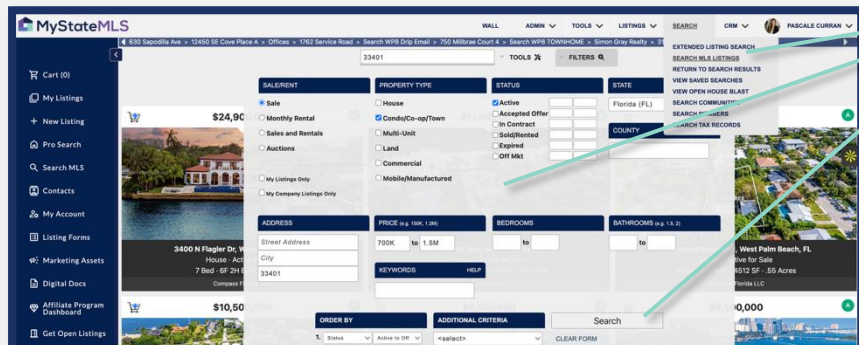


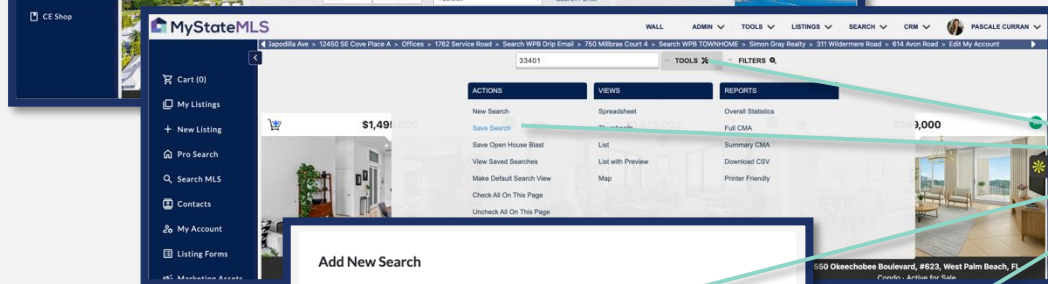
# Creating and Saving a Search



## Creating a Search

- Click the **Search** menu and select **Search MLS Listings**
- Enter your desired criteria (price range, property type, location, bedrooms, etc.)
- Click **Search** to view matching results

You can adjust filters at any time using the **Filters** section at the top of the results page.



## Saving the Search

Once your results match your needs:

- Click **Tools** and select **Save Search**
- Enter a **name** for your search
- Choose whether to make it **Sticky** (to display on your dashboard)
- Optionally enable a **Drip Campaign**
- Review the summary of your search criteria
- Click **Save** (or **Save & Exit**).

After saving, you can assign the search to a contact or add a new contact.

**Add New Search**

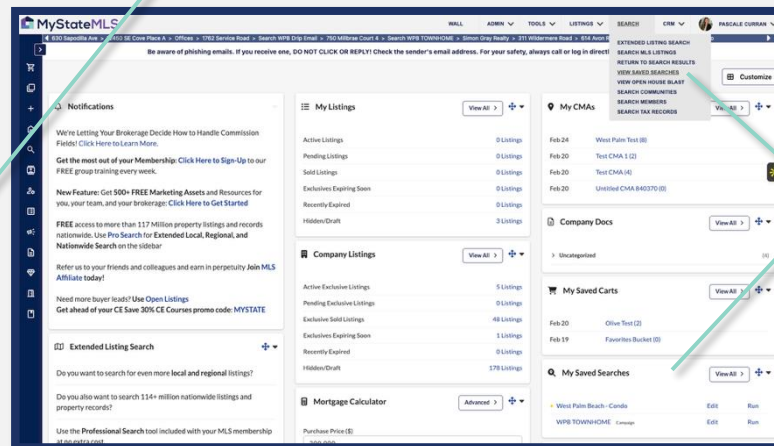
Search Name:

Assign Contact:

Sticky:  Sticky?   
Turning this on will force this search to remain at the top of your saved searches.   
Order:

Drip Campaign:  Drip This Search?

Search Criteria:   
Cities is IN West Palm Beach   
Location is IN West Palm Beach, FL 33401, USA   
Sale/Rent is =(\$)   
PropertyType is =(Condo/Co-op/Town)   
Status is =(Active)   
State is =(FL)   
Zip is =>33401   
Price is >>700K AND <<1.5M



## Retrieving your Saved Searches

You can access your saved searches at any time:

- From the **Search** menu, select **View Saved Searches**
- Or from your **dashboard widgets**
- \*Don't see **Saved Searches** on your Profile Wall? Be sure to enable it using the customize button at the top Left.

Saved searches marked as **Sticky** will appear directly on your dashboard for quick access.

From there, you can edit the search, enable a drip campaign, assign contacts, or delete it.