

Create a Custom Display from Results

Generate Search Results in Matrix **1**

Listing ID	SType	Address	City	Price	Bd	Bth	Abv	Ttl	Fin	Prk Ttl	Assoc YN
8414651	A	5758 S ... Way	Aurora	\$550,000	4	4	1,624	2,317	2,282	2	Yes
1544194	A	19140 E Pacific Place	Aurora	\$549,900	2	2	1,985	3,378	1,985	2	Yes
IR941779	A	6474 N Ensenada Court	Aurora	\$549,000	4	3	2,518	2,518	2,518	3	Yes
7373161	A	6474 N Ensenada Court	Aurora	\$549,000	4	3	2,518	2,518	2,518	3	Yes
5629949	A	11736 Montview Boulevard	Aurora	\$548,000	3	3	1,067	2,134	2,081	12	No
1547981	A	NHP	Aurora	\$547,900	2	3	2,052	2,052		2	Yes
7646488	A	3674 S Nepal Street	Aurora	\$545,000	3	2	1,739	3,478	1,739	3	Yes

Hover over a *column header* (NOT the *column title*) **2** the cursor will present as a four-point arrow **3**

Click the mouse and a *pop-up window* presents **4**

To Rename a Cell

Click in the field at the top of the *pop-up* **1**

Use the "**Backspace**" key to delete current label

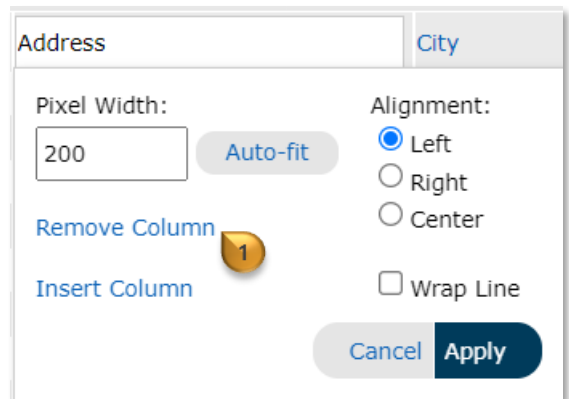
Type the desired column name

Click "**Apply**" **2**

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To Delete a Column

Click **"Remove Column"** 



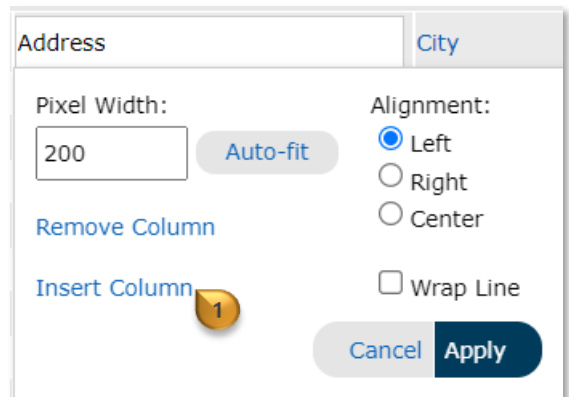
To Add A or Multiple Column(s)

Click **"Insert Column"** 

The *pop-up* will present a list of all available columns 


Use the *scroll bar* to scroll through the list 


Select the desired column(s)

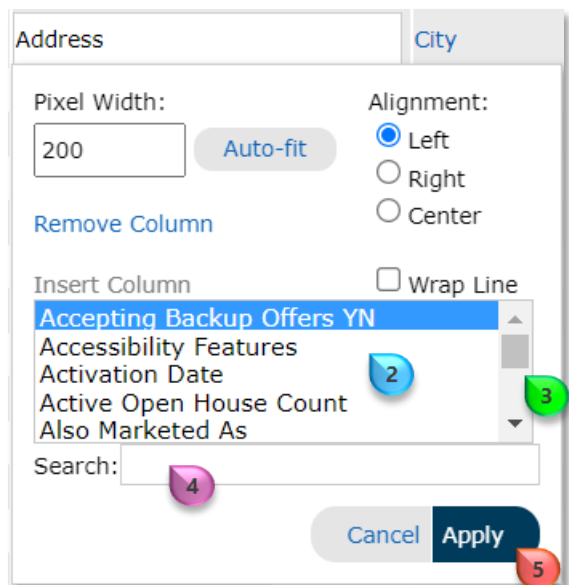


Note: The selected column(s) will be highlighted in blue

Note: Hold down the *Control/Command* key to select multiple column(s)


Note: Use the **"Search"**  field for *typeahead* functionality. Type the name of the desired column and the list will go directly to that column label. Or simply type the first letter and the list will jump to options beginning with the typed letter.


