

Simple Searches from the Home Page

The Search function can be as simple or advanced as you like. If you know a little bit of information about a listing property or a contact, you can quickly search for and find the record directly from the Home page.

To conduct a more detailed search, click the **Search for a listing** link, or use the **Search** menu. See Using the Search Map Page.

Finding a Listing

Use the **Find a Listing** section of the Home page to quickly search for a property listing by using the Address, in whole or in part, or the ML number.

To find a listing by Address:

1. Under **Find a Listing**, click the **Lookup by Address** option button.

Three address fields are available.


2. In the **Street#** field, type the address number only. If you have a partial address, enter the digits you know.

3. In the **Street Name** field, type the name, in full or part.

NOTE! Do not type *Street, Avenue, etc.*

4. If there is an apartment or unit number to the address, type it in the **Unit#** field.

5. Select the **Show On Market listings only** check box to search the available properties only.

6. Click the arrow button [].

The Search Results page opens, displaying the matches, if any.


To find a listing by ML number:

1. Under **Find a Listing**, click the **ML#** option button.

2. In the **Lookup by** field, type the entire ML number.

NOTE! Partial ML numbers are not accepted.

3. If you are entering multiple ML numbers, separate them with commas.

4. Click the arrow button [].

The Search Results page opens, displaying a list of matches, if any.

Property Type Searches

There are several pre-defined property type searches available from the **Search** menu that let you query property information based on the specified system fields. You can add additional fields to the search form template to customize it, but then you must save it with a different name.

Quick Search for a Listing

If you need to perform a quick search for a listing using criteria other than the Address or ML number, click:

- the **Search for a listing** link on the Home page; or
- **Search > Category (Residential, Land, etc)** from the main menu.

The Search Criteria page opens letting you search for listings based on multiple search criteria. See [Using the Search Map Page](#).

MLS Number Search

The MLS Number Search is similar to the **Find a Listing** by ML# search on the Home page, except that you can add more fields to the search form or select a system defined search template.

To search for an MLS Number:

1. From the **Search** menu, click **MLS Number Search**.

The ML# search template opens.

2. Type the entire ML # in the field.

- to add more fields to the search criteria, click the **Add Fields** button in the footer bar. See *[Error! Reference source not found.](#)* Or select the **ML# Search** template from the **Search** drop-down list.

3. Click the **Search** button.

NOTE! To use a different saved search, click the Search drop-down list and select from: All Property Search, Listing Maintenance Search, ML# Search, Multi-Address Search, Price Change Search or Price Variance Search.

History Search

By performing a History Search, you can see the historic records of listing changes for one or more properties. Searches may include status or price changes, and whether or not the property was previously listed. TEMPO 5 saves the “before and after” values for each record, including the changed field, the date and time of modification, the date the change becomes effective and the User ID of the person who made the change.



To search for a property history:

1. From the **Search** menu, click **History Search**.

The History Search template opens displaying pre-selected fields.

2. Complete the search fields as required. See [Using the Search Map Page](#).

3. When you have entered all your search criteria, click the:

- **Search Results** tab; or **Search** button [] in the Action bar to see a list of matching records. See *[Error! Reference source not found.](#)*
- **Save Search** button [] in the Action bar to save the settings. See *[Error! Reference source not found.](#)*

Open House Search




The Open House search lets you locate active (or cancelled) open houses for a specified area and time-frame.

To search for open houses:

1. From the **Search** menu, click **Open House Search**.

The Open House search template opens.

2. Complete the search form with your Open House search criteria (e.g., Area, Open House Date, etc.) See [Using the Search Map Page](#).

3. When you have entered all your search criteria, click the:
 - **Search Results** tab; or **Search** button [] in the Action bar to see a list of matching records. See *Error! Reference source not found.*
 - **Download** button [] in the Action bar to export the search results.
 - **Save Search** button [] in the Action bar to save the settings. See *Error! Reference source not found.*

Using the Search Criteria Page

Whether you want to perform a Quick Search, or a more complex search, you will do so by specifying search criteria and field operators to build a query using the Search Criteria page. You can then save, edit and re-use copies of search templates.

NOTE! A template is comprised of the individual fields into which you enter search criteria.

To access the Search Criteria page:

- From the Home page, click the **Search for a listing** link; or from the main **Search** menu, select **Quick Search**.

The Search Criteria page opens.


To create a more advanced listing search:




1. From the Search Form, you can select the search type:
 - click the **Property Type** drop-down list and choose a listing search (for example, **Residential/Condo**, **All Property Types** etc.).
 - select a **Search** template from the drop-down list. The templates can be found within several categories (for example, **System Searches**, **Office Searches**, or **My Searches**, etc.).

The corresponding search form opens.

2. Enter your criteria in the search template fields. For information on using pick lists, short codes and long descriptions, and other controls.
3. Click the **Count** button in the **Current Criteria** section to display the number of listings that currently match, based on your criteria (which are also listed).

NOTE! If the number of matches is very large, you might want to further narrow the search before retrieving records.

