

Tips for Success

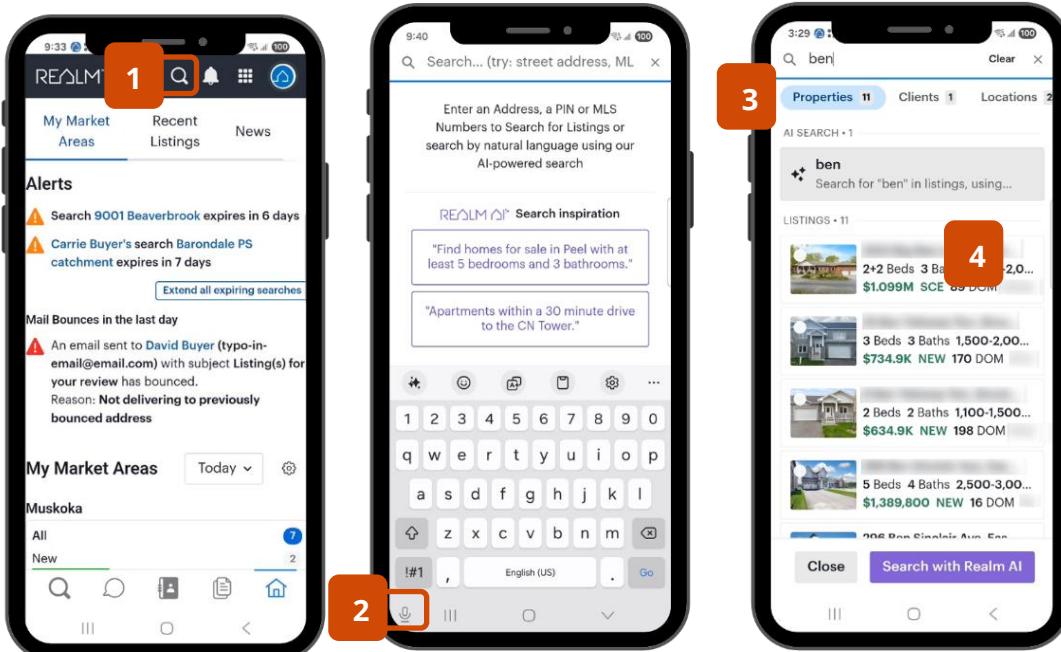
Search REALM Bar: Search by Criteria

You can use the **Search REALM bar** to find:

- A listing
- A land registry parcel
- A client by name
- A geographic location
- Links and integrations from the resource menu
- An uploaded document

On Mobile

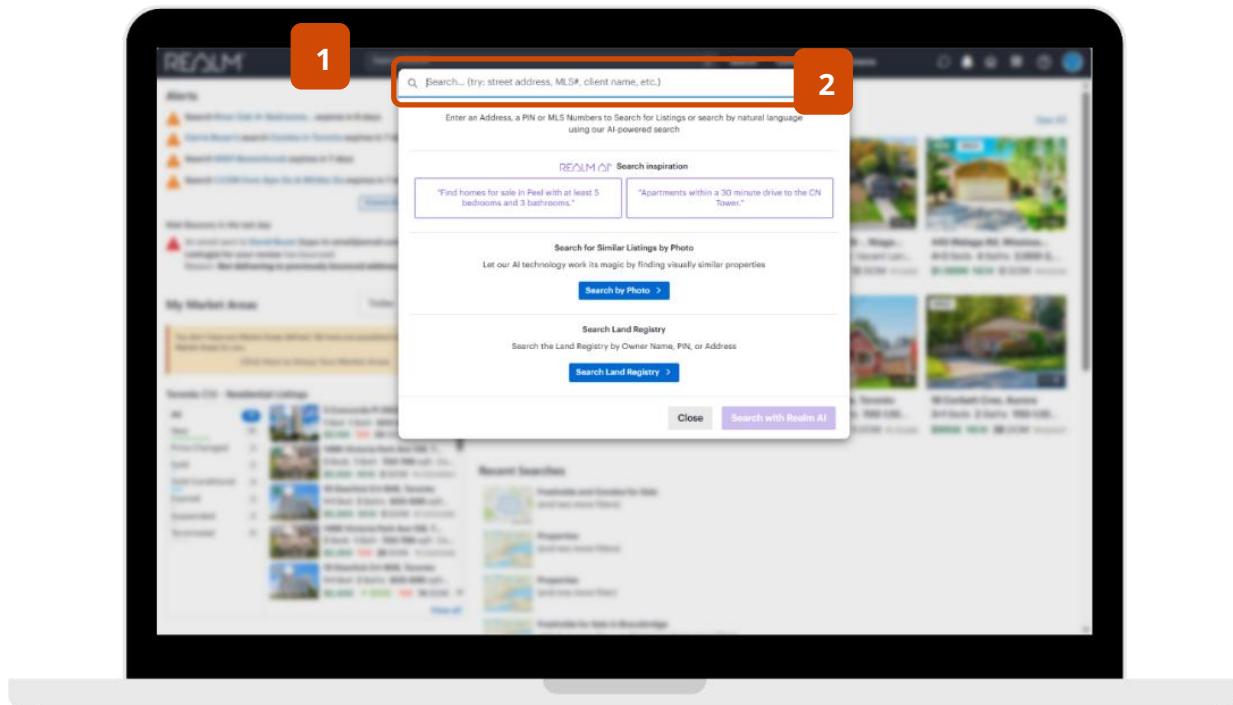
1. Tap the **Search REALM** icon  at the top of the screen.
2. When the Search window opens, you can **say or type** your search criteria:
 - Voice: Tap the microphone icon  and say what you want to search for.
 - Typing: Enter the street address, MLS number, client name, etc.



