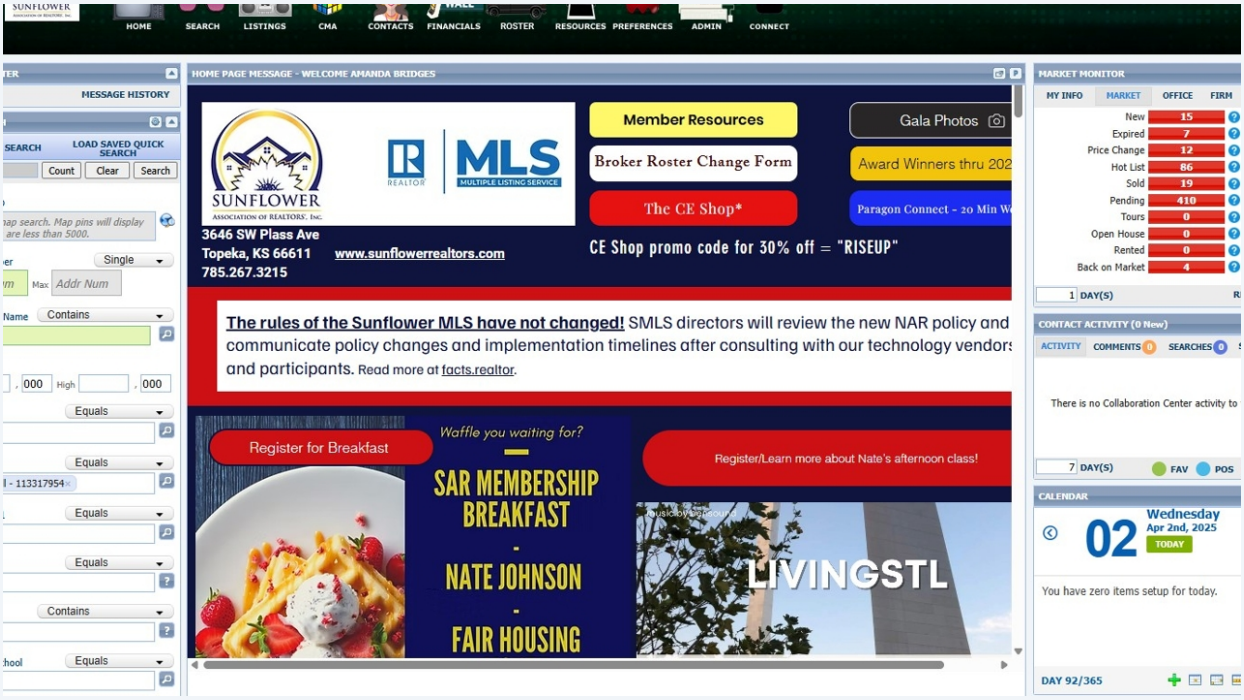
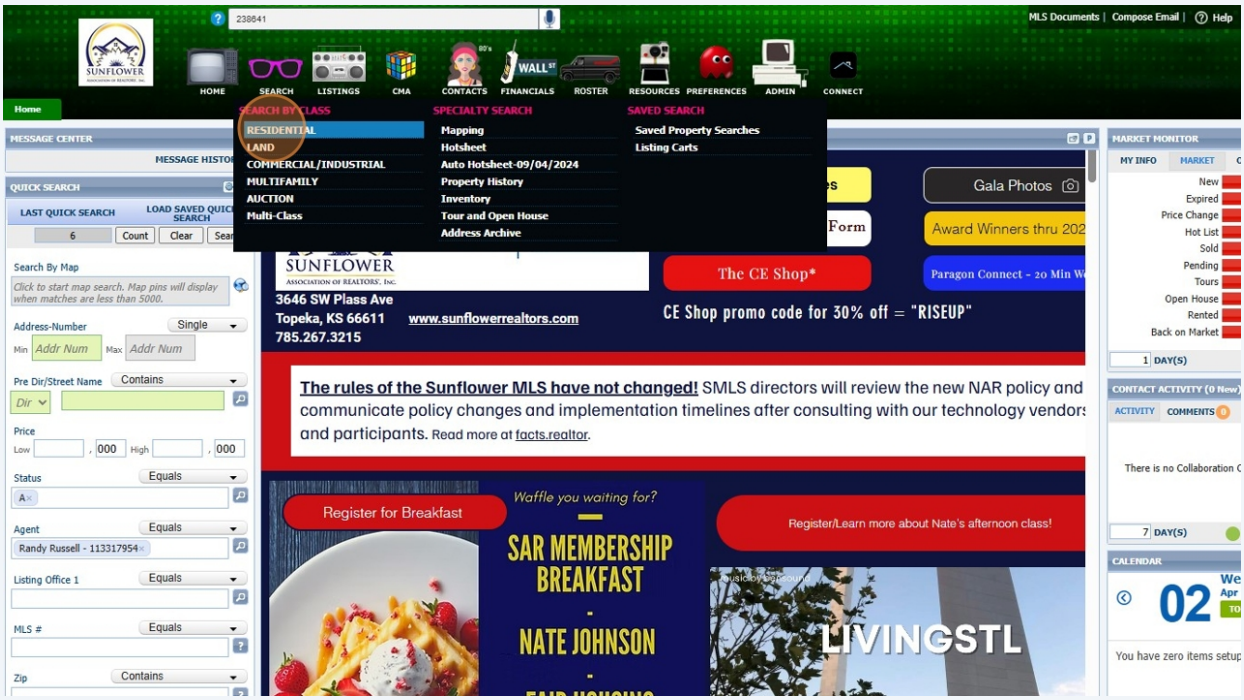
