of'. What that means to this search is, it will **not** include Contingent listings; thus, excluding all Active with Offer listings from the search.

Other inclusive/exclusive hyperlinked and button choices include:



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

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

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 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**.

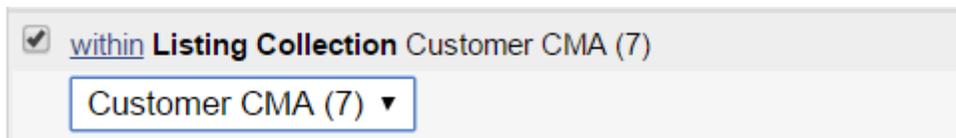
The links for **Pictures**, **Videos**, and **Documents** can be edited to read **of** and **not of**; Clicking on either number field will open a text field to allow you to change the number.

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 7 days

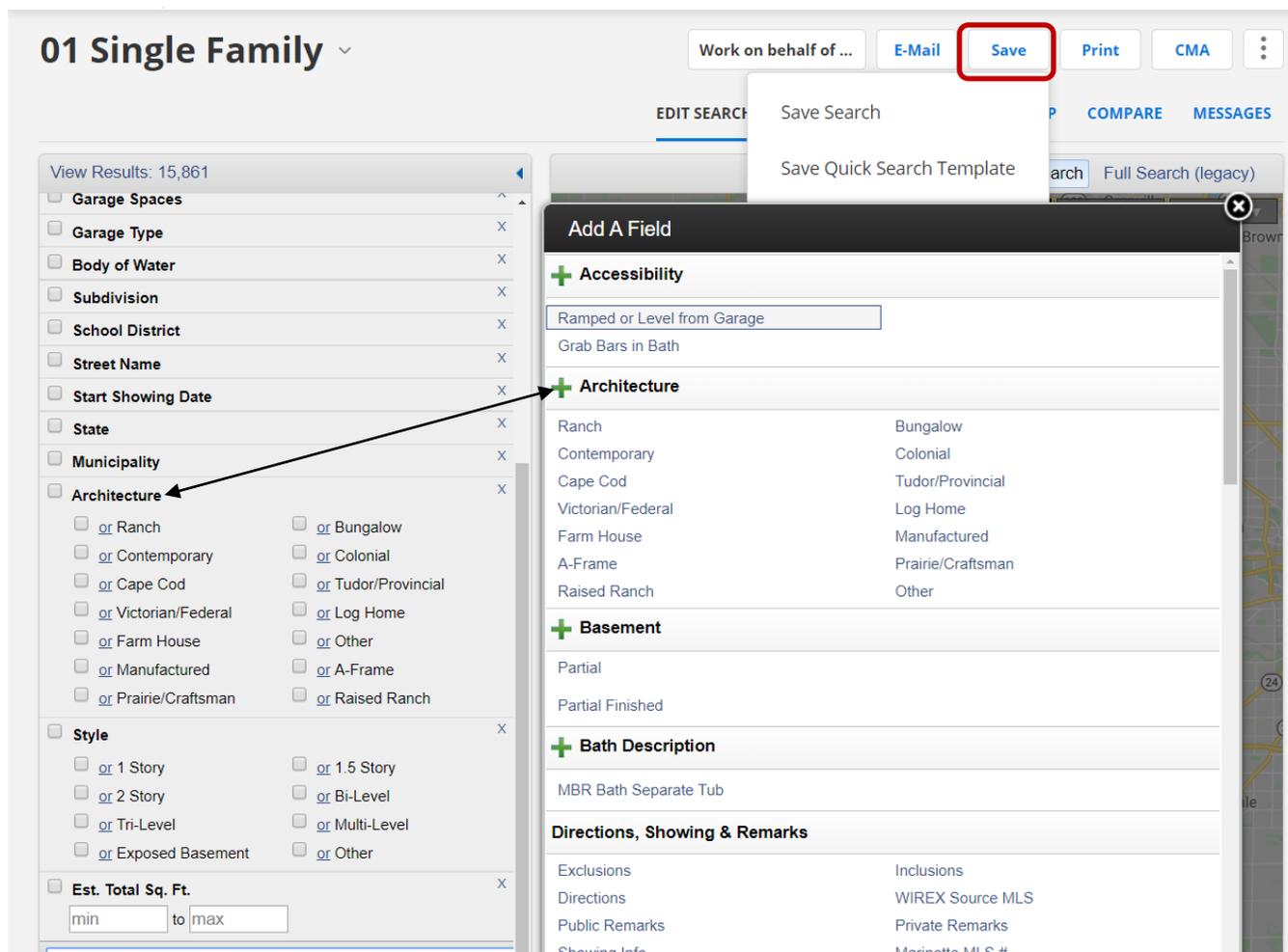
Open House Date between 6/14/2016 and 6/21/2016
6/14/2016 to 6/21/2016

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**.



Creating a Custom Quick Search Template

You can create your own Quick Search templates from this screen. For example, there may be search details you always want access to for a certain property type, such as Style, Architecture, and/or Estimated Square Footage. To do this open Quick Search and add your desired search details you would like to save. After you have added those, click **Save** and then **Save Quick Search Template**.



When the 'Save Quick Search' box appears, select **New Template**, give your template a name, and then click the **Save** button.

Save Quick Search

New Template **Replace Existing Template**

Name:

View: [Address & MLS Number *]
[Address & MLS Number MLS]
[Appraisal/CMA]
[Business Opportunity *]

Property Types: Single-Family
When multiple MLSes are selected, additional property types may appear.

To access this template, when you click Quick Search, click the property type heading and select it from the list.

01 Single Family ▾

- CMA
- My Custom SF Template**
- Property Search
- Report Generation
- SF Lake Properties
- Municipality
- Zip Code

Your template can also be edited in this same screen; load your template, make your changes, and click **Save > Save Quick Search Template**. In the 'Save Quick Search' box, select **Replace Existing Template**; in the 'Replace' list, select your template to update.

If you would like to remove a custom template, this can be done in the My Quick Searches screen. To access this screen, click **Menu**; under the Preferences section, click **My Quick Searches**. Select your template to delete and click **Remove**.

My Quick Searches Preferences

Available Quick Search Templates	Description
02 Two-Family [inherited]	<p>Search template: My Custom SF Template</p> <p>Applicable to the following property type: Single-Family</p> <ul style="list-style-type: none">• Detail group headings will print.• Uses view Address & MLS Number. <p>Number of groups: 0 Number of fields: 35</p>
03 Vacant Land [inherited]	
04 Multi-Family [inherited]	
06 Condominium [inherited]	
07 Commercial/Industrial [inherited]	
08 All Categories [inherited]	
09 Residential Rental [inherited]	
All Categories Marinette MLS # Search	
Appraisal	
CMA	
My Custom SF Template	
Property Search [inherited]	
Report Generation [inherited]	
test single family [inherited]	

The information contained herein is provided for general information purposes only. If any of the above information is material or being utilized to determine whether to purchase the property, the buyer should personally verify same or have it confirmed by a