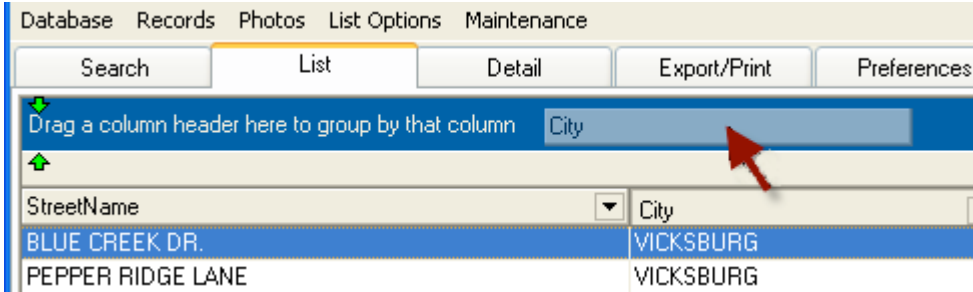
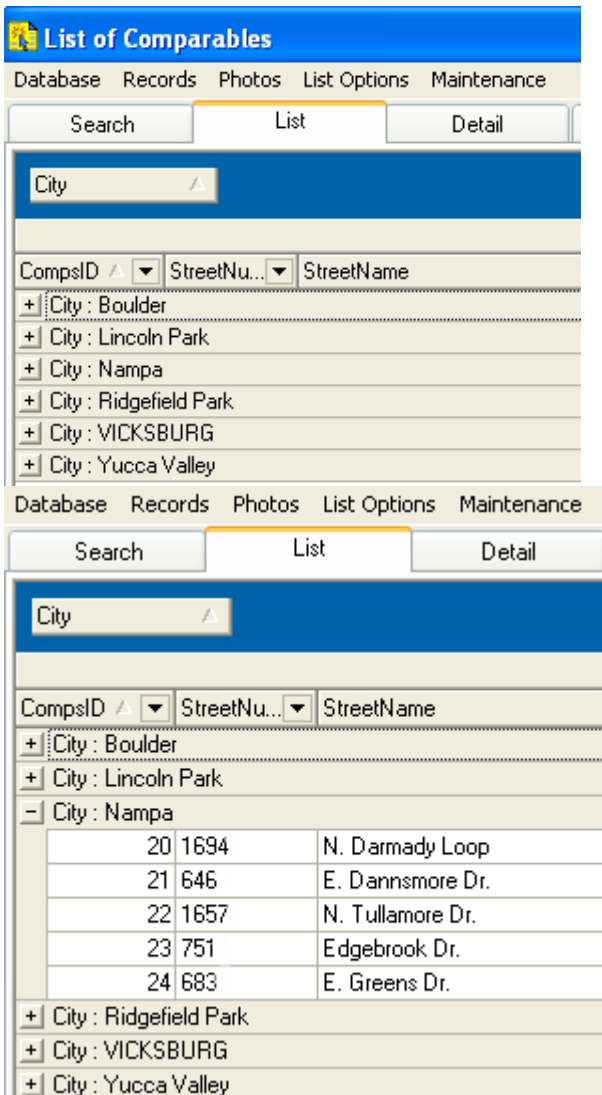


Instructions on Comp List Grouping

1. To Group the comp records, click on any column heading i.e. address, city, state Etc. and simply drag and drop that heading into the grouping area as shown below.

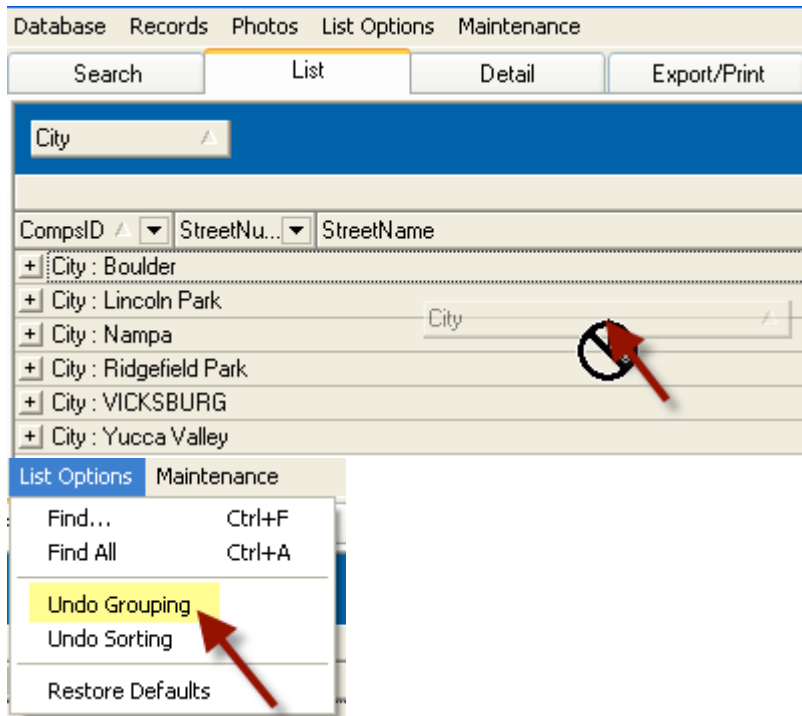


2. In this example "City" has been dragged in to the grouping area and you see the cities displayed below the grouping area in the grid. You can click on the [+] next to each city to view all comparables in that city.



