

## Agent Search

The **Agent Search** page allows you to search for agents to find their contact information. You can search by Agent ID, 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 **Search** menu, choose **Agent Search**.

The Agent Search screen appears.

The screenshot shows the Agent Search interface. At the top, there is a green header bar with the text "Searching :AgentSearch" and two buttons: "Count" and "Search". Below this is a section titled "Search Criteria" with a sub-section "Additional Fields". This section contains five input fields: "AGENT ID:", "CITY:", "COMPANY:", "FIRST NAME:", and "LAST NAME:". Each field has a "Starts With" dropdown menu to its right. Below the input fields is another "Additional Fields" button. At the bottom, there is another green header bar with "Searching :AgentSearch" and "Count" and "Search" buttons.

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

The screenshot shows a dialog box titled "Double-click any field name to add or remove it." It has two main sections: "Available fields:" and "Selected fields:". The "Available fields:" section contains a list of field names: ADDRESS1, ADVERTISEDISPLAYNAME, ADVERTISEDISPLAYPHONE, AFFILIATIONS, ALTLICENSENUMBER, BOARD NUMBER, CERTIFICATIONS, DESIGNATIONS, EMAIL ADDRESS, EXPIRATION, FAX, and HOME PHONE. The "Selected fields:" section contains a list of field names: AGENT ID, CITY, COMPANY, FIRST NAME, and LAST NAME. There are four buttons between the sections: a right arrow, a left arrow, an "Up" button, and a "Dn" button. At the bottom of the dialog box are "Ok" and "Cancel" buttons.

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- b. In the Available Fields list on the left, 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**.
  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.