

# Using the Search Tools

## User Guide



**One Click Search**

**Quick Search**

**Criteria Search**

**GroupMaps**

**SpaceFinder Search**

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## OVERVIEW

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Findspace is a website designed specifically to make it easier to find Commercial Real Estate.

If you are an end user and looking for new Offices etc the process is very stressful and takes far too long to complete, mainly due to incomplete information and inadequate search tools available on the many website out there.

The goal for Findspace is to have all Commercial Real Estate viewable on our site. We hope to achieve this by keeping our site totally open and independent. Private Sellers, Property Companies and Real Estate Agencies are all treated the same.

Our site is 100% focused on Commercial Real Estate. You will not find any houses, cars or household items. You will also find the **SpaceFinder** search tool gives you the ability to build a search string to exactly match what you are after, it really is that good.

There are a number of different search options on Findspace which should ensure you find what you are after. These are:

- **One Click Searches** – Where you click on one item to get a broad search result
- **Quick Search** – Where you can search by Keyword, Location and Category
- **Criteria Search** – Where you can look for specific property characteristics
- **GroupMaps** – Where you can review multiple listings on one Google Maps
- **SpaceFinder** – Where you can create a search on every variable held within Findspace – it doesn't get more comprehensive than this

# ONE CLICK SEARCH

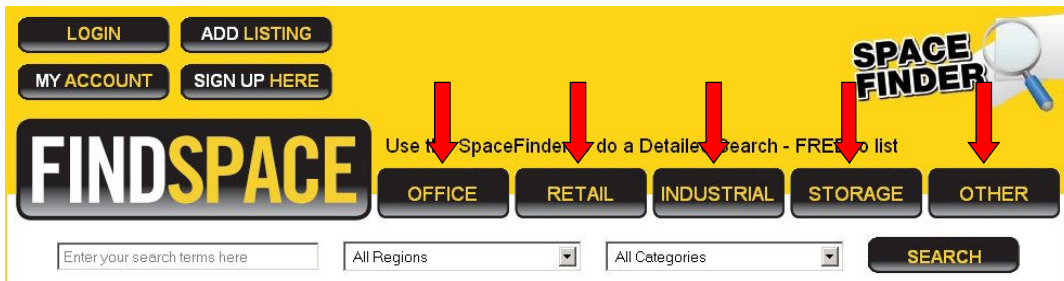
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A One Click Search are those you can perform by one click of your mouse. In total there are five, one click searches you can carry out.

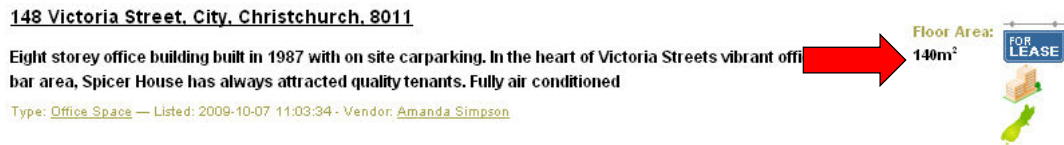
## Category Search

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The first, and most obvious is our Category Search. We have created five broad categories that listings are divided into, namely **OFFICE**, **RETAIL**, **INDUSTRIAL**, **STORAGE** and **OTHER**.



The next three searches can be found to the right of each listing.



## Flag Search

The next search type is our Listing Flag. We have created six Flags that split the data into their respective sale types: **FOR SALE**, **FOR LEASE**, **FOR RENT**, **TICKLE ME**, **SALE LEASE** or **-SALE -RENT -LEASE**. You will find these flags to the right of all listings and gives you an immediate indication as to their status.

## Category Icon Search

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Just below the Listing Flag you will see small icons reflecting the Category of the listing. Unlike the main Category Search above, these may be broken down into the sub-categories found on the Quick Search – Category List. Clicking on any of these icons will create a list of all similar properties.





## Location Search

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In a similar place to the above two items you will see an icon for the North  and South  Islands. These are designed to search by Location not just North and South Island. For example, if you click on the icon it will display all listings for that particular location (Auckland, Canterbury, Otago etc).

## Hotlinks Search

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At the bottom of each listing you will find a link to the **Category** and **Vendor**. You can click on either of these hotlinks to generate a search.

