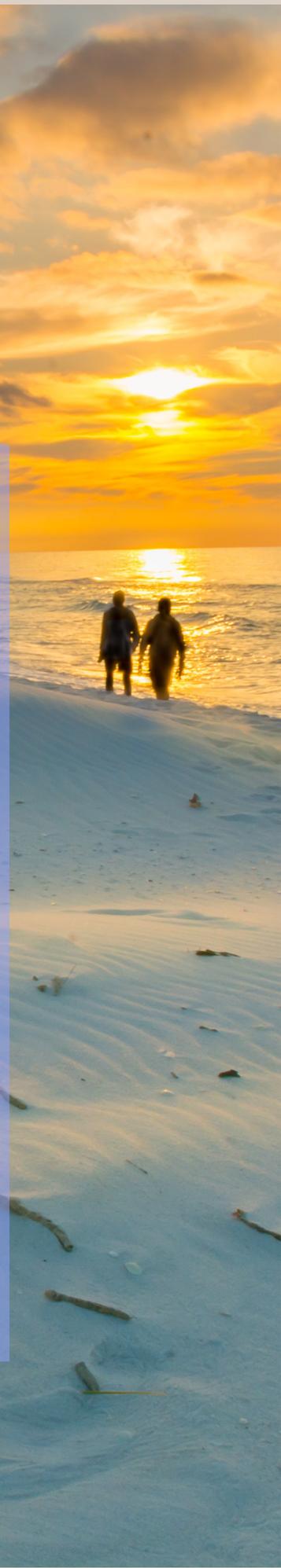


Quick Search FAQ



Questions

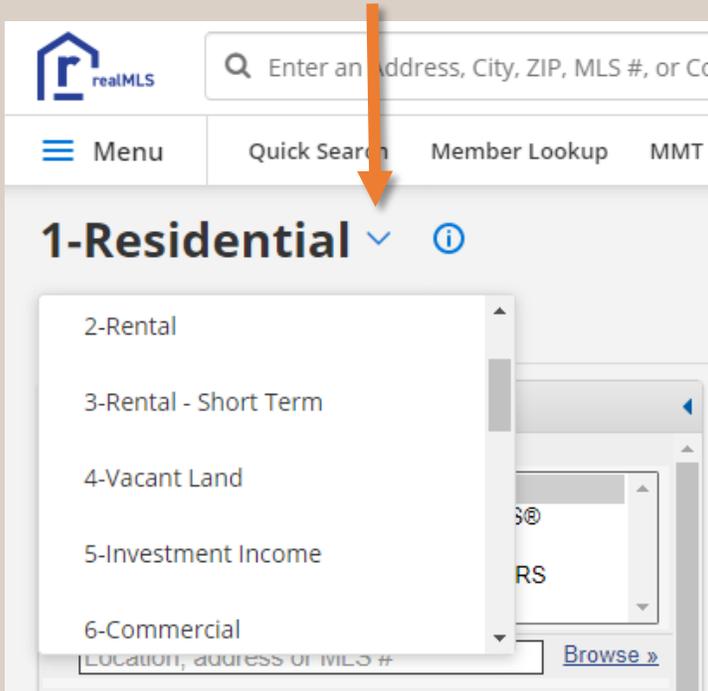
Click on any question to go directly to that page.

- **How do I change what type of property I am looking for in Quick Search? (example Rental, Investment Income, Vacant Land, etc.)**
- **I am searching in Residential, but I keep getting condos, duplexes, and other types of properties. How do I stop this and only see the type of property I want?**
- **How do I search, based on location, in Quick Search? (example region, area, subdivision, etc.)**
- **Quick Search is missing all of the search criteria I used to use. Where are they?**
- **How can I save my search criteria so I don't have to add them in every time?**
- **How do I perform a Quick Search for properties for sale or sold near another property?**

