

1. Wildcard Characters + - * !

a. + and -

When searching in numeric fields (Price, #Bed, #Bath, SqFt, etc.) you must use a + or - to indicate values. Enter a specific amount, a range or use the +, -, to indicate greater than or less than values. Do not include commas in your criteria.

EXAMPLES: Enter 10 for exactly 10.
 Enter 10-50 for the range 10-50.
 Use 10+ for more than 10.
 Use 10- for less than 10.

b. * Wildcard

When searching in free type fields (Subdivision, Street Name, Public or Private Remarks, Agent Name, etc.) you must use an asterisk (*) before and/or after the keyword to retrieve results containing that word.

EXAMPLE 1: If you are searching for properties on Riverview Drive, type **Riverview*** in the search criteria text box. You will find listings whether the listing was entered as Riverview Drive, Riverview Dr, or Riverview Dr.

St#	St Pre Dir	St Name	St Type	St Post Dir	Unit #
<input type="text"/>	<input type="text"/>	<input type="text" value="riverview*"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE 2: To search for a property on South Lake Rd, the following is an example of how to use the wild card (*) to ensure you get all possible results.

St#	St Pre Dir	St Name	St Type	St Post Dir	Unit #
<input type="text"/>	<input type="text" value="So"/>	<input type="text" value="lake*"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="*s* *lake*"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

c. ! – To Exclude

The exclamation point (!) is the operator to use to exclude something from your search results.

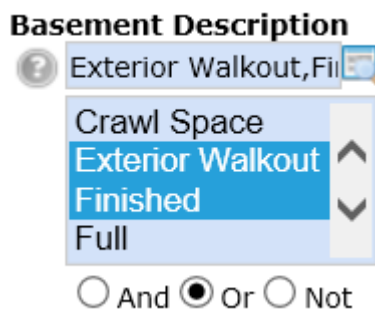
EXAMPLE: To search for properties with the word “Lake” in the street name **except** for properties on “Lakeshore” and “Lake Shore”, enter the following string into a **single** Street Name field:

Lake*, !Lakeshore, !Lake Shore (capital letters not necessary)

St#	St Pre Dir	St Name	St Type	St Post Dir	Unit #
<input type="text"/>	<input type="text"/>	<input type="text" value="lake*, !lakeshor"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

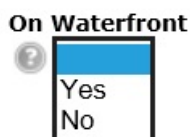
2. Selecting/Deselecting From a Pick List

To select from a pick-list, use the Control (Ctrl) on your keyboard. Hold Ctrl while clicking on the selection. Also use the Ctrl key to un-select an item. ** Mac Users: Use Command + Click for the process above.



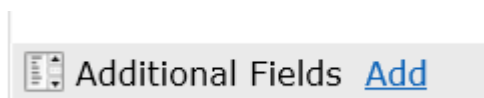
3. Selecting/Deselecting From a Drop Down List

To de-select from a drop-down menu, click on the top blank line contained in the menu.



4. Adding Additional Search Fields

To add a field not included in the pre-set options, scroll to the bottom of the search screen and to find **Additional Fields** and click **Add**. Select your field label and click **Back**. The field will become part of this search template until you **Remove** it using the same method.



5. Save Your Search Template

If you typically start your searches the same way each time (for example, always the same county), you can set field selections to default by using the gray gear icon on the search page. Save clicks and eliminate erroneous results by setting starting defaults.