4. To add more fields to the search template, click the [] button to expand the **Additional fields** section, located in the sidebar; or click the **Add Fields** button in the footer bar. See *Error! Reference source not found.*
5. To manage the fields on the Search Form, highlight a field in the list, then use the footer bar buttons to add, remove, move up or down, and clear.
6. To add or change the search operators for one or more fields, click the **Show Advanced Options** link.
 - the field operator drop-down lists are displayed, letting you choose different operators. See Show/Hide Advanced Search Options.
7. If you plan on using this search again, click the **Save Search** button in the bottom right corner. See *Error! Reference source not found.*
8. To graphically define the search area, click the **Search Map** tab. See Using the Search Map Page.
9. When you have entered all your search criteria, click the:

- **Search Results** tab; or **Search** button [] in the Action bar to see a list of matching records. See *Error! Reference source not found.*
- **Map Results** button [] in the Action bar to see a list of matching records and a map
- **Download** button [] in the Action bar to export the search results.

Show/Hide Advanced Search Options

More advanced users can use the default search operators to construct more complex search arguments using Boolean logic. Boolean logic consists of a series of true or false connectors (operators) linking conditions or statements.

There are three main Boolean operators: AND (which narrows a search), OR (which broadens a search), and NOT (which excludes from search).

There are plenty of resources available on Boolean logic. Try searching the Internet, which requires you to use some Boolean logic to enter your query!

To apply search operators to a field:

1. From the Search Criteria page, click **Show Advanced Options** in the footer bar.


A series of drop-down lists appear adjacent to the fields on the search form, each with the applicable search operators for the search string you need to build.

NOTE! *Depending on the nature of the field, the list may contain operators such as Equals, Not Equals, Equals Any, Equals All, Between, Minimum, Maximum, Contains, Starts With, Not Starting with, and Advanced.*

2. Select the operator that corresponds to the type of search you want to construct.
For example, to create a search for properties with two or three bedrooms, select the **Between** operator for the **Beds** field, then enter **2** and **3** in the adjacent data entry fields.
3. To combine And/Or and Not arguments within a single field, select the **Advanced** operator from the drop-down list.

NOTE! *Advanced operator is not available for all fields. Examples of where you can find it include the Building Information, Laundry, Building Utilities or Unit Parking fields.*

The Advanced Search window opens.

4. Highlight items in the **Available Items** list, then click the right arrow [] button to move them to the **And/Or/Must Not** lists.

- for the **And/Or** list, select the option button above the list.
- to remove all selections from the **And/Or/Must Not** lists, click **Clear**.

5. When you are satisfied with the Advanced Search operators, click **OK**.

You are returned to the Search Criteria page.

6. Click the **Hide Advanced Options** button in the footer bar to return to normal view.

NOTE! *Changing a field's operator from Advanced to something else will delete the field's existing search criteria.*

Search Example:

Imagine you have an older client who is looking for a secure community, but isn't ready to move into an age-restricted retirement home. For this person, you could use the Advanced Search operator on the **Community Features** field to:

- add **Gated Community** and **Guard Gate** in the AND/OR list (using the OR operator); and

- add **Retirement Community** and **Age Restricted** in the NOT list.

The resulting search would query for properties in a gated area that are not just for elderly or retired people.

Using the Search Map Page

As a matter of preference, you can graphically define the area you want to search by using a dynamic mapping system in conjunction with the Search Form.

NOTE! *If you try to specify an **Area** using both search criteria and the **Map Area** feature, no matching listings will be found unless the two areas overlap.*

To perform a map search:

1. From the Search Criteria page, click the **Property Type** drop-down list and choose the kind of records to search for (for example, Residential/Condo, etc.).
 2. Select a **Search** template from the drop-down list. This can be a System or a Personal template.
3. Use the **Search Form** to enter essential search criteria, such as **Area**.
See Using the Search Map Page.
 4. Click the **Search Map** tab.
5. Mapping instructions are described in another section.

NOTE! *Notice the **Current Criteria** section on the side panel. It now displays the Longitude and Latitude values of the map location. If you want to go back to working with the criteria on the **Search Form**, be sure to clear any defining shape you drew on the **Search Map** tab.*

6. Click the **Count** button in the **Current Criteria** section to display the number of listings that currently match, based on your criteria (which are also listed).

If the number of matches is very large, you might want to further narrow the search before retrieving records.

Viewing Listing Details

NOTE! *If you want to view just one listing record, you can roll the mouse pointer over the listing's **Information** icon on the Search Results page and click the **Report** icon from the Quick Access menu. The listing appears in a pop-up window that you can keep open while you continue to work. From this window, you can view and **Print** a variety of detailed listing reports.*

To view the listing details for one or more selected properties:

1. From the Search Results page, select one or more records you want to view.

NOTE! *To view all properties, do not select any.*

2. Click the **Details** tab to display the listing property details.
3. To view different types of data for the selected records, click the different tabs:
 - **MLS Data** — includes in-depth property information, description, agent-to-agent remarks, financial and office information.
 - **Tax Data** (if available in your area) — includes property tax information.
 - **Media** — displays photos of the property.
 - **Map** — displays the property's location on a map.
 - **History** — includes property history reports.

4. To view the listings using different report formats, click the **View** drop-down list on the **MLS Data** page, then select a report format.

Your favorite reports are shown at the top of the list and are highlighted in yellow.

5. To move through the different listings/pages, click the left and right arrow buttons at the top of the page. Alternatively, you can go directly to a particular listing or report page by selecting the property address from the drop-list in the top left corner of the page.
6. Click the **E-mail this Listing** to send an e-mail to selected recipients about the selected properties. Choose how they will view the report: Within the client gateway or Independent of the client gateway.
7. Click the **Print** button to send the report to the printer.
8. To return to the Search Results page, click **Back to List**. You can also click the **Search Results**, or even **Search Criteria** tabs to return to those pages.