Search Results
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Search Results

NAVIGATING THE SEARCH RESULTS PAGE

The Search Results pages displays information about listings in a tabbed interface. You may navigate among tabs at any time by clicking on the tab. Above the tabs are function buttons that offer additional options. In this chapter, we'll look at the features of the Search Results page.

EDIT SEARCH TAB

Your search may be edited at any time by clicking the **Edit Search** tab. The Edit Search will take you immediately to the type of search that you used initially – Quick, Map, or Full. Click on any tab to enter search criteria using that search template.

Quick Search

On the Quick Search tab, your search criteria display in the left panel, with the number of matching results and links to other actions in the right panel. You may move through the search fields by tabbing or clicking. Define your search criteria and click **Update Count** at the top or bottom of the search panel to see an updated count of matches.

At the bottom of the panel, additional search options are available. For example, you may choose to search for only those listings that have Virtual Tours associated with them. To add a field to your quick search, click **Add a field to the search**. Type to narrow the list of available fields, or scroll to select the field you would like to add. Click **Done** or click the X in the corner to finish adding a field. To view your results, click **View Results** at the top or bottom of the search panel, click on the big number in the right panel, or click directly on any tab.

Map Search

Use the map search link to define search shapes to narrow your search according to a geographic region. The rectangle, circle, and polygon tools allow you to draw areas on the map. As you draw shapes on the map, they will appear in your list of search criteria. To remove a shape, click the X next to the shape name. If you wish, you can search only the intersection of the shapes by placing a check in the box marked **Intersection**.

Full Search

The Full Search tab accesses your MLS's Full Search template. For more information on the Full Search, please refer to the Search Functions portion of the manual.

LIST TAB
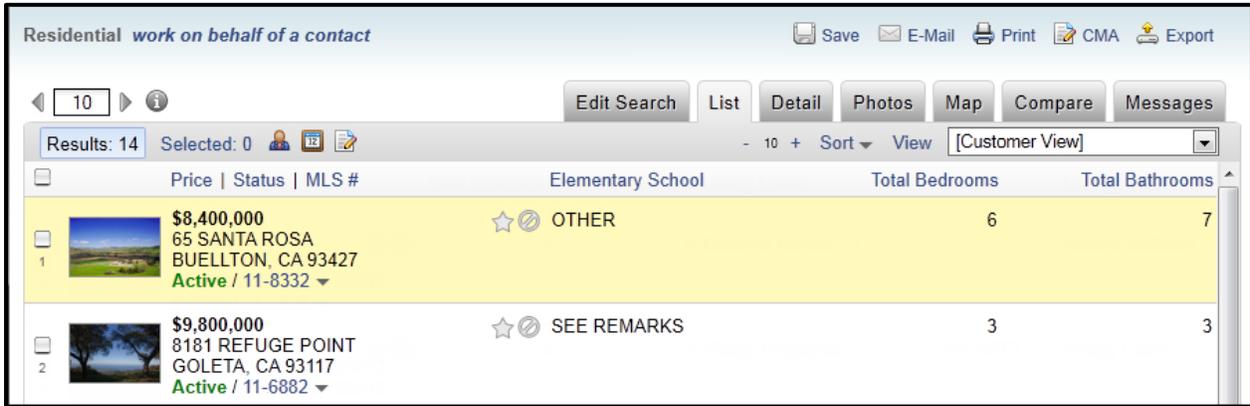
The List Tab displays columns of information about listings. Choose a view to determine which columns you would like to see. Adjust the font size for your listing information by clicking on the plus and minus buttons next to the view drop-down.

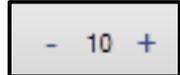The List Tab displays all listings in an "Infinite Grid." Once the search results load, you may scroll through the list without having to navigate through separate pages of listings. For example, with a list of 1,283 listings, you can scroll down and view listings 1 to 1283 without having to navigate to a different page. You may also jump to a specific point in the list by typing the number in the selection box at the top of the screen.

Selecting Listings

Next to each listing is a check box where you may select the listing to set it aside for further action. You may keep track of your selected listings using the Selected link, located next to the Results list on any search. To select up to 200 listings at a time, click on the check box at the top of the column. Click this box again to deselect all listings.
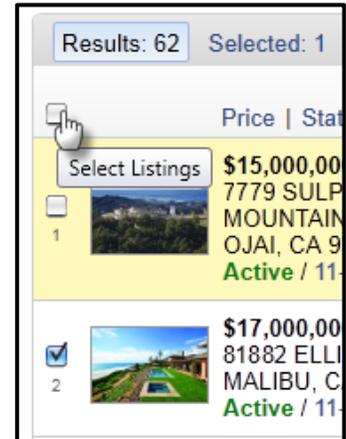
Views

