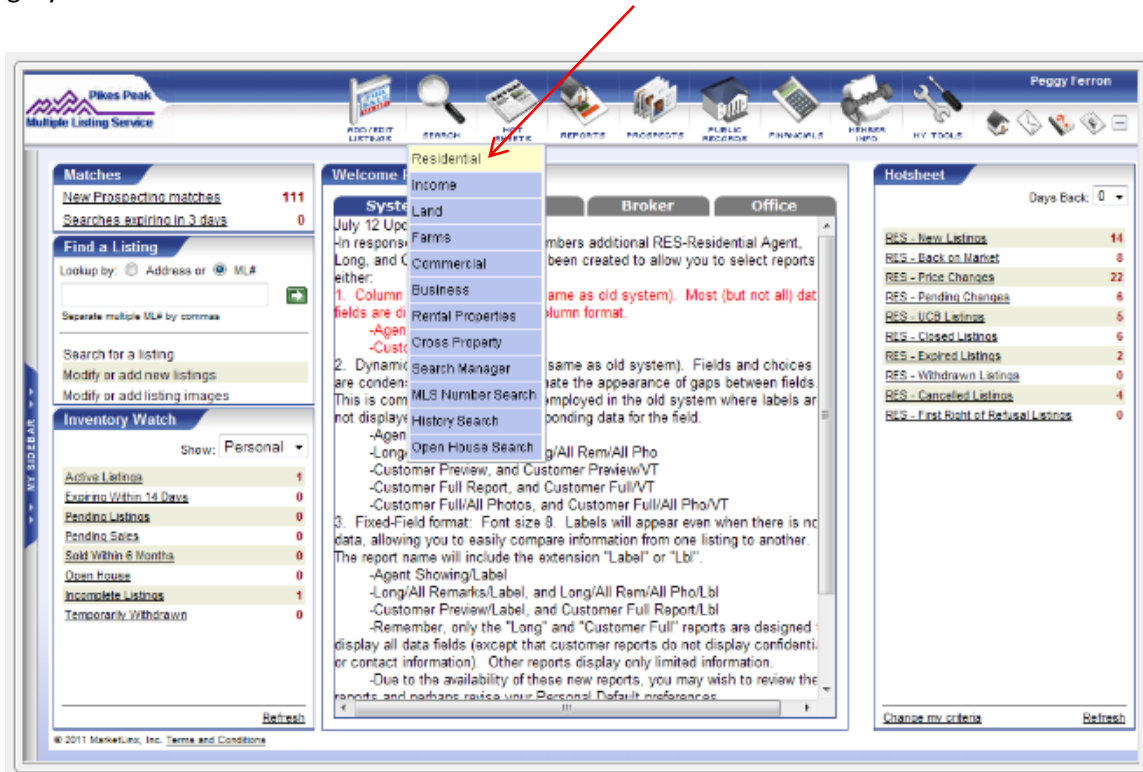


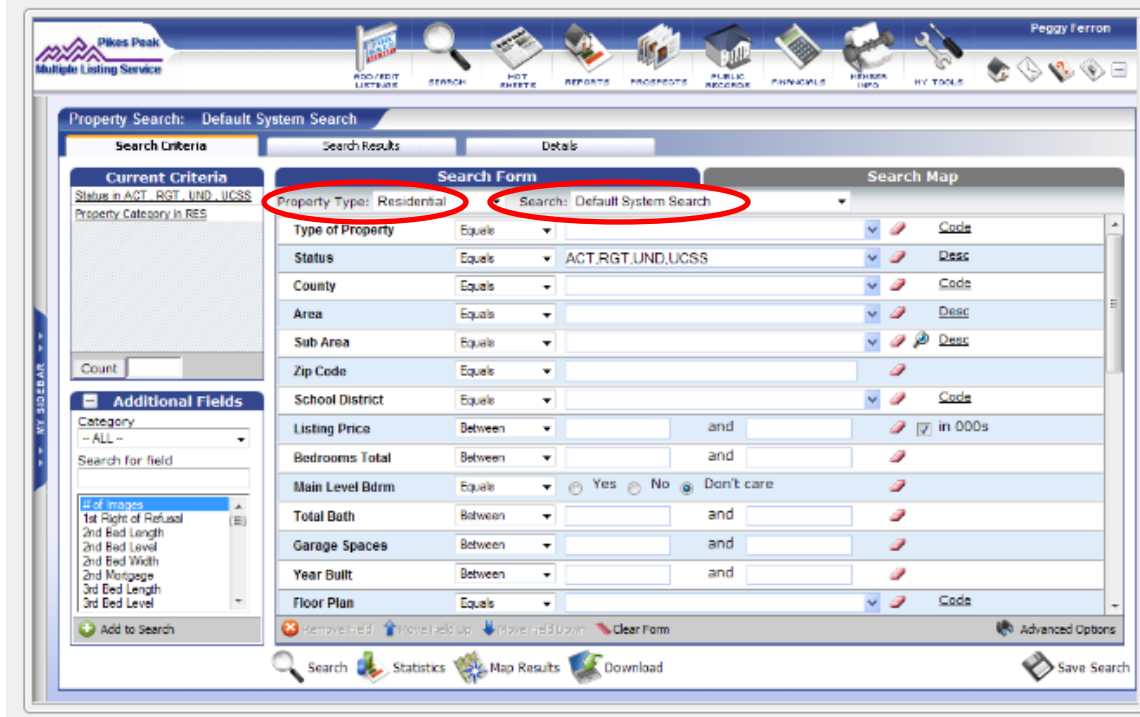
How to Create a Customized Search Screen

To access the search screen, mouse over the Search icon at the top of the screen and select a property category.

