

Changing Search Fields in Paragon MLS

1 From the MLS Homepage

The screenshot displays the Sunflower MLS homepage. The top navigation bar includes links for HOME, SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, ROSTER, RESOURCES, PREFERENCES, ADMIN, and CONNECT. The main content area is divided into several sections:

- Left Sidebar:** Contains a search filter section with options for 'Single', 'Max', 'Addr Num', 'Name', 'Contains', and 'Equals'. It also includes a 'Load Saved Quick Search' button and a 'Count' button.
- Center Content:**
 - Sunflower MLS Logo:** Association of Realtors, Inc. 3646 SW Plass Ave, Topeka, KS 66611, 785.267.3215, www.sunflowerrealtors.com.
 - Member Resources:** Includes links for 'Broker Roster Change Form', 'The CE Shop*', and 'Paragon Connect - 20 Min W'.
 - Market Monitor:** A table showing market statistics.
 - Announcement:** 'The rules of the Sunflower MLS have not changed! SMLS directors will review the new NAR policy and communicate policy changes and implementation timelines after consulting with our technology vendors and participants. Read more at [facts.realtor](#).'
 - Events:** 'SAR MEMBERSHIP BREAKFAST' by NATE JOHNSON, 'FAIR HOUSING', and 'LIVINGSTL'.
- Right Sidebar:**
 - Market Monitor Table:**
 - CONTACT ACTIVITY:** Shows 0 new activity.
 - CALENDAR:** Displays the date Wednesday, Apr 2nd, 2025.

2 Click Search.

The screenshot displays the Sunflower MLS website. At the top, there is a navigation bar with icons for Home, Search, Listings, CMA, Contacts, Financials, Roster, Resources, Preferences, Admin, and Connect. Below this is a 'MESSAGE CENTER' section with a 'MESSAGE HISTORY' tab. The 'QUICK SEARCH' section is prominent, featuring a 'Search By Map' button and a 'LAST QUICK SEARCH' section. The search filters include 'Address-Number' (with 'Min' and 'Max' fields), 'Pre Dir/Street Name' (with a 'Contains' dropdown), 'Price' (with 'Low' and 'High' fields), 'Status' (with an 'Equals' dropdown), 'Agent' (with a dropdown showing 'Randy Russell - 113317954'), 'Listing Office 1' (with a dropdown), 'MLS #' (with a dropdown), and 'Zip' (with a 'Contains' dropdown). The main content area features a 'Member Resources' section with links to 'Broker Roster Change Form', 'The CE Shop*', and 'Gala Photos'. Below this is a 'SAR MEMBERSHIP BREAKFAST' section with a 'Register for Breakfast' button and a 'NATE JOHNSON' section with a 'Register/Learn more about Nate's afternoon class!' button. The right sidebar contains a 'MARKET MONITOR' section with a 'MY INFO' tab and a 'CALENDAR' section showing '02' for 'We Apr 10'.

3 Select the class you want to modify.

The screenshot displays the Sunflower MLS website with a dropdown menu open under the 'SEARCH' button. The dropdown menu lists 'RESIDENTIAL' (selected), 'LAND', 'COMMERCIAL/INDUSTRIAL', 'MULTIFAMILY', 'AUCTION', and 'Multi-Class'. The 'SPECIALTY SEARCH' section includes links to 'Mapping', 'HotSheet', 'Auto HotSheet-09/04/2024', 'Property History', 'Inventory', 'Tour and Open House', and 'Address Archive'. The 'SAVED SEARCH' section includes links to 'Saved Property Searches' and 'Listing Carts'. The main content area and right sidebar are the same as in the previous screenshot.

4 Click "Fields"

The screenshot shows the Sunflower MLS search interface. The 'Fields' tab is selected in the 'Primary Criteria - Residential' section. The interface includes a top navigation bar with icons for Home, Search, Listings, CMA, Contacts, Financials, Roster, Resources, Preferences, Admin, and Connect. Below the navigation bar, there are buttons for 'Criteria', 'Map Search', 'Run Search', and 'New Search'. The main search area on the left contains various filters such as Status, Type, County, Price, Closing Date, Basement, Bedrooms, Full or 3/4 Baths, 1/2 Baths, Approx Lot Size, Style, Approx Age, Agent Remarks, and Approx Total Fin Area. The right side of the interface shows the 'CRITERIA SUMMARY' section, which includes a 'Clear All' button, a 'Sale/Lease' dropdown, and a list of 'Available Reports'.