A View is a set of columns of information that determine how listings are sorted. You may select a different view by clicking on the drop-down menu at the upper right-hand corner of the Search Results screen. You may edit your view by clicking **View**. The View Editing screen is divided into three tabs: General, Fields, and Sort. When you are satisfied with your selections, click **Save** to save your View.
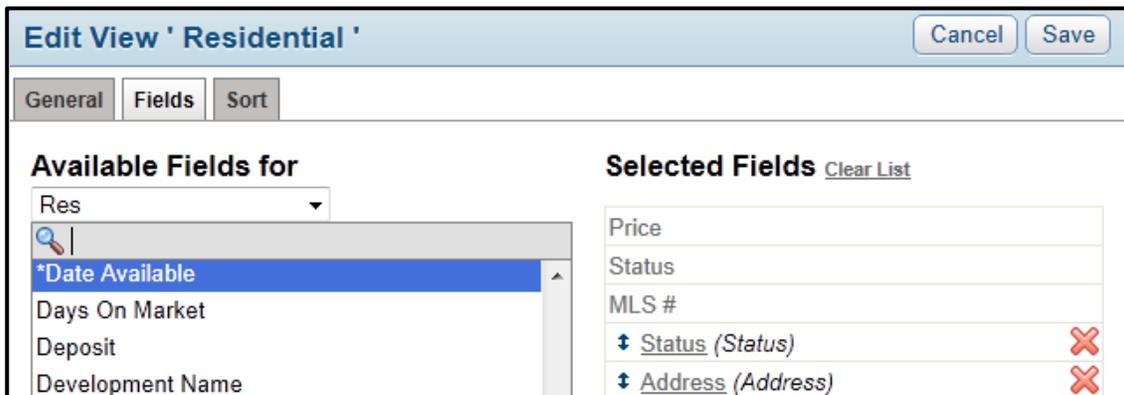
▪ **General**

The General tab contains general information about the View. The Description field displays the name of the View. The report title prints out when using the Printer Friendly/Print Page function. Choose whether you would like to have a thumbnail photo appear for the listing by selecting **Yes** or **No** using the radio buttons. Check boxes indicate whether the View is the default for property types.

▪ **Fields**

On the Fields tab, you may edit which columns of information are present on your View. Choose the columns that you would like to see in the View by clicking on the **Add Field** text box. You may scroll to view available fields or begin typing to narrow the list. Click to select the field.

You may reorder your selected fields by clicking on the field name and using the arrow buttons. You may also edit the name of the column to conserve space – for example, "Agent Days On Market" could be abbreviated to "ADOM." To edit a field name, click on it to select it. A text box will open where you can edit the field name that will display. Click **Done** to save the new name for the field. The full field name will appear in parentheses for your reference.

To remove a field from a view, click the X at the right edge of the row.

▪ **Sort**

If you choose, you may customize how the information in your View is sorted. By default, the information will sort according to the fields you have chosen, in order. If you would like to sort in a different order or by fields that are not present in View, click the radio button marked **Custom Sort**. Add fields from the list of available fields for your property type. For each field, you may choose if you would like to sort in Ascending or Descending order.

Results

On the Results section of the link bar, see the number of Search Results that match your current search.

Selected

Any listings which you have selected will display on the Selected section of the link bar. Click **Selected** to view the selected listings. To return to your full list of search results, click **Results**. During a search session, the listings you've selected will remain, regardless of how you edit your search. If you navigate away from the search results page, your selections will be lost unless you save the listings to a listing cart. To save the listings to a listing cart to access at a later date, click **Save** and choose **Save Selected As**.

Sort

You may sort by any visible column by clicking the column heading. You will then have the option to choose whether to sort the results in ascending or descending order.

You may also choose to set up a customized sort using any columns of information by clicking **Sort**. You may choose from a list of available sorts, or click **Edit Current Sort** or **Create New Sort** to access the Advanced Sort screen. In the Advanced Sort screen, to add sort fields, click or begin typing in the text box. As you type, the list of fields will narrow; click on a field name or hit **Enter** to select.

DETAIL TAB
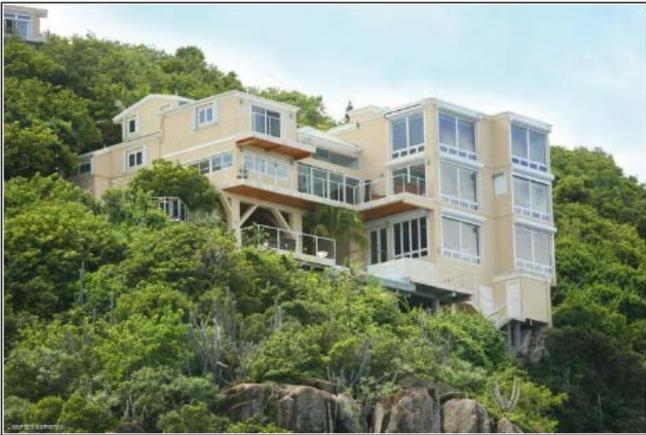
The Detail Tab provides information about a selected listing in greater detail. Access listing Reports, History events, Documents, Open Houses, Tour of Homes, Tax Information (where available), and Calculators under this tab.

Report

Under **Report**, view the available reports for your MLS. To select a different report, click on the grey triangle to expand the list below. You may choose whether you'd like to view the Public or Private version of the report.

History

The history page shows listing history and address history, along with applicable date information. When you load the History page, it will display all applicable MLS numbers for the selected listing. Click on the plus sign next to any MLS number to expand the history for that listing. Click on the plus sign next to any event to expand and view the details of the event. To

collapse the events, click on the minus sign in the furthest left column. To expand the list of events for all MLS numbers, click on the plus sign in the column header.

