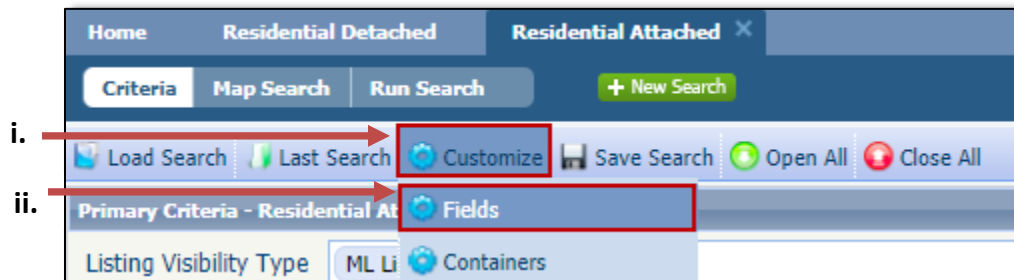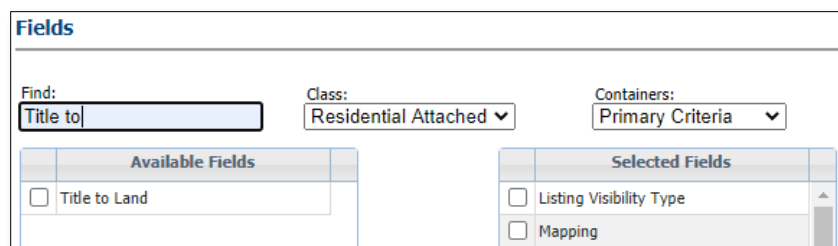# Customizing a Search Form

The search form can be customized to add fields required to narrow-down your search results. In the example below, *Title to Land* will be added to the *Search Form*.
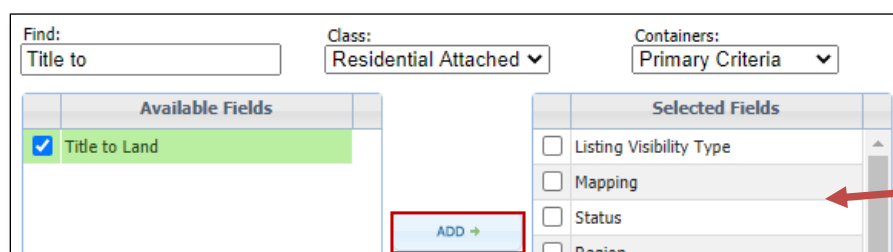
1. Start a *Search* by choosing the required property type (Attached, Detached etc)
2. Go to the top of the page and select **i. Customize**, then **ii. Fields**
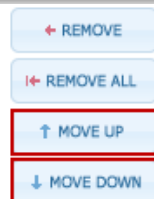

3. The *Fields* dialog box opens. Use the *Find:* option to type in the required or portion of the field – in this case **Title to Land**.

4. Under *Available Fields*, select **Title to Land** and click the **Add** button. This will move the field to bottom of *Selected Fields.*

The right column shows the fields currently in your *Search Form.*

Use **Move Up** and **Move Down** to arrange the fields in the desired order.

5. Use one of the following **Save Options**:
    i. **Apply**- to the current search temporarily. Changes are not saved for future use.
    ii. **Apply/Save** – Save changes to an existing default or saved search for future use.
    iii. **Apple/Save As** – Save a new default or saved search for future use.

6. Scroll through your search form to find the **Title to Land** field. If you did not move it on the previous screen, it will be at the bottom of the page. Click on the magnifying glass to make your selection.

Title to Land			Equals	

Title to Land Options

First Nations Lease
Freehold NonStrata
Freehold Strata
Leasehold not prepaid-NonStrata
Leasehold not prepaid-Strata
Leasehold prepaid-NonStrata
Leasehold prepaid-Strata
Other
Shares in Co-operative
Time Share
Undivided Interest
Vacation