5 Fields that are already on your search input screen are in the right column. Fields that can be added to the search input screen are in the left column. Select the field(s) you want to add or remove.

The screenshot shows the 'Fields' dialog box in the Sunflower MLS search interface. The dialog has a 'Find:' input field and a 'Class:' dropdown menu set to 'RESIDENTIAL'. Below these, there are two columns of fields. The left column, titled 'Available Fields', contains a list of fields that can be added to the search. The right column contains a list of fields already added to the search. The 'Basement Fin Area' field is highlighted in the 'Available Fields' list. To the right of the fields, there are buttons for 'ADD', 'REMOVE', 'REMOVE ALL', 'MOVE UP', and 'MOVE DOWN'.

6 Then click Add or Remove as needed.

The 'Fields' configuration window is shown with the following elements:

- Find:** A text input field.
- Class:** A dropdown menu set to 'RESIDENTIAL'.
- Containers:** A dropdown menu set to 'Primary Criteria'.
- Buttons:** 'Apply/Save' and 'Apply' are in the top right.
- Available Fields:** A list of fields with checkboxes. 'Basement Fin Area' is checked and highlighted in green.
- Selected Fields:** A list of fields with checkboxes. It includes Status, Type, County, Price, Closing Date, Basement, Bedrooms, Full or 3/4 Baths, 1/2 Baths, Approx Lot Size, and Style.
- Actions:** A central column of buttons: 'ADD' (highlighted with an orange circle), 'REMOVE', 'REMOVE ALL', 'MOVE UP', and 'MOVE DOWN'.
- Legend:** On the right, a vertical list of labels: 'Apply, default', 'Apply, saved', and 'Apply, temp future'.

7 To change where the new field displays, scroll down in the right column...

This screenshot shows the 'Fields' configuration window after the 'Basement Fin Area' field has been added. The 'Selected Fields' list now includes:

- Bedrooms
- Full or 3/4 Baths
- 1/2 Baths
- Approx Lot Size
- Style
- Approx Age
- Agent Remarks
- Approx Total Fin Area
- Sale/Lease
- Input Date
- Status Date
- Basement Fin Area

The 'Basement Fin Area' field is now at the bottom of the list. An orange circle highlights the scrollbar on the right side of the 'Selected Fields' list, indicating where to scroll. To the right of the list, under the heading 'Save Options', the following text is displayed:

- 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.

8 Select the field...

Available Fields:

- ☐ Bedroom 2 Level
- ☐ Bedroom 2 Size
- ☐ Bedroom 3 Level
- ☐ Bedroom 3 Size
- ☐ Bedroom 4 Level
- ☐ Bedroom 4 Size
- ☐ Bedroom 5 Level
- ☐ Bedroom 5 Size
- ☐ Bedroom 6 Level

Buttons:

- REMOVE
- REMOVE ALL
- MOVE UP
- MOVE DOWN

Selected Fields:

- ☐ Approx Lot Size
- ☐ Style
- ☐ Approx Age
- ☐ Agent Remarks
- ☐ Approx Total Fin Area
- ☐ Sale/Lease
- ☐ Input Date
- ☐ Status Date
- ☒ Basement Fin Area

future use.

Navigation:

- > Details
- > MultiUps
- > Specialty Views
- > CMA
- > Reports

9 Click move up (or move down) to rearrange the order in which the fields are displayed on your search input screen.

Available Fields:

- ☐ Balance of Specials (est)
- ☐ Basement Total Area
- ☐ Bathroom Level Description
- ☐ Bedroom 2 Level
- ☐ Bedroom 2 Size
- ☐ Bedroom 3 Level
- ☐ Bedroom 3 Size
- ☐ Bedroom 4 Level
- ☐ Bedroom 4 Size
- ☐ Bedroom 5 Level
- ☐ Bedroom 5 Size
- ☐ Bedroom 6 Level

Buttons:

- ADD →
- REMOVE
- REMOVE ALL
- MOVE UP
- MOVE DOWN

Selected Fields:

- ☐ Bedrooms
- ☐ Full or 3/4 Baths
- ☐ 1/2 Baths
- ☐ Approx Lot Size
- ☐ Style
- ☐ Approx Age
- ☒ Basement Fin Area
- ☐ Agent Remarks
- ☐ Approx Total Fin Area
- ☐ Sale/Lease
- ☐ Input Date
- ☐ Status Date

