

# Premium Search Member Reference Guide

Also available online at [http://www.LoopNet.com/pdf/Searcher\\_Quick\\_Reference.pdf](http://www.LoopNet.com/pdf/Searcher_Quick_Reference.pdf)



To help you get the most out of your Premium Membership for Searchers, this reference guide reviews the features available to you and provides click-by-click instructions on a few of these key features.

## UNLIMITED SEARCHING - ACCESS TO ALL LISTINGS

**STEP 1** Go to [www.LoopNet.com](http://www.LoopNet.com) and log in.

**STEP 2** Select the “Search Properties” tab at the top of the page.

**STEP 3** Select from the “Search For Sale” or “Search For Lease” buttons to conduct a property search.

**STEP 4** Enter your search criteria.

**STEP 5** Click “Search”.

## BROCHURES - CREATE FULL-COLOR PRINTABLE LISTING BROCHURES

**STEP 1** From the Search Results page, select the listings you wish to run a report for by placing a check mark in the box located next to each listing.

**STEP 2** Select the report type at the top of your search result.

**STEP 3** Select from the template options and choose your customized preferences. Click “Yes” under Save Report Preferences to avoid this step in the future then click “Create Report”.

**STEP 4** Email, modify, save or print the report using the links at the top of the page. You can also change the report type from this window.

## EMAIL ALERTS - RECEIVE DAILY EMAIL ALERTS FOR NEW PROPERTY MATCHES

**STEP 1** Conduct a property search.

**STEP 2** In the saved searches box at the top of your search results, name the search you would like to save.

**STEP 3** Select how often you would like to be notified of the latest listings that match your search criteria.  
*Premium Members have an option to receive daily email alerts.*

**STEP 4** Click “Save”.

## BENEFITS:

- ▶ **Unlimited Searching Access**  
Premium Membership gives you access to ALL LoopNet listings
- ▶ **Full-Color Brochures**  
Create a variety of brochures from properties you have found while searching on LoopNet
- ▶ **Daily Email Alerts**  
Save your search and receive daily or weekly email alerts for your property matches
- ▶ **Product Discounts**  
Premium Members are automatically enrolled in our exclusive 10% off product discount program
- ▶ **LoopLocal Insight Reports**  
Get a snapshot analysis of market dynamics by Metropolitan Statistical Area and property type