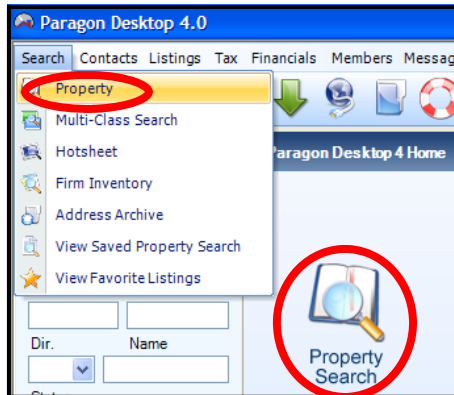


A detailed Property Search is used when the buyer has ideas or requirements on what they would like, where, how much, how many beds & baths, size, etc. You can search the fields in a particular class or a combination of classes. You can customize the search screen to fit you or a buyers specific needs. (see Customizing a Search guide) This guide will help you understand how to use the listing data fields to narrow/enlarge your inventory results to print or email. The fields and choices in this example will vary from MLS to MLS. This is a more detailed search than the Quick Search on the Paragon Home Page

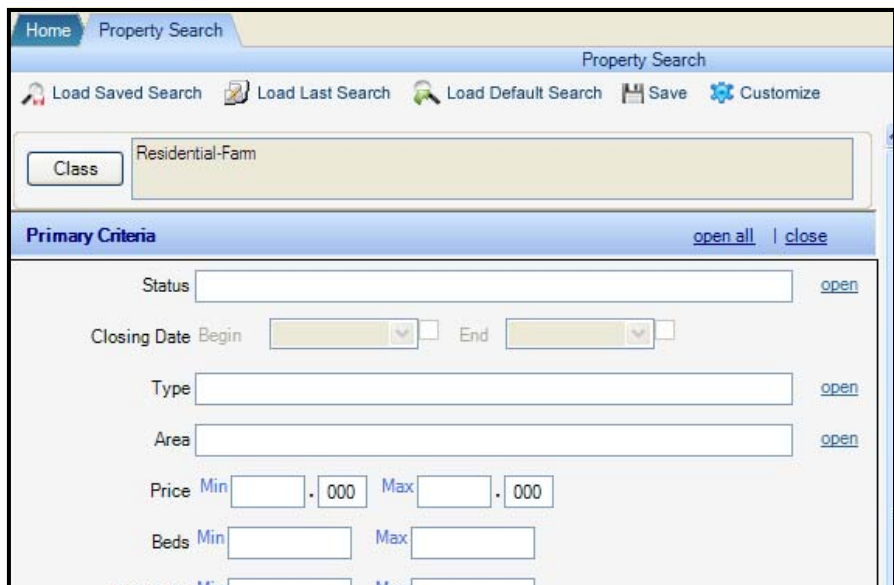
To start, click the **Search** menu and click on **"Property"** or click on the **"Property Search icon"** on the home page.



The Residential search screen will appear with up to 3 search containers called Primary, Secondary, and Advanced Criteria. The Primary will be open ready to use. Per your MLS, there will be a default set of fields to get started with. You can customize this screen with any available fields you want, See the Customizing a Search Quick Start Guide.

NOTE: To change Class, click on the **Class** button.

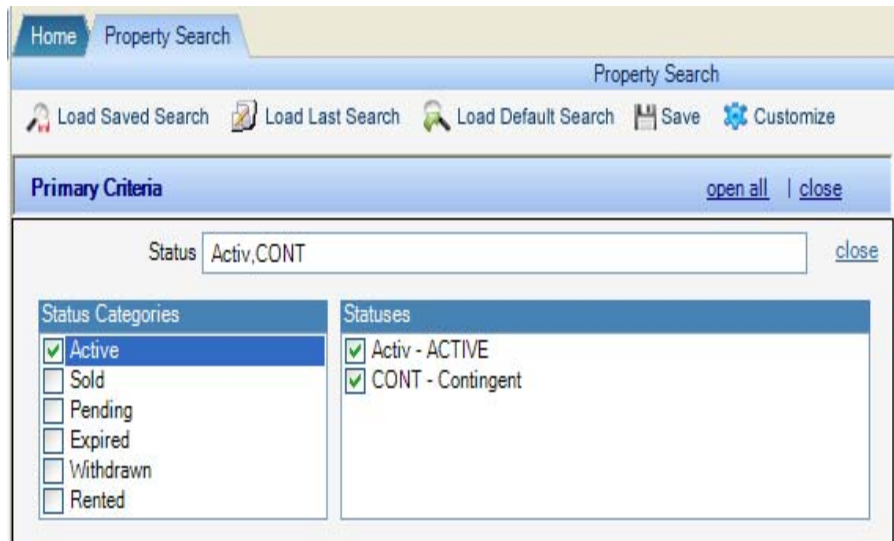
The criteria containers can be opened and closed at will with the open and closed buttons located at the end of the container bars.