Apply/Saved default on

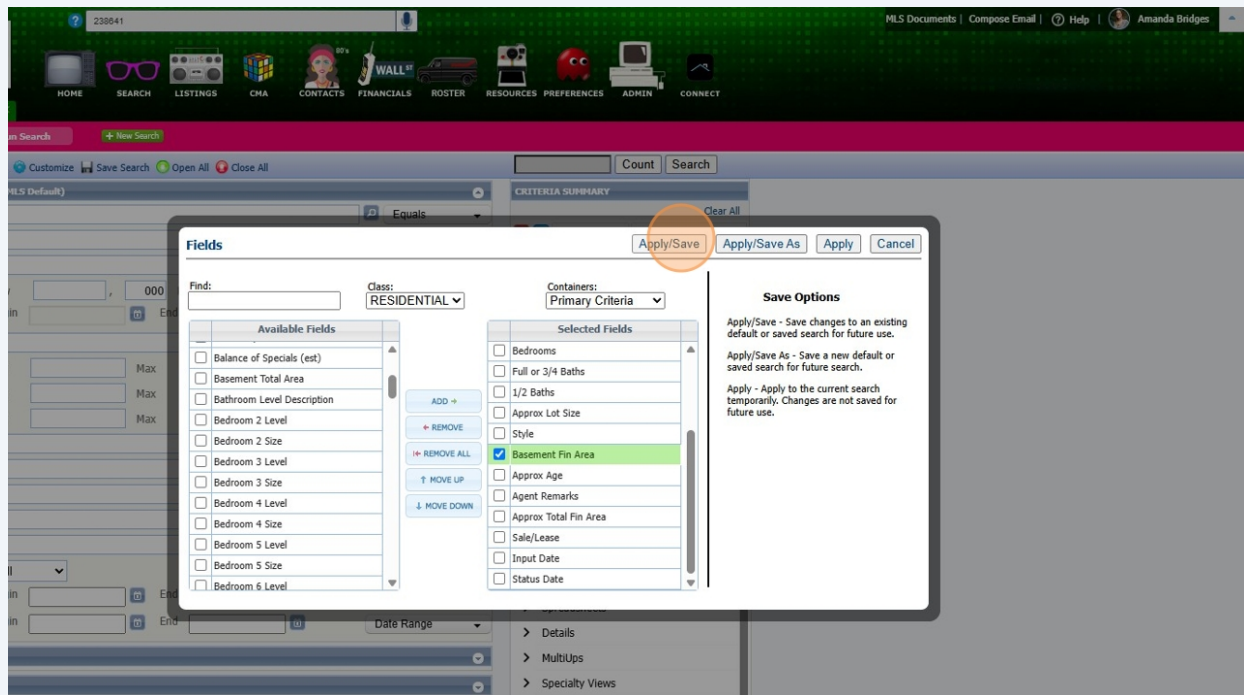
Apply/Saved saved se

Apply - A temporar future us

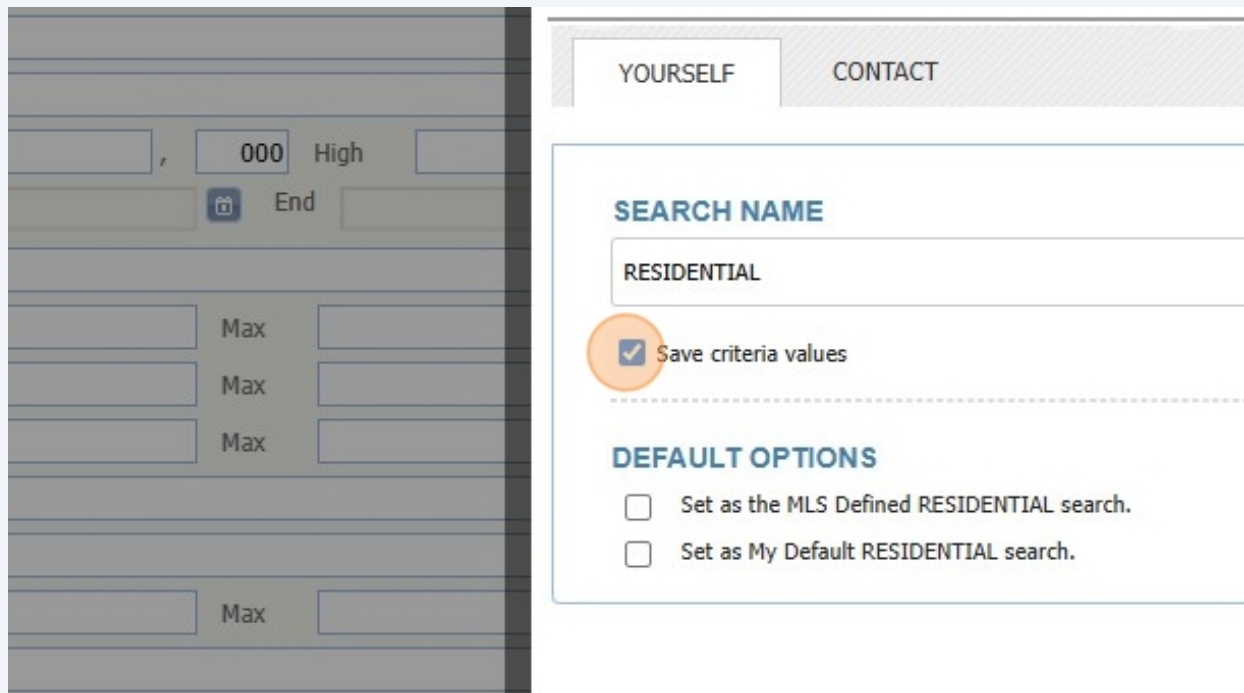
Navigation:

- > Details

