

Customizing Search Screens to View Lake County Only

When searching, the County field can be used to filter out listings from counties other than Lake. In fact, your default searches can be setup to include just the County of Lake. Here is how to do it:

1. Example 1 – Using Residential Search - Detail
 - a. Click on Search
 - b. Under Residential, click on Detail (if Detail is not showing, to right you will see, for example, 9 more, click on 9 more to display)
 - c. In the search screen locate the County field
 - i. Find Lake and click on it
 - d. Scroll to the bottom of the search screen and click on the Floppy Disk Icon
 - e. Click on Set Currently Selected Criteria As My Starting Default
 - f. From this point forward whenever you use the Residential Detail Search it will look for properties that are only in Lake County
 - g. If you need to use the Residential Detail to search for listings outside of Lake County you can do this by:
 - i. Clicking on Search
 - ii. Under Residential click Detail
 - iii. Go to the County field and hold down the CTRL key and click on Lake
 - iv. This will remove the criteria for that particular search only
2. Example 2 – Using Residential Search - Quick
 - i. Click on Search
 - ii. Under Residential, click on Quick (if Quick is not showing, to the right you will see, for example, 8 more, click on 8 more to display)
 - iii. The County field is not in the default search fields so it will have to be added
 1. Scroll to the bottom of the search screen
 2. Next to Additional Fields, click on Add (or Add/Remove)
 3. On the left hand side, Available Fields, locate County, and click on it
 4. Click Add
 5. Click Back
 6. County will now appear below Additional Fields
 - iv. In the County field, locate Lake, click on Lake
 - v. To the right of additional fields, look for the Floppy Disk Icon, click on the icon
 - vi. Click on Set Currently Selected Criteria As My Starting Default
 - vii. From this point forward whenever you use the Residential Quick Search it will look for properties that are only in Lake County

Notes:

1. You may add additional search criteria once the default is established
2. Each search type must be setup individually
3. There are some rare cases where a Lake County listing was input from another Association and Lake is not selected under County.
 - a. If you can't find it with Lake selected, unselect Lake and try other search criteria to locate the listing.