

User Guide

For quick access to the information contained in this online guide, click on any topic in the Table of Contents below to be taken directly to the information. When finished, click on the closest section header to return to the Table of Contents.

TABLE OF CONTENTS

Getting Started	1
Features.....	2
Signing In.....	2
Exploring the Find Web Page.....	3
Getting Help.....	4
Property Searches Overview	6
Text Searches	7
Tips	7
Some Text Search Rules.....	7
Using Search Suggestions	8
City Name Search Assistance	8
Creating a Search.....	9
Refining a Text Search	9
Advanced Keyword Search	12
Managing Search Criteria	13
Saving Search Criteria.....	13
Managing your Saved Searches	13
Deleting Saved Searches	15
Results Breakdown Panel	16
Map Searches	18
Viewing Maps	19
Property Lot Boundaries and Price Labels.....	22
Working with Map Options.....	23
Creating a 'My Neighborhood'	35
Working with Your Neighborhood.....	38
Property Matches	40
Viewing the Results	40
Sorting the Results	40

Working with an Individual Match	41
Working with "Map It!"	42
Working with "What's Nearby?"	43
Community Information	44
School & Location Information.....	47
Details Page	50
History Tab	51
Hot Feeds and Followed Properties.....	52
Working with Hot Feeds	52
Following a Property	57
Tagging	59
Managing Tags	60
Using the Tagging Page	62
Reports	64
Report Types	64
Report Capabilities	65
Creating a Report	65
Previewing a Report	68
Saving a Report.....	69
View / Print a PDF Report	70
Managing Reports	70
Tagging a Report.....	72
Distributing Reports	72
Managing Your Account Details.....	74
Managing Your Profile	74
Display Preferences	76
Appendix One - Rounding Table	- 1 -
Appendix Two - Power Shortcuts and Keywords	- 2 -
Power Shortcuts	- 2 -
Keywords	- 3 -
Appendix Three – Search Phrase Examples	- 5 -

Getting Started

The **Find** application is a nationwide research tool that quickly searches listings and public records and presents those results in a combined view. **Find** users are restricted to MLS participants and subscribers and the **Find** application focuses on residential properties, including Off Market, Rental and Recently Sold, as well as properties for sale.

System Requirements

Operating System: Windows XP SP2 or later, Windows Vista (with latest service pack), Windows 7

Processor:

Minimum: Intel Pentium 4 2.0 GHz for Desktop Computers, Intel Pentium M 1.2 GHz for Notebook Computers

Recommended: Intel Pentium 4 2.8 GHz or newer for Desktop Computers, Intel Pentium M 1.6 GHz or newer for Notebook Computers

Memory:

Minimum: 512 MB (1 GB for Vista users)

Recommended: 1 GB (1.5 GB for Vista users)

Internet Browser: Internet Explorer 8, or 9 and Mozilla Firefox 3.61 or greater

Internet Connection: Broadband Internet Connection

This application will operate over any stable Internet connection. Performance can vary depending on the speed of the connection.

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The information in this document is only for training and user assistance with the FindSM application; no warranty, guarantee, or other assistance is given or intended as to the quality, completeness, traits, sufficiency, fitness or suitability of either this document or the FindSM application or service.

Version 2.23 May 2013

Features

Find offers the following features:

- **Property Searches:** Both text and map-based searches.
- **Results Breakdown:** A dynamic analysis of search results.
- **Power Shortcuts and Keywords:** Tools to speed your search.
- **Tagging:** A method of managing search results, Hot Feeds, reports and contacts.
- **Reports:** The ability to generate up to six different reports from the search results.

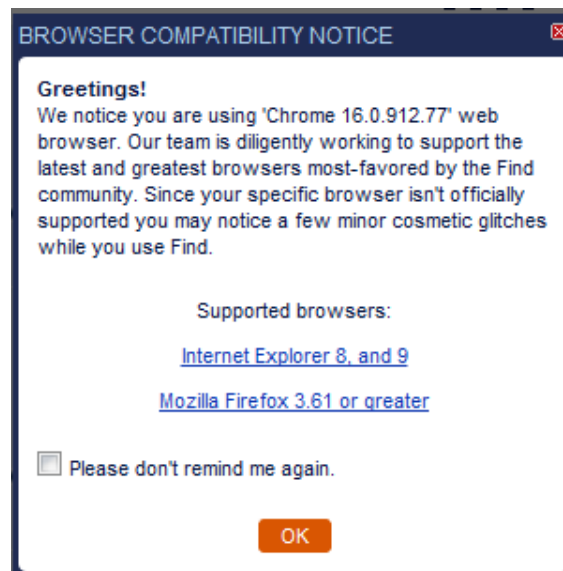
Signing In

Note: Before signing in, please make sure you enable pop-ups in your browser.

1. **Open** your internet browser.

Tip: Please review the previous page for minimum browser requirements.

If your internet browser is not currently supported, the following message will be displayed:



You can proceed by clicking OK. However it is recommended that you use a supported browser.

2. **Enter** the URL to your MLS member access website. Once signed into your MLS, locate the **Find** link or icon and click on it. **Find** will automatically open in a new window using your default search. If you are having problems signing into your MLS or locating the **Find** link, please contact your local MLS support team.

Find is a property-centric search engine for all US residential properties, including properties for sale, recently sold (sale date within the last six months), off market and new construction. It is intended for use by MLS participants and subscribers only.

Exploring the Find Web Page

Main Page

The default page display is the **Property Search** page. This is the main functional page of the database and where you will perform any search-related tasks.



The **Property Search** contains 7 key areas.

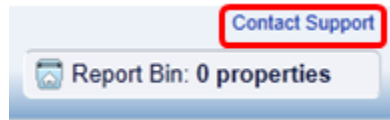
1. **Navigation tabs** – allow you to select your working area.
2. **Report Bin** – displays the number of properties collected for a report.
3. **Help Link** – provides access to Online Help.
4. **Search Panel** – allows you to create a property search.
5. **Results Breakdown Panel** – displays up to 6 result categories.
6. **Search Results Panel** – displays properties matching search criteria.
7. **Sidebar Tabs** – provide access to saved History, saved Searches, Hot Feeds, Reports and Maps.

Getting Help

There are several different avenues for getting help with **Find**.

Contact Support

For additional support options, click on the **Contact Support** link in the top right of the page and specific support details for your MLS will be provided.



Answer Center

The fourth tab in the navigation section is the **Answer Center**.

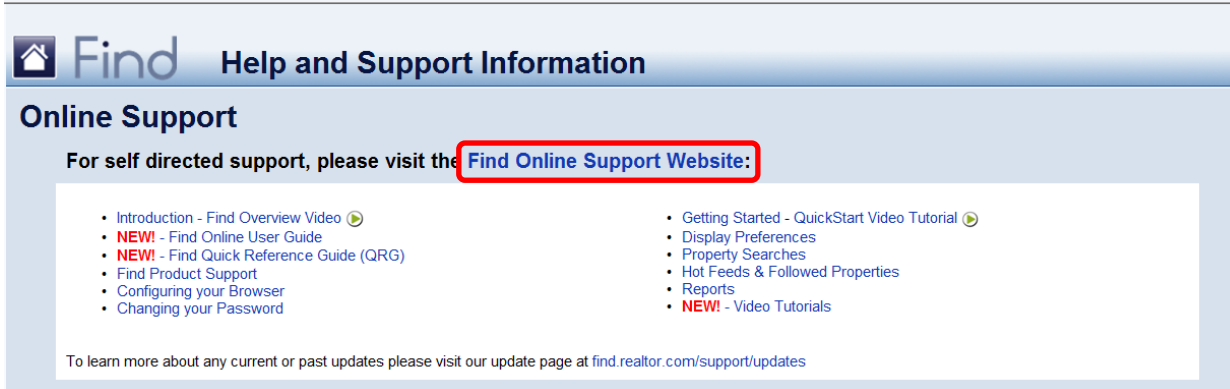
A screenshot of the Find Answer Center page. The top navigation bar includes "Welcome, Tammy Agent", "Help", "Sign Out", "Search", "Tagging", "Settings", and "Answer Center" (which is highlighted with a red box). To the right of the navigation bar is a "Contact Support" link and a "Report Bin: 0 properties" indicator. Below the navigation bar are search filters for Bathrooms (2+), Bedrooms (3+), City (seattle), Price (\$1.00m+), Property Status (For Sale), Property Type (Single Family Home), and State (WA). The main content area shows "83 properties found." with a "Results Breakdown" sidebar on the left. The sidebar includes filters for Bedrooms (1-5), Bathrooms (1-5), Price (\$1.00m-\$15.00m), and SQFT (2200-3200). The main area displays three property listings: "9345 Fauntleroy Wy SW" for \$14,888,000, "5525 S Othello St" for \$9,880,000, and "210 Maiden Ln E" for \$7,200,000. Each listing includes a photo, address, price, and details like bedrooms, bathrooms, and year built.

The **Answer Center** page contains the **Find Overview** video, links to the **Find Support** website, **Tips & Tricks** and **"What's new?"** a summary of recently released **Find** updates. Click the blue bar to open each section.

A screenshot of the Find Answer Center page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar is a blue bar with a white arrow and the text "Continue to the Find Support Website". Below this are three blue bars with white text: "What is Find?", "Tips & Tricks", and "What's New?". At the bottom of the page, there is a small disclaimer: "All information provided here is deemed reliable but is not guaranteed and should be independently verified." and a "Feedback" link.

Find Online Support Website

A link to the **Find Online Support** website is available on the **Answer Center** and **Contact Support** pages. The support website contains useful articles, videos and FAQs (Frequently Asked Questions). Additional links to key content also display on the **Contact Support** page, as well as any **Updates and Notices**.



You can also access the **Find Support Website** directly by clicking the **Help** icon in the top-left corner of the main page. A drop-down menu will appear where you can choose any of the menu items and be taken directly to the site.



You can also use **Help** icons in selected areas to open Context-Sensitive help for that feature.



Property Searches Overview

Find offers a set of powerful search tools and filters to help you gather information on many aspects of the residential property market. The **Property Search** page displays by default when you sign in. You can also display it by clicking the **Search** tab.

The screenshot shows the Find Property Search interface. At the top, there's a navigation bar with 'Search', 'Tagging', 'Settings', and 'Answer Center'. Below that, search filters are visible: BATHROOMS (2+), BEDROOMS (3+), CITY (seattle), PRICE (\$1.00m+), PROPERTY STATUS (For Sale), PROPERTY TYPE (Single Family Home), and STATE (WA). A search box contains 'Refine your search...' and buttons for 'Search', 'Previous Search', 'Clear', and 'Save'. On the left, a 'Results Breakdown' panel shows filters for BEDROOMS (3 (12), 4 (33), 5 (23), 6 (8), 7-9 (7)), BATHROOMS (2.0 (3), 3.0 (24), 4.0 (31), 5.0 (19), 6.0-6.0 (6)), PRICE (\$1.00m-\$1.20m (15), \$1.20m-\$1.60m (15), \$1.60m-\$2.00m (14), \$2.10m-\$2.70m (15), \$2.70m-\$15.00m (26)), SQFT (2200-3200 (15), 3200-3800 (15), 3800-4300 (15), 4300-5500 (20), 5500-11500 (21)), and M.L.S. (Seattle (83)). The main area displays '83 properties found.' with a 'SORT BY: Price' dropdown and 'RESULTS: Add to Report View on Map' options. A list of properties is shown, including:

- 9345 Fauntleroy Wy SW, Seattle, WA 98136, County: King, \$14,888,000 L.P. (PRICE REDUCED), For Sale, 4 bd 3 ba 6130 sq.ft., Updated: 01-29-2013, By: Susan Gacharot, ML.S.: Seattle.
- 5525 S Othello St, Seattle, WA 98115, County: King, \$9,880,000 L.P., For Sale, 6 bd 7 ba 11400 sq.ft., 1.85 acre lot, Updated: 02-21-2013, By: Christine Longfelder Doucet, ML.S.: Seattle, Owned by: Holden, Jeffrey.
- 210 Maiden Ln E, Seattle, WA 98112, County: King, \$7,200,000 L.P., For Sale, 7 bd 6 ba 8270 sq.ft., 0.53 acre lot, Updated: 10-31-2012, By: Mota Holley, ML.S.: Seattle, Owned by: Myer, John A.

 Each property listing includes a photo, a 'Map It!' button, and options for 'Quick Report', 'What's Nearby?', 'Schools & Community', 'Add to Report', and 'Follow'.

Search results display on the **Search Results** page, in the **Results Breakdown** panel, and on the **Map** sidebar. The search includes properties for sale, properties recently sold (within the last six months), rental properties, and properties that are off-market. You can quickly create and save searches, and edit, rename or delete your saved searches. You can also generate and save reports from the results of those searches.

When you first sign in to **Find**, the default search displays all properties for the entire country. Going forward, you can create and save your own **Default Search**.

There are two basic search types:

- **Text:** Enter a phrase in the search box, such as *'Houses for sale in Seattle'*. The phrase can be a mix of text and attributes, such as *'Houses for sale in Seattle 98118 with 3 beds and 2 baths'*. **Find** will recognize the text and search accordingly.
- **Map-based:** Using the **Map** sidebar tab, draw a shape to select a geographical area, and search it for properties that meet your criteria. You can also create your own geographical neighborhood on the map and search by it.

Tip: You can switch between text and map searches as you refine your results.

For more information, see **'Saving Search Criteria'** on the Find Support website.

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.

For example, you can enter the phrase 'Las Vegas' into the **Find** search field and click **Search**. This returns results for properties in Las Vegas. You can then type '3 bed' in the search field and click **Search**. **Find** adds this new value to the existing criteria, and returns results for 3 bedroom properties in Las Vegas in the **Property Search Results** panel.

Tips

The following is a list of tips and suggestions on how to enter searches:

- Searching by *city* first will help narrow down the number of matches that are returned to a more manageable number.
- If you aren't sure what criteria to add, start your search with a single category and then add additional criteria one by one. *For example*, to find a 3 bedroom house in Las Vegas' Showboat neighborhood for around \$50k - 100k you might follow this order:
 - *Las Vegas House* [**Search**] (two categories entered)
 - *N: showboat*
 - *3 bed* [**Search**]
 - *50k - 100k* [**Search**]
- **Power Shortcuts** start with a letter followed by a colon, for example '*ps: for sale*', means search for the **Property Status** '*For Sale*'; '*o: Peter Lee*' means search for the **Owner Name** '*Peter Lee*'.
- Some words that can be used as *keywords*, such as '*marble floors*' or '*golf club*' are ambiguous since '*marble*' and '*golf*' are also names of cities. For the best results, type **Power Shortcut** '*k:*' before entering a keyword, for example '*k: marble floors*'.
- **Find** uses an 'intelligent search' to find words with similar meanings, for example searching for the keyword '*deck*' will return results also for patio, veranda, porch, terrace or lanai.

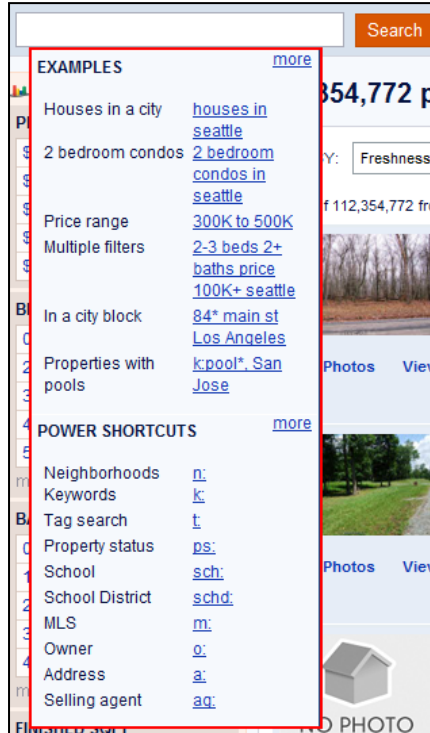
See '[Appendix Two –Power Shortcuts and Keywords](#)' for more details on this topic.

Some Text Search Rules

- Searches are not case sensitive.
- All words you enter are searchable.
- Commas are optional and imply the separation of a phrase.
- Keyword searches are 'AND' conditions i.e. '*k: pool, deck*' will find only those properties with both a pool and a deck. See **Advanced Keyword** search later in this section for more details.

Using Search Suggestions

When you initially click in the **Search** text field, a suggestion box displays below the field. The suggestion box contains 2 sections of information. The first section is a list of search **Examples**; the second is a list of **Power Shortcuts**.



You can display any or all of these topics in your suggestion box; the default is to display all. To change the default, see **Display Preferences** in the online **Help** section.

Note: Each of the suggestion sections has a 'more' link to additional suggestions.

City Name Search Assistance

When performing a text search, if you are searching for a city that is found in multiple states, or you are unsure of the exact spelling of a city, you can enter the first few characters of the city name and **Find** will display any that match. This allows you to quickly and easily select the correct city and state combination.



Creating a Search

To start a new search:

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



Searches can include fewer criteria for broader search results, or more criteria for narrower search results.

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

A search is triggered and the results display. You are ready to refine the search.

Tip: Use the **Clear** button beside the **Search** field to clear an existing search and start a new one. Or use the **Previous Search** button to return to the last search executed.

Refining a Text Search

You can refine your search criteria using the following techniques.

Important: When you select a new value, a fresh search is automatically triggered and results are updated.

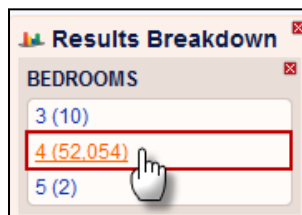
To add a text value:

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

To add a search value from the Results Breakdown:

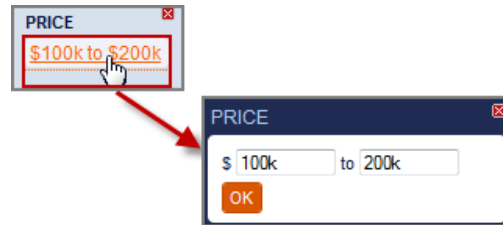
- From the appropriate Results Breakdown category, click on the value you wish to add.

