

8. When my search results in a large number of properties, how can I sort them to make it easier to drop properties outside of the range I want?

Once you have finished the search step and are ready to work with the properties, you can bring them to the screen by clicking View, then selecting Property Profile. To sort the Profiles by age or size, or city in which they are located, or even owner, simply put your cursor on the field you want to sort by and click. (Example: you want to sort by city, so you look at the Profile on screen and put your cursor by "Las Vegas", the city it is in.) Then from the buttons at the top of the screen, choose AZ to put them in ascending alphabetical order, with all the As first, or on the ZA button to put them in descending order, with all the Zs first. This sort function works either alphabetically or numerically.