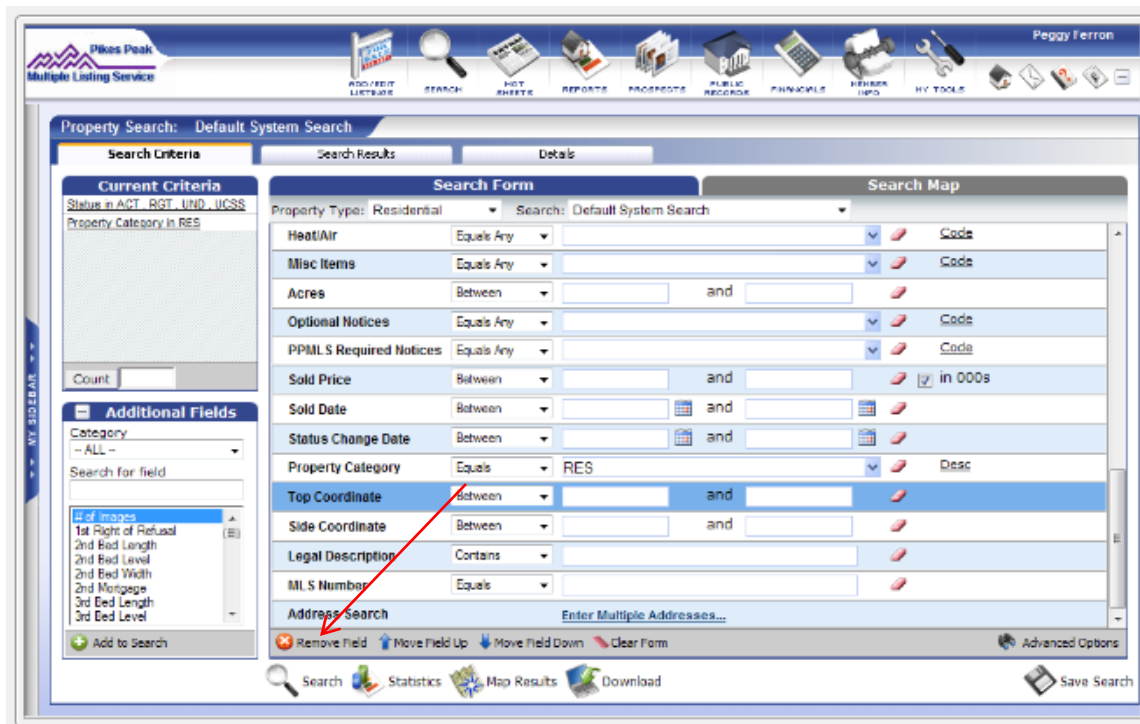


Directly under the Search Form tab are selections for Property Type and Search. By default the Residential property type and the Default System Search screen are automatically displayed. In this tutorial, you'll learn how to customize this search screen by adding, removing and rearranging the fields to make a personalized search screen for yourself. You'll also learn how to save the search screen so it can be retrieved and used again.

To learn the basics of doing a search in Tempo5, please watch the tutorial entitled **How To Do A Basic Search**.

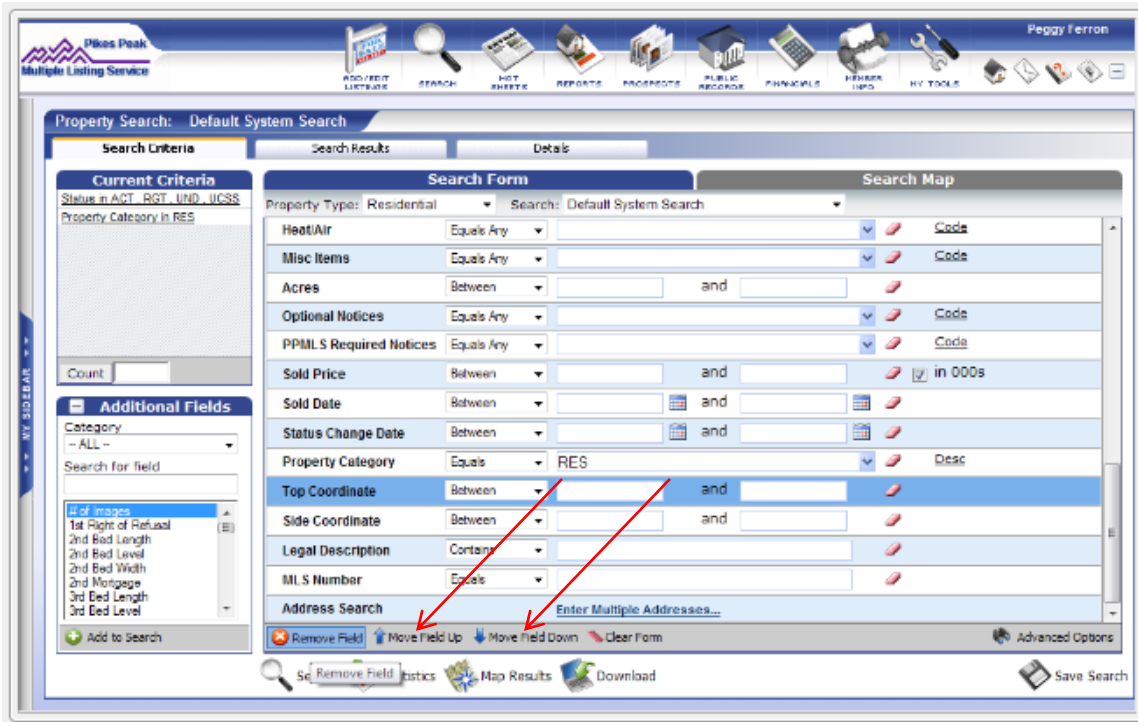


With the search form showing on the screen, to delete a field, highlight that field.

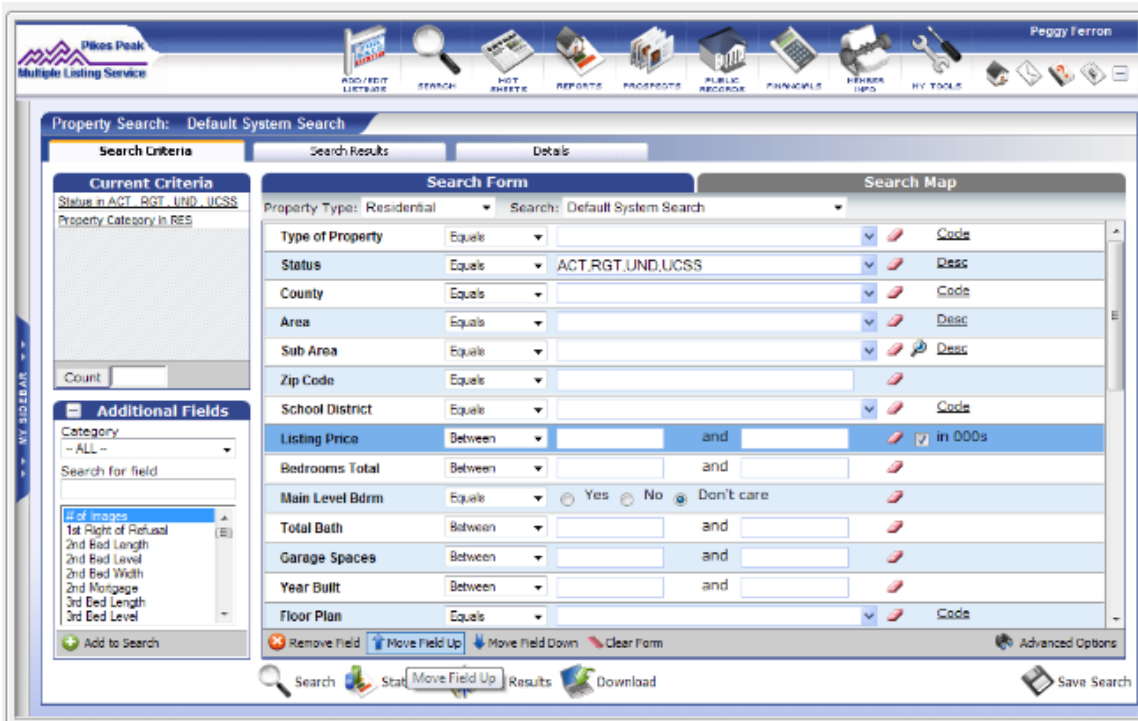


In the gray bar directly below the search fields, click on Remove Field. Repeat this for each field you want to delete from this search screen.