   The History page is divided into columns. The first column expands or collapses history events by MLS number. Next, view the MLS Number, Status, and Price. Next to the Price column, you may compare the percent change in price. The Date column displays the date of a change, and the DOM column calculates Days on Market according to your MLS preference. When history events are collapsed, the DOM displays the total Days on Market for that listing. The final column lists the address of the selected listing. If your MLS uses Agent Days on Market and Cumulative Days on Market, they will display on this page.

PHOTOS TAB

The Photos tab contains all Photos, Virtual Tours, and Videos associated with a listing. The links appear for all items that are present for a listing.

To access the Photos tab, click directly on the tab, or click on the thumbnail photo from the summary list or List view. On the Photos tab, navigate among listings to quickly scan through the available photos, videos, and virtual tours.

Photos

Photos will automatically resize according to the size of your screen. You may navigate between photos using one of three tools:

- **Arrow buttons** – Click on the arrows to move between photos.
- **Drop-down list** – Click on a photo name to select the photo you would like to view.
- **Filmstrip** – Click on a thumbnail photo to view the large photo.

Full Screen

To view the photos in Full Screen mode, click the button in the lower left corner of the Photos tab. Full screen mode collapses both the summary list and the filmstrip to maximize the photo viewing area. To return to the normal view, click the button again.

To hide the thumbnail filmstrip, click on the down arrow in the lower right corner of the media tab. The button will change to display an up arrow; click this arrow to restore the thumbnail filmstrip.

