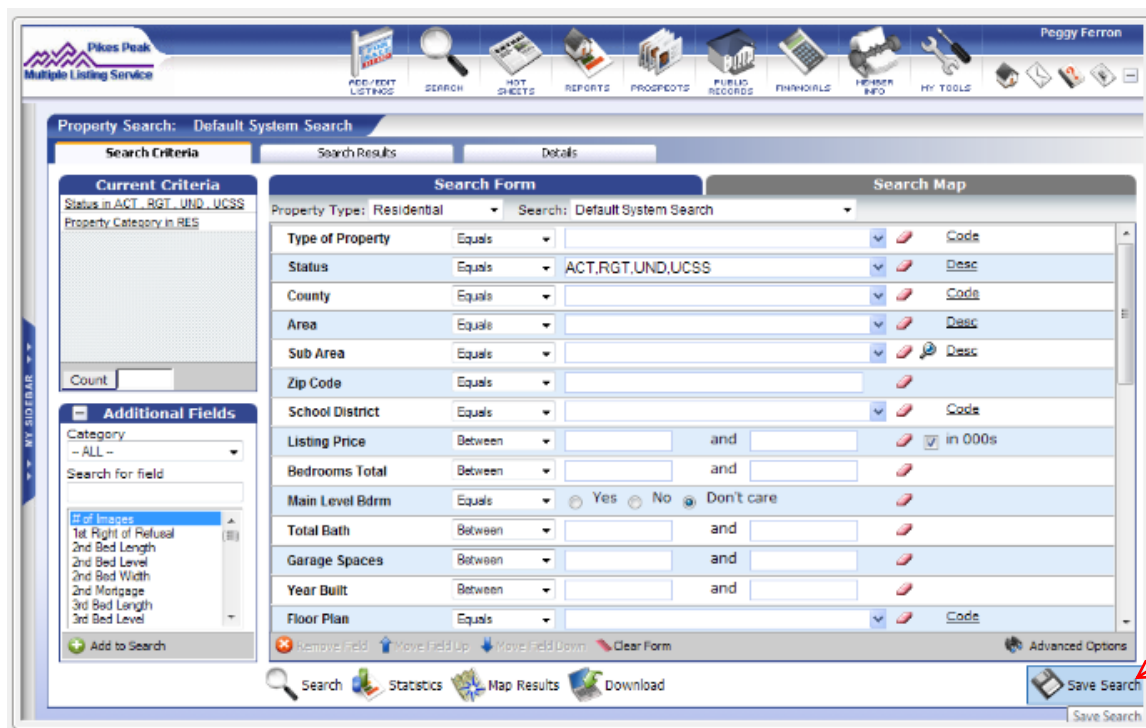
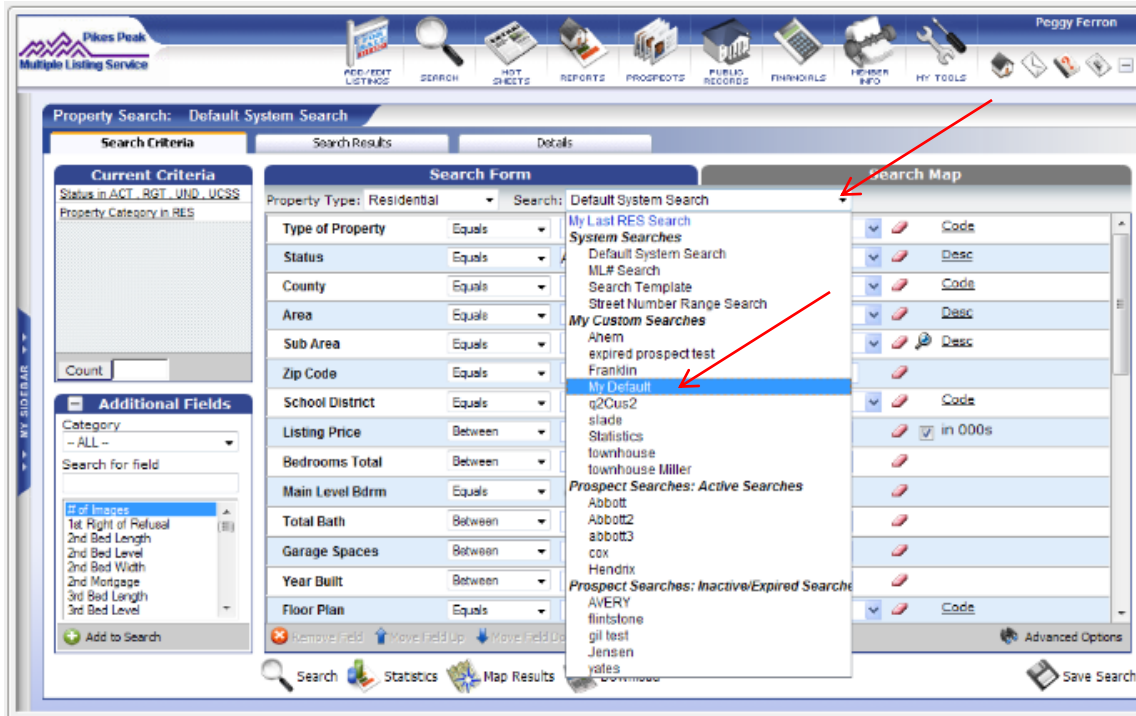


