

# Creating a Saved Search

## Creating a Saved Search

To create a saved search that is easy to access from the Realcomp *Online*<sup>®</sup> welcome page:

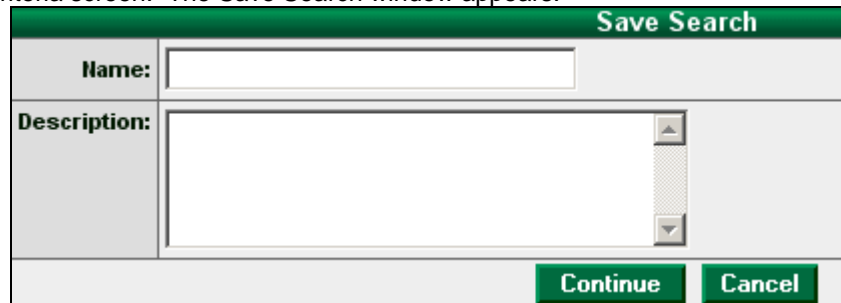
1. Perform a Quick Search by choosing **Quick Search** from the **Search** menu option.



2. Enter the search criteria you wish to search by.

To be able to search all changed and new listings from one (1) day back, you will need to fill in the "Status Date" field. Enter your search criteria (i.e. areas that you are monitoring, status date -1, etc.). To see **only** the new or changed listings from the previous day, enter (-1) in both the From and To fields for the Status Date. **Keep in mind that there is a search limit of 500 listings per search.**

3. Once all criteria have been entered, click the **Save** button at the top or bottom of the search criteria screen. The Save Search window appears.

A screenshot of a dialog box titled 'Save Search'. The dialog box has a green header bar with the title 'Save Search'. Below the header, there are two main sections: 'Name:' followed by a text input field, and 'Description:' followed by a larger text area with a vertical scrollbar. At the bottom right of the dialog box, there are two buttons: 'Continue' and 'Cancel', both with green backgrounds and white text.

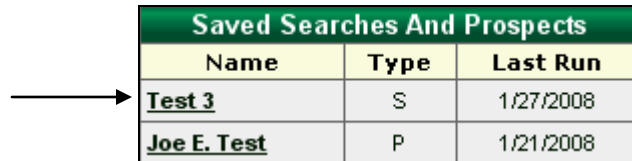
4. In the **Save Search** window, enter the desired name in the **Name** field.
5. In the **Description** field, enter a description that will help you identify this search for future use. Click the **Continue** button.

# Creating a Saved Search

## Running a Saved Update Search

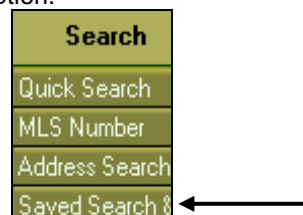
To automatically run a saved search:

1. If the saved search designated the number of days back (-1), click on the link for this on the homepage.



Saved Searches And Prospects		
Name	Type	Last Run
<a href="#">Test 3</a>	S	1/27/2008
<a href="#">Joe E. Test</a>	P	1/21/2008

2. To run the saved search since the last time it was run or to modify the criteria, you can select **Saved Search** from the **Search** menu option.



- a. Select your saved search by clicking on it with your mouse. When the search is selected, it will highlight in green.
- b. To run the search, click the **Run** button.
  - i. If you have entered -1 in the Status Date field when setting up the Saved Search, then you will get a report of all the new listings and changes that resulted in a change to the status of the listing.
  - ii. If you have NOT included the status date in your criteria, then you can run the search using the "Search New and Modified Since" option in the run menu.
- c. To modify the criteria, select **Criteria**, make necessary changes and resave the search, if desired.