



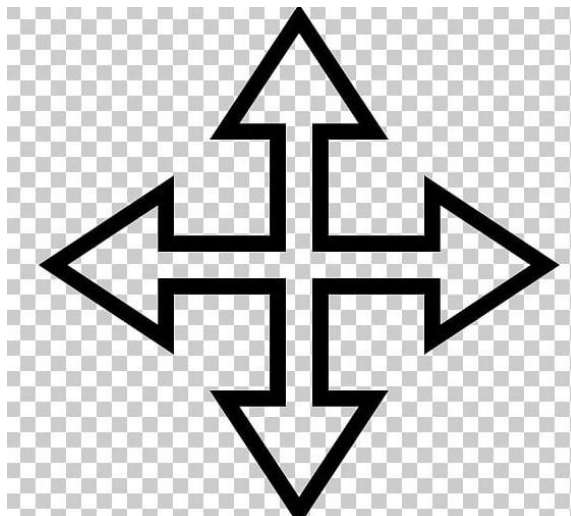
## How to add a field in a grid display.

1. To add a field to a search grid you must 1<sup>st</sup> run your search.
2. Once you have your results on the agent single line display you can then add additional MLS fields to the grid.
3. Hover your cursor over any of the gray areas circled in red below.

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	MLS #	SType	St	Area	Address	Year Built	City	Beds	Baths	Sqft	Type	Garage	Foundation	Current Price	DOM	Subdivision

4. Your cursor will change to 4 arrows. Depending on your settings it may look a bit different.



- Once you see the arrows left click and a new box will appear.
- You will have the option to remove a column or insert a column. If you click remove column you will delete the column that you are on.

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		ML #	SType	St	Area	Address	City	Beds
		<a href="#">6059581</a>	SFM	A	002			4
		<a href="#">6061474</a>	SFM	A	002			3
		<a href="#">6056332</a>	SFM	A	002			3
		<a href="#">6059656</a>	SFM	C	002			3
		<a href="#">6060200</a>	SFM	C	002			3
		<a href="#">6060618</a>	SFM	C	002			3

Pixel Width:  [Auto-fit](#)  
Alignment: ☒ Left ☐ Right ☐ Center  
☐ Wrap Line  
[Remove Column](#)  
[Insert Column](#)  
[Cancel](#) [Apply](#)

[Actions](#) [Refine](#) [Save](#) [Carts](#)

- If you click insert column you will pull up a search box. Search for the field you are looking for. In this example we are using zip code. Then click apply

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		ML #	SType	St	Area	Address	Year Built	City	Beds	Baths
		<a href="#">6059581</a>	SFM	A	002				4	1.1
		<a href="#">6061474</a>	SFM	A	002				3	1.0
		<a href="#">6056332</a>	SFM	A	002				3	1.0
		<a href="#">6059656</a>	SFM	C	002				3	1.0
		<a href="#">6060200</a>	SFM	C	002				3	2.0
		<a href="#">6060618</a>	SFM	C	002				3	1.1

Pixel Width:  [Auto-fit](#)  
Alignment: ☒ Left ☐ Right ☐ Center  
☐ Wrap Line  
[Remove Column](#)  
Insert Column  
  
  
Search:   
[Cancel](#) [Apply](#)

[Actions](#) [Refine](#) [Save](#) [Carts](#)

[Criteria](#) [Email](#) [Print](#) [CMA](#) [Quick CMA](#)

Property Category is 'Residential'  
Status is one of 'Active', 'Contingent', 'Coming Soon'  
Area is '002 - North Sylvania'  
Current Price is 150000 to 170000  
Ordered by Status, Area, Current Price  
Found 6 results in 0.14 seconds.



















8. You will see that the column has been added.

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Checked 0

All · None · Page

Display m

<input type="checkbox"/>			ML #	SType	St	Area	Address	Zip Code	Year Built	City
	<input type="checkbox"/>			<a href="#">6059581</a>	SFM	A	002	<a href="#">5137 Allen Street</a>	43560	1905 Sylvania
	<input type="checkbox"/>			<a href="#">6061474</a>	SFM	A	002	<a href="#">5146 Langham Drive</a>	43560	1936 Sylvania
	<input type="checkbox"/>			<a href="#">6056332</a>	SFM	A	002	<a href="#">5328 S Main Street</a>	43560	1857 Sylvania
	<input type="checkbox"/>			<a href="#">6059656</a>	SFM	C	002	<a href="#">4928 Trellis Way</a>	43560	1947 Sylvania
	<input type="checkbox"/>			<a href="#">6060200</a>	SFM	C	002	<a href="#">4722 E Wickford Drive</a>	43560	1963 Sylvania
	<input type="checkbox"/>			<a href="#">6060618</a>	SFM	C	002	<a href="#">5243 Lynnhaven Drive</a>	43560	1959 Sylvania

9. Tip: If you do not like where the column is located you can drag any column to move it.