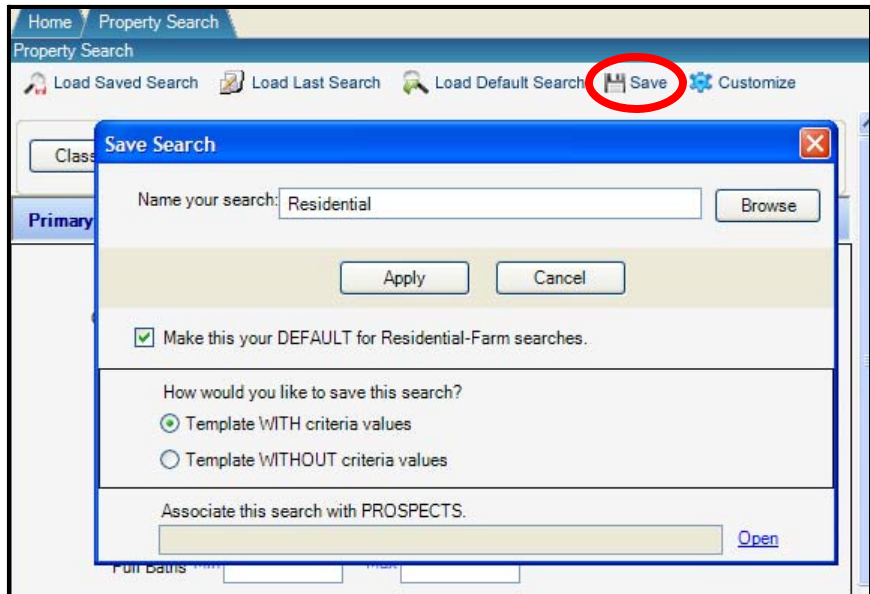


Most of the different types of searches available to you in Paragon will allow you to save a search. This can be a template with or without field criteria or a search specifically for a Prospect. Saving and naming the search means you do not have to re-input the search criteria every time you want to run the search. You can load the saved search by its name, change it or run it as is. You can make a search template specific to your needs, save it, and make it your "Default" for that class of search. These tools will let you set up shortcuts for future searches.

Any time that you have a search screen window open, you can save that search.

Click on **Save** and a Save Search dialog box will open.

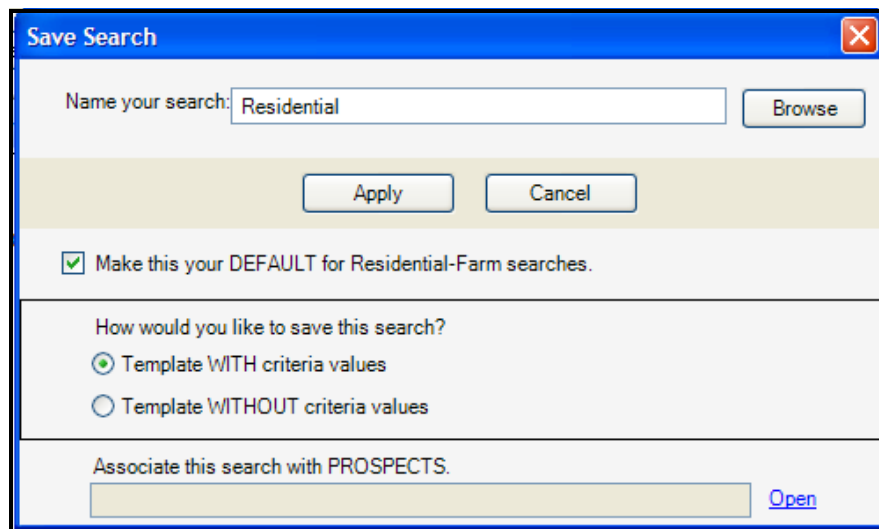
Step 1 is to name your search. It is completely up to you on what to name it. Use the buyer's name if you want.



Step 2 is if you want to make a search template show up every time by Default, click the **Make this your Default** button. Only one default template per class.

Step 3 is if your template or search needs to be saved with or without criteria.