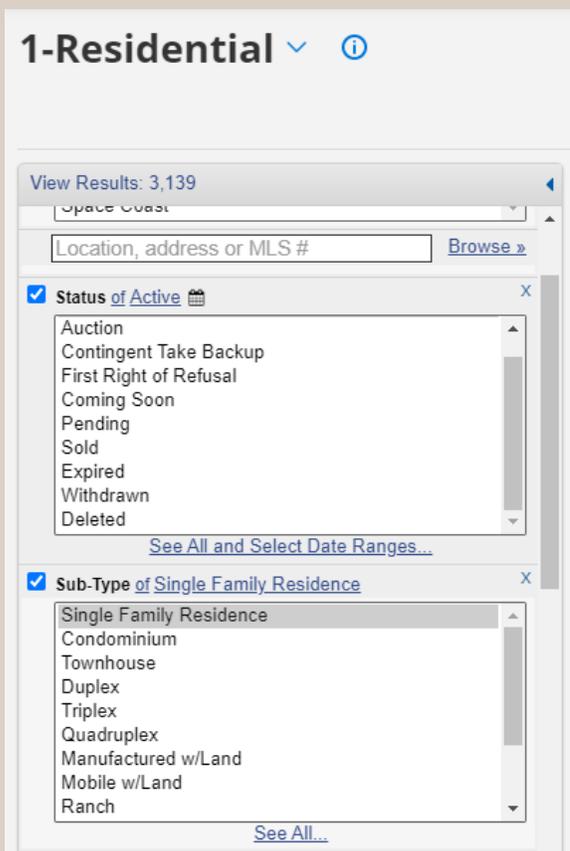


How do I change what type of property I am looking for in Quick Search? (example Rental, Investment Income, Vacant Land, etc.)

In Quick Search at the top left you will see **Residential** (*default*) in bold with an arrow pointing down to the right of it. Click there to see the other search options.



I am searching in Residential, but I keep getting condos, duplexes, and other types of properties. How do I stop this and only see the type of property I want?

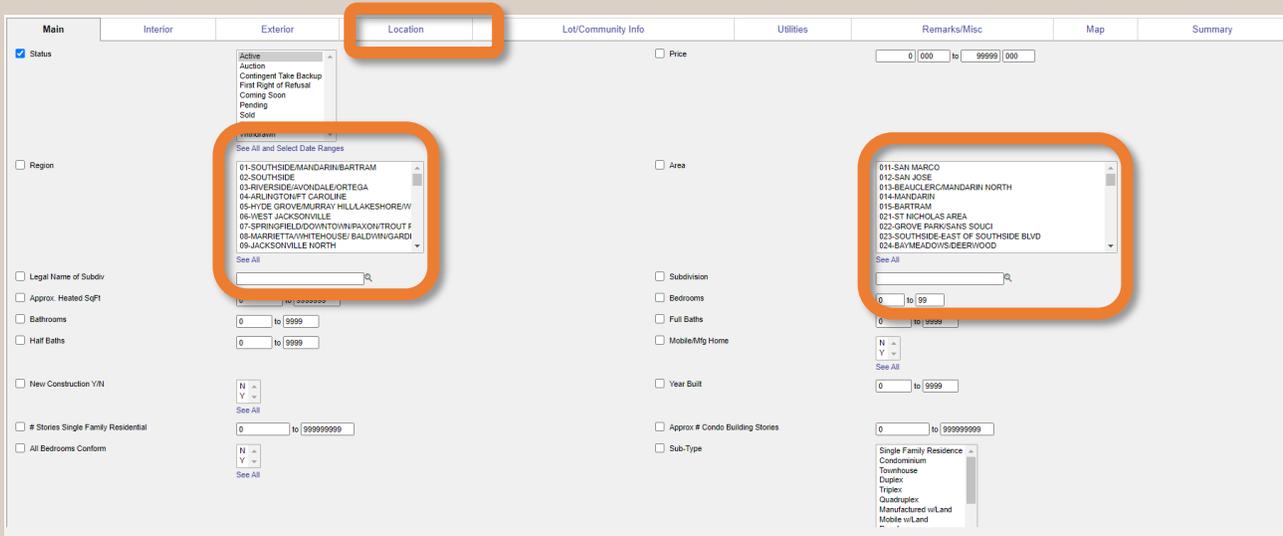


In Quick Search if the user doesn't choose a **Sub-Type** the system will assume you want all. Therefore, it is highly recommended that the user always chooses at least one Sub-Type.