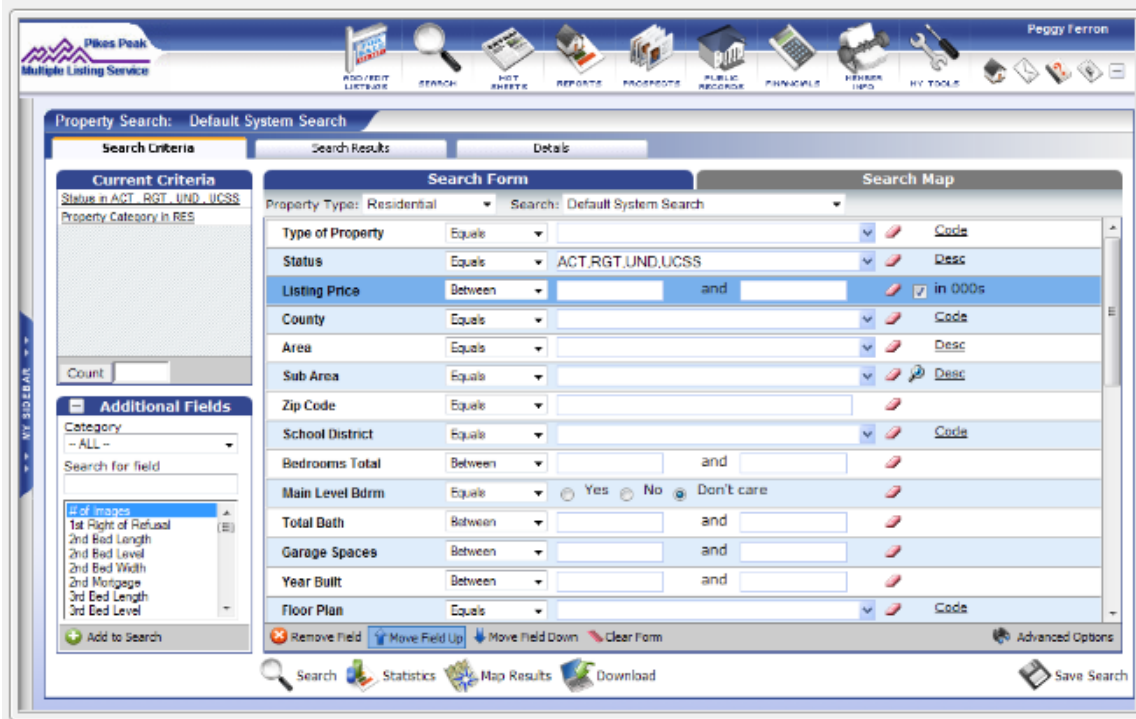
On the gray bar when you have a field highlighted, you also have options to Move Field Up and Move Field Down. These are used to rearrange the order of the fields.



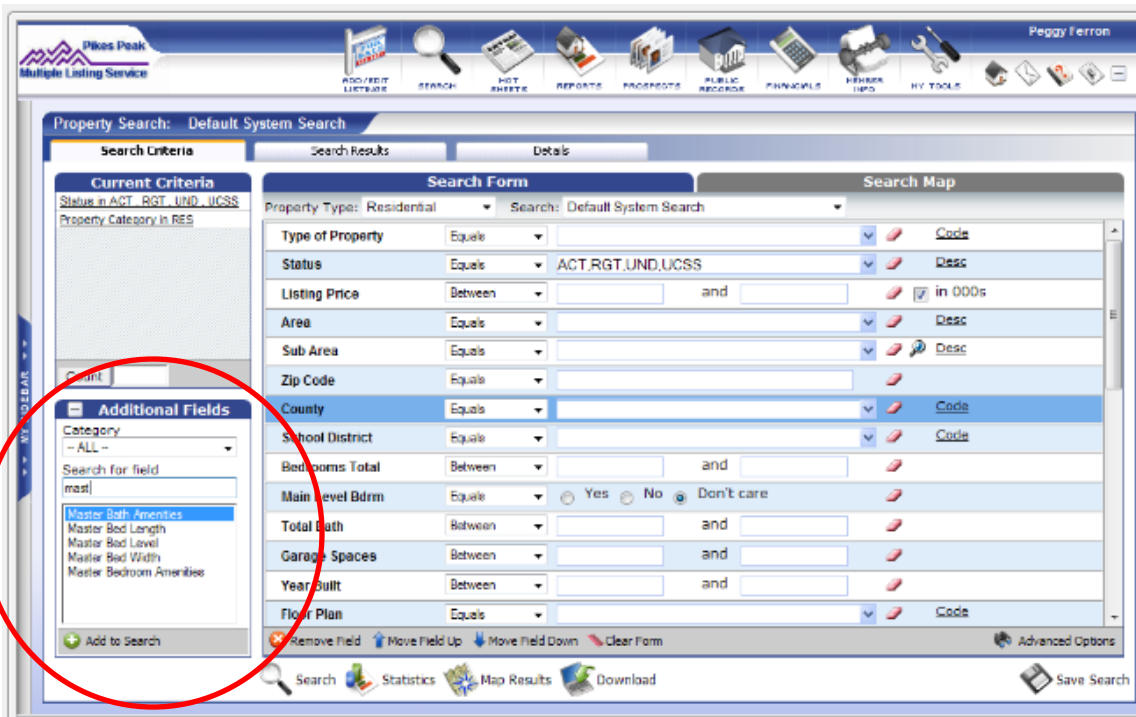
To move a field, first click on it and then click on either Move Field Up or Move Field Down to reposition that field on the screen.



