



Property Search Paragon 4.0 *Tips and Tricks* May 2008

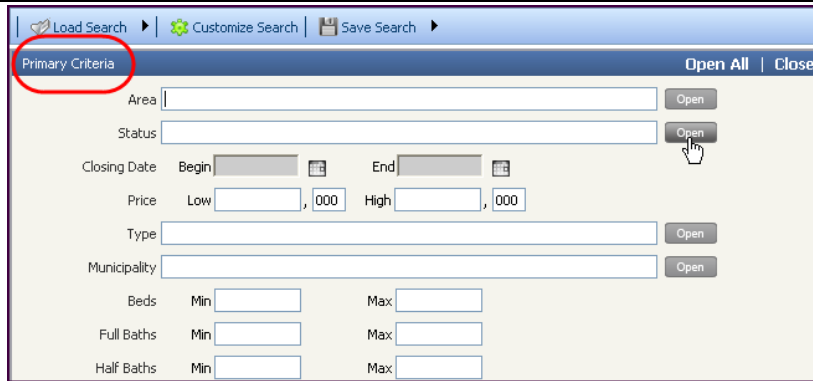
A detailed Property Search is used when the buyer has ideas or requirements on what they would like, where, how much, how many beds & baths, size, etc. You can search the fields in a particular class or a combination of classes. You can customize the search screen to fit you or a buyers specific needs. (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 that the Quick Search on the Paragon Home Page

To start, click the **Search** button on the main menu. In the control panel that appears, click the class you need. This example will be Residential.

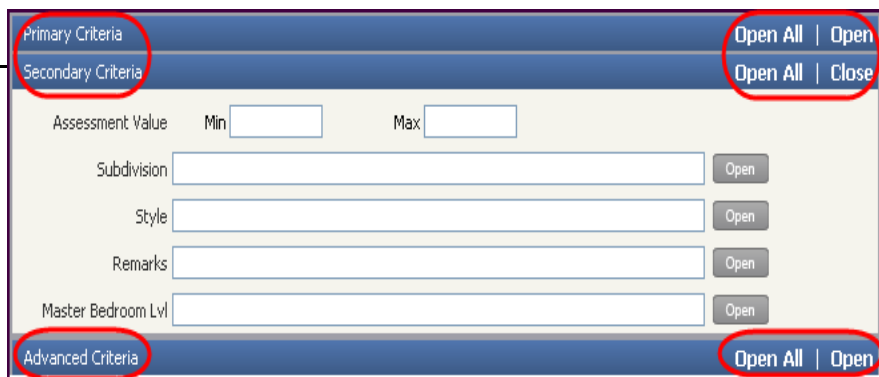
From this control panel, you can also see the other available searches.



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. Your MLS sets up the starting fields. You can customize this screen to use it the way you want, See Customizing a Search Quick Start Guide.



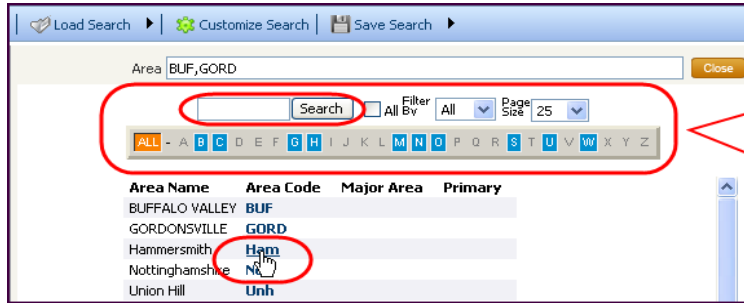
The criteria containers can be opened and closed at will with the open and closed buttons located at the end of the container bars.



