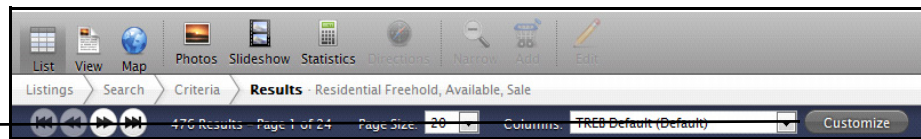


# Customizing One Line Search Results

Column headings will appear in a default sequence within the search results area of your interface. This is your TREB Default column set. You can create and customize column sets by clicking **Customize** which appears along the top tool bar.

*Customize*



## Customizing Column Headings

Each column within the set is broken up into 7 headings as indicated below.

*Column Headings*

Edit Columns:							
<input type="checkbox"/>	#	Name	Label	Width	Alignment	Format	Decimals
<input type="checkbox"/>	1	Last Status	LSC	3	Center		
<input type="checkbox"/>	2	Escape Claus...	EC	2	Center		

- **Number (#)** – displays row sequence number of the criteria field within the set. The number can be adjusted by rearranging the sequence of the rows.
- **Name** – the full and proper name of the criteria field. This column cannot be modified.
- **Label** – displays the name of the criteria field as it will appear within the column set. This field can be modified to reflect a short form of the full and proper name.
- **Width** – reflects the maximum number of characters which will display within the column for the criteria field.
- **Alignment** – displays the default alignment of the text with the heading. This can be changed to left, centre or right.

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Notes

- **Format** – reflects the default option in which the results display. You can choose from a variety of currency, date, decimal or text options.
- **Decimals** – this field is blank by default. It can be modified to reflect the number of decimal places you would like to see in the displayed result.

## Modifying an Existing or Creating a New Column Set

The column set visible by default is called TREB Default. The buttons which appear to the right of the Column Set menu allow you to action a selected set or create a new set. You can also click on the **Import your Column Sets from Original Stratus MLS** hyper link. This function imports all of your office's saved custom one line reports from the original Stratus MLS as Column Sets in the new Stratus MLS.

**NOTE:** The Column Sets will be imported for you alone and will not be shared with anyone in your office

*Drop-down arrow for column set menu*

*Column Set Action Tools*

Column Set: Test\* [Rename] [Share] [Delete] [Create New]

[Import your Column Sets from the original Stratus MLS](#)  
[Delete unused imported Column Sets](#)

#	Name	Label	Width	Alignment	Format	Decim
1	Last Status	LSC	3	Center		
2	Escape Claus...	EC	2	Center		
3	Street #	St#	7	Center		
4	Street Name	Street Name	12	Center		
5	Street Abbre...	Abbr	4	Center		

[Move Up] [Move Down] [Remove] [Add a Column]

Multi-Level Sort:  
Sort By: [ ] [Ascending]

[Save] [Use Without Saving] [Cancel]

Once you've selected a set from the Column Set drop-down menu, you can rename, share the set with your office, or delete it by single left

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Notes

clicking on the appropriate button. Modifying or creating a new column set is slightly more complex.

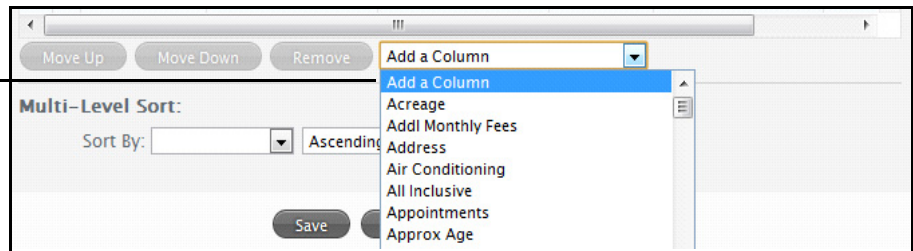
## Modifying an Existing Column Set

### *Adding a Criteria Row*

To add a criteria row:

1. Select the column set you wish to modify from the Column Set drop-down menu.
2. Click the arrow to the right of the Add a Column menu and select the name of the criteria field you wish to add from the drop-down menu.