Basic Property Search

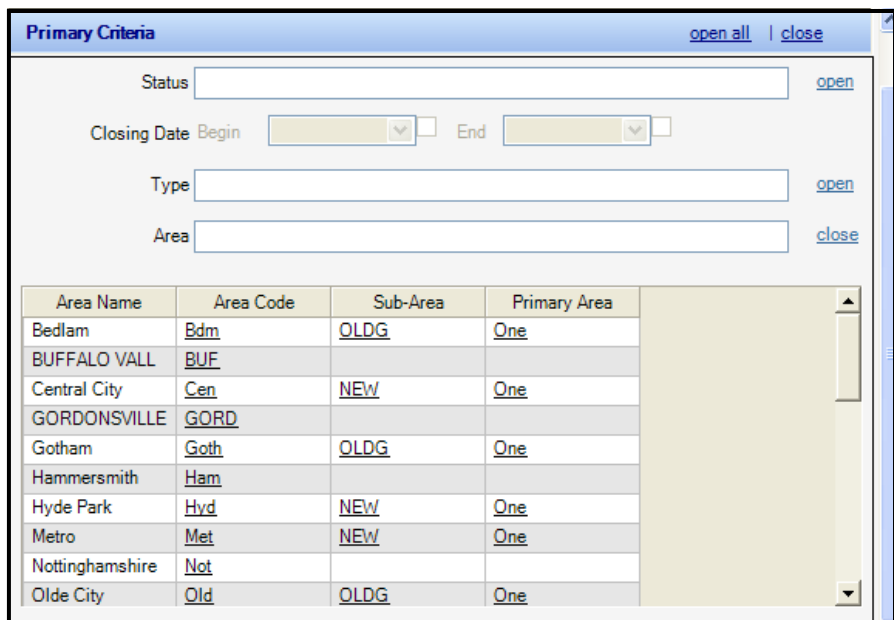
Quick Start Guide Paragon Desktop 4.0

The Status field will have categories and individual statuses. Click a category and all the statuses in that category will be listed and checked or click on just the individual Statuses you wish to select.



The screenshot shows the 'Property Search' window with the 'Primary Criteria' section. The 'Status' field contains 'Activ,CONT'. Below it are two columns: 'Status Categories' and 'Statuses'. In 'Status Categories', 'Active' is checked. In 'Statuses', 'Activ - ACTIVE' and 'CONT - Contingent' are checked.

Some “lookup” fields, like Area, will have an open button to the right of the box. This will open a list of choices for that field. You may need to scroll to find your selection (s). Simply click on one or more of the Area Code, Sub-Area or Primary Area that you wish to select for your search.



The screenshot shows the 'Primary Criteria' section with the 'Area' field. An 'open' button is visible to the right of the field. Below the field is a table with columns: Area Name, Area Code, Sub-Area, and Primary Area.

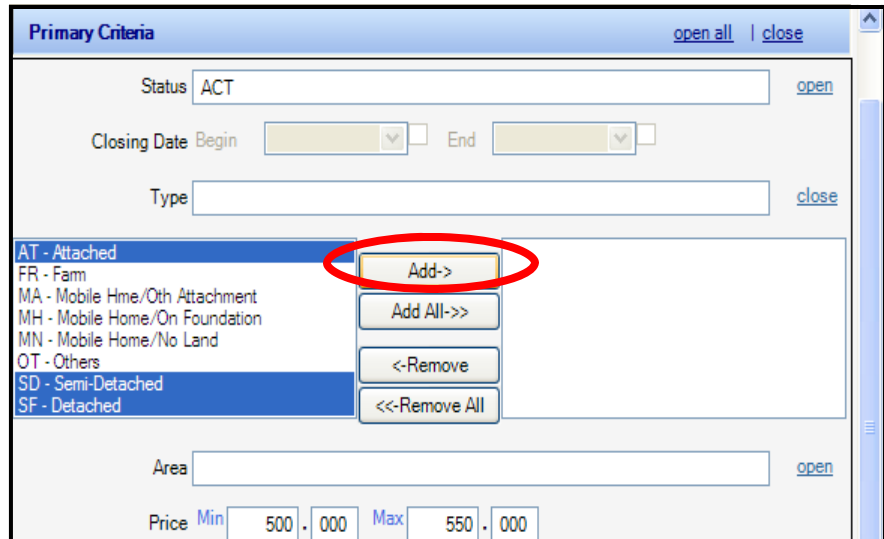
Area Name	Area Code	Sub-Area	Primary Area
Bedlam	<u>Bdm</u>	<u>OLDG</u>	<u>One</u>
BUFFALO VALL	<u>BUF</u>		
Central City	<u>Cen</u>	<u>NEW</u>	<u>One</u>
GORDONSVILLE	<u>GORD</u>		
Gotham	<u>Goth</u>	<u>OLDG</u>	<u>One</u>
Hammersmith	<u>Ham</u>		
Hyde Park	<u>Hyd</u>	<u>NEW</u>	<u>One</u>
Metro	<u>Met</u>	<u>NEW</u>	<u>One</u>
Nottinghamshire	<u>Not</u>		
Olde City	<u>Old</u>	<u>OLDG</u>	<u>One</u>

