

Conduct and Manage Searches

You can quickly locate records in dash using the Quick Search and Advanced Search options.

The Quick Search is useful for locating items with an Active status (e.g. people, listings, etc). If you need to find an item that is not active, or if you're unable to find it using Quick Search, you should then use the Advanced Search option to locate it.

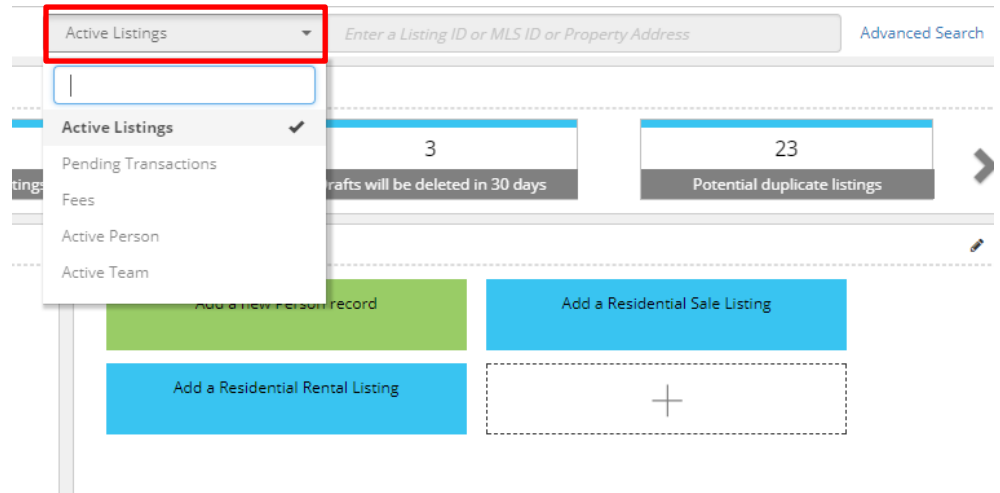
You can even save your Advanced Search criteria for use at a later date.

Fields marked with an asterisk (*) are mandatory.

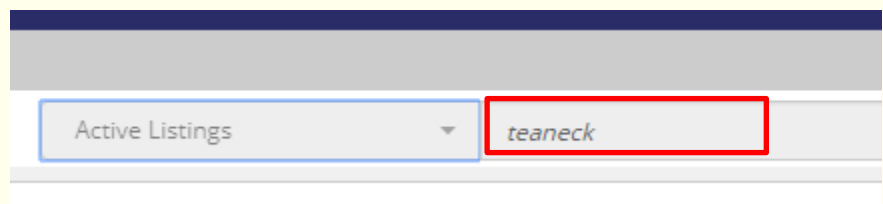
To Conduct a Quick Search:

1. Click the dropdown list next to the search bar on the upper right hand corner of the dash homepage.
2. Select the module that you would like to search in.

NOTE: You will only see modules that you have access and permission to use in dash.