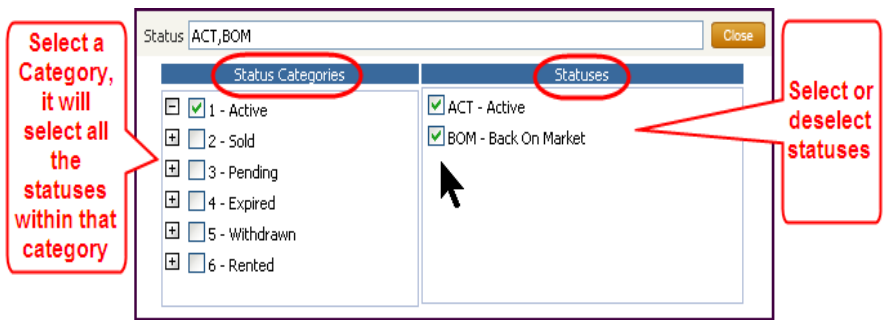


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Some “lookup” fields, like Area, will have an open button to the right of the box. This will open a list of choices for that field. You may need to search within that field to find your selection (s).

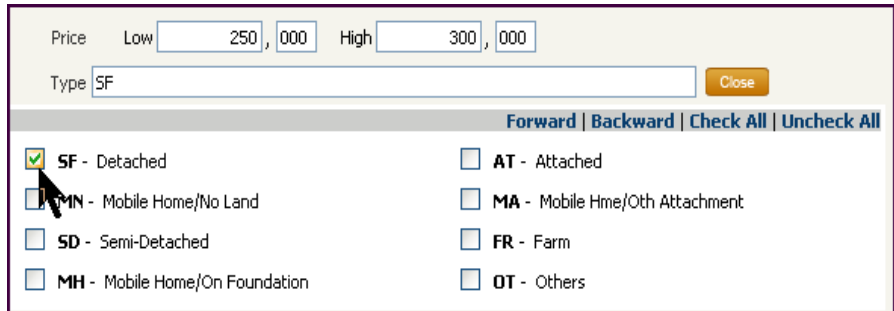


The Status field will have categories and individual statuses. Click a category and all the statuses in that category will be listed and checked.

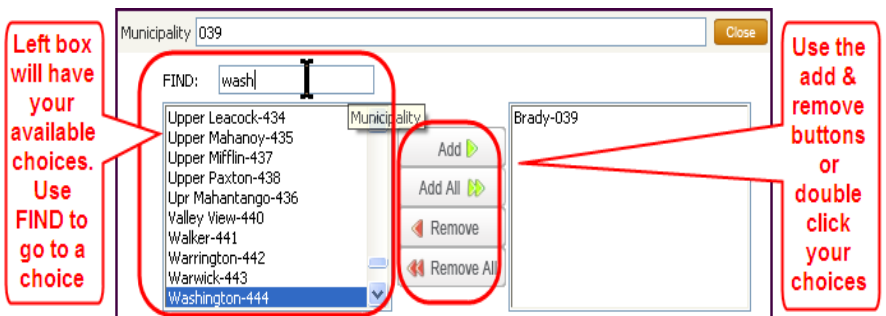


The Price range field is simply typing in the low and/or high values.

The Type of property field will list the values with checkboxes next to them. Click on your choices for selections.



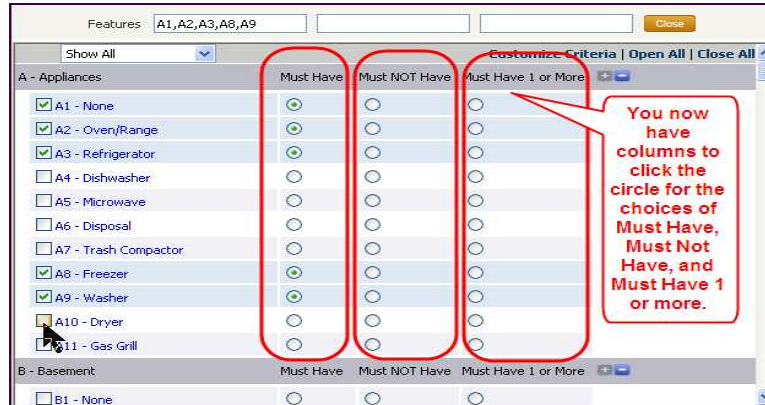
You can hold down the CTRL button and click on all your choices and add them to your right box of selected items all at once.



