

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."

 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.





	Containers: Primary Criteria 🗸	
	Primary Criteria	
Status	Secondary Criteria	
Туре	Advanced Criteria	
Zone		
Price		
Closing	Date	
Baseme	ent	
Bedroor	ms	
Full or 3	3/4 Baths	
1/2 Bat	hs	
Total Ba	athrooms	
Garage	Capacity	
Approx	Lot Size	•

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 Your Search Input Screen

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

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

YOURSEL	LF CONTACT
SEARC	HNAME
RESIDEN	TIAL
Save a	criteria values
DEFAU	LT OPTIONS
Set	as the MLS Defined RESIDENTIAL search
🗹 Set	as My Default RESIDENTIAL search.
on the	search input

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



1. Draw the shape

Home	ABOCHINGH OF HALTORE, INC. HOME SEARCH LISTINGS CMA RESIDENTIAL ×
Criteria	Map Search All Fields Detail (69) + New Search
Load Sear	:h 🥡 Last Search 🎯 Customize 📊 Save Search 🕓 Open All 设 Close Al
rimary Crite	ria - Residential Default (Default 🖬 Save Search
	Status 🗛 Save Search As
	Туре
2	Chose Save As
2.	Save Search As
2.	Chose Save As Save Search As YOURSELF CONTACT
2.	Chose Save As Save Search As YOURSELF CONTACT SEARCH NAME
2.	Save Search As YOURSELF CONTACT SEARCH NAME Topeka - North of 21st Street

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.





>	K 69 Resi	ults North Of 21	st Street	⊛ ¥
	Closing	Date	717 L	
	Baseme	ent	<u>+</u> †+ -	-
	Equals			
	Bedrooms 3	to	max	
	Full or 3	3/4 Baths		
	1/2 Bat	hs	A	PPLY
	Total Ba	athrooms		
	1	2 авс	3 DEF	-
	4 сні	5 JKL	6 мио	-
	7 PQRS	8 TUV	9 wxyz	\boxtimes
	* #	0 +	•	→
	~			\oplus



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.

Multi-Class	Y	Me		<u>0</u>
Multi-Class	Y	Me	7/26/2022	<u>0</u>
RESIDENTIAL	N	Me		<u>0</u>
RESIDENTIAL	N	Me		<u>o</u>
RESIDENTIAL	N	Me		<u>0</u>
RESIDENTIAL	N	Me		<u>o</u>
RESIDENTIAL	N	Me		<u>o</u>
RESIDENTIAL	Y	Me		<u>0</u>
RESIDENTIAL	N	Ме	12/23/2024	0

Save & Notify

Save

Topeka - North of 21st Street

ASSIGN TO A CONTACT

💠 Add New Contact



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

Contact Activity

Contact Information

CONTACT INFORMATION



SAVED SEARCHES

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





CONTACT US

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