

MaryAnn's Computer Corner  
**MLXchange Frequently asked Questions week #2**

If you have any questions about MLXchange functions or features, please email MaryAnn @ mbaer@marketlinx.com

**1. Q: Am I limited to the search fields in the Search Templates? I want to search by a field not on the list.**

**A:** In MLXchange you can add and search by additional fields available in the property type field list. Below the existing Search Criteria fields in the footer bar click on the "Add More Search Criteria" link to display a list of all available fields. Select the field name, the advanced option setting, field choice (pick list or enter in) and then click the "Add" button to view the matches found. Also in the footer bar you will find links to "Remove field", "Move Field Up", "Move Field Down", "Clear Fields" and "Hide or Show Advanced Options" choices.

**NOTE: If you add more search criteria fields, delete or move fields up or down, you must save the template or the search (tagged to a client) to keep the changes.**

**2.Q: What is a Search Template?**

**A:** A Search Template is a group of visible fields that you use to enter search criteria. Simple search templates expose only a few basic fields for entering criteria, while the most complex template would make every possible MLS field available. MLXchange has a number of default search templates you can copy and customize to suit your specific needs, or you can create a new search template from scratch.

**3. Q: How do I create my own search templates?**

**A:** To customize an existing Search Template(s):

1. Click the **Search tab** at the top of the page or click **Search for a Listing** from the Home page.
2. Select **Template Manager** from the Action box and click the arrow button.
3. Select the **Search Type**
4. Select one of the **Available Search Templates**, and click the **copy** button.
5. In the **Template Name** box enter in a template name.
6. If you have an Office personnel access level, you may choose to create Search Templates for all the Agents in your office by selecting this option.
7. Review the **Selected search fields** list and remove those fields you do not want in this search template by clicking on the undesirable field and then on the arrow pointing left.
8. Select the field names you want in this search template from the **Available search fields** list by clicking on the desired field and then on the Arrow pointing right.
9. Change the positions of the fields by using the up/down arrows
10. To save the modified template, click the **Finish** button.
11. Click the **Done** button to return to the Search screen. Your customized template will now appear in the Search Template list on the Search Criteria page.

**4.Q: After I create my own search template, can I make it my default?**

**A:** You can set your personal selections as the default for any Saved Search Template, Results Grid, Short Summary View, Full Detail View, Email View, and the Buyer/Seller CMA binders. To set your personal selections as the default go to **Settings, Personalize and Personal Defaults**. Under Personal Selections choose your custom selections for each category and then click Apply. Choose another Search Type to set your defaults in other property types.