

1. How can I find a specific property in the database?

Start by looking for the apartment complex by name. Choose Property Name in Step 1, Equals in Step 2, and then highlight the name from the list that appears. You can start typing the name to go to that part of the alphabetical listings.

Be sure to check variant spellings. For example, Parkview might be listed as Park View instead. Also check for Parkview Apartments, and for Parkview (The).

When you search by name, you may get properties in many different cities if the name is a common one, such as Courtyard Apartments. You may want to add a search criterion for city, to cut down on the number of results you'll find. Or you can drop unwanted properties after you have performed the search. From the menu, select Property, then Drop Property, and the property on the screen will be dropped from the group.

Search [X]

Select Criteria

Step 1...	Step 2...	Step 3...	Step 4...
ADDRESS CITY COUNTY FOR SALE OWNER NAME PROPERTY NAME UNITS YEAR BUILT Acres	<input checked="" type="radio"/> Equals <input type="radio"/> Is Greater or Equal <input type="radio"/> Is Less or Equal <input type="radio"/> Does Not Equal <input type="radio"/> Includes <input type="radio"/> Is Blank	<input type="text"/> COURTYARD PLAZA COURTYARD VILLAGE COURTYARDS COURTYARDS (THE) COURTYARDS APARTMEN COURTYARDS AT CAMPBE COURTYARDS AT SOUTH	<input type="button" value="Add Criteria"/> Step 5... <input type="button" value="Run Search"/> <input type="button" value="Cancel"/>

Criteria

PROPERTY NAME Equals COURTYARDS.

Use Default Criteria
 Add Search Results to Currently Selected Properties

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Property Search View Report

Ctrl+U