How to Set A Custom Search as the Default

When you click on the Search icon at the top of the screen, the Default System Search screen is automatically displayed. On this screen, you can rearrange the fields, and add or remove fields. You can then save that search by clicking on Save Search on the lower right of the screen.

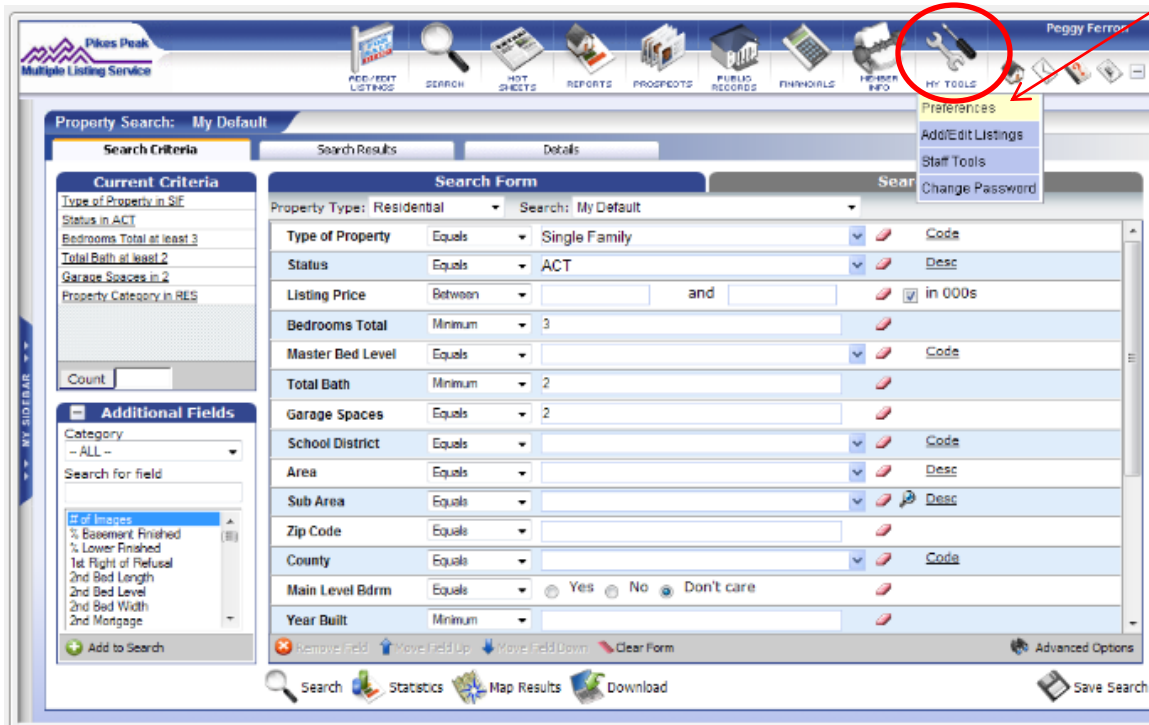


Each time you access the search screen, you can change the screen to display your saved custom search by clicking on the Search drop-down and selecting your custom search. To learn more about the search function, please watch the tutorial **How to do a Basic Search**. To learn more about customizing the search screen and saving it, watch the tutorial **How to Create a Customized Search Screen**.