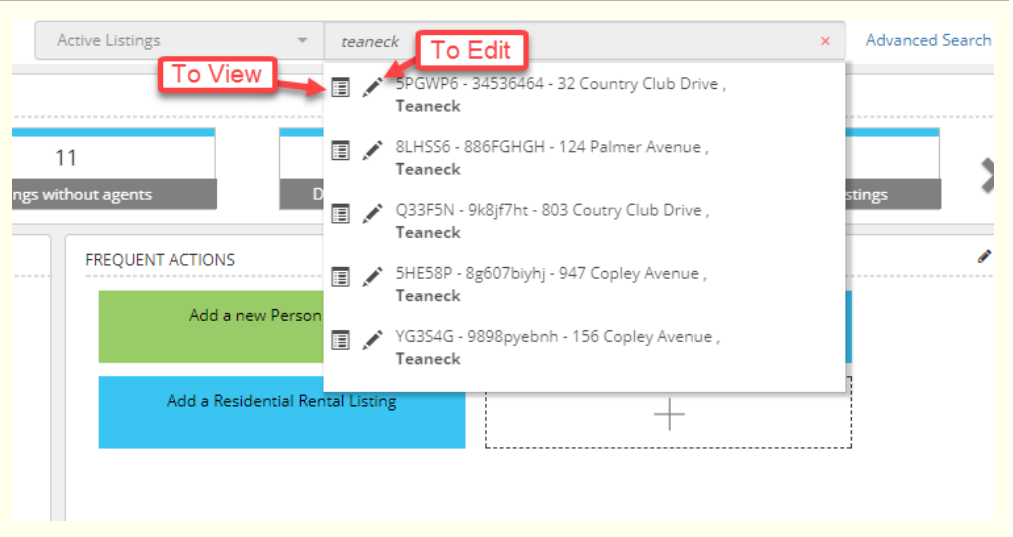


3. Type the information for your search in the search bar.



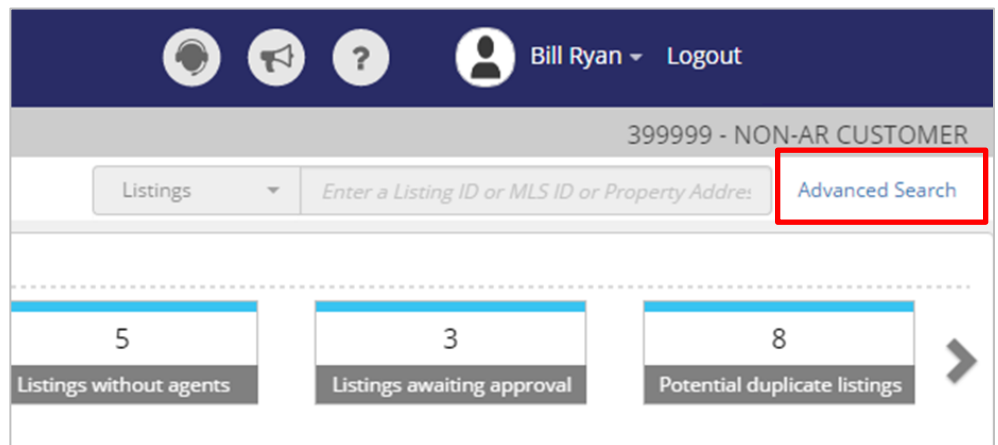
- As you type, search results that match the criteria will begin to populate under the search bar.
- To **Edit** the record, click the edit pencil tool to the left of the correct result from the list.
Note: You can also **View** the record by clicking on the view tool.

You will then be brought directly to the record that you selected.



To Conduct an Advanced Search:

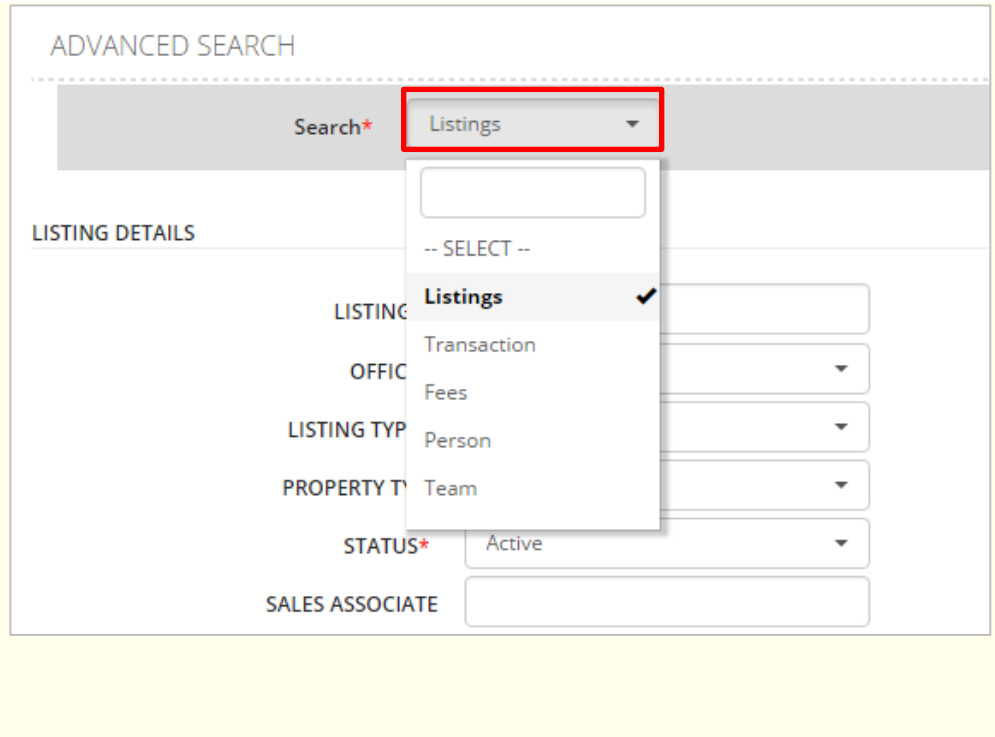
- Click **Advanced Search**.