*Add a column  
drop-down menu*



3. The new criteria field will be added as a new row at the bottom of the column set.
4. Proceed with additional modifications if necessary or select one of three action buttons along the bottom of the window: **Use Without Saving**, **Save**, or exit without saving changes, click **Cancel**.

**NOTE:** Adding new columns will increase the width of the column set. This will impact the amount of space required when printing the one line search

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Notes

results. Consider deleting unnecessary criteria rows or adjusting the paper orientation in advance of printing.

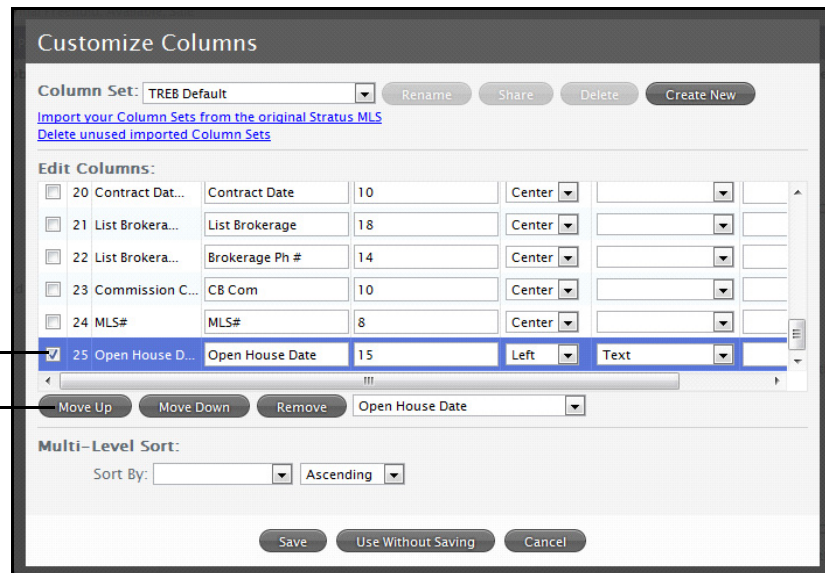
### ***Rearranging the Row Sequence***

To rearrange the order in which a row or rows appear:

1. Apply a check mark in the check box next to the row(s) you wish to rearrange. Once selected, the selected column will appear encased in blue.
2. Click the arrow to the right of the Add a Column menu and select the name of the criteria field you wish to add from the drop down menu.

*Check box*

*Move up, Move Down and Remove button*



3. The Move Up and Move Down buttons will now become accessible. Click the **Move Up** or **Move Down** buttons as required to arrange the selected column into the desired position.

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Notes

4. Repeat this process as many times as required until the desired sequence is achieved within the column set.
5. Proceed with additional modifications if necessary or select one of three action buttons along the bottom of the window: **Use Without Saving**, **Save**, or exit without saving changes, click **Cancel**.

### ***Removing a Row***

To remove a row or rows from the set:

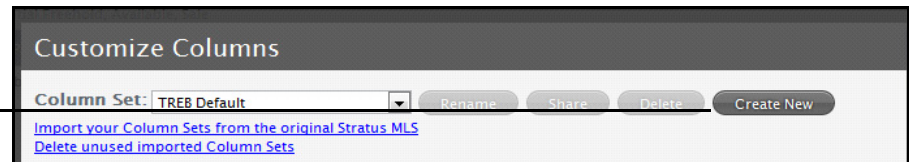
1. Apply a check mark(s) in the check box(s) next to the row(s)
2. Click the **Remove** button.

### **Creating a New Column Set**

To create a new column set:

1. Click **Create New**. The Edit Columns: section will clear of all of the default columns associated with the TREB Default set.

*Create New*



2. Click the drop-down arrow to the right of the Add a Column menu.
3. Select the column headings you wish to add to your set. You can save time by selecting them in the sequence you wish for them to appear.
4. If they do not appear in the sequence you wish, you can always rearrange them by applying check marks to the column and clicking the **Move Up** or **Move Down** buttons.

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