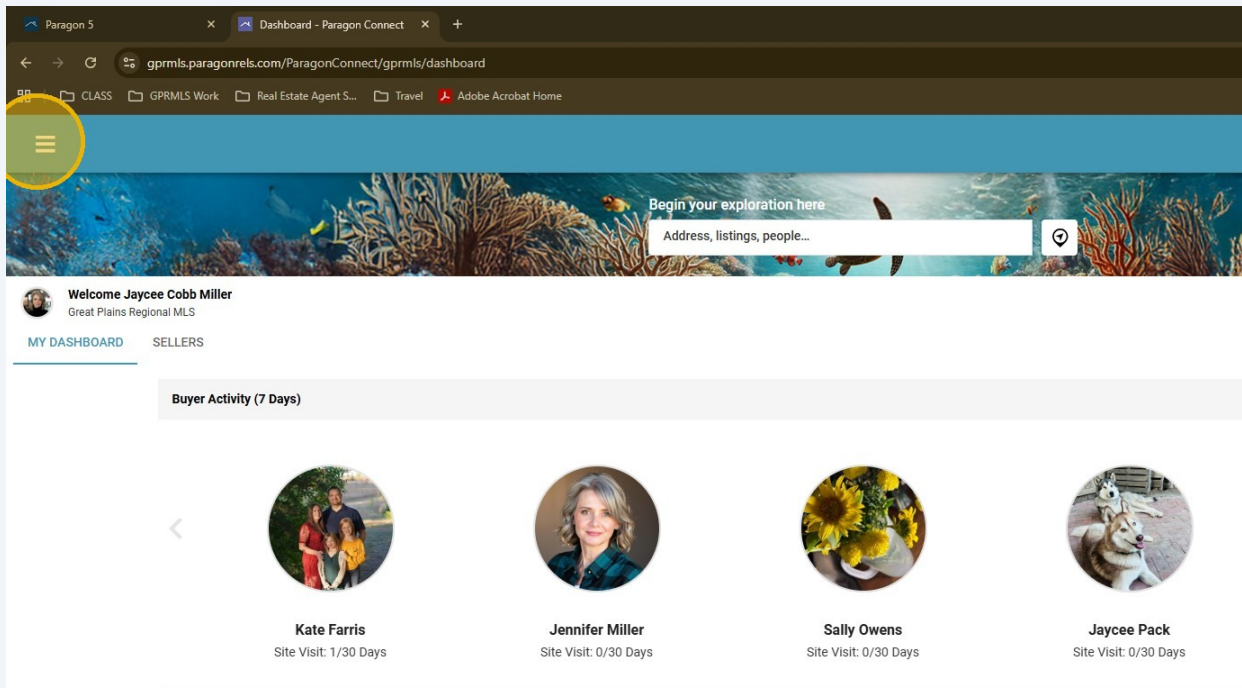