For example clicking 4 in the Bedrooms bin will add '4 bedrooms' to your search criteria.



To change an existing value in the search:

1. In the list of search criteria already entered, click the current value to change.
A pop-up menu displays alternate criteria.

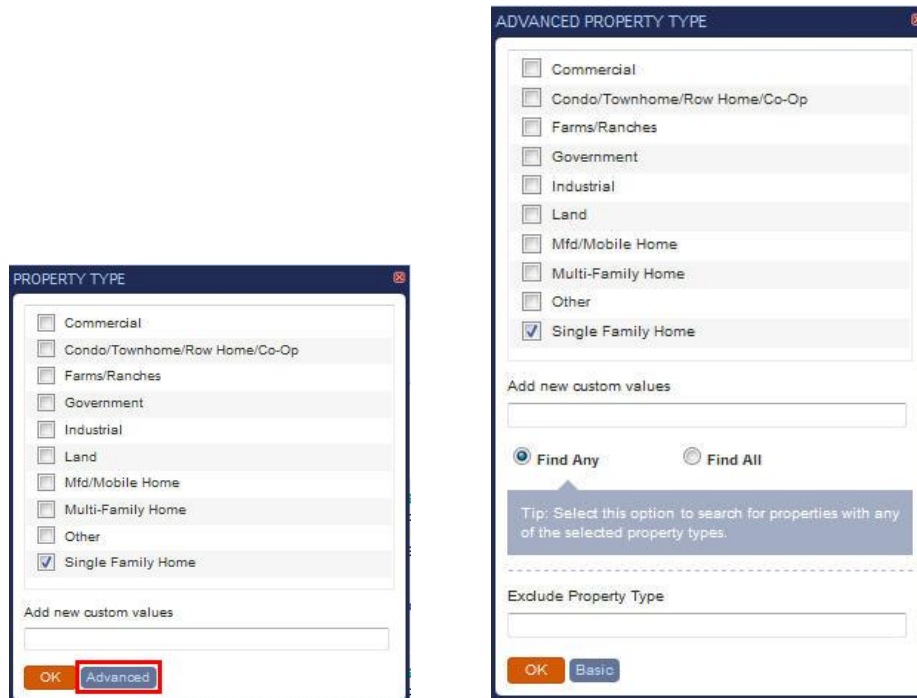


1. Select or enter the substitute value and click **OK**.
The format of the alternatives depends upon the category.

Note: 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).

To select multiple Property Types or Statuses

To run a search with multiple Property Types or Statuses, click the current value already entered. A pop-up menu will display a list of options. Check the box next to each Property Type or Status you wish to add to your existing search.

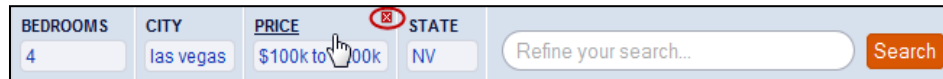


Advanced options similar to **Advanced Keyword Search** appear by clicking the **Advanced** button. (Information on this feature is available under [Advanced Keyword Search](#))

Once you have added the desired criteria, click **OK** and your search will be updated and **Find** will return search results based on your selection(s).

To remove a category from the search:

1. In the search criteria list, hover over the name of the category to be removed.
An X displays beside the category name.



2. Click the **X**.
The category is removed from the search list and a new search is triggered.

Switching Search Categories

When you type a search value into the text box, **Find** interprets it and chooses the appropriate category. Occasionally, this interpretation is incorrect. You can easily switch categories to correct this.

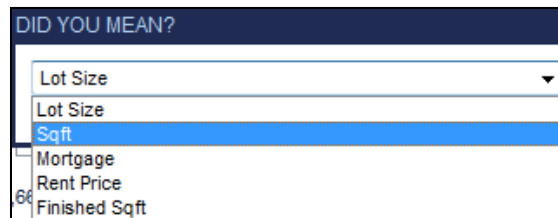
For example, if you enter '1000-4000' meaning **Square Footage**, **Find** interprets this as 'Price: \$1000 to \$4000'. You can easily switch this category from **Price** to **Square Footage**.

To switch a category:

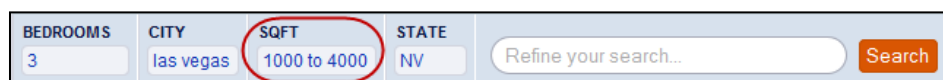
1. Click the name of the category to change.
A switch category dialog box appears.



3. Click the dropdown arrow to display a list of categories.



4. Select the correct category and click **OK**.
*The switched category displays in the **Search Panel**.*



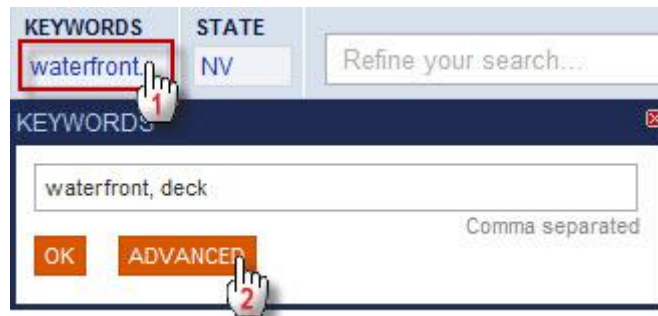
Tip: If the desired category is not listed, delete the incorrect category and select the correct one to use in the **Results Breakdown** panel.

Advanced Keyword Search

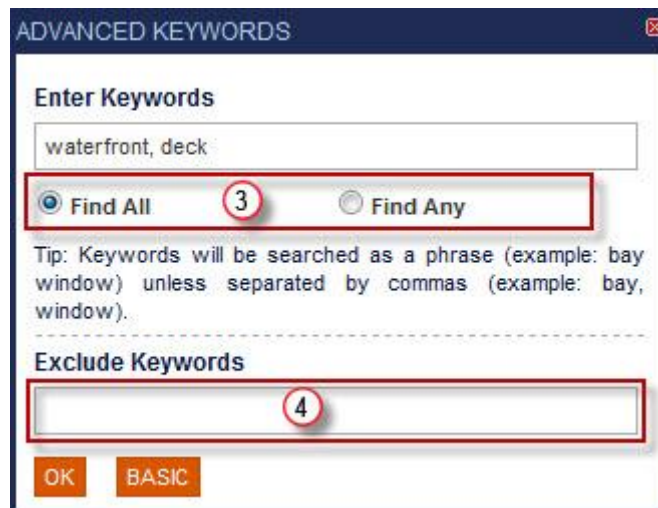
If you enter multiple keywords when performing a text search, **Find** will only display properties that contain *all* of the keywords. If you want to search for properties that contain either a specific keyword **OR** another specific keyword; or if you would like to search for properties that **DO NOT** contain a specific keyword, then you can use the **Advanced Keyword Search**.

To use the **Advanced Keyword Search**:

1. Expand the **Keywords** category by clicking on the value in the **Search** panel.
2. Click the **Advanced** button in the **Keywords** pop-up.



3. In the **Advanced Keywords** pop-up, select whether you want to **Find All** (only properties that contain ALL of the keywords entered) or **Find Any** (returns properties that contain at least one of the keywords).
4. To **Exclude** results containing a specific keyword, enter them in the **Exclude Keywords** field.



5. Click **OK** to refine the search based on your **Advanced Keyword** settings.

Managing Search Criteria

Find also allows you to easily save, manage and delete searches you use frequently.

Saving Search Criteria

Saved Searches are stored on the **Searches** tab on the sidebar.

Note: *When you save a search, you are saving only the search criteria, NOT the search results. Every time you run that search only the most current results will be returned.*

To save a search:

1. Create the text or map search as usual.
2. When your search is complete, click the **Save** button next to the **Search** text field.

The screenshot shows a search criteria form with the following fields: BEDROOMS (3), CITY (las vegas), KEYWORDS (pool), PRICE (\$250k to \$300k), and STATE (NV). There is a search input field, a 'Search' button, and a 'Save' button which is highlighted with a red box. Other buttons include 'Previous Search', 'Clear', and a help icon.

The Save Search dialog box displays.

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

The 'SAVE SEARCH' dialog box has a title bar with a close button. It contains a 'Search Name' text field with the text 'Las Vegas Condos'. Below the text field are three radio button options: 'Save as a Search' (which is selected), 'Save as my default Search', and 'Save as a Hot Feed'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

5. Click **Save**.

An info pop-up displays notifying you the search has been saved.

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

*The search now appears in the **Searches** sidebar.*

Managing your Saved Searches

Tip: *The saved search list displays in alphanumeric order. Click any search in the list to run it.*

To access your saved searches:

1. Click the **Searches** sidebar tab.

The Searches list displays.

To run a saved search:

1. Click the name of the search you wish to run.



The search runs and the results display in the **Search Results Panel**.

To rename a search:

1. In the **Saved Searches** list, hover over the search to display available options icons.

The *Rename and Delete* icons display.



2. Click the **Rename**  icon.

The *Rename Search* dialog box displays.

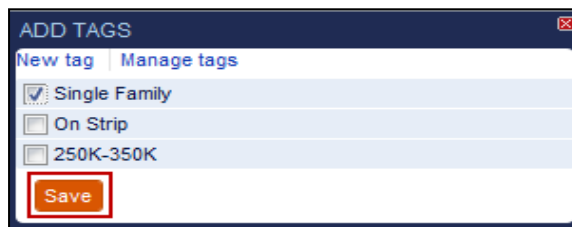
3. Type a new name and click **Save**.

To tag a saved search:

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

2. Click the **Tag**  icon.

A list of **Tag** names displays.



3. Check the desired **Tag** name(s).
4. Click the **Save** button to finish.

For complete **Tagging** information see the '**Tagging**' section on the Find Support website.

Deleting Saved Searches

Note: You cannot delete your **Default Search**. Instead, using **Display Preferences**, set another search as your default and then return to the **Saved Searches** list to delete.

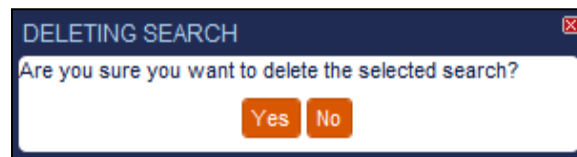
To delete a search:

1. In the **Saved Searches** list, hover over the search to be removed to display available options icons.

The **Rename** and **Delete** icons display.

2. Click the **Delete**  icon.

A prompt displays to confirm the deletion.



3. Click **Yes** to confirm.

The search is deleted.

Results Breakdown Panel

The **Results Breakdown Panel** displays a summary of the number of properties matching your search. It appears to the left of the **Search Results Panel**. Up to 6 categories can be displayed in the **Results Breakdown Panel** at one time. Each category displays the top 5 values for each, followed by the number of property matches in brackets. You can use the default categories or select your own from the drop-down list that is provided.

The screenshot shows the Find.com search results page. On the left is the **Results Breakdown Panel**, which is currently set to show 6 categories: BEDROOMS, BATHROOMS, PRICE, and SQFT. Each category lists the top 5 values with the number of properties in brackets. For example, under BEDROOMS, the values are 3 (12), 4 (33), 5 (23), 6 (8), and 7-9 (7). A 'more' link is visible at the bottom of each category. The main search results area shows 83 properties found, with the first three listed: 9345 Faunteroy Wy SW (\$14,888,000), 5525 S Othello St (\$9,880,000), and 210 Maiden Ln E (\$7,200,000). The interface includes a search bar, filters for bathrooms, bedrooms, city, price, property status, property type, and state, and a 'Report Bin: 0 properties' indicator.

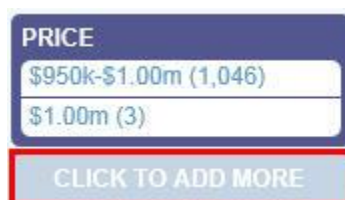
Tip: In some cases, you will see a 'more' link at the bottom of a category in the **Results Breakdown Panel**. Click this to display a list of additional values for that category.

Managing the Results Breakdown Panel

You can add or remove categories, or even hide the **Results Breakdown Panel**.

To add a fresh category to the Results Breakdown Panel:

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



The Available Fields list will display.

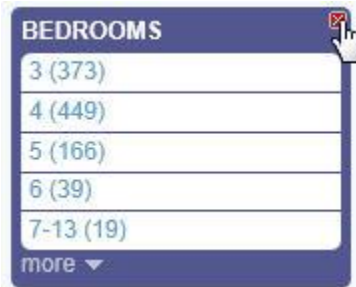
2. Select the category you wish to add.

The category is added to the **Results Breakdown Panel**.

Tip: If all 6 categories are used and you want to add a new category, you will need to remove an existing category before the option to add a new category will be available.

To remove a category:

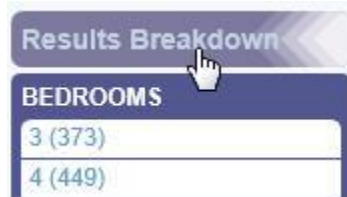
1. Click the **X** in the top right of the category to remove.



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

To hide the entire Results Breakdown Panel:





- Click the **Results Breakdown** title once or the red **X** to hide the panel.
- Click the **Results Breakdown** title again to make the panel visible again.




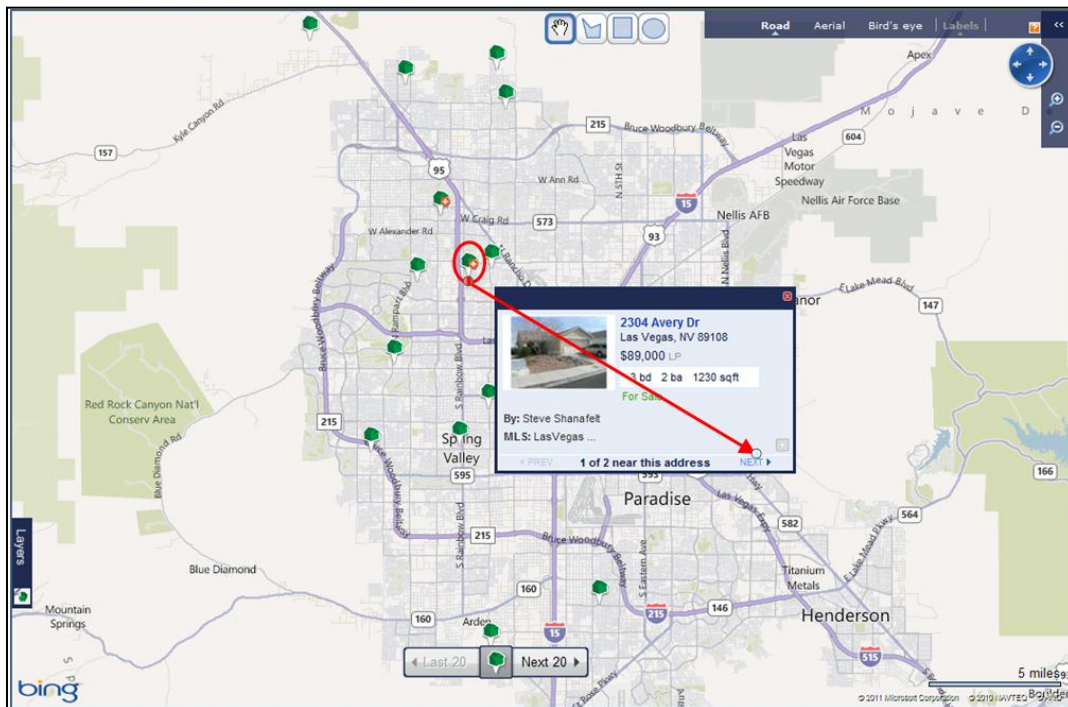
Map Searches

Another useful way to search for properties is by using **Find's Map Search** capabilities. You can zoom into a desired area, display layers for additional information, and create a **My Neighborhood** area to outline a specific region. By default the map is hidden until you display it by clicking **View on Map** on the **Property Search** page, or by expanding the **Map** sidebar.

When you run a search, the map displays the properties showing on the active **Search Results Page**. Properties matching your selected criteria display as color-coded pins.

- **Green** : for sale/active/pending/new construction.
- **Red** : recently sold properties.
- **Grey** : off market/withdrawn/expired.
- **Yellow** : rental properties.

Pins with a plus sign () indicate multiple properties matching the search criteria in that location. Clicking a pin displays information on that property. If there are multiple properties for a pin, click **Next** to cycle through each property summary.



Tip: The map opens at a zoom level that can display the number of pins equal to the number of properties displaying on the **Search Results Page**. The map will display only one page's worth of properties at a time. See the appropriate section in the **Property Matches** section later in this guide for more information on changing the number of properties displayed on each **Search Results Panel**.

Viewing Maps

Each time you refine a search, the map automatically updates and adjusts the magnification level to current property results.

For information about the different views and options see the 'Map Searches' section on the Find Support website.

