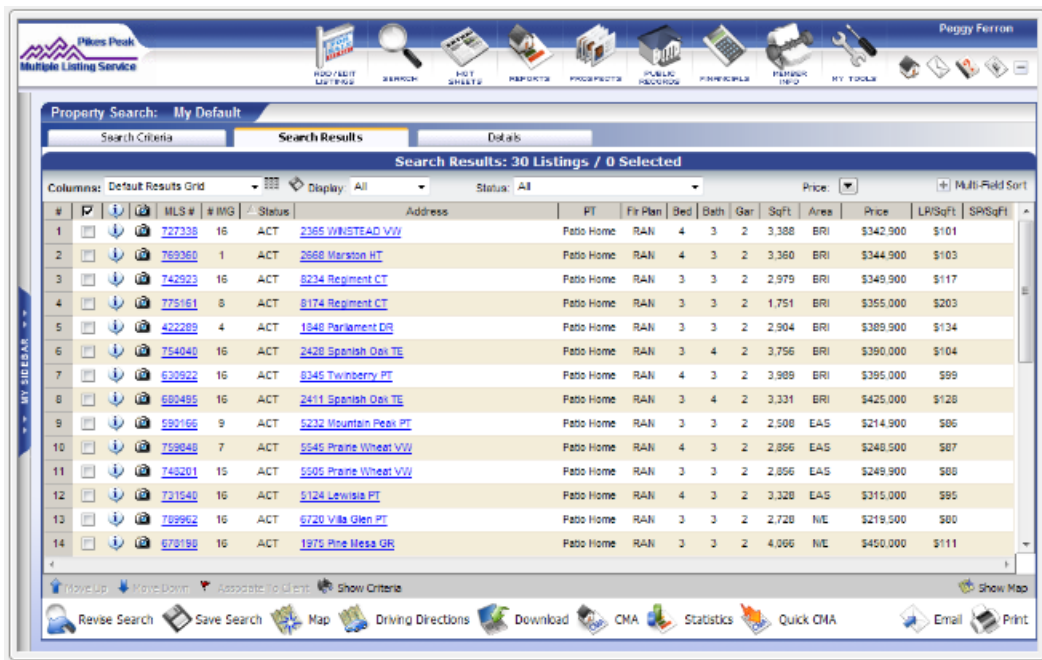


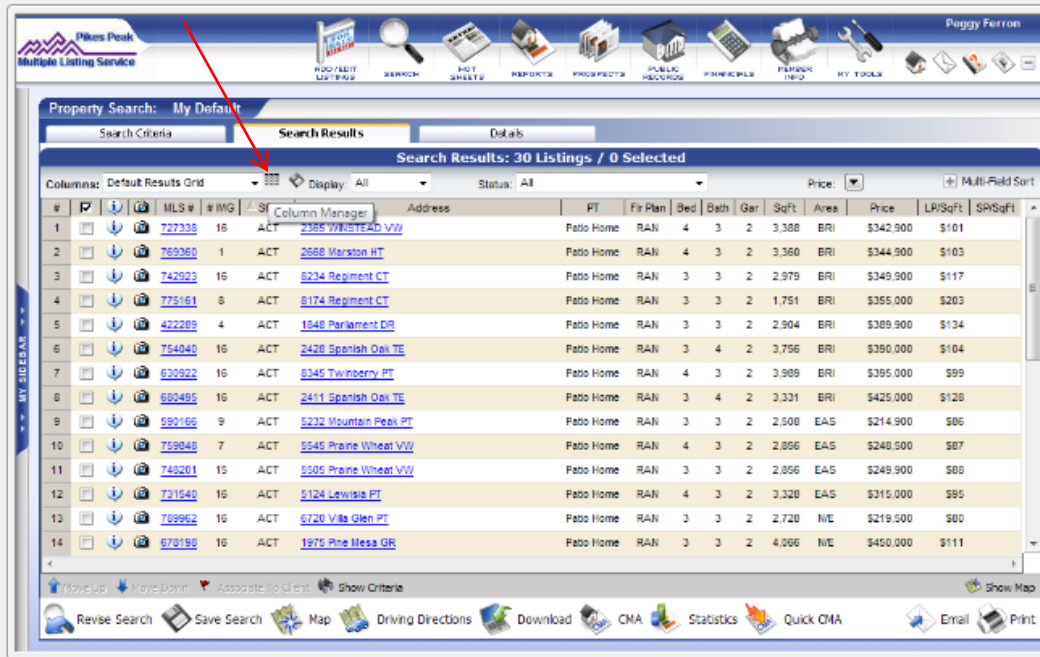
How to Set A Custom Grid as the Default

When you do a search, the search results are displayed on what is called a grid or column report. The terms Results Grid and Column Report are used inter-changeably throughout Tempo5. The Default Results Grid is automatically displayed when looking at search results. This grid contains set fields to display the results in a column format. The Results Grids