



## Searching

## Notes

### Quick Launch - 6 things

- 1) **MLS number / Example: 18003519**
- 2) **Address / Example: 7074 Fairhill Drive**
- 3) **Radius / Examples: near 18003519 OR 1 mile from 7074 fairhill drive ada mi 49301**
- 4) **Name / Example: Jessica**
- 5) **Search / Example: active, 200-300k, 3-4 bed, 2 bath, 2000-2500 sqft, city of Hillsdale**
- 6) **Menu Item / Example: Opt-in status**

### Using Map shapes

- 1) **Draw using the following shapes: circle, square, polygon**
- 2) **Save the polygon and name it**
- 3) **Show where you can find it again**

## Searching

- 1) **Explain how date ranges work**
- 2) **And/or/not**
- 3) **How to save a search and change it**

### Customizing the Search Experience

- 1) **Create a view and sort**
- 2) **Create a quick search template by adding new fields**
- 3) **Combine them for your personal use**

## Printing

- 1) **How to print using a one line view**

## **Emailing**

- 1) **Show how to set up a subscription email**
- 2) **Show how to send a manual email**
- 3) **Show how to set up an email template for subscriptions and manual emails**
- 4) **Show where you can see these in the My Sent E-mails section**

## **Customizing Hot Sheets**

- 1) **The dashboard gadget**
- 2) **Daily Functions → Hot Sheet (24 hour)**
- 3) **Daily Functions → Hot Sheet (Custom)**