To access the map:

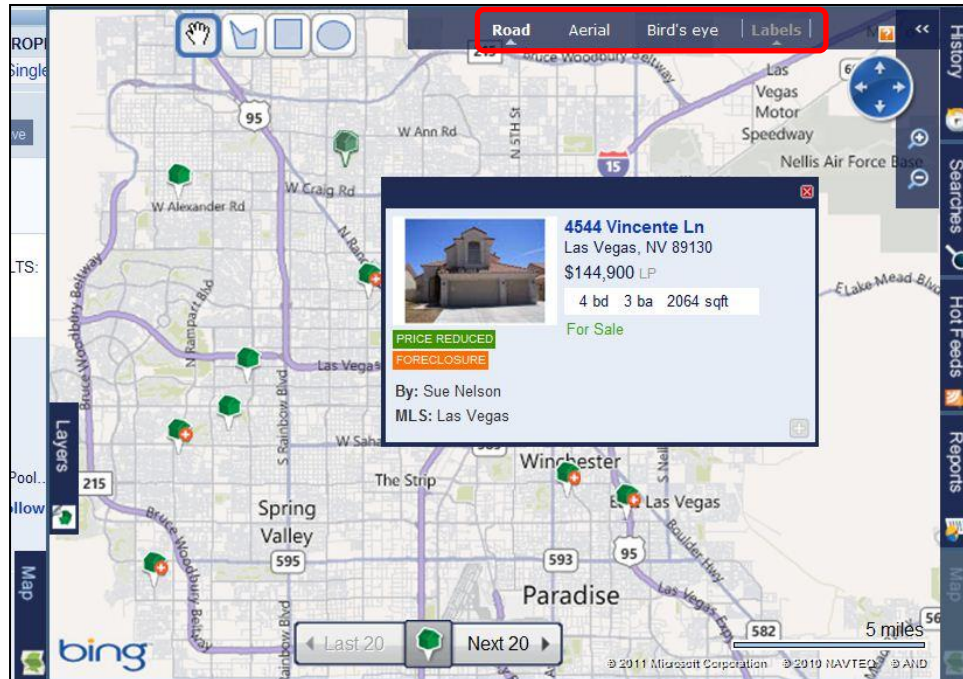
- On the **Search Results Panel**, click the **View on Map** link next to the **Sort By** box.



- or -



On the sidebar, click the **Map** tab.



Views

The map can be displayed in three views.

- **Road** (default): a standard map displaying road names when magnification allows.
- **Aerial**: displays a direct over-head, virtual earth (satellite) view.
- **Bird's Eye**: displays aerial imagery captured from low-flying aircraft and offers an oblique, 45-degree angle, which provides a better view of most homes and neighborhoods. These images may also be rotated and viewed from all four cardinal directions.

Labels

The Labels option toggles road names on and off in **Aerial** or **Bird's eye** views. It has no effect and is inactive for **Road** view.

Last 20 / Next 20 buttons on Map View

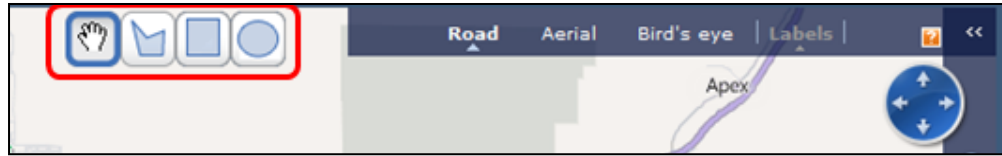


Near the bottom of the map, there are two additional buttons available that will change the page of **Search Results** and the corresponding properties displayed on the map.

Note: The default results per page is 20. When the default is changed, the last / next count will also change to reflect the selected number of results per page.

Drawing Tools

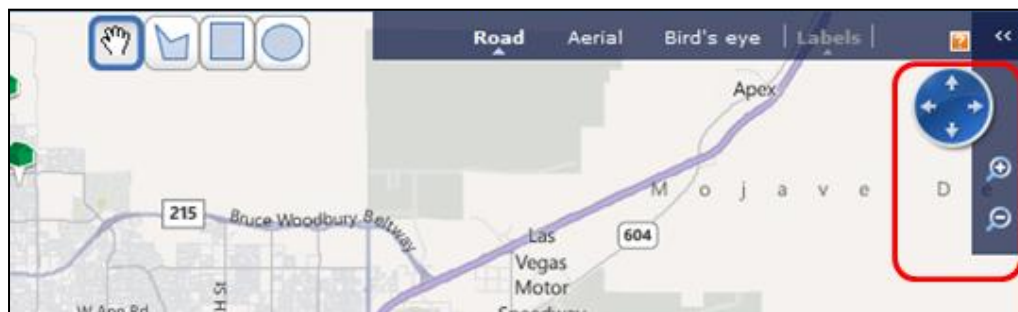
Drawing tools are used to create **My Neighborhoods**, user defined search areas. The drawing tools display at the top of map as a hand icon and three shapes (polygon, square and circle).




For more information on using the drawing tools see the 'Creating a My Neighborhood' section later in this chapter.

Magnification and Navigation

You can adjust the map zoom level by using the navigation icons at the top-right of the map. You can also pan the map in any direction using the arrow icons.



To zoom into a selected area:

- Place the cursor on the **Zoom**  icon at top right of the map, and then press and hold the mouse button. You can also double-left click your mouse button. This will zoom in and re-center the map wherever your mouse pointer is when you click.

To pan in any direction:

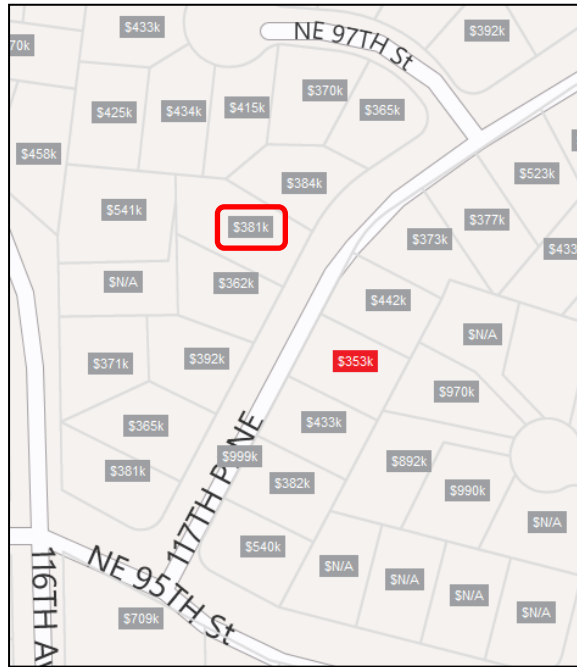
- In any view, use the circle and arrows to pan in any direction on the map. You can also click and hold your left mouse button and drag the map in the direction of your choice.

Note: *When panning with the arrows, the closer to the center of the circle you click, the smaller the pan across the map will be.*

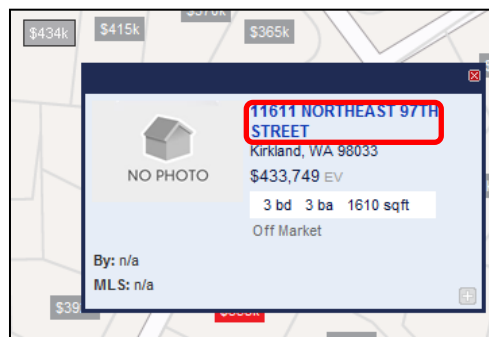
Property Lot Boundaries and Price Labels

When the map is zoomed in to the lowest three zoom levels, property lot boundaries will be displayed. The lowest two zoom levels will display valuation prices for each property mapped. If the property has an active listing, the price is the list price and will display in green, if the property was sold in the last six months (recently sold), then the price is the sales price and will display in red. If the property is not active and not recently sold then the price is an estimated value (also called AVM, Automated Valuation Model) and will be grey.

In the example below, the color coded pins indicate that all properties are off market.



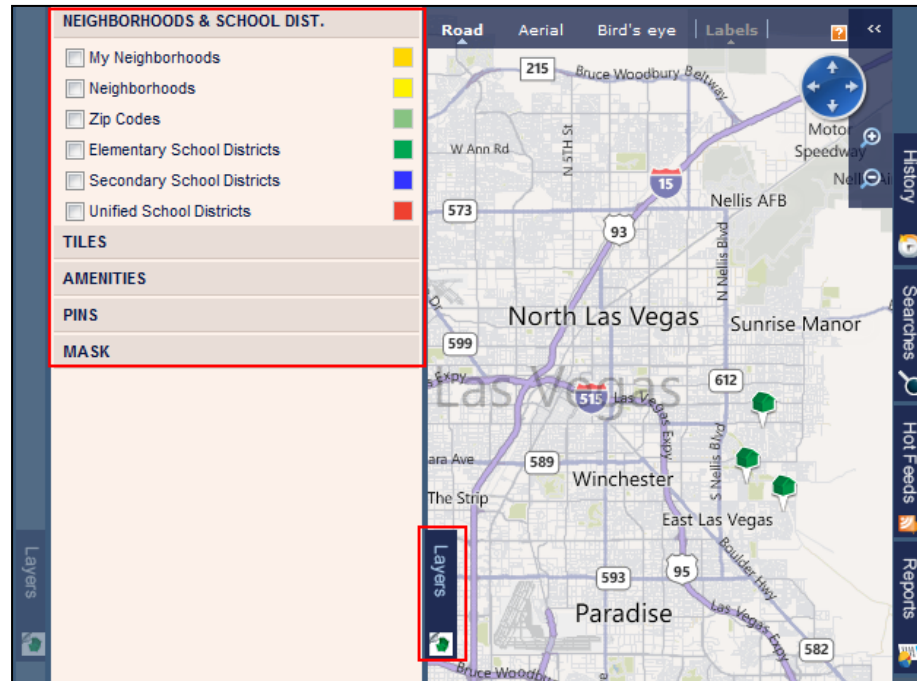
To see a **Property Summary**, click on the price label for the desired property. To see the full **Property Detail**, click on the property address.



Working with Map Options

Viewing Layer Options

Find Map Layers overlay the basic map. Applying a **Layer** will display information such as neighborhood names, school districts, amenities and more. You can expand the **Layers** menu to view the **Layers** options.



You can show or hide any layer by checking its corresponding box. For example, checking the **Neighborhood Layer** displays all city-assigned neighborhoods; Unchecking or hiding the layer removes the **Neighborhood** display.

Tip: By default, **Tiles and Amenities** are inactive when you open a map, however **Neighborhoods** will display if you enabled them during your last session.

To show or hide a layer:

1. On the left side of the map, click **Layer**.

The Layers sub-tab expands and the Layer Options menu displays.



2. Click to select the check boxes beside each **Layer** to show; clear the check boxes beside each **Layer** to hide.

The map updates immediately, turning the appropriate layer off or on.

3. Click the **Layers** sub-tab again to collapse the sub-tab and hide the **Layers** menu.

Neighborhoods

This **Layer** option displays city-assigned neighborhood labels. Click a label to see the boundaries of that neighborhood.

Note: *If you are zoomed out too far, **Find** will display a message indicating that you need to zoom in.*

To view Neighborhoods:

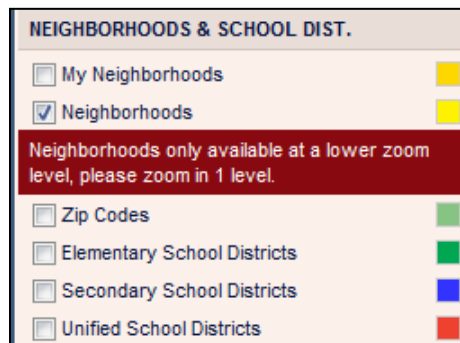
1. On the map, click the **Layers** sub-tab.

*The **Layers** sub-tab expands and the **Layer Options Menu** displays.*

2. In the menu, click **NEIGHBORHOODS & SCHOOL DIST.**

A sub-menu displays, showing the available options.

3. Click to select the check box beside **Neighborhoods**.

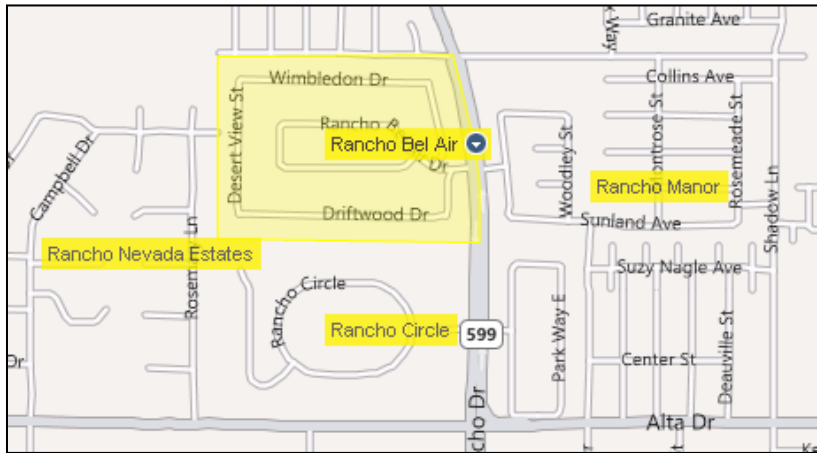


The map updates to display the city-defined neighborhoods.

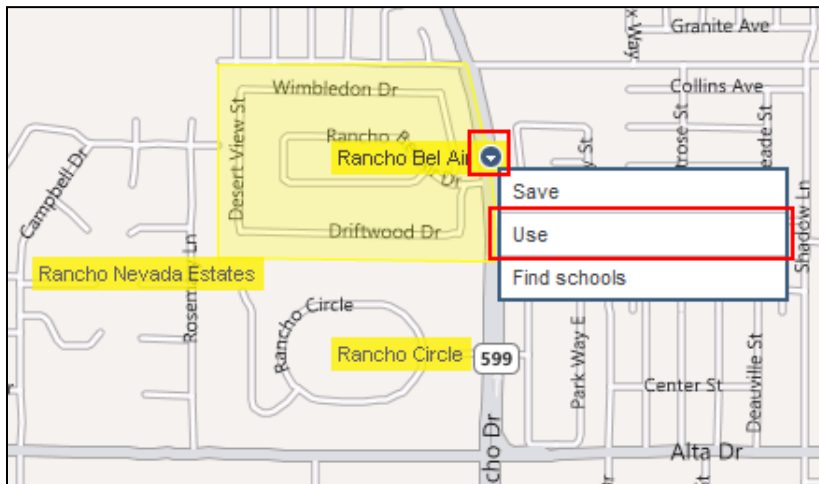


To use a Neighborhood in a search:

1. Click a **Neighborhood** name to display its boundaries.



2. Click on the down arrow icon (↓) at the right hand side of the neighborhood name, and then select the **Use** option to include the neighborhood name in the search criteria.



CITY	NEIGHBORHOOD	NEIGHBORHOOD CITY	NEIGHBORHOOD STATE
las vegas	rancho bel air	las vegas	NV

Tip: You can also create your own neighborhoods using the **My Neighborhoods** feature. Information on **My Neighborhoods** is covered later in this chapter.

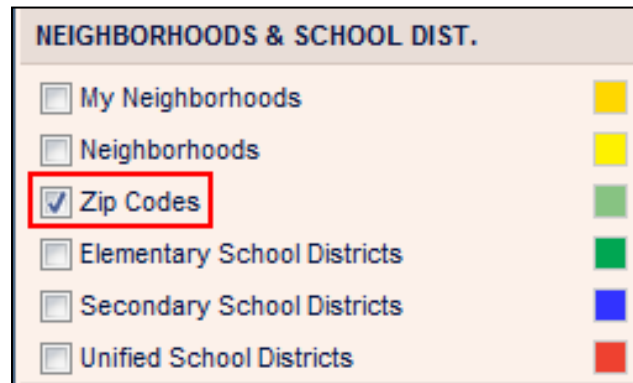
Zip Codes

The **Zip Code** layer is similar to the **Neighborhood** layer in function. Click a **Zip Code** label to see the boundaries of that **Zip Code** on the map.

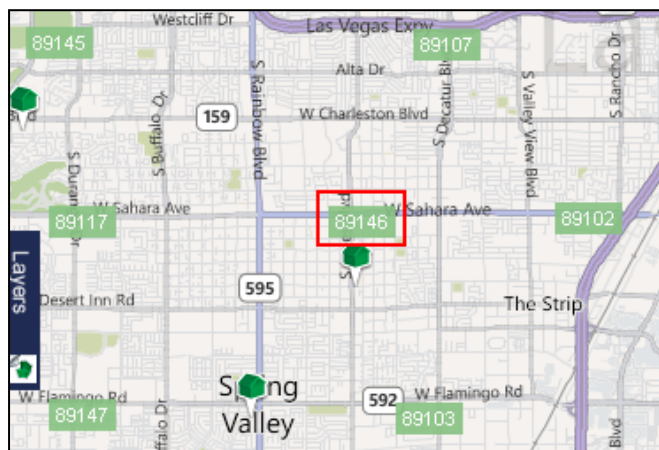
Note: If you are zoomed out too far, **Find** will display a message indicating that you need to zoom in.

To view Zip Codes:

1. On the map, click the **Layers** sub-tab.
*The Layers sub-tab expands and the **Layer Options Menu** displays.*
2. In the menu, click **NEIGHBORHOODS & SCHOOL DIST.**
A sub-menu displays, showing the available options.
3. Click to select the check box beside **Zip Codes**.

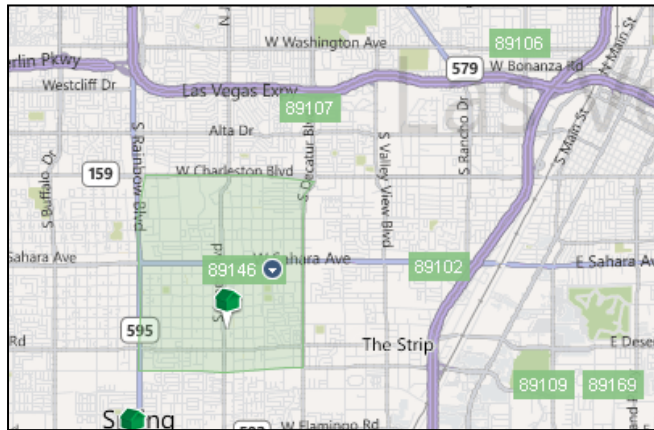


The map updates to display the zip codes.

