

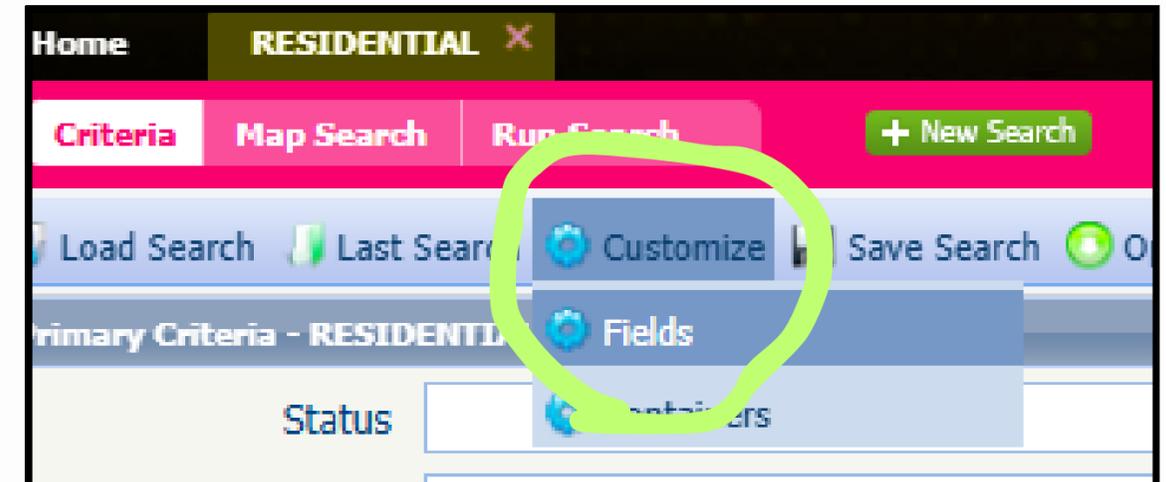


How to

- 1. Customize the search input screen**
- 2. Reuse a map shape in multiple searches**