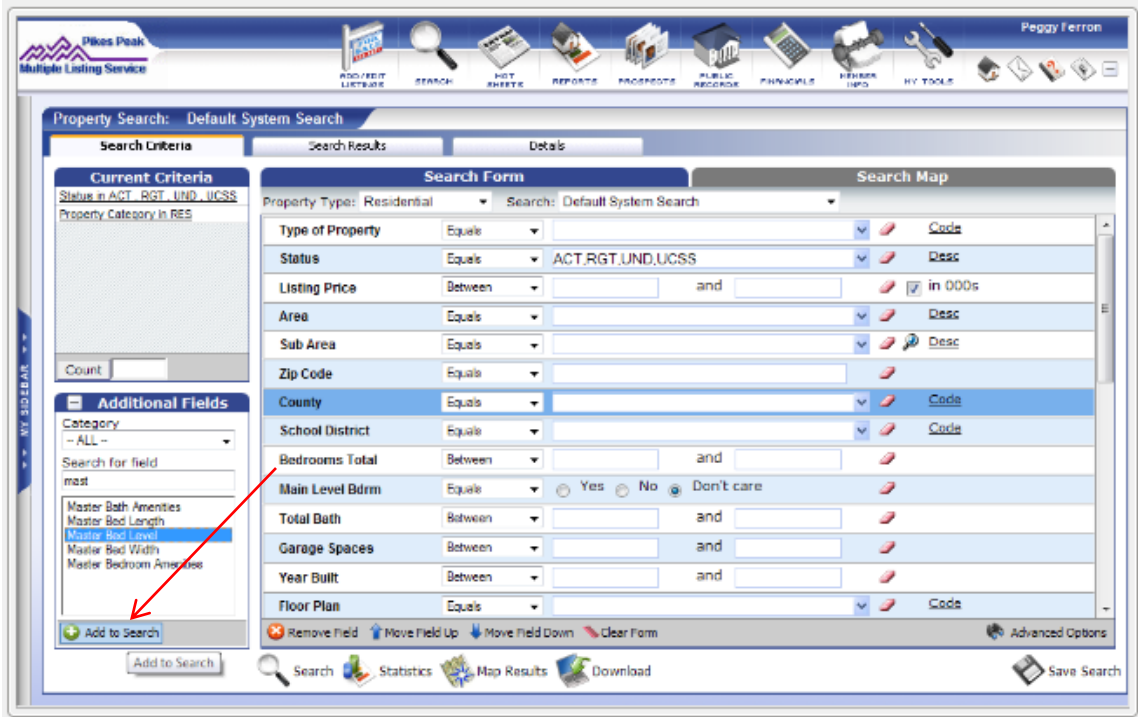
Listing Price was moved up and now appears just below Status.



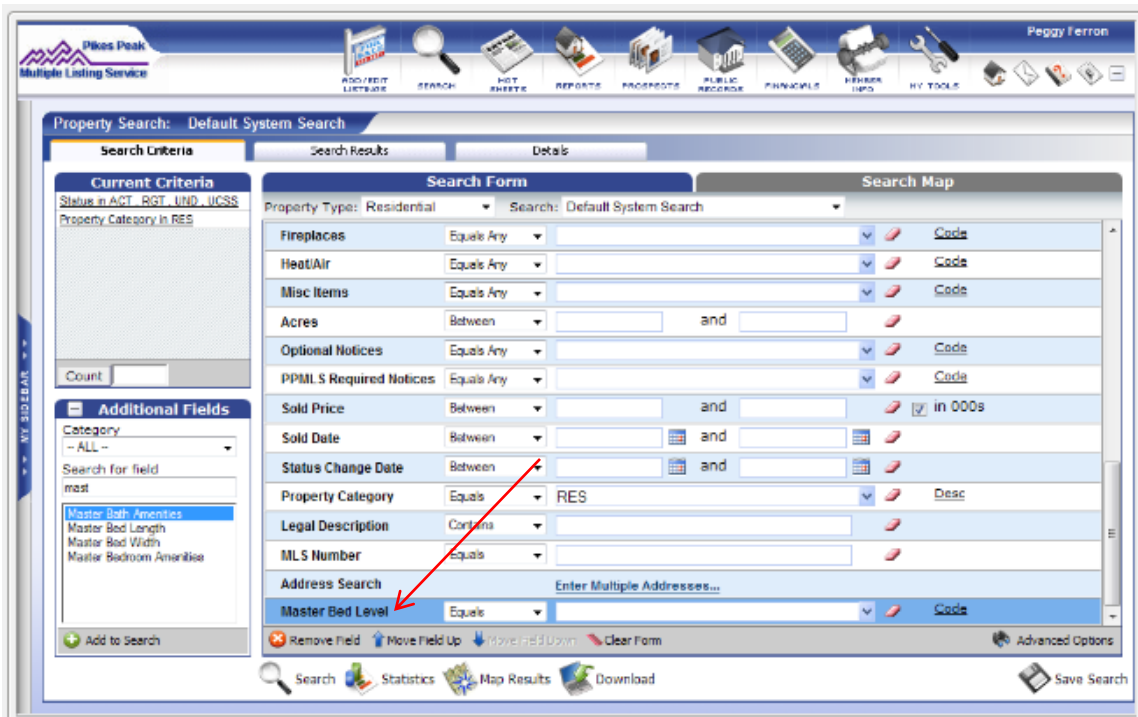
It is very easy to add a field to your customized search screen. On the bottom left of the screen is a section entitled Additional Fields. In the Search for field box, enter any part of the name of the field you want to add.



