

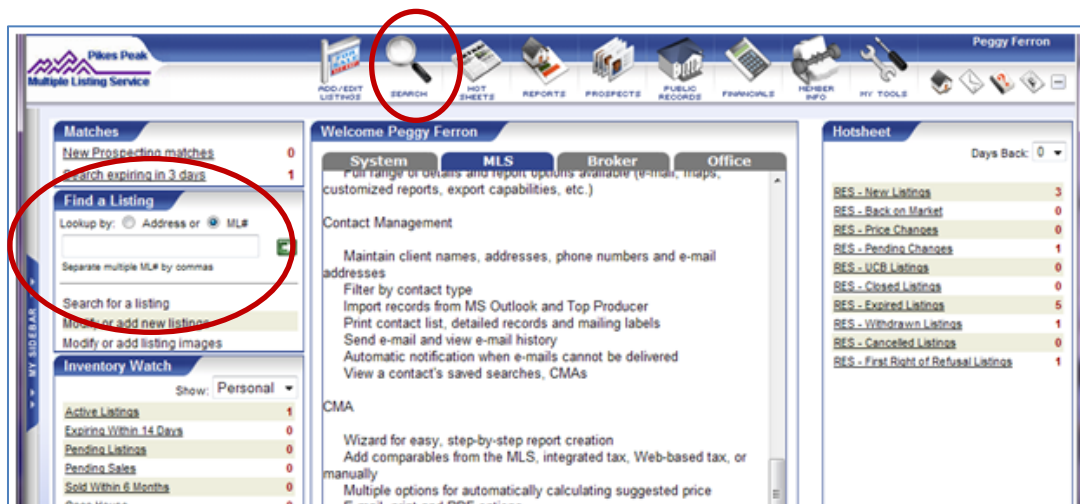
TEMPOTM 5.0

How to do a Basic Search


One of the most important things about searching is becoming familiar with the search page and all of the features and options on that page.

There are three ways to access the search function:

1. On the Home Page, you can do a search by Address or MLS #.
2. On the Home Page you can click on the Search for listing link.
3. The Search icon at the top of the page.



First, on the Home Page the Find a Listing section allows you to quickly search for a specific listing by either Address or MLS number. Searching here allows you to do a Cross Property search to find a listing in any property category.

Selecting to search by Address expands the screen to input the address. You can enter a specific address or a range of house numbers (1200-1299), or just the name of a street. Note the option below the address fields for **Show on Market listings only**. After address information is entered, click on the arrow  to start the search.

Find a Listing

Lookup by: Address or ML#

Street # Street Name (Req) Unit#

Do not enter RD, ST, AV etc. in Street Name

Show On Market listings only

Search for a listing
 Modify or add new listings
 Modify or add listing images

If the box was checked to Show On Market listings only, listings that are Active, Active 1st Right, Under Contract, and the new status Under Contract Short Sale, would be displayed as they are all considered to be **On Market** listings.

Property Search: Address Search

Search Criteria Search Results Details

Search Results: 2 Records / 0 Selected

Columns: All Listings Default Display: All Status: All Price: Multi-Field Sort

#	MLS #	CAT	Status	Address	PT	SD	Schedule #	Area	BSA	Price/Rent
1	680881	RES	ACT	1312 Sanderson AV	SF	11	6412205020	EAS		\$122,500
2	605635	RES	ACT	1606 Sanderson AV	SF	11	6401309031	EAS	PWR	\$199,900

If you uncheck the box and click the green arrow to start the search, then all listings that are in the MLS for that address, regardless of status, would be displayed.

Property Search: Address Search

Search Criteria Search Results Details

Search Results: 94 Records / 0 Selected

Columns: All Listings Default Display: All Status: All Price: Multi-Field Sort

#	MLS #	CAT	Status	Address	PT	SD	Schedule #	Area	BSA	Price/Rent
1	680881	RES	ACT	1312 Sanderson AV	SIF	11	6412205020	EAS		\$122,500
2	246957	RES	CLOSD	1316 SANDERSON AV	SIF	11	6412205019	EAS		\$124,900
3	175840	RES	CLOSD	1319 SANDERSON AV	SIF	11	6412204033	EAS		\$108,900
4	574695	RES	CLOSD	1316 Sanderson AV	SIF	11	6412205019	EAS		\$157,500
5	411811	RES	CLOSD	1315 SANDERSON AV	SIF	11	6412204034	EAS		\$160,000
6	246983	RES	CLOSD	1315 SANDERSON AV	SIF	11	6412204034	EAS		\$100,000
7	301111	RES	CLOSD	1330 SANDERSON AV	SIF	11	6412205065	EAS		\$137,900
8	171594	RES	EXP	1319 SANDERSON AV	SIF	11	6412204033	EAS		\$110,950
9	590401	RES	CLOSD	1311 Sanderson AV	SIF	11	6412204030	EAS		\$177,950

If you selected to search by MLS number, and entered one or more MLS numbers and clicked on the arrow to start the search, only listings with those MLS numbers will be displayed.