Customizing Your Search Input Screen

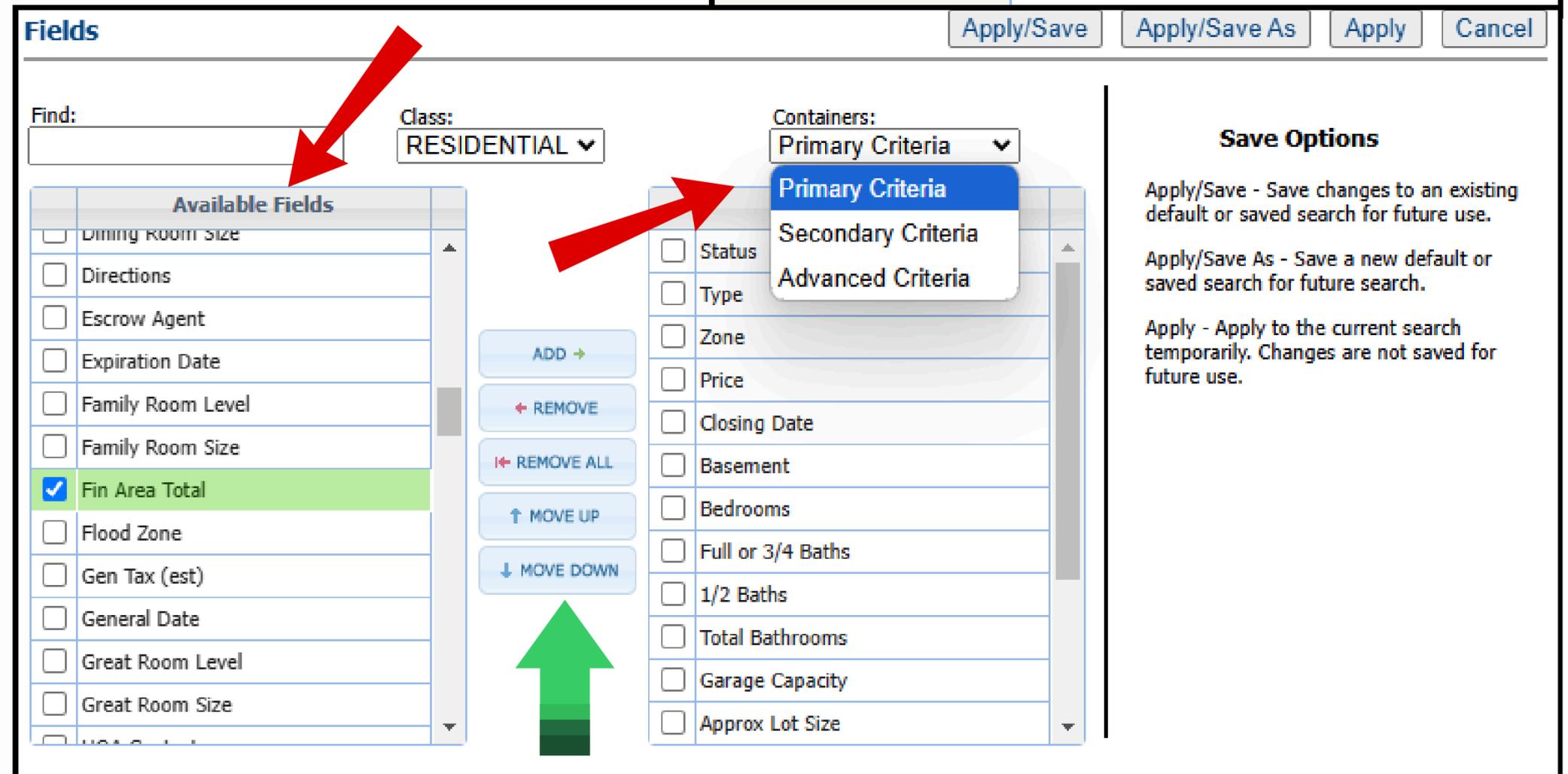
1. Open the search input screen, click on the “Customize” button, and select “fields.”



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.



Customizing Your Search Input Screen

Unless you are creating a saved search for a specific buyer or purpose, uncheck the “Save criteria values” box.