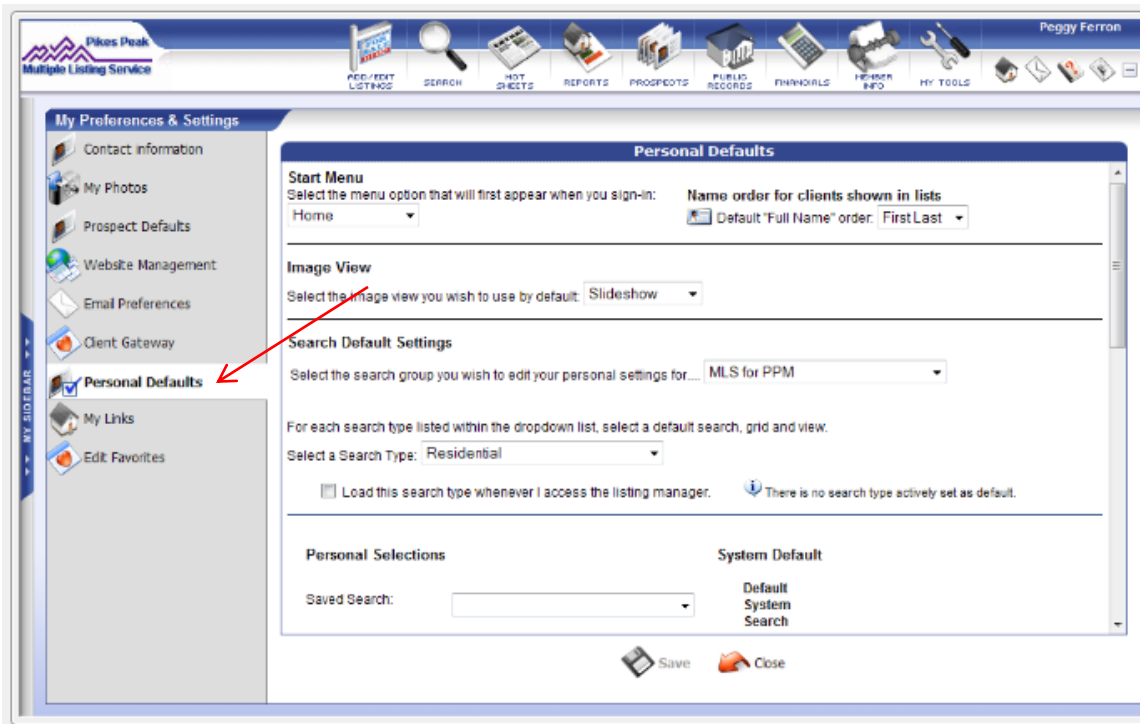


Once you have created a customized search screen and saved it, you can make that the screen that is displayed each time you click on the Search icon rather than the Default System Search.

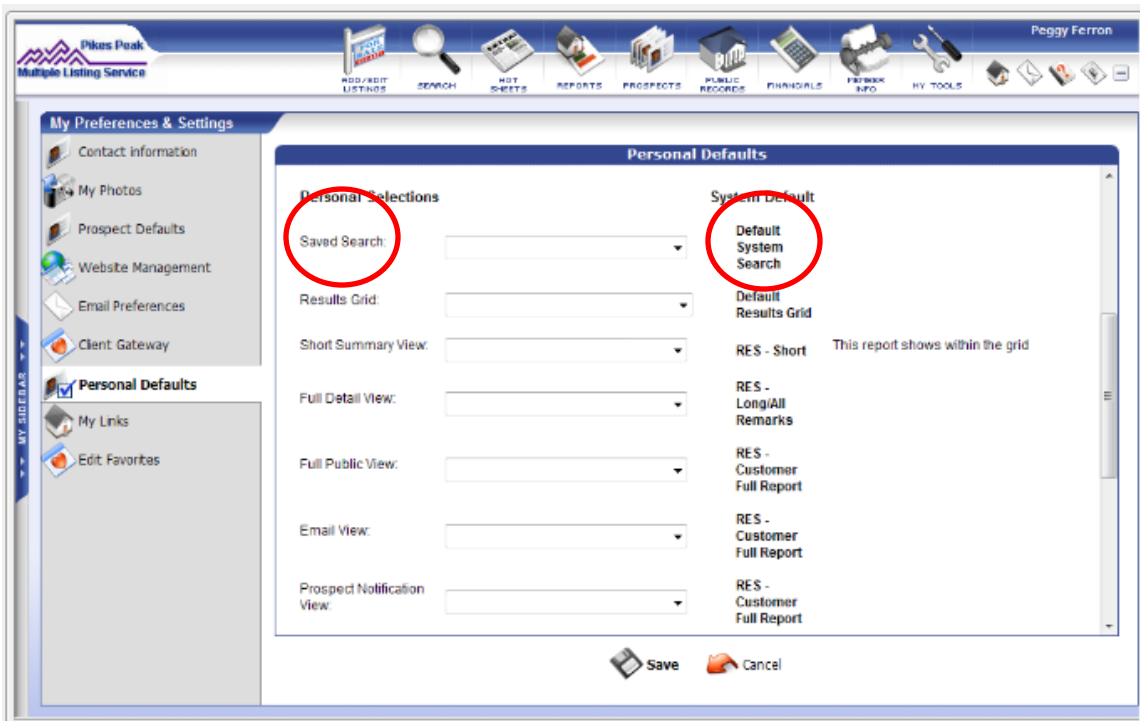
To do this, mouse over the My Tools icon at the top of the screen and click on Preferences.



