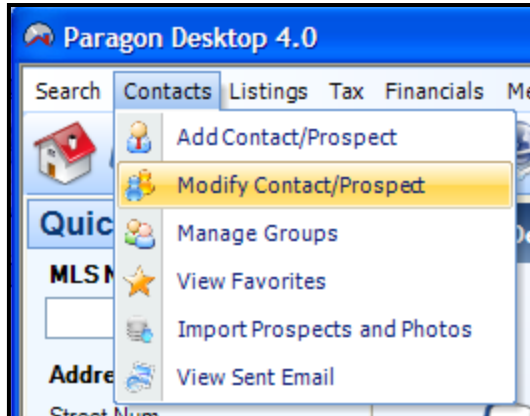


Assign a Search to a Prospect

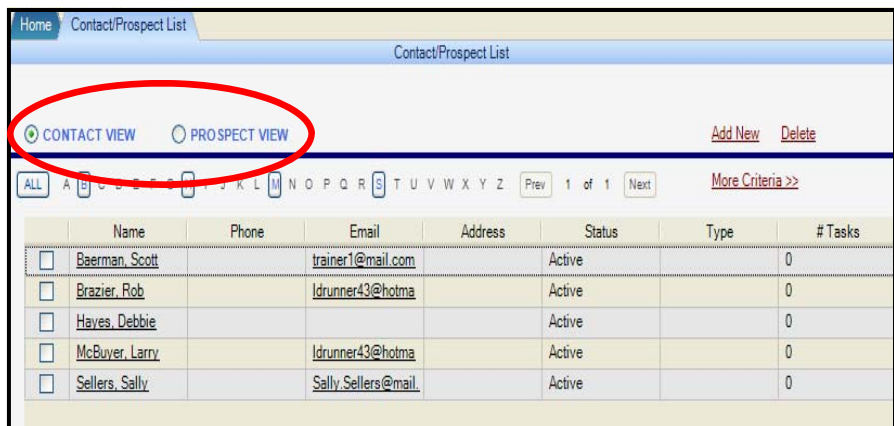
Quick Start Guide Paragon Desktop 4.0

Assigning a saved search to a customer and sending it to Paragon 4 online, via a sync, activates the auto-search function. This tool tells Paragon to take over the searching for homes for your clients after your first search, so that you don't have to do the search day after day. It is also the first part of the prospecting function of auto-searching/auto-emailing of listings to your clients.

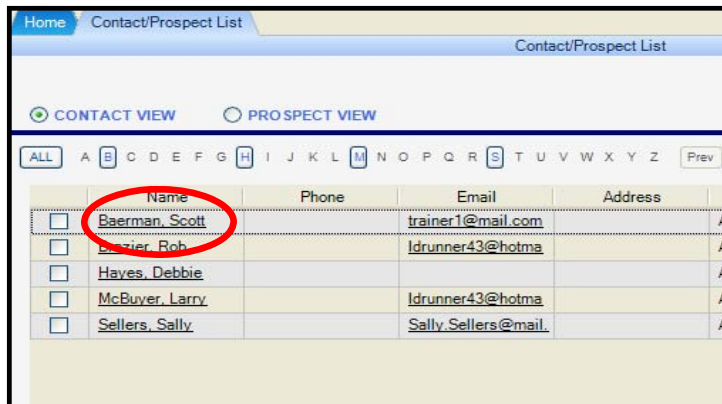
Click on **Contacts** and then click on **Modify Contact/Prospect**.



A lined column spreadsheet of your Prospects/Contacts will appear in alphabetical order by last name. An alpha bar search tool will be available to help you quickly navigate to the person you might be trying to find. From this view you can add or delete contacts. You can switch from Prospect view to Contact view by clicking Option Button.



Clicking on the name brings up the Modify Contact window.



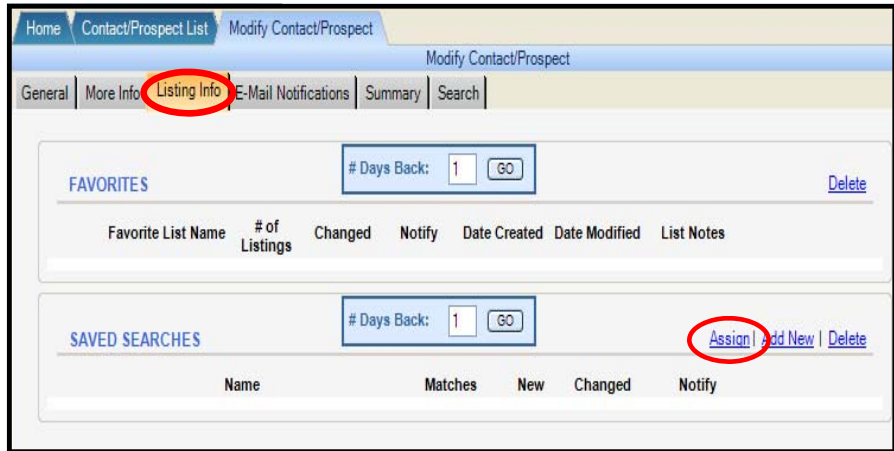
Assign a Search to a Prospect

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Click on the **Listing Info** tab.

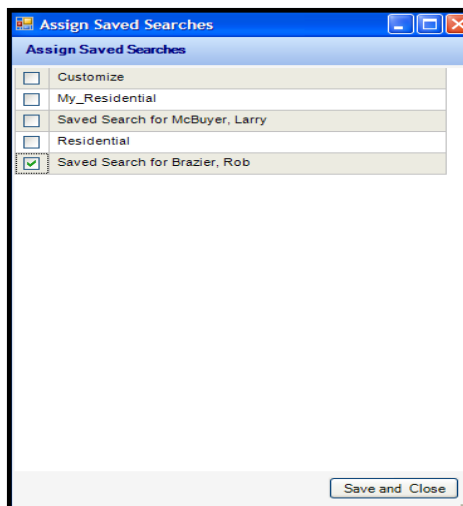
On the right side of the line **SAVED SEARCHES** click on **Assign**.

Note: You could also create a new search, Add New, for a client and save it, automatically assign it to the client.



A list of previously named saved searches will launch.

Click the saved search checkbox to assign to the prospect. Click **Save And Close**.



The Assign Saved Searches window will close and return the agent to the Listing Info tab with the search appearing under the Saved Searches section of the page.

You must synchronize to Paragon 4 online to transfer your auto-search clients in order for Paragon 4 to start the auto-search function. Synchronizing also brings any results of auto-searches back to desktop.