### 148 Victoria Street, City, Christchurch, 8011

Eight storey office building built in 1987 with on site carparking. In the heart of Victoria Streets vibrant office, cafe and bar area, Spicer House has always attracted quality tenants. Fully air conditioned

Type: [Office Space](#) — Listed: 2009-10-07 11:03:34 - Vendor: [Amanda Simpson](#)



## QUICK SEARCH

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The Quick search option lets you combine up to three variables in your search – **Keyword, Location** and **Category**.

Commercial Real Estate - Office, Retail & Industrial Space for Sale, Lease & Rent. 100% NZ Owned, Totally Independent, FREE to Join and List!

**FINDSPACE** OFFICE RETAIL INDUSTRIAL STORAGE OTHER

Manchester Canterbury Retail Space SEARCH

The above search is looking for all Retail Space in Canterbury on Manchester Street.

It's important to note when using the Keyword field that you should only enter **ONE** variable as per above.

If I typed in 'Manchester St' it would have returned all listings with 'Manchester' **OR** 'St' in their description.

Some examples of common Keywords are:

- **Phase** – for 3 phase power
- **8011** – a post code
- **TelstraClear** – if you are looking for a building serviced by TelstraClear
- **Fibre** – a building cabled by fibre
- **Alarm** – a building with an alarm
- **Queen** – a building on Queen Street
- **Shower** – a building with a staff shower
- **Foot** – a building with high foot traffic

The next three items you will find on the Listing Detail Page. Just click on any listing to drill down to the detail page. You need to **LOGIN** to Findspace first in order to use these features.

## CRITERIA SEARCH

The Criteria Search Feature lets you search on specific features of a property. You will see a list of these under the **Features** heading on the Listing Detail Page, provided the Vendor has recorded them.

The list of features is a free form option so two vendors may write the same information in different ways but if there are specific features you see noted against a listing then you can use them with this search tool.

Features:

*Click on the green ticks to add items to your criteria list. These will appear to the right.*

- ✔ Bright and sunny
- ✔ Distinctive design
- ✔ Fantastic high profile
- ✔ Great access
- ✔ Modern office or retail showroom
- ✔ On main arterial routes

To add a feature to the search tool just click on the green ticks. You can add as many as you like but note that this is a **multi-variable search** so any results must match **ALL** criteria.

The examples shown here would return listings where Category = Retail **AND** Region = South Island **AND** Criteria = 3 Phase Power **AND** Criteria = Distinctive Design.

The more items you add, the more precise your search becomes, resulting in fewer results.

You can build up your Criteria Search tool from multiple listings. Just find the items you are interested in, add them to your List and click



**You cannot type in your own criteria, you can only select from those added to listings.**

Add items to your criteria list by selecting any green tick you see on a page. To remove items, click the ticks below. You must be logged in to use this feature.

### MY CRITERIA:

- Category: RETAIL 
- Region: South Island 
- 3 Phase Power 
- Distinctive design 


[Clear criteria list](#)




## Vendor Search

At the bottom of each listing screen you will find the Vendors details. You can click on any of these Hotlinks to search.

**Agent Details:**



**Amanda Simpson**  
Mobile: (021) 329 885  
[Show all listings by this vendor](#)



**CB Richard Ellis Christchurch**  
Licensed: REAA 2008  
Phone: (03) 03 374-9889  
Fax: (03) 374-9884  
[Show all branch listings](#) | [View our website](#)

## More Options

At the bottom of each listing page you will find More Options. This allows you to Print This Page, Share with Friends, Email me Similar, Bookmark the Listing.

**More Options:**

 **PRINT THIS PAGE**  **SHARE WITH FRIENDS**  **EMAIL ME SIMILIAR**  **BOOKMARK LISTING**

The **Share with Friends** lets you send an e-mail to your friends with a link to the listing.

**Email me Similar** saves the Search and will e-mail you whenever a new listing is added that meets the same criteria.

**Bookmark Listing** adds the listing to your bookmarks, or watch list folder (viewable under My Account).

# GROUPMAPS

Having completed any search, you will be presented with a table of your results.

**FINDSPACE** Commercial Real Estate - Office, Retail & Industrial Space for Sale, Lease & Rent. 100% NZ Owned, Totally Independent, FREE to Join and List!