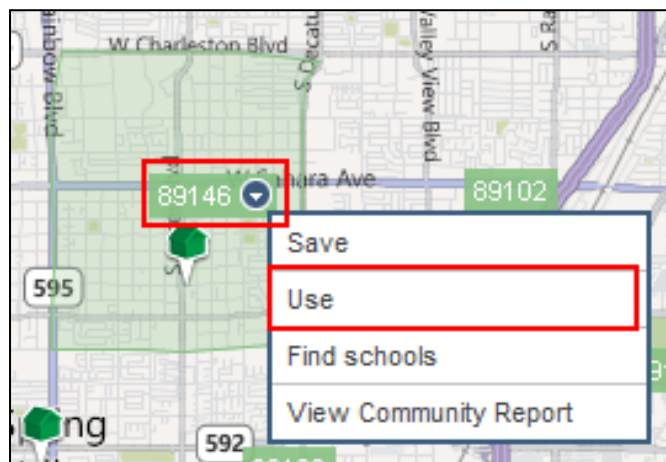


To use a Zip Code in a search:

2. Click on a **Zip Code** to display its boundaries.



3. Click on the down arrow icon (📍) at the right hand side of the **Zip Code**, then select the **Use** option to add the zip code to the search criteria.



CITY las vegas	STATE NV	ZIP (MAP) 89146	Refine your search...	Search
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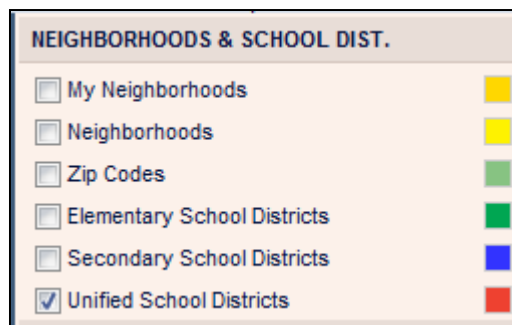
School Districts

This display shows options for three types of school districts, color-coded for reference purposes:

- **Green** for Elementary
- **Blue** for Secondary (junior, middle and high school)
- **Red** for Unified School Districts

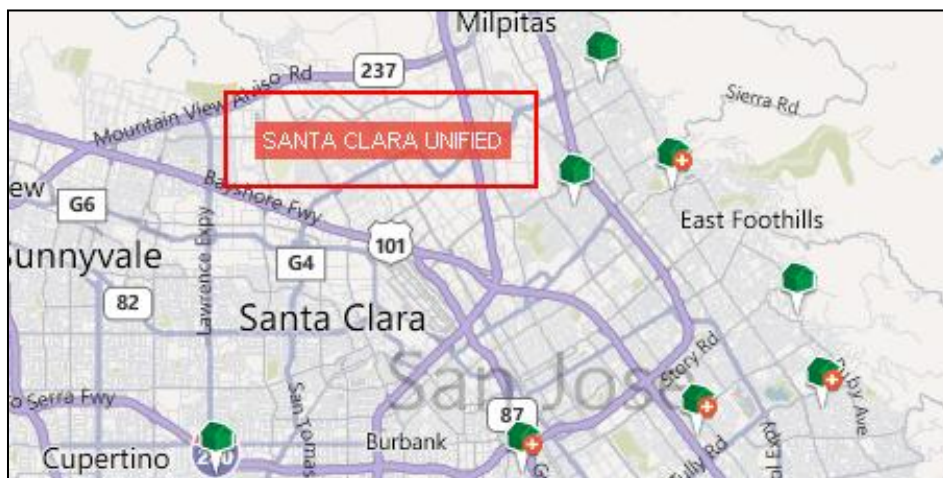
To display a school district:

1. On the map, click the **Layers** sub-tab.
*The **Layers** sub-tab expands and the **Layer Options Menu** displays.*
2. In the menu, click **NEIGHBORHOODS & SCHOOL DIST.**
A sub-menu displays, showing the available options.



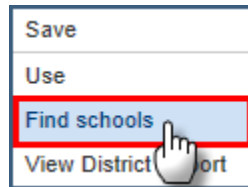
3. Click to select the check box beside the desired school district.

*The map updates to display the school district name in **red**.*

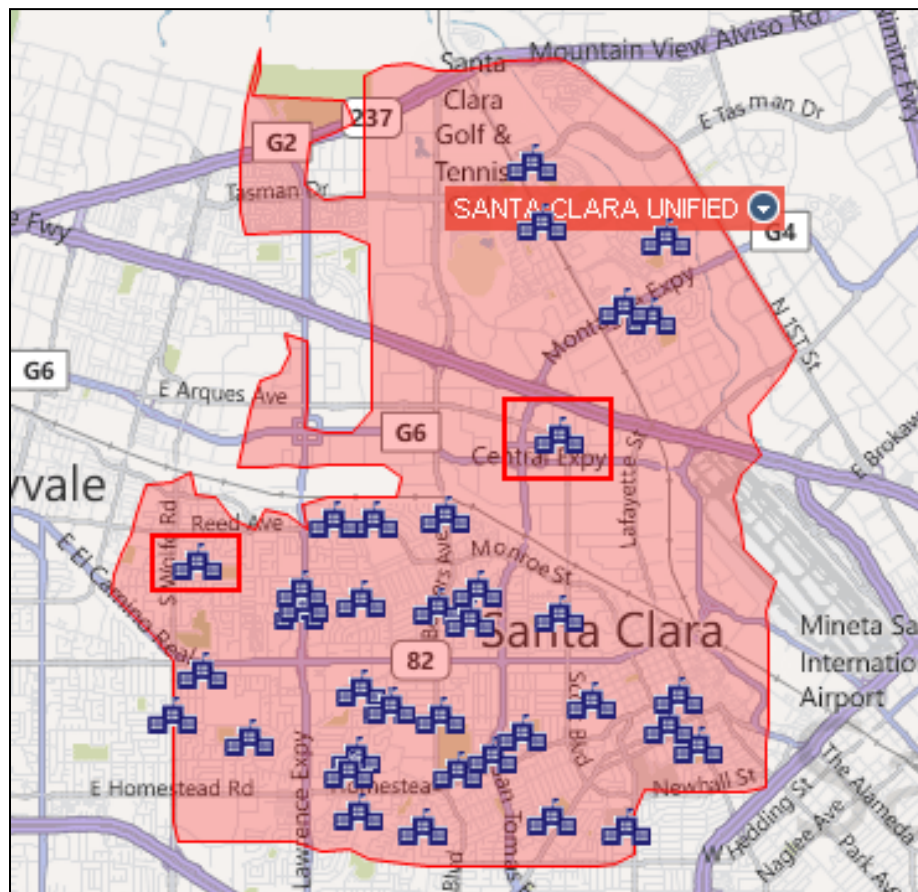


To display schools in a district:

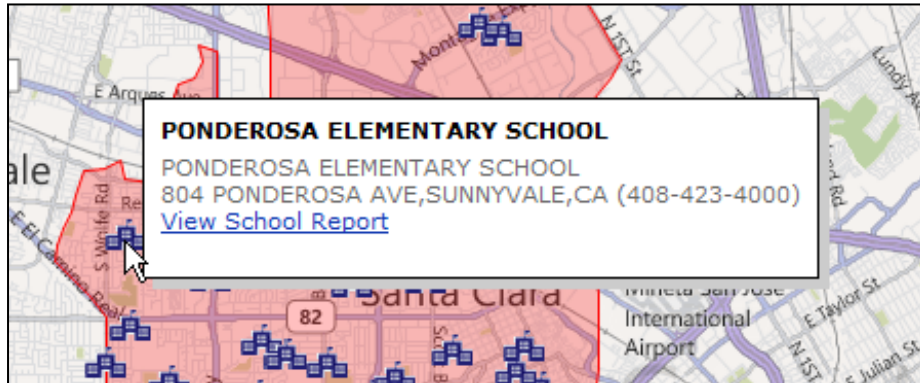
1. Click the School District's name to display its boundaries.
2. Click on the down arrow icon (⌵) at the right of the school district name to display the **Action Options Menu**.



3. Select **Find schools** to display icons on the map showing school locations.

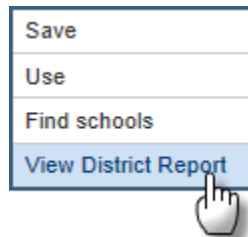


- To view information for a school, hover over the school icon and a pop up message appears displaying information about the school.



To view a School District report:

- Click on the down arrow icon (⌵) at the right of the school district name to display the **Action Options Menu**.



- Select the **View District Report** option to view a report on the school district. Use the **VIEW / PRINT PDF** button to create a report which can be saved and emailed.

School district report for DUVAL COUNTY PUBLIC SCHOOL DISTRICT			
GENERAL INFORMATION VIEW / PRINT PDF			
Grade Span	K-12	Phone	904-390-2000
Superintendent	MR ED PRATT-DANNALS	Web Site	
Address	1701 PRUDENTIAL DR, JACKSONVILLE, FL 32207		
DISTRICT PROFILE			
Start Date	08/18	Current Expenses per Pupil	\$5,900.00 - 6,299.99
End Date	06/05	Poverty Percentage	16.3%
Year Round	Y	Number of PCs	10,000
College Bound	51%	Number of MACs	1,000-4,999
Vocational/Technical Curriculum	Y	Technology Measure	MEDIUM
Adult Education Classes	Y	Number of Elementary Schools	108
Total Dollar Expenditures	\$876,665,353	Number of Middle Schools	32
Instructional Expense (\$/Pupil)	\$195.00 - 209.99	Number of High Schools	26
ENROLLMENT AND STAFFING			
Teachers & Professional Staff	7029	Number of Schools	166
Number of Students	127087		
LIST OF SCHOOLS			
<u>CENTRAL RIVERSIDE ELEMENTARY SCHOOL</u>	904-381-7495	K - 5	
<small>2555 GILMORE ST, JACKSONVILLE, FL, 32204</small>			
<u>RANDOLPH ACADEMY OF TECHNOLOGY</u>	904-924-3011	VOCATIONAL	

Tiles

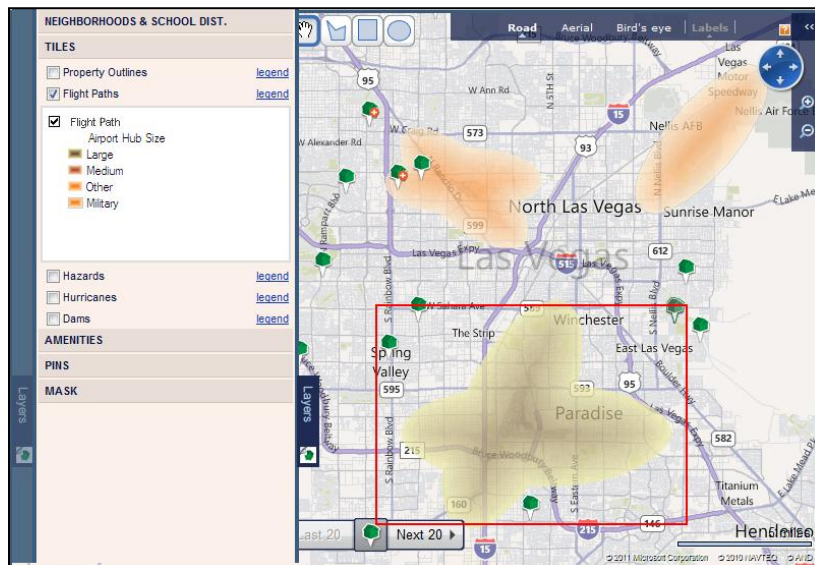
Tiles are layers that display local area information such as **Flight Paths**, **Hazards** and **Hurricanes** on the map. Next to each option there is a **legend** link for an explanation of how that **Tile** displays on the map. There are several different **Tiles** you can apply; this example uses the **Flight Path** tile.

To view Flight Paths:

1. On the map, click the **Layers** sub-tab.
*The **Layers** sub-tab expands and the **Layer Options Menu** displays.*
2. In the menu, click **TILES**.
*A sub-menu displays showing the **Tile** options.*



3. Click to select the check box beside **Flight Paths**.
*The map updates to show any **Flight Paths** in the displayed area.*
4. (Optional) Click **legend** to display an explanation of the different legends associated with **Flight Paths**. Click **legend** again to hide this display.



5. Click the **Layers** sub-tab to close the **Layer Options Menu**.

To hide Flight Paths:

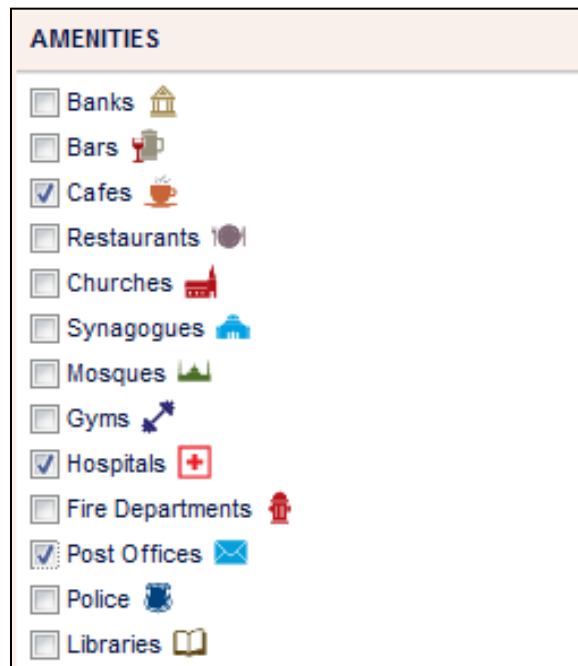
1. Uncheck the **Flight Paths** box in the **Tiles** menu.

Amenities

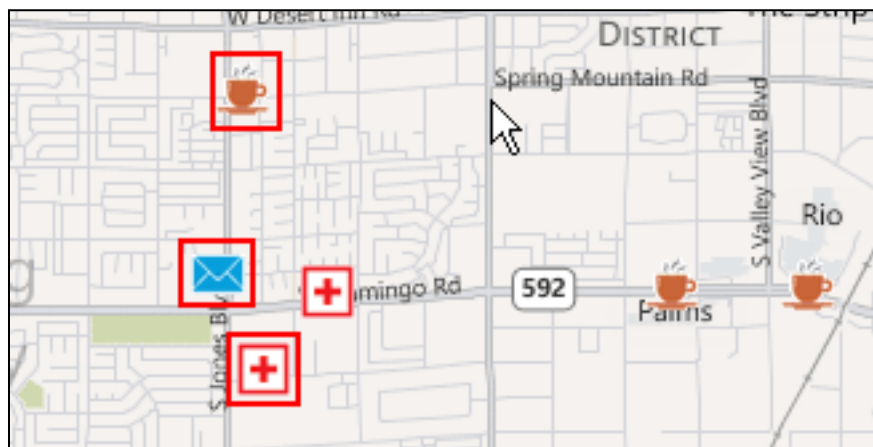
The **Amenities** layer displays local amenities, such as **Banks**, **Hospitals**, and **Post Offices** in the area. Once you select the **Amenities** to display, they will continue to show in your searches until you hide them again or exit the application.

To view Amenities:

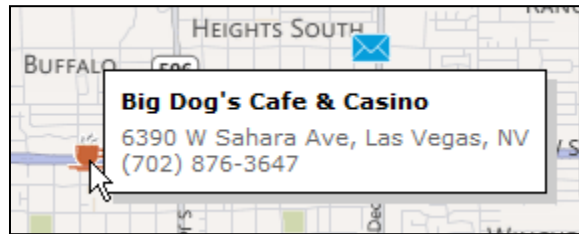
1. On the map, click the **Layers** sub-tab.
2. In the menu, click **AMENITIES**.
*A sub-menu displays showing available **Amenities** options.*
3. Click to select the check boxes beside the **Amenities** to display.



As you select an amenity, icons appear on the map showing the locations.



To see details on an amenity; hover the mouse over the amenity icon and **Find** will display the amenity's name, address and phone number.



4. Click the **Layers** sub-tab to close the **Layer Options Menu**.

To hide Amenities:

1. Uncheck the **Amenities** box.

Pins

To use a **Pin** as search criteria, click the **Pin** with the desired property status.



The property status is added to your search criteria.

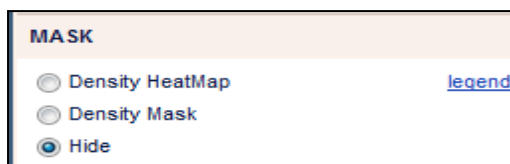
Masks

Masks enable you to hide, show or highlight the area of the map that includes the results.

To set Mask options:

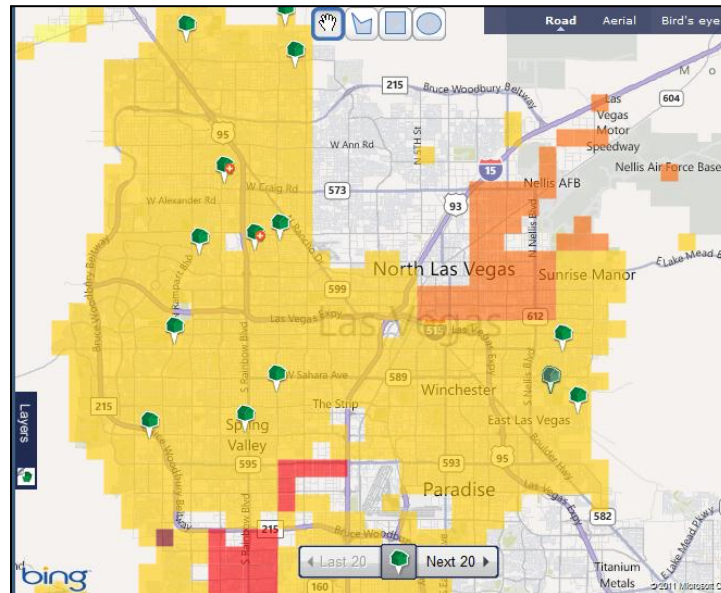
1. On the map, click the **Layers** sub-tab.
2. In the menu, click **MASKS**.

*A sub-menu displays, showing **Mask** options.*



3. Click to select the radio button for the desired option:
 - **Density Heat Map:** Highlights areas where matches *DO* exist. These areas are color-coded based on the volume of returns in an area. Click the **legend** link to see the color range.