Changing Search Fields in Paragon MLS

1 From the MLS Homepage

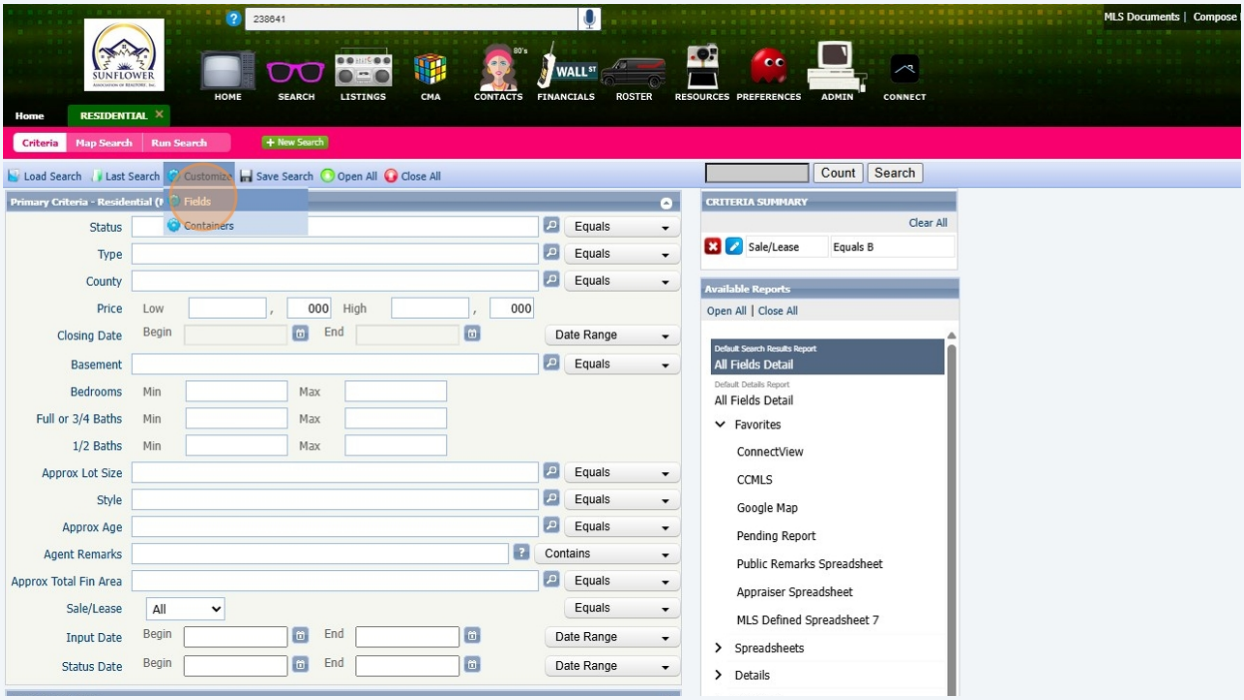