OFFICE RETAIL INDUSTRIAL STORAGE OTHER

Enter your search terms here Canterbury Office Space **SEARCH**

**CANTERBURY OFFICE SPACE** [SAVE SEARCH TO MY FAVOURITES](#) [VIEW MY FAVOURITES](#)

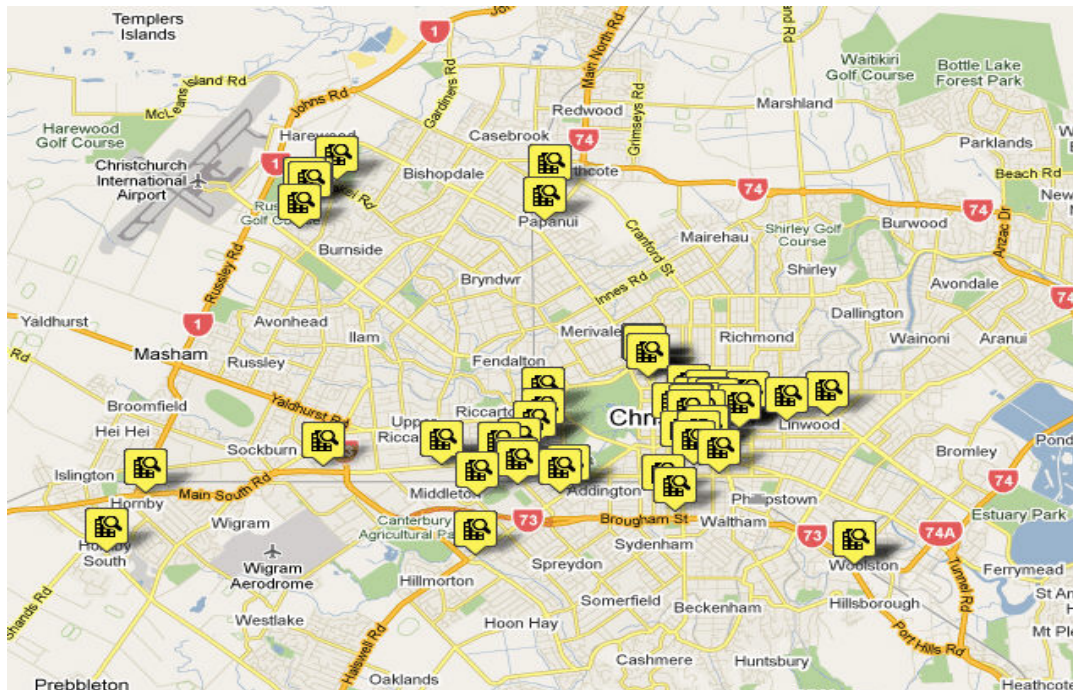
[View results on map](#) [Save search as RSS feed](#)

**1 Edmonton Road / cnr Halswell Junction Road, Hornby, Christchurch, 8042**  
NEW OFFICE - HIGH PROFILE ON CORNER OF HALSWELL JUNCTION ROAD/ EDMONTON ROAD. Recently completed, available immediately. Includes heat pump & kitchen unit. Generous carparking.  
Type: Office Space — Listed: 2010-02-01 09:35:04 - Vendor: Mason Williams  
Floor Area: 896m<sup>2</sup> **FOR LEASE**

**201 Opawa Road, Opawa, Christchurch, 8022**  
AVAILABLE NOW - PART OF A QUALITY DEVELOPMENT. New first floor office. High specification: Double glazing, heat pump air conditioning, kitchen units. Viewing will impress  
Type: Office Space — Listed: 2010-02-01 09:21:25 - Vendor: Mason Williams  
Floor Area: 435m<sup>2</sup> **FOR LEASE**

One feature that was requested by a user was the option to see the results on a map so that you can see how each property relates to each other and their location overall.

This feature was added and is called **GroupMaps** and can be accessed by clicking on the link [View results on map](#) above.



**Hover** the mouse over an icon and it will tell you the address for the listing.

By **double-clicking** on an icon it will bring up a summary page.