Tip: Heat Maps are the best way to see where the bulk of your property search results lie. Unlike other layers, **Heat Maps** return density for all search results not just the ones showing on the current **Search Results Page**.



- **Density Mask:** Grays out areas where property matches *DO NOT* exist.
- **Hide:** Turns off map highlighting and masking. *This is the default setting.*

4. Click the **Layers** sub-tab to close the **Layer Options Menu**.

To remove a Mask:

1. Uncheck the **Mask** box or close the **Maps** sidebar.

Note: because of the large amount of resources required for **Masks**, they will automatically **Hide** whenever a map is hidden, updated, or the view is changed.

Creating a 'My Neighborhood'

You can use the **Map Drawing Tools** to draw your own boundary to create and save a discreet geographic area (**My Neighborhood**). You can then use the **My Neighborhood** area in a search or to show information on specific areas which do not follow regular neighborhood boundaries.

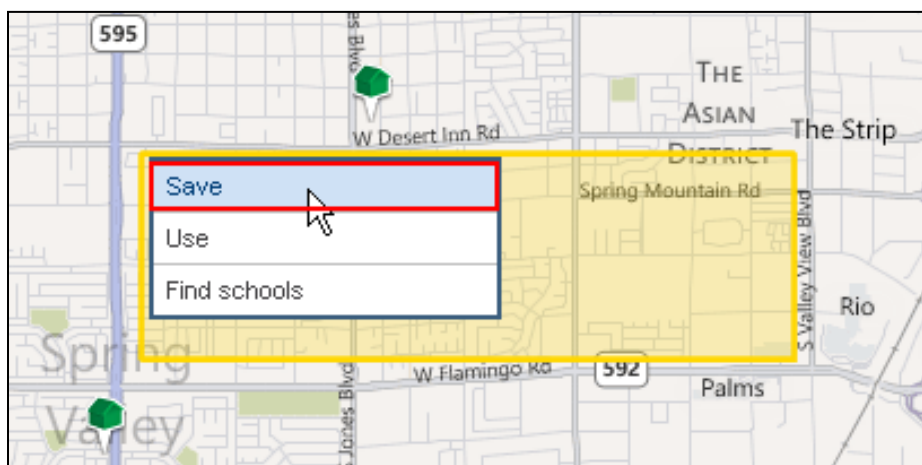
To create and save a neighborhood:

1. Start with a **Text Search** to narrow your area.
2. On the map, click **Road** or **Aerial** view.
3. Click a drawing tool to select your shape.



4. Click again on the map and draw your shape as follows:
 - **Circle:** Click the point that will be the center of your **Circle**, and drag outwards.
 - **Rectangle:** Click the point that will form one of the corners and drag over the area to include the required area.
 - **Polygon:** Click once to start the **Polygon**, then again for every change in direction to create each point of the **Polygon**. End the **Polygon** by clicking again on the first point to complete the shape. The first point turns dark to indicate that you have made the connection.

When you release the left mouse button, the **Layer Options Menu** displays.



Tip: If you draw a shape incorrectly, click the **Hand** icon next to the **Polygon** tool to stop the active drawing. Then, click the appropriate tool to start over.

5. Select the desired option from the menu:
 - **Save:** to save the shape. (*Shown.*)
 - **Use:** to use the shape boundaries in your search.
 - **Find schools:** to display schools within the shape boundaries.

Tip: Regardless of which shape you use, the menu will always ask you to **Save**.



6. If creating a polygon, enter a name for your neighborhood in the **NAME YOUR NEIGHBORHOOD** dialog box and click **Save**.

A label appears, displaying your new neighborhood name.



7. Click on the down arrow icon (⌵) at the right hand side of the **My Neighborhood** name to access more options like **Rename**, **Remove**, **Use**, and **Find schools**.

Tip: Click a **Neighborhood** name to display boundary points which you can click and drag to resize a saved neighborhood and to expand your search. Click on the down arrow icon to **Update** or **Restore Polygon** points.

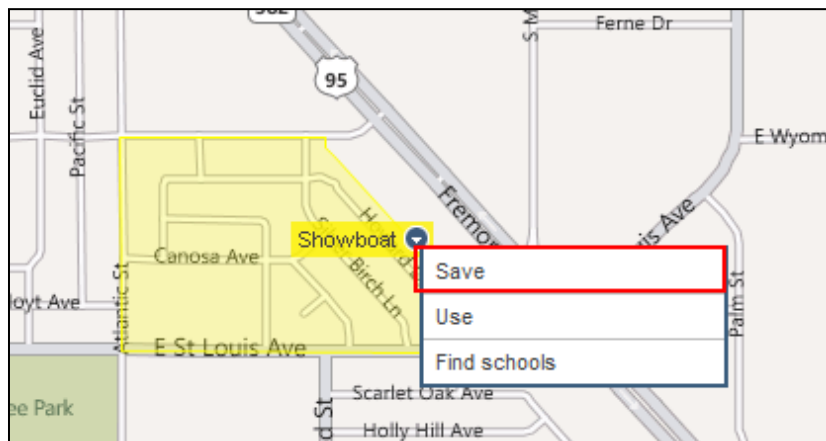
Creating a “My Neighborhood” from an existing neighborhood

You can create a new neighborhood using the drawing tools, or you can:

- Create your own neighborhood from a city-defined neighborhood so that you can:
 - **Turn off** the **Neighborhood** layer, and hide the multiple city-assigned neighborhoods.
 - Easily see only the neighborhoods you need.
 - Change the shape of neighborhood borders to suit your needs.
- Create a new neighborhood from overlapping, existing neighborhoods including city-assigned neighborhoods, your own neighborhoods, and school districts.
- Combine two adjacent neighborhoods into one.

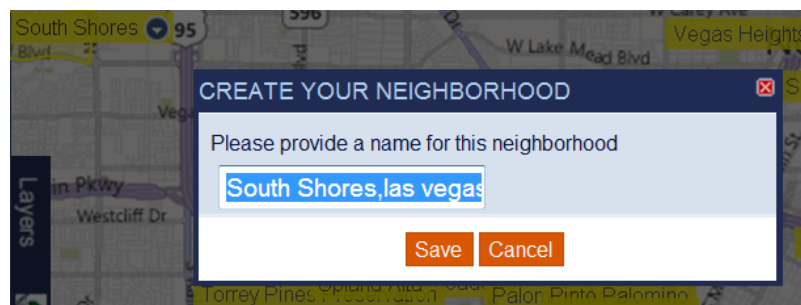
To create a “My Neighborhood” from a city-defined neighborhood:

1. On the map, expand the **Layers** menu and select the **Neighborhoods** check box.
Neighborhood names display with yellow labels on the map.
2. Click the name of the neighborhood to display the boundaries.
3. Click on the down arrow icon (↓) at the right hand side of the neighborhood name to access more options and select **Save** from the drop-down list.



The **CREATE YOUR NEIGHBORHOOD** dialog box displays.

4. Enter a name for the neighborhood and click **Save**.

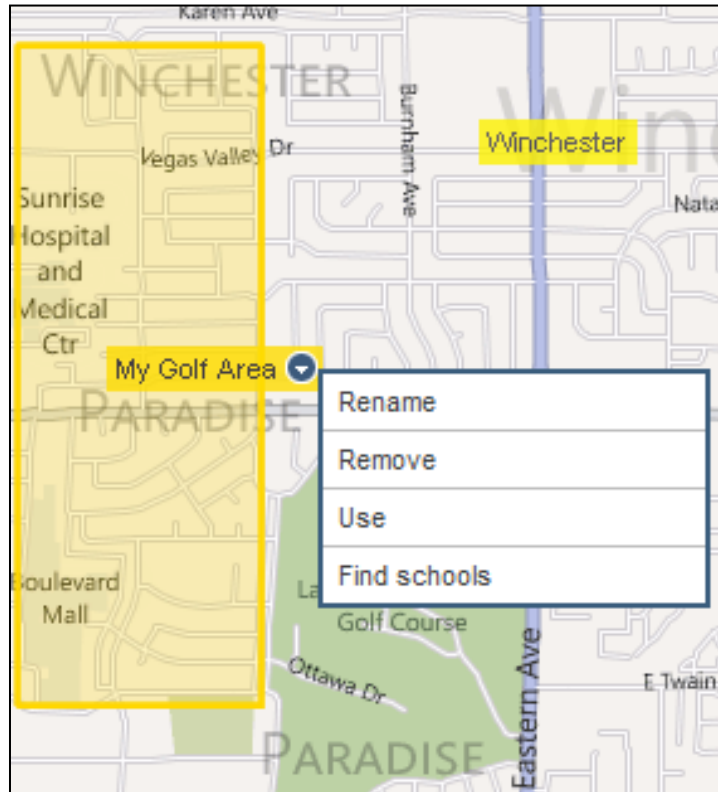


Working with Your Neighborhood

You can click on the down arrow icon (▼) on the neighborhood label to display an **Action Options Menu**.

Using the neighborhood options:

1. You have created a shape and saved it as a **Neighborhood**.
2. Click on the down arrow icon (▼) on the label to access the **Search Actions Menu**.



3. Refer to the **Search Actions** table below to complete your action.

Option	Definition	Action
Rename	Rename a saved shape.	Click Rename . Type new name and click Save .
Remove	Delete from the map.	Click Remove .
Use	Trigger a search confined to this neighborhood.	Click Use . Optionally save search results.
Find School	Add icons for schools (if any) in neighborhood.	Click Find School .

Property Matches

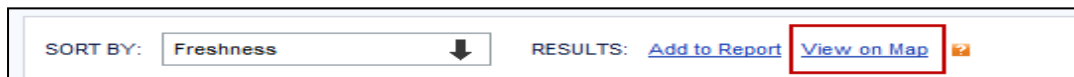
Running a **Search** returns **Property Matches**. You can view these matches as a list or on a map. You can also sort them, work with individual matches, and view individual **Property Details**. **Find** offers many different options for working with **Property Matches**.

Viewing the Results

By default, search results display as a list on the **Property Search Results** page.

To view search results on a map:

- Click the **View on Map** link at the top of the Search Results Page.



*A map opens at the appropriate magnification to include all the properties on your current **Results** page.*

Sorting the Results

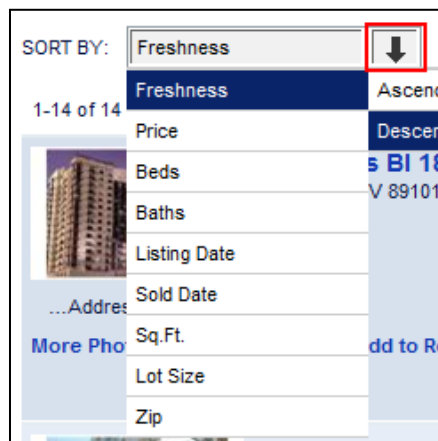
You can sort your search results by clicking the arrow to the right of the sort field, selecting your **sort criteria**, and choosing **Ascending** or **Descending**.

Note: The default sort is by **Freshness** (based on the **Last Activity Date** shown in the **Property Details**) sorted in **Descending** order (newest first).

To select a sort value:

1. Click the arrow next to the **SORT BY:** box.

A drop-down list displays.



2. Click to select the desired **sort criteria** and **sort order**.

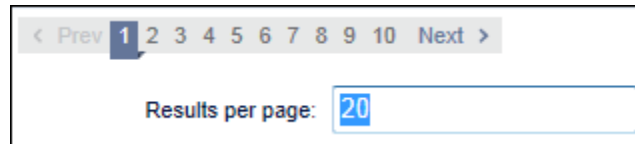
The page refreshes and displays the properties in the required sort order.

Changing the number of properties displayed

The total number of pages of matching properties shows at the top of the page (up to a maximum of 10 viewable pages). You can navigate to other pages by clicking a page number. You can also control the number of properties that appear on a page (up to 100).

To set the number of properties that display on a page:

1. Scroll down to the bottom of the page.
2. Left click the number beside **Results per page**.



A text field displays.

3. Type the number of properties to display per page and press **Enter** or click outside the text field.

The page refreshes showing the requested number of properties

Tip: The maximum number of properties that can display on a single page is **100**.

Working with an Individual Match

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

Tip: To narrow your search results, individual items of text, including price, beds, bath, and property status, can be clicked to add that information to the search criteria.

Each property result displays a series of links in **blue text** along the bottom of the match offering additional options for working with the property.




From the individual match you can do the following:

- **Street address:** Click to access the **Property Details** page.
- **Property Photo:** Click to access the **Photo Gallery**.
- **Map It!:** Click the link to display a menu of available mapping options at the property location.
- **Quick Report:** Click to open just this property in a **Find Report Preview**
- **What's Nearby?:** Click to display a menu of available report options

- **Schools & Community:** Click to display a menu with links to the Community and Schools & Location Information.
- **Add to Report/Delete from Report:** Click to add or remove this property from the **Report Bin**.
- **Follow:** Click to **Tag** this property as a **Followed Hot Feed** so that changes to the property status are reported when they happen.

For information about Tags, see the 'Tagging' section on the Find Support website.

Working with "Map It!"

The Map It! link lets you perform several map based functions on your property. Click on the drop down arrow  to get a list of options:



- **Property:** Opens the map centered on this property at a community level. A pin indicates the property location.
- **Prices:** Opens the map centered on this property at a neighborhood level displaying surrounding property values.
- **Street View:** Click to open property in Google Street View (if available)
- **Directions:** Click to open property in Google Maps where you can enter additional destination information for driving directions.

Working with "What's Nearby?"

To view What's Nearby?:

1. Click on the **What's Nearby?** link to see the available options.
2. A search radius menu displays.



3. Click the desired option from the list to see the desired results based on the indicated radius around the subject property.

The search refreshes, and returns a list of the new matches. The new Search Criteria is displayed at the top of the page and can be further edited if desired.

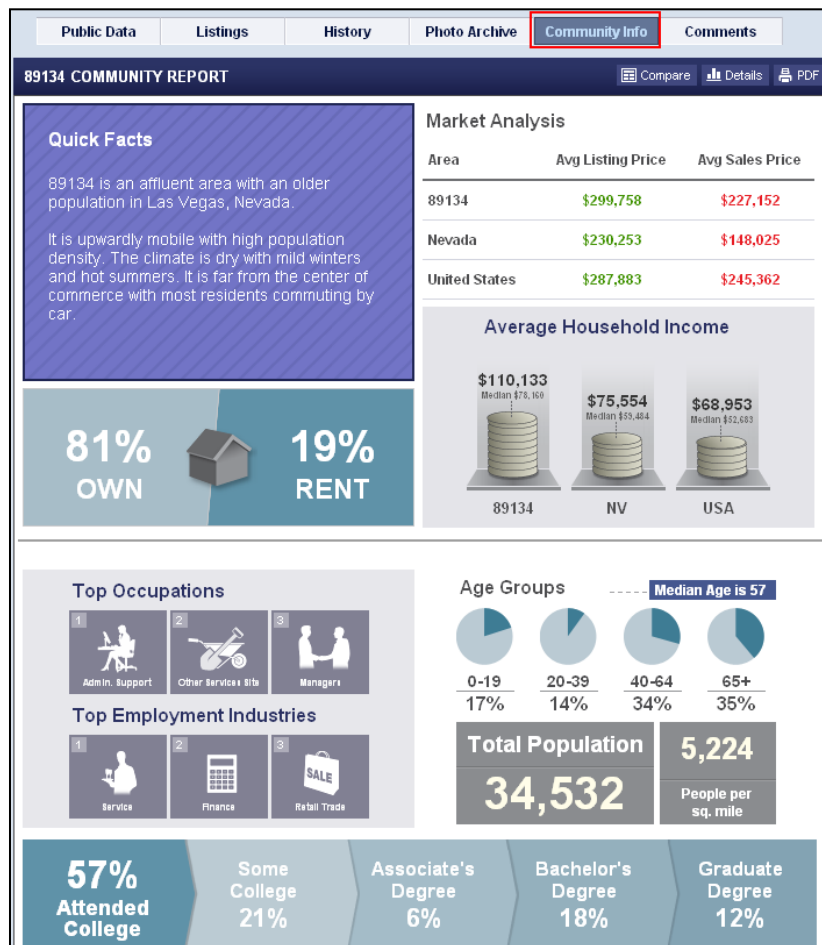
Note: You can view your selected radius on the map by showing the **Map** sidebar. The selected radius displays as a circle on that map. This new circle has the same action options available to it as other shapes. See [Creating a "My Neighborhood"](#) in this guide for more information on shape editing.

Community Information

The **Community Info** link of the **Search Results** page (and on the **Property Details** page) provides a rich collection of information on the community. The information is provided down to the **Zip Code** level.



When the **Community Info** link is clicked the following page is displayed.



There are three options available on the **Community Information** page:

1. **Compare** (info from the current zip with another zip)
2. **Details** (displays a detailed community information report)
3. **PDF** (create, print or email report)

Community Comparison

When the **Compare** link is clicked;



A new page is displayed:

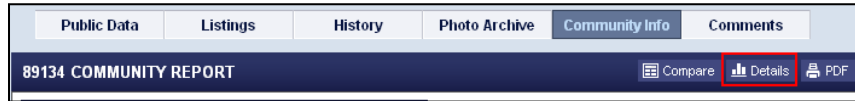
Category	89134	<input type="button" value="Compare"/>	NV	USA
Average Listing Price	\$299,758		\$230,253	\$287,883
Average Sales Price	\$227,152		\$148,025	\$245,362
Own / Rent %	81% / 19%		61% / 39%	68% / 32%
Average Household Income	\$110,133		\$75,554	\$68,953
Median Household Income	\$78,160		\$59,484	\$52,683
Top Occupation 1	Admin. Support		Other Services Site	Admin. Support
Top Occupation 2	Other Services Site		Admin. Support	Professional
Top Occupation 3	Managers		Clerks	Other Services Site
Top Employment Industry 1	Service		Service	Service
Top Employment Industry 2	Finance		Retail Trade	Retail Trade

When the **Compare** link is clicked on this page, the field will open up and allow the entry of a second zip code for comparison.