Save Search

YOURSELF CONTACT

SEARCH NAME

RESIDENTIAL

Save criteria values

DEFAULT OPTIONS

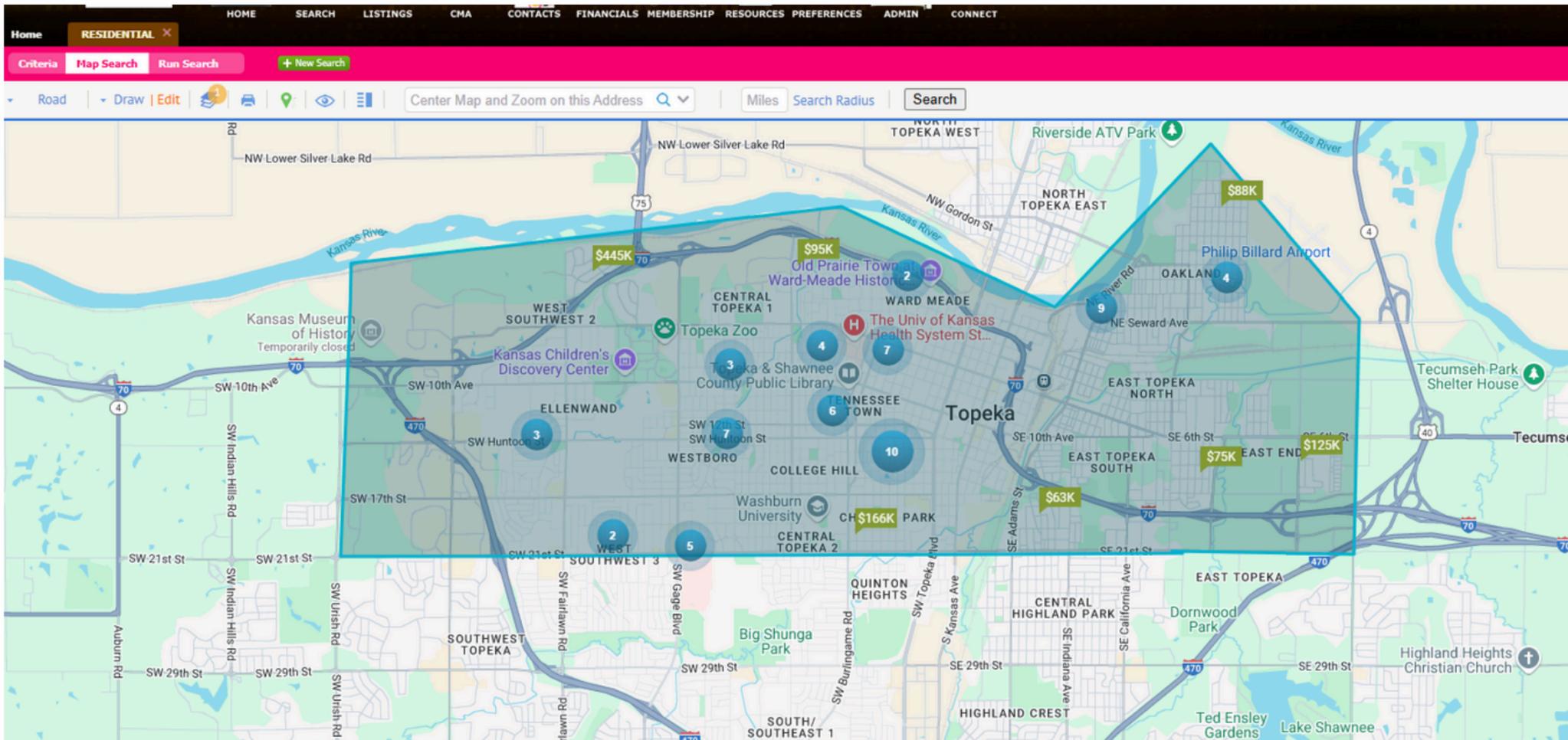
Set as the MLS Defined RESIDENTIAL search.

Set as My Default RESIDENTIAL search.



If you want the new field to display each time you open the search input module for that class, check the “Set as My Default search.” option.

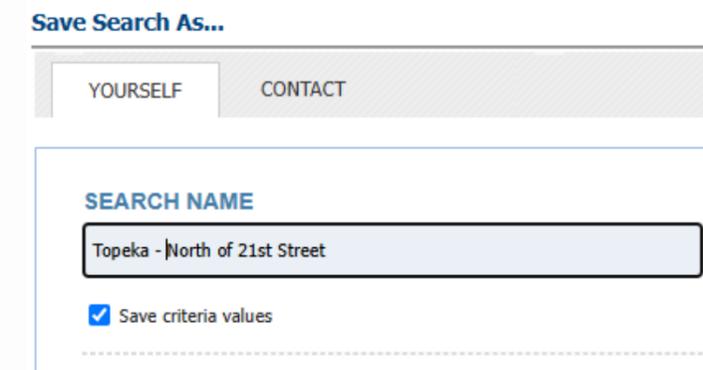
How to create a map shape to use on multiple searches without having to redraw the shape each time:



