
Search Results List

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About the Listings Search Results List

When you submit a search, TorontoMLS compares your criteria against listings in the MLS database, then generates the Search Results list. Only those listings matching all specified search text are included in the list. TorontoMLS displays the Search Results List in a simple one line format. Alternatively, you can display the list with a "thumbnail" photo for each listing by choosing this option at [Customize My TMLS](#).

NOTE: For third-party providers, TMLS excludes non-Internet listings from search results. If a listing matches all search criteria - but the attribute for "Internet" is set to "N" - the third-party provider's results list does not include the non-Internet listing.

At the discretion of the MLS, TMLS limits the number of listings displayed in Search Results, in order to avoid Internet performance problems. Be specific in your search criteria to ensure that search results do not exceed the maximum.

- You can [create a custom report](#) for your Search Results List or use the default report.
- To revise and resubmit the search criteria without starting again from scratch, click Revise Criteria.
- To start a new search, select the Search tab.
- You can choose the number of displayed listings per page. (See Navigating the Search Results List, below.)
- You can view, narrow, [sort](#), or [print](#) the Search Results List.
- If you use a custom report format that includes room dimensions, you can display the dimensions in feet or metres. Select your preference at the drop-down above the list. The page refreshes with the appropriate dimensions.
- You can plot any or all listings on a street map. (See [Mapping Listing Search Results](#).)
- You can email listings directly to your clients. (See [Emailing Listings](#).)
- Save listings to . (See [Saving Listings to My Favourites](#).)
- You can analyze statistical and grouping information about the search results. (See [Statistics and Counts](#).)
- The Search Results List may not reflect all your search criteria. Full, thumbnail, and additional report formats provide varying levels of detail. (See [Viewing Listings](#).)

NOTE: Listings that have been edited after they are sold or leased appear with a pink highlight in the Search Results list.

Navigating the Search Results List

You can choose the number of listings to display in search results (from the drop down list above and below the listings). The default is 25 listings per page.

Display 25 ▼ Records / Page

TorontoMLS displays the first page of listings in the Search Results List. Click Next to display the next page, and so forth...to reveal the entire list. If the list is long and you have chosen to display "All" on one page, scroll to view the entire list.

Next	View next group of listings
Prev	View previous group of listings
First	View first group of listings
Last	View last group of listings

Narrowing the Search Results List

You can select specific listings from Search Results to display as a subset. At the Search Results List, check the box next to the sequence number for each listing you wish to include in the narrowed Search Results List. Then click Narrow Results.

#	<input checked="" type="checkbox"/>	LSC	St#	St
1	<input type="checkbox"/>	New	80	
2	<input checked="" type="checkbox"/>	New	960	
3	<input checked="" type="checkbox"/>	New	123'	
4	<input type="checkbox"/>	New		

After you narrow the Search Results List, click Original Results if you want to return to the original results list.

NOTE: You can select (or de-select) a listing for the subset while viewing it. At the top of the full listing report, check the box next to the current listing's sequence number (or clear the box to de-select):

☒ 1 of 60 Results

Creating Custom Search Results Reports

When your Quick, Flex, or Pre-Defined Search is completed, TorontoMLS displays the search results in your choice of report formats. If you want to view information that is not included in the default report, you can:

- Use an existing custom report
- Create your own custom report
- Edit an existing custom report

Using Custom Reports

To Use An Existing Custom Search Results Report

After you enter your search criteria at the search page:

1. At **Select Search Results Format**, click on the down arrow to display the list of custom reports.
2. Click on the report you want to use.

When you submit your search criteria, the search results appear in the selected custom report format.

To Create a New Custom Search Results Report

After you enter your search criteria at the search page:

1. Click **Custom Reports**.
2. Proceed to the column format table.
3. At **Col # 1**, click on the down arrow in the **Field** box.
4. Scroll through the choices, then click on the field you want to appear in column # 1.
5. The field name automatically displays in the **Heading** column. You can use this name or change the name.
6. The **Width** column automatically displays the maximum width for the current field. You can change the width. (If you enter a width that is less than the maximum width for the field, any values exceeding your specified width are truncated.)
7. The **Justification** column is automatically specified: L is left justified, R is right justified, C is centred and \$ is right justified with dollar sign and comma. Numeric fields are typically right-justified. You can change the justification by clicking on your choice.
8. Repeat Steps 3 through 7 for each column you want to include in your Custom Report.
9. If your custom report exceeds 20 columns, click **More Columns** for an additional column definition screen.
10. At **Save this report as** (in the top section of the screen), enter the name for your report.
11. Click **Save**.
12. TMLS displays your search page. The name of the newly created report appears, already selected, at **Select Search Results Format**.

