

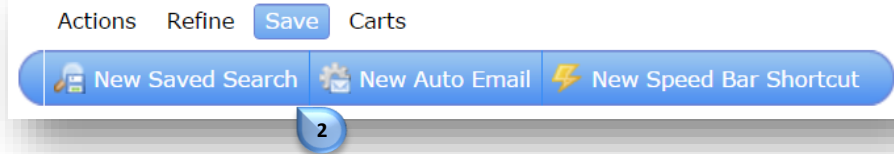


To save a search from any search result screen click the **“Save”** option  on the floating toolbar at the bottom of your screen






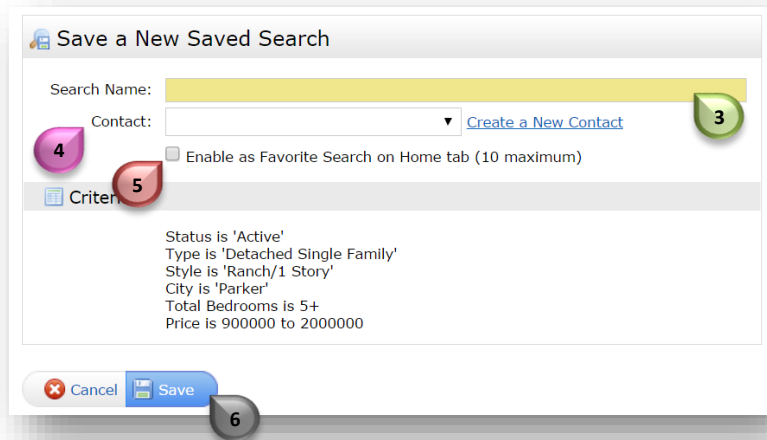
MLS #	Sts	Style	Address	City	Zip	Beds	Baths	Total Sqft	Listing Office
3866651	A	Ranch/1 Story	9562 Sara Gulch Cir	Parker	80138	5	7	6827	LIV Sotheby's International Realt
6133200	A	Ranch/1 Story	5697 Majestic Oak Ln	Parker	80134	5	5	5651	RE/MAX ALLIANCE
4272851	A	Ranch/1 Story	8752 N State Highway 83	Parker	80134	5	3	2672	BTT Real Estate
9961481	A	Ranch/1 Story	9197 Red Poppy Ct	Parker	80138	6	5	5756	TOM MOORE REALTY

Once Save is clicked the button bar will change, click **“New Saved Search”** 



Complete the **New Saved Search** screen.

- Create a search name 
- The contact feature is optional. It allows you to associate a saved search to a specific contact. 
- Check the **“Enable as Favorite Search”**  box if you would like to access this search from the Favorite Searches widget on the dashboard.



Save a New Saved Search

Search Name:

Contact: [Create a New Contact](#)

Enable as Favorite Search on Home tab (10 maximum)

Criteria

Status is 'Active'
 Type is 'Detached Single Family'
 Style is 'Ranch/1 Story'
 City is 'Parker'
 Total Bedrooms is 5+
 Price is 900000 to 2000000

Click **“Save”** 