Videos

If there are videos present for a listing, they will display on the media tab. For more information on adding videos, please refer to the Listing Maintenance chapter.
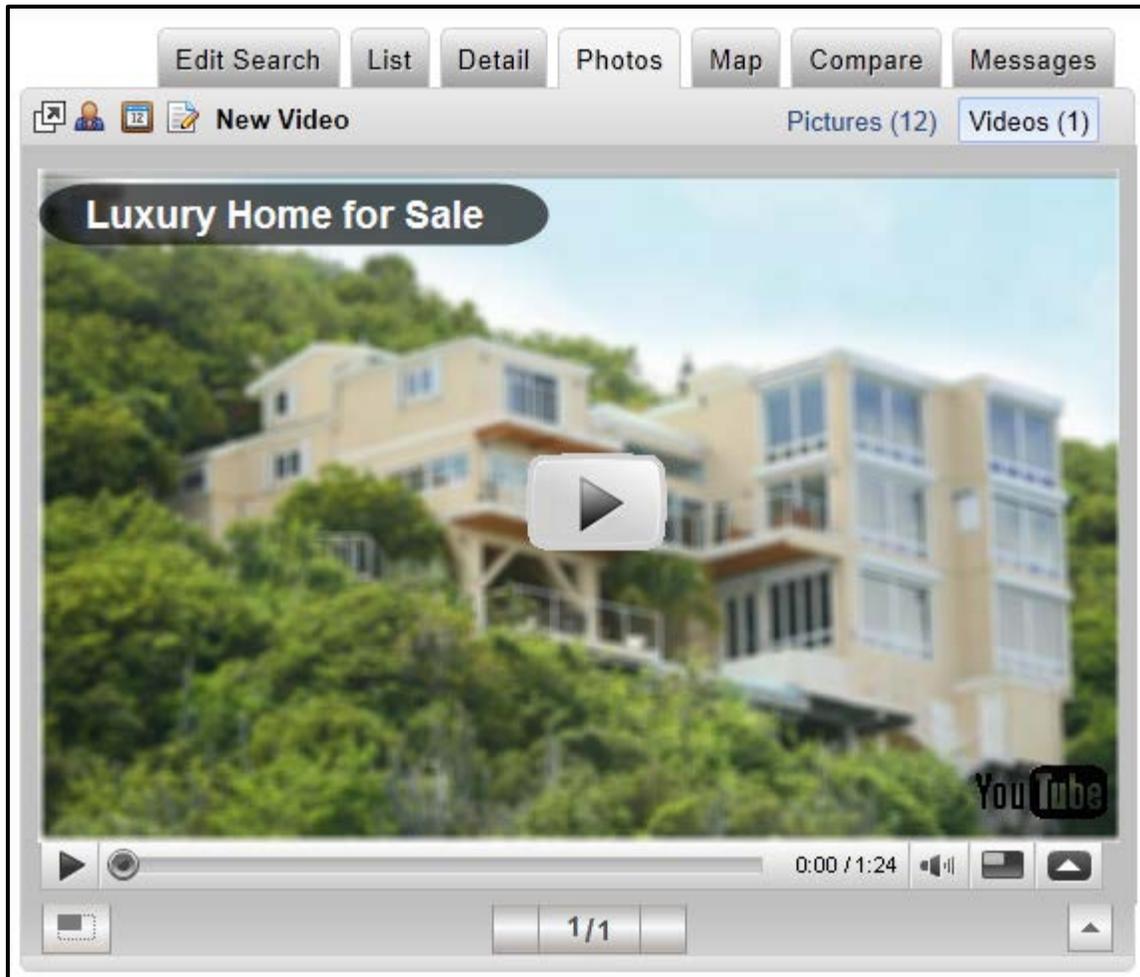
MAP TAB
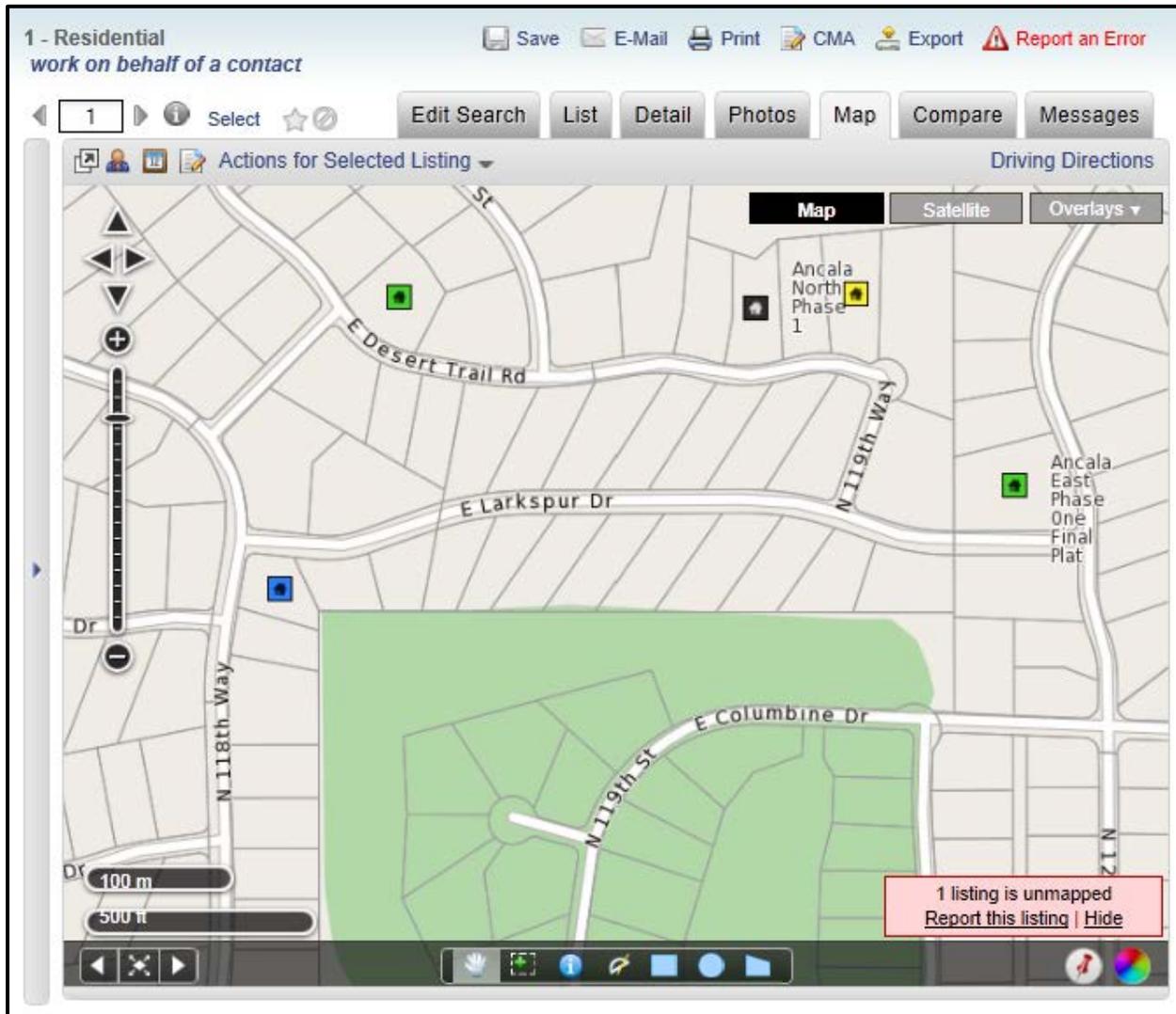
Driving Directions

Click **Driving Directions** to access driving directions to your selected properties. On the selected tab, you may manually set the order of the listings. The driving directions will follow the order of the listings as they are displayed on the selected tab.

Listing Information

Listings are shown on the map with listing icons identifying their location. Click a listing icon to get more information. A listing bubble will appear with the price and address of the listing. Click on the listing icon or on **More Info** to bring up the single-listing view in your summary panel. Click on the links to perform a Radius Search or to zoom at that location.

Moving the Map

- **Pan** – The Pan Tool is the default tool selection when you enter flexmls Mapping. Using the Pan Tool, you may move the map in any direction. To use the Pan Tool, click and hold, and move the map in any direction. When you release the mouse button, the map will stop moving.

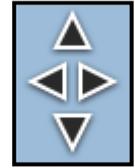- **Navigation Arrows** – By using the arrow buttons above the zoom bar, you may move the map in the direction indicated by the arrow.

Zooming

To adjust the zoom level to display a larger or smaller area, you have five options:

- **Scroll Wheel** – if your mouse is equipped with a scroll wheel, scrolling will increase or decrease the zoom level, centering the map at the cursor point.