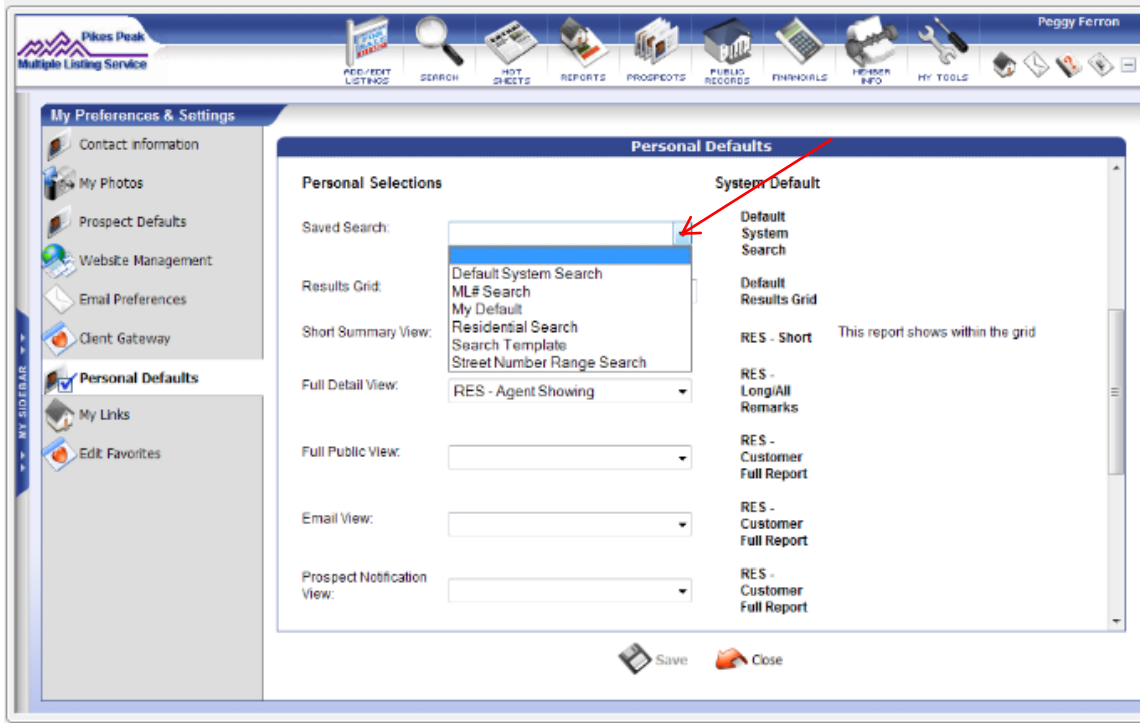
On the My Preferences & Settings screen, click on Personal Defaults. On the Personal Defaults screen, in the Search Default Settings section, Residential is selected as the Search Type.



