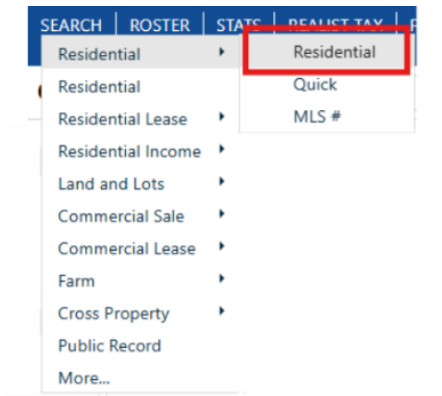


# MARIS

## How to Insert an Additional Field

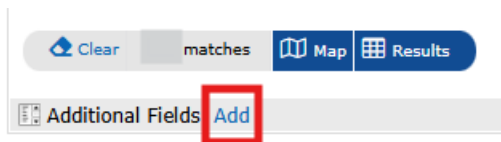
Start by opening a matrix search if you don't already have it open.



\*\*\*Reminder\*\*\*

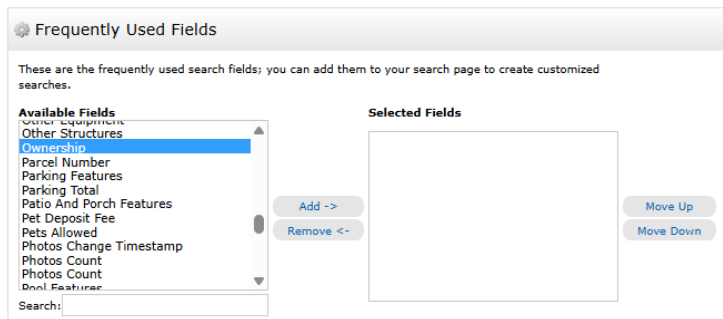
We recommend running detailed searches (the search with the same name i.e. Residential > Residential) instead of quick searches as they will give you more search terms without adding additional fields.

After choosing the search type, scroll down to “Add” next to the “Additional Fields” banner. This will be found at the bottom of the page.



Next, look for the additional field you would like to add or type it into the search bar.

After finding your desired search term click it to select it. (It will turn blue once it has been selected)



Next select “Add.”

The screenshot shows a web interface titled "Frequently Used Fields". Below the title is a descriptive sentence: "These are the frequently used search fields; you can add them to your search page to create customized searches." The interface is divided into two main sections: "Available Fields" on the left and "Selected Fields" on the right. The "Available Fields" list includes: Ownership, Parcel Number, Parking Features, Parking Total, Patio And Porch Features, Pet Deposit Fee, Pets Allowed, Photos Change Timestamp, Photos Count, Photos Count, Pool Features, and Pool Private YN. The "Selected Fields" list currently contains "Ownership". Between the two lists are two buttons: "Add ->" and "Remove <-". The "Add ->" button is highlighted with a red rectangular box. To the right of the "Selected Fields" list are two buttons: "Move Up" and "Move Down". At the bottom left of the interface is a "Search:" label followed by a text input field.

This will copy the available field to the selected field side.

Once you add all additional fields click the back button at the bottom of the page.

This screenshot shows the same "Frequently Used Fields" interface as the previous one, but with the "Add ->" button now disabled. The "Ownership" field has been moved from the "Available Fields" list to the "Selected Fields" list. Below the "Available Fields" list, the "Add ->" button is now greyed out, and the "Remove <-" button is active. At the bottom left of the interface, a "Back" button with a left-pointing arrow icon is highlighted with a red rectangular box. The rest of the interface, including the "Selected Fields" list and the "Move Up/Down" buttons, remains the same.

All additional fields added will be found at the bottom of your search page.