1. Draw the shape

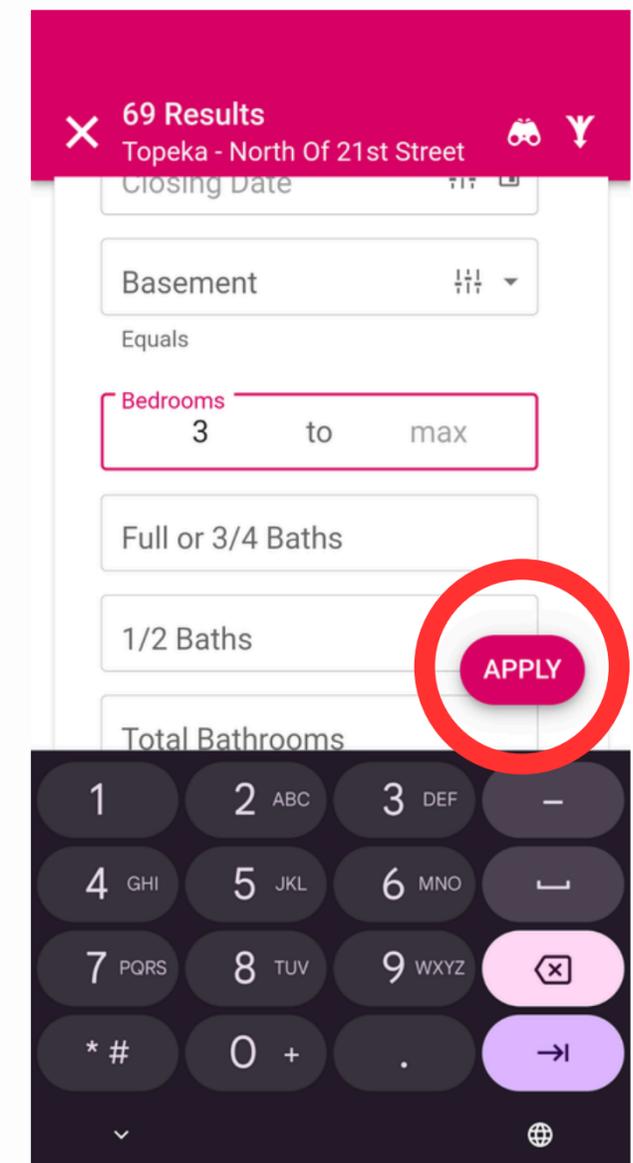
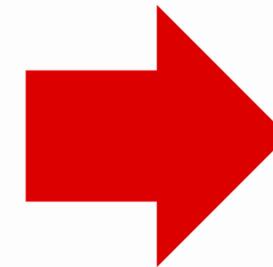
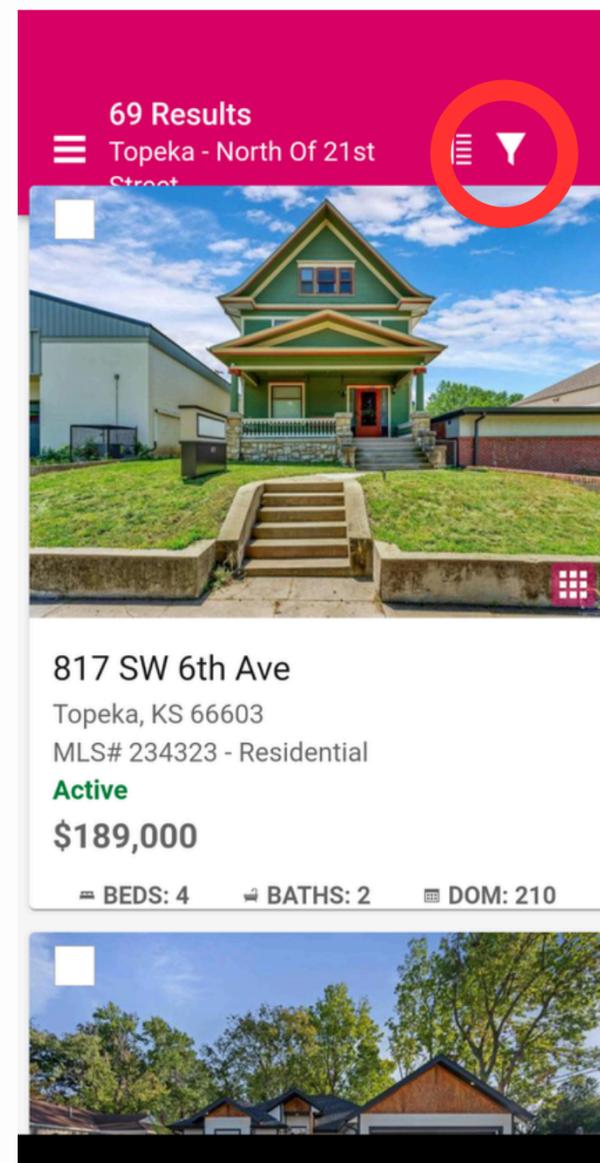
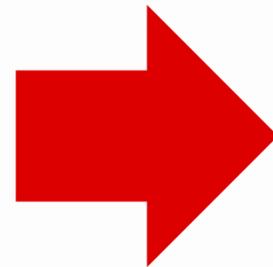
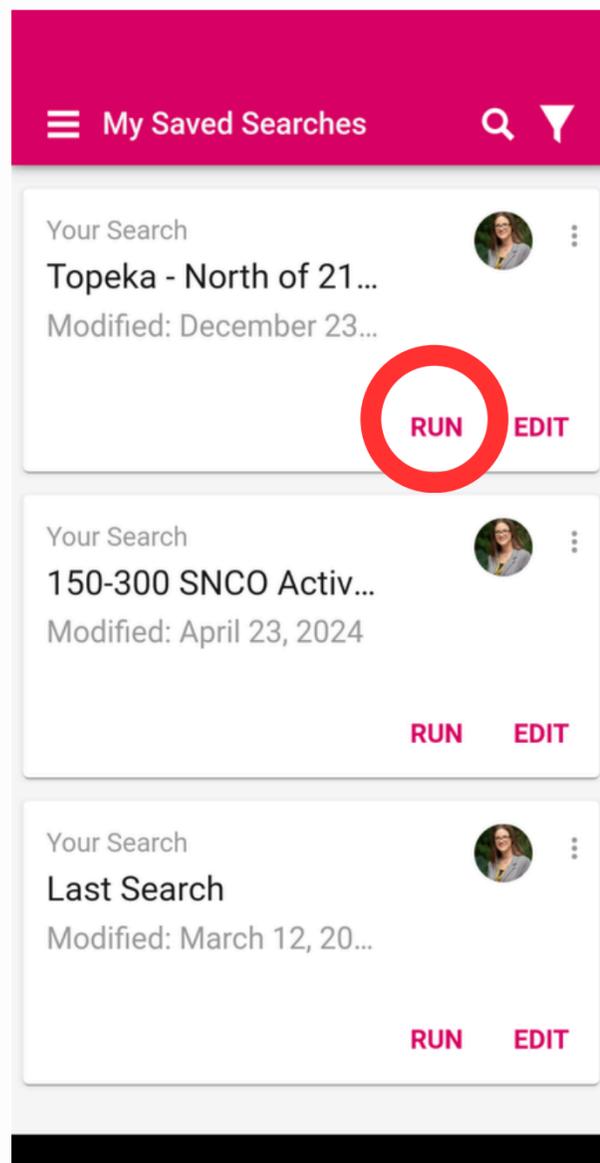