- **Double-Click** – double-click at a point on the map to zoom and center at that location.

- **Zoom Bar** – to maintain the current map center but adjust the magnification, use the zoom bar in the upper left corner of the mapping screen. Click the + or - buttons to move the zoom level up or down.

- **Zoom Tool** – The green plus sign is your Zoom Tool. Click on the green plus sign to select the Zoom Tool. While the Zoom Tool is selected, you may click once to re-center the map at the click location, or you may click, hold, and release to draw a zoom area.

- **Shift + Pan Tool** – Hold the shift key while the pan tool is selected to draw a zoom area (just like the Zoom Tool).
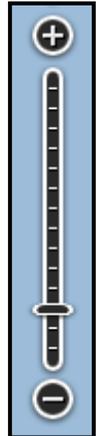
Search Areas

Next to the Pan and Zoom tools, you may select shapes to use when searching. Creating Search shapes will automatically take you to the Map Search portion of the Edit Search tab. You may create rectangles, circles, and polygons.

- **To create a rectangular search area**, click on the rectangle shape, then click on the map to define one corner of your rectangle. Move your mouse until the rectangle is the desired size, and click again to complete the shape.

- **To create a circular search area**, click on the circle shape, then click on the map to set the center of your search. Move your mouse to increase the radius of the search from that center point, click again to complete the circle.

- **To create an irregular-shaped search area**, click on the polygon in your Search Areas box, then click on the map to define the first corner of your polygon. Click to define the remaining search boundaries. Your polygon can have as many points as you need to define your search area. Double-click to complete your polygon.

- **Multiple Search Shapes** - When using multiple search shapes, you may choose if you would like to search only the intersection of those shapes by clicking the button to change "Within" to "Intersection."
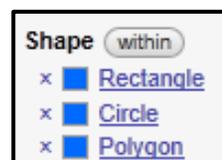
Map Display Buttons

- **Back/Forward Buttons** – Similar to your web browser, flexmls Mapping includes buttons to move between displays. If you would like to revert to the previous mapping zoom level or focus, click the back button (left arrow). From there, you may return to the most recent zoom level or focus by clicking the forward button (right arrow).

- **Display all Points on Map** – Click the button in between the Back/Forward buttons to return to the initial map view where all plotted points are visible. This tool is handy if you have moved the map so that you have lost perspective.
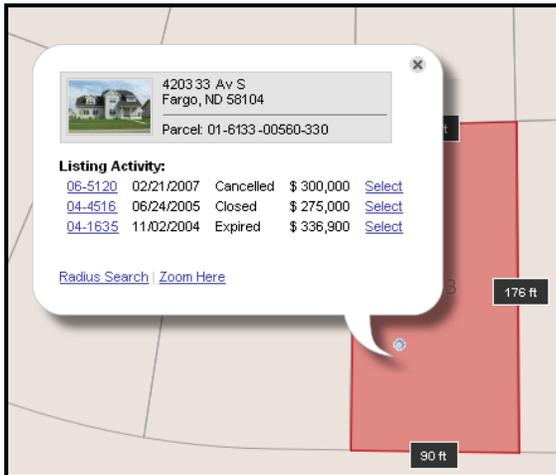
Nosy Neighbor

Next to the search shape tools, the Nosy Neighbor tool allows you to click on a point on the map to bring up listing information. The parcel dimensions, where available, will display, and a mini listing history. Click on the link marked **Select** to place one of the historical listings on your selected tab. Click on the MLS number to view its listing report in a separate window.

Measure

Use the Measuring tool to measure distances on the map. Select the tool, click once on the map to begin measuring, move the mouse to the first point you'd like to measure. Click on more points to measure additional segments. Double click to clear the current measurements and begin again.

Color Legend

In the lower right corner of the mapping screen, click the color wheel icon to bring up the color legend. The initial view of the color legend will display different colored dots that correspond to the statuses of the properties that are plotted on the map.
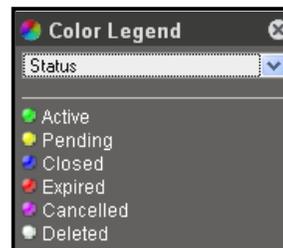
Click on the drop-down arrow to change the colored listing dots to display graded colors to show the listings by Price or by Price/Square Foot. This feature allows you to visually track price trends among mapped listings.

Locate Address

Click on the pushpin icon to search for a specific address. Enter available address information in the text boxes to plot a point on the map. If the address is found immediately, the point will appear as a pushpin on the map. If there are multiple possible matches, you will be presented with a list of matching locations to choose from. If no locations match your search criteria, you will be given the option to edit the address that you are searching for, or manually locate the location on the map.

