



Customizing a Search Screen

Quick Start Guide Paragon 4.0

Some of the search screens that Paragon has, are customizable by you to suit your specific business needs and to allow you to make the best use of your time spent on the system. Your MLS has set up these search screens with fields that fit the majority of agents. But there are times when you will need to add/change fields to a search screen for a specific need for a Buyer or if you are creating a set of search templates and saving them for quick and easy searches in the future. Spending a little time now can save you a lot later.

This example is of a residential search. Open a search screen. Any search that has this Customize Search button means you can make the search screen unique for your needs. Notice the fields in this example as they will change. Click the Customize Search button.

The customize window appears. On the left will be all of the fields for Residential in alphabetical order. On the right, the 3 boxes are the Primary, Secondary, and Advanced Criteria that can hold your choice of fields based on your priorities.

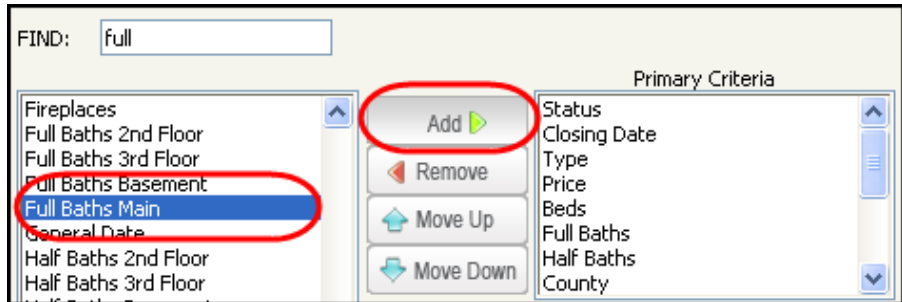
The Primary Criteria container is where you would put your most used fields from top to bottom. You can add/remove fields and move the fields to the position on the screen that you prefer. Highlight the field you want and click the action button **Move Up** or **Move Down**.

Hold down the CTRL key to select more than one field

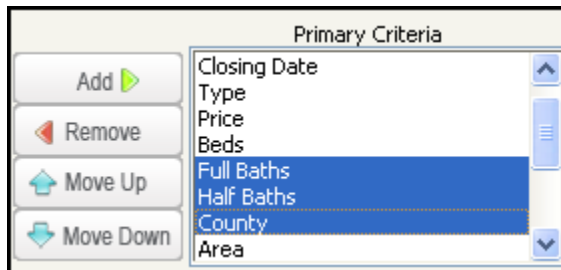
To locate an available field, you have a Find box that you can type the first part of the name of the field and it will appear in the list highlighted in blue. Check your input data sheet for the correct name of the field if you do not find it here.



After highlighting the fields, click **Add** in the Criteria box you wish to have that field show up. You may want to put your choice of fields only in the Primary to make it even easier to use. If the other criteria boxes are empty they will not appear.



Holding down the CTRL key and highlighting several fields will allow you to add, remove, move up & down that group of fields. Click **Save & Close** when you are finished and your screen will refresh with the changes made.



Now the search screen is set the way you want it. From here you can save it as your default template so it shows up every time you run this search or put in criteria for a specific buyer, save it, and name it for them. Customizing a Search Screen is class specific.