are property category specific. The grids you create when doing a Residential search are only visible on future Residential searches. You must create custom grids for each property category.

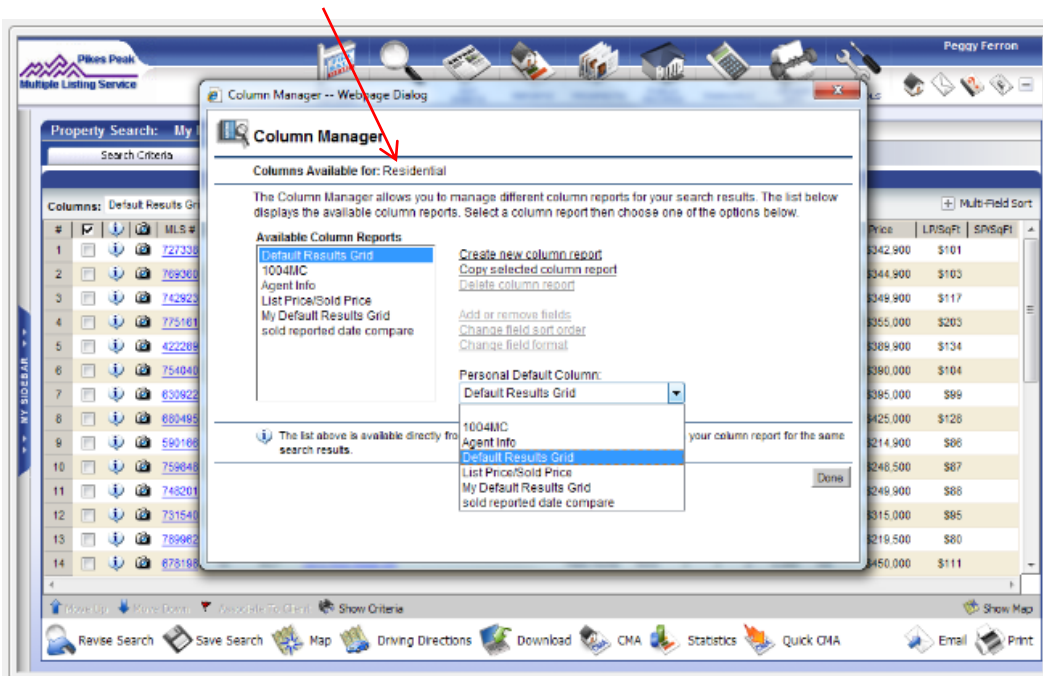
The columns of data can be sorted or rearranged, but you cannot add or delete columns to this default grid. To learn more about creating custom grids/column reports, please watch the tutorial entitled **How to Create a Custom Grid/Column Report**.