To Edit a Custom Report

After you enter your search criteria at the search page:

1. Click **Custom Reports**.
2. The screen splits into two sections. The top section is for editing and saving reports as well as moving up and down and deleting fields you selected in the bottom half of the screen. The bottom section enables you to select the fields and display format you want in your custom report.
3. At **Select a report to edit**, click on the down arrow.
4. Click on the report you want to edit.
5. Click **Edit**. The report definition displays in the bottom section.
6. Edit the columns you want to change.
7. At **Save this report as**, enter the name of your report. Choose the same name as the original report to replace the original with the update, or type a new name to create a unique report.
8. Click **Save**.
9. If you are replacing the original report with an update, TMLS prompts: "This report already exists. Okay to overwrite?". Click **OK** to replace the original report; or **Cancel** to return to the edit page.
10. TMLS displays your search page. The name of the newly edited report appears, already selected, at **Select Search Results Format**.

To Delete a Custom Report



1. At any search page, click **Custom Reports**.
2. At **Select a report to edit**, click on the down arrow to reveal the choices.
3. Click on the report you want to delete.
4. Click **Delete**.
5. At the confirmation prompt, click **OK**.
6. TMLS prompts that the report is deleted. Click **OK**.

Tips:

- To move a column up in the custom report sequence, click on the column number then click Move Up. To move a column down, click on the column number then click Move Down.
- To delete a field, click on the column number, then click Delete Item. Click Delete All, to discard all the fields in your report.
- Always confirm your choice of report format at Select Search Results Format on the search page before submitting your search.
- All custom reports created in your office are available to you.
- See the Data Dictionaries for information about field names, widths, etc.

Sorting Search Results

TorontoMLS displays the listings found by your search in a simple one line format.

- You can sort the list by any column; e.g., by Type.
- You can also perform a multi-level sort, by up to three columns; e.g., by Municipality; within Municipality by Community; within Community by List Price.
- You can sort in either Ascending (Increasing) order ↓, or in Descending (Decreasing) order ↓.

The objective of a multi-level sort is to group listings *logically*. A good example of multi-level sorting is: first sort by Municipality, then by Community, then by List Price. In this case, your search results are organized in a few large groups, the largest being Municipality. A poor example of multi-level sorting is: first sort by List Price, then by Community, then Municipality. Although List Price may be the highest priority to the buyer, the organization of your search results list using price as the first sort field, results in almost as many groups as there are listings.

Using Sort Features

To Sort by Any Single Column

- Click on any column heading to sort it in ascending order. Click it again to sort in descending order.

To Sort by Multiple Columns

You can sort by up to three columns. The first sort is the broadest category, within which the other columns are sorted. The second sort is the next-broadest category, within which the narrowest category is sorted.

1. Click **Multi-Level Sort**.
2. At **First, sort by**, choose the column that represents the broadest category of interest. Then choose **Increasing** or **Decreasing** order.
3. At **Then, sort by**, choose the column that represents the next-broadest category of interest. Then choose **Increasing** or **Decreasing** order.
4. At **Finally, sort by**, choose the narrowest category you want to sort by. Then choose **Increasing** or **Decreasing** order.
5. Click **Sort** to sort search results; or **Clear** to discard your choices.

Printing Search Results

After you view the Search Results List for your [listings](#) search, you can narrow the list (if necessary) and [sort the results](#) to meet your needs. Then you can print this information in one convenient table, with or without a summary of the search criteria. TorontoMLS displays the table for you to preview, prior to printing.

The Search Results List may be wider than a standard sheet of paper, depending on your choice of report format. If necessary, set your printer to print in landscape mode. (Landscape mode means the page is oriented sideways.) Also, you can condense a lengthy list by reducing the font size. See instructions below.

Using Print Features


To Print the Search Results List

1. At the Search Results List, click **Print View**.
2. At **Include Criteria with Search Results?**, click **Yes** or **No**.
3. The list displays in a printable format in a secondary browser window. TMLS reminds you that it may be necessary to print the page in landscape mode and that you may want to reduce the font size, click **OK**.
4. If you want the results printed in a smaller font size: at the browser's menu bar click **View**, then point to **Text Size**. Note the current size and then click on a smaller size. The page refreshes with a smaller font.
5. At the browser's menu bar, click **File**, then **Print**.
6. To print in Landscape mode:

At the **Print** dialog box, click **Preferences**.

At the **Printing Preferences** dialog box (at the **Layout**, **Basics**, or **Paper** tab), at **Orientation**, click **Landscape**.

At the bottom of the **Preferences** dialog box, click **OK**.