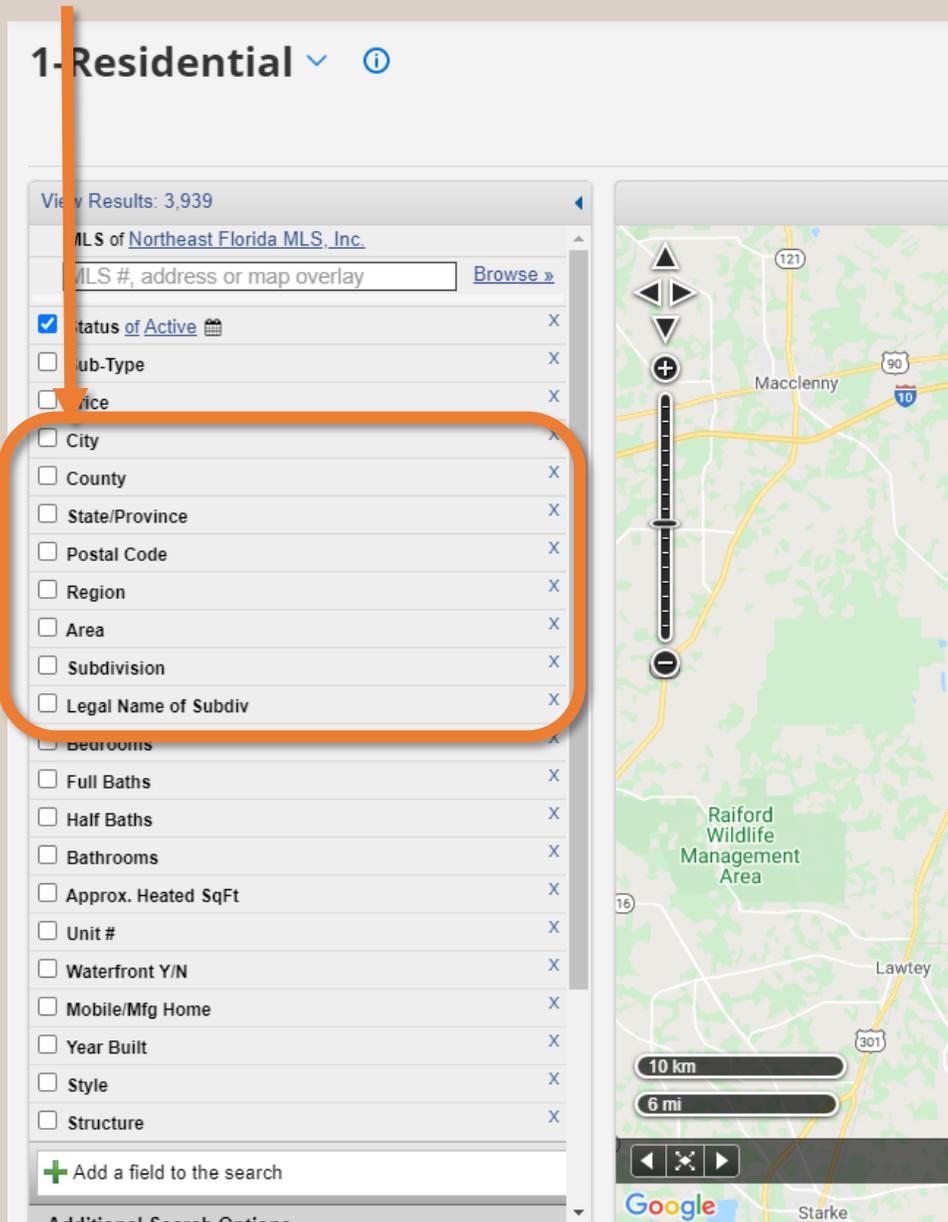


How do I search, based on location, in Quick Search? (example region, area, subdivision, etc.)

Previously, in order to search an area, in **FULL SEARCH**, the user would fill out some or all of these areas.



In **QUICK SEARCH** city, county, state, postal code, region, area, subdivision, and legal subdivision are all listed here.

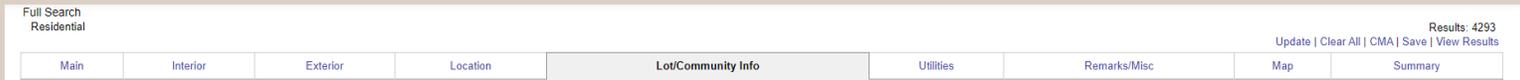


No more jumping around tabs. Everything is in one location now.



