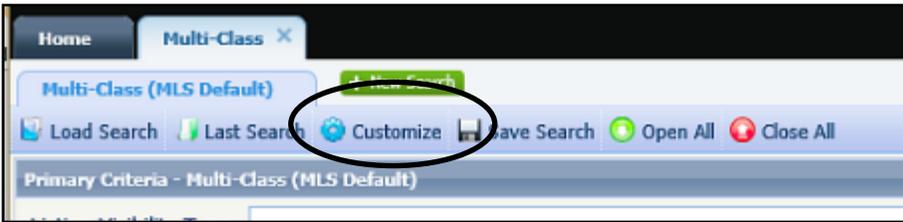


# How To: Customize Paragon Search Screens and the Default Results Spreadsheet

In Paragon, click on **Search** and **select the type of search** you wish to customize. Customizing is available in most—but not all—sections of Paragon. If there is a **Customize** button, customization is available.

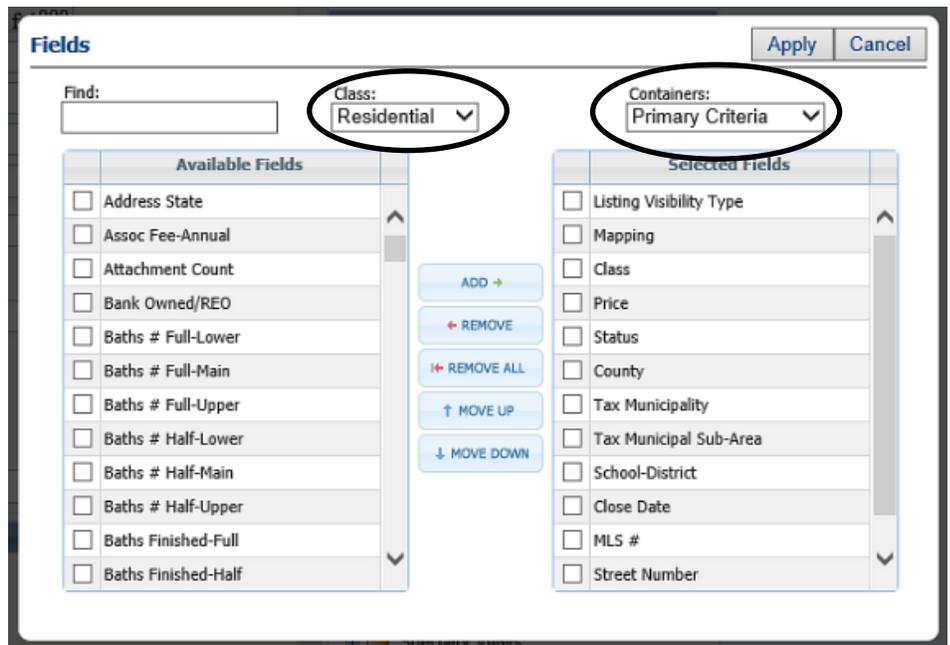


If the criteria you'd like to use is not already appearing on the search screen, click the **Customize** button that appears above the search screen itself, and select **Fields** from the drop-down menu.

**Please Note:**

“Containers” are the sections of the search screen, designated as “Primary Criteria”, “Secondary Criteria”, and “Advanced Criteria”. You can place the search fields in any of these containers where it will be convenient for you.

“Class” designates the Property Class. Depending on which property class you use, the Fields that will be available will be for that particular Class. (Example: Fields specific to Residential will not appear when Vacant Land is selected as the Class.)



**HELP TIP:**

- Fields currently appearing in the Container selected will appear as **Selected Fields** (right-hand column).
- Fields not currently showing *anywhere* on the Search screen will appear in the **Available Fields** column.
- If you do not find the field you are looking for in the Available Fields column, it is either not part of the data for the chosen Property Class, OR it's already showing in one of the Containers.

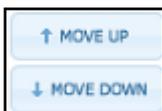


TO ADD A FIELD TO THE SEARCH SCREEN:

Find the field (in the Available Fields), choose the Container you wish to add the field to, click to highlight your Available Field, and then click the Add button between the two fields columns to move it from the Available Fields into the Selected Fields for that Container.



TO REMOVE A FIELD FROM THE SEARCH SCREEN: Change the Container (if needed) so that you can find the Field, click on it, and then click the Remove button between the two fields columns to move it from the Selected Fields into the Available Fields.