Category	89134	<input type="text" value="89122"/>	NV	USA
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Community Information Details

When the **Details** link is clicked;



A detailed **Community Report** is displayed.

Community Report for 89134 - 89122 (Community Report)



Tammy Agent CPM, CIPS, GRI
Let Us Help You Into Your Dream

Company: Dove Real Estate
Email: onlinesupport@move.com
Website: www.realtor.com
Licence #: 123456

Location: Henderson, NV
Broker name: Bob Broker
Broker phone: 1 800 555-1414
Office: 1 800 555-1234
Cell: 1 555 555-4321



DOVE
REALTY

Community Characteristics - 89134 , 89122

Details

These distinctive characteristics represent factors which have a strong influence on this community. Factors are considered "distinctive" if this community falls into the top 25% for these characteristics nationally.

	89134	89122
Characteristics	Stable Population, Moderate Residential Turnover	Growing Population, High Residential Turnover, Large Area(s) of Government Designated Parkland, Suburb of Henderson
Closest Airport	MCCARRAN INTERNATIONAL (12)	MCCARRAN INTERNATIONAL (7 miles)

Community Information PDF

When the **PDF** link is clicked:



A PDF is generated and displayed. The PDF can be saved, printed and/or emailed.

89134 COMMUNITY REPORT

Quick Facts

89134 is an affluent area with an older population in Las Vegas, Nevada.

It is upwardly mobile with high population density. The climate is dry with mild winters and hot summers. It is far from the center of commerce with most residents commuting by car.

81%
OWN



19%
RENT

Market Analysis

Area	Avg Listing Price	Avg Sales Price
89134	\$299,768	\$227,152
Nevada	\$230,263	\$148,025
United States	\$287,883	\$245,362

Average Household Income

\$110,133
Median \$11,130



89134

\$75,554
Median \$35,664



NV

\$68,953
Median \$52,683



USA

School & Location Information

The **Schools & Location** tab provides useful, easily accessible information on a property's location as well as local schools and districts surrounding that property, including district boundaries and school catchment areas. There are also direct links to both School and District Reports which can be saved in PDF form and saved, printed or emailed as an attachment to clients.

You can access this information from both the Property Details Page and the Search Results list.

Property Details Page

1. Perform a search that will display properties that you would like to view information about.
2. In the search results list, click the **Property Address** of any property you wish view information on.



3. On the Property Details Page, click the **Schools & Location** tab.



Search Results List

1. Perform a search that will display properties that you would like to view information about.
2. In the Search Results list, locate a property and click the **Schools & Community** link and select **Schools & Location** to open the reports.



Schools & Location Information

Once on the Schools & Location tab, there are several options available for viewing the property's location details as well information on surrounding schools and school districts. Clicking on the expand icon (🗪) in the lower-right corner of any map will open a larger, interactive map for better viewing.

210 Maiden Ln E SCHOOLS & LOCATION REPORT

210 Maiden Ln E
Seattle, WA 98112

... a 8270sq.ft. King County single-family home.

Is this property located in the wrong place? Click here to tell us and we'll fix it.



Public Schools

School Name	Grades	GreatSchools rating	Report
Mcgilvra Elementary School	KG-5	10	
Garfield High School	9-12	4	
Washington Middle School	6-8	8	

School Districts

District Name	Report
Seattle Public Schools	

- Property Information** - Property address and some basic property details. This information will vary by property. There is also a link available to notify us if the property location displayed on the map to the right is incorrect.
- Property Location Map**- here there are 4 different views available to see property location information. Simply click on the arrows to advance through these options. Views include:
 - City View** (default)
 - Neighborhood View** - shows property with available Neighborhood boundary highlighted
 - Zip Code View** - shows property with Zip Code boundary highlighted
 - Aerial View** - shows an overhead satellite picture view of property

3. **School Information** - Options are available to display both Public and Private Schools by clicking the appropriate tab. Click on each school from the list to show the school catchment area on the map to the left. Click the clipboard icon () on the right to open the School Report.
4. **School District Information** - The local School District(s) will be displayed in this list. If more than one district is listed, click on each district to display the district boundary on the map to the right. Click the clipboard icon () in the column on the right to open each District Report.
5. **Create PDF Report** - By clicking the PDF icon, Find will generate a text-based version of this page which can be saved, printed or shared with clients as an attachment to an email. (The same PDF icon and associated options are available on all School and District reports as well.)

Details Page

Clicking the street address of a **Property Match** displays the **Property Details**. The top panel of the **Property Details** page shows the same summary of information that is displayed in the Matching Property list, with the addition of the Agent contact information (if available). It also displays the Price Code indicating the type of price: (LP = Listing Price, SP = Sold Price, EV = Estimated Value).

Photo counts for a currently listed property are visible at the top of the **Property Details** page. Clicking the photo count reveals the photos.



Below the summary information are six tabs which provide additional information.

The screenshot displays the 'Property Details' page for 5171 Dorman Dr, San Diego, CA 92115. The page is titled '5171 DORMAN DR, SAN DIEGO, CA 92115' and shows 'Viewing 2 of 7 properties'. The main summary includes a photo with a count of 21, the address '5171 Dorman Dr', price '\$750,000 LP', and 'For Sale' status. The listing is owned by Heidtbrink, Michael R & Elaine M. Below the summary are six tabs: Public Data, Listings, History, Photo Archive, Community Info, and Schools & Location. The 'Listings' tab is active, showing a table of listings. Below the table, there are 'OPEN HOUSE DETAILS' for 5-18-2013 from 1:00pm to 4:00pm, and a 'Tour' button. Numbered callouts (1-9) highlight various elements: 1 points to the address, 2 to the Public Data tab, 3 to the Listings tab, 4 to the History tab, 5 to the Photo Archive tab, 6 to the Community Info tab, 7 to the Schools & Location tab, 8 to the Tour button, and 9 to the Open House Details section.

MLS #	LISTED	DOM	PRICE	STATUS	MLS	AGENT
130024089	5-10-2013	3	\$750,000	Active	Sandicor	Vicki Droz

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 or used to filter search results.

3. **Listings Tab:** Available when the property status is **For Sale** or **Active**, and contains detailed current MLS listing information and agent information.
4. **History Tab:** Displays all known historical information on listings and public records. (When no history is available, a message to that point displays.)
5. **Photo Archive Tab:** Displays a gallery of current and archived photos organized in reverse chronological order. Use arrows to move backward and forward through the photos. Hover over photo to display a larger image.
6. **Community Info Tab:** Displays a report of the community characteristics for the zip code where the property is located.
7. **Schools & Location Tab:** displays a report with property information displayed on an interactive map along with relevant public school attendance zones, district boundaries, plus nearby private schools, all in a tidy, convenient report.
8. **Virtual Tour Link:** If a virtual tour is available on the listing, the **Tour** icon is displayed. Clicking on the **Tour** icon will open the tour in a new tab / window.
9. **Open House Data:** Detailed information on all upcoming Open Houses can also be found on the Listings tab, if available. Open House information comes directly from the MLS listing and cannot be edited from Find.

History Tab

The **History** tab in the sidebar records the last forty **Property Details** that were viewed. It remembers which properties you viewed even after you log out of Find, making it easier the next time you sign in to review properties you looked at previously. The most recently viewed properties move to the top of the list keeping your **History** fresh.

When the **History** tab is clicked, the tab will expand and display the recently viewed properties as follows:



To view the **Property Details**, click on either the photo or the property address.

To delete the **History** information, click the **Clear** button located on the top bar.

Note: The information contained in the **History** section of Find is recorded in a cookie placed in your browser. If you log in from a different computer or using a different

browser, the **History** will not follow you. The **History** will also be cleared if you delete your browser cookies for any reason.

Hot Feeds and Followed Properties

The **Hot Feeds** feature runs a selected search on *multiple* properties and reports any changes since the most recent activity date. The **Followed Properties** tool allows you to **Tag** and track a *single* property for any changes since the last viewing.

Hot Feeds

The **Hot Feeds** feature runs a selected search on *multiple* properties and reports changes to the search results since the last viewing (most recent activity date). This can include new properties or ones already included in the search results that have been updated.

You can save any search as a **Hot Feed**. Each time you open the **Hot Feeds** tab on the sidebar, the **Hot Feeds** search runs automatically.

For example; On the **Hot Feeds** sidebar tab, you have two filter options: to show **All** of your **Hot Feeds** or only your **Updated** feeds. **Updated Hot Feeds** display only those feeds that contain updates to properties.

Followed Properties

Followed Properties are single properties **Tagged** to be followed for any changes since the last viewing (most recent activity date). You set a property to be followed by clicking the **Follow** link along the bottom of a property match or by using the **Tagging** feature.

Tip: *Followed properties are managed with **Tags** in the same manner as **Searches**, **Reports**, and **Hot Feeds**.*

Working with Hot Feeds

Viewing Hot Feeds

Your saved **Hot Feeds** display on the **Hot Feeds** sidebar tab.

Tip: *You can change your default sidebar from **Searches** to **Hot Feeds**. See [Display Preferences](#) in this guide, or the [Find Support website](#) for more information.*

To access your saved Hot Feeds:

1. Click the **Hot Feeds** sidebar tab.

*The **Hot Feeds** list displays.*



2. Click **All** to display the complete **Hot Feeds** list.

- or -

2. Click **Updated** to show only those lists containing properties with updates since your last viewing.

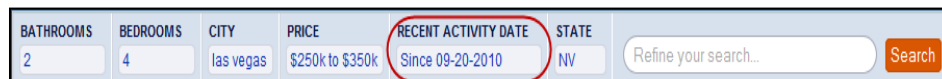
Tip: The **Hot Feeds** list is displayed in alphanumeric order.

To view the contents of a Hot Feed:

1. Click the **Hot Feeds** sidebar tab.
2. Select **All** or **Updated** as desired.
3. Click to select the **Hot Feed** by which to search.



The saved **Hot Feed** criteria and the **Recent Activity Date** become your new search criteria.



4. (Optional) Click **View on Map** to see the location of the **Hot Feed** properties.

The map zooms in to the closest level that contains all matching properties marked with pins.

Saving Hot Feeds

You can save **Hot Feeds** from either a text or a map search.

To save a search as a Hot Feed:

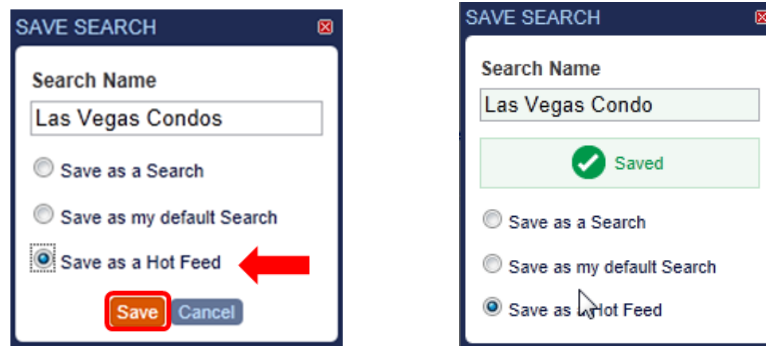
1. Create your search.

Tip: You can use either a **Text** or a **Map** search.

2. Click the **Save** button on the **Search Panel**.



3. In the **SAVE SEARCH** dialog box, **Name** the search, check **Add as a Hot Feed** and click **Save**.



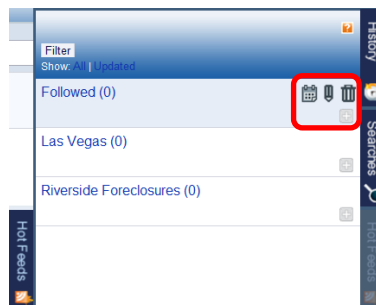
The dialog box updates indicating the search has been saved as a **Hot Feed**.

Managing Hot Feeds

You can change the time stamp date, **Rename**, **Delete** or **Tag** saved **Hot Feeds**.

When you hover over a **Hot Feed**, four icons appear:

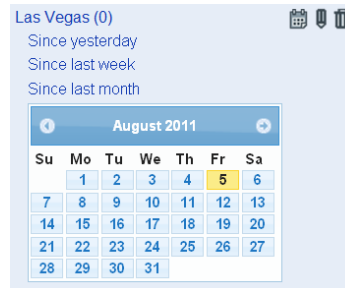
- Calendar (**Change hot date**) – click to reset time stamp for running **Hot Feed**
- Pencil (**Rename**)
- Trash can (**Delete**)
- Plus sign (**Tag**) – Add this **Hot Feed** to your **Tagged** items



To change the hot date on a Hot Feed:

1. In the **Hot Feeds** list, hover over the **Hot Feed** to change date.
2. Click the **Calendar** icon (📅)

The entry expands to include date options.



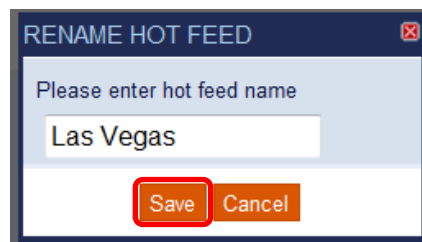
3. Select one of the links to make the following changes to the **Hot Feed** date stamp or select a new date from the calendar:
 - a. **Since yesterday:** Sets date to current minus 1 day.
 - b. **Since last week:** Sets date to current minus 1 week.
 - c. **Since last month:** Sets date to current minus 1 month.

As soon as you make your date change, a search is triggered and the calendar options close.

To rename a Hot Feed:


1. In the **Hot Feeds** list, hover over the **Hot Feed** to **Rename**.
2. Click the **Rename** icon (📄)

*The **RENAME HOT FEED** dialog box displays.*

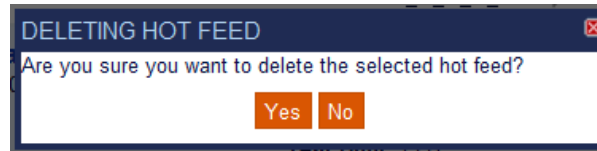


3. Type a new name and click **Save**.

To delete a Hot Feed:

1. In the **Hot Feeds** list, hover over the **Hot Feed** to be **Deleted**.
2. Click the **Delete** icon ()


The **DELETING HOT FEED** dialog box displays.



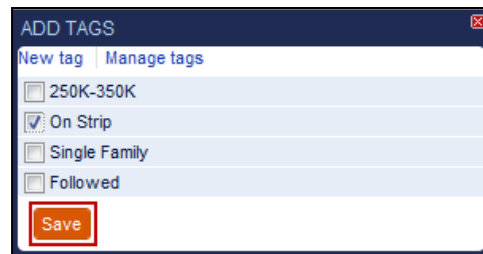
3. Click **Yes** to confirm the deletion.

The **Hot Feed** is deleted and removed from the list.

To tag a Hot Feed:

1. In the **Hot Feeds** list, hover over the **Hot Feed** to **Tag**.
2. Click the **Tag** icon ()

The **ADD TAGS** dialog box displays.



3. Click to select the appropriate **Tag(s)** and click **Save**.

The **Hot Feed** is now **Tagged**.



For complete information on **Tagging** see *Managing Tags* later in this guide.

Following a Property

You can create a **Follow** link to an individual property in order to follow its status. This can be accomplished in one of two ways:

1. Click the **Follow** link on an individual property
2. **Tag** the property in the **Matching Property** list (**Followed** properties are managed with **Tags** in the same manner as **Searches, Reports, and Hot Feeds.**)

To apply a Followed tag to a property:

1. Open a search on the **Property Search** page.
2. In the **Matching Property** list, hover over the property to **Follow**.

*The **Action** links appear across the bottom of the match.*



3. Click the **Follow** link.

*A pop-up alert displays and a **Followed Tag** displays on the right side of the page.*

4. Click **Ok** to close the Alert.

Tip: You can also click the **Tag** icon (+) at the bottom right of the property match.

To remove a Followed tag using the Search Results Page:

1. In the **Search Panel**, enter the criteria “*t: followed*”.

*This **Power Shortcut** searches for any properties **Tagged** as “**Followed**”.*

2. Click the **Tag** icon (+) at the right of the property panel




*The **ADD TAGS** dialog displays.*



3. Uncheck the **Followed** box to clear the **Tag** and click **Save**.

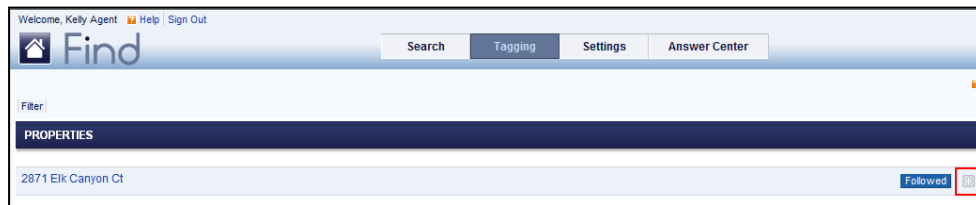
*The **Followed Tag** is removed from the property and from the **Tagged** list.*

To remove a Followed tag using the Tagged tab:

1. From the main page, click the **Tagging** tab to view all **Tagged** properties.
2. Click the **Tag** icon () beside the property to remove.

*The **ADD TAGS** dialog displays.*

3. Clear the **Followed Tag** and click **Save**.



*The **Followed Tag** is removed from the list and from the property in the search results.*

Tagging

Tags are highly recommended for organizing and grouping large amounts of saved information. (Think of **Tagging** like the '*Find* Filing System'.) You can apply a **Tag** to:

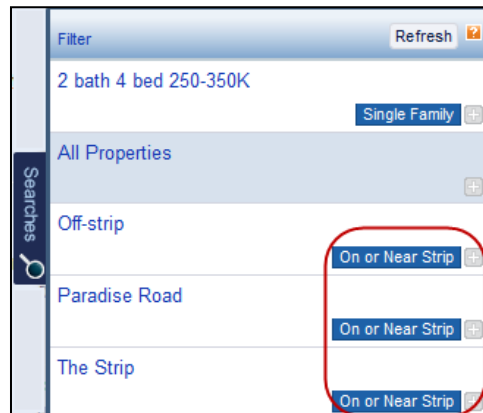
- **Searches:** From the **Searches** sidebar.
- **Reports:** From the **Reports** sidebar.
- **Hot Feeds:** From the **Hot Feeds** sidebar.
- **Followed:** From the **Matching Properties** list when a property is **Tagged**.