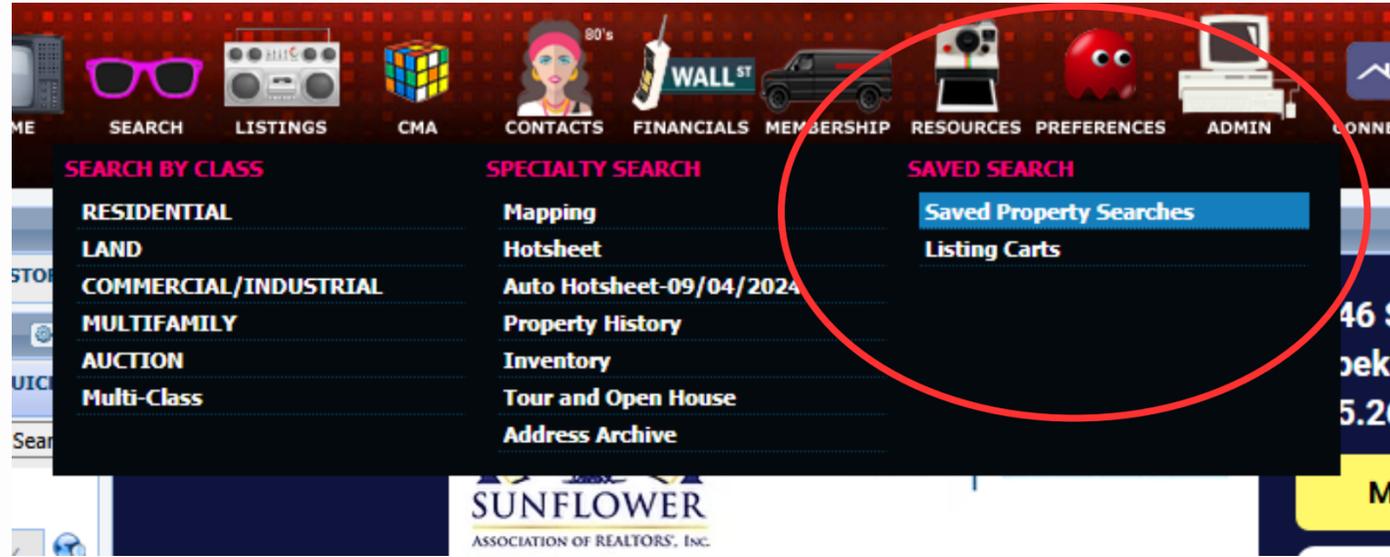
2. Chose Save As...



