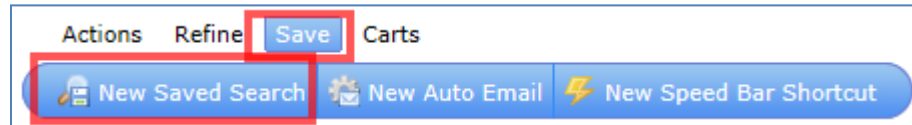


Saving a Search

The **Save** button allows you to save your current search.

To save a search in RCO3:

1. Enter criteria and run the desired search.
2. On the search results page click on the Save button located on the Button Bar to view the saving options. Three save features will come up.
3. Click on “New Saved Search”. This will bring up the “Save a New Saved Search” screen.



4. Fill out the Search Name field.
5. You can also choose to add a contact to the saved search. **Note:** Adding a contact to your saved search does NOT automatically email your saved search to that contact.
6. You have the option to enable this as a favorite search. Doing so will add a quick link to the homepage in the My Favorite Searches widget.
7. Click Save when finished.

Save a New Saved Search

Search Name:

Contact: [Create a New Contact](#)

Enable as Favorite Search on Home tab (10 maximum)

Criteria:

Status is 'Active'
Listing Agreement is one of 'Exclusive Right to Sell', 'Exclusive Agency', 'Unknown (Data Share Listing)'
Listing Service is one of 'Full Service', 'Limited Service', 'MLS Entry Only', 'Unknown / Data Share Listings'
Current Price is 200000 to 250000
Beds Total is 3+
Baths Total is 2+
MLS Area Major is 'Farmington Hills'
7 listings have been discarded.

