

Add Saved Search

After clicking the **NEXT** button Paragon will move you to the Add Saved Search screen. Paragon presents two choices, **Add New Saved Search**, and **Load an Existing Saved Search**. Both will associate a saved search to the contact. Paragon allows up to 3 saved searches per contact.

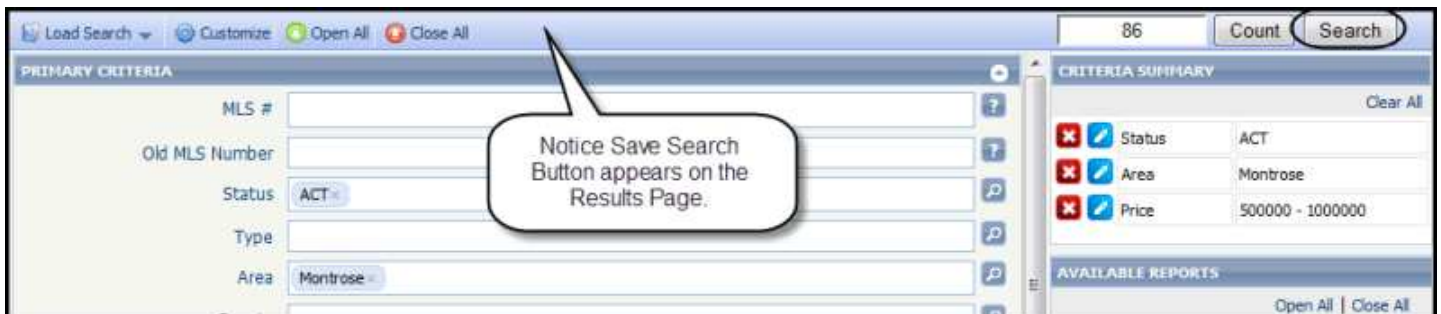


Note: For this Quick Start Guide, it is assumed that the user knows how to do a search in Paragon.

- Add New Saved Search
 - Click **Add New Saved Search**
 - Click the desired Class link.
 - Paragon will then open the default search for that class. Enter your search criteria. Once the search criteria are entered click



Search



- o The search results will appear in either a spreadsheet or a summary one line report. From the search result page you can email listings, print, get driving directions or view the reports for any of these listings. Look to the various Quick Start Guides for these functions.

Save Search Button

SAVE SEARCH Click the "Save Search" button to save this search to your contact.

Checked All E-mail Print Customize Actions Page 1 of 1

DEFAULT MLS DEFINED SPREADSHEET

	PIC	HLS #	Area	Price	Address	City	Status	Add'lvgQrt	RV Parking	Dining Rm	Family Rm
1	13	644540	Durango Rural	\$6,600,000	464 Pinnacle View Drive	Durango	Active	No		Yes	Yes
2	13	620240	Durango Rural	\$5,950,000	399 S Windom Way	Durango	Active	Yes		Yes	Yes
3	13	643228	Durango Rural	\$5,900,000	587 Elkhorn Mountain Road	Durango	Active	Yes		Yes	Yes
4	13	621746	Durango Rural	\$4,650,000	1401 Celadon Drive East	Durango	Active	No		Yes	Yes
5	13	627851	Durango Rural	\$4,500,000	455 Pinnacle View Drive	Durango	Active	No		Yes	Yes
6	8	593790	Durango Rural	\$3,985,000	376 Glacier Cliff Dr	Durango	Active	No	No	Yes	Yes
7	8	626766	Bayfield Rural	\$3,900,000	220 CR 505	Bayfield	Active	Yes		Yes	Yes
8	5	593792	Durango Rural	\$3,450,000	427 Glacier Cliff Dr	Durango	Active	Yes		Yes	Yes

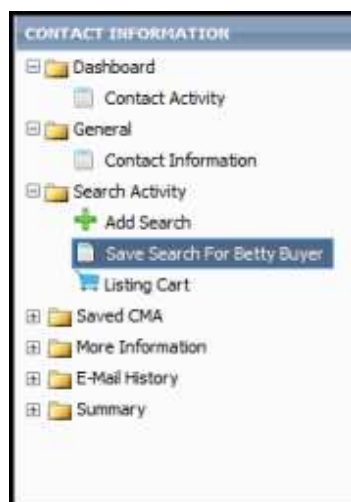
- o To Save this search click
- o The Save Search Modal will open with a suggested name for your search. If you wish to rename this search, simply type a different name in the field.

