

# Quick Start Guide: Search

## 1 Select a template

Typically a template is based on a property type and includes a short list of preselected fields.

## 2 Specify search criteria

Click on any field to expand it and view its options.

## 3 Add fields

To search on additional fields, click here and start typing the desired field name.

## 4 View search results

Click the List tab to view the results of your search.

The screenshot shows the search interface with the following elements:

- 1 - Residential** dropdown menu.
- Buttons: [Share](#), [E-Mail](#), [Save](#), [Print](#), [CMA](#), [Report Violation](#).
- Navigation tabs: [EDIT SEARCH](#), [LIST](#), [DETAIL](#), [PHOTOS](#), [MAP](#), [COMPARE](#), [MESSAGES](#).
- Search bar:  [Browse »](#)
- Filters:
  - Status of [Active](#)
  - Current Price [between 0 and 200,000](#)
  - County
  - City
  - Subdivision
  - # Bedrooms [between 0 and 3](#)
  - Total Baths [of 2+](#)
  - Full Baths
  - Apx Sqft - Main [of 2000+](#)
  - Apx Acres
- [+ Add a field to the search](#)
- Additional Search Options**
  - Pictures
  - Videos
  - Documents
  - Virtual Tours
  - Open House Date
  - Tour of Homes Date
  - [within Listing Collection](#)
- Map view showing El Paso, Ciudad Juárez, and surrounding areas.
- Map controls: [Quick Search](#), [Map](#), [Satellite](#), [Overlays](#).
- Scale: 20 km, 10 mi.
- Map data ©2020 INEGI Terms of Use

## 5 Select listings

Click the checkboxes to select listings to act on.

## 6 Take action

Use the buttons at the top of the page to act on the selected listings.

The screenshot shows the search results table with the following elements:

- 1 - Residential** dropdown menu.
- Buttons: [Share](#), [E-Mail](#), [Save](#), [Print](#), [CMA](#), [Report Violation](#).
- Navigation tabs: [EDIT SEARCH](#), [LIST](#), [DETAIL](#), [PHOTOS](#), [MAP](#), [COMPARE](#), [MESSAGES](#).
- Results: 81 Selected: 2
- Table headers: Price | Status | MLS # | Zip Code | List Date | BR | FB | HB | TB | Sqft-Main | Apx Acres | L/S \$/Sqft | Listing Member | Selling Member
- Table rows: Two listings are visible, each with a checkbox checked.
- Buttons: [Reset Columns](#), [Sort](#), [View \[1 - Residential \\*\]](#)