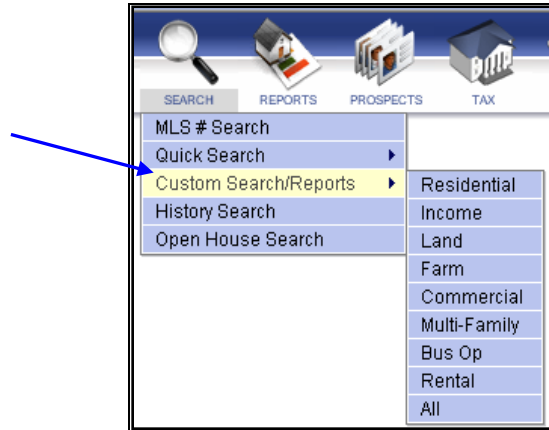
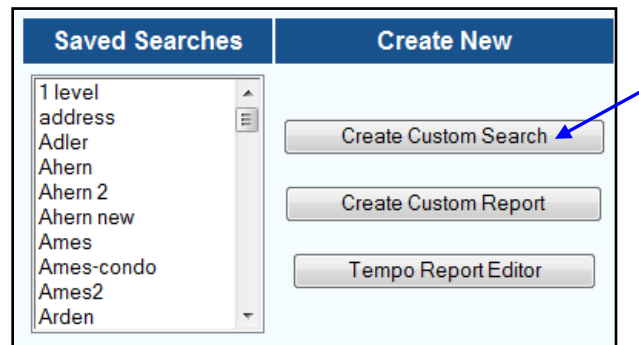


## Copying a Custom Search

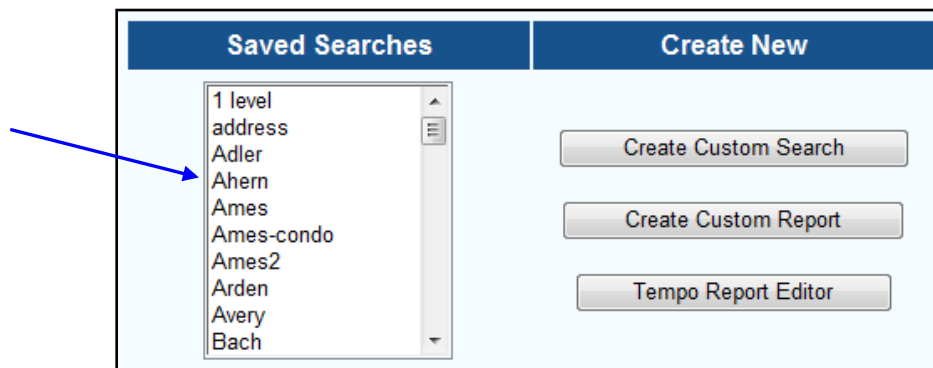
**Step 1:** Mouse over on Search in the icon menu bar and then click on Custom Search/Reports on the drop down menu.



**Step 2:** Click on the Create Custom Search button.



**Step 3:** Find the Custom Search to be modified in the Saved Searches box. Click once on the name of the Search.



**Step 4:** Add or delete any fields from Selected Fields box. Use the Up and Down buttons to rearrange the Fields so that they appear in the order that they need to appear in the Custom Search page.

Create/Revise a Custom Search

Saved Search List:

- New Search
- 1 level
- address
- Adler
- Ahern**
- Ames
- Ames-condo
- Ames2
- Arden
- Avery
- Bach
- Bailey
- Barnes
- basic

Search for Field:

Selected Fields:

- Status
- Listing Price
- Bedrooms Total
- Total Bath
- Garage Spaces
- Type of Property
- Construction Status
- Master Bed Level
- Lot Description
- Sale Conditions
- Reported Date

Available Fields

- # of Images
- % Basement Finished
- % Lower Finished
- 1st Right of Refusal
- 2nd Bed Length
- 2nd Bed Level
- 2nd Bed Width
- 2nd Mortgage
- 3rd Bed Length
- 3rd Bed Level

Search Name:

**Step 5:** Type a new name for this search in the Search Name box and click on the Save Search button.

**Step 6:** When the search appears it will contain the same data as in the original search. To retain this data you must click on the Save button at the bottom of the search. If you close this custom search without saving it, the next time you retrieve the search, no data will be entered in the fields.

Residential	Ahern BRi	
Status	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li>Active</li> <li>Active 1st Right of Refusal</li> <li>Under Contract-Showing</li> <li>Pending-Not Showing</li> </ul> </div>	
Listing Price	Min 275001	Max 300000
Bedrooms Total	Min 4	Max
Total Bath	Min 3	Max
Garage Spaces	Min 3	Max
Type of Property	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li>Patio Home</li> <li><b>Single Family</b></li> <li>Condominium</li> <li>Townhouse</li> </ul> <input type="checkbox"/> Not         </div>	
Construction Status	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li><b>Existing Home</b></li> <li>New Construction</li> <li>Pre-Sold</li> <li>To Be Built</li> </ul> <input type="checkbox"/> Not         </div>	
Master Bed Level	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li><b>--ALL--</b></li> <li>Basement</li> <li>Lower</li> <li>Main</li> </ul> <input type="checkbox"/> Not         </div>	
Lot Description	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li><b>--ALL--</b></li> <li>360-degree View</li> <li>Backs to Open Space</li> <li>Borders Natl Forest</li> </ul> <p> <input checked="" type="radio"/> Or           <input type="radio"/> And           <input type="radio"/> Not         </p> </div>	
<p> <input type="button" value="Save"/> <input type="button" value="Search"/> <input type="button" value="Statistics"/> <input type="button" value="Download"/> <input type="button" value="Map"/> <input type="button" value="Search By Map"/> </p>		