

Search – Views and Reports

When your Search is complete and the Grid is populated with the search results, the data can be viewed in a variety of ways.

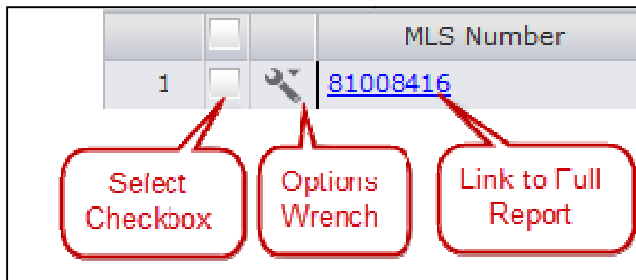
View and Reports

From below the Grid, use the icons to access a menu of reports available, or return to the Grid View.



The Grid View and Reports buttons will remain visible in the lower left corner of each report.

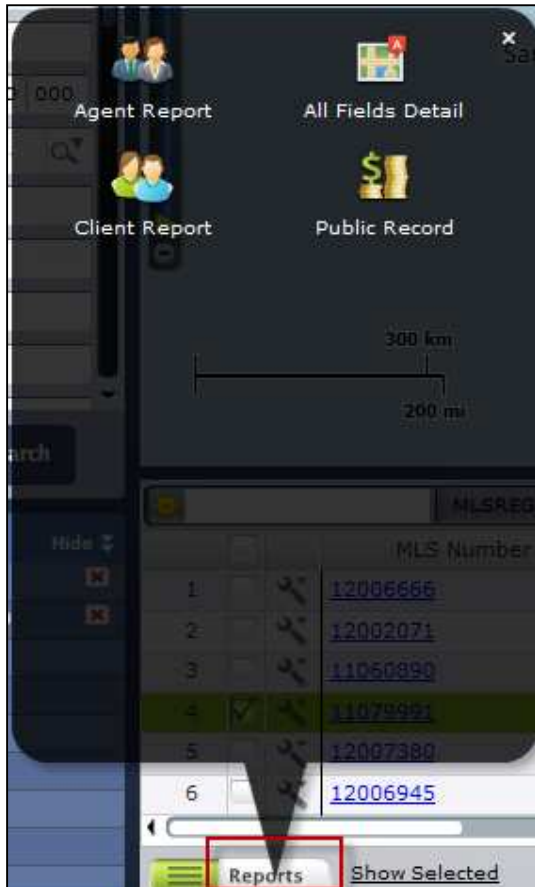
The first four columns of the grid may be used to perform various functions.



- The Listing Number links to the Agent Detail 2 Report; clicking it will launch the report.
- A Select checkbox next to each listing lets you check which listings to work with.
- An Options Wrench next to each listing provides access to other reports and functions, e.g., All Fields Detail, Agent Detail, Client Detail, Agent Detail 2, Add as Favorite, and Print.

Reports

The Reports button will contain different options depending on whether it is selected from a multiple-property view or a single-property report. Click the Reports button to view the available reports. Click the Report icon to launch that report.



Click the Return to Results link at the top left corner of any report to return to the Grid View.