The **Advanced Search** screen displays.

- Click the dropdown menu to select the module you would like to search in.

NOTE: You will only see modules that you have access and permission to use in dash.



Based on the module you have selected, advanced search criteria fields will appear.

3. Enter the relevant search criteria.
4. Click **Search** at the bottom of the screen.



The **Advanced Search Results** screen displays

You can then:

- Export the search results.
 - a. Click **Export**.
 - b. Click the **Export Options** dropdown to select either Excel or PDF.
 - c. Click **Export**.

ADVANCED SEARCH

SEARCH RESULT: 128 ITEMS

MLS #	LISTING ID	PROPERTY ADDRESS	OFFICE	STATUS	CREATED BY	CREATED ON	LAST UPDATED BY	LAST UPDATED ON
6566745	G9277Z	Highline, Upper	0001 - 1 campus drive, Schenectady	Closed	25057665	10/20/2001 1:17 PM	SPRMAN03	6/4/2009 6:30 AM
23454	GQBC6X	5 Test, Parisippany	0001 - 1 campus drive, Schenectady	Expired	25051379	10/12/2002 12:41 PM	S265174 AD0116502242c3a911	9/15/2012 11:53 AM
24133	GQQD5E	Main, Anywhere	0001 - 1 campus drive, Schenectady	Expired	25025450	11/1/2002 1:23 PM	ExpireTR_sp	12/29/2002 10:34 PM
sdfsd	QV9595	dsfas, foods	0001 - 1 campus drive, Schenectady	Closed	25072288	1/22/2003 11:42 AM	S265174 AD0116502242c3a911	9/15/2012 11:53 AM
nonmember 875490	H4NSJC	452 Long Rd, Dawson	0001 - 1 campus drive, Schenectady	Expired	25115257	10/1/2003 10:57 AM	S265174 AD0116502242c3a911	9/15/2012 11:43 AM
89787	H8SKHB	123 E Main St, Denville	0001 - 1 campus drive, Schenectady	Expired	25057665	12/10/2003 4:28 PM	S265174 AD0116502242c3a911	9/15/2012 11:48 AM
12354	HDSDYN	23 Pomree Ave, New York	0001 - 1 campus drive, Schenectady	Expired	25139054	3/15/2004 7:28 PM	S265174 AD0116502242c3a911	9/15/2012 11:53 AM
1231313213 21321	HDCVRG	123 Test Address, Fountain Valley	0001 - 1 campus drive, Schenectady	Closed	25072293	4/13/2004 2:44 PM	25072289	7/7/2004 2:16 PM
1234146536 243	HDCXZG	4 123 Outta My Way, Nonenoblines	0001 - 1 campus drive, Schenectady	Closed	25142594	4/14/2004 11:11 AM	S265174 AD0116502242c3a911	9/15/2012 11:53 AM
Listing Amanda	HFPVZ9	78888 nd Street Byp NW, Building 97 Suite C, Fountain Valley	0001 - 1 campus drive, Schenectady	Expired	25013401	5/21/2004 12:10 AM	S265174 AD0116502242c3a911	9/15/2012 11:53 AM

