



### Interactive One Line Grid Results Display Format

**Note!** The One Line Grid display format offers several exciting features when viewing listings:

- ▶ You can click any column heading to sort listings by that column. Clicking the column heading again reverses the sort order. **Hint!** Hold the Ctrl (Ctrl) key down and click up to 3 column headings in sort priority, release the Ctrl key to sort up to 3 levels at the same time!
- ▶ Selection check boxes, as well as Listing numbers, Area and Address information remain fixed in place when scrolling horizontally. This means you can scroll to the right to see more information without losing track of which listings you are viewing.
- ▶ You can customize your own One Line Grid: select the columns and icons you want to display, and specify their order.

**Note!** The One Line Grid display format will automatically be set as the default Search Results Display Format in your Agent Preferences page. You can change this setting if you want to have your search results initially display in a different format. To change your Search Results Display Format default, from the "Menu Bar" click "ADMIN." From the ADMIN menu click "Your Preferences." From the "Your Preferences" page click "Searching Defaults." Use the pull-down selector button to click and select your preferred default Search Results Display Format, click "Save" in the "Tool Bar."

**Note!** The One Line Grid Display format can be customized. To customize the One Line Grid Display, from the "Menu Bar" click "ADMIN." From the ADMIN menu click "One Line Grid Setup."

The "Available (Property Type) Fields" display on the left. The default "Selected Fields" display on the right.

To change the order of the "Selected Fields" click the field name, then click "Move Up" or "Move Down." Alternatively, you can also change the order by reassigning the sort order values in the Sort column.

To remove a "Selected Field" click the field name, then click "Remove." To add an "Available Field" click the field name, then click "Add." Selected Fields" on the right. **Hint!** Click and move one field at a time, or hold the "Control" key [Ctrl] down and click to select multiple fields.

Using the check-off boxes you can choose what fields are "fixed" and what ICON-links will be included in your personal setup.

Use the "Tabs" at the top of the page to design a unique One Line Grid Display format for each of the MLS Property Types. When complete, click "Save" in the "Tool Bar."

**Note! And Hint!** If you attempt to create your own custom "One Line Grid" display format, and are not satisfied, want to start over, or want to restore the Default MLS One Line Grid display format, simply click "Restore Defaults" followed by "Save" in the "Tool Bar."