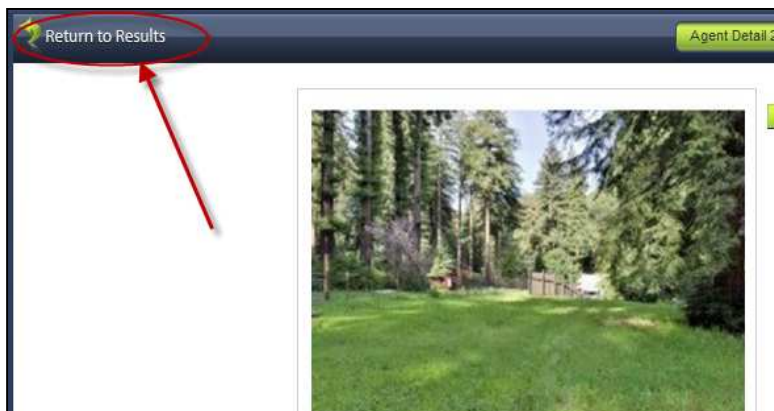
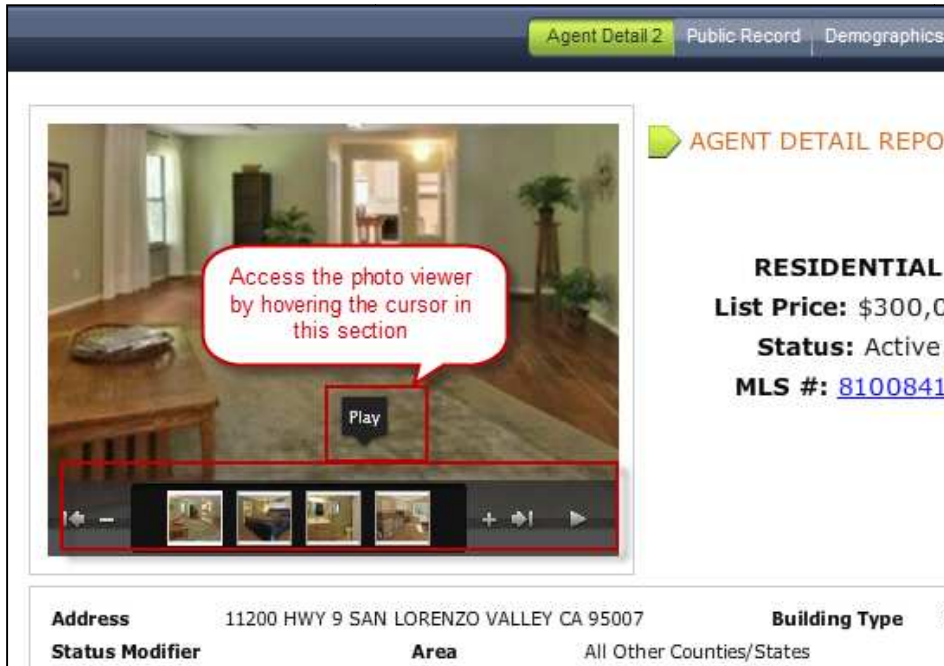


Photo Viewer

Reports with photos have a Photo Viewer that allows the client to view all photos that have been submitted for the listing. To access the Photo Viewer, hover the cursor within the photo, and the Photo Viewer controls will appear along the bottom. Click Play and the Photo Viewer will scroll through each photo. Click pause to stop the slideshow.



Property Panel

Click one time on a listing in the grid, anywhere on the row other than the listing number, and...

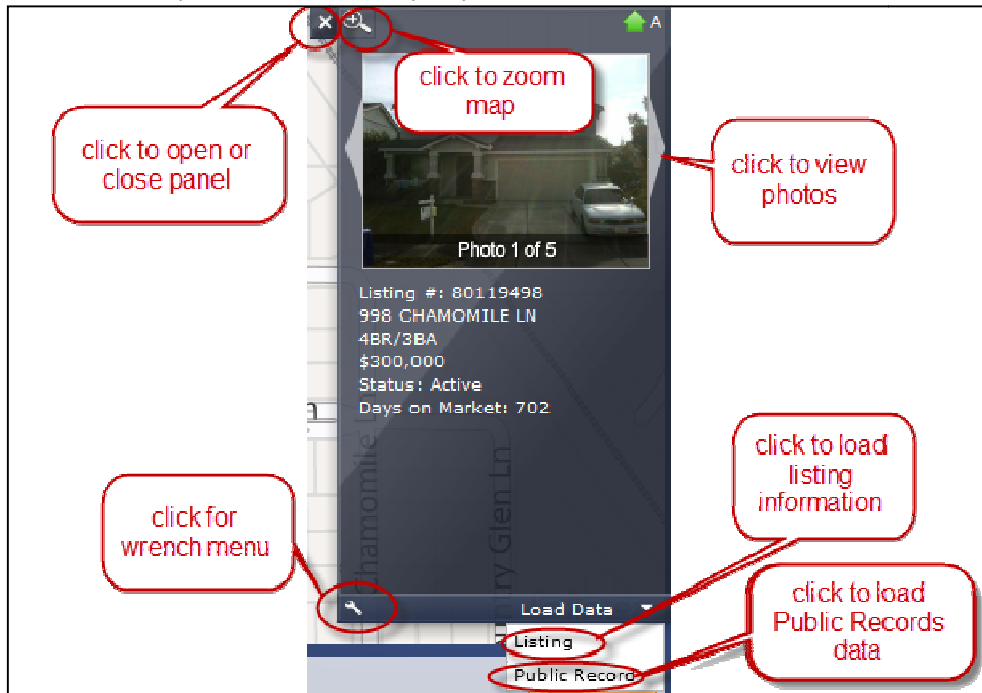
		MLS Number	Status	Address	Unit	City
1	<input type="checkbox"/>	81008416	Active	11200 HWY 9		SAN LORENZO
2	<input type="checkbox"/>	81026271	Active	5008 EDENVIEW DR.		SAN JOSE