Find a Listing

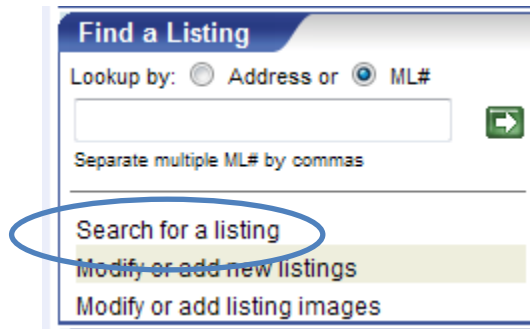
Lookup by: Address or ML#

512241

Separate multiple ML# by commas

Search for a listing
 Modify or add new listings
 Modify or add listing images

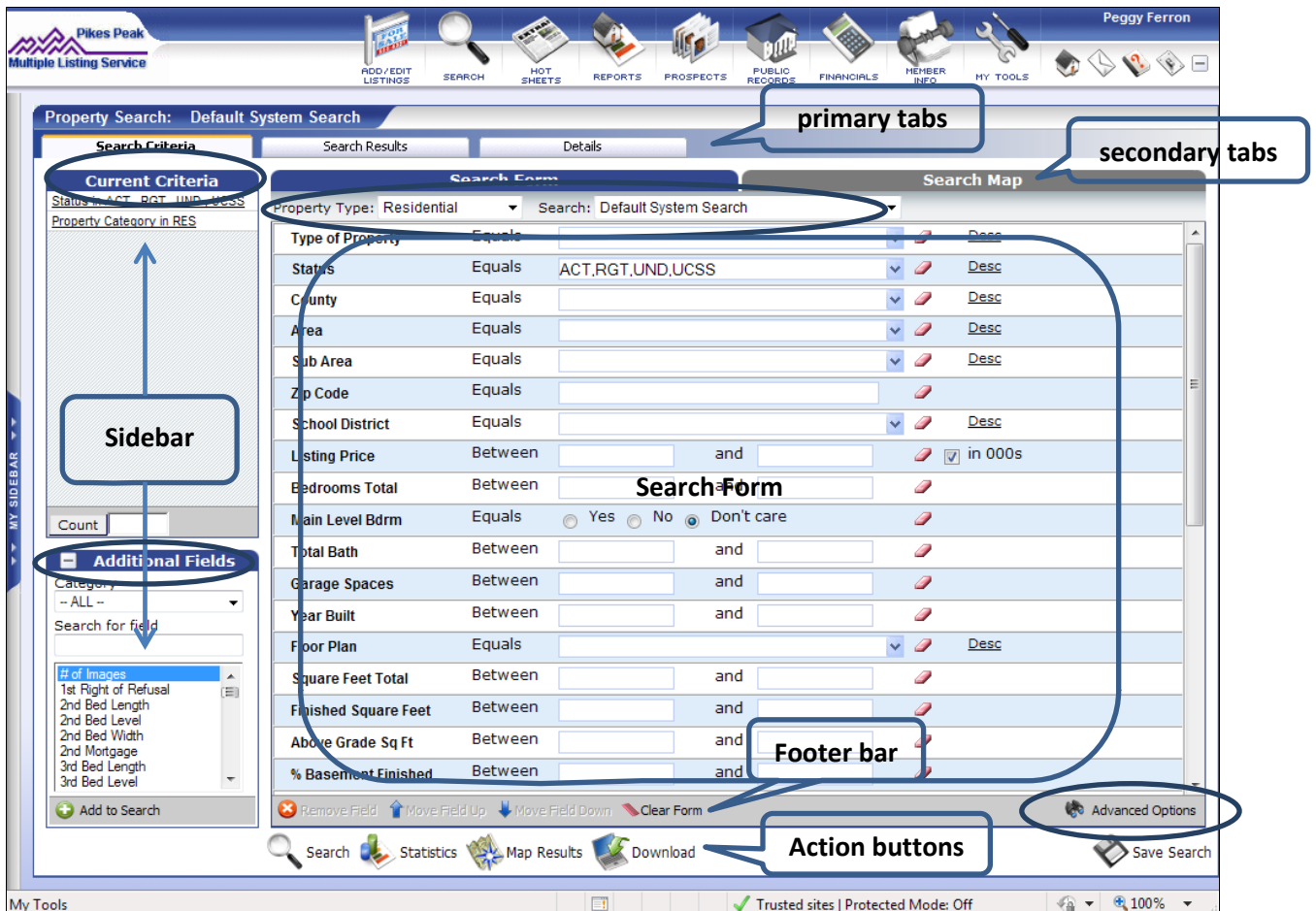
The second way to do a search is also on the Home Page in the Find a Listing section. You can access the full search screen by clicking on the link - Search for a listing. The search screen opens.



