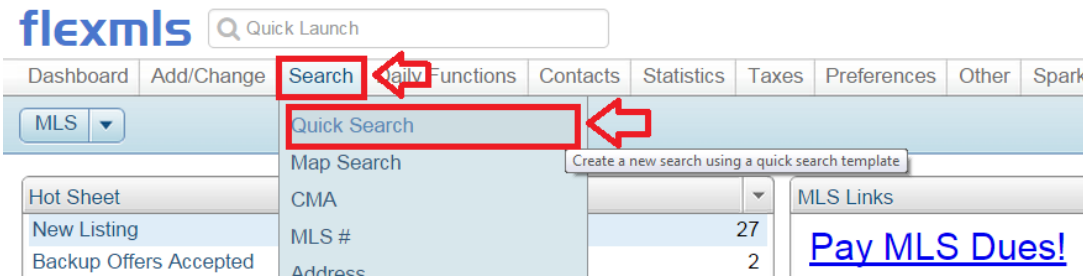


How to Search Active Listings:

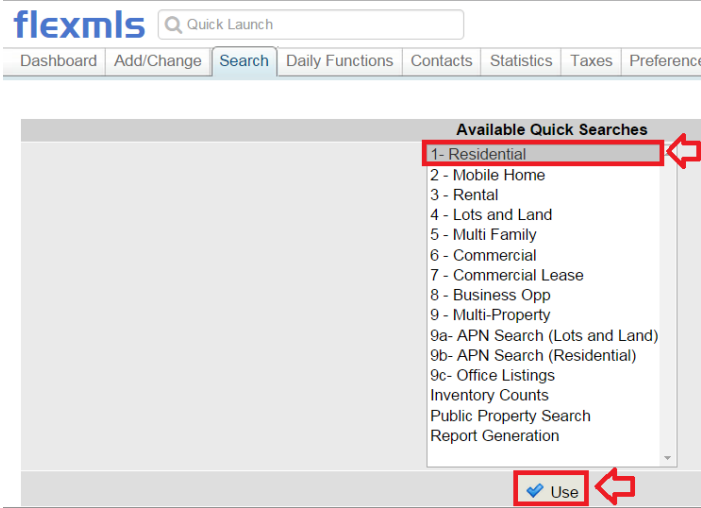
This guide is designed to show how to quickly run a search and explain some of the search criteria.

Note: This guide will use the “Quick Search” feature which is one of many ways to run a search in Flex.

Step 1) From the Flex home page, click on “Search” then “Quick Search”:

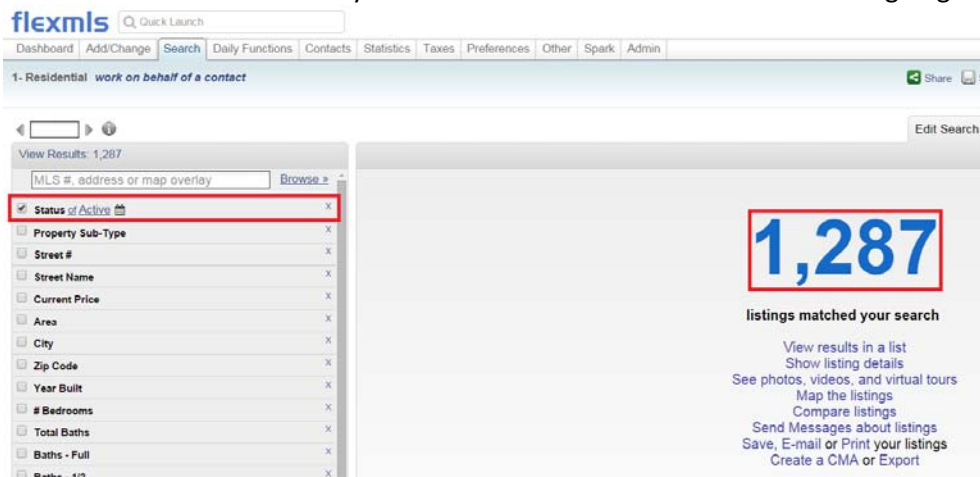


Step 2) Select your listing type then click “Use”:

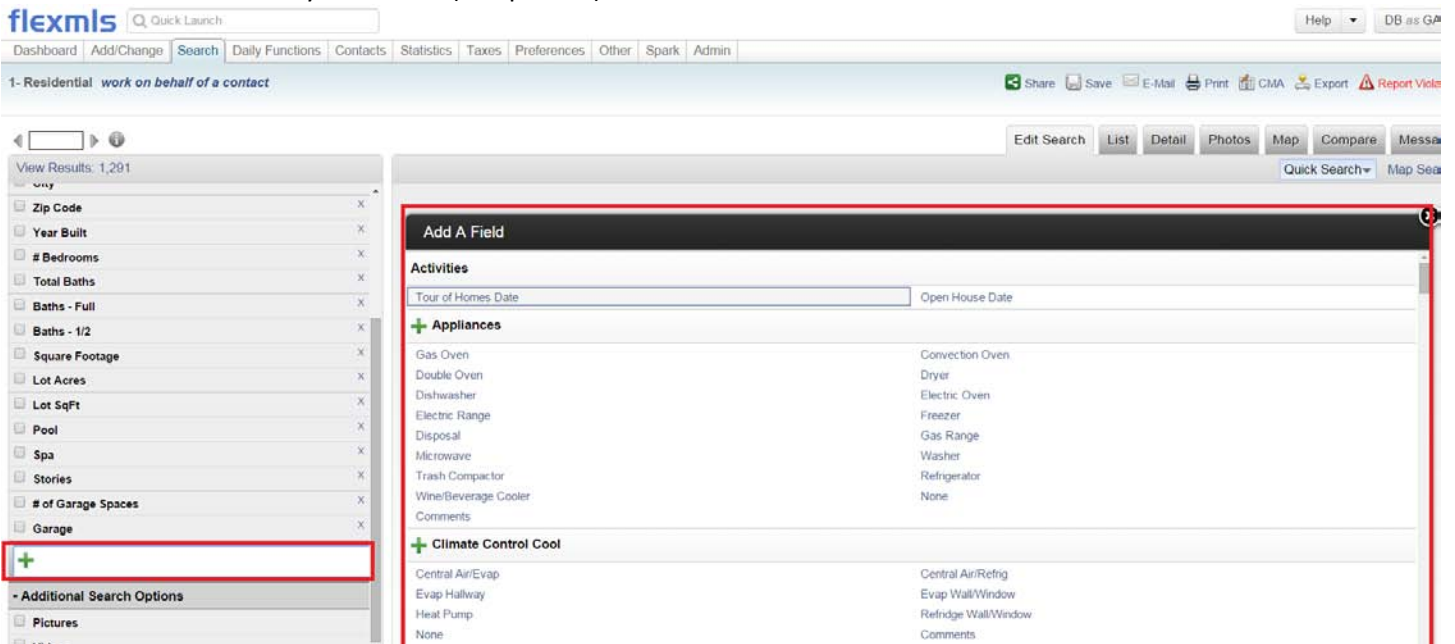


Step 3) Things to know about the main Screen and Searching:

- On the “Quick Search” Screen the status of “Active” is automatically selected by default (See picture)
- The big Blue number in the center of the screen is how many listings match your criteria
- On the left hand side you will notice a collection of filters. You are going to use these to refine your search



- If you cannot find a filter you are looking for toward the middle you will see a green “+” sign. You will use this to add new fields to your search (See picture).



- As you begin to type what you are looking for you will start to see the box on the right refine your results for the filter you would like to add. Once you have found the filter you want to add click on it and you will see it appear in your filters

Step 4) Viewing your listings:

- Once you have applied all your filters (see picture for examples) you will notice the blue number on the right will begin to update as well.
- Once the number is acceptable for you, click on the number and you will be able to see a list of your results.