7. At the bottom of the **Print** dialog box, click **Print**.
8. If you adjusted the font size, restore the size to its original value: click **View**, point to **Text Size**, and then click on the original font size.
9. Close  the browser window to return to the Search Results List.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Special Printing Format

When you print any browser page, it generally includes certain extraneous reference information at the top (header) and the bottom (footer) of the page. This includes the name of the document, printed page number, the URL, and date. Occasionally, you may want to print a document without this information. To do this, change the browser print controls. **Restore these codes after printing to ensure they are available for subsequent browser print applications.** You can copy and paste header/footer codes from the topic below (see To Restore Header and Footer Printing, below).

Using Special Printing Format

To Eliminate Header and Footer Printing

1. With the printable format displayed in a secondary window, choose **Page Setup** from the browser's **File** menu.
2. At **Header**, delete the codes in the text box.
3. At **Footer**, delete the codes in the text box.
4. At the bottom of the **Page Setup** dialog box, click **OK**.
5. Choose **Print** from the browser's **File** menu.
6. Specify the printer options.
7. Click **Print**.

To Restore Header and Footer Printing

1. Copy the code below to the header text box. Left click and mouse over the header code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).

&w&bPage &p of &P

2. Choose **Page Setup** from the browser's **File** menu.
3. At **Header**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the header code (hold down the CTRL key and type V).
4. At the bottom of the **Page Setup** dialog box, click **OK**, then return to this Help topic.
5. Copy the code below to the footer text box. Left click and mouse over the footer code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).

&u&b&d

6. Choose **Page Setup** from the browser's **File** menu.
7. At **Footer**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the footer code (hold down the CTRL key and type V).
8. At the bottom of the **Page Setup** dialog box, click **OK**.

NOTE: You don't need to close the Page Setup box at Step 4 if you know how to position both windows side by side. See Windows Help for instructions.

Mapping Listing Search Results

By clicking the "Street Map" option at Search Results, you open a map that shows markers for each selected listing.

Once in map view, you can map a route and get driving directions, switch from Road view to Aerial or Birds-Eye view, find more listings around a marker's location, and click markers for details. (See [Street Map View](#) for more information.)

To Map Listings from Search Results

1. At a **Search Results** list, select listing(s) you want to map.
2. Click **Street Map**. TorontoMLS displays the map with the selected listing(s) marked.
3. At the map, mouse over a marker to view details in a popup. If desired, zoom in and out and move the map in any direction.
4. To return to the Search Results list, click **Return to Results**.

Emailing Listings

You can email listings from search results - including the summary results from a map- or from a listing report. Enter an email address for your client or retrieve this information from Contacts. Optionally, [format the message](#) and [check the spelling of your message](#) before sending it.


Those receiving your emailed listings may click a link to listing reports, where the listing can be displayed on a map. Viewers may display dimensions in feet or metres by selecting a preference at the drop-down above the listing. The page refreshes with the appropriate dimensions.

If you've entered a preferred email address at [Customize My TMLS](#), client replies to your email, and copies of email sent to yourself (if you've elected this option), are directed to your preferred address. If you haven't provided a preferred address, email copies and replies are sent to your TREB address.

To Email Listings

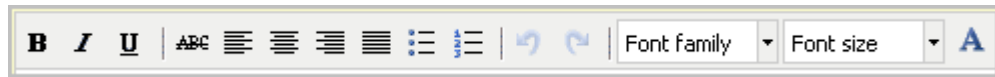
1. At the search results list, click to check the listings you want to email. NOTE: If you want to email the entire list, do not check any.
2. Click **Email Listings**. TMLS displays an email form in a secondary browser window.
3. At **Mail To**, enter one or more email addresses (each separated by a comma and no spaces) or click **Contacts**.














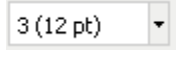

If you chose Contacts, TMLS displays a list of your contacts with email addresses indicated. Click to check the appropriate contact(s). Then click **Add to Mail To** to enter the address(es) on the email form; or click **Cancel** to return to the Mail Listings page.

4. TMLS automatically fills the email Subject and Message. You can use these or edit them as necessary.
5. To format the email message, click any of the toolbar's formatting buttons. (See [Formatting Email Messages](#) for instructions.)
6. At **Select a Report Format**, click on the drop-down arrow to reveal the choices. Select a format.
7. If you want a copy of this transaction for your records, click **Also email me a copy**.
8. To confirm the spelling in your email message, click **Spell Check**. (See [Spell Check Email Messages](#) for instructions.)
9. After closing the spell check window, click **Send** to send the email message with listings; or **Cancel** to discard the email.
10. TMLS displays a confirmation that your email was sent. Click **Close** or  to return to the search results list.