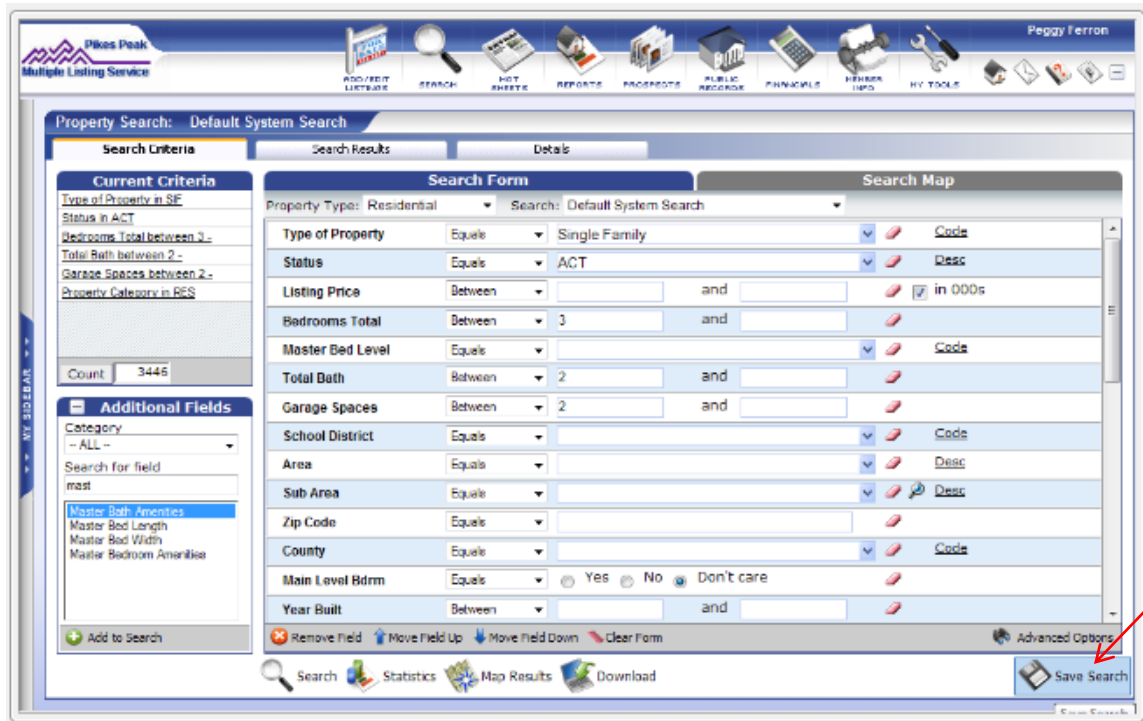
The list narrows to display only those fields containing the characters you entered in the order you entered them. Click on the field name you want to add to your search screen. Click on Add to Search on the bottom of that section.



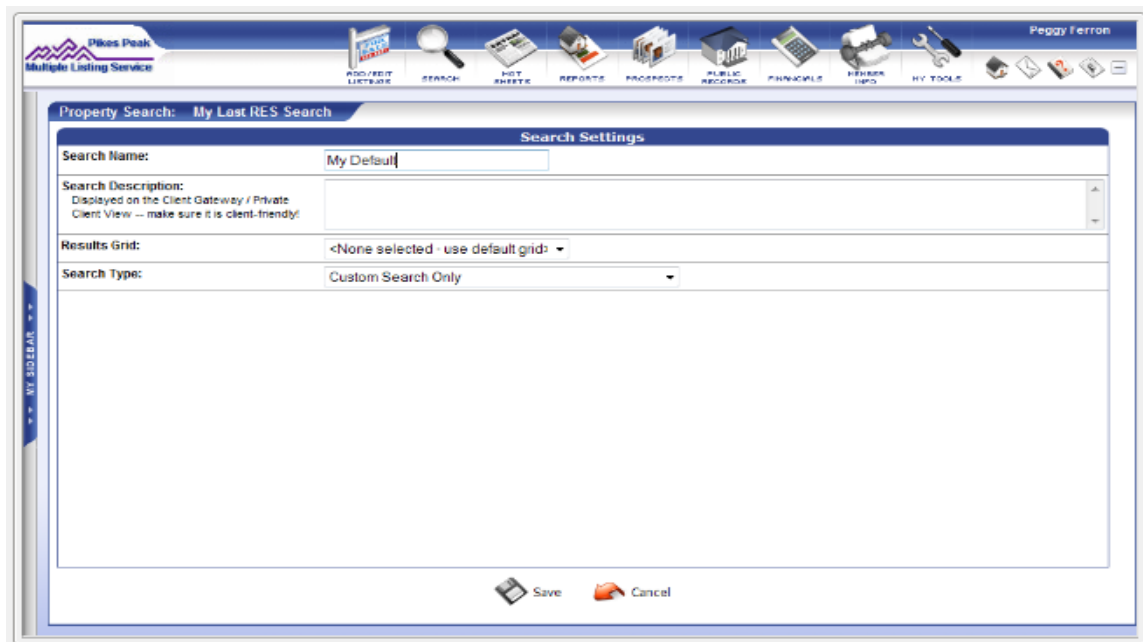
The added field appears at the bottom of the Search Form.



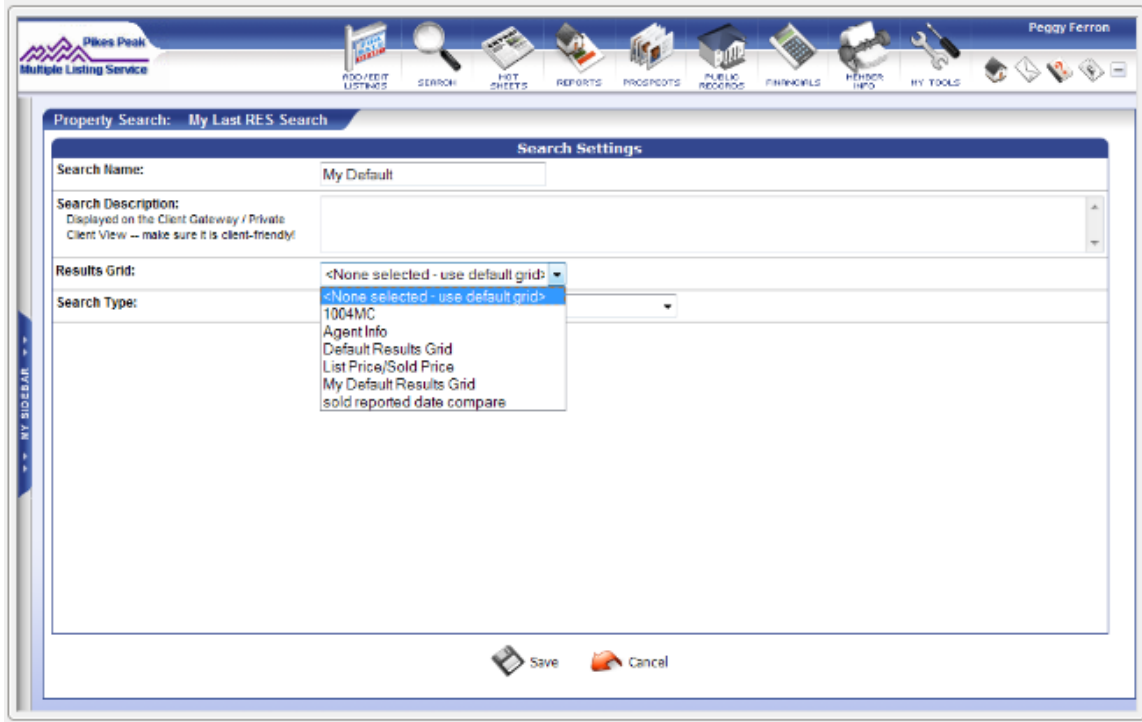
When you have the search screen as you want it with the fields you want and in the order you want, on the bottom right of the screen is an option to Save Search. The search can be saved either as just the blank fields or with any of the criteria filled in. Whatever appears on the screen when you click on Save Search will be saved. If there is criteria that you always seem to enter, you can save the search with that criteria already filled in.



