

Searching Tips

When you search for listings, enter the requested search criteria into the text fields. After counting you can then choose to further modify your criteria to ensure you get the most appropriate results.

Entering Search criteria

The following information includes tips for using some of the search criteria fields:

Check Boxes	When given a number of options, the system presents the options with check boxes. You can select none, one, or multiple options. (Note that if a field is required search criteria, you must select at least one check box.)
Option Buttons	When you need to choose only one item, the system presents the items with option buttons.
Text Fields	When you can enter text and characters, the system provides text fields.
Min and Max fields	For a range, the system presents Min and Max text fields. You can enter the minimum amount in the Min field and the maximum amount in the Max field. You can also just enter an amount into the Min field, and the system searches for all items above that amount. When you just enter an amount in the Max field, the system searches for all items below that amount.
Lists	When you can choose from many items, the system presents those items in a drop-down list box. You can select which item to use. With multi-level lists, you can also use custom Windows selecting features, such as holding down the Ctrl key while clicking to select multiple items.

Modifying Search Criteria

The following information includes tips for using the search criteria modifier list boxes:

Custom (advanced)	Use this modifier when entering customized data, such as more than one street name or multiple map letters.
Exact Match	When you select this modifier, the system searches for the exact match.
Starts With	When you select this modifier, the system searches for all matches that start with the characters you entered in the corresponding search criteria field. For instance, if you want to search for property on "Sycamore Street," you can quickly enter "Syc" and select the "Starts With" modifier. The system searches for all streets that begin with "Syc" and will certainly include Sycamore Street in the results.
Contains	When you select this modifier, the system searches for all instances where the combination of characters in the corresponding search criteria field appears. For example, if you enter "cam" and select the "Contains" modifier, the system presents results that contain "cam," including "Sycamore," "Camellia," and "South Camp."
Ends With	When you select this modifier, the system searches for all matches that end with the characters you entered in the corresponding search criteria field. For instance, if you want to search for Sycamore, you can enter "more" and select the "Ends With" modifier. The system searches for all streets that end with "more" and will include Sycamore in the results.

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An alternative to using the Search Criteria Modifier list is to directly enter search syntax into the Search Criteria field. Directly entering search syntax can save you some time.

The following table shows how you would use search syntax to achieve the same results of the search criteria modifier list box:

	To find the exact match. Examples:
[value]	<ul style="list-style-type: none">• 20019988• Sycamore
	To find all matches that begin with the value. Examples:
[value]*	<ul style="list-style-type: none">• 2001*• Syc*
	To find all matches that end with the value. Examples:
*[value]	<ul style="list-style-type: none">• *3199• *more
	To find all matches that contain the value. Examples:
[value]	<ul style="list-style-type: none">• *3199*• *cam*
	To find all matches that match any string of the values. Examples:
[value]*[value]	<ul style="list-style-type: none">• 003*988• s*e
	To find the exact multiple matches. Examples:
[value] [value] [value]	<ul style="list-style-type: none">• 2001424 2001143 2007054• Sycamore Elm Oak
	To find all matches that are less or equal to the value. Examples:
.. [value]	<ul style="list-style-type: none">• .. 20019988• .. 5
	To find all matches that are greater or equal to the value. Examples:
[value] ..	<ul style="list-style-type: none">• 20019988 ..• 3 ..
	To find all matches that are between or equal to the value. Examples:
[value] .. [value]	<ul style="list-style-type: none">• 20014240 .. 20014300

Notes:

- When using the double periods search syntax (..), be sure to surround the two periods with a space before and after the periods.
- If you double-click in a Date field, a calendar appears allowing you to click on the date you want to enter.