Basic Property Search

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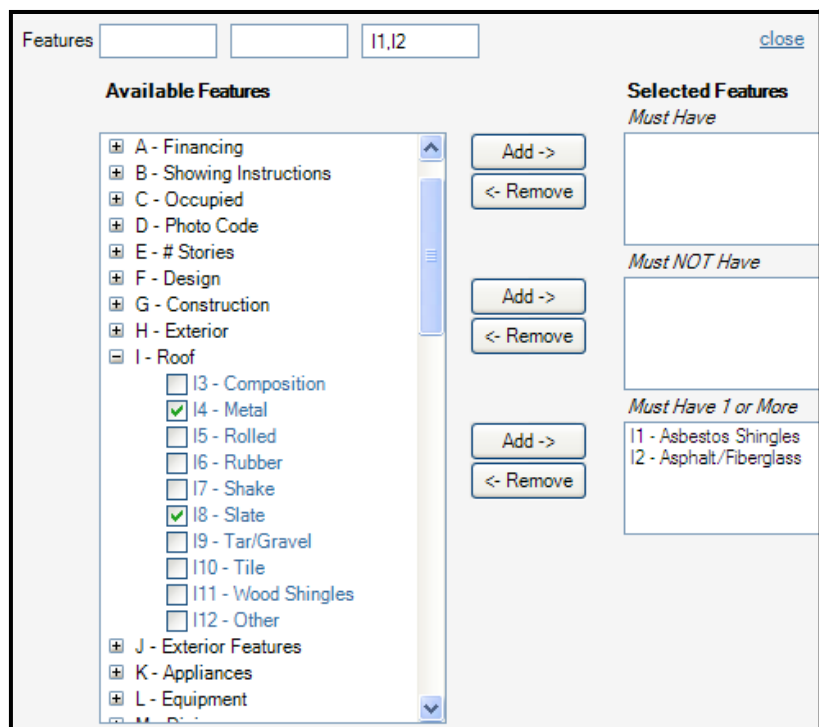
The Type property field will list the values. Click on your choices and click **Add ->** to add your criteria to the search.

The Price range field is simply typing in the low and/or high values.



Features will have the Feature categories and individual features. Place a check mark in the features you are interested in and click **Add ->** to the appropriate Must Have, Must Not Have, and Must Have 1 or More box. Use 1 or More when you have several choices from one category **that are acceptable and that do not contradict each other in a must have scenario.**

Avoid multiple selections from a particular feature category being placed in the "Must Have" box. Properties may not have all of these multiple features.



Basic Property Search

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Beds, Baths, and other fields may not be available in a min/max range. Depending on your MLS data, you may have a look up field with boxes to check off your choice(s).

For quick entry, range fields only need a Minimum

Beds	Min	<input type="text" value="3"/>	Max	<input type="text"/>
Full Baths	Min	<input type="text" value="2"/>	Max	<input type="text"/>
Half Baths	Min	<input type="text" value="1"/>	Max	<input type="text"/>
Total Baths	Min	<input type="text"/>	Max	<input type="text"/>
Square Feet	Min	<input type="text"/>	Max	<input type="text"/>

Unless your buyer gives you a specific maximum

Word search fields will have what is called "wildcard" search capability by using an asterisk or star. It allows you to search for word forms of a letter string that you have put into the field box. A comma functions like the word "or".

Remarks Close

Remarks

- Use * for wild-card searching
- Use , to separate values

In this example, *fenc* will look for the words fence, fenced, fencing, etc. As well as *fix* will look for fix, fixed, fixer, fixing, etc.

Date fields will show begin and end calendars when you click on the calendar icon. Most instances you do not have to have an ending date if you want last minute results of your search. Set the month/year, click on the day.

General Date Begin End

Square Feet Min

Acres Min

Year Built Min

Stories

Features

May, 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 3/12/2008

Once you have the criteria in, you can do a count for a number of matches. You can now save your search or get results then save your search. Click **Search** to run the search to the default view (usually the Default MLS Spreadsheet) or pick a view from the drop down list and click **Search**.

Count Count

Search

Select View

- Agent Spreadsheet
- Agent Spreadsheet
- CMA Quick View
- CMA Summary
- Property History Report
- Agent Detail
- Agent Photo and Map
- Agent Report
- Brochure 4