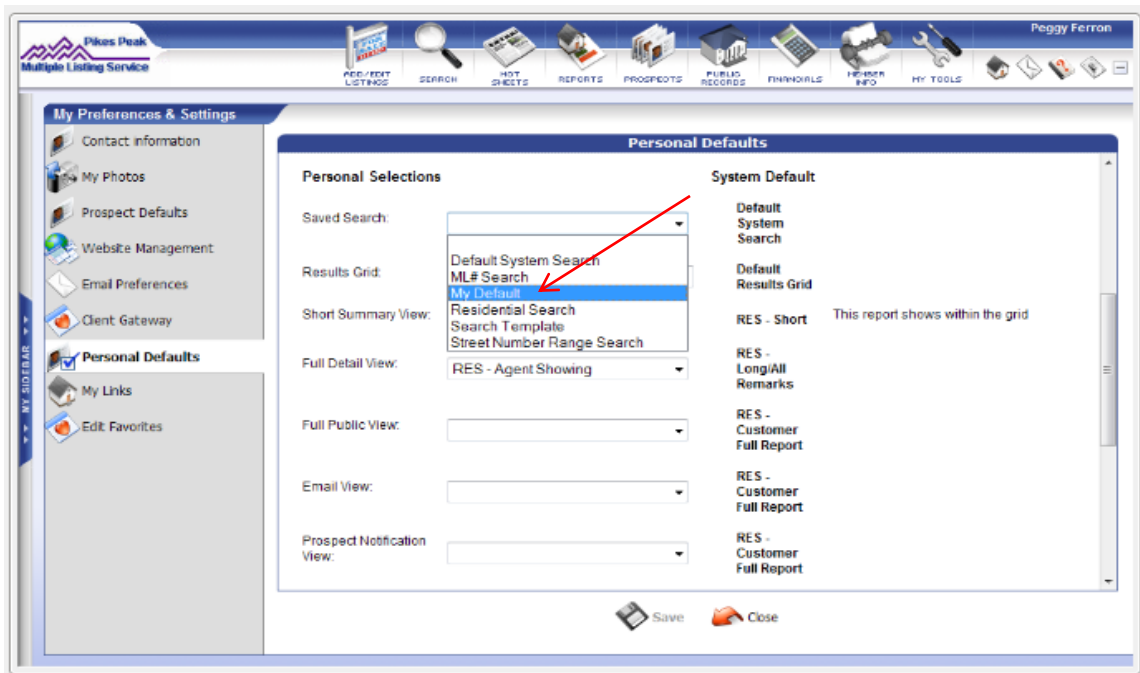
In the Personal Selections section, you'll see Saved Search listed. To the right in the System Default column, the Default System Search is listed.



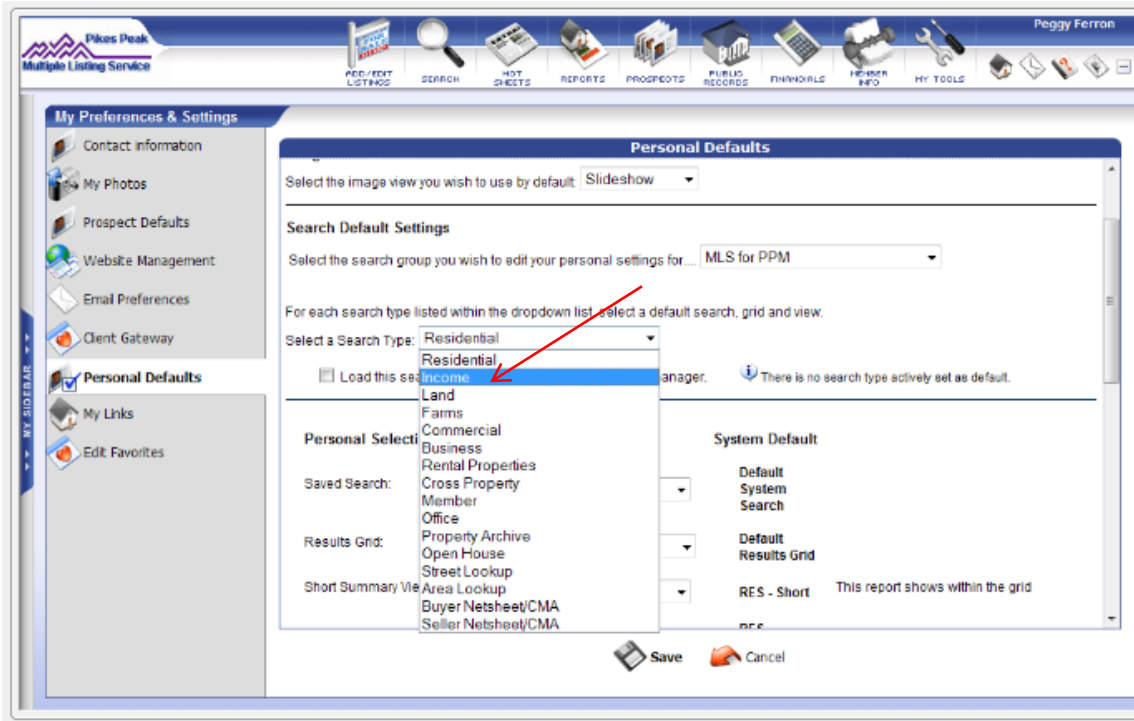
To set a saved search that you created as the default to display each time you access the Residential search, click on the Saved Search drop-down to see the list of your saved custom searches.



