

# Community Housing Application User Documentation

## Viewing the Available Listings

The listings can be viewed, searched, sorted, and exported.

Listing ID	Listing Date	Rental Type	Rent	Location	Season	Available
ComHse-000001	06/24/2022	House Share	\$1,000.00	Centerville	Seasonal- Fall through Spring	Oct 1

### KEY

#### Searching:

1. Free text searching of all fields.
2. Select the Housing Type filter to refine results.
3. Select the Pets filter to refine results.
4. Filter by date refers to the Listing Date.

#### Exporting:

5. Export the results of your search to any of the outputs available: Excel, PDF, or straight print-out.

#### Columns to show/hide:

6. Columns allows you to include/exclude specific columns from the results.

#### Working with the list:

7. Columns can be sorted using the up and down carets next to each column header.
8. To view more details for a specific record, click the blue circle with the plus sign to reveal the rest of the record.