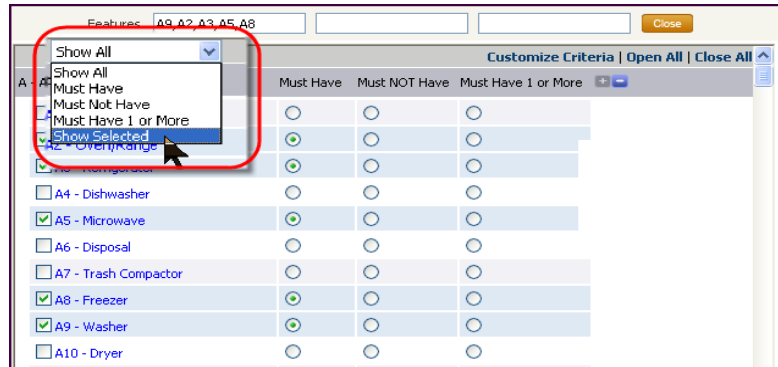


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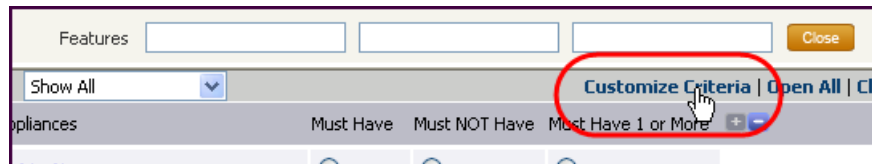
Features will have the categories with the columns of Must Have, Must Not Have, and Must Have 1 or More. Click the circle of your choice of that feature. Use 1 or More when you have several choices from one category **that do not contradict each other in a must have scenario.**



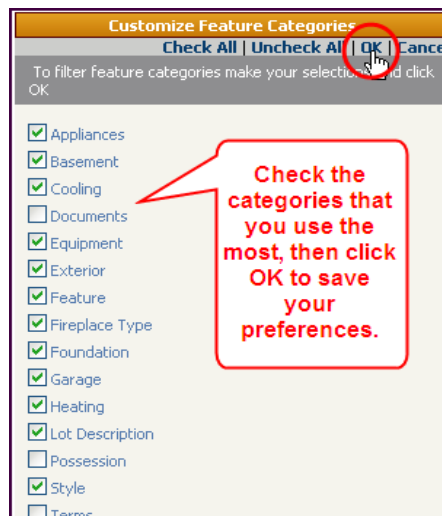
Once you have your selections, you can use the drop down menu to show what you have selected.



You may customize the categories of features that appear in your Features search field. Click Customize Criteria in the field.



The customize screen slides in from the right. Make your choices and say OK, your screen will refresh with just the categories that you have selected. **Remember to save your search or search template for these preferences to appear in your default template. See "Saving Searches" QuickStart Guide.**





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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 box with choices 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.

Closing Date Begin End

Type SF

Area Goth,Cen,Unh,Hyd

Mapping Click Here to Launch

Price Low

Beds Min 3

Full Baths Min 2

Half Baths Min 1

Square Feet Min

Acres Min

Calendar Control -- Web Page Dialog

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31				
5	6	7				
12	13	14				
19	20	21				
26	27	28				
	2	3	4			

Month: August 2007

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

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** or a **Top 5 Favorite View** to see the results in that particular favorite view.

Count Count

Available Reports

Agent Spreadsheet Search

Top 5 Favorite Views

- Client Detail
- Photo Summary Report
- Agent Report
- Brochure 4
- Agent Detail

Criteria Summary Clear Criteria

- Type SF
- Area Goth,Cen,Unh,Hyd
- Price 250,000 - 275,000
- Beds > 3
- Full Baths > 2

Click on Count to review how many listings match your current criteria. To search for your results, click Search for a default view or click on a Top 5 Favorite and it will get your listing results and go straight to that view.