3. Rename the search and save with criteria values.

You can load the saved search with the map shape already drawn, add additional criteria if needed, and get the search results you want without the need to redraw the shape each time, even if you're using Paragon Connect on your phone.





<input type="checkbox"/>	Multi-Class	Multi-Class	Y	Me		0
<input type="checkbox"/>	Quick Search Multi-Class	Multi-Class	Y	Me	7/26/2022	0
<input type="checkbox"/>	RESIDENTIAL	RESIDENTIAL	N	Me		0
<input type="checkbox"/>	RESIDENTIAL	RESIDENTIAL	N	Me		0
<input type="checkbox"/>	RESIDENTIAL	RESIDENTIAL	N	Me		0
<input type="checkbox"/>	RESIDENTIAL	RESIDENTIAL	N	Me		0
<input type="checkbox"/>	RESIDENTIAL	RESIDENTIAL	N	Me		0
<input type="checkbox"/>	Residential Default	RESIDENTIAL	Y	Me		0
<input type="checkbox"/>	Topeka - North of 21st Street	RESIDENTIAL	N	Me	12/23/2024	0

Save Search As...

Save & Notify

Save

YOURSELF

CONTACT

SEARCH NAME

Topeka - North of 21st Street

ASSIGN TO A CONTACT



[+ Add New Contact](#)

You can load the saved search, add other criteria to go with the map shape, and then save the search with a new name and, if desired, assign the new search to a specific contact for Collab Center notifications.

CONTACT INFORMATION

Contact Activity

Contact Information

Buyer Activity

Agent Recomm

+ Add Search

Seller Activity

CMA's

More Information

SAVED SEARCHES

This wizard allows you to quickly build a Saved Search new and changed listings for you and your client. You are currently creating a new search.

- [+ Add New Saved Search](#)
- [Load an Existing Saved Search](#)

You can also associate a saved search with a contact from the contact's record.

Associate Saved Search(s) Save Close

Search Contains ▼

	Description ▲
<input type="checkbox"/>	150-300 SNCO Active Resi
<input type="checkbox"/>	Last Search
<input type="checkbox"/>	Quick Search Multi-Class
<input checked="" type="checkbox"/>	Topeka - North of 21st Street



CONTACT US

SCHEDULE PARAGON TRAINING FOR
YOURSELF, YOUR TEAM, OR YOUR OFFICE

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785-267-3215