Don't click here

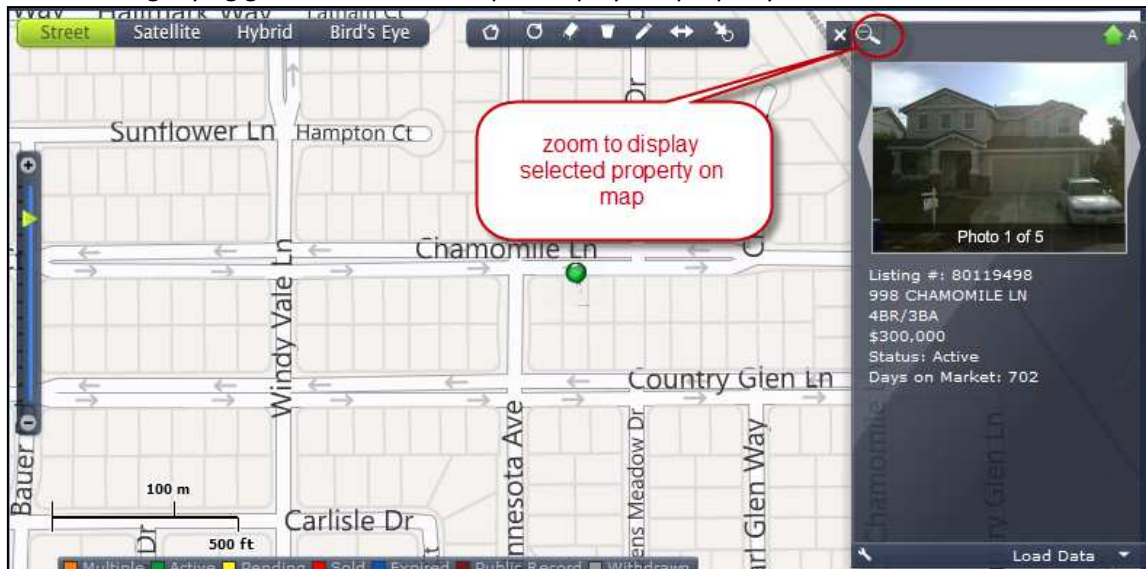
... the Property Panel will display. The Property Panel includes photos of the property, the Listing #, Full Street address, BR/BA configuration, List Price, Status, and Days on Market.

Several options are available for viewing the information captured in the Property Panel.

1. Click the X to open or close the Property Panel.



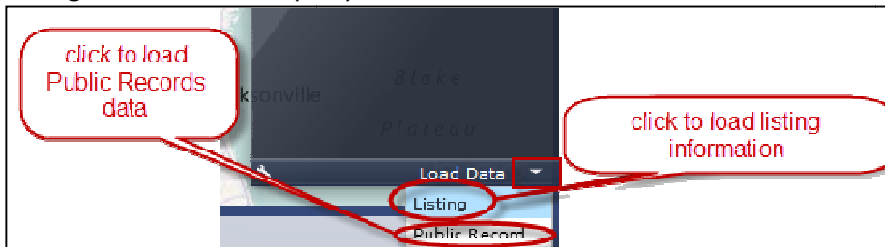
2. Click the magnifying glass to zoom the map to display the property selected.



- Click the gray arrows to advance through the photos within the Property Panel for the selected listing. Click on the photo to open the larger Photo Viewer.



- Click the drop down arrow to the right of Load Data at the bottom of the screen to display two options for viewing data from the Property Panel.



- Listings – click Listings to display the listing information within the Property Panel.
- Public Record – Public Record data will display for those records having valid Public Record information.