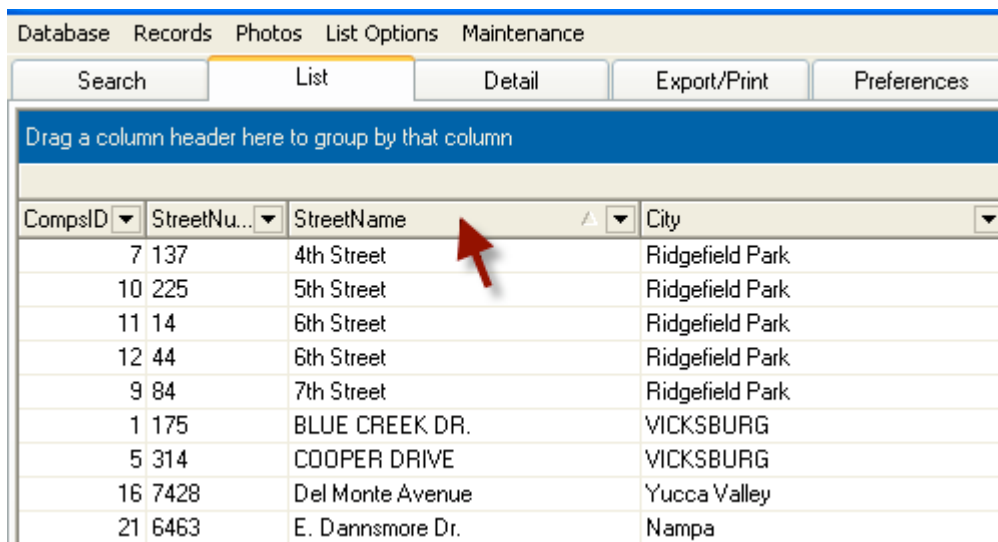
Performing List Un-grouping

You can ungroup your list by simply dragging and dropping that item (City) from the grouping area back into the list area or going to list options and selecting undo grouping.

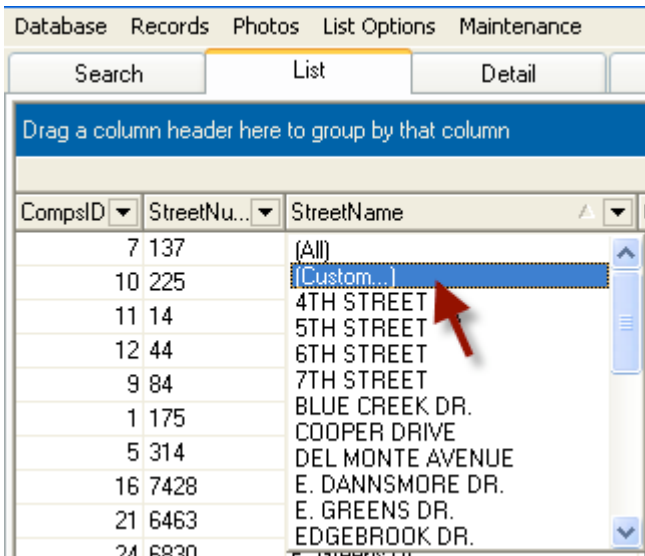


List Sorting

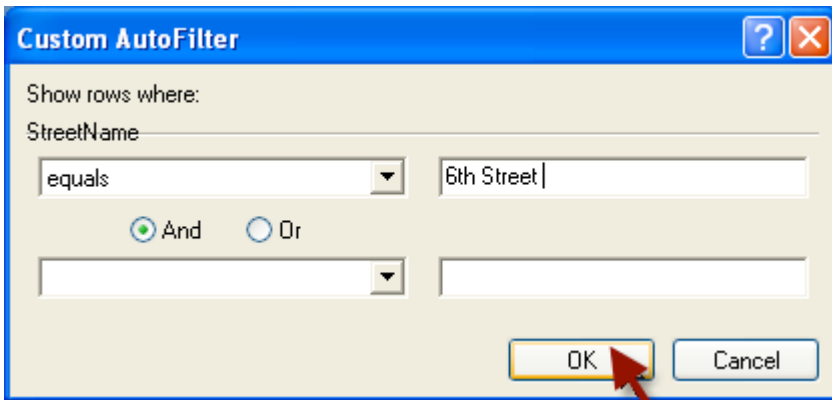
Sort alpha numerically by clicking on any of the column headings which will sort all records by the alpha numeric sequence of the column. The example below shows the street name selected and the records sorted in alphabetical order by street name.



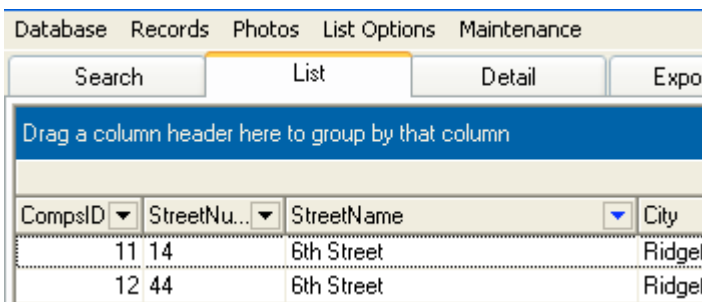
1. Sort by entering a custom search string which will only find and display records in the column that contains the numeric and/or alphabetic characters you enter.



2. The custom window will open, type in your search word (6th Street as example) and click on Ok.



3. The comparable record grid will now show only records that contain the search word (6th Street for example).



Performing List Unsorting

You can unsort the records by clicking on the header column's drop down options and select (All) or go to list options and click on undo sorting.