Formatting Email Messages

To apply formatting such as bold or italic) to any text or paragraph in an [email message](#), select the text you want to format, then choose a button from the toolbar:



Format	Tool	Effect
Bold (Ctrl+B)		these words are bold and these are not.
Italic (Ctrl+I)		<i>these words are italic</i> and these are not.
Underline (Ctrl+U)		<u>these words are underlined</u> and these are not.
Strikethrough		In a sentence these words are struck through and these are not.
Align Left		This sentence is aligned left.
Align Centre		This sentence is aligned centre.
Align Right		This sentence is aligned right.
Align Full		This paragraph is aligned full (justified) in order to spread the words on each line from margin to margin. To achieve this affect, the system distributes space between words as needed. The last line of a fully aligned paragraph is aligned left.
Unordered list (Bulleted)		<ul style="list-style-type: none"> • First bulleted item • Second bulleted item
Ordered list (Numbered)		<ol style="list-style-type: none"> 1. First numbered item 2. Second numbered item
Undo (Ctrl+Z)		Click to undo the last change.
Redo (Ctrl+Y)		Click to restore the last undone change.
Font Family		Click down arrow for a list of fonts to select from.
Font Size		Click down arrow for a list of font sizes. These words are 12pt
Select text color		these words are blue and these are red

Spell Check Email Messages

Before [emailing listings](#) to your client, you can check the spelling in your email message.

Spell Check Options

Field	Definition
Not in dictionary	Displays the potentially misspelled word. The word is also flagged in red in the text passage above the field.
Change to	Displays a possible alternative spelling for the potentially misspelled word. Other possibilities display in the list. (Note: If the correctly spelled word is not in the list, you can type it in the Change to text box, but your entry will not be spell checked.)
Ignore	Click to leave the spelling of the flagged word 'as is'.
Ignore All	Click to leave the spelling of all occurrences of the flagged word 'as is'.
Replace	Click to replace the flagged word with your choice at Change to.
Replace All	Click to replace all occurrences of the flagged word with your choice at Change to.
Undo	Click to undo the previous action.
Close	Click to discontinue spell checking and return to the email message.

To Check Spelling in your Email Message

Note: See 'Spell Check Options', above, for definitions of spell check choices.

1. After typing your email message click **Spell Check**.
2. The system flags the first potentially misspelled word with a red highlight. The first questionable word is displayed in the **Not in dictionary** field and a possible alternative spelling is offered at the **Change to** text box.
3. To replace the misspelled word, accept the default selection at **Change to** or select the correct word from the list of possibilities and then click **Replace** or **Replace All**.

If the spelling of the flagged word is correct, click **Ignore** or **Ignore All**.

4. The spell checker advances to the next questionable word. Repeat step 3.
5. At the spell check completion message, click **OK**.
6. At the email window, click **Send** to send your message.

Statistics and Counts


TorontoMLS offers summary statistics and information about categories of listings found by your search.

- The *Statistics table* displays the highs, lows, and statistical values (e.g., mean) for list price, taxes, rooms, etc.
- The *Counts table* provides the total number of listings for each Municipality and Community selected.


If you do not want to include the entire Search Results List in these analyses, either narrow the list (see [About the Listings Search Results List](#)) or simply check the listings you want to include.

Using Statistics and Counts

To View Statistics and Counts

1. At the Listings Search Results List, click to check the listings to include in your Statistics and Counts analysis. NOTE: To include the entire list, do not check any.
2. Click **Statistics & Counts**.
3. TMLS displays the Statistics table and the Counts table in a smaller browser window. You can view and/or print this information. (See printing instructions below.)
4. Click **Close**, or , to close the browser window and return to the search results list.

To Print Statistics and Counts

1. At the Statistics and Counts page, choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print**.
4. Click **Close**, or , to close the browser window and return to the search results list.

Saving Listings to My Favourites


Select listings to be saved in My Favourites from a Search Results List. You can also add listings by MLS# (see).

- My Favourites accommodates up to twenty-one listings.
- Listings can be Available or Unavailable.
- If you already have listings saved at My Favourites and then attempt to add a number of listings that would amount to more than a total of twenty-one, the system alerts you that you must select fewer listings.

NOTE: If the results list is short and you want to save the entire list, do not check any.

Saving Favourite Listings

To Save Listings to My Favourites

1. At the Search Results List, click to check one or more listings that you want to appear in My Favourites. NOTE: If the list is short and you want to save the entire list, do not check any.
 2. Click **Save To My Favourites**.
 3. A message displays in a smaller browser window.
- Click **Close** or  to close the message window