Overlays

Click on the drop-down list in the upper right corner of the map tab to view available overlays. You may choose if you would like to hide the listing icons or drawn shapes on your map. Fo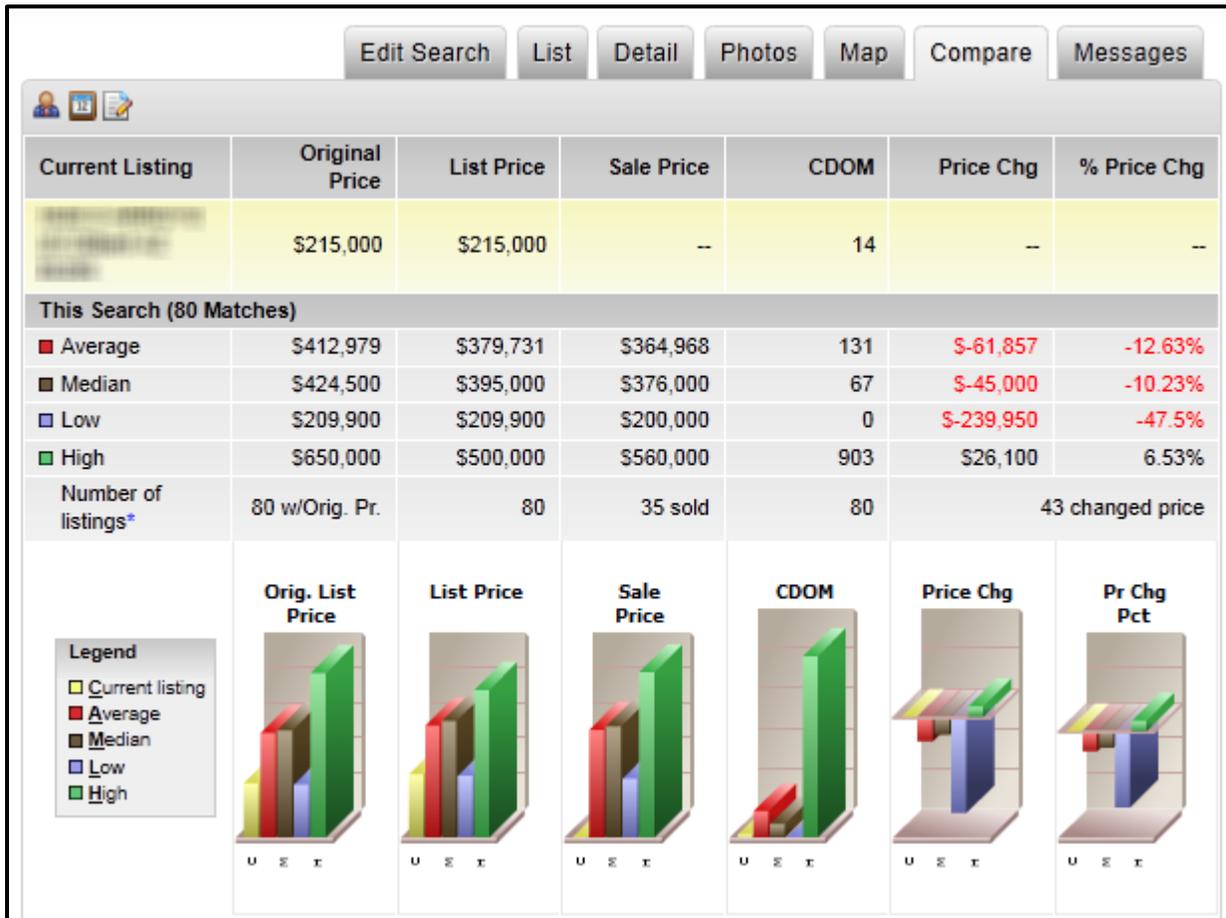r example, you may choose to hide Drawn Shapes from the map. This hides, but does not remove the shapes as search criteria.
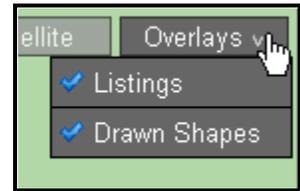
You may also save your own map overlays. Create shapes to outline neighborhoods, school districts, or any area you'd like to define. For more information on creating custom map overlays, please refer to the Preferences chapter of the manual.

COMPARE TAB

| Current Listing	Original Price	List Price	Sale Price	CDOM	Price Chg	% Price Chg
	$215,000	$215,000	--	14	--	--
This Search (80 Matches)						
■ Average	$412,979	$379,731	$364,968	131	$-61,857	-12.63%
■ Median	$424,500	$395,000	$376,000	67	$-45,000	-10.23%
□ Low	$209,900	$209,900	$200,000	0	$-239,950	-47.5%
■ High	$650,000	$500,000	$560,000	903	$26,100	6.53%
Number of listings*	80 w/Orig. Pr.	80	35 sold	80	43 changed price	

The Compare Tab displays statistical comparisons between the selected listing and the other listings in the search. Look at the Average, Median, Low and High values for Original Price, List Price, Sale Price, DOM, Price Change, and Percent Price Change.

Below the table of data, a bar chart displays the information visually. Use the Chart Legend as your guide for what colors correspond with what information.

As you select different listings from the summary panel, the graphs will adjust to display the Current Listing in comparison to the other listings in your search.

