

Add Additional Search Criteria Fields

To add **Additional Fields** to search criteria click "**Add/Remove**" 1

Note: First time users will see "Add"



Frequently Used Fields present 2

Frequently Used Fields 2

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

Available Fields 3

- Above Grade Finished Area
- Accepting Backup Offers YN
- Accessibility Features
- Active Open House Count
- Address
- Also Marketed As
- Amenities Completed
- Amenities Opening
- Appliances
- Architectural Style
- Association Amenities
- Association Fee 2 Annual

Search:

Selected Fields 5

- Public Remarks
- Detailed Parking
- Lot Features
- Association Amenities
- Detailed Room
- Ownership Amount Partial
- Pets Allowed
- Senior Community YN
- Restrictions Covenants

Add -> 4 Remove <- 4 Move Up 6 Move Down 6

[Back](#) 7

Scroll through the **Available Fields** 3

Select the desired field(s) by clicking on it (them) to highlight

Note: Hold down the *Control* or *Command* key to select multiples

Click "**Add**" 4 and the selections will appear under **Selected Fields** 5

Use the "**Move Up**" or "**Move Down**" buttons 6 to change the order **Selected Fields** fields will present on search form

Click "**Back**" 7 to transfer the **Selected Fields** to the *search criteria*

Note: Clicking "**Back**" functions as a save button, retaining all changes/selections