



How to Customize the Search Input fields in Paragon

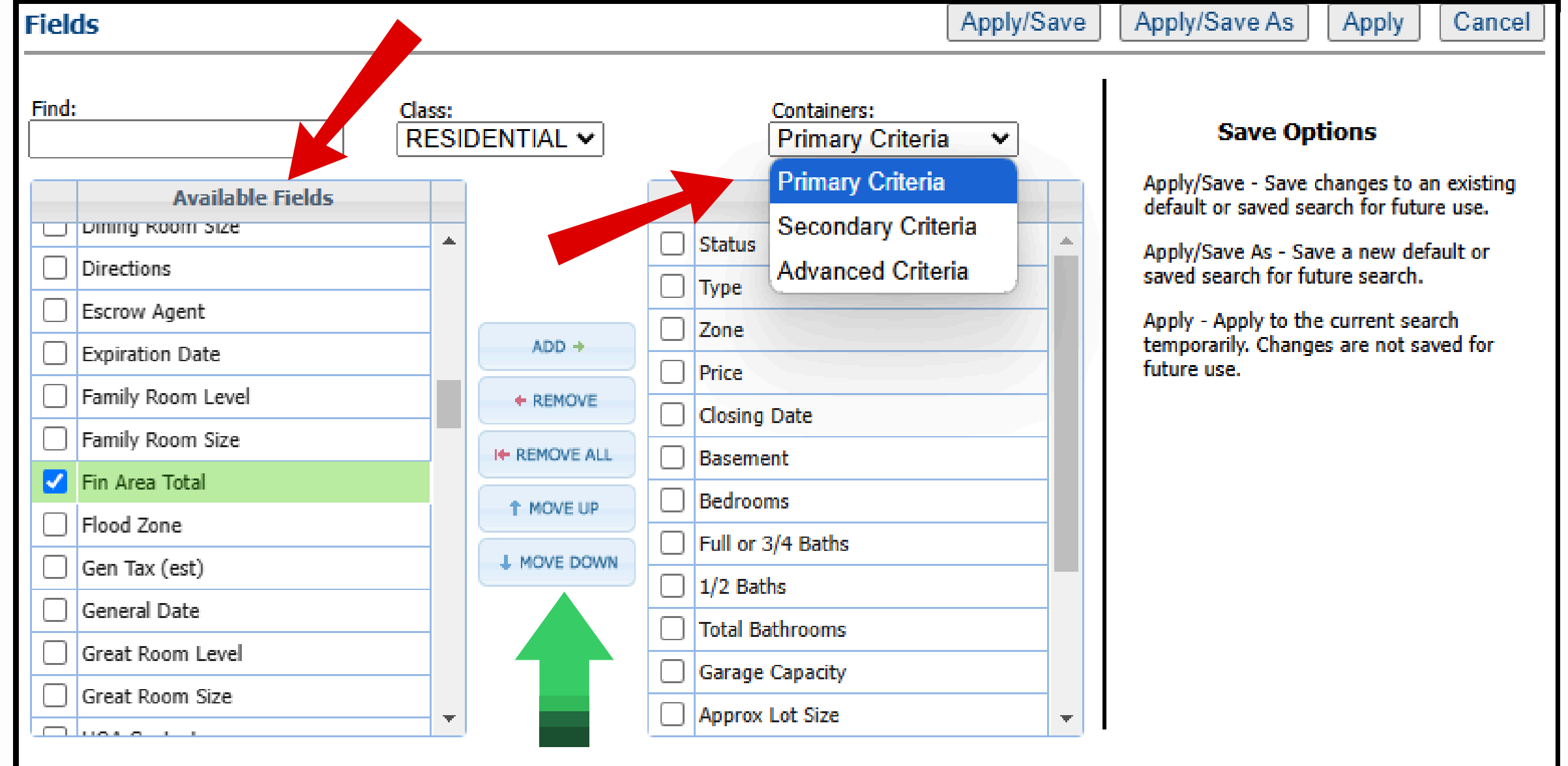
