

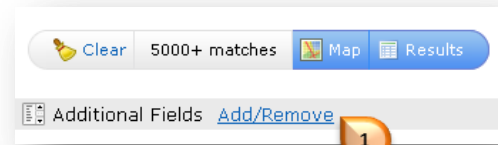
Add Additional Search Criteria

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:



Frequently Used Fields

These are the frequently used search fields; you can add them to your search page to create customized searches.

2 Available Fields

- 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
- Association Management Type Secor

3

Add ->

Remove <-

4 Selected Fields

- Site Features
- Association Fee Frequency
- Withdrawn Date
- Association Fee Includes
- Association Management Type
- Zoning
- Well Depth
- Week Remarks
- Model

5

Move Up

Move Down

Back **6**

- 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