

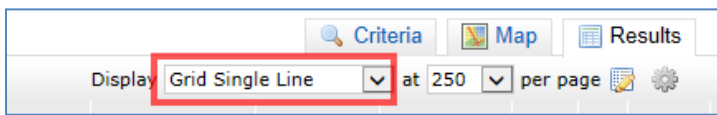


## Editing Your Grid Single Line Report

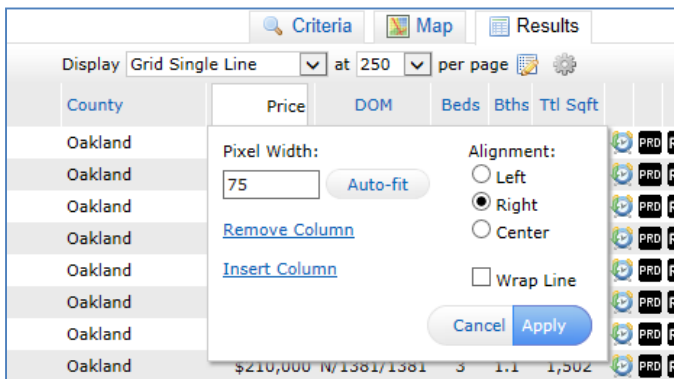
The Grid Single Line report allows you to set up your one-line report to show the exact information that YOU want to see when you get your search results.

You can edit the columns that you see, the width of those columns, the order of the columns and change the name of the column. Once you have set up the report exactly how you want it, you can save it and even set it as your default report for that property type.

1. To start, run a search in the desired property type, such as a residential/condo search and view the results.
2. Be sure that you are viewing the Grid Single Line display.



3. Point your mouse to the blank space in any column heading box, but not at the column title itself, so you get the “crosshairs” icon for your mouse pointer. Clicking in the heading area will bring up a box that will allow you to edit the title, remove that column, add another column, and more. When you have made the changes to this column, click Apply.



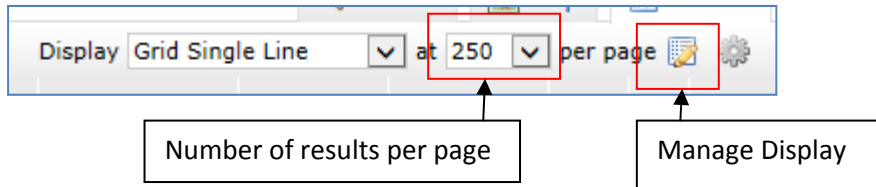
4. Holding down the left mouse button will allow you to drag the column to the left or right to reorder the columns also.

County	Price	DOM	Beds	Bths	Ttl Sqft	
Oakland						
Oakland						
Oakland						
Oakland						
Oakland						
Oakland						
Oakland						
Oakland	\$210,000	N/1381/1381	3	1.1	1,502	

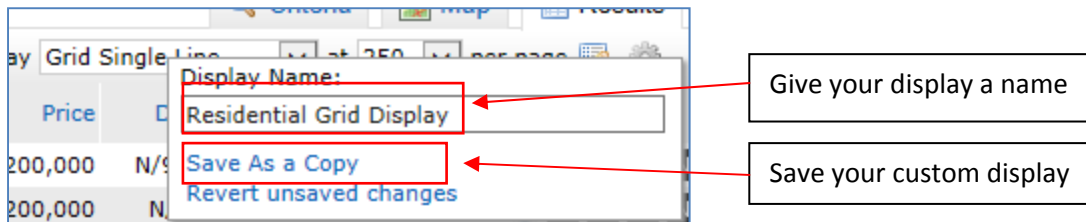
The Ttl Sqft column is being moved to the left.



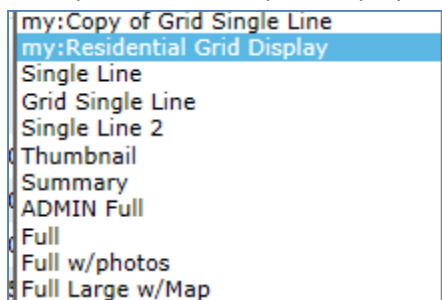
5. Choose the number of listings you'd like to see on a page using the drop-down list to the right of the display field. See below.
6. To save these changes, click Manage Display (the paper and pencil icon to the right of the number of results per page). See below.



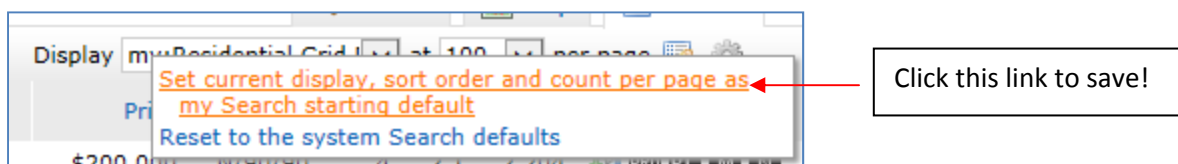
7. Clicking Manage Display will allow you to name your custom report and save it.



8. Once you have saved your display, it will always be available in your list of report displays.



9. When your desired display and number per page are selected, you can click the gear icon to the right of the Manage Displays icon and set this display, number per page and sort order as your default. Then any time you run a search in this property type, this report will display with your number per page and custom sort order.



If you have any questions on this or any other topic, please call Customer Care at (866) 553-3430.