The third way to search is by clicking on the Search icon at the top of the page.



On the search screen the first thing you need to do is become familiar with all the sections.



Across the top just under the blue Property Search bar are three tabs – Search Criteria, Search Results, and Details We'll call these the **primary tabs**. The primary tabs always show while in the Search function. Tabs play an important part in Tempo5. On a row of tabs you can go back and forth between the tabs at any time without closing one screen and opening another.

Just below the primary tabs on the left is a section for Current Criteria. As you enter criteria on the search form, the criteria will show in this box. Note the Count option at the bottom.

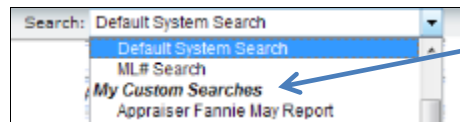
Below the Current Criteria box is the Additional Fields box. This section is used to very easily and quickly add a field to the current search screen.

The Current Criteria and Additional Fields sections together are called the **Sidebar**.

When the Search Criteria tab is selected, just below the primary tabs is a second row of tabs, Search Form and Search Map (or search by map), which we'll call the **secondary tabs**. On this row of tabs you can switch back and forth between the search fields and the map.

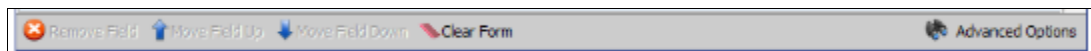
Just below the Search Form tab are options showing the Property Type and Search, each with a drop-down containing additional options.

The residential category is the default Property Type and the default Search is named Default System Search. The Custom Searches transferred from the current MLS to Tempo5 will be listed on this Search list under the headings of My Custom Searches and Prospect Searches.



The Search Form fields are below the secondary tabs with a scroll bar to see additional fields.

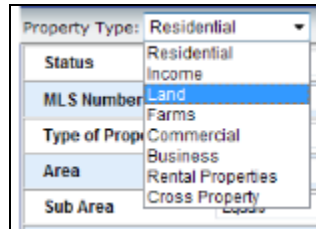
Below the Search Form is the **footer bar**. The actions listed will be either visible indicating they are available or grayed out indicating the function is currently not available. Clear Form is the only option available until you click on a field which makes other options available. These functions will be used to Remove or rearrange the fields in the Search Form.



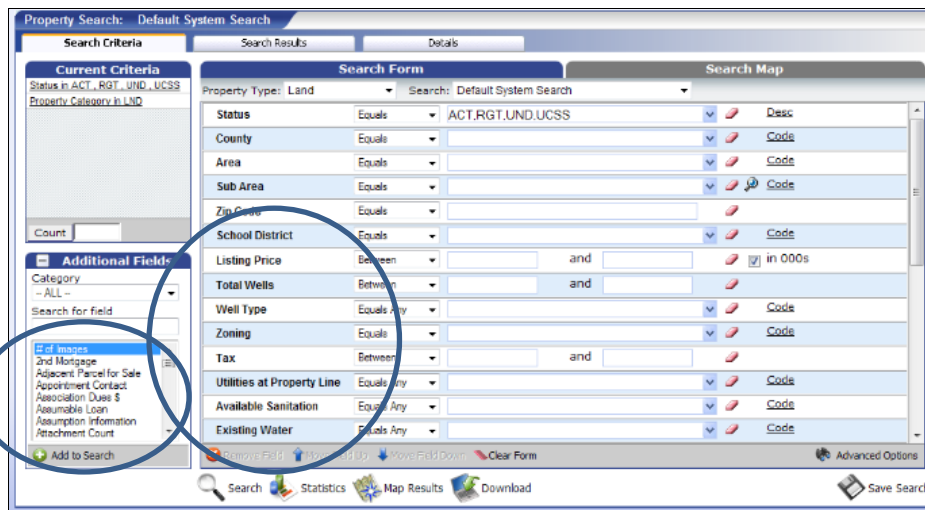
At the bottom of the screen are **Action buttons** used to perform an action after search criteria is entered.