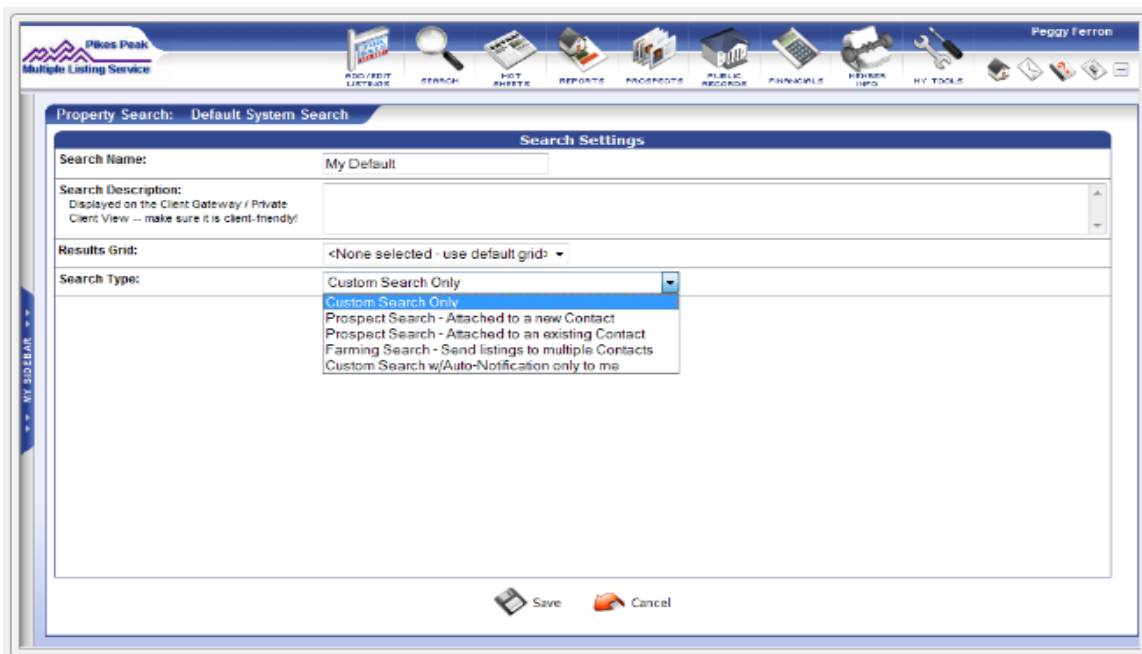
When you click on Save Search, the Search Settings screen opens. The first step is to name the search. You can also add a description.



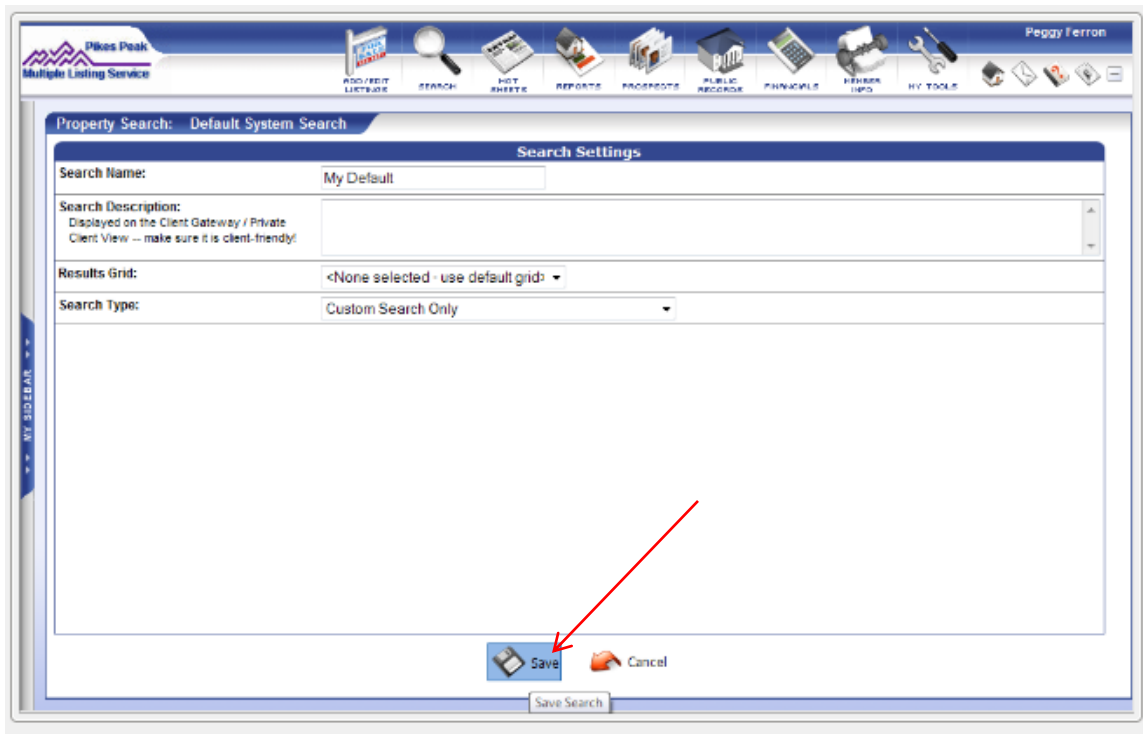
If you have created custom grid formats, you can also select an alternate grid to display the results. Creating grid formats, or column reports, is covered in the **How to Create a Custom Grid/Report** tutorial.



