

CUSTOM SEARCH

Setup your Custom Search NOW to include the things you search for

Are you constantly scrolling down through the list of additional criteria to find the items you search on all the time (waterfront, property location, etc)? Then setup your custom search exactly how you want it!

First you must setup your Custom Search Criteria

Go to Admin

Select Custom Search Setup

Select the items from the Available Fields you would like to appear in your search and hit Add – they will then appear in the Selected Fields

Please the fields in the order you would like to see them – the first field in the selected fields box will be the first item on your search screen

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Custom Search Preferences 8 of 31 Selected

General Additional Available Fields to Select Fields that will appear in your Custom Search

Select fields on left and click Add, then use Move buttons or Sort to arrange fields in your display

Available Fields	
Description	
(COMM)Transaction Type	
(COMM)Waterfront	
(COMM)Water View	
(RENT)Waterfront	
(RENT)Water View	
(RESI)Waterfront	
(RESI)Water View	
Photographer	
Agent Only Remarks	
Areas	

Add at

Add All

Remove

Remove All

Move Up

Move Down

Selected Fields	
Sort Order	Description
100	Subdivisions
200	Statuses/Dates
300	Addresses
400	(LAND)Waterfront
500	(LAND)Water View
600	Price
700	Total Sq Ft
800	Lot Sizes

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Remember to also configure the ADDITIONAL TAB as well! This will setup all the Additional Criteria (like Water Front, Water View, Complex Names, etc)

DO NOT FORGET TO HIT SAVE AFTER YOU GO THROUGH THE SETUP PROCESS!

Then go to Search and select Custom Search

You can check out how your Custom Search will look

If you want to make changes select the **Revise Custom Search Setup** (look to the top right of the screen)