Everything you need to do a search of any type is on this screen. If you want to search in a different property type, click on the Property Type drop down and click on the property type you want to search in.



For example, when Land is selected as the Property Type, both the Search form Fields and the Additional Fields list change to reflect the fields for that property type.



On the Search Form, each field is on a separate line. Each search field is a Boolean search, but going beyond the Or, And and Not that we've had in the past. Each field has options called operators to create exactly the search you want. The default is to show the most common search option for that field. Type of Property and Status are defaulted to Equals, but fields such as Listing Price and Bedrooms are defaulted to Between.

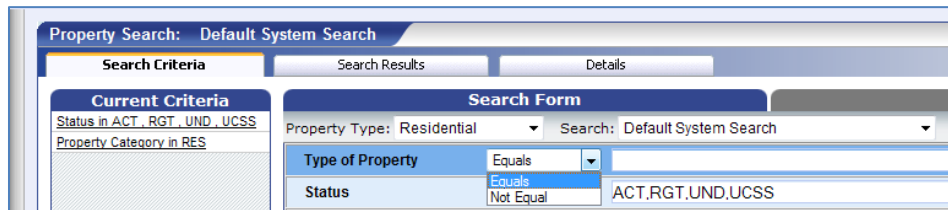
Type of Property	Equals	
Status	Equals	ACT,RGT,U
County	Equals	
Area	Equals	
Sub Area	Equals	
Zip Code	Equals	
School District	Equals	
Listing Price	Between	
Bedrooms Total	Between	
Main Level Bdrm	Equals	<input type="radio"/> Yes <input type="radio"/>
Total Bath	Between	

If you want additional options for the fields, on the right side of the footer bar just below the Search Form, there is an option for Advanced Options. Once you click on it you will see either **Show Advanced Options** or **Hide Advanced Options**.

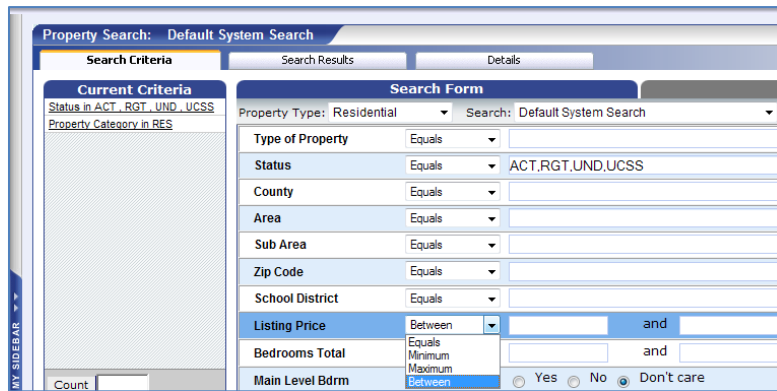


When you click on **Advanced Options** or **Show Advanced Options** all options are displayed as a pick list for each field.

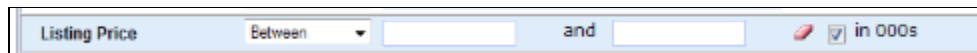
Type of Property can now be either Equals or Not Equals.



Listing Price can now be Equals, Minimum, Maximum or Between.



In the Price field the system automatically adds three 0's to the number you type. If you type 265 the system interprets that as 265,000. You have the option to uncheck that box and type the full number.



To make a selection in a field, click on the drop down and then click on each option from that list that you want. Clicking once selects that item, clicking on that item a second time, deselects it. The drop down list displays both the short code and long description for each item.


County	Equals	ACT	Active
		CAN	Cancelled
Area	Equals	CLOSD	Sold
		EXP	Expired
Sub Area	Equals	PEND	Pending - Not Showing
		RGT	Act 1st Rgt
Zip Code	Equals	UND	Under Contract - Showing
		WITH	Temporarily Withdrawn
School District	Equals	UCSS	UC Short Sale - Showing


When items are selected on a list, they are displayed in the field as the long description.

