## **UPDATE A SAVED SEARCH**

## My Listings Step 1 Office Listings Start at the menu and click on *Saved Search* under the Search heading. Office/Member Listing Collections Saved Searches Step 2 RPR Choose the saved search you want Saved Searches to modify. All (8) Favorites (0) Drafts (0 All Saved Searches Q Find a saved search Sort by: Name : > 1Example Family Training Step 3 : > Acres Search Addams Fami : > The default view will be in a List. Jones Family ☆ 1Example Family Training Change this by clicking *Edit Search*. Edit Search List D III - 12 + ted: 0 Property Sub Price | Status | MLS # Step 4 Results: 1.884 Data Source of All MLSs Update or add filters in the left-hand column as Property Type of Residential needed. Bathrooms Full between 2+ Bedrooms Total between 3+ City of Jacksonville Garage YN of Yes Living Area between 1200+ Step 5 Property Sub Type of Single Family Residence Status of Active After making changes, click the Save button at the top of the screen, then select Save Search. Work on behalf of ... Share Email Save Print Save Search Detai Save Quick Search Template Step 6 Ma Activate IDX: Put this Search on the Web: This is an existing search, so your *Save Type* will be *Existing*. Ensure the search name is highlighted in the *Name* box. Then, click *Save* at the bottom of the page. Save Search Step 7 Mark as Favorite Your changes are now saved and applied. Please note that updating a saved search will also update any 1Example Family Training Subscriptions attached to this search. Acres Search Addams Family Description Search for subscription, Updated November 2024 Contact () None New Existing



SAVE AND ADD SUBSCRIPTION