

MaryAnn's Computer Corner
MLXchange Frequently asked Questions- Results Screen

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

1.Q: How do I create my own fields in the results columns?

A: You can customize the column layout on the Search Results page to show only the columns of information that you want, in the order you want them and choose how they will be sorted.

**NOTE: Results Columns must be created per property type or in the Cross Property type.
To make a new column layout:**

1. Conduct a search on the Search Criteria page in the **Search type** you want to customize a column layout and click the **Results** button.
2. Select **Column Manager** from the Action box and click the arrow button. OR, click on the Column Manager icon to the right of the **Columns** filter box.
3. Click **Create new column report** or **Copy selected column report**.
4. In the **Grid Name** box enter in a personalized column layout name.
5. If you have an Office personnel access level, you may choose to create Column Layouts for all the Agents in your office by selecting this option.
6. Select the fields that you want to appear in the column layout from the **Available grid fields** list.
7. Change the order of the fields by using the up/down arrows.
8. When you are satisfied with the list, click **Finish**.
9. To modify column layout fields, choose the column name from the list of **Available Column Reports**, and click on the **Add or remove fields** link. Remove fields from the **Selected items** list and/or ADD fields from the **Available items** list.
10. To change the default sort order for a column format you have created, select the column layout from the **Available Column Reports** list and click **Change field sort order**. You can sort search results using this column format by up to three columns. Select the columns by which you want to sort, and specify if each column should sort by ascending or descending value. Click **Save** when you are finished.
11. You can customize the column layouts to print on one page by renaming the fields to shorter names and the column widths of the fields can be shortened to eliminate unnecessary white space. Select the column layout from the list of **Available Column Reports**, and click on **Change field format**. Click on a field under **Column Header** and then you can change the column settings. Click **Save** when you are finished.

2.Q: After I create my own column layout, can I make it my default?

A: You can set your personal selections as the default for any Saved Search Template, Results Column, 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.

3.Q: Can I get rid of the extra space on the column layout so it prints on one page?

A: You can manually adjust the column widths to fit more fields or eliminate extra space on your screen and grid printouts. To adjust the column width, put your cursor on the "line" between 2 fields and when you see a double line with 2 black arrows, click one time. An information box will appear stating, "Best fit all columns is currently on. Would you like to turn this off?" Click the OK button. Place your cursor back on the line between the 2 fields and when the cursor again changes into a double line with 2 black arrows, hold your left mouse button down and move your mouse either to the right or left to eliminate the extra space. Repeat with other fields. Printing on "one page" will depend on "how many" fields you have in the column and the data characters. You can choose to print on a legal sheet of paper if there are too many fields to print on the letter size.

4.Q: Can I move fields around in the column layout on the Results page?

A: You can quickly move fields around by placing your mouse on the field name and while "holding" the mouse button down move the field to the placement point (right or left), then let go of your mouse button.

5.Q: Can I save my changes?

A: To save the changes on your own personalized column layout, go to the **Action** list and choose **Save Grid**.

NOTE: You can not make changes and save them on a System Default grid layout like the Abbreviated or Standard grid. You will need to make a copy of and name the grid using the Column Manager before saving changes.