Member Search

Use the **Member Info** area to search for members using their name, Agent Public ID, Office ID or Email address. Once selected, the search results can be exported for use in another application, such as Excel; or printed as one of several types of report.

To search for one or more members:

1. From the main menu, click **Member Info > Member Search**.

   The Member Search Criteria page opens.

2. Complete the fields on the Search form.

   • use the footer bar controls to add, remove, move fields on the page.

3. Click the **Count** button in the sidebar to see how many records match your criteria.

4. Click one of the action buttons to perform a task:

   • **Search** — displays the Search Results page with all matching records.
     See *Error! Reference source not found.*.

   • **Download** — opens the Data Export page so you can download the information.

   • **Save Search** — opens the Search Settings page so that you can save the search for re-use.

5. From the Search Results page, select one or more member records, then:

   • use the footer bar controls to check all, narrow the list, move up/down, or to show the search criteria.

   • click the **Multi-Field Sort** button to apply a filter to the data.

   • click the **Columns** drop-down list to select another format for the data.

6. Click the action buttons to perform more tasks:

   • **Revise Search** — takes you back to the Search Criteria page so you can modify your search criteria.

   • **Download** — opens the Data Export page so you can export the information.

   • **Print** — lets you preview and print one or more member reports. In addition, you have the option to save the document in a Portable Document Format (PDF).

7. To choose the type of report you want to generate now, click the **Reports** drop-down list, then click the **Go** button; or click the **Details** tab.

8. Proceed to the "**Error! Reference source not found.**" section.

Viewing Member Details

From the Search Details page you can choose from several different report formats, then scroll through multiple reports for on-screen viewing. In addition, you can preview what the report will look like when printed, then send it to the printer or save it as a PDF file.

To view a member report:

1. If you want to change the type of member report from the Details page, click the **Reports** drop-down list and choose one of the available report types, for example **Member Details**.

2. To view multiple reports, click the **Previous** [⊙] and **Next** [⊙] arrow buttons at the top of the page to scroll through the different member records.

3. Click the **Print Report** button to select which reports (or pages of) to preview, print or save as PDF.

Office Search

Use the **Office Search** feature to search for offices using the Office Name, Office ID, etc. Once selected, the search results can be exported for use in another application, such as Excel; or printed as one of several types of report.

To search for one or more offices:

1. From the main menu, click **Member Info > Office Search**.

    The Office Search Criteria page opens.

2. Complete the fields on the Search form.

    •   use the footer bar controls to add, remove, move fields on the page.

3. Click the **Count** button in the sidebar to see how many records match your criteria. If there are too many, revise the search criteria.

4. Click one of the action buttons to perform a task:

    •   **Search** — displays the Search Results page with all matching records.
        Proceed to step #5.

    •   **Download** — opens the Data Export page so you can export the information.

    •   **Save Search** — opens the Search Settings page so that you can save the search for re-use.

5. From the Search results page, select one or more office records, then:

    •   use the footer bar controls to check all, narrow the list, move up/down, or to show the search criteria.

    •   click the **Multi-Field Sort** button to apply a filter to the data. See "

    •   click the **Columns** drop-down list to select another format for the data.

6. Click the action buttons to perform more tasks:

    •   **Revise Search** — takes you back to the Search Criteria page so you can modify your search criteria.

    •   **Download** — opens the Data Export page so you can export the information.

    •   **Print** — lets you preview and print one or more office reports. In addition, you have the option to save the document in a Portable Document Format (PDF).

7. To choose the type of report you want to generate now, click the **Reports** drop-down list, then click the **Go** button; or click the **Details** tab.

8. Proceed to the "**Error! Reference source not found.**" section.

Viewing Office Details

From the Search Details page you can choose from several different report formats, then scroll through multiple reports for on-screen viewing. In addition, you can preview what the report will look like when printed, then send it to the printer or save it as a PDF file.

To view an office report:

1. If you want to change the type of office report from the Details page, click the **Reports** drop-down list and choose one of the available report types, for example **Office Roster**.

2. To view multiple reports, click the **Previous** [] and **Next** [] arrow buttons at the top of the page to scroll through the different office records.

3. Click the **Print Report** button to select which reports (or pages of) to preview, print or save as PDF.

MLS News

Although you can read the MLS, Broker and Office news on the Home page, you may want to print it. Use the **MLS News** page under **Member Info** to print the information.

To print MLS, Broker or Office news:

1. From the main menu, click **Member Info > MLS News**.

   The Message of the Day opens in a pop-up window.

2. Click the tab of the type of news you want to see: **MLS**, **Broker** or **Office**.

3. Click the **Print** button.

   A standard Windows Print dialog box opens.

4. Choose all your print options, and click **OK**.

   Click **Close** to exit the Message of the Day pop-up window.