1 - 10 of 128 items

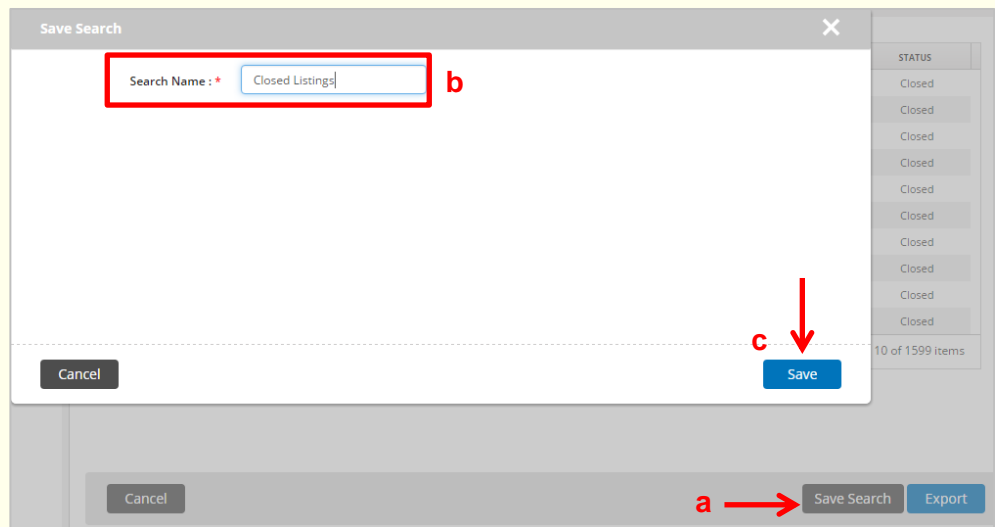
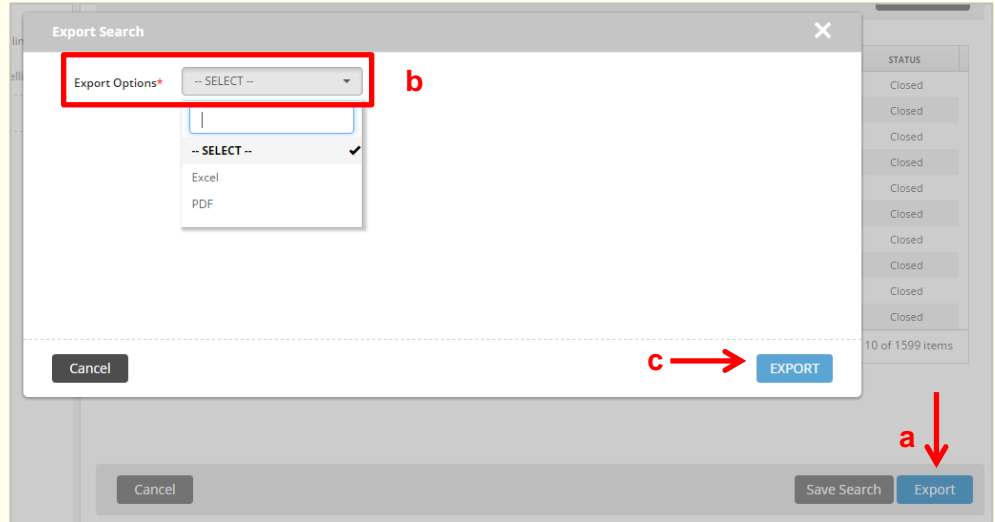
Show All

