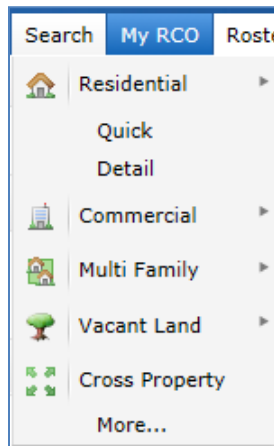


## Entering Search Criteria on RCO3®

To search for properties in RCO3®, click on the Search tab at the top of the screen and select an option from the drop-down menu.

*Residential (includes residential and condos), Commercial, Multi Family, Vacant Land, Cross Property and Open House* are the different search types you can use in Realcomp Online® 3. Cross Property will give you a combined search of the property types listed on the system.



Each property type also has two options:

**Quick**- contains the standard fields most commonly used in a search. The ability to add other custom fields is available.

**Detail** – contains more fields by default and can still have more custom fields added.

### Selecting a Property Type

From the menu choose the desired property type and whether you want the Quick or Detail option.

If you would like to search for a different property type, simply click on the Search tab. This will display the property types again, allowing you to make a different selection.

### Cross Property Search

If you do not know which property type you should search, click on the “**Cross Property**” link. This allows you to search across all five property types at the same time. Use this option if you cannot find a specific listing or if you are not sure how the agent listed the property.

### Search for Listings

To perform a search, select the criteria from the fields that are on the default search screen that you wish to search. The search screen will display the default search criteria fields. (Note: Additional search fields can be added to customize search by clicking on the **Add/Remove** link located at the bottom of the search screen.

### Select or De-Select Items:

- **Single Item** – To select a single item, click on that item once.
- **Multiple items** – To select more than one item, hold down the **CTRL** key on the keyboard and click on the items desired.



- **De-selecting** – To de-select an item, hold down the **CTRL** key while clicking the item to de-select (removes highlighting).

### Or/Not Options

*And* searches listings that match ALL of the items selected

*Or* searches listings that match ANY of the items selected

*Not* Locates listings that **DO NOT** have the item(s) selected

And  Or  Not

### Text Box Data Entry

The text input box accepts both letters and numbers. Remarks Field, MLS #, Street Name, Zip Code etc. are examples of text box data entry fields.

Use the asterisk (\*) as a wildcard, for any portion of the name of which you are unsure.

Example: Lake\* will search for all listings beginning with Lake, Lakeland, Lakeshore, Lakeview etc. Using the (\*) before a word \*Lake will search for listings that end with Lake, South Lake, Cedar Lake, Loon Lake, ETC.

Use a comma (,) to separate multiple items in a list. **Note:** Do not use (,) commas for the number fields.

### Price Fields

By default the price fields assume the three zeroes at the end, as indicated by the check next to “(000s)”. To have it NOT assume the value indicates thousands, uncheck the box.

Price   (000s)

The different Number formats are:

800 to find exactly \$800,000

800- to find less than or equal to \$800,000

800+ to find greater than or equal to \$800,000

800-900 to find a range from \$800,000 to \$900,000

If you are looking for a lease, uncheck the box and enter the desired lease price/range.

### Date Fields

Next to each of the statuses is a date field to search the status date. You can enter a single date or a date range. You can also enter a number of days back or a range of days back.

**Status - Date or Range**

Active

Contingent - CCS

Expired

Pending

Sold


Cond Withdrawn

Uncond Withdrawn

- To search exactly the date April 20, 2012, enter 4/20/2012
- To search a date range from April 20, 2012 to April 27, 2012, enter 4/20/2012-4/27/2012
- To search dates after April 19,2012, enter 4/20/2012+
- To search everything in the last 4 days, enter 4-.

To search dates between 4 to 6 days back from the current date 4-6.

## Using the Calendar

To specify a date range **via the calendar**, click on the calendar icon  next to each date field (right-side) to display a two month calendar. Click on the desired start and end dates. For example select April 20, 2012 – April 27, 2012 (below) and the chosen range will be highlighted in green. To move back and forth between months and years click on the arrows located to the top right and left hand corners of the calendar. The inside left arrow (double arrow) will bring you back one year, and the inside right arrow (double arrow) will bring you forward one year. The outside left arrow (single arrow) will bring you back one month, and the outside right arrow (single arrow) will bring you forward one month.

**Status - Date or Range**

Active

Contingent - CCS


Expired

Pending

Sold

Cond Withdrawn

Uncond Withdrawn

04/20/2012 

◀ ◀ Mar Oct 19 2012 Jun ▶▶ ▶

APR 2012							MAY 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7		1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

Clear      OK

If you have selected a single date and want to make this a date range, hold your cursor over the date selected and you will notice that two orange arrows will appear one pointing left and the other pointing right. If you click on the orange arrow to the left this will select all dates **BEFORE** the date selected. If you select Jan 1, 2012 and click on the orange left arrow, this will give you anything on or **BEFORE** Jan 1, 2012. If you click on the orange arrow to the right of the date you selected this will give you anything on or **AFTER** the date selected. When you've made your selections, click the OK button beneath the calendars. To clear your date entry and begin again, click the Clear button beneath the calendars.

## Negative Search

To exclude a specific item from your search in a text field, put an exclamation mark (!) before it. For example, if you want to exclude Zip Code 18360 from your search, type !18360 in the Zip Code field. Separate multiple items with commas. For multiple items, be sure to put the exclamation mark before each item in the field.

### Pick List (Y/N Option)

The “BSMT -Y/N” field drop down list is an example of a pick list field. When you click on a pick list field, a drop down menu will appear with different options. You will have three choices. Yes, No and Blank. Blank means both Yes and No. Note: In a pick list you can only select one item at a time.

### Need Help?

To obtain Help on any field, click on the question mark to the left of the field.

Text Box fields offer a hover help option, in addition to the help. All you have to do is hold the cursor over the blank field and helpful information will appear.

### Area Field

To search a specific area number, type the area number in the field. Separate multiple area numbers using a comma.

To search an enter county enter the range of number included in that county. For example, to search Oakland County, enter 02000-02999.

To manually select an area use the scroll bar until you find the desired area and click it once to highlight it. To select multiple areas, hold the Ctrl key while clicking to highlight multiple areas.

There is also a list selection option to the right of the area entry field that will allow you to add areas from an Available Options column to a Current Selections column, like you do for Additional Fields.

### Display/Other Options

Once you have run a search, Realcomp *Online*® 3 lets you customize your results display. Located on your search results page above the column headings to the right you will find the report that is currently being displayed and the number of results per page. To change the report that you are currently viewing, use the drop-down list and select the desired report. Do the same to change the results per page.

To make these new selections your default for future searches, click the gear icon and select the first option.

**Clear Criteria**

You can clear all criteria entered by clicking the Clear button. If you clear the criteria, it will also de-select the options for Listing Type and Level of Service. You would need to reselect those prior to running any further searches as those are required fields.

**Count Link**

The Count link will display the total listings that match your current search criteria. This is a “count-on-the-fly” and will update automatically when any criteria are changed. If you are satisfied with the count then click the Results button to view listings.