Type of Property Equals Condominium.Patio Home.Single Family 


To the right of some of the fields is a Code option. Clicking on Code immediately changes the display to the short code for the items selected in that field.

What was displayed as Condominium is now CND. Instead of Code, the option is now **Desc** so you can switch back and forth.


Type of Property Equals CND.PAT.SIF  Desc

Status Equals Active.Act 1st Rgt,Under Contract - Showing.UC  Code

Clicking on the pink eraser to the right of a field deletes all selections in that field.

Type of Property Equals Condominium.Patio Home.Single Family  Code

On the subarea field you see a magnifying glass icon.

Sub Area Equals  Code


Clicking on the magnifying glass opens an Advanced Search box.

Advanced Search -- Webpage Dialog

Sub Area -- Search for value: Desc

Available Items	Selected Items
2400 Wood Ave (2400 Wood Ave)	
3D Estates (3D Estates)	
4 Way Ranch (4 Way Ranch)	
A & B (A & B)	
A Bar Ranches (A Bar Ranches)	
A E Davis (A E Davis)	
A Of Ireland (A Of Ireland)	
A R Greens (A R Greens)	
A T & S F Rr (A T & S F Rr)	
A V Hunter (A V Hunter)	
A V Hunter Add (A V Hunter Add)	
AA (AA)	

OK Clear Cancel

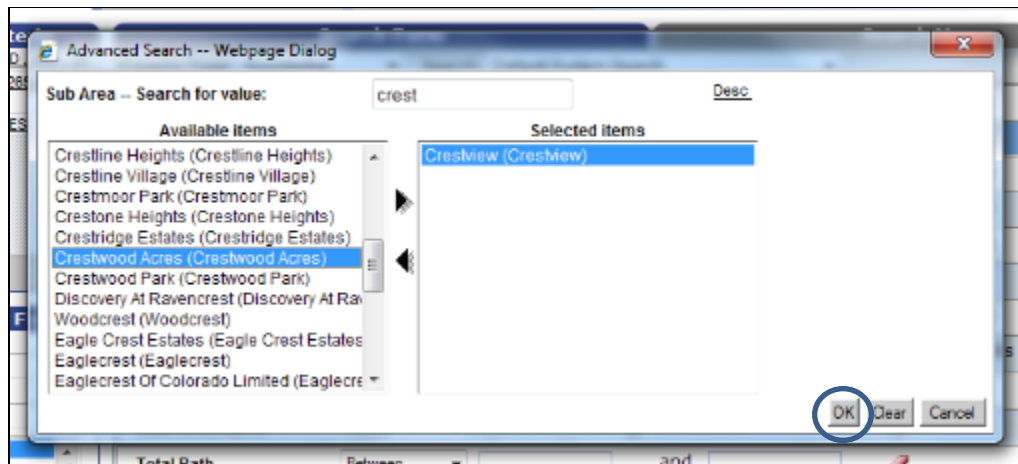
Total Bath Between and 

This Advanced search is what is called a contains search. You can search for subareas containing a specific string of characters occurring somewhere in the subarea name.

The list is narrowed as you type. For example, you are looking for a subarea that has Crest in the name. In the Search for value box at the top of the screen, type a "C". The list of available items narrows to only the subareas that contain a "C" somewhere in the name.

Typing an "R" narrows the list to only those subareas containing "CR" in that order. The list is narrowed each time you type another letter.

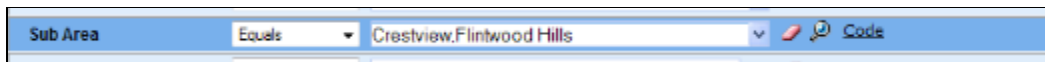
To select a subarea, either double click on the name or click once on the name, then click the right arrow to move the selection to the Selected items list.



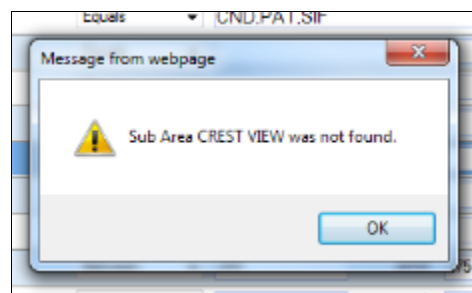
To select another subarea, delete the text in the search for box and begin typing the letters for a different subarea. What is on the Selected items list remains.