2 Click Search.

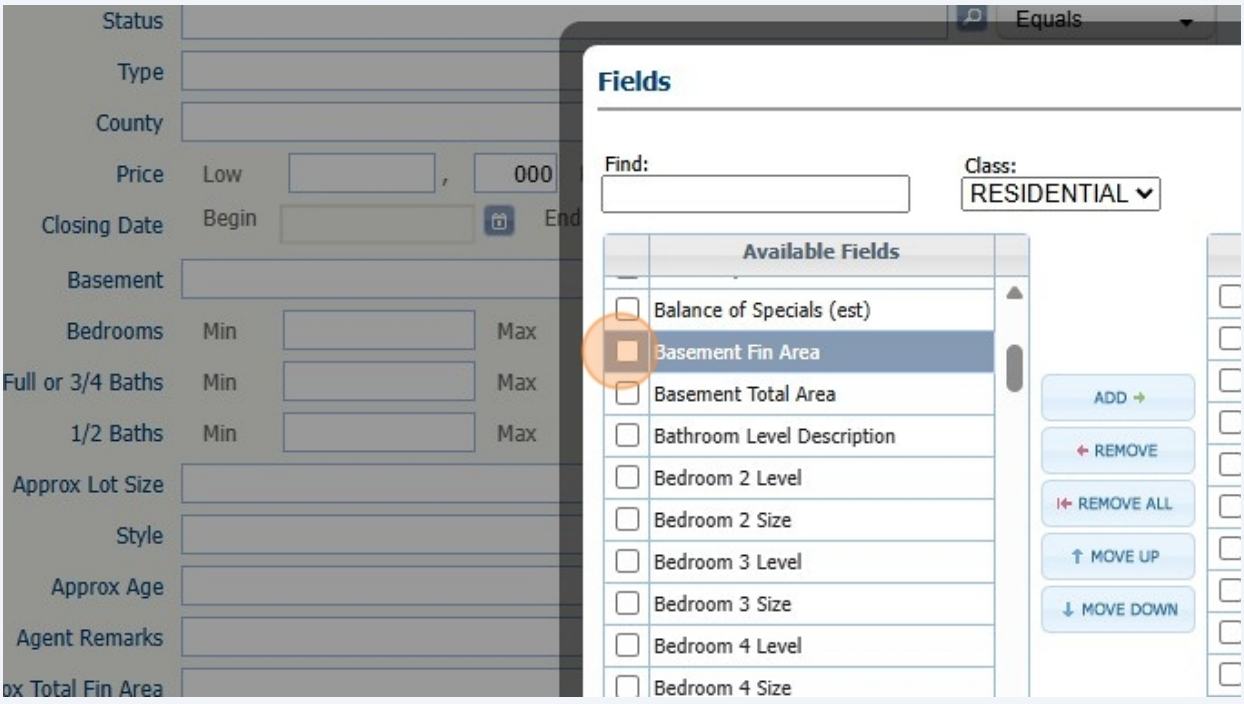
3 Select the class you want to modify.



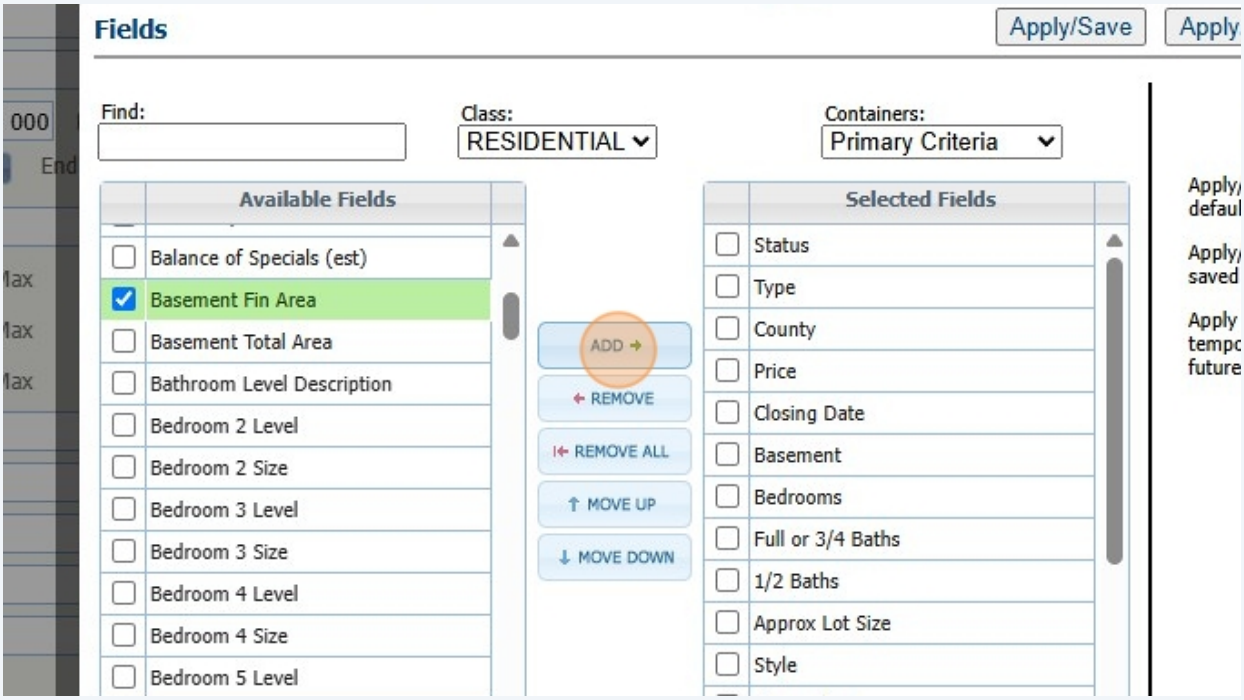
4 Click "Fields"



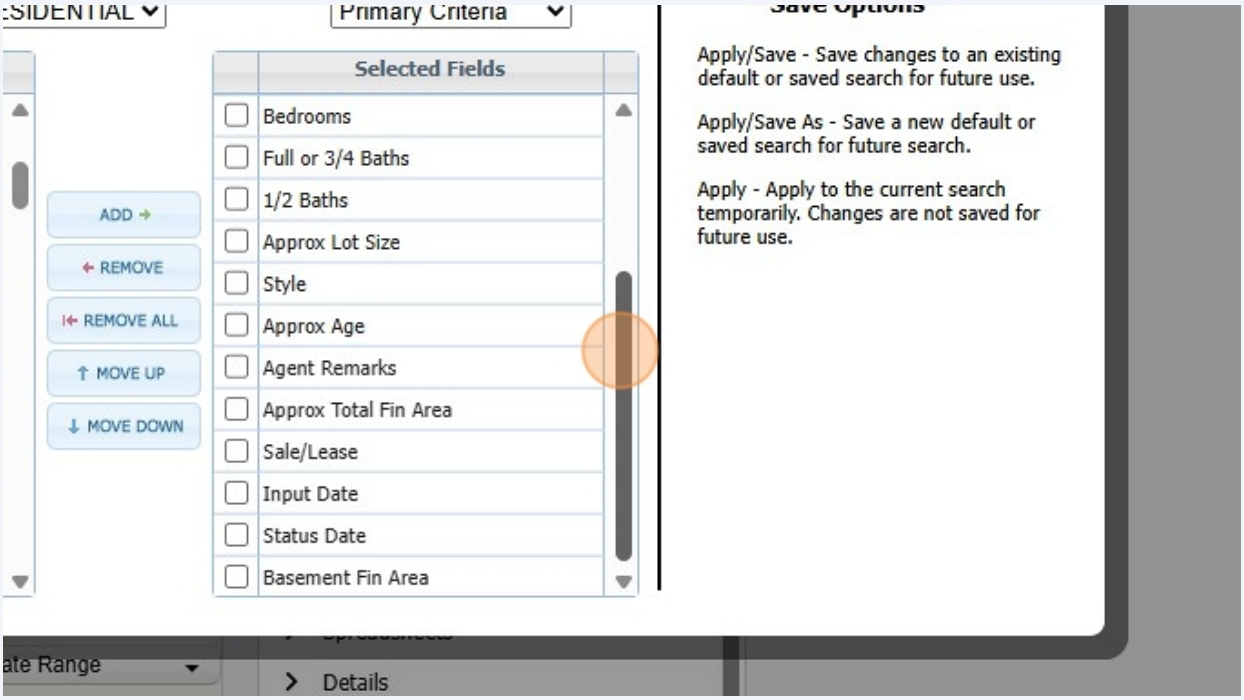
5 Fields that are already on your search input screen are in the right column. Fields that can be added to the search input screen are in the left column. Select the field(s) you want to add or remove.