**29 Main North Road, Papanui, Christchurch, 8053**

**CBRE** **FOR LEASE**

**29 Main North Road**

The building is located on the left side of Main North Road just before you get to Northlands Mall. The building has unbelievable visibility to the road, which will catch the homeward traffic...

Floor Area: 85m<sup>2</sup>

Type: [Office Space](#) — Listed: 2010-07-02 18:05:13 - Agency: [CB Richard Ellis MREINZ](#) — Agent: [Amanda Simpson](#)

Click on the heading (address) for the listing to go to the Listing Detail Page.

Just click Back on your browser to go back to the previous page.

This feature is great if you are unsure of a location and need to see where each listing is located, allowing you to focus on the ones that best suit you.

## RSS Feed

The other option on the top of the screen is used to generate an RSS Feed of your search results. This is a search string that will generate a dynamic list of properties that meet your search criteria.

You can either save this in a Feed Reader or as a Bookmark in your Browser.

## Save my Search and View my Favourites

# FINDSPACE

Commercial Real Estate - Office, Retail & Industrial Space for Sale, Lease & Rent. 100% NZ Owned, Totally Independent, FREE to Join and List!


[OFFICE](#) [RETAIL](#) [INDUSTRIAL](#) [STORAGE](#) [OTHER](#)

Enter your search terms here    [SEARCH](#)

### CANTERBURY OFFICE SPACE

[SAVE SEARCH TO MY FAVOURITES](#) [VIEW MY FAVOURITES](#)

[View results on map](#) [Save search as RSS feed](#)




**1 Edmonton Road / cnr Halswell Junction Road, Hornby, Christchurch, 8042**

NEW OFFICE - HIGH PROFILE ON CORNER OF HALSWELL JUNCTION ROAD/ EDMONTON ROAD. Recently completed, available immediately. Includes heat pump & kitchen unit. Generous carparking.

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Type: [Office Space](#) — Listed: 2010-02-01 09:21:25 - Vendor: [Mason Williams](#)

Floor Area: 435m<sup>2</sup> [FOR LEASE](#)

Saving your search is useful if you wish to re-run the same search on a regular basis. You will find all your Saved Searches and Bookmarked listings under My Favourites.

## FAVOURITES

### Favourite Searches

We will email you any new listings that match your favourite searches.


**Canterbury warehouse with office/showroom**

(Saved on 18/08/2010 - currently there are 9 listings matching this search.) [Remove](#)

**Canterbury office space**

(Saved on 18/08/2010 - currently there are 67 listings matching this search.) [Remove](#)

### Bookmarked Listings




**746 Halswell Junction Rd, hornby, christchurch, 8042**


(Listing status: Active) [Remove](#)

My Favourites can be accessed by the link above or under **My Account**

### Your Personal Details

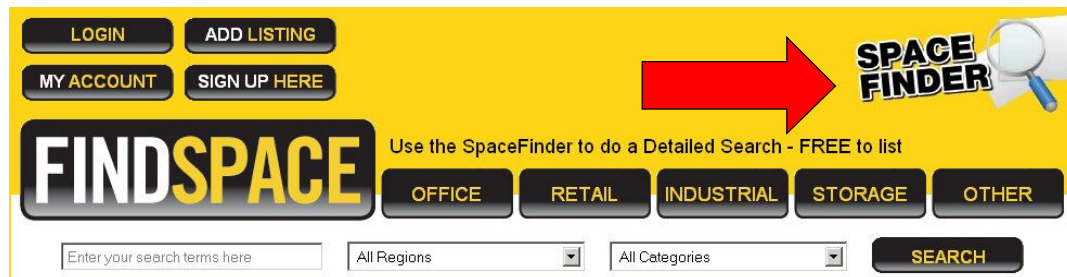
**Name:** Angeline Jolie  
**Agency:** Brad Pitt Real Estate (MREINZ)  
**Branch:** Brad Pitt Christchurch  
**Cellphone:** (021) 999-8526  
**Email:** [angeline@findspace.co.nz](mailto:angeline@findspace.co.nz)  
**Photo:** 

