

When searching for a listing, it is very important to correctly enter the data that you are searching. The software will search for what you typed in. If you do not find the listing that you are searching for, try a different spelling. Keep in mind that misplaced spaces, misspelled names, and inaccurate punctuation marks will throw the search off. Be aware of abbreviations when searching. A city with a long name may be abbreviated in the database. You must enter the abbreviated name to search correctly.

A search is considered to have an implicit wild card on the end of it. A wild card occurs when part of a word is entered, and the software searches all words that include that string of letters in the listing. For example, if you enter Roberts you will retrieve listings beginning with Roberts including Robertsen, Robertson. If you only want the Roberts listings retrieved, and not Robertson, etc., press the space bar after entering the name Roberts.