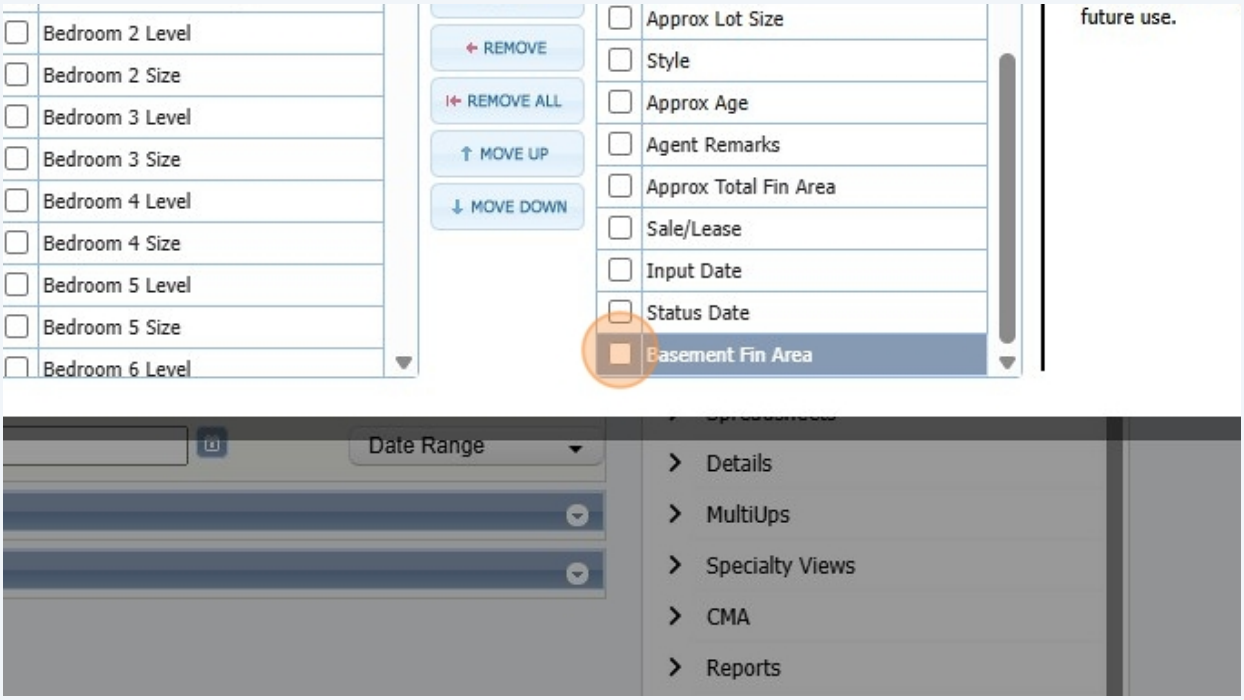
6 Then click Add or Remove as needed.



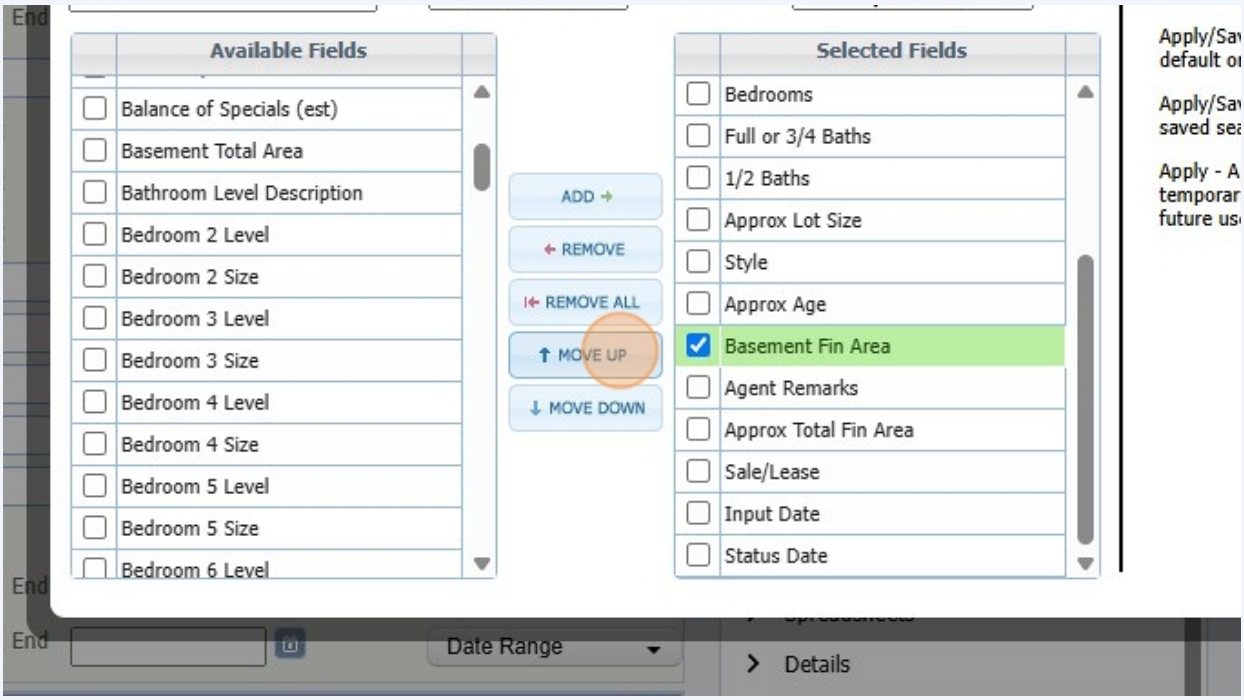
7 To change where the new field displays, scroll down in the right column...



