

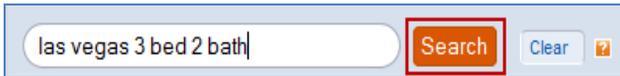
# Working with Text Searches

With the Find text search, you can type one or more phrases in plain language to create a search entry, such as the number of bedrooms or the house address. Searches are **cumulative** so as you add criteria, your search results narrow.

## Creating a Search

**To create a search:**

1. Type a **phrase** in the search field.



A search input field containing the text "las vegas 3 bed 2 bath". To the right of the field is an orange "Search" button and a "Clear" button with a question mark icon.

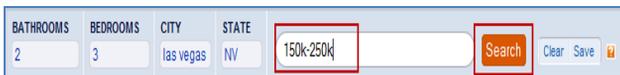
2. Press the **Enter** key on your keyboard or click the **'Search'** button.

*A search is triggered and the results display.*

## Modifying a Search

**To add a text criterion:**

- Type the text into the search text field, and press the **Enter** key or click **Search** to refresh the current search.



A search criteria panel with fields for BATHROOMS (2), BEDROOMS (3), CITY (las vegas), STATE (NV), and PRICE (150k-250k). The PRICE field is highlighted with a red box. There are "Search", "Clear", and "Save" buttons.

**To change a criterion in the search:**

1. In the list of search criteria you entered, **click** the criterion to change.

*A pop-up menu displays alternate criteria.*

2. Select the substitute and click **'OK'**.

*The format of the alternatives depends upon the category, for example, this option may show a sliding rule (baths, beds), a list (property type), a text box to add values separated by a comma (for keywords), or a range (price).*

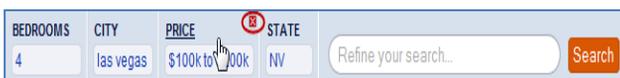


A "PRICE" pop-up menu showing "\$100k to \$200k". A red arrow points to a larger "PRICE" dialog box with a text input field containing "\$ 100k to 200k" and an "OK" button.

**To remove a category from the search:**

1. In the search criteria list, **hover** over the name of the category to remove.

*An X displays beside the category.*



A search criteria panel with fields for BEDROOMS (4), CITY (las vegas), PRICE (\$100k to 200k), and STATE (NV). The PRICE field is highlighted with a red box and has a red "X" icon next to it. There are "Search" and "Refine your search..." buttons.

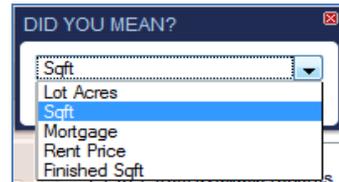
2. Click the **'X'**.

*The category is removed from the search criteria.*

**To switch a category:**

1. Click the name of the category to change.

*A Switch Category dialog box appears, displaying the categories most likely to fit the value entered.*



A "DID YOU MEAN?" dialog box with a drop-down menu showing "Soft" selected. Other options in the list include Lot Acres, Mortgage, Rent Price, and Finished Sqft.

2. From the drop-down list, **select** the new category.

3. Click **OK**.

*The switched category displays in the Search Panel.*



A search criteria panel with fields for BEDROOMS (3), CITY (las vegas), SOFT (1000 to 4000), and STATE (NV). The SOFT field is highlighted with a red box. There are "Search" and "Refine your search..." buttons.

## Saving a Search

**To save a search:**

1. Create the **search**.
2. Beside the search text field, click **Save**.



A search criteria panel with fields for BEDROOMS (3), CITY (las vegas), KEYWORDS (pool), PRICE (\$250k to \$300k), and STATE (NV). The "Save" button is highlighted with a red box.

*The Save Search dialog box displays.*

3. Enter a **unique name** for your search.
4. (Optional) To make this search a **default** or **Hot Feed**, select the appropriate box.



A "SAVE SEARCH" dialog box with the name "Las Vegas 3 bed 250-300". There are checkboxes for "Set as my default search" and "Add as a Hot Feed", and "Save" and "Cancel" buttons.

5. Click **Save**.

*An info pop-up displays.*

6. Click **OK** to close the pop-up.

*The search appears in the Searches sidebar.*

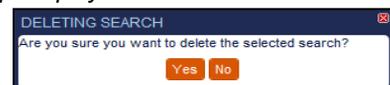
**To delete a search:**

1. In the Searches list, **hover** over the search to be removed.

*The Rename and Delete icons display.*

2. Click the **Delete**  icon.

*A prompt displays to confirm the deletion.*



A "DELETING SEARCH" dialog box asking "Are you sure you want to delete the selected search?". There are "Yes" and "No" buttons.

3. Click **Yes** to confirm.

*The search is deleted.*

# Working with Search Results

The **Results Breakdown Panel** appears to the left of the Search Results Page **Up to six** categories can be displayed in the results breakdown panel at one time. Each category displays the top 5 criteria followed by the number of property matches in brackets. You can use the default categories or select your own from the drop-down list provided.

## Using the Results Breakdown Panel

To add a criterion from the Results Breakdown Panel to an existing search:

- In the appropriate Results Breakdown category, **click the criterion** to add.



*That criterion is added to your search.*

To add a new category to the Results Breakdown:

1. In an empty category, click the **CLICK TO ADD MORE** link.



*The Available Fields list displays.*

2. Select the **category** to add to the Results Breakdown.

*The category, including the related criteria, is added to the Results Breakdown.*

To remove a category from the Results Breakdown:

- Click the **X** in the top right of the category to remove.



*The category is replaced with the 'CLICK TO ADD MORE' link.*

To change a category in the Results Breakdown:

1. Click the **X** in the top right to remove a category.
2. Click the **CLICK TO ADD MORE** link.
3. From the Available Fields list, **click** the desired category.

*The new category displays in the Results Breakdown.*

To hide the Results Breakdown panel:

- Click the Results Breakdown title once to hide the Panel; click it again to show.

*Tip: You can also click the 'X' beside the Panel name to hide.*



## Viewing Property Matches

Individual property matches display in a list in the Property Search Results Page.

- Click text items (**in black**) to add that criteria to the search (includes property status, i.e. For Sale).
- Click links (**in blue**) for additional options for working with the search result.



- Click the **Property photo or street address** to access the **Property Details** page.



The Property Details page displays the following information:

1. **Summary Information:** This is the same information that appears in the Property Search Results list.
2. **Public Data Tab:** Displays property details including location, features and values. Hover over items on this page to locate values that can be added to the search criteria to filter search results.
3. **Listings Tab:** Available when the property status is For Sale or Active, and contains detailed current listing information and agent information.
4. **History Tab:** Displays all known historical information. (When no history is available, a message to that point displays.)
5. **Photo Archive Tab:** A gallery of current and archived photos. Use arrows to move backward and forward through the photos.
6. **Community Info Tab:** Displays a report of the community characteristics for the zip code where the property is located.
7. **Comments Tab:** Enables you to view your saved comments or add a new one. These comments are currently private (i.e. only visible to you).