

09 09 09 Upgraded Process for Adding a Field to a Quick Search

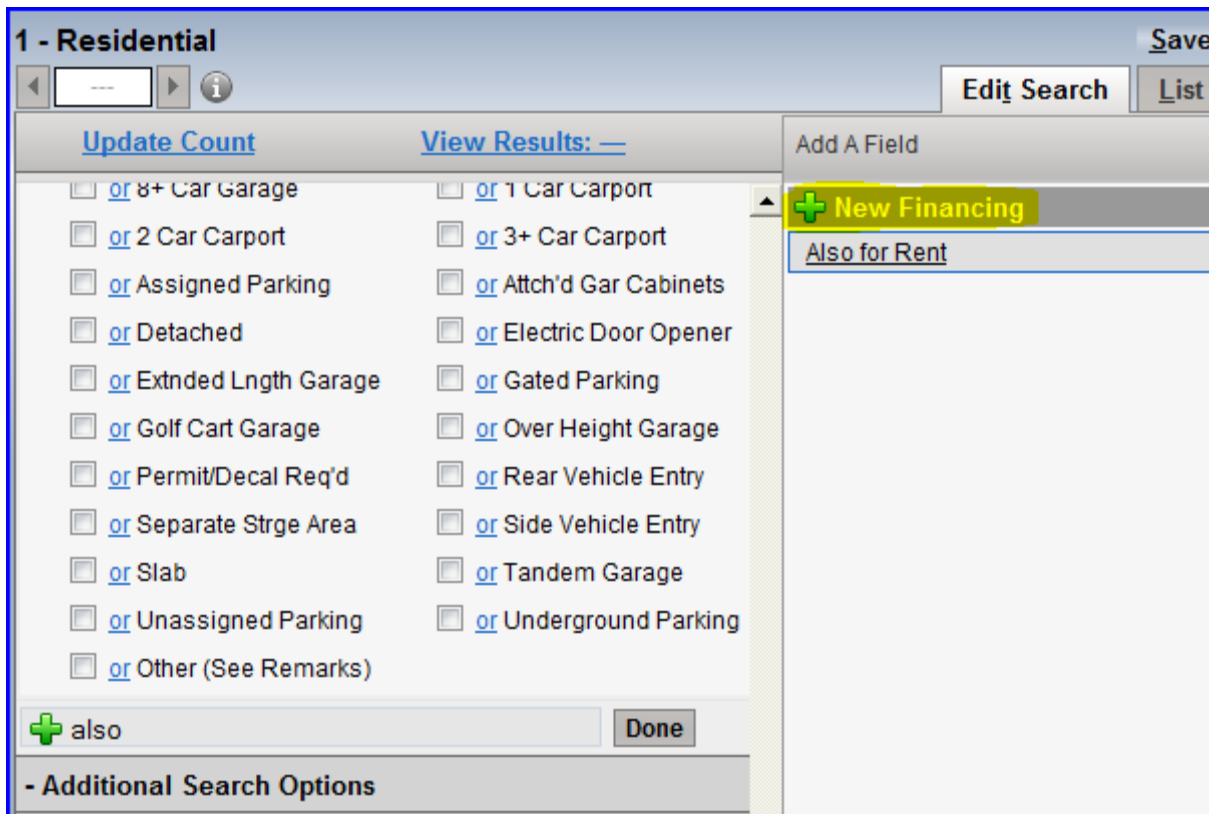
There is now an additional way to add items to a Quick Search

The Quick Search, Add a Field, functionality has changed such that now there are two ways to find the item you would like to add to your search.

As you'll remember, when you typed in the box next to the Green Plus Sign (Add a Field box) the system would ONLY search for field names. So you HAD to know what field the item you wanted to search on was in.

Well **NOW** when you type in the Add a Field box the system will search for both field names and the names of selections within fields.

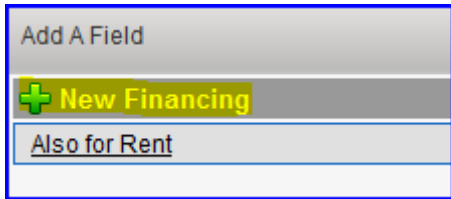
For example, if I type the word 'also' in the Add a Field box, it finds ***Also for Rent***, which is a selection within the ***New Financing*** field.



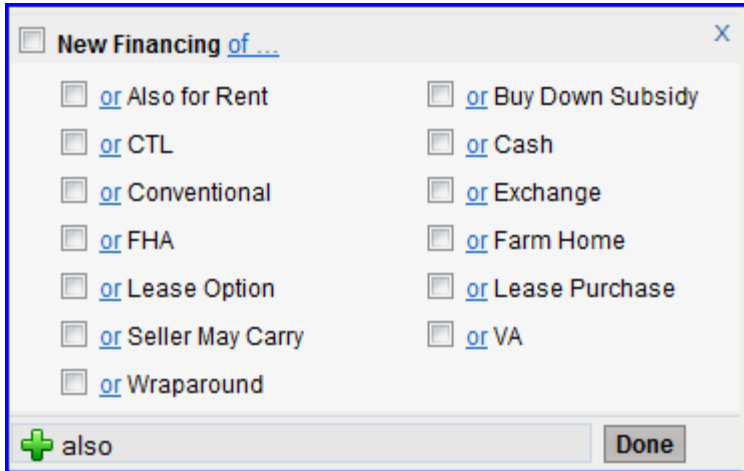
Now here's the part where you need to pay attention to achieve the results you desire. What you click on will determine what gets added to your Quick Search. You will either add the ENTIRE field or just the ONE selection from the field.

To add the ENTIRE field and ALL of its choices:

You'll need to click on the field name OR the Green Plus Sign to add all of the selections available in the field.

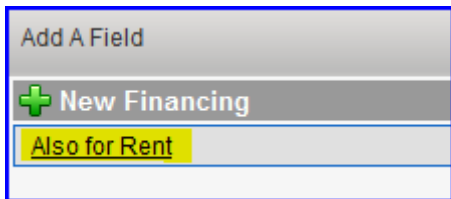


By performing the above the following will be added to your Quick Search.



To add JUST one SELECTION from within a field:

You'll need to click on the name of the selection to add it to the Quick Search.



By performing the above the following will be added to your Quick Search.