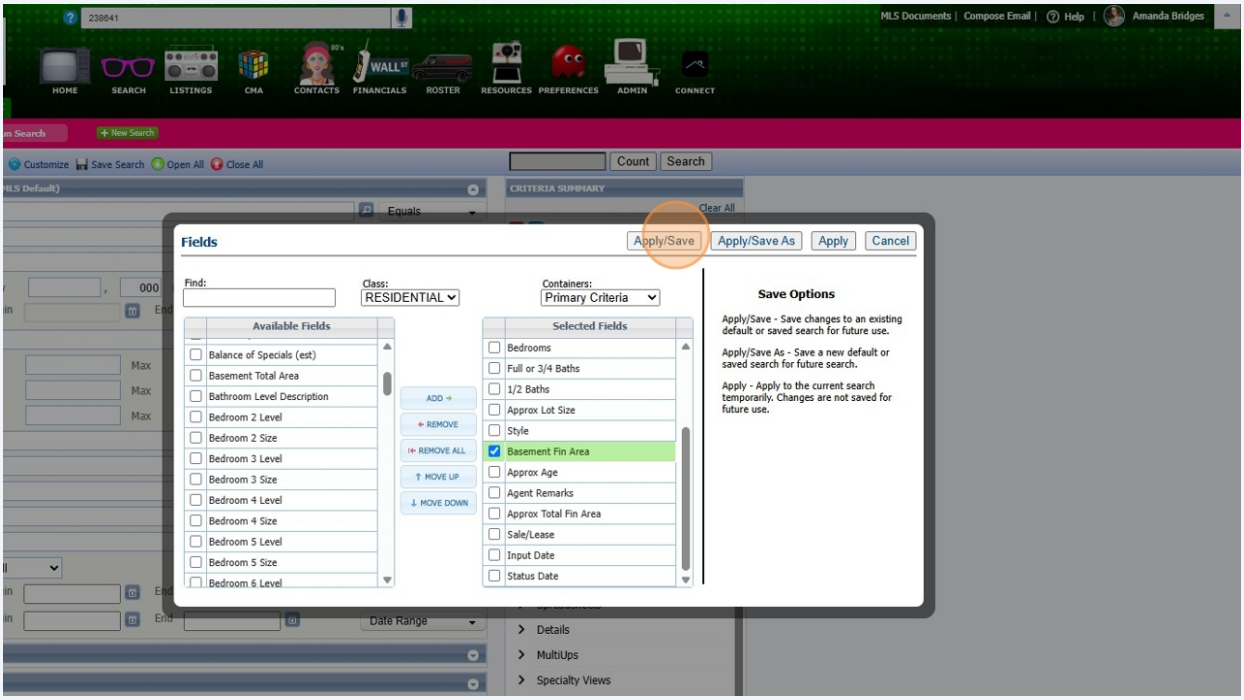
8 Select the field...



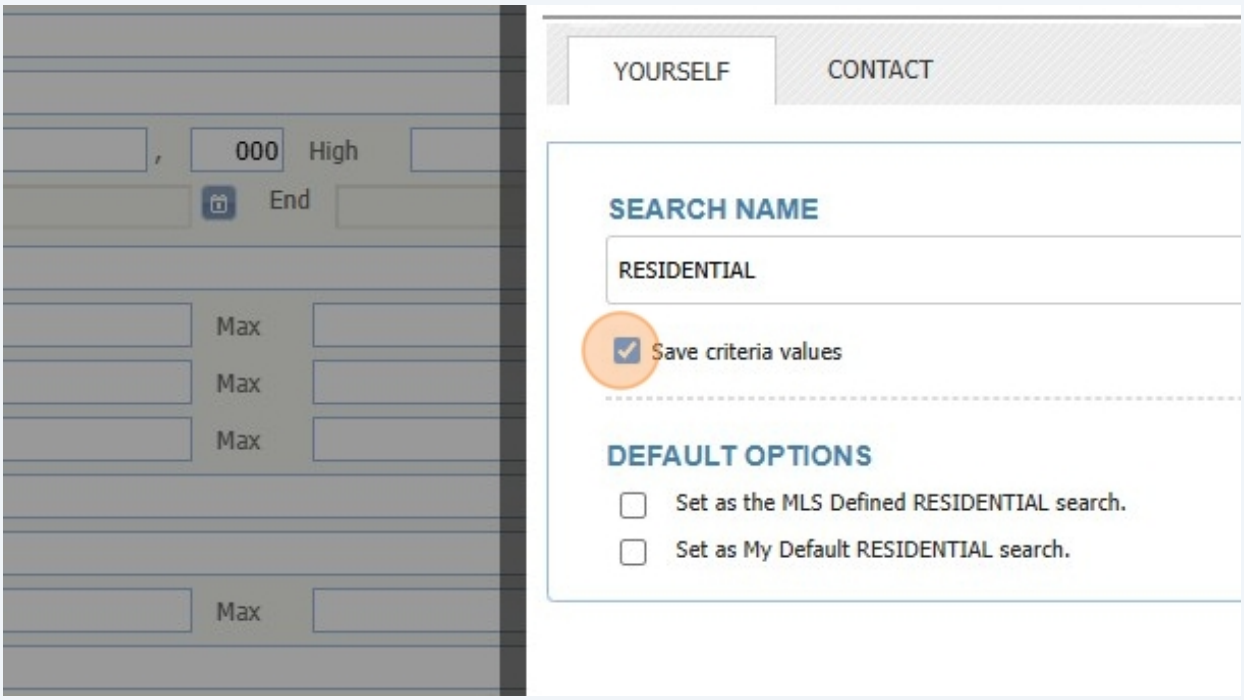
9 Click move up (or move