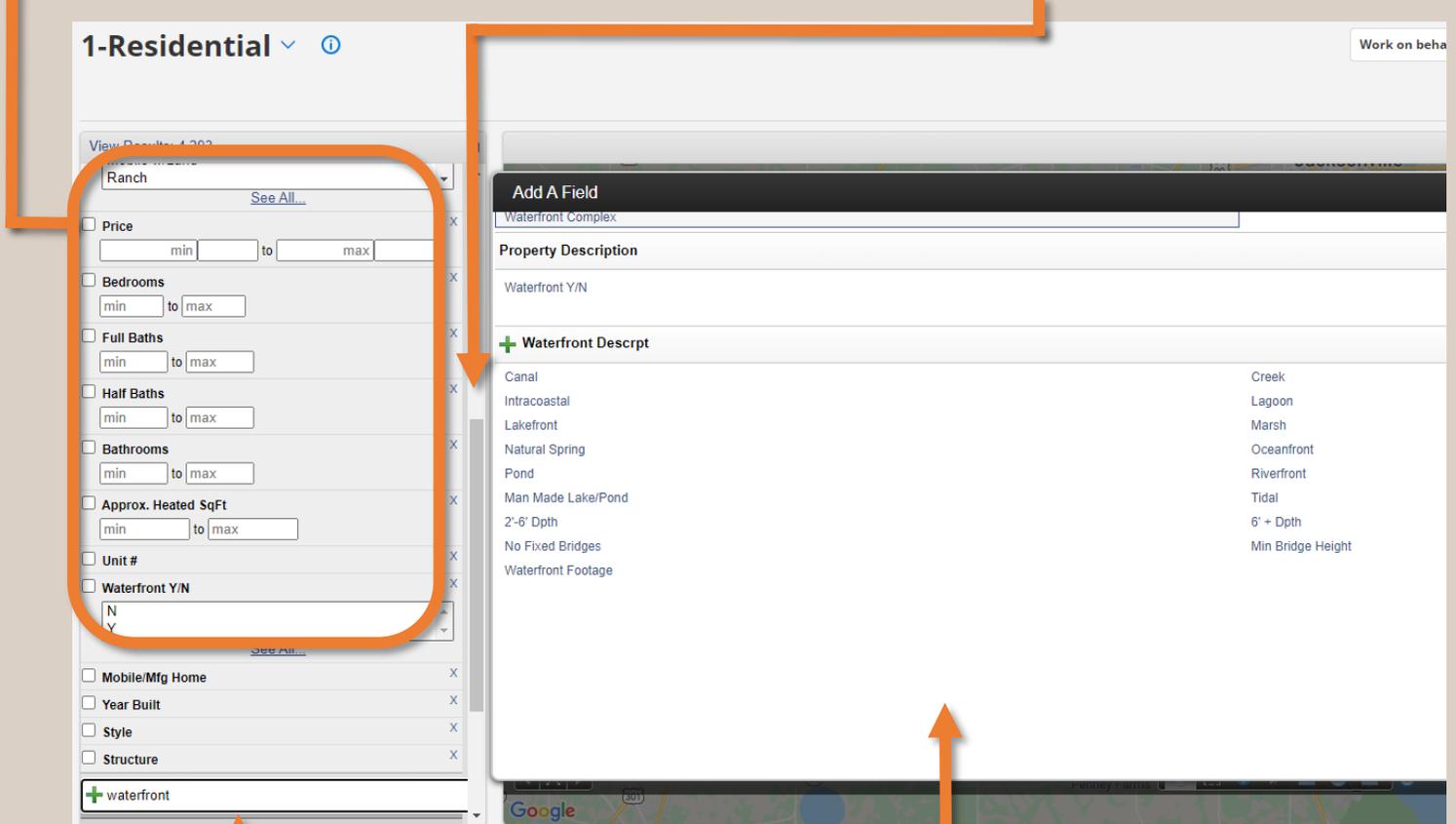
Quick Search is missing all of the search criteria I used to use. Where are they?

In **FULL SEARCH**, to add criteria to search, the user would search through the tabs. (shown Below)



In **QUICK SEARCH**, basic criteria are listed on the left side of the map.

The user may need to scroll down to see all of them. Scroll the criteria here.



Criteria that are not listed can be found by typing the name of the item in the field with the green plus sign. **+**

In the example "waterfront" was typed causing waterfront criteria to appear in the window to the right. If the user is not sure of the name of the criteria click into the box without typing anything and every criteria will appear in the window to the right. The criteria will be in order of the details tab on the add listing screen.