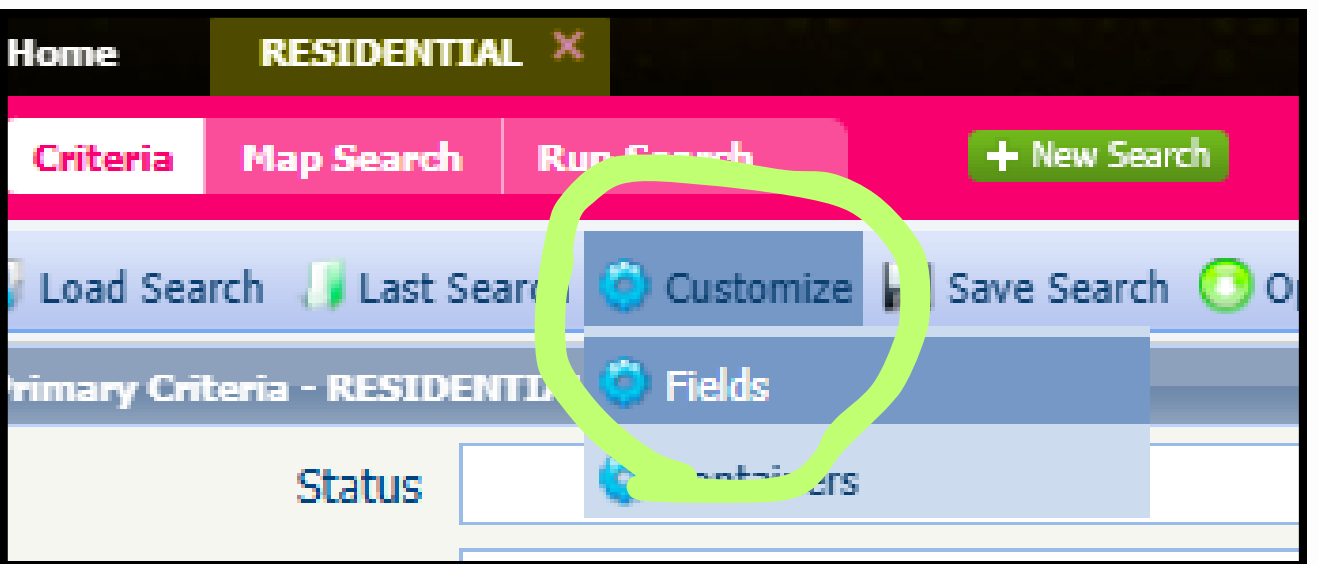
Customizing Search Input - Old School Paragon