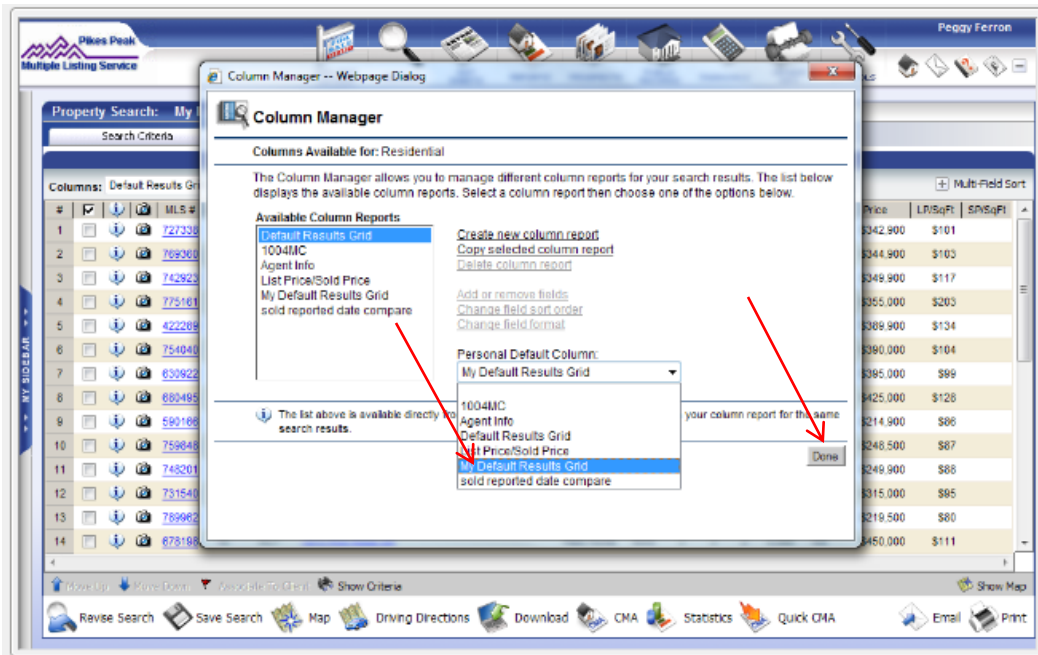
If you have created a custom grid and you want that custom grid to automatically display the search results each time do a search, there are two ways to set this up. First, from a Search Results screen, click on the Column Manager icon just to the right of the Columns drop-down.



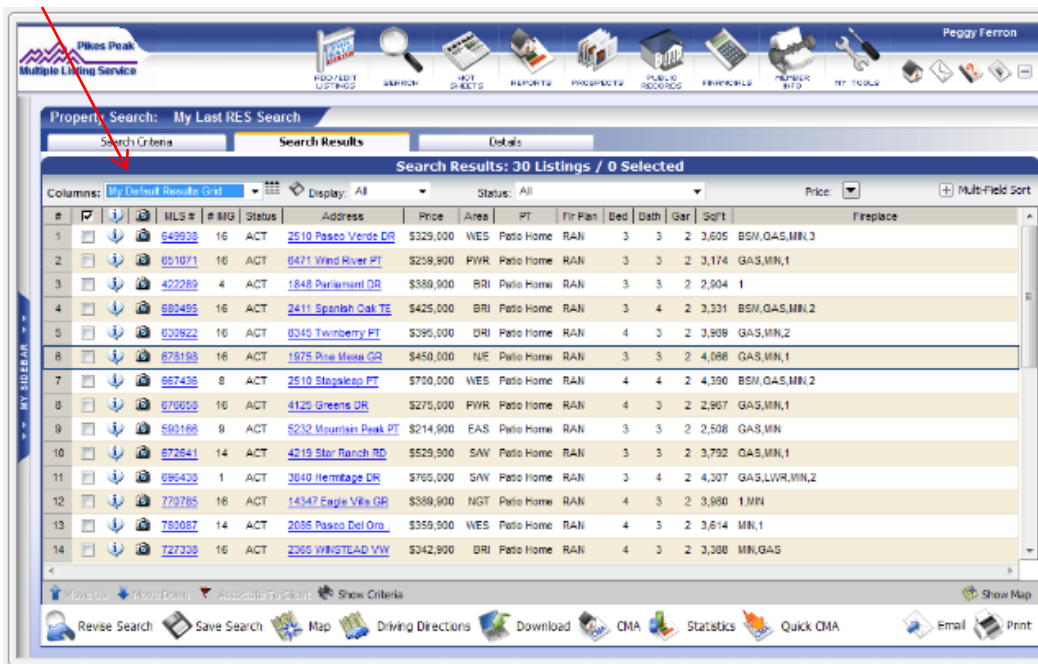
On the Column Manager dialog box, on the Columns Available for: line, Residential is shown. At the bottom of the list of options is a section for Personal Default Column. The drop-down displays all saved Column Reports for the Residential property category.