down) to rearrange the order in which the fields are displayed on your search input screen.



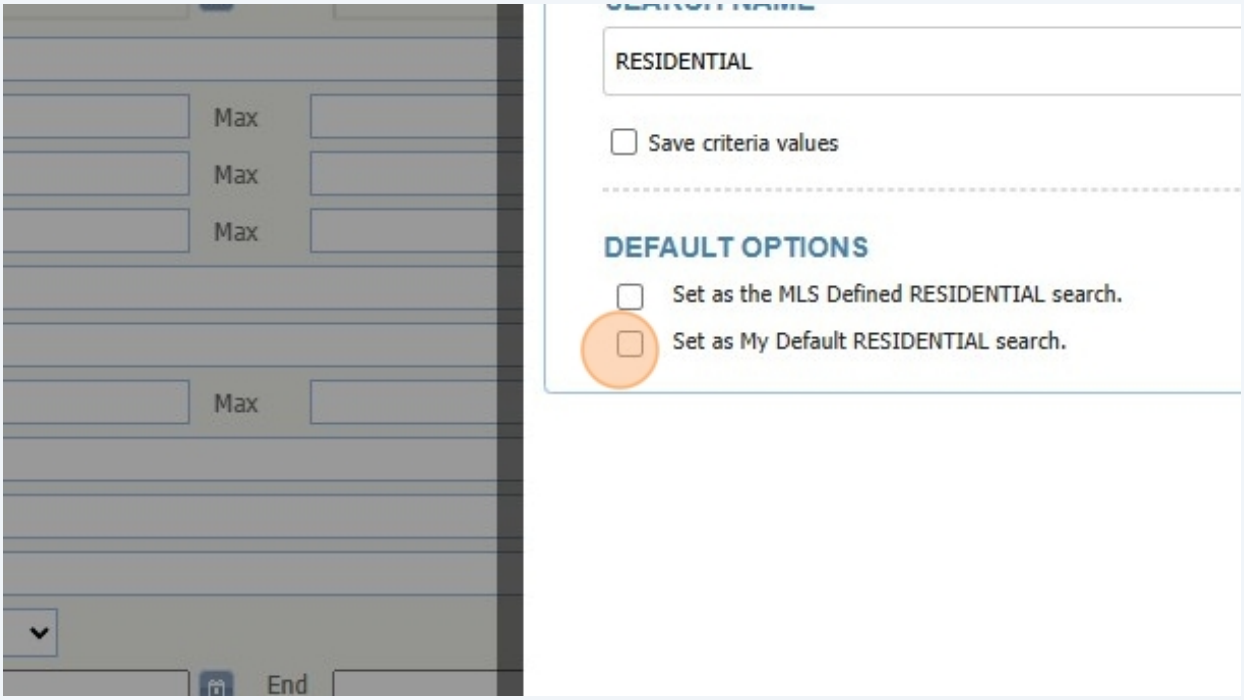