Listing Data:



Field Name	Value
MLS Number	80119498
Class	RESIDENTIAL
Building Type	Townhouse
Area	All Other Countries/States
Search Price	440000
List Price	435000
Address Number	101
Address	101
Search Number	
Address Street	STONEYCREEK RD
Unit	101
City	SANTA CRUZ
State	CA
Zip Code 5	95060

Public Records Data:



Field Name	Value
County	CONTRA COSTA
APN/Tax ID#	017-500-012
Owner	WAGENAAR, SHANE; WAGENAAR, ERIKA
Owner Occ	Y
Phone	
Land Use	Single Family Residential
City/Mun/Twp	
City/Mun/Twp	BRENTWOOD
Census Tract	3032.00
Census Block	3076
Carrier Route	R012
Lot #	
Lot	12

Note: Property Panel functions are the same for both Listing and Public Records data.

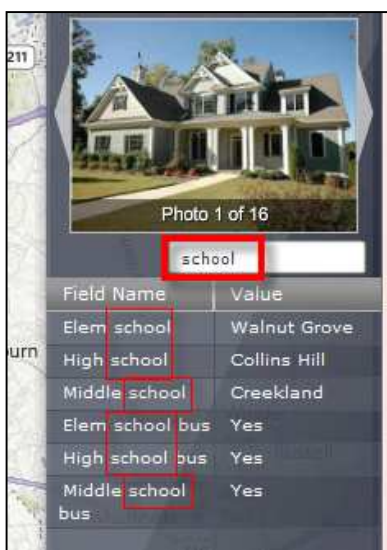
- c. Click Hide Data to return to the original display.



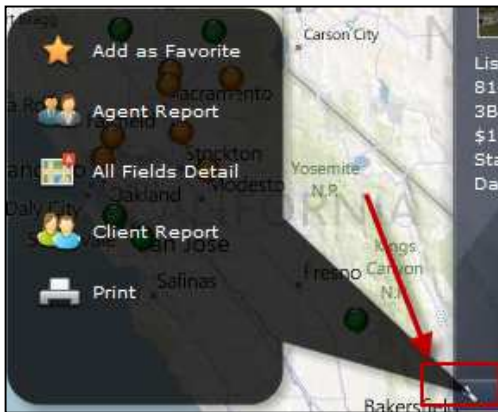
- d. Click the column header (Field Name or Value) to sort the data in ascending order (A to Z). Click again to sort in descending order (Z to A).



- e. Use the text box at the top of the data to filter the Field Name and the Value columns. Delete the text to display the entire data set again.



5. Click the wrench icon in the lower left of the Property Panel, and the wrench menu will display. This menu allows the user access to the following reports and activities:
- Add as Favorite
 - Agent Report
 - All Fields Detail
 - Client Detail
 - Print



Results Grid

Search results display in a spreadsheet-style grid.

On the left side of the grid are the line number, Select checkbox, and options wrench for each listing in the results set. The Options wrench allows you to perform certain actions on a single listing.

- a. Data for the results set display in columns across the grid.
- b. Above the grid are options to Customize, filter, select a different grid, view statistics on the results, and sort the grid columns.
- c. In the lower left below the grid is the Reports button with links to various MLS-defined reports and another to return the user to the Grid View.
- d. In the lower right below the grid, the Grid Tools provide options to Print or Save to Favorites.
- e. Use the button on the upper right of the grid to toggle between the Map & Grid view or Full Grid.



MLS Number	Status	City	Area	List Price	Sold Price	Building Type	Sq Ft Apx	Bedrooms
81008416	Active	SAN LORENZO	All Other Count	\$300,000		Single Family		
81026271		SAN JOSE	All Other Count	\$300,000		Single Family		
81052043		SAN JOSE	All Other Count	\$300,000		Single Family		
80119498	Active	BRENTWOOD	All Other Count	\$300,000		Single Family	2,528	4
10052762	Active	ORANGEVALE	All Other Count	\$300,000		Single Family	2,460	6
10064834	Active	EL DORADO HI	All Other Count	\$300,000		Single Family	2,276	3
21024619	Active	FORT BRAGG	All Other Count	\$300,000		Single Family		
21027224	Active	WINDSOR	All Other Count	\$300,000		Single Family		
10081176		WHEATLAND	All Other Count	\$300,000		Single Family		

Callouts in the image:

- select listings, Options for more actions.
- customize the grid, filter the results, select a different grid, view Statistics, Sort
- Toggle between Map & Grid view or Full Grid
- Print, Save to Favorites
- select between different views and reports