Tagging works in the same manner for all of these categories.

Tagging Example

You have saved searches for many areas in Las Vegas, and are now interested in categorizing 'On or Near Strip' properties. You might label searches of the neighborhoods like "The Strip", "Off-Strip" and "Paradise Road" with an "On or Near Strip" **Tag**.

Going forward, you can easily filter your **Searches** tab to show only those searches with that **Tag**. You can then run those specific searches to select properties for use in a customer report.



Managing Tags

A clickable **Tag** (+) icon indicates that an item can be **Tagged**. Click it to open the **Manage Tags** dialog box.

The **Tag** icon appears in all **Saved Searches**, **Hot Feeds** and **Reports**, as well as for each property in the **Property Matches** list.

Note: You can add multiple **Tags** to the same item. To view a list of all **Tags** that are currently applied, click the **Tagging** tab at the top of the main page.

You can manage **Tags** from the various sidebars or from the **Tagging** page.

Using Sidebars to Manage Tags

Use the sidebar items to work with individual **Tags** and to filter the list using a **Tag**.

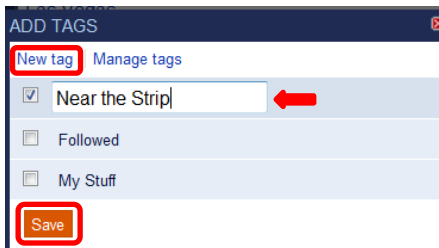
Tip: All of the following examples are done in the **Searches** sidebar but can be applied to other taggable items.

To access the saved searches list:

- Click the **Searches** sidebar tab.
The list of your saved searches displays.

To tag a search with a new Tag:

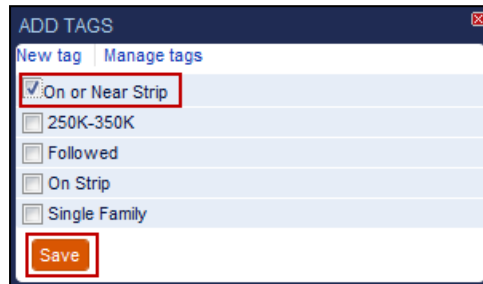
- On the **Searches** sidebar list, click the **Tag** icon (+) in the search to **Tag**.
*The **ADD TAGS** dialog box displays.*
- Click **New Tag**.



- Enter a name for the tag and click the check box to the left of the name field.
*This associates the search with the new **Tag**.*
- Click **Save**.
*The **Tag** displays beside the appropriate search.*

To tag a search with an existing tag:

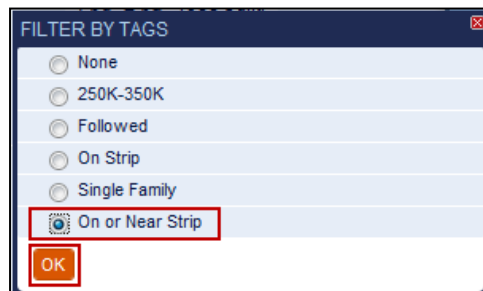
1. On the **Search** list, click the **Tag** icon on the search to **Tag**.
*The **ADD TAGS** dialog box displays.*



2. Click to select the **check box** beside the existing **Tag** to apply.
3. Click **Save**.
*The **Tag** displays beside the appropriate search.*

To filter with a Tag:

1. At the top-left corner of the **Search** list, click **Filter**.
2. From the **FILTER BY TAGS** list, click the **radio button** beside the filter to apply.



3. Click **OK**.
***Saved Searches** matching the **Tag** are listed.*

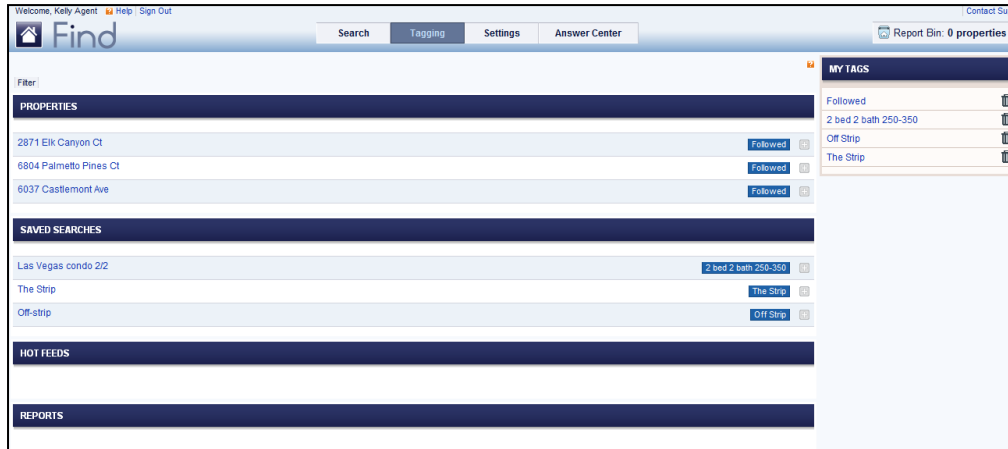
Tip: You can also click the **Tag** name beside the desired **Search** to filter directly.

Using the Tagging Page

You can view a list of all the **Tags** you have applied on the **Tagging** page.

To view all Tags:

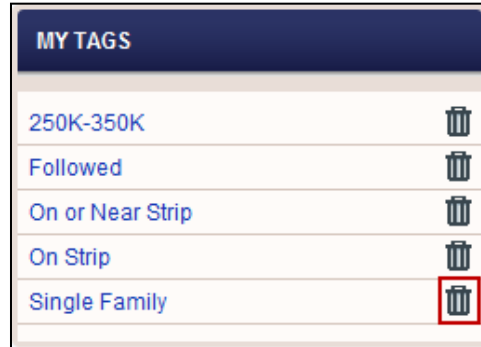
- On the **Property Search** page, click the **Tagging** tab.



*A list of **Tagged** items displays, sorted into categories including **Properties**, **Saved Searches**, **Hot Feeds** and **Reports**. Additionally, a list of all **Tag** names displays in the **My Tags** box at the top-right of the page.*

To delete a tag:

1. Open the **Tagging** page.
2. In the **My Tags** box at top-right, click the **Delete** icon () beside the **Tag** to delete.



The **Tag** is deleted and any items with that **Tag** are removed from the **Tag** list.


To remove a Tag from a single item:

Note: You can follow these steps either from the **Searches** sidebar or by opening the **Tagging** tab and accessing the **Tagging** List.

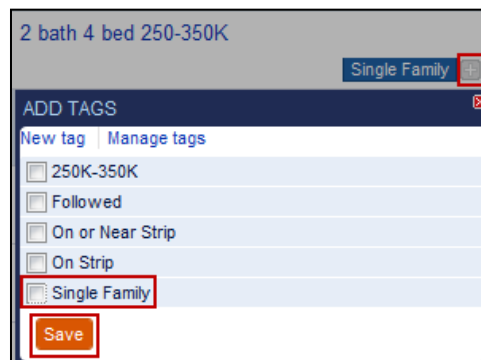
1. Locate the **Saved Search** in the **Searches** sidebar.

- or -

Open the **Tagging** page.

2. Click the **Tag** icon () beside the **Tag** to remove.

The **ADD TAGS** dialog box displays.



3. Clear the check box beside the **Tag(s)** to be removed.
4. Click **Save**.

The **Tag** is immediately removed from the list in the sidebar and from the **Tag** list.

Reports

Find offers several types of detailed and summary **Reports** for presenting your search information to your client. Each customer report displays your branding on each page (as set in your **Preferences**).

You can combine properties from two or more **Reports**; **Find** will remove any duplicate properties. You can also save **Reports** to use again or to combine with others. **Reports** expire seven days after they are saved. However, you have the option to change this expiry date at any time.

*For more information visit the '**Reports**' section of the Find Support website.*

Report Types

There are several different report types.

- **Map Summary Report** This report maps all properties in your report bin in an easy-to-read format. Each page of the report contains agent branding and property maps.
- **Customer Short Report:** This report contains a list of properties you have selected to present to a customer with a summary of each property's basic information.
- **Agent Short Report:** The same as the **Customer Short Report**, with the addition of agent's remarks and listing information.
- **Customer Long Report:** Contains the same information as the **Short Report**, plus:
 - **Features section:** With items such as property condition, roof type.
 - **Other section:** With items such as community name.
 - **Public Remarks:** With items such as driving directions.
- **Agent Long Report:** The same as the **Customer Long Report**, with the addition of agent's remarks and listing information.
- **Consolidated Summary Report:** Contains a list of selected listings with one line of information that meets the search criteria. At the top of the report, a list of average values of all the properties is displayed. Properties are grouped by status, for example all Inactive properties are together. Above each group, a list of average values for the group is displayed.
- **Community Report:** Contains school and community information in the area of the selected properties, provided the properties are restricted to only 1 or 2 zip codes.

Important: *The default report that you see in the preview is the **Map Summary Report**. However, you can preview any or all of the reports by selecting them from the **Type** drop-down list. Save or distribute only those you need.*

*For more information visit the '**Reports**' section of the Find Support website.*

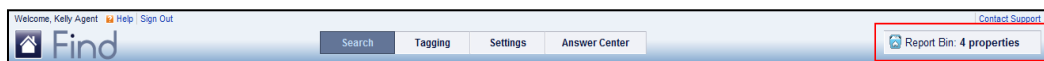
Report Capabilities

Every **Report** has these capabilities.

- Generated reports can be merged, renamed, emailed and/or printed.
- Properties can be sorted in the **Report Bin** before generating the report.
- Each time a saved report is opened, it is updated with the latest information.
- When a saved report is updated, every linked user sees the updates.
- Expiry dates can be changed using the calendar icon (📅) on the **Reports** list.

Creating a Report

You create a **Report** by selecting properties to be included. You can add all the property matches at once to a **Report**, select individual matches on a case-by-case basis or run a report on a single property with a **Quick Report**. The number of properties you select for the **Report** displays in the **Report Bin**. The **Report Bin** is visible on all three pages (**Property Search**, **Settings** and **Tagging**).



Tip: Before creating **Reports**, it is good practice to narrow your search results to a manageable number of properties to report.

Quick Reports:

An option for creating a Report for just one property at a time is to use the **Quick Report** link in each property detail section.



Click the link on the desired property and select the desired report type. The **Report** module will open containing the details for that property. Proceed from this point as you would for any **Property Report**.

To collect multiple properties for a Report:

1. From the **Matching Property** list, select the properties to include.

*You can include all properties displaying on the page by clicking **Add to Report** at the top of the **Search Results** list.*

Note: If you have more than one page of results, you will need to add the contents of each page independently using this command.

- or -

Add one property at time by clicking **Add to Report** below the property information.

The Report Bin increases by the number of properties you have selected for the report.

Note: Each property displays only once; any duplicates are ignored.

2. When you are ready to create the **Report**, click on the **Report Bin**.

The **Collection Display** page opens.

From here, you can **Remove** or change the order of collected properties or access Driving Directions.

To remove or change the order of collected properties:

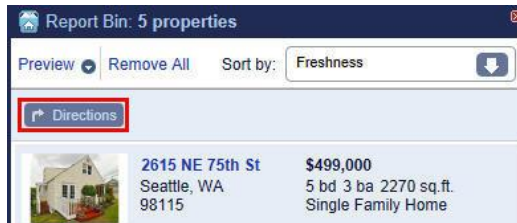
1. Click the **Report Bin**. A preview of the properties you have collected displays. Properties will appear in reports in the same order as they do here.
2. (Optional) To sort the properties, click on **Sort by:** in the upper-right corner
3. (Optional) Click the “**X**” next to a property to remove it from the collection.

Note: The “**X**” appears in the upper-right corner for each property only when the mouse pointer is over the property.

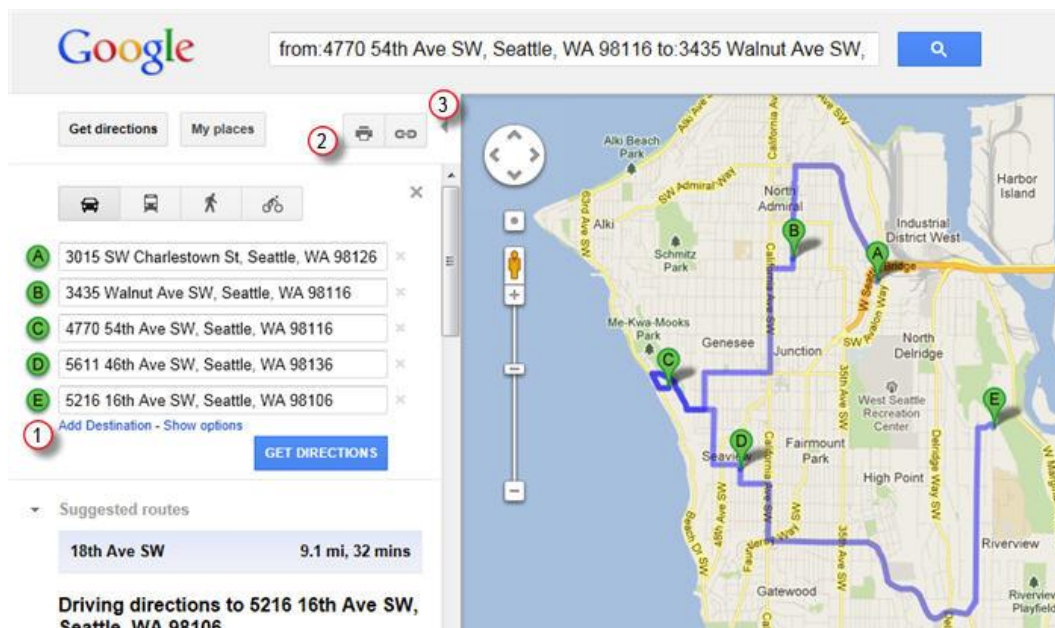
4. (Optional) Click **Remove All** at the top of the preview to clear the entire report.

Driving Directions

To access driving directions to all properties in the Report Bin click the Driving Directions button in the upper-left corner.

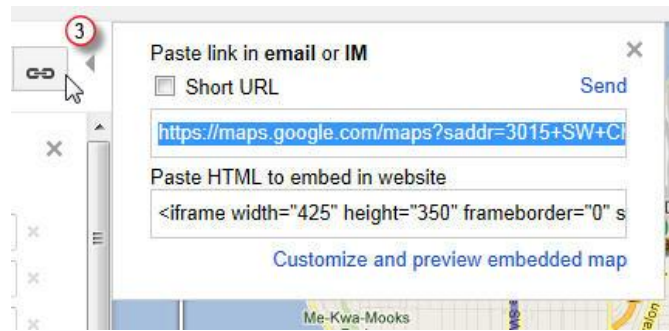


A new tab will open in Google Maps showing driving directions for all properties listed in the Report Bin in same order as they are listed. You can easily re-order properties by clicking and dragging each property address in the list on the left to the position you wish.



Some other available features from Google include:

1. **Add Destination** - Click the Add Destination link to add a starting or ending point as well as any additional addresses not already included in the Report Bin. Once added, you can drag and drop any additional destinations to the desired place in the order and Google will automatically adjust all mapping and directions.
2. **Print Directions** - Google offers several options for printing your turn-by-turn directions with or without maps.
3. **Google Link** - Clicking the link option will provide a direct link to this page that can be copied and pasted into an email and sent to a client or mobile device. When the link is clicked it will bring the user directly to this Google Maps page with all of the mapping information already complete. Just make sure to complete any changes before copying the link.



Previewing a Report

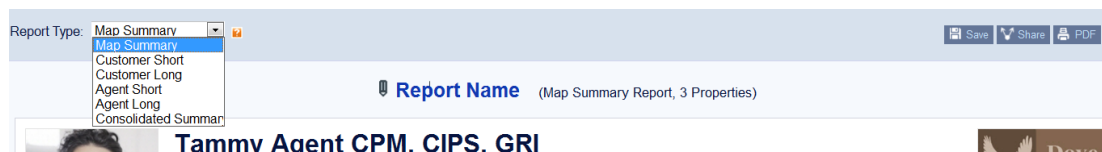
Once you have collected properties and removed or sorted the order of those properties in the **Report Bin**, you can **Preview** your report.

To preview the report:

1. At the top-left of the **Collected Properties** display, click **Preview** and select the report type from the drop-down menu.



Find takes a moment to generate and display the report.



2. You can choose additional report types from the **Report Type** drop-down list in the Report module. Select additional choices from drop-down menu and the preview will update automatically.

When you have finished, you are ready to save the report, create a link to email the report or create a PDF version of the report.

Saving a Report

Saving a report allows you to regenerate the report at a later date. It also applies a more descriptive title to the report.

To save the report:

1. Click **Report Name** link at the top of the page.
2. Enter a descriptive name for the report.
3. Click away from the field to update the name.

The new name displays on the report.



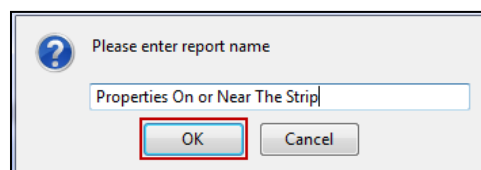
To save the report:

1. Click the **Save** button at the top of the preview page.

*The **Save Report** dialog box displays.*

Note: *If you are prompted by your browser to “allow scripted windows” with this command, please do so. The scripted window is where you will enter the report name. After accepting, you may have to click **Save** again to display the dialog box.*

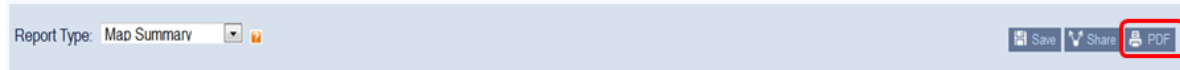
2. Enter a descriptive report name.
3. Click **OK** to save your changes.



