

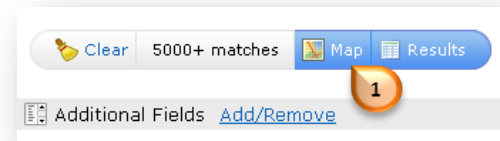
Add Additional Search Criteria

To add “**Additional Fields**” to your search criteria

Click “**Add/Remove**” ¹ at the bottom of the search screen

Note: First time users will see “Add”

Frequently used search fields present:



 A screenshot of the 'Frequently Used Fields' configuration screen. The screen is titled 'Frequently Used Fields' and contains the text: 'These are the frequently used search fields; you can add them to your search page to create customized searches.' There are two main columns: 'Available Fields' and 'Selected Fields'.

- Available Fields (2):** A list of search fields including 'Additional Information', 'Anticipated Year of Completion', 'Architectural Style', 'Association Fee Frequency', 'Association Fee Frequency Secondary', 'Association Fee Frequency Tertiary', 'Association Fee Includes', 'Association Fee Primary', 'Association Fee Secondary', 'Association Fee Tertiary', 'Association Management Type', and 'Association Management Type Secor'.
- Add/Remove (3):** Two buttons, 'Add ->' and 'Remove <-', are positioned between the two columns.
- Selected Fields (4):** A list of selected fields including 'Site Features', 'Association Fee Frequency', 'Withdrawn Date', 'Association Fee Includes', 'Association Management Type', 'Zoning', 'Well Depth', 'Week Remarks', and 'Model'.
- Move Up/Down (5):** Two buttons, 'Move Up' and 'Move Down', are positioned to the right of the 'Selected Fields' list.
- Back (6):** A 'Back' button is located at the bottom left of the screen.

- Scroll through the “**Available Fields**” ²
- Select the desired field(s) by clicking on them
Note: Hold the control key to select multiples
- Click “**Add**” ³ selections can now be seen under “**Selected Fields**” ⁴
- Use the “**Move Up**” or “**Move Down**” buttons ⁵ to select the display order of the “**Selected Fields**”
- Click “**Back**” ⁶ to use “**Selected Fields**”

Note: These fields will only become a part of your default search criteria if you logout of Matrix at the conclusion of your session