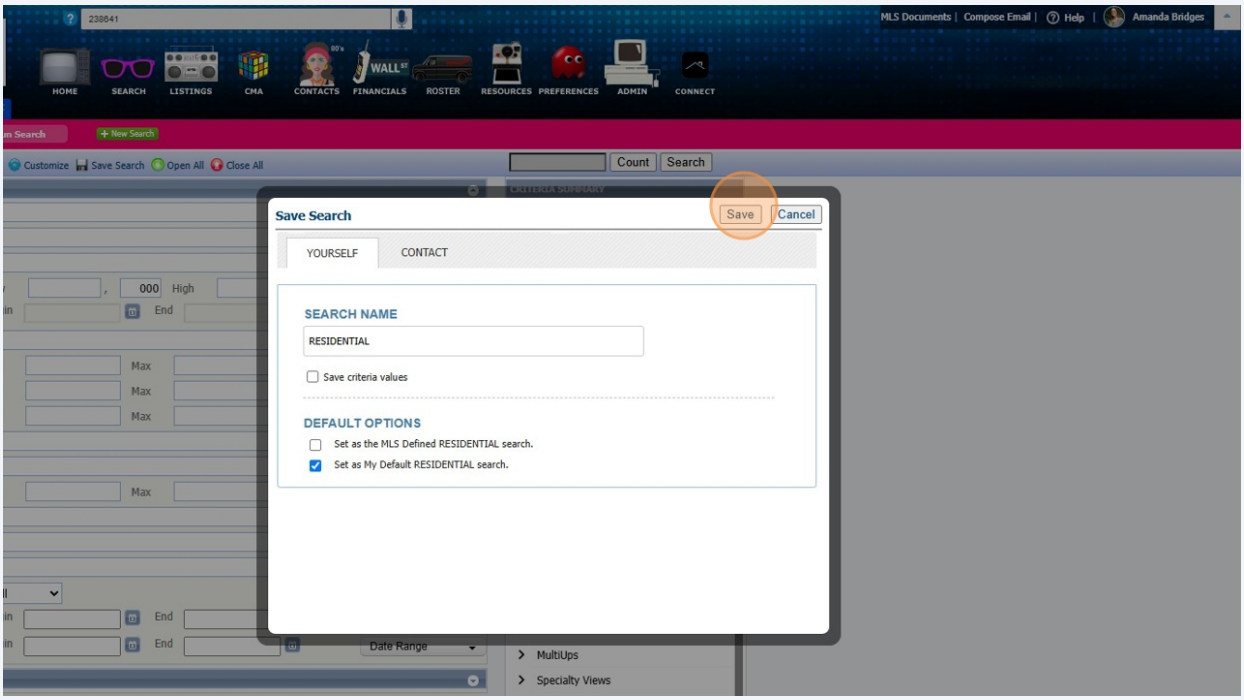
10 Click "Apply/Save"



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.



13 Click "Save"