Once all desired columns are selected click **"Apply"** 





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To Manage Cell Alignment

Click the *radio dial* next to the desired alignment  1

Once all desired selections have been made click "**Apply**"  2

Address	City
Pixel Width: <input type="text" value="200"/> Auto-fit	Alignment: <input checked="" type="radio"/> Left  1 <input type="radio"/> Right <input type="radio"/> Center
Remove Column	<input type="checkbox"/> Wrap Line
Insert Column	Cancel Apply  2

To Manage Column Order

Hover over a *column header* (not *column title*) the cursor will present as a *four-point arrow*  1

Click and drag the column left or right to the desired location

Repeat as desired

SType	Address	City
SFR	5758 S Zante Way  1	Aurora
SFR	19140 E Pacific Place	Aurora
SFR	6474 N Ensenada Court	Aurora
SFR	2001 S Cathay Way	Aurora
SFR	6474 N Ensenada Court	Aurora
SFR	11736 Montview Boulevard	Aurora

To Save Custom Displays

Click the save icon  1

Search run Tuesday, 1:40 PM Criteria Map Results

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Display Single Line at 25 per page  1

	OH	Listing ID	St	SType	City	Address	Price	Bd	Bth	Abv	Ttl	Fin	Pr	Assoc
		8414651	A	SFR	Aurora	5758 S Zante Way	\$550,000	4	4	1,624	2,317	2,282	2	Yes

A *pop-up* will appear  2

Click the "**Display Name**" field  3


Use the *Backspace* key on the keyboard to delete *Single Line*


Type in the desired name

Click "**Save as a Copy**"  4

Display Name:

 3


Save As a Copy  4

Revert unsaved changes  2

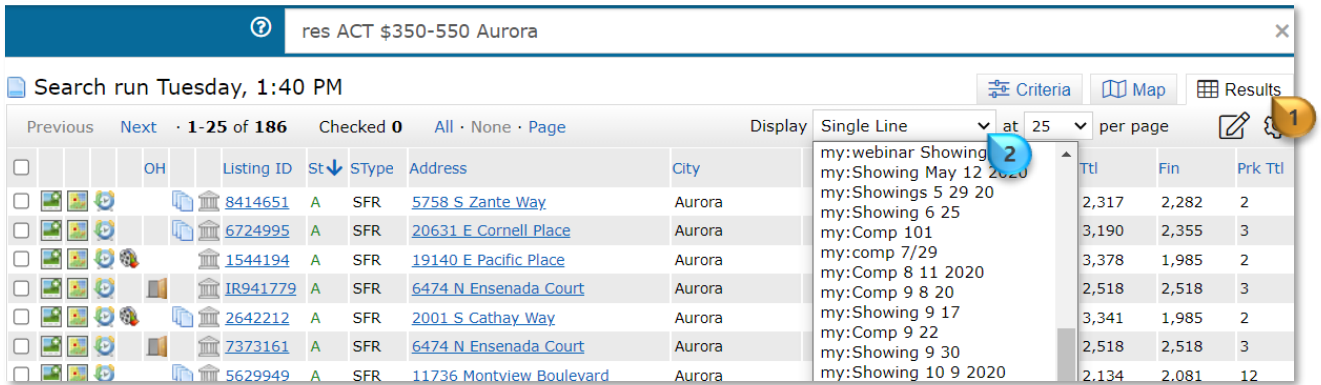
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To Access Custom Displays

Custom Displays can be accessed from any *Results Screen* 

From the **Results tab** click on the *Display expand collapse arrow*  and select the desired *Custom Display*

Note: The names of all *Custom Displays* will start with **my**:



res ACT \$350-550 Aurora

Search run Tuesday, 1:40 PM

Criteria Map Results

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OH	Listing ID	St	SType	Address	City	Display	Ttl	Fin	Prk Ttl
	8414651	A	SFR	5758 S Zante Way	Aurora	my:webinar Showing			
	6724995	A	SFR	20631 E Cornell Place	Aurora	my:Showing 5 29 20	2,317	2,282	2
	1544194	A	SFR	19140 E Pacific Place	Aurora	my:Showing 6 25	3,190	2,355	3
	IR941779	A	SFR	6474 N Ensenada Court	Aurora	my:Comp 101	3,378	1,985	2
	2642212	A	SFR	2001 S Cathay Way	Aurora	my:comp 7/29	2,518	2,518	3
	7373161	A	SFR	6474 N Ensenada Court	Aurora	my:Comp 8 11 2020	3,341	1,985	2
	5629949	A	SFR	11736 Montview Boulevard	Aurora	my:Comp 9 8 20	2,518	2,518	3
						my:Showing 9 17	2,134	2,081	12
						my:Comp 9 22			
						my:Showing 9 30			
						my:Showing 10 9 2020			