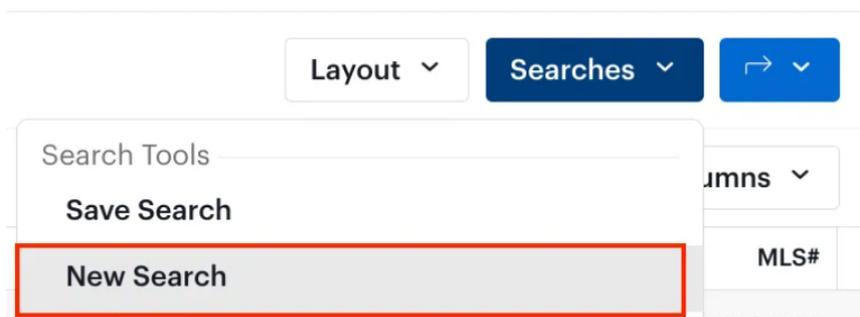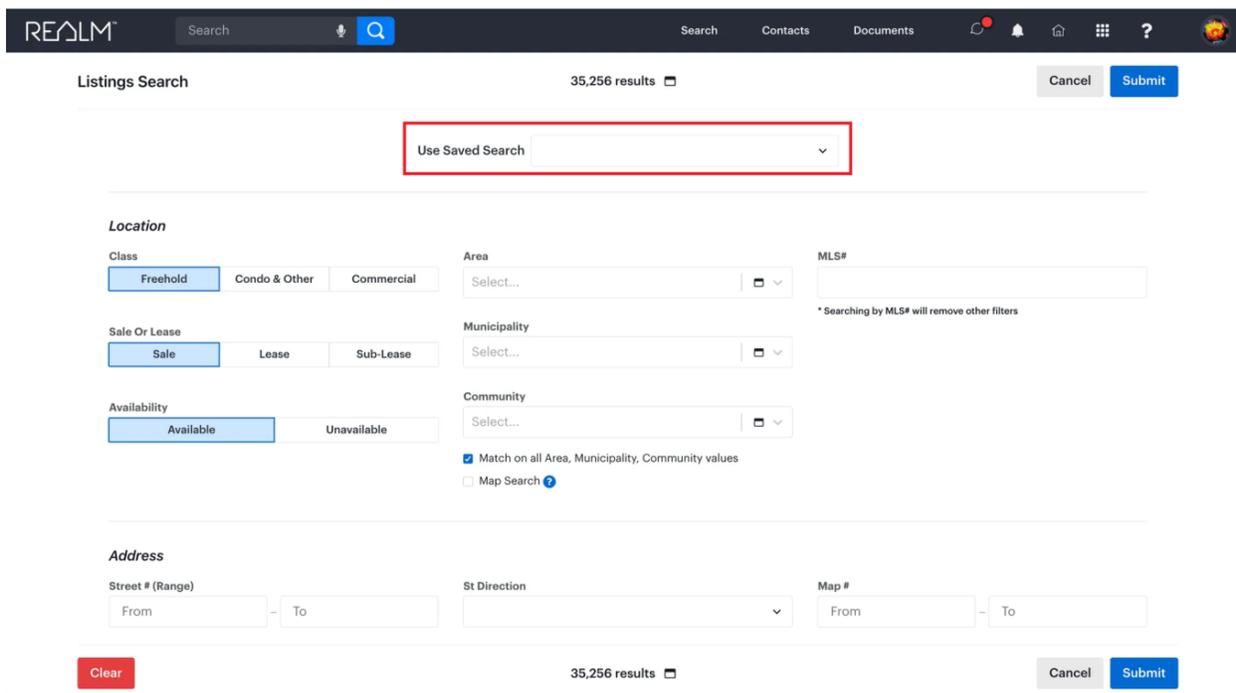# How to Complete a Search in REALM using the Classic View

Step 1: From the **Search Tab**, click the **Searches** drop down button at the top right corner of the Tab**.** Choose **New Search** from the **Search Tools Menu.**

Step 2: The Listings Search window will open. Choose the search criteria for your search. Additional filters can be accessed by scrolling down the page.
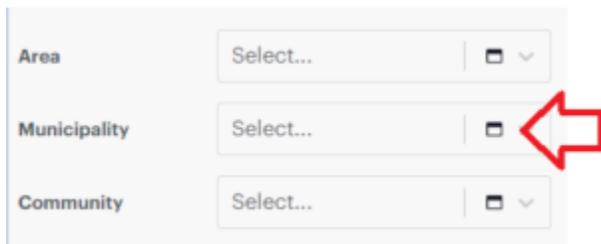
Choose **Use Saved Search** at the top of the window to create a new search based on one you have used before.

The number of results will change as you fill out filters.

Tip: Use the multi-selector tool to choose multiple items in the filters.

Step 3: Click Submit when all relevant filters are completed to see the Search matches on the Search Tab.