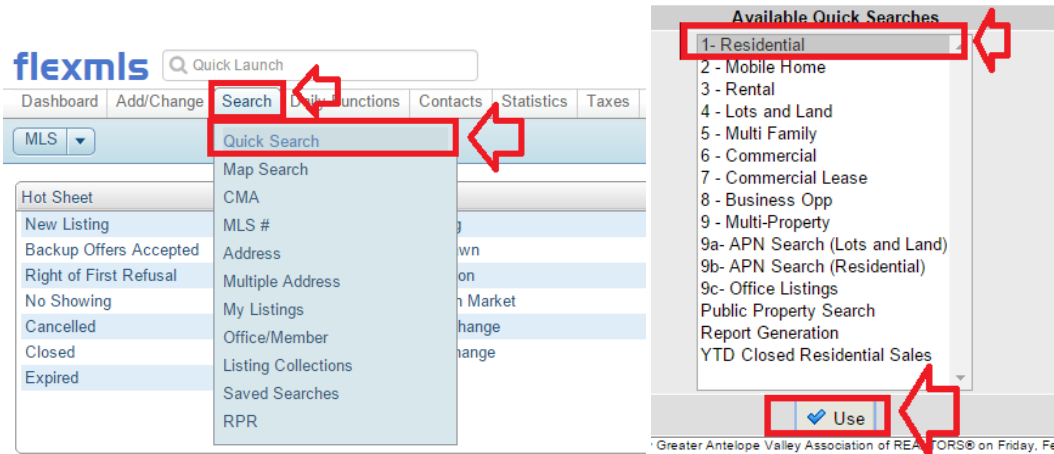


# Wildcard Searching - Residential

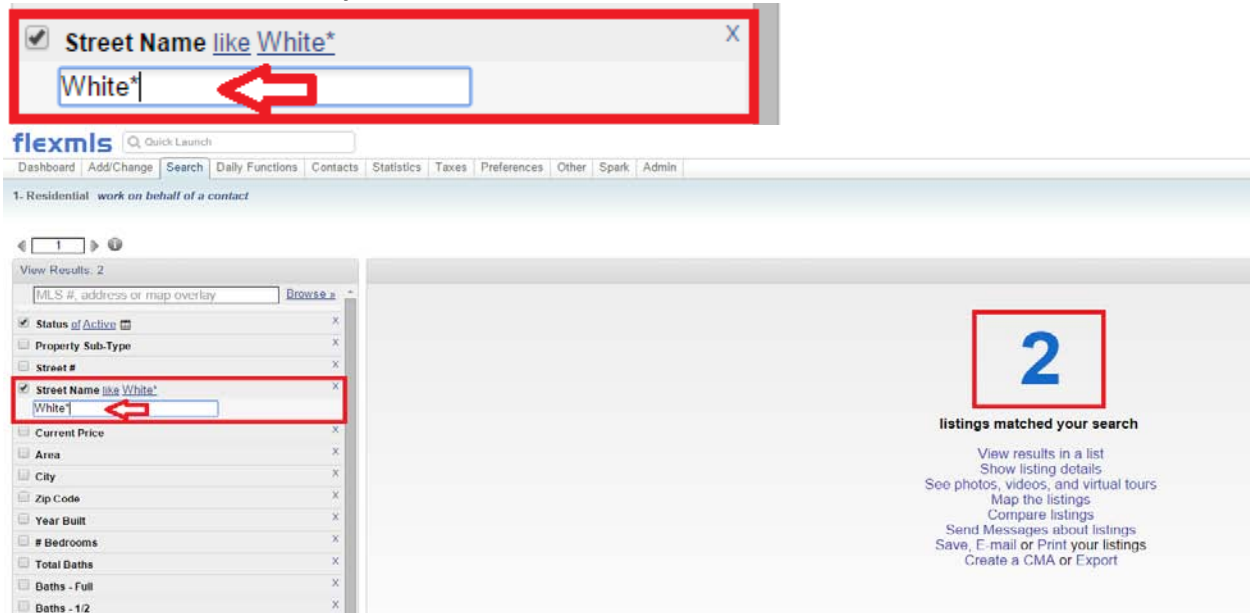
Note: This guide is designed to show you how to complete a wildcard search. A wildcard search is when you know a portion of information, but not all the information. In This example we will pretend as though we know a street starts with “white” but that’s all we remember.

**STEP 1) Go to “Search” then “Quick Search” then Choose “Residential” and “Use”**



**Step 2) Go to “Street Name”**

In the search box type in the portion of the street name you remember (In this example: White) and follow it with an asterisk so your search box should look like this: White\*



- You can see above we now have 2 listings that have White in the street name. Click on the Large blue number “2” to view the listings.

### Step 3) View Results and verify

**flexmls** Quick Launch

Dashboard Add/Change Search Daily Functions Contacts Statistics Taxes Preferences Other Spark Admin

1- Residential *work on behalf of a contact*

◀ 1 ▶ ⓘ

Results: 2 Selected: 0 ⓘ ⓘ ⓘ

MLS #	Status	Address	Price
1 15010729	A	33730 White Feather Road	\$445,000
2 16000851	A - New	40718 Whitecliff Way	\$525,000

- As you can see above we have located 2 addresses with “White” in the address field. Notice that it doesn’t matter if there is a space after “White” like “White Feather” or if there is no space like “Whitecliff” the Wildcard (asterisk) will look for what you are searching for and find it.

### Bonus:

Unsure if someone typed in “AVE” or “AVENUE” ....”BLVD” or “BOULEVARD” you can use the wildcard to check.

- We are going to Search for: 14012 Avenue T-14
- Under the “Street Number” enter “14012”

Street # is 14012 X

14012

- Under the “Street Name” Enter “Ave\*”

Street Name like Ave\* X

Ave\*

Finally you will be able to view the result:

Results: 1 Selected: 0 ⓘ ⓘ ⓘ

MLS #	Status	Address
1 15010441	A	14012 E Avenue T14 Avenue

- As you can see even if someone types in the address in an unexpected way you should be able to still located a listing with the wildcard.