

## Agent Search

The **Agent Search** page allows you to search for agents to find their contact information. You can search by City, Company, First Name, and Last Name. You can also enter partial information, and the system can conduct a search based on whatever you enter.

➤ **To search for an agent:**

1. From the **Agent** menu, choose **Agent Search**.

The Agent Search screen appears.

Searching :AgentSearch			
		Count	Search
Search Criteria			
Additional Fields			
CITY :	<input type="text"/>	Starts With	▼
COMPANY :	<input type="text"/>	Starts With	▼
FIRST NAME :	<input type="text"/>	Starts With	▼
LAST NAME :	<input type="text"/>	Starts With	▼
			Additional Fields

2. Enter the requested information into the fields.
3. Add additional search fields (if applicable) as follows:
  - a. Click **Additional Fields**.

The Add Additional Fields window appears.

Double-click any field name to add or remove it.

Available fields:	Selected fields
ADDRESS1	CITY
ADVERTISESDISPLAYNAME	COMPANY
ADVERTISESDISPLAYPHONE	FIRST NAME
AGENT TYPE	LAST NAME
AGENTID	
ALTLICENSENUMBER	
BOARD NUMBER	
EMAIL ADDRESS	
EXPIRATION	
FAX	
HOME PHONE	
JOINDATE	

Buttons: -->, <--, Up, Dn, Ok, Cancel

- b. In the Available Fields list, click the field you would like to add to the **Agent Search** page.
- c. Click the arrow button to the right. The field now appears in the Selected Fields list.
- d. Repeat steps b-c to add additional fields.
- e. Click **OK**.

## **Realcomp Online® Agent Search Support Guide**

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4. Click **Search**. If more than one agent could be a match, a list of possible matches appears. If a list of matches appears, select the agent you want.
- **To count your search:**  
After you define your search criteria, you can click Count to learn how many matches you will have. Doing this step helps you determine whether or not you want to further define search criteria in order to narrow your search results.