MESSAGES TAB
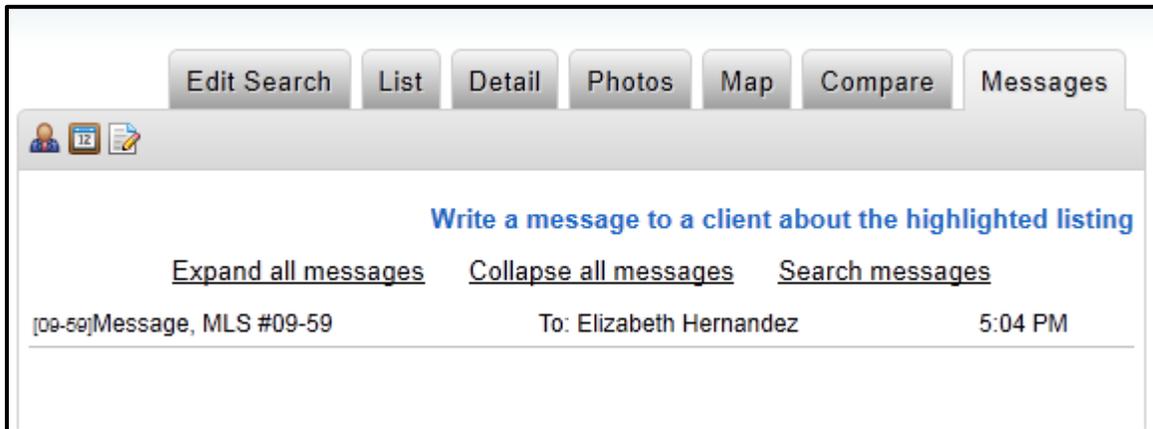
The Messages tab organizes communication about listings. To send a message about a listing, select it from the list and click on one of the listing icons. Use the Contact Agent icon (shaped like a person) to contact the listing agent, or send showing feedback about the selected listing. Use the icon shaped like a calendar to send a Showing Request, or use the Note icon to write a Private Note about the listing. Using the Private Note type of message, you may leave notes about a listing for yourself. These messages are private, and visible only to the author of the message.
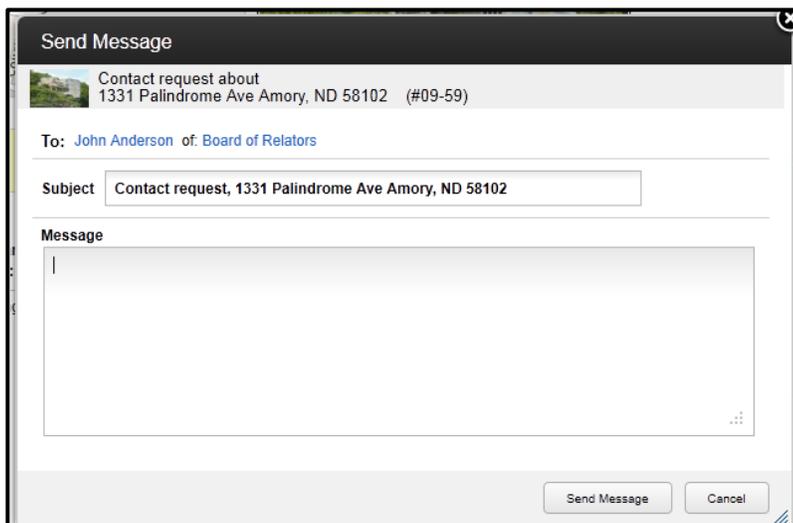

Different fields will appear according to the type of message selected. For example, if you are sending a message regarding a showing, fields will appear to enter the date and time of that showing. Type a subject and body for your message in the text boxes, and click **Send Message**. The message will appear in the recipient's message center and on the Messages tab of their Search Results page, and by default, an alert will also be sent to their primary e-mail address.

If you are part of a team, messages sent to the team can be read and responded to by any team member using an individual login or the team login.