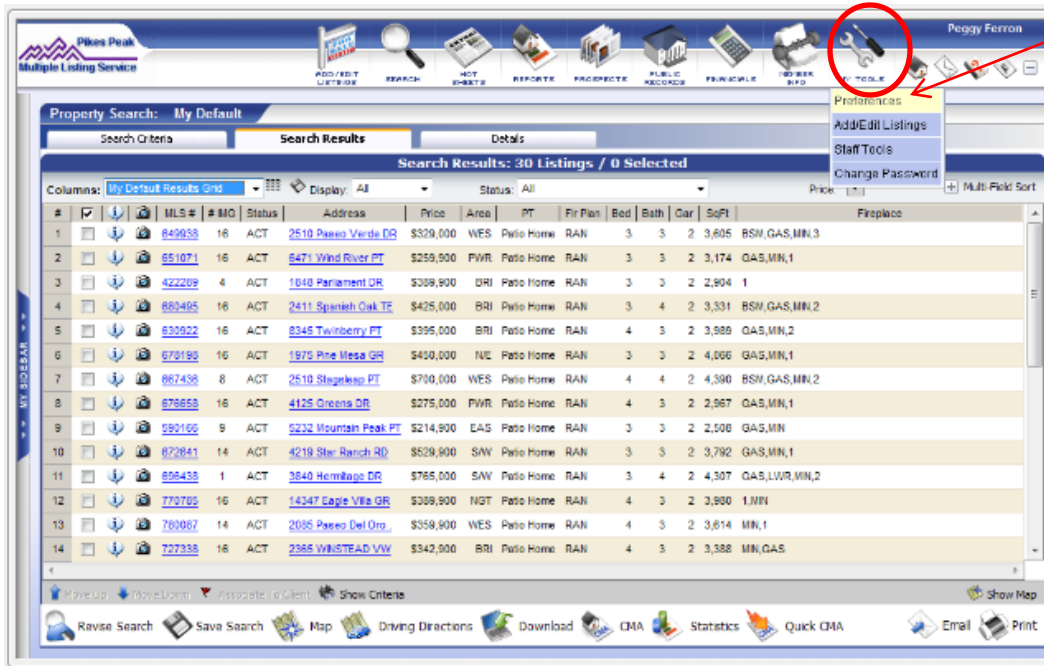
Select the report that you want as your default to display all residential search results. Click Done on the bottom of the page.



The next time you do a Search, the Search Results will be displayed in your selected grid/column report format.