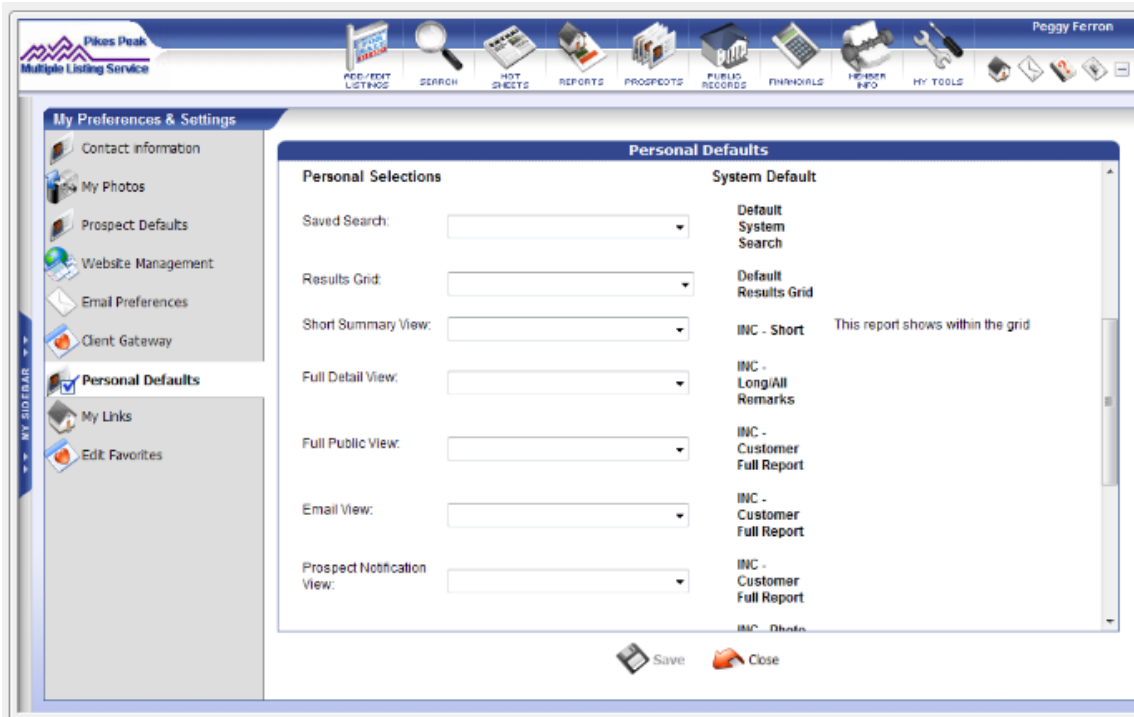
Click on the search that you want to make your default. Click on Save on the bottom of the screen. From this point on each time you click on Residential Search, the search you selected here will be displayed.



Just like the custom saved searches are property category specific, the Personal Selections are also property category specific. To select a saved search for a different property category, first select that property category on the Select a Search Type drop-down list.



You can now select the Saved Search for that property category.



Setting a custom saved search that will display your fields and data as the default search screen, will save you time and keystrokes when entering search criteria.

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