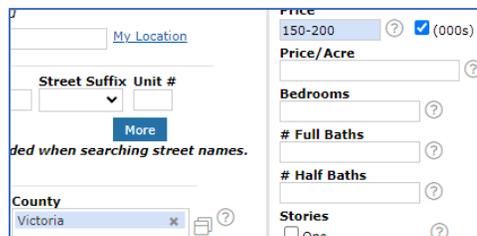


## Saved Searches



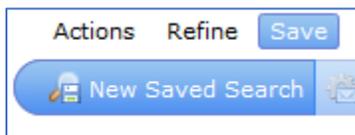
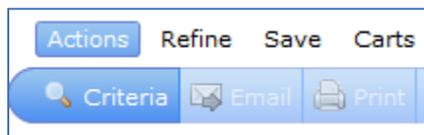
1 Hover over the **Search** menu item and then select **Quick**.

2 Enter your search criteria in the appropriate fields. For example, if you are wanting to create a Saved Search for all Active properties between \$150,000 and \$200,000 in Victoria County, enter 150-200 in the **Price** field and then select the Victoria in the **County** field.



3 Click on **Results** to start the search.

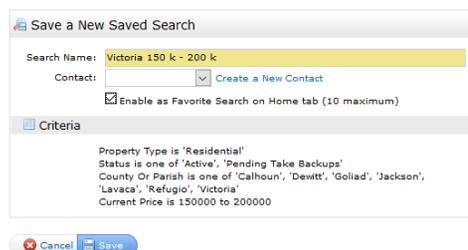
4 Once the results appear on your screen, Click on the Save link at the bottom left of the screen.



5 Now, click on the New Saved Search link

6 Enter a **Search Name**. For example, enter Victoria 150 K – 200 K, then **check the box to Enable as Favorite Search on Home Tab**.

You can now find your saved search under the My Favorite Searches Widget. You can save up to 10 Favorite Searches.



## Notes

To edit your saved searches, hover over the **My Matrix tab**, then select **Saved Searches**. Once there, you can change settings, criteria, etc.

### Application:

Here are some example saved searches. If you are outside the Victoria area or do not serve this area, change Victoria to the county or counties you do serve.

- 100K – 150K Victoria
- 150K – 200K Victoria
- 200K – 250K Victoria

**Remember, you are limited to 10 Favorite Search items.**