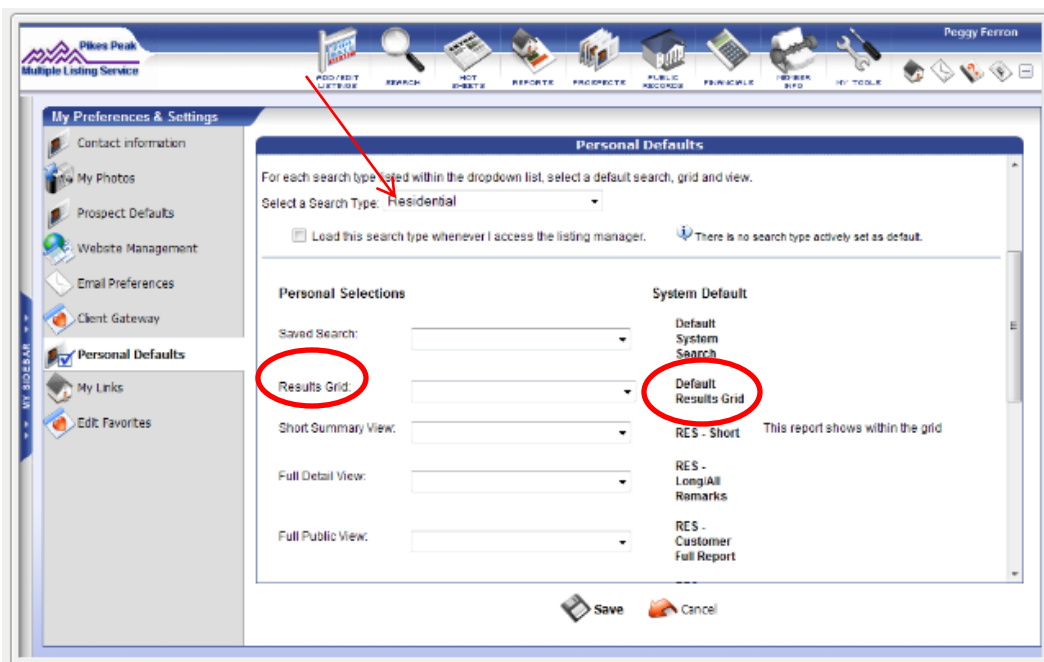
The second way to set a grid/column report as the default is by mousing over the My Tools icon and clicking on Preferences.



On the My Preferences & Settings screen, click on Personal Defaults.

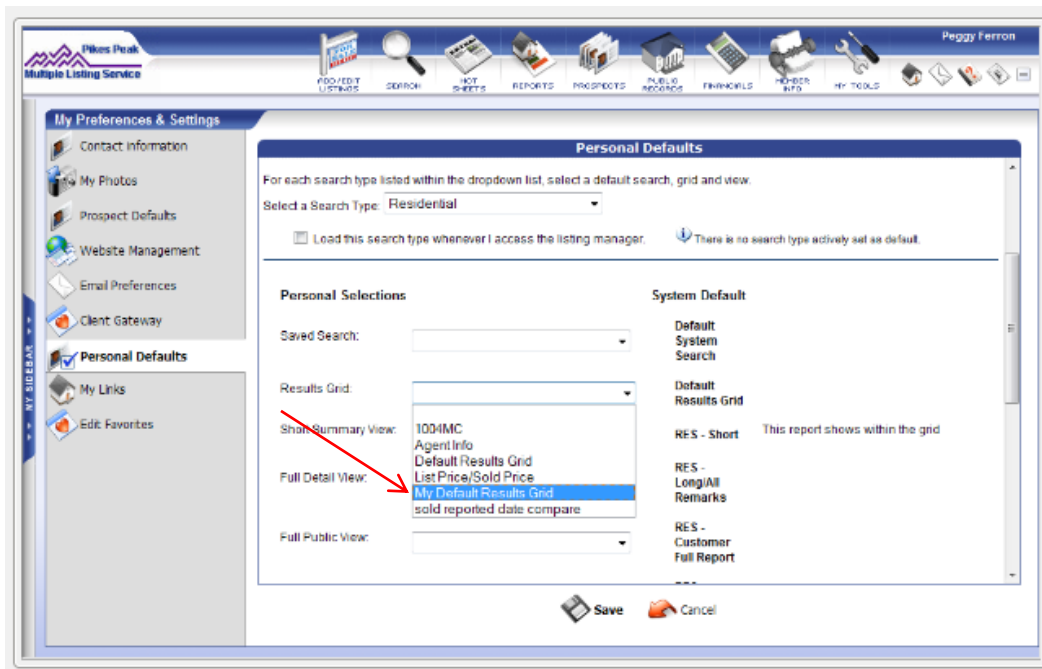
In the Search Default Settings section, Residential is selected as the Search Type.

