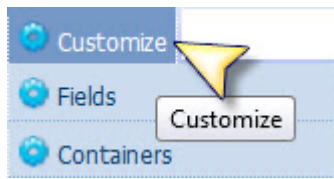


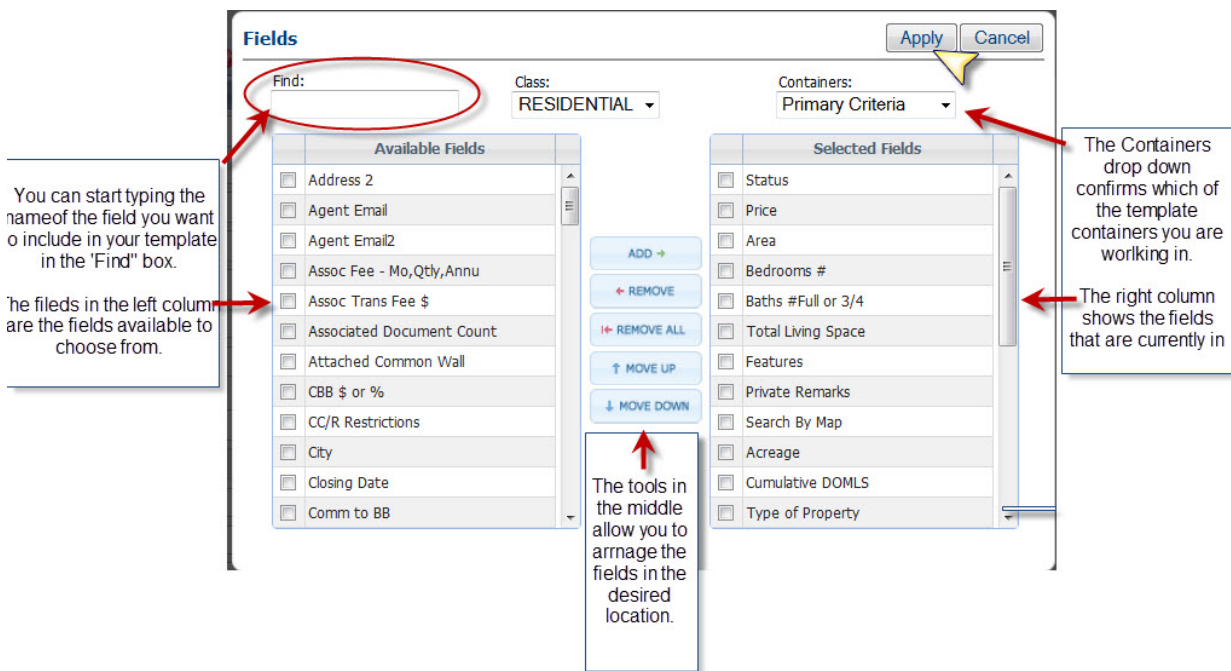
Login to Paragon

Open a search template you would like to search. Click on the "Customize" icon and select "Fields" from the drop-down menu.



The Customize Fields Tool will open. Here you can add, remove, and arrange the fields.

Be sure to click on "apply" when finished. This will return you to your search template.



Now that you have your search template just the way you want, all that's left is to save it.

Click on "Save Search" from the drop-down menu.



Save Search will overwrite the search template you started with. Save Search As will replace the search template you started with.

Click on "Save Search As" and the Save Search As modal will open.

Complete the steps to save your search template.

Save Search As...

STEP 1: NAME YOUR SEARCH
Enter a descriptive label for the Saved Search.

STEP 2: ASSIGN AS DEFAULT (OPTIONAL)
Choose whether this is your default search you run an initial Search for the Class.

Make this the **MLS DEFINED RESIDENTIAL** search.


Make this the **DEFAULT** for **RESIDENTIAL** searches.

STEP 3: SAVE SEARCH
Elect to display current values entered to Search Criteria.

template **WITH** criteria values

template **WITHOUT** criteria values

STEP 4: ASSIGN TO A CONTACT (OPTIONAL)
Assign a Contact record to this Search



To add the selected listing(s) to a new contact, click the Create New Contact link.

[Create New Contact](#)

Click on Save.

You did it! You have customized and saved a Customized Search!