



Directories & Membership Search (Continued)

Modifying Searches Using the Super Easy Search Engine

Once logged into your account- Navigates to the **Barter Store** link or the **Service List** link to access the Super Easy Search Options. These allow you to modify a search to a specific zip code or state in just a few easy clicks.

To Search by Zip Code:

- ➔ Put in the zip code for the area you wish to search. (A)
- ➔ Select Miles from the zip code to search. (B)
- ➔ Check the box to enable distance filter. (C)
- ➔ Click the link to Filter by Distance. (D)
- ➔ To remove the filter just uncheck the box. (C) and click Filter By Distance (D) again.

To Search by State:

- ➔ Make sure the enable distance filter box is unchecked. (D)
- ➔ Using the pull down menu select the state you wish to filter by. (E)
- ➔ Once you click on a state the screen will automatically refresh.
- ➔ To remove the filter select Show ALL items (No Filter) from the pull down menu. (E)

Important Tip

To get any printable list for just a specific zip code or state - select the **Super Easy Search Options**, then return to the printable list and it will show just the members within the area selected for you to print.

The screenshot shows the 'Super Easy Search Options!!!' section of the Barter Store Directory. It includes a search bar for 'Find a ZIPcode' with a 'Bad Zipcode' warning, a 'ZipCode' field containing '51124', a 'Distance in Miles' dropdown menu, an 'Enable Distance Filter' checkbox, and a 'Filter By Distance' button. Below the search options are three columns of category lists and a 'Filter by Country - State Or Province' dropdown menu. Red circles with letters A through E are placed over specific elements: A is over the ZipCode field, B is over the Distance in Miles dropdown, C is over the Enable Distance Filter checkbox, D is over the Filter By Distance button, and E is over the Filter by Country - State Or Province dropdown menu.

| Category List | Category List | Category List |
|---|---------------------------------|----------------------------------|
| Accommodations, Bed & Breakfast (60) | Charities (9) | Greeting Cards (12) |
| Accommodations, Camps (16) | Children's Wear (28) | Gunsmith (1) |
| Accommodations, Cruises (6) | Chiropractors (26) | Children's Wear (28) |
| Accommodations, Hotel (95) | Christmas - Men (6) | Hair Removing (7) |
| Accommodations, Lodge (24) | Christmas - Men & Gifts (29) | Hair Replacement (1) |
| Accommodations, Resort (43) | Christmas - Children (13) | Halloween (129) |
| Accommodations, Time Share Rentals (20) | Christmas - Women (37) | HandBags (25) |
| Accommodations, Villa (27) | Christmas gift (22) | Handyman Service (24) |
| Accounting Services (20) | Cigar, Cigarettes & Tobacco (3) | Hauling (3) |
| Acupuncturists (6) | Cleaners (5) | Health & Diet Food Products (13) |
| Advertising (46) | Cleaning Service (14) | Hearing Aids (3) |
| Advertising - Direct Mail (15) | Clothing (43) | Home Decor (145) |
| Advertising, directory & guide (21) | Coffee Retail (5) | Home Improvement (31) |
| Advertising, Electronic Media (21) | Coin Dealers, Supls.,etc (1) | Horseback Riding Lessons (9) |
| Advertising, Internet (67) | Collectibles (124) | Horses (3) |
| Advertising, Magazine (54) | Collection Agencies (1) | Hot Tubs & Spas (3) |
| | | Household Items (45) |

NOTE

Do Not forget to turn off the Super Easy search options after use. These options stay set until turned off and can effect the behavior of other parts of the system including the new store items you are able to see.