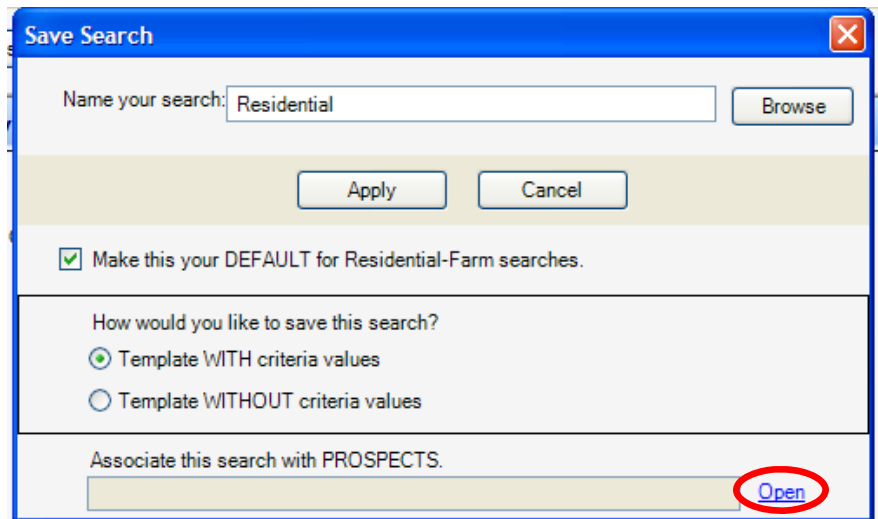
Criteria values are the data that has been put into the fields for your search.



Saving Search

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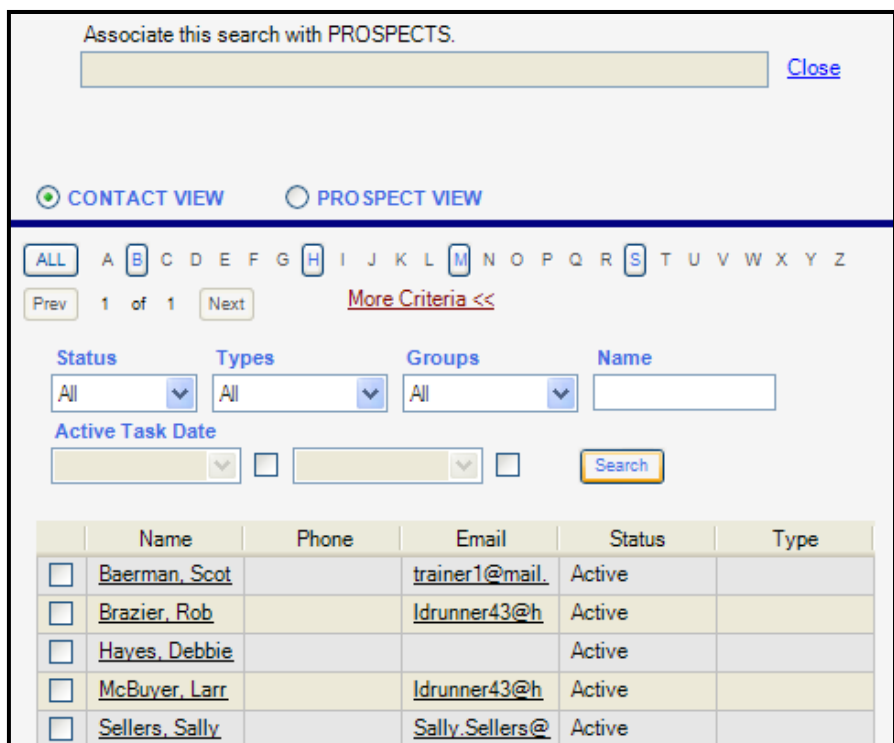
Step 4 will let you assign a saved search to a prospect. Click **Open** to select a prospect.



Simply place a check mark in front of the Prospect you wish to Associate the search with.

(Note: you must add Contact's or Prospects from the "Add Contact/Prospect" menu before they will appear in your **CONTACT VIEW**.)

Note: You can have as many templates that you want to build. Using your default template, adding criteria for a buyer, and then saving the template with criteria and renaming it with the buyers name leaves the template alone for next time.



	Name	Phone	Email	Status	Type
<input type="checkbox"/>	Baerman, Scot		trainer1@mail.	Active	
<input type="checkbox"/>	Brazier, Rob		ldrunner43@h	Active	
<input type="checkbox"/>	Hayes, Debbie			Active	
<input type="checkbox"/>	McBuyer, Larr		ldrunner43@h	Active	
<input type="checkbox"/>	Sellers, Sally		Sally.Sellers@	Active	