When all subareas desired are on the selected items list, click the OK button on the bottom. The Advanced Search box closes.

Back on the Search Form, the selections are displayed in the subarea field.

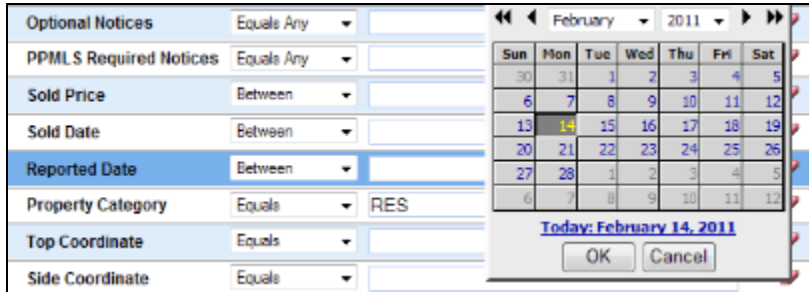


If you do not use the Advanced Search and just type in a subarea name, if it is spelled the same as it is on our subarea list, everything is good. If the spelling does not match our subarea list, you get a message box indicating that it was not found. You can either retype it or use the Advanced Search.

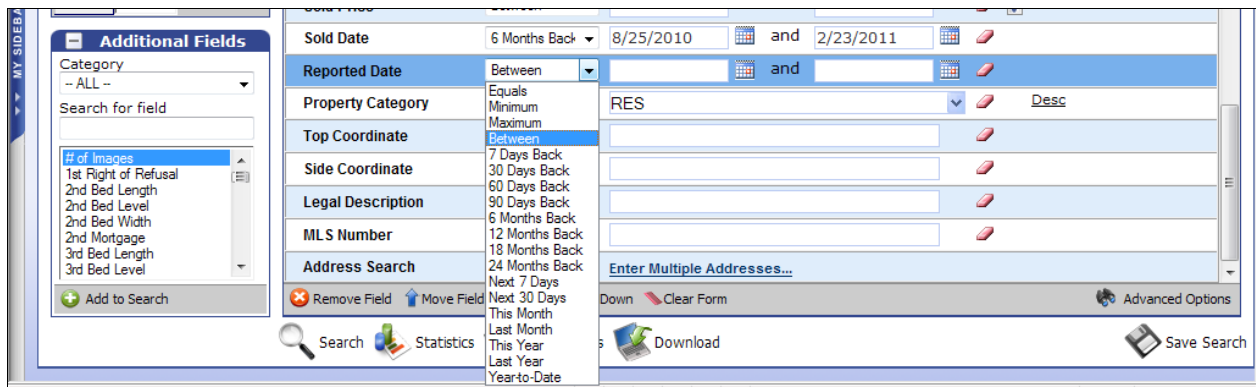


You will also see the magnifying glass icon on fields to do the same type of advanced search when adding a listing. They work the same throughout Tempo5.

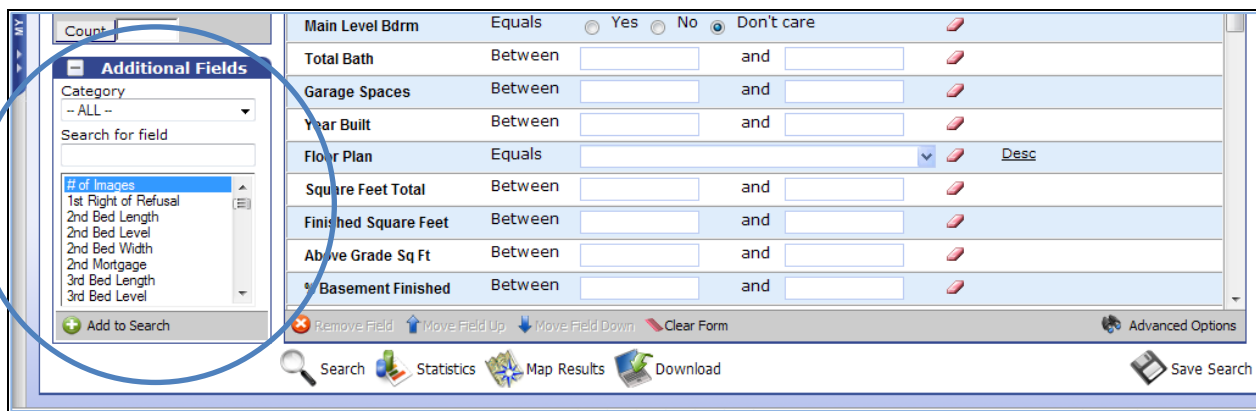
To enter a date, you can type it in or click on the calendar icon and just click on the date.