**Logo:** Brad Pitt Real Estate (MREINZ)

**Update:** [My personal details](#)  
[Change my password](#)  
[My favourites](#)   
[My settings](#)

## SPACEFINDER SEARCH

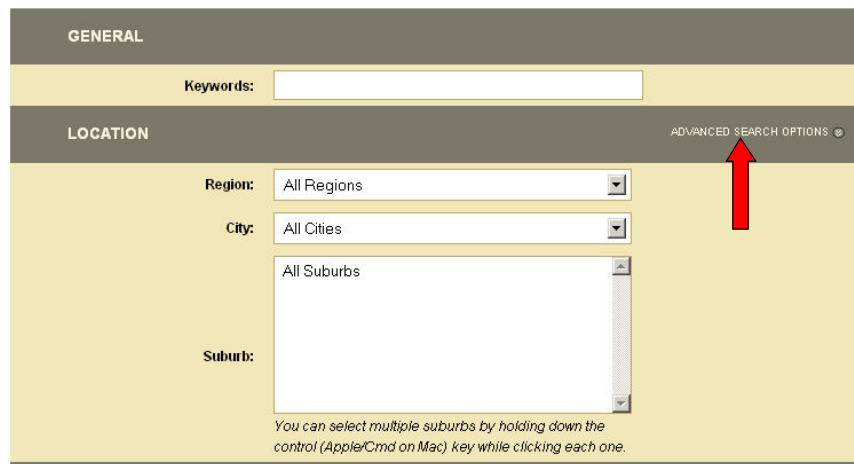
The SpaceFinder search tool is as good as it gets when wanting to carry out a detailed search. There is possibly no combination of data you cannot search on with this tool.



There are two levels to the SpaceFinder, a Basic Search (the default) and an Advanced Search. The default, **BASIC SEARCH**, allows you to carry out a combined search of **16 parameters**, the **ADVANCED SEARCH** gives you the option of **32 parameters**.

### SPACE FINDER SEARCH FORM

Welcome to our SpaceFinder Search Form. This form allows you to search our listings indepth, as such it can be a little tricky to use but we have help available by clicking [here](#).



The important thing to remember is that the **SpaceFinder** tool is a multi-variable search tool so you can be extremely precise in your search items. The power of the search tools is that it can combine many variables into one search, for example:

*You wish to lease or buy 150m<sup>2</sup> of Space with 100m<sup>2</sup> of Office Space, 30m<sup>2</sup> of Retail and 20m<sup>2</sup> of Storage. In addition you want it in central Auckland (post code 1011), you need at least 6 car parks, a shower, the lease price per m<sup>2</sup> must be within the range of \$150 to \$250, the purchase price within the range of \$150,000 and \$250,000. It should be zoned B5 and have a Green Star rating of 4 stars.*

The example given cannot be done on any other search tool other than **SpaceFinder** and would be constructed as follows:

The screenshot shows the 'GENERAL' and 'LOCATION' sections of the SpaceFinder search interface. The 'GENERAL' section has a 'Keywords:' field with the text 'shower'. The 'LOCATION' section has a 'Region:' dropdown set to 'All Regions', a 'City:' dropdown set to 'All Cities', and a 'Suburb:' dropdown set to 'All Suburbs'. Below the 'Suburb:' dropdown is a note: 'You can select multiple suburbs by holding down the control (Apple/Cmd on Mac) key while clicking each one.' There is also a 'Postcode:' field with the text '1011'. In the top right corner of the 'LOCATION' section, there is a link for 'BASIC SEARCH OPTIONS'.

The **Keyword** field takes care of the shower and the **Postcode** field means we don't have to worry about any other Location data.

The screenshot shows the 'PROPERTY TYPE' section of the SpaceFinder search interface. It features a 'Category:' dropdown menu with 'OFFICE' selected. Below the dropdown is a note: 'You can select multiple categories by holding down the control (Apple/Cmd on Mac) key while clicking each one.' There are three sections of checkboxes: 'Availability:' with 'Sale' and 'Lease' checked and 'Rent' unchecked; 'Tickleme:' with 'Only show Tickleme listings' unchecked; and 'Sale Options:' with 'Negotiation', 'Tender', 'Auction', and 'Private Treaty' all checked. In the top right corner, there is a link for 'BASIC SEARCH OPTIONS'.

We are essentially looking for **Office Space** that is for **Sale** or **Lease**.

