

## FP2 - TIP 'O THE WEEK #78 SORTING PROPERTY SEARCHES



### Sort/Display List

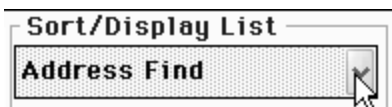
Last week we talked about finding an address. There may be times when you want to see a range of properties and sort your results in a particular way, so that's what we're going to talk about this week!

From the property screen, click the "Find" button.



Alternately, select "Find" from the action menu on the property window. One other way is to use the keyboard shortcut "Ctrl+F".

Once you've done your search, you can sort your results by using the Sort/Display List function (this is near the bottom right of your screen).

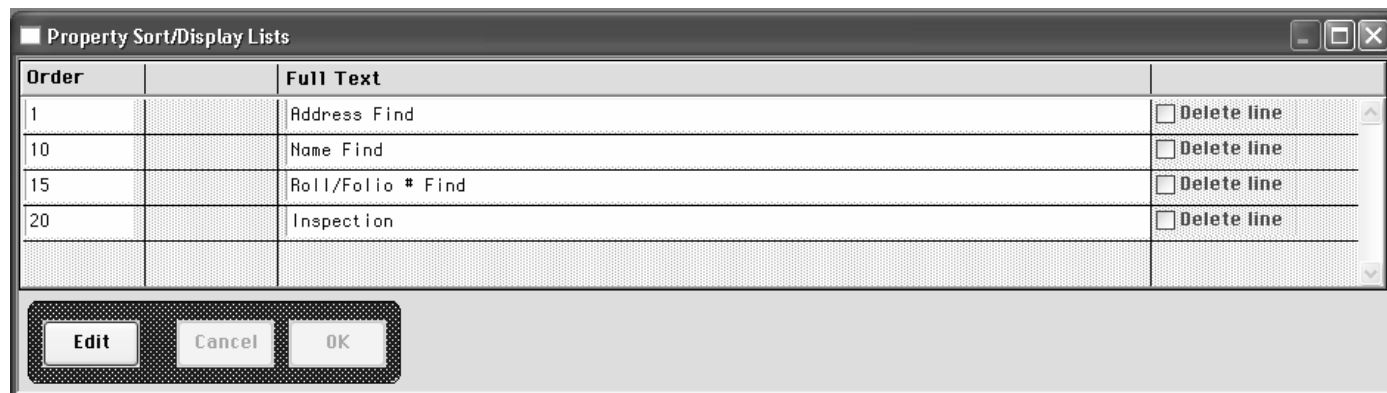


Select from the drop down list the way in which the properties will be sorted and displayed. This feature allows you to customize your sorts to best suit your needs.

To set up new display list styles, go to:

**MAINTENANCE → EDIT POP UP LISTS → PROPERTY → SORT/DISPLAY STYLE NAMES**

This is used for naming the sort display styles used to sort & display property information on the property find window.



The Style name with the lowest number in the order column will be the default sort/display list.

Once you have your style names set, you can set the definitions by going to:

**MAINTENANCE → EDIT POP UP LISTS → PROPERTY → SORT/DISPLAY STYLE DEFINITIONS**

This is used for setting up styles to sort & display property information in the best way for your department.

Property List Display/Sort Setup

Address Find

Field Name	Display Order	Sort Order
St Name	1	1
St *	2	2
Occupant Last	3	3
Occupant First	4	0
Owner Last	5	0
Owner First	6	0

Edit  
 Cancel  
 OK

If Display Order = 0, this field will not display in the property list  
 If Sort Order = 0, this field will not be used to sort the property list  
 If both Display and Sort Order are 0, the line will not be saved

- The drop down list at the top of the window shows the current sort/display style that you will be working with. To work with a different style, select it from the drop down menu at the top of the window.
- The display order determines the order of the columns from left to right.
- The sort order determines the order that the Property records will be sorted by from the top to the bottom of the list.

In this example, everything will be sorted by Street Name (as it is #1)

Note that if you use "Complete address" as a field name, it will have an "\*" in the display order field. This indicates that this information can not be displayed in your search results, but can be used for sorting purposes. "Complete Address" gives you a quick way of sorting by the complete address rather than having to select each component of the address separately.

**Property List Display/Sort Setup**

Name Find

Field Name	Display Order	Sort Order
Occupant First	1	2
Occupant Last	2	1
Occupant Business	3	3
AKA	4	0
Township	10	0

Edit  
 Cancel  
 OK

If Display Order = 0, this field will not display in the property list  
 If Sort Order = 0, this field will not be used to sort the property list  
 If both Display and Sort Order are 0, the line will not be saved

In this example, the results will be sorted by occupant's last name, followed by occupant's first name etc. The results will be displayed with occupant last name in the first column, occupant first name in the second column etc.

Once you have set up your definitions set, you can quickly sort your search results by any of your definitions.

To set your default definition, go to:

Maintenance → Edit Pop Up Lists → Property → Choose Default Display List

**Property List Default Display Setup**

Action Type	Default Display
Property by Address	Address Find
Property by Name	Name Find
Property by Business Name	Address Find
Inspections due to be done	Inspection
Recent Inspection Dates	Inspection
Mngmt. Rpts. Property Complete Details	Address Find
Mngmt. Rpts. Property Check for Duplicates	Address Find

Edit  
 Cancel  
 OK

This will set the display criteria for each type of sort that uses the property find window to display the results.

Note: this was available in version 73.8 – if you have an older version and would like to upgrade, please let us know and we'll send you the most recent version.

For example, you may want results for inspections due to be done (Reports → Inspections due to be done) to automatically use a display criteria that you set up specifically for that purpose, rather than a more generic address find.



**Quote of the week:**

"A common mistake that people make when trying to design something completely foolproof is to underestimate the ingenuity of complete fools." ~ *Douglas Adams*