*The report is saved to your **Reports** list.*

View / Print a PDF Report

The preview only displays the first three or four properties in the report. To view the whole report, or to create a PDF of the report, click on the **PDF** button.



When the **PDF** button is clicked, a new window will open to display the PDF image. At this point, you can save the PDF file or email it.

Managing Reports

You manage your saved reports from the **Saved Reports List**.

To access your Saved Reports:

- Click the **Reports** sidebar tab.
The Reports List displays.

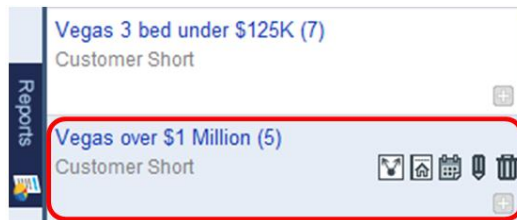
To view a Saved Report:

- In the **Reports List**, click on the desired report to open.
The report opens on a separate page.

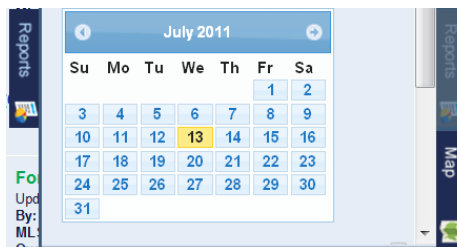
Note: When you move your cursor over a report, four icons appear: a house, a calendar, a pencil and a trash can.

To change the expiry date on a report:

1. In the **Reports List**, hover over the report you wish to change.




2. Click the **Change Report Expiry Date** icon (📅)
A pop-up calendar displays.




3. Click a date to select it. The new expiry date is saved to the report and the calendar closes.

Note: *When a report expires, it can no longer be viewed. If a recipient tries to link to the report, the report shows only your branding and the message: "The requested report has expired. Please contact me".*

To Share a report link:


1. In the **Reports** list, hover over the report to **Share**.
2. Click the **Share Report** icon ()
*The **Share Report** dialog box displays.*
3. Copy the link from the **Share Report** box and paste where desired.
4. Click "Cancel" to close dialog box or "Send" to paste link into a new Outlook email.

To Rename a report:

1. In the **Reports** list, hover over the report to **Rename**.
2. Click the **Rename Report** icon ()
*The **Rename Report** dialog box displays.*
3. Type a unique name and click **Save**.

To combine two or more reports:


Tip: *You can merge two or more reports into a single report.*

1. Create a new report, and then add **Saved Reports** to it - or -
Start with an empty report and add several **Saved Reports** to it.
2. Click the **Reports** sidebar tab.
3. In the **Reports** list, hover over the report containing the properties to add.
4. Click the **Add to current report** icon ()
The properties are added to the current report.

Note: *The **Report Bin** keeps track as more properties are added. Again, any duplicates are ignored and the property displays only once.*

5. Repeat as required.

To Delete a report:

1. In the **Reports** list, hover over the report to be removed.
2. Click the **Delete** icon ()
A prompt displays asking you to confirm the deletion.
3. Click **OK** to confirm.
The report is deleted.

Tagging a Report

To Tag a report:

1. In the **Reports List**, hover over the report to tag.
2. Click the **Tag** icon (+) to **Tag** the report.
3. Add the **Tag** information.
4. Click **Save**.

*The report is now **Tagged**.*

Distributing Reports

You can send a report to a customer via email. The email contains a link to the report saved in **Find**, which means it always displays the most current information for the property results.

Tip: *Even if you modify a report after distributing it, your linked customers will see all of the changes.*

To email a report:

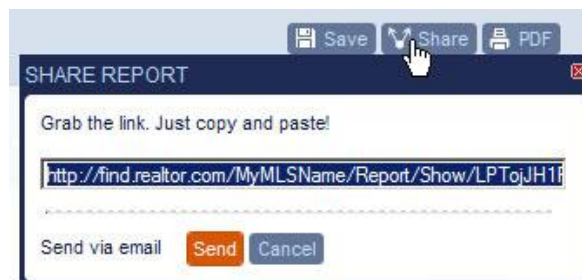
1. For a new report, from the **Report Bin**, click **Preview**.

- or -

1. For a **Saved Report**, on the **Reports** sidebar, click a report name.

The preview of the report displays.

Note: *If this is a new report, you must save it first.*



2. Click the **Save** button to save the report with a descriptive name.
3. Click the **Share** button, the **Share Report** dialog box displays.

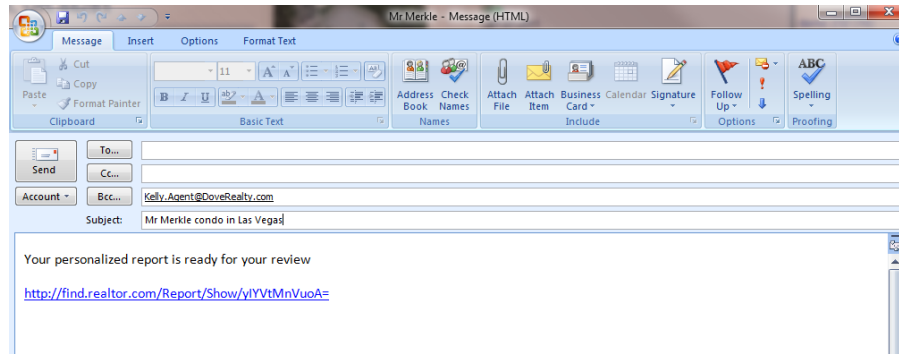
Note: *If you attempt to share an unsaved report, you will be prompted to save it. Save it and try again.*

4. To share via webmail (i.e. Gmail, Yahoo Mail, AOL...etc.) or other online resource, copy the link displayed in the dialog box, click **Cancel** and paste the link in your desired location.

~ or ~

To share via a local email client such as Outlook, click **Send**.

The email opens for preview in your client email (e.g. Outlook), containing the information you entered, a subject, and some text that includes a link to the report.



5. Make any necessary changes or additions.
6. Send the email as normal. The customer will receive your email with the link and any additional text you may have added.

Using either method above, when the client clicks the link, the report with the latest property information will display in their browser.

Note: You will be BBC'd by default on all emails from **Find**.

Managing Your Account Details

Your personal settings and preferences are managed by you and can be changed at any time. Use the **Settings** tab to access the panels where you save your custom information. Sub-tabs on the **Settings** panel take you to:

- **Profile:** Your agent contact information.
- **Display Preferences:** Choose your default display when you sign in to **Find**.
- **Message Center:** A repository for your messages.

Managing Your Profile

By default, your profile displays your first and last name. You can add additional information such as your email or phone number, and you can change your basic profile information, including your photo, logo, and branding information. Profile information is used in reports and emails sent out by you and wherever your branding is displayed, unless explicitly excluded.

Note: A preview of your branding displays at the bottom of the **Profile** page. Branding displays on all printed reports, customer emails and customer links to **Saved Reports**.

To access the Profile page:

Tip: All of the following procedures are done on the **Profile** page.

1. From the main page, click the **Settings** tab.

2. By default, the **Profile** sub tab displays.

*Other available sub-tabs are **Display Preferences** and **Message Center**.*

To create or change your profile:

1. On the **Profile** page, make your selections or changes.

The first and last name and email fields are mandatory.

2. Click the **Update** button when all changes are complete.

*Updates appear immediately on your **Profile** page and are also reflected in your branding information, when relevant.*

To cancel profile changes:

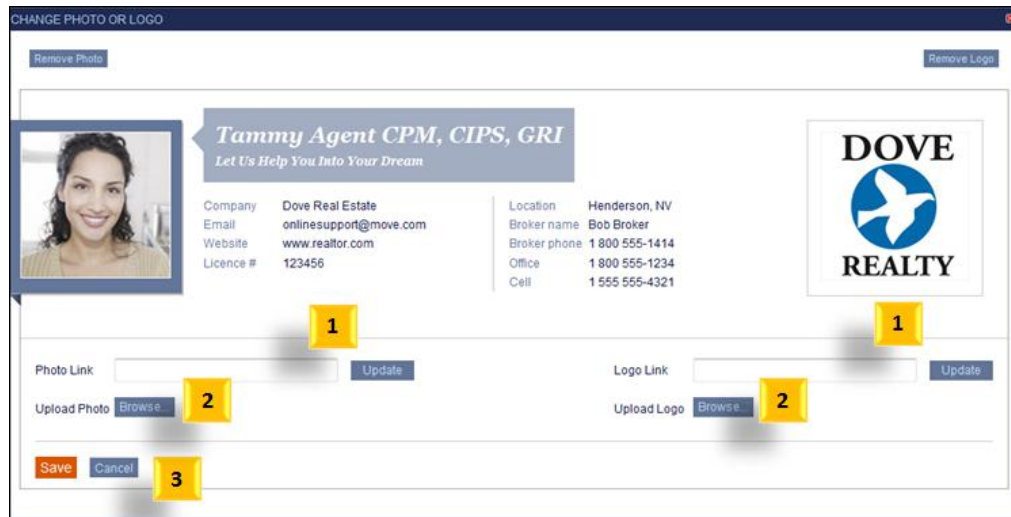
1. Before clicking **Update**, you can cancel your changes by doing one of the following:
 - Click **Cancel**
 - Close the page
 - Sign out
2. Click **Yes** to confirm that you do not want to save the changes.
The changes you made are not saved.

To change a Photo or Logo:

On the **Profile** page, click the **Change Photo** or **Logo** link at the bottom of the page.



A new pop-up window appears with options to do the following:



1. Add a photo or logo currently visible elsewhere on the Internet by adding either or both Links (URLs) and clicking **Update**.

~ or ~

2. Click **Browse** and locate the image file on your computer. Select it and click **Open**. The field will show the path to the image on your computer.
3. Once your selections are made, click **Save** to update your changes.

To delete a photo or logo:

- On the **Profile** page, click the **Remove Photo** or **Remove Logo** link.

Display Preferences

When you first use Find, there are default display settings in place. You can change these to suit your needs at any time. To access display preferences, click the **Settings** tab in the main menu, and then click the **Display Preferences** sub-tab on the left.

When you have finished making your desired changes, click **Update**.

My Landing Page

The sidebar appears on the right of the page. The default sidebar that displays is your list of saved searches. You may prefer to see your reports or your hot feeds when you first open Find. Using the **My Landing Page** drop-down menu, select if you would like *My Searches*, *Hot Feeds*, *My Reports*, or *My Map* to display by default.

My Default Search

When you log in, your default search criteria are processed, and the current results display. By default there is no search criteria and it will display all properties. You can select one of your saved searches from the **My Default Search** drop-down list to be the default search. It will update and display the next time you log in.

Note: Before you can change the default search, you must first create and save a new Search. For more information, see [Saving Search Criteria](#)

Suggestions

Select what you want to see in the *Suggestion Box* that appears when you place your cursor in the search text box. The default is set to show you all suggestion options. You can change what is displayed by checking or clearing the check boxes beside the options you want to hide.

Message Announcements

When you access Find, any new announcements, error messages, or system messages display by default. Clear the check boxes beside the messages you do not want to see.

Results Breakdown

The Results Breakdown column on the left of the search page can be customized to show your choice of categories. Your customizations are saved so that each time you access Find, the same categories appear. If you wish to reset the categories to the default selection (Bedrooms, Price, Bathrooms, City, Zip), click the **Reset to Default Categories** button.

For more information about the Results Breakdown categories, see [Managing Results Breakdown Panel](#).

Search Results Properties per Page

Adjust the number of properties displaying on the Search Results page by editing the number at the bottom of the Search Results page. To reset to the default results count of 20 properties per page, click the **Reset to Default** button.

Search Results Sort Criteria and Sort Order

Choose the sort order of the properties displaying on the Search Results page by clicking on the current sort option in the Sort By box at the top of the Search Results page. To reset to the default results sort order of Freshness, click the **Reset to Default** button.

Appendix One - Rounding Table

For **Searches**, all numeric ranges are rounded up or down. The lower value of the range is rounded down, and the upper value rounded up. The fields that rounding is applied to are:

Field	Rounded to nearest
property price	\$1000
mortgage price	\$1000
rental price	\$100
listing square feet	50 sq. ft.
finished square feet	50 sq. ft.
lot square feet	500 sq. ft.
Acres	.000 acres

Note: The exception to the rounding rule is that if you enter an exact value – such as \$299,500 or 1600 sqft – no rounding is done.

Appendix Two - Power Shortcuts and Keywords

Power Shortcuts and **Keywords** are used to help clarify and refine your searches and to avoid possible ambiguity.

Power Shortcuts

Power Shortcuts are used to directly specify search criteria such as agent, subdivision, owner, neighborhood...etc.

You can explicitly define a phrase type using **Power Shortcut Prefixes** or you can use **Power Shortcuts** in a search to trigger suggestions. **Power Shortcuts** start with a letter followed by a colon.

Examples:

- Type "**n:**" into the search field for a list of **Neighborhoods**.
- Use "**ps:**" to display a list of **Property Statuses**.
- Type "**sbd: canyon crest**" to display any matching properties in the Canyon Crest subdivision.

To apply a Power Shortcut:

1. Type the shortcut followed by a colon and the value into the **Text Search** field.
*For example, for properties in Clark County type "**ct: Clark**".*
2. Press **Enter** or click **Search**.

Power Shortcut Table

Shortcut	For	Shortcut	For	Shortcut	For
a:	address	mp:	mortgage price	sch:	school
ag:	selling agent	myn:	my neighborhood	sched:	school district
apn:	APN id	n:	neighborhood	sd:	sold date
c:	city	o:	owner name	s:	state
ct:	county	ps:	property status	t:	tag
k:	keyword	pt:	property type	z:	zip
ld:	list date	rp:	rent price	zn:	zoning
m:	MLS Name	s:	state	ohd:	open house date
mn:	MLS property number — only returns properties with a "For Sale" status	sbd:	subdivision		

Keywords

Keywords are typically descriptive items found in the agent remarks on a listing, for example, pool, patio, deck, parking...etc.

A **Keyword** is preceded by “k:” and is used to avoid ambiguity. For example, some words that can be used as keywords, such as *marble floors* or *golf club* will not work unless preceded by **k:** This is because *marble* and *golf* are also names of cities.

Note: Items defined by **Find** as categories – such as beds, baths, and price – are not **Keywords**. Also, **Keywords** cannot be edited.

To apply a Keyword to your search:

1. **Type** the **Keyword** and definition into the **Text Search** field.

*Example: To search for properties with a fireplace, type “k: fireplace” in the **Text Search** field.*

2. Press **Enter** or click **Search**.

Tip: As a best practice and for the most accurate **Search Results**, always type “k:” before entering a **Keyword**, for example “k: marble floors”.

Keyword Table

air conditioning	club house	garage	pool
alarm system	concierge	hardwood floor	public transportation
appliances	custom tile	high speed internet	satellite tv
balcony	corner	lake, lakeview	spa tub
beach	dishwasher	laundry	sprinkler
business center	elevator	log home	stainless
cable	fireplace	marble floors	tile counters
ceiling fan	garage	mountain, mountain view	view
covered front deck	golf community, golf club	ocean views	water view
covered parking	granite	park	waterfront
cable	guest house	patio	yard

Keywords in the Results Breakdown

If you make **Keywords** one of your categories in the **Results Breakdown**, your search returns a list of the matching criteria in the current search. You can use this **Results Breakdown** category to filter a large set of search results. **Keywords** are ranked by highest number of matches.

To add Keywords as a default category:

1. In the **Results Breakdown** panel, click an empty category.

*The **Available Fields** drop-down list displays.*

2. In the list, click **Keywords**.

***Keywords** displays as a new category, and shows up to 5 keywords that match the properties returned by your search.*

The screenshot shows the 'Results Breakdown' panel with several categories. The 'KEYWORDS' category is highlighted with a red border. The categories and their sub-items are:

- Results Breakdown**
- BEDROOMS**
 - 3 (373)
 - 4 (449)
 - 5 (166)
 - 6 (39)
 - 7-13 (19)
 - more ▾
- BATHROOMS**
 - 2.0 (200)
 - 3.0 (482)
 - 4.0 (322)
 - 5.0 (34)
 - 6.0-13.0 (8)
 - more ▾
- KEYWORDS** (highlighted with a red box)
 - Central Heat (141)
 - Forced Air (141)
 - Fireplace (132)
 - Hardwood Floors (94)
 - View (83)
 - more ▾
- MLS**
 - Seattle (152)
 - PortlandNorth (1)
- PRICE**
 - \$950k-\$1.00m (1,046)
 - \$1.00m (3)

Appendix Three – Search Phrase Examples

Search for	Sample phrases to enter		Search for	Sample phrases to enter
Active Listings	active for sale		Price	200k – 500k
Address	14 Circle Ave a:123 main str		Property Status	for sale ps:for sale
Appliances	k:appliance		Property Type	house pt:single family
Bathroom	over 1 bath 4 bath less than 5 ba 1 – 4 bath		School	sch: shoreline elementary
Bedroom	2 bedroom 2 bed 2 br 2+ beds		School district	schd: shoreline
City	seattle c:san diego		Sold date	sd: before May 16, 2007
County	king county ct:king		Specific block	84?? main st 24* main st
House sq feet	Sqft 1200-1600		Sprinkler	k:sprinkler
Listing date	ld: 2008/04/01 +		State	NV Nevada s:nv
MLS Number	mn:658975		Subdivision	sbd:abc
Mortgage price	mp: 800k-1.5m		Year built	year built 1990 – 2006
Neighborhood	airport Houston tx n:airport		zip code	98125 z: 98125 zip 98125 zipcode 98125