**SPACE DETAILS** BASIC SEARCH OPTIONS

*For entering min/max values for different fields you may also use the sliders for this which are to the right of the input boxes. The sliders have a min and max slider which can be moved.*

<b>Land Area (m<sup>2</sup>):</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Floor Area (m<sup>2</sup>):</b>	Min: <input type="text" value="1"/>	Max: <input type="text" value="1000"/>	
<b>Car Parks:</b>	Min: <input type="text" value="4"/>	Max: <input type="text" value="10"/>	
<b>Office Area per (m<sup>2</sup>):</b>	Min: <input type="text" value="1"/>	Max: <input type="text" value="600"/>	
<b>Warehouse Area per (m<sup>2</sup>):</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Mezzanine Area per (m<sup>2</sup>):</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Showroom Area per (m<sup>2</sup>):</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Retail Area per (m<sup>2</sup>):</b>	Min: <input type="text" value="1"/>	Max: <input type="text" value="200"/>	
<b>Canopy Area per (m<sup>2</sup>):</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Storage Area per (m<sup>2</sup>):</b>	Min: <input type="text" value="1"/>	Max: <input type="text" value="100"/>	

In this section you can input the total floor area you are after, but in addition you can search for specific areas under multiple splits (Office, Retail and Storage in this example). You can key in the numbers or just use the slide rule to the right.

**PRICE DETAILS** BASIC SEARCH OPTIONS

<b>Rental Price per (m<sup>2</sup>) per year:</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Rental Price per Hectare:</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Lease Price per (m<sup>2</sup>):</b>	Min: <input type="text" value="150"/>	Max: <input type="text" value="250"/>	
<b>Lease Price per Hectare:</b>	Min: <input type="text"/>	Max: <input type="text"/>	
<b>Sale Price (\$):</b>	Min: <input type="text" value="150000"/>	Max: <input type="text" value="250000"/>	

**MISCELLANEOUS** BASIC SEARCH OPTIONS

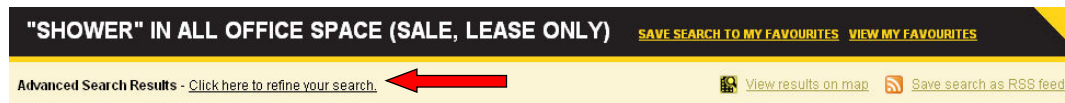
**Business Zone:**

**Green star rating:**

All these screens are to carry out one detailed search. Click on **SEARCH NOW** to carry out your search. Use **RESET FORM** to clear all the data in the search form.



On running of the search you will be presented with the results in our standard table format (as per all other searches).

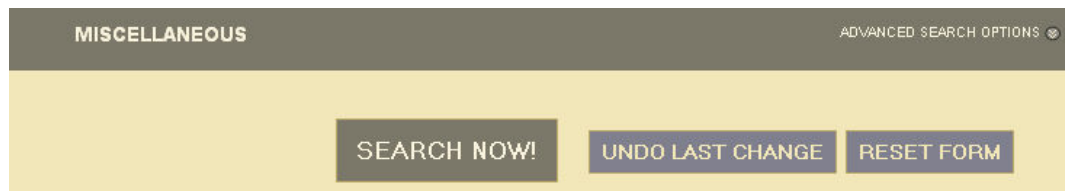


You can click on [Click her to refine your search](#). This will take you back to the **SpaceFinder** screen where you can change some variables.

The more variables you enter, and the narrower the range you specify may result in few or no listings being displayed. If this occurs you should either reduce the number of variables and/or increase the spread of any numbers you have entered.

Another approach would be to start with one or two variables and then add additional variables on completion of each search.

Once you run a **SpaceFinder** search and return to the search form, at the bottom of the screen you will find a new button **UNDO LAST CHANGE**.



This are remembers your last five changes so at any time you can go back to a previous search.

## Summary

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The **SpaceFinder** tool was designed to fully query the data contained within the site and because it is so comprehensive it may take a while to fully appreciate its power.

Real Estate Agents can use the tool to quickly search for suitable properties when they get an enquiry. They can then either send the prospect the search string used to generate the shortlist, or generate an email of the results by using our *ClientSpace* code as part of their e-mail signature. See the Client Space User Guide for more information on this feature.