Save Search Save Cancel

NAME YOUR SEARCH
Enter a descriptive label for the Saved Search.

Save Search For Betty Buyer

- o Click to save the search criteria and the search results. This will also move you to the search activity screen. This will also place the saved search in the vertical menu on the left side of the screen.



- Load an Existing Saved Search
 - To load an existing Saved Search, click **Load an Existing Saved Search**.

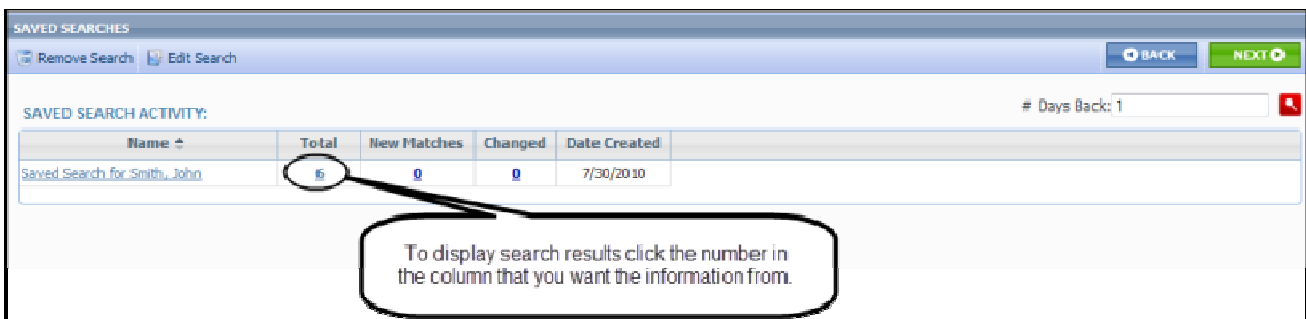


- A Modal will open containing all of the available saved searches that can be attached to the client’s contact information. Click on the desired Saved Search to add it to the Contact placing the search in the Vertical Menu as shown page 2.

Note: If there are more saved searches than can be displayed on one page, you can either toggle through the additional pages or click the drop down and show more searches per page.

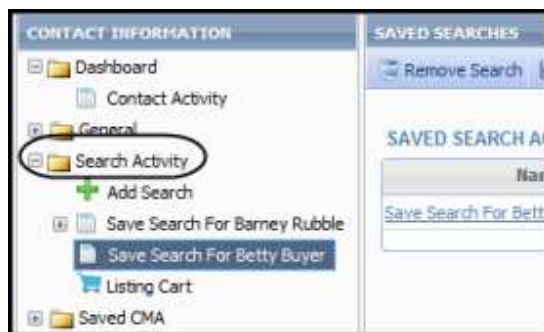


- Once a Saved Search has been selected, the search will be loaded into the Saved Search Activity field showing current search results.



This search is now applied to this contact and can be used for all automatic notifications, including Client Connect.

- Removing a search from a Contact
 - In the vertical menu, click **Search Activity**
 - **Click** the name of the search you wish to remove.



- Pause the mouse pointer on **Remove Search**, Remove from Contact will open.
- Click **Remove Contact**



- Editing Search Criteria
 - Under Saved Search Activity, click the name of the search. This is open the saved search criteria screen.



- Adjust the search as necessary and click **Save Search**



Note: This will not change any listings already saved and sent to the Client Connect site. By changing the search criteria, you are changing any future notifications.