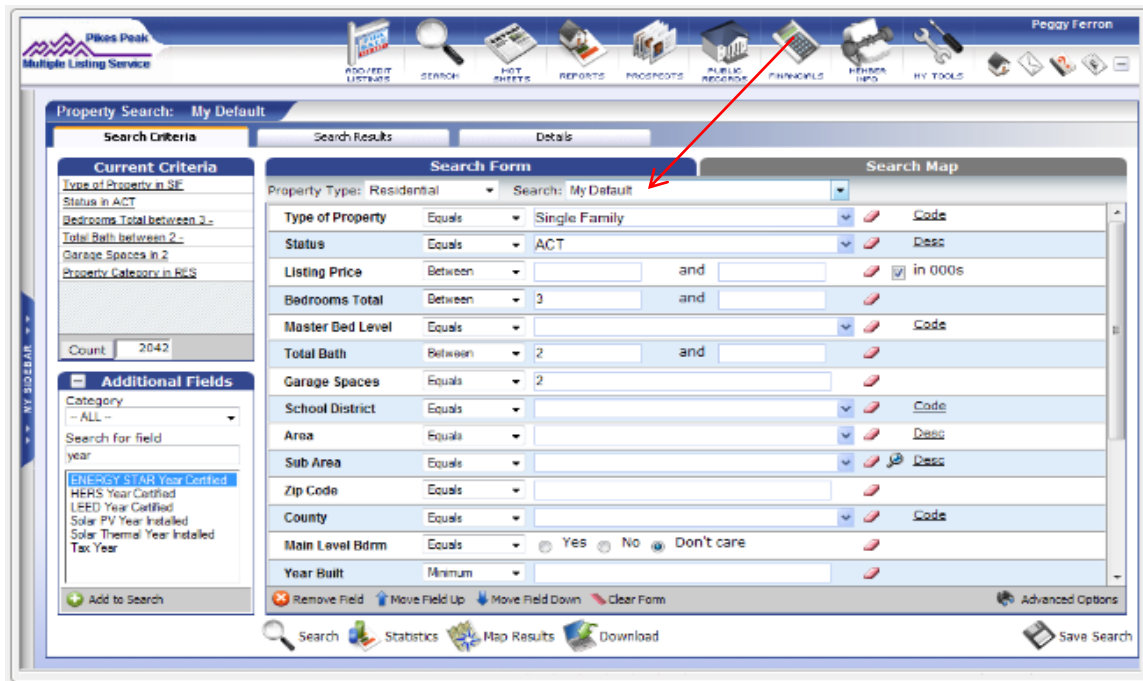
The default Search Type is to save this search as a Custom Search Only. You can also select an alternate type of search from the list but when creating a custom search screen for yourself, leave it on Custom Search Only.



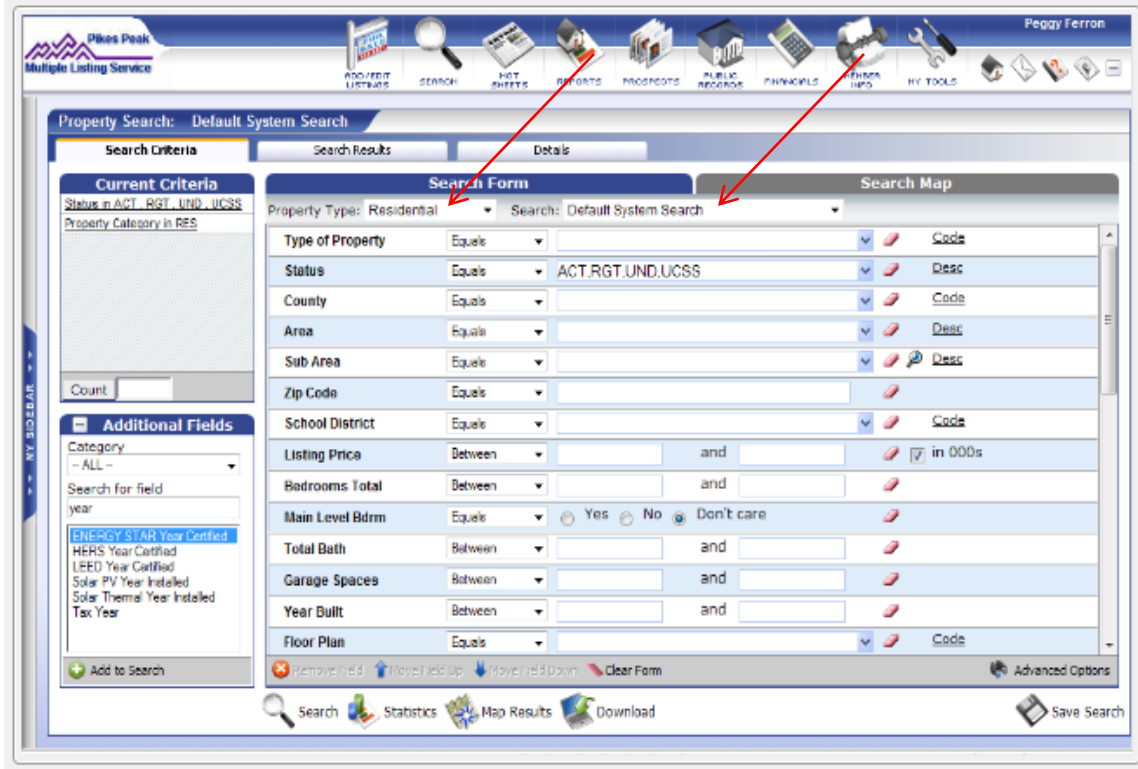
Click on Save on the bottom of the screen.



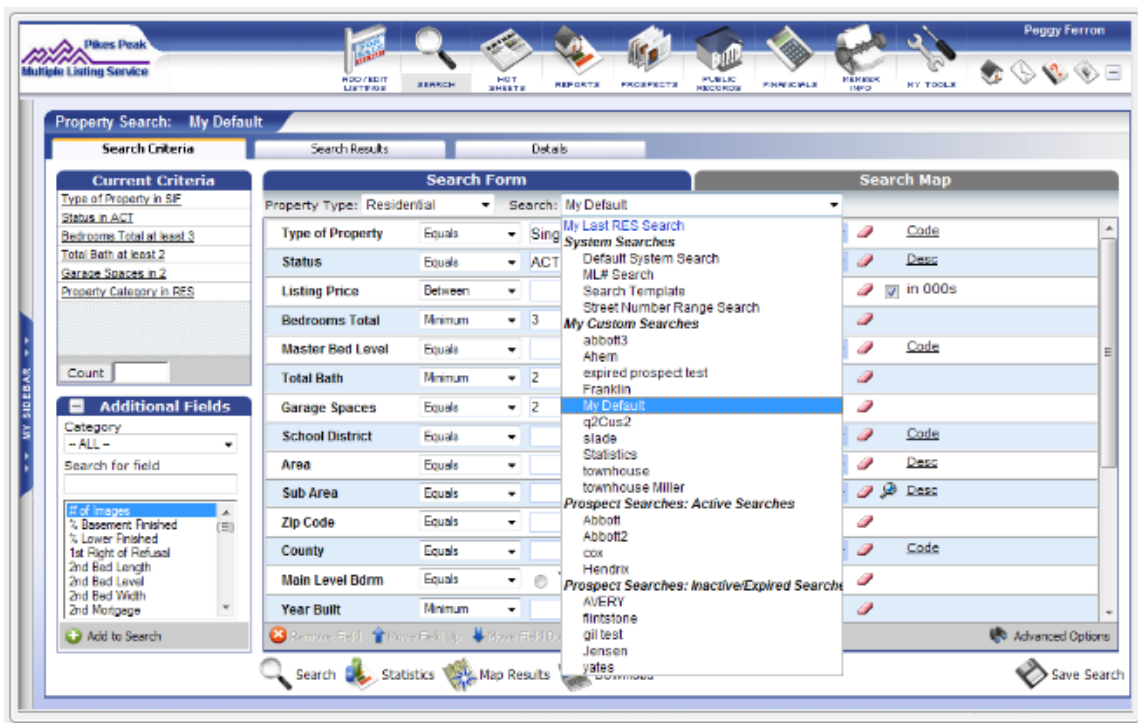
Back on the search screen, note that In the Search field at the top of the screen, the name you entered for your customized search screen is now displayed instead of Default System Search.