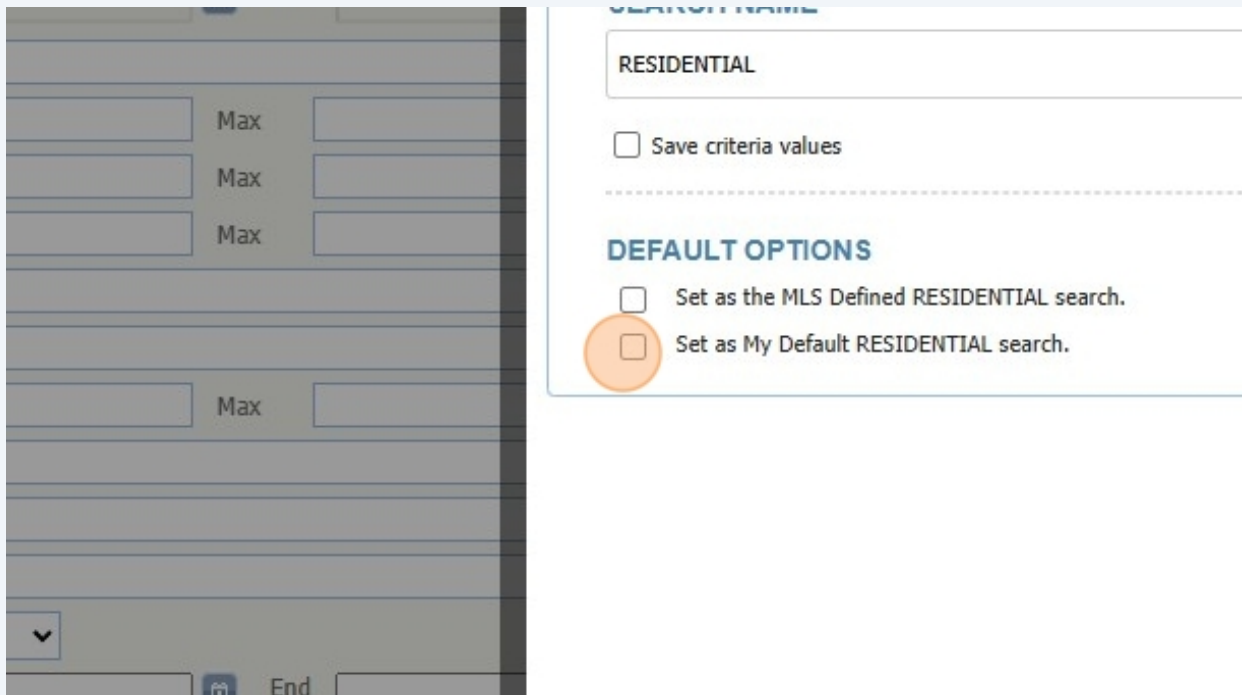
10 Click "Apply/Save"



11 Uncheck "save criteria values" unless you want the specific criteria in the search fields to also save with the search.