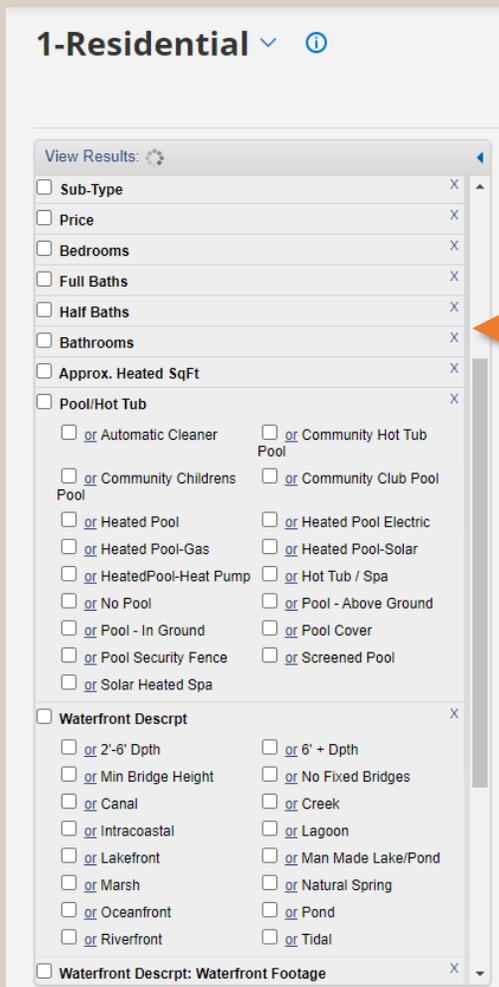
Pro Tip

A printable list of criteria can be found by going to:

Menu / Input Forms

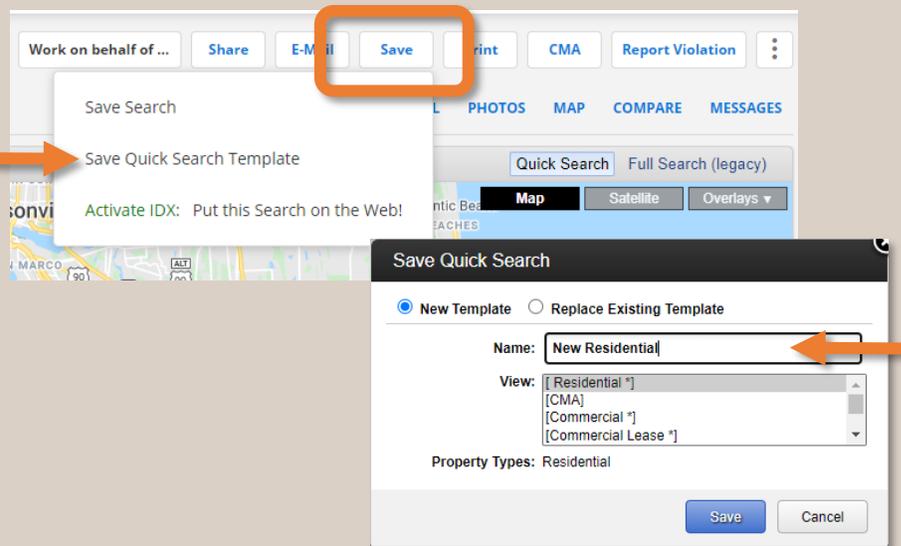


How can I save my search criteria so I don't have to add them in every time?



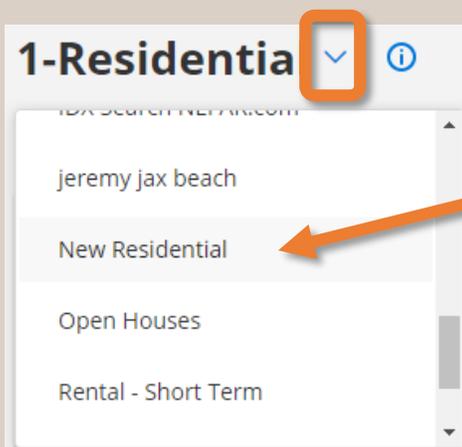
To save a template:

1. Open Quick Search.
2. Add / remove any criteria needed.
3. Click "Save" (circled).
4. Click "Save Quick Search Template".
5. Name the new template and click "Save".



To use a template:

1. Open Quick Search.
2. Click the down arrow to the right of the property type (circled).
3. Scroll to the template you created and click on it.