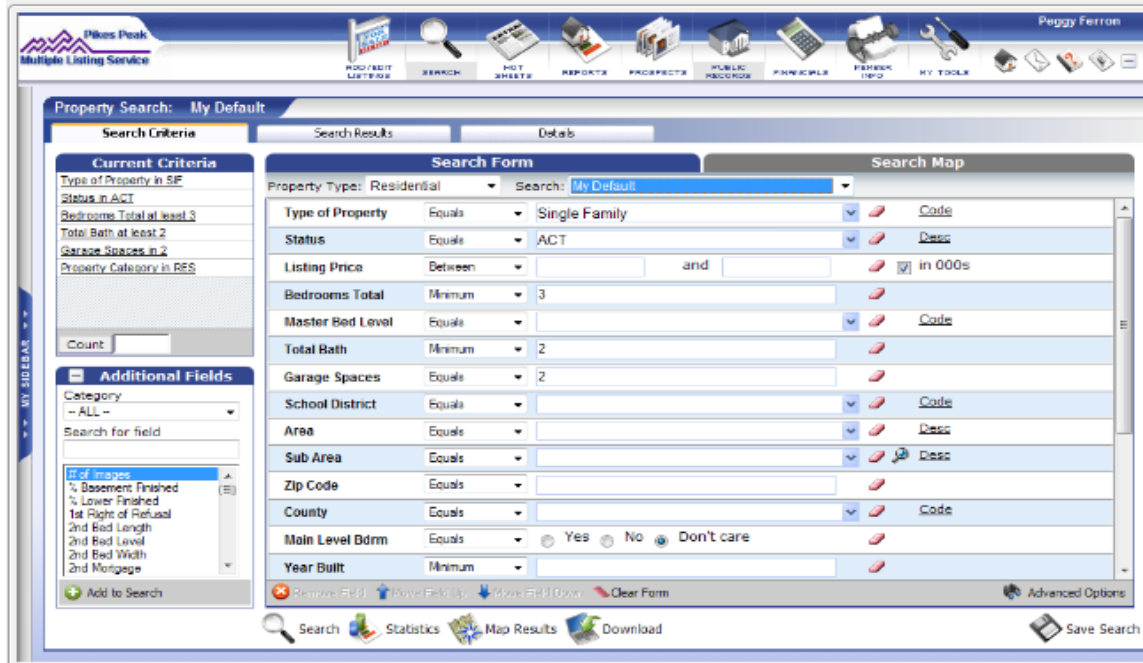
Whenever you click on the Search icon, the Residential Property Type and the Default System Search are displayed.



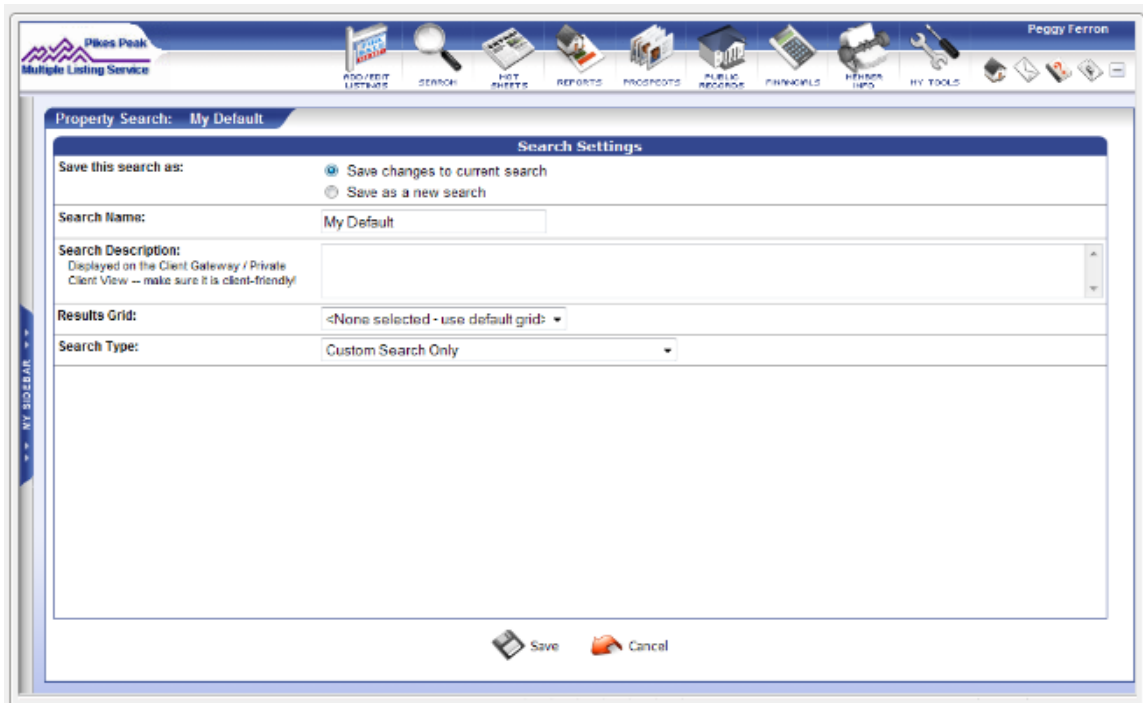
To display the customized search that you created, click on the Search drop-down and then click on the name of your search.



The search screen now displays your customized search.



You can always revise your saved custom searches and save them again. If you have revised a saved search and click on Save Search, on the Search Settings screen you will have the option to either Save changes to current search or to Save as a new search. Saving as a new search would retain the original saved search in addition to the newly revised and saved search.



In this tutorial you've learned how to customize your search screens. If you have questions, please contact RSC at 719 635-5040, Monday-Friday, 8am-5pm.