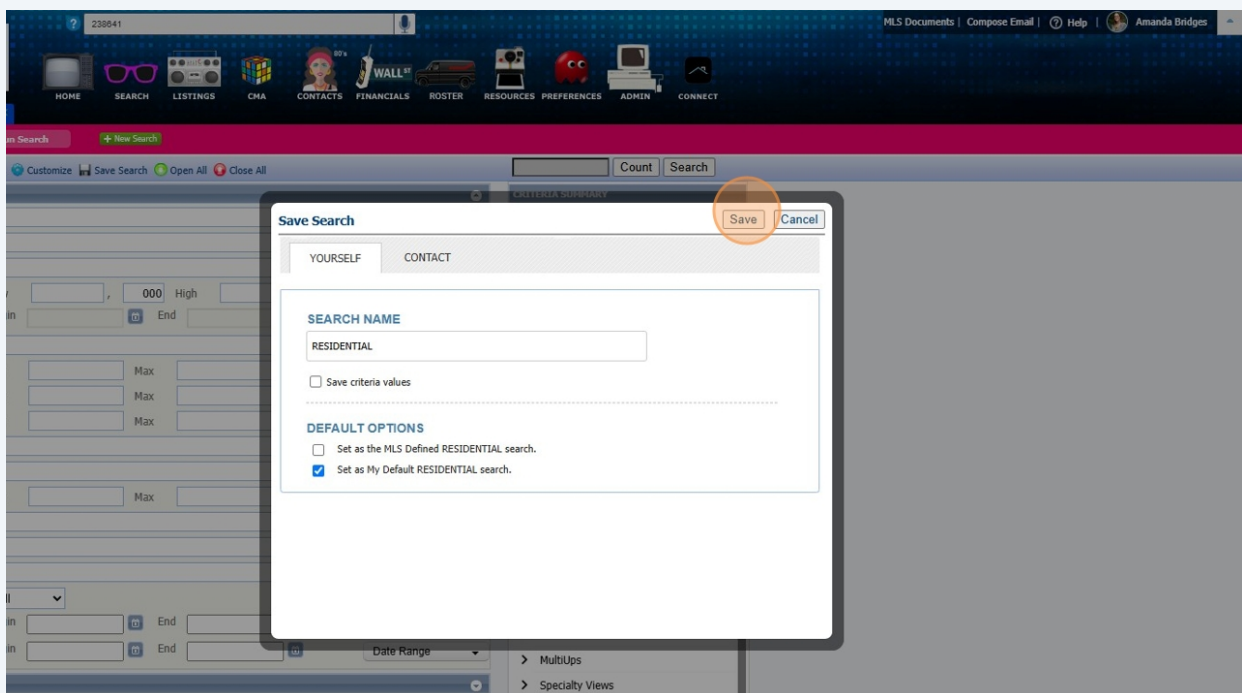


- 12 Check this box if you want the new field setup to always appear when you search in this class.



The image shows a search criteria form for 'RESIDENTIAL'. The form has a section for 'SEARCH NAME' with the value 'RESIDENTIAL'. Below this is a checkbox labeled 'Save criteria values'. A dashed line separates this from the 'DEFAULT OPTIONS' section. Under 'DEFAULT OPTIONS', there are two checkboxes: 'Set as the MLS Defined RESIDENTIAL search.' and 'Set as My Default RESIDENTIAL search.'. The second checkbox is highlighted with an orange circle. The background shows a blurred view of a search interface with 'Max' values and an 'End' button.

- 13 Click "Save"



The image shows a 'Save Search' dialog box. The dialog has two tabs: 'YOURSELF' and 'CONTACT'. The 'YOURSELF' tab is active. It contains a 'SEARCH NAME' field with the value 'RESIDENTIAL'. Below this is a checkbox labeled 'Save criteria values'. A dashed line separates this from the 'DEFAULT OPTIONS' section. Under 'DEFAULT OPTIONS', there are two checkboxes: 'Set as the MLS Defined RESIDENTIAL search.' and 'Set as My Default RESIDENTIAL search.'. The second checkbox is checked. The 'Save' button is highlighted with an orange circle. The background shows a blurred view of a search interface with 'Max' values and an 'End' button.