Cancel Save Search Export

or

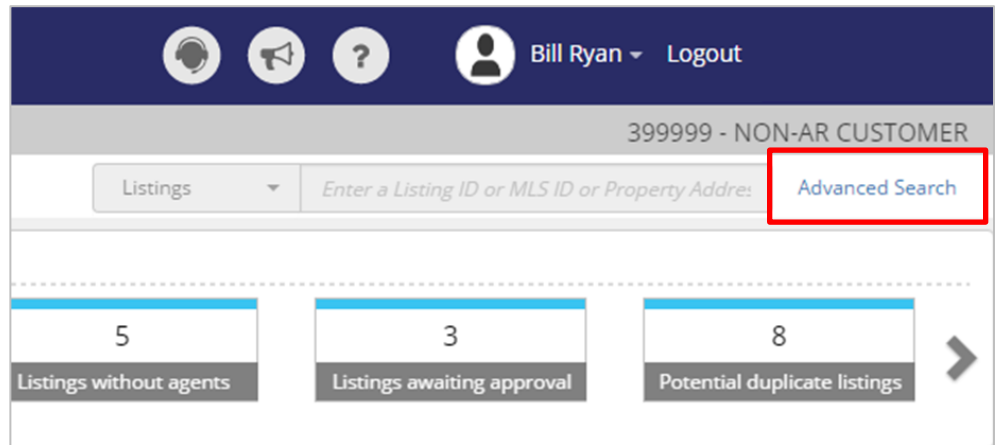
Save the search criteria.

- a. Click **Save Search**.
- b. Enter a name for the search.
- c. Click **Save**.



To Access a Saved Search:

1. Click **Advanced Search**.

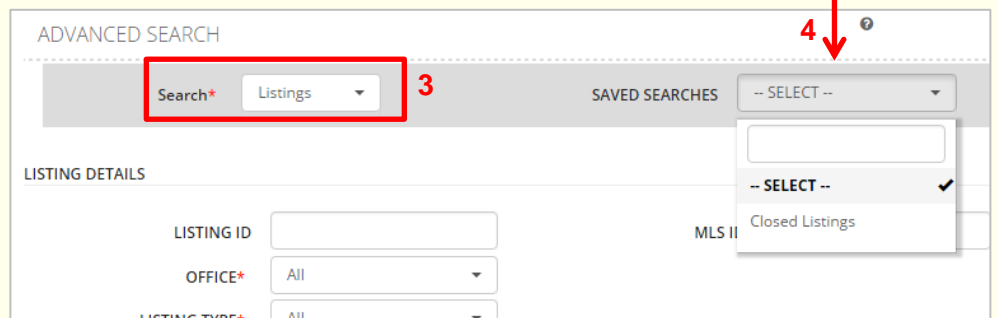


The **Advanced Search** screen displays.

2. Click the dropdown menu to select the module you would like to search in.

NOTE: You will only see modules that you have access and permission to use in dash.

3. If you have previously saved a search for the module, you will see a **Saved Searches** dropdown menu. Select the appropriate saved search.



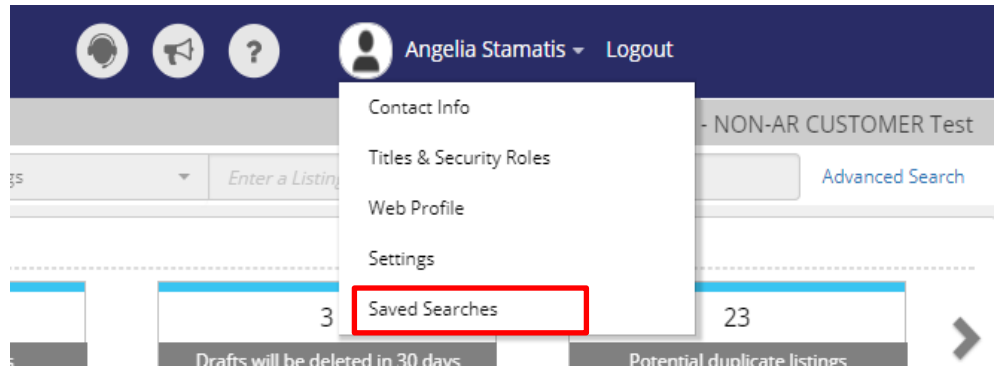
4. Scroll down the screen and click **Search**.

The results that match the saved search criteria will display.



To Edit Saved Search Criteria or Delete Saved Search:

1. Click **your name or photo** from the dash toolbar at the top of the screen.
2. A drop down list appears. Click **Saved Searches**.



Your **Profile** screen displays.

3. Click the pencil to edit and save your revised search, or X to delete the saved search.

