

Shift and Ctrl – Your “Keys” to Selecting Multiples

In calREDD®, whether entering a listing or conducting a search, you have the ability to select multiple items from the menus by using the **Shift key** and the **Ctrl key** on your keyboard.

The screenshot shows a web interface titled "Exterior Features". It contains a list of feature options: Other, 2nd Residence, Balcony, Barn, Boat Dock Slip, Covered Patio, Deck, Dock, Dog Pen, Enclosed Patio, and Fencing. The items "Barn", "Boat Dock Slip", "Deck", and "Dog Pen" are highlighted in yellow, indicating they are selected. Below the list is a search input field and two buttons labeled "Select" and "Cancel".

Ctrl key: Holding down the Ctrl key allows you to select multiple random items from the menu. As an example, if you're searching for a property or entering a listing with specific Exterior Features, you can select multiple features by clicking on the first menu item you wish to include, then hold down the **Ctrl key** (the bottom left corner of your keyboard) and select any other menu items you wish to include in your search or listing input. After all of the desired items have been selected, release the **Ctrl key** and then click **Select**.

Note: When entering a listing, you can only select multiple menu items only if the field allows for multiple choices. For example, *Apx SqFt Source* only allows for the entry of one source in listing input.

The screenshot shows the same "Exterior Features" menu. In this instance, the items "Balcony", "Barn", "Boat Dock Slip", "Covered Patio", "Deck", and "Dock" are highlighted in yellow, indicating they are selected. The search input field and "Select" and "Cancel" buttons are also visible.

Shift key: If the items you wish to include in a search or when entering a listing are listed one right after another, you can click on the first item you wish to select, such as Balcony, then hold down the **Shift key** (the bottom left corner of your keyboard above the Ctrl key), and then click on the last item, such as Covered Patio. Holding down the Shift key will select everything between Balcony and Covered Patio. After all of the desired items have been selected, release the **Shift key** and then click **Select**.

You can also use the **Shift key** to select a range of listings on your search results without having to check each box individually. For example, the box on Listing Number 56424 was checked first, then the **Shift key** was held down and the box on Listing Number 55444 was checked, which then automatically checked all the listings in between.

Residential (6/24)		New Search			
Revise Search		Email	Print	Stats	Export
<input type="checkbox"/>	Listing Number	Price	Status	CDOM	Street Number
<input checked="" type="checkbox"/>	56424	390,000	Active	165	37702
<input checked="" type="checkbox"/>	56544	404,900	Active	125	39351
<input checked="" type="checkbox"/>	56434	499,500	Active	159	53703
<input checked="" type="checkbox"/>	55934	525,000	Active	311	39553
<input checked="" type="checkbox"/>	56621	525,000	Active	108	39542
<input checked="" type="checkbox"/>	55444	649,000	Active	429	53696