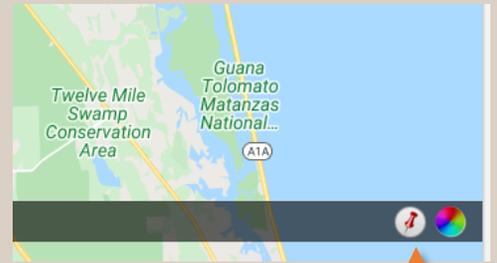
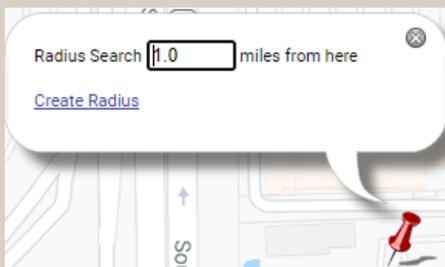
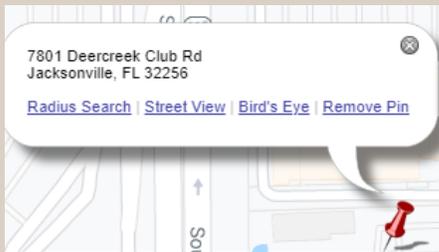
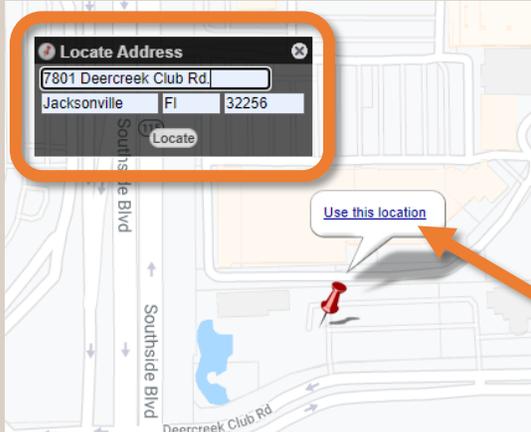
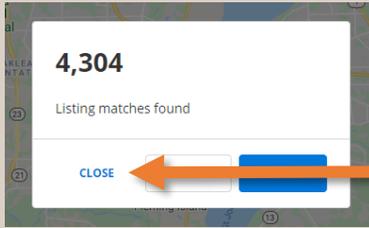
Pro Tip

There is no limit to the amount of templates you can create. Some examples templates could be investors, riverfront, fixer upper and more. Try to create your own. To remove a template go to:

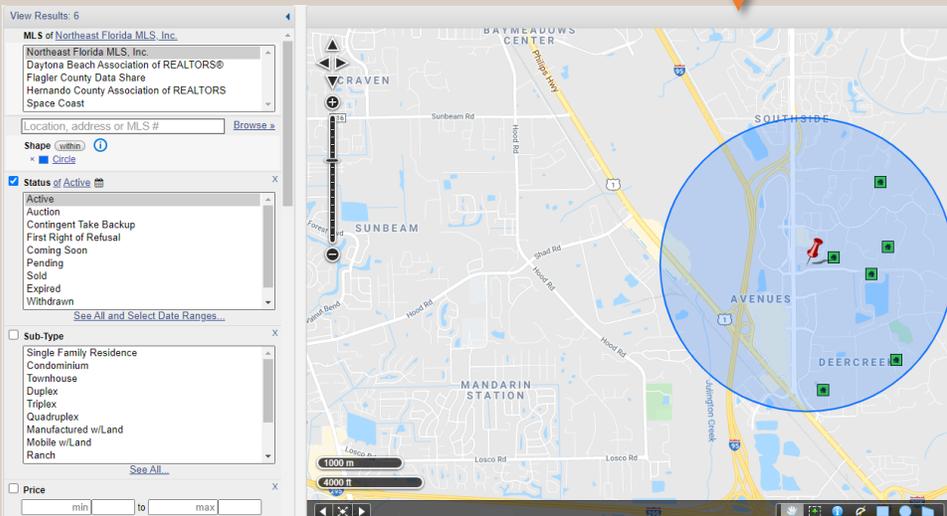
Menu / My Quick Searches



How do I perform a Quick Search for properties for sale or sold near another property?



1. Open Quick Search.
2. Click "Close" on the box in the middle of the map.
3. Now Click the red pin on the bottom right of the map.
4. The "Locate Address" box (circled) will appear on the map. Type the address in the box and click "Locate".
5. A red pin will appear on the map. Click on the words "Use this location" to lock the pin into the map.
6. Click "Radius Search". (Pictured left)
7. Type in how many miles from the address the customer would like to search. (Pictured left)
8. Click "Create Radius". (Pictured left)
9. The circle boundary is created and all the properties that meet your criteria will appear. Criteria can be added after the boundary is created or removed.



Pro Tip

You are not limited to 1 radius search at a time, click the red pin again to add another radius in the same search.