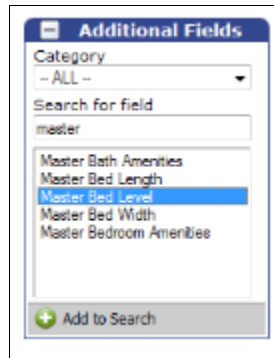
If you have the advanced options showing for a date field, another way to select a date range is to click on the operator drop down. In addition to between, equals, minimum and maximum, you have many selections for time periods in the past or future. Clicking on one of these operators automatically enters that date range in the field.

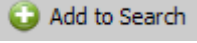


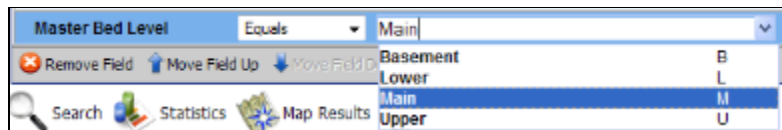
It is very easy to add a field to the current search – you don't even leave the screen! The Additional Fields section, bottom left, contains a list of all available fields that can be added to this search.



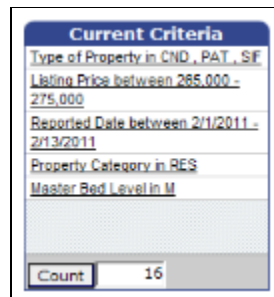
Click on the field to be added to the search.



Then click on . That field appears at the bottom of the search screen ready for you to enter criteria.



As you add search criteria, those options are displayed in the Current Criteria box on the upper left of the screen. You can click on Count at any time. The number of listings that will be found using the current criteria is displayed.

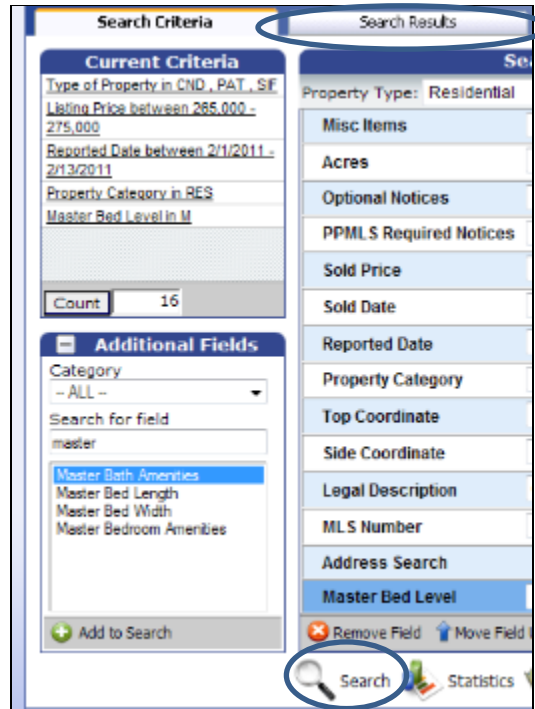


The second tab on the secondary tab row is Search Map or Search by Map.

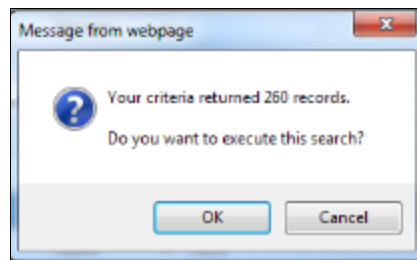


There are many options when searching by map so this is covered in a separate document.

To see the listings matching the criteria entered, you can either click on Search Action button on the bottom of the screen, or click on the Search Results tab on the primary tab row.



If you did not click on Count in the Current Criteria section, a window appears giving you the number of results and asking if you want to execute the search. This gives you the option to change your search criteria if the results are not enough listings or too many listings found.



While looking at the Search Results, you can easily go back to the search criteria at any time by clicking on the Search Criteria tab. You can make changes, and then view the new search results.

This document covers the basics of doing a search in Tempo5. There are more search features available but this covers the basics. Search Map, Search Results and Details/Reports, are covered in separate documents.