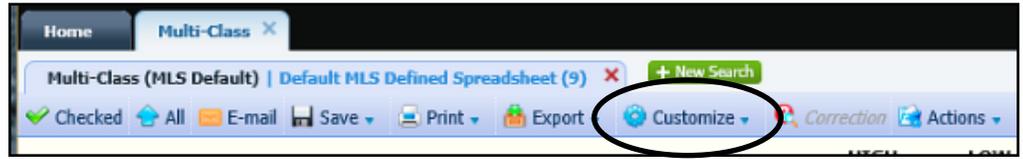


MOVE UP and MOVE DOWN: You can move fields up and down within a Container by clicking the Field you wish to move, and then using the Move Up or Move Down button.

WHEN YOU HAVE FINISHED CUSTOMIZING YOUR FIELDS, BE SURE TO **CLICK THE APPLY BUTTON** TO RETURN TO THE SEARCH SCREEN.

In Paragon, select your desired criteria and execute your search. By default, the **MLS Defined Spreadsheet** will appear with your search results. The fields that appear on this spreadsheet were determined by the MLS, but you can customize them to show the fields you wish to use for search results.

Just as when customizing the search screen, you will use the **Customize** button above the Spreadsheet to add, remove, and move your fields.



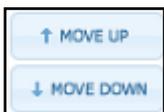
**Default MLS Defined Spreadsheet Field Prefs** Save Cancel

Search:  Contain:  Class:  Multi-Class Group:  Listing Name:  Default MLS Defined Spreadsheet

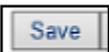
Available				Selected							
	Name	Classes	Code	Sort	Name	Classes	Code	#	Short Lbl	Short Val	
<input type="checkbox"/>	# A/C Units	MF	AC U	<input type="checkbox"/>	0	Listing Photos	RS,CN,MF,	Pics	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Condo Units in Assoc	CN	#Uni	<input type="checkbox"/>	1	Class - Ascending	RS,CN,MF,	Class	35	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Condo Units in Bldg	CN	#Uni	<input type="checkbox"/>	0	MLS #	RS,CN,MF,	MLS #	31	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Dishwashers	MF	Dish	<input type="checkbox"/>	2	Status - Ascending	RS,CN,MF,	Status	268	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Disposals	MF	Dispc	<input type="checkbox"/>	3	Price - Ascending	RS,CN,MF,	Price	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Dryers	MF	Drye	<input type="checkbox"/>	0	Street Number	RS,CN,MF,	St Num	57	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Furnaces	MF	Furni	<input type="checkbox"/>	0	Unit/Suite	CN,MF,CM	Unit/Suite	256	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Parking Spaces	CM	Parki	<input type="checkbox"/>	0	Lot #	VL	Lot #	55	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Private Restrooms	CM	PrvtR	<input type="checkbox"/>	0	Tax Municipality	RS,CN,MF,	Munic	54	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Proposed Units in Assoc	CN	#Pro	<input type="checkbox"/>	0	Year Built Est	RS,CN,MF,	EstYrBlt	106	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Public Restrooms	CM	PblcF	<input type="checkbox"/>	0	SQFT Total Fin Abv & Blw	RS,CN,MF,	SqFtApxTtl	96	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	# Ranges	MF	Rann	<input type="checkbox"/>	0	Bedrooms Finished	RS,CN	Bedr	98	<input type="checkbox"/>	<input type="checkbox"/>

Revert to Default

The Spreadsheet does not have Containers, but it does offer the choice of data **Groups**. By default, the Listing Group will be chosen. This group contains listing data. Other **Group** options may include Agent and Office (which could be used to show the Listing or Selling Agent or Office).

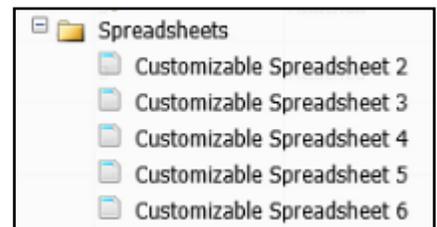


On a Spreadsheet, the MOVE UP and MOVE DOWN buttons should be thought of as Move LEFT and Move RIGHT on the screen. The Selected Fields will appear top-to-bottom but will appear on screen from right-to-left.



Once you have selected the fields you need from the Groups you desire, be sure to click the **SAVE** button to save your changes.

**NOTE:** In these instructions, we have been working with the Default Search and Spreadsheet options. RANW Members can save multiple search templates and their own customized Spreadsheets. Under the **Save** button (above the search or results), select **Save As**, and save your Search template with or without criteria. With a spreadsheet, choose one of the **Customizable Spreadsheets** from the **Reports** menu before making your desired changes.



An example might be a specialized search for Waterfront-type listings that includes search or display fields for the name of the body of water and frontage amounts, or for Farm-type listings that show fields or features specific to farm properties.