In the Personal Selections section, you'll see Results Grid listed. To the right in the System Default column, the Default Results Grid is shown.

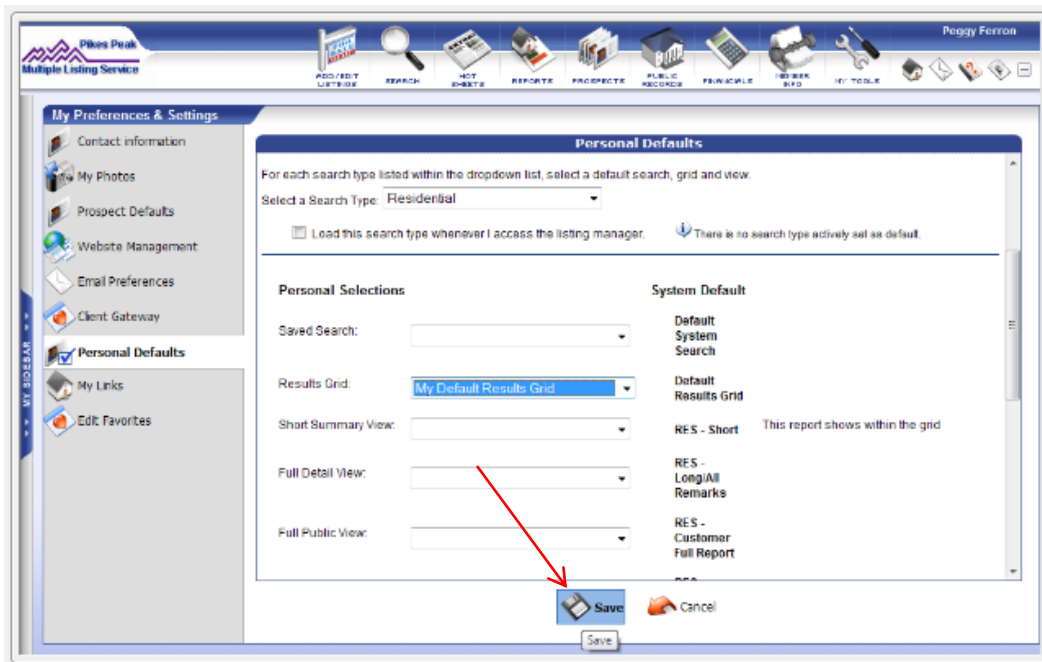


To select one of your custom grids to automatically display the search results rather than the Default Results Grid, click on the drop-down to see the list of your saved Grids.