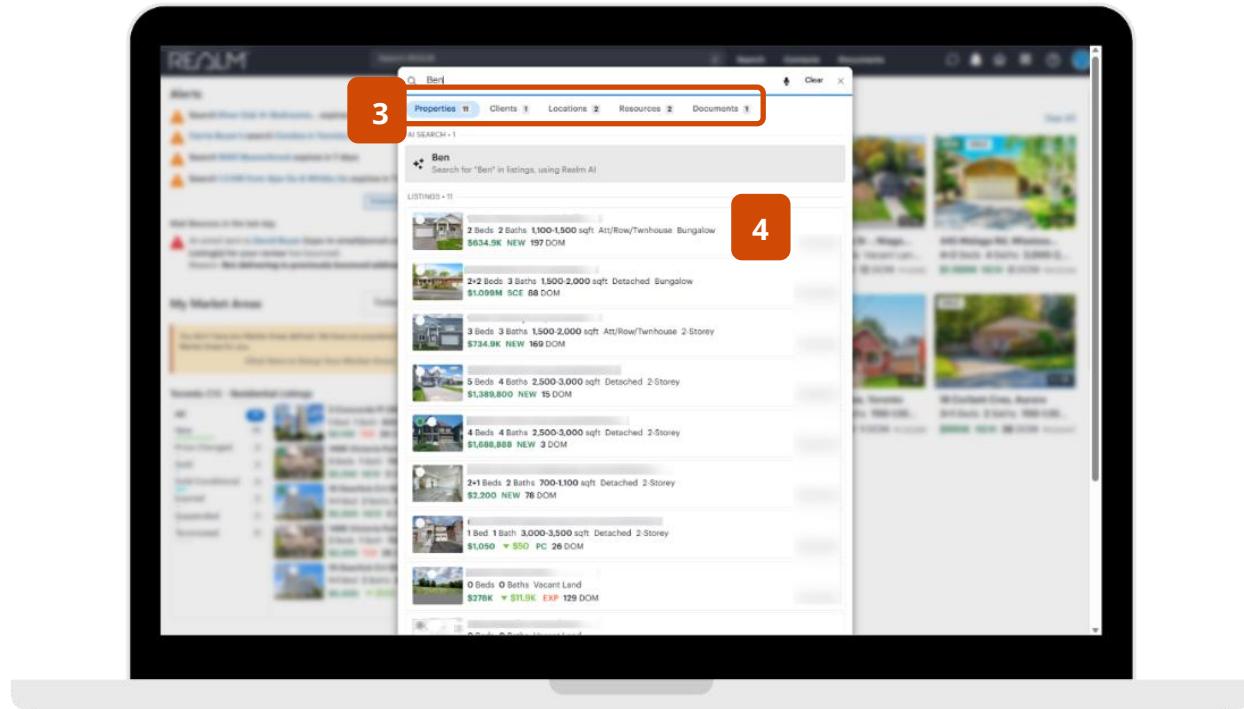
3. If results are found, you will see the number of results next to the tabs: **Properties, Client, Location, Resources, Documents.**
4. Tap the tab you want, then tap the result to view it.

On a Computer

1. Open **Search REALM** with one of these options:
 - **Keyboard:** Press / OR press **Tab** twice and then press **Enter**.
 - **Mouse:** Click **Search REALM**.
 - **Touch screen:** Tap **Search REALM**.
2. Type the criteria in the search bar.



3. If results are found, you will see the number of results next to the tabs: **Properties, Client, Location, Resources, Documents**.
4. To view the results:
 - **Keyboard:** Press **Tab** a few times until the first tab with results is highlighted in blue. Then press the **right arrow key** to move to the next tab.
 - **Mouse:** Click the tab you want.
 - **Touch screen:** Tap the tab you want.



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