1. Open the search input screen, click on the “Customize” button, and select “fields.”

2. Select the field you want and the container you want it to go into.

3. Move the field up or down so it displays where you want it.

4. Choose the appropriate save option.



The screenshot shows the 'Fields' dialog box with the following elements:

- Find:** [Empty text box]
- Class:** RESIDENTIAL
- Containers:** Primary Criteria
- Available Fields:**
 - Dining Room Size
 - Directions
 - Escrow Agent
 - Expiration Date
 - Family Room Level
 - Family Room Size
 - Fin Area Total
 - Flood Zone
 - Gen Tax (est)
 - General Date
 - Great Room Level
 - Great Room Size
- Containers:**
 - Primary Criteria
 - Secondary Criteria
 - Advanced Criteria
- Save Options:**
 - Apply/Save - Save changes to an existing default or saved search for future use.
 - Apply/Save As - Save a new default or saved search for future search.
 - Apply - Apply to the current search temporarily. Changes are not saved for future use.

Customizing Search Input - Paragon Connect

≡ - Results
Residential (My Default)



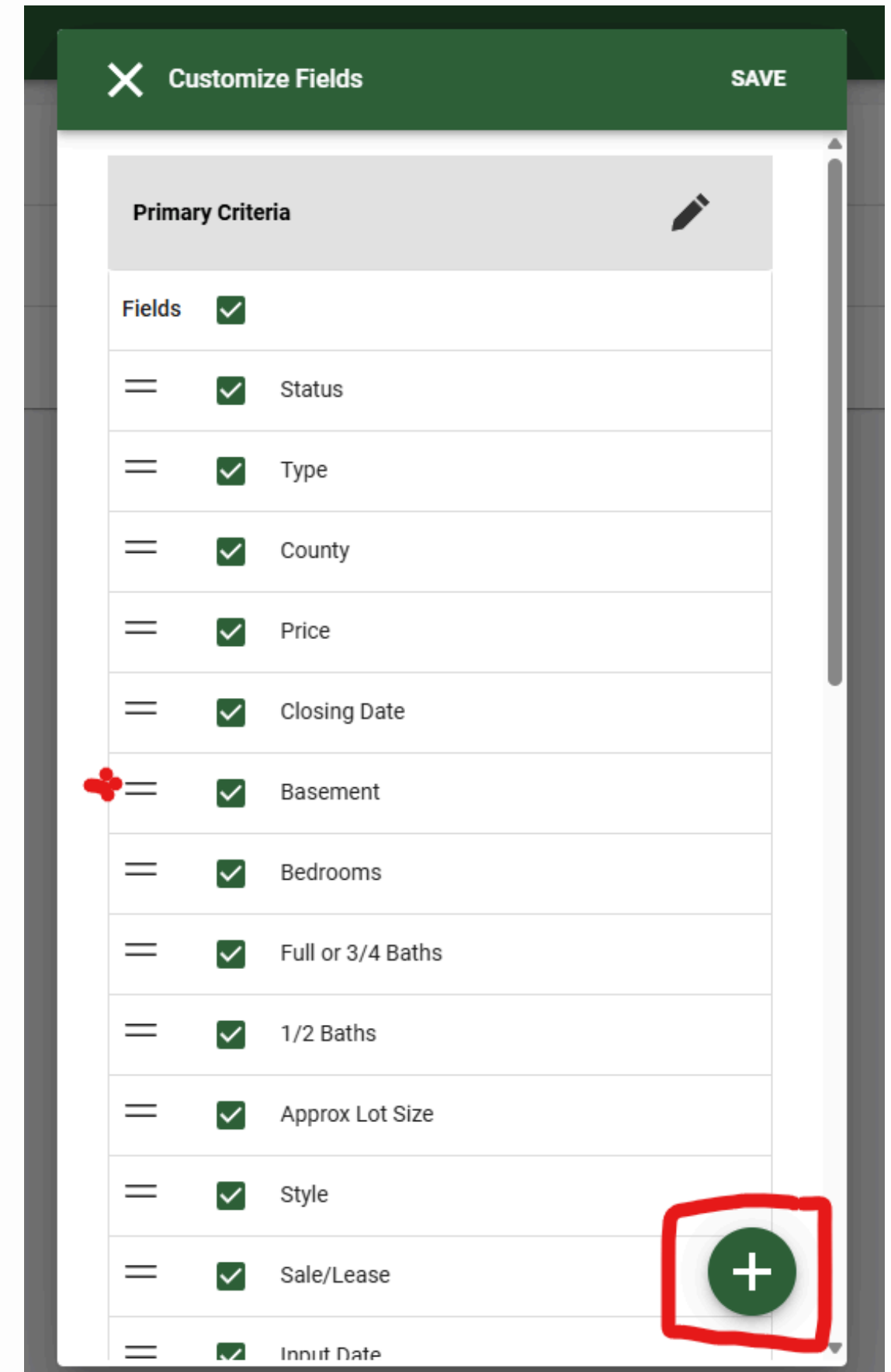
Primary Criteria	⚙️ ▼
Secondary Criteria	⚙️ ▼
Advanced Criteria	⚙️ ▼

The process is similar in Paragon Connect. Open a property search and click on the settings icon in any container...

Customizing Search Input - Paragon Connect

The system will display a list of all fields currently used as search input criteria.

- Click the + button in the bottom right corner to add a field to the list.
- Grab the = next to the field name to drag and drop the fields so they're in the order you prefer.
- Uncheck any fields you do not want to display.
- Click "SAVE" in the top right corner.





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