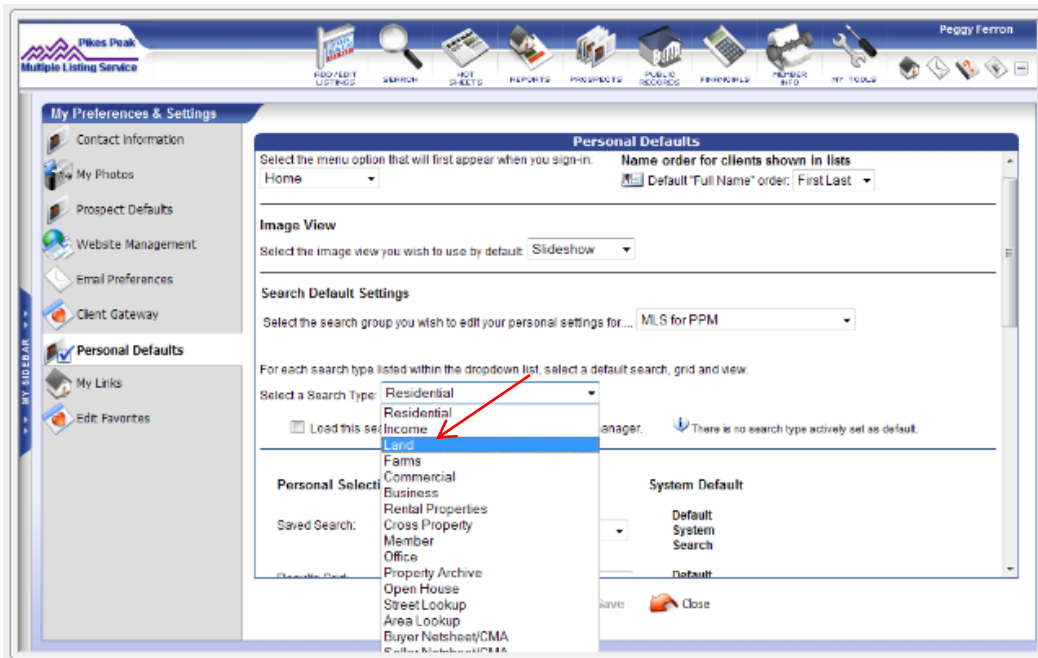
Click on the report that you want to make your default.



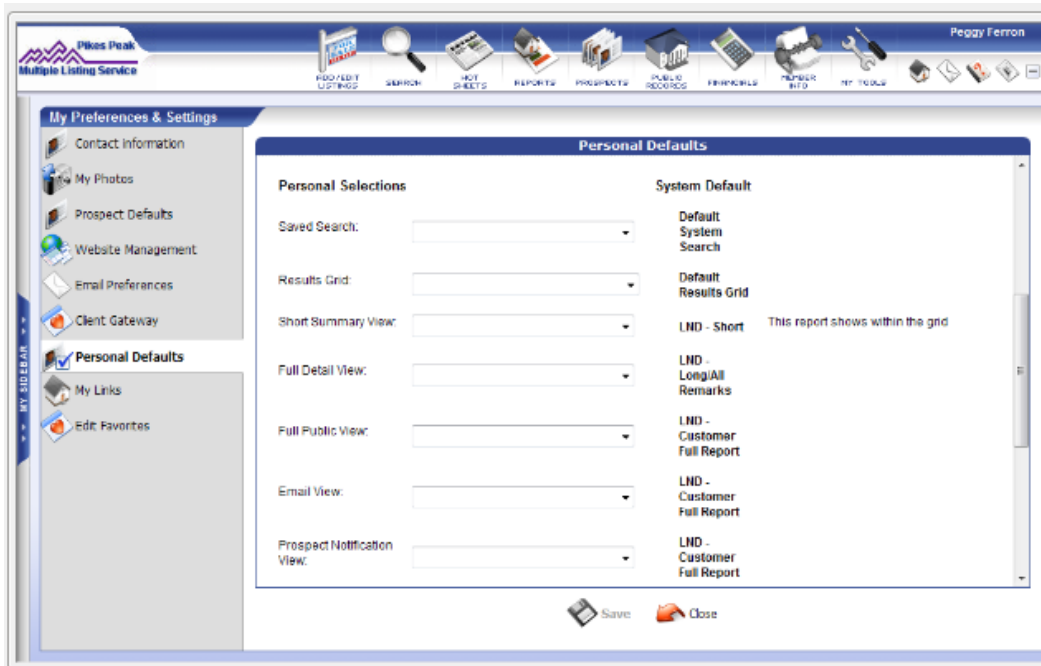
Click on Save on the bottom of the screen. From this point on each time you display search results, the selected Results Grid will be displayed.



The Personal Selections are property category specific. To select a results grid for a different property category, first select that property category on the Select a Search Type drop-down list.



You can now set the Results Grid for that property category.



Setting a default grid will save you keystrokes when looking at search results and will display the fields of information you want to see.

If you have questions, please contact RSC at 719 635-5040, Monday-Friday, 8am-5pm.