FUNCTION BUTTONS

Save

Click **Save** to save a Search, your Selected listings, or to create an IDX link from your selected criteria. You may also access the saving functions by clicking Control+S on your keyboard. Click **Return to Search Results** to cancel and return to your results list.
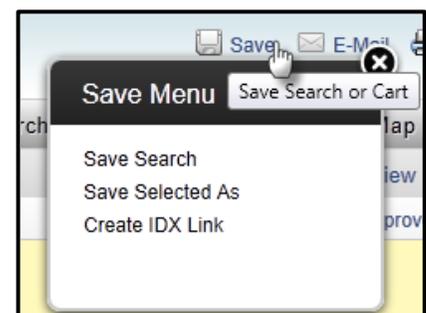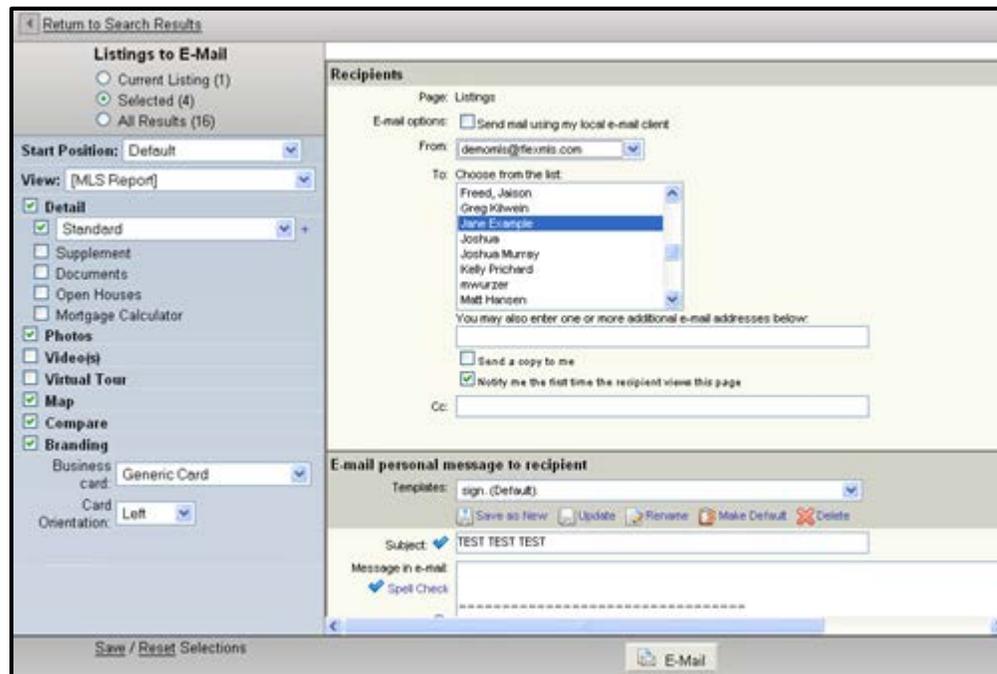
E-Mail

When you click on the **E-Mail** link, you will be given two options. You may choose to e-mail the Interactive Version or the Printer Friendly version. The Interactive version sends a link to the search results module, while the Printer Friendly version sends a link to printer-ready reports. Choosing Interactive Version will bring up the following screen:
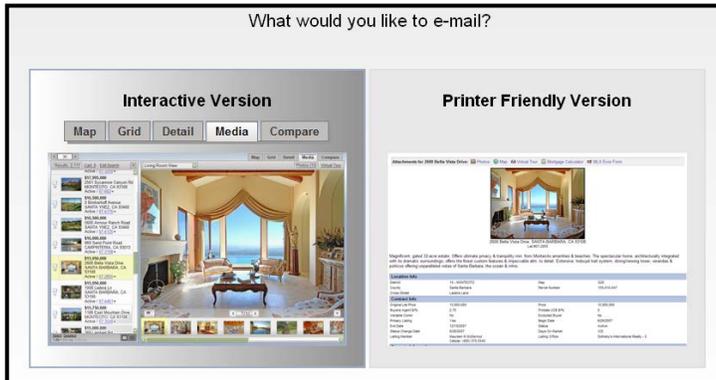
To skip the interim screen, you may place a check in the box marked **Don't show this again (I know I can e-mail the Printer Friendly Version from Print)**. After that, clicking **E-Mail** will take you directly to the page to e-mail the interactive version.

From the e-mail screen, you may choose to send the current listing, all selected listings, or the full set of search results. You may choose whether you would like to send the Public or Private version.

The E-Mail function sends a link to the search results module. The e-mail recipients can navigate among the tabs that are sent, viewing information about the listings. The List tab is automatically included in your message. Select which view you would like to send – this determines what columns of information display on your list.

You may select which other tabs you would like to have displayed on the page that your recipient will view. Place a check in the check box next to any tab to display the options within that tab. You may then select the specific items you would like to send.

In the right panel, you may choose your recipients and compose your message as you normally would. When you are satisfied with your message, click **E-Mail** to send.

▪ Save Your Preferences

If you would like to save your selections as the default for future e-mails, click the **Save** link at the bottom of the screen. This will save your page selections and any color customization for future use.

Print

Using the Print function, you may print and e-mail various pages of information about listings. You may choose to print information for the currently selected listing, the contents of the listing cart, of the full set of search results.

You may then choose whether you would like to print or e-mail the Public or Private versions. Next, select the tabs you would like to print. As you select tabs, options for the tabs will expand below the tab name. Click to customize how you would like the information to print.

When printing Reports, you may display additional printing options by clicking the plus sign next to the drop-down list of available reports. Using these tools, you may choose to print both the public and private versions of reports. You may also choose the font size, title, and other details regarding your printed report.

If you would like to save your selections for future use, click **Save** at the bottom of the selection panel. Saving your selections will cause them to be automatically checked the next time you print listings. Click **Preview** to see a preview of your selections. An estimated page count will display at the bottom of the screen. If you are satisfied with your selections, you my click **Print** or **E-Mail**.

If you would like to **Preview and Print in a new window**, place a check in the box. This feature enables you to use the Print Preview function of your web browser for a more precise page estimate taking into account your margins and other settings. Using the print features of your browser, you may then adjust your page setup for maximum efficiency when printing.

If you would like to edit pages before printing (if that feature is enabled by your MLS preferences).click the **Edit** button after previewing. You can edit only the List, Detail, and Photos tabs.

CMA

Click **CMA** to send the contents of your Listing Cart to the CMA Module.

Export

Click **Export** to export listings to a third-party program.