



# Customize the Search Results Display

## Sort the Single Line Display



- Hover over a column Label 
  - The cursor will change into a hand shaped pointer 
- Click and the column will reorder numerically or alphabetically
- Click again to reverse the sort order



Display	Single Line	at	10	per page												
Previous	Next	1-6 of 6	Checked 6	All	None	Page	Zip	Single Line display	Display	Single Line	at	10	per	page		
<input checked="" type="checkbox"/>	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Baths	Total Sq	Fin Sqft	Listing Office				
<input checked="" type="checkbox"/>	 <a href="#">1214993B</a>	A	2 Story	1764 BLACKBERRY LN	Castle Rock	80109	\$462,222	4	4	4649	3,148	Re/Max Masters Inc				
<input checked="" type="checkbox"/>	 <a href="#">1225498B</a>	A	2 Story	2705 MASHIE Circle	Castle Rock	80109	\$449,400	3	3	3710	2,454	Aspen Lane Real Estate				
<input checked="" type="checkbox"/>	 <a href="#">1222473B</a>	A	2 Story	1768 ROSEMARY Drive	Castle Rock	80109	\$449,900	6	5	5020	4,719	Keller Williams Dtc				
<input checked="" type="checkbox"/>	 <a href="#">1202339B</a>	A	2 Story	1671 ROSE PETAL Lane	Castle Rock	80109	\$469,995	6	5	5534	5,284	Keller Williams Dtc				
<input checked="" type="checkbox"/>	 <a href="#">1215716B</a>	A	2 Story	1620 WILD RYE Court	Castle Rock	80109	\$475,000	6	5	5904	5,900	8Z Real Estate				
<input checked="" type="checkbox"/>	 <a href="#">1203726B</a>	A	2 Story	1431 SWITCH GRASS C	Castle Rock	80109	\$465,000	4	4	5382	3,541	Keller Williams Real Estate Llc				

## Reorder Single Line Display Columns

The columns in the **Single Line** display can be reordered

- Hover over a column in the header - not on the word/name 
- The cursor will turn into a 
- Click and hold the left mouse button to drag the column to the desired location

## Results per Page Selections

- Click on the drop down arrow next to “Per Page”




- Click on the desired number

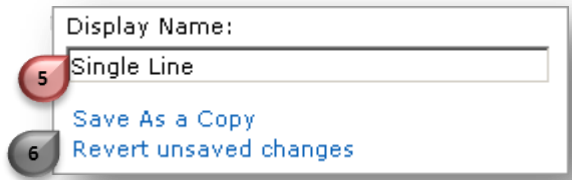
## Save Results as a Custom Display

To retain the reordered results as a “Display” option

- Click the notepad and pencil icon 





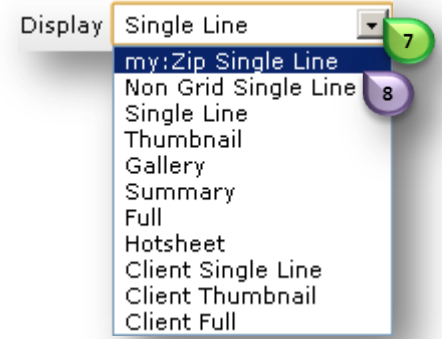
- Name your display 



- Click “**Save As a Copy**” 


**Note:** Be sure to delete the name that auto populates the Display Name field

- The next time you view available “**Displays**” 
- custom Displays will start with “**my:**” 



### Change your Default Display

You can set any given Display as your default results screen

- Select your desired display
- Click the **Cog Icon** in the upper right corner 



checkbox	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Baths	Total Sq	Fin Sqft	Listing Office	TX	M
<input checked="" type="checkbox"/>	<a href="#">1119115B</a>	A	Ranch/1 Story	5500 E 72ND Avenue	Commerce City	80022	\$550,000	5	2	872	872	Mb Moser Real Estate Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">1174679B</a>	A	Ranch/1 Story	8400 STEELE Street	Denver	80229	\$445,000	3	2	3360	1,680	Keller Williams Avenues Realty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">1202746B</a>	A	Ranch/1 Story	7000 MONACO Street	Commerce City	80022	\$137,000	3	1	1680	1,320	Mb Moser Real Estate Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click on “**Set current display, sort order, and count per page as my Search starting default**”

Set current display, sort order and count per page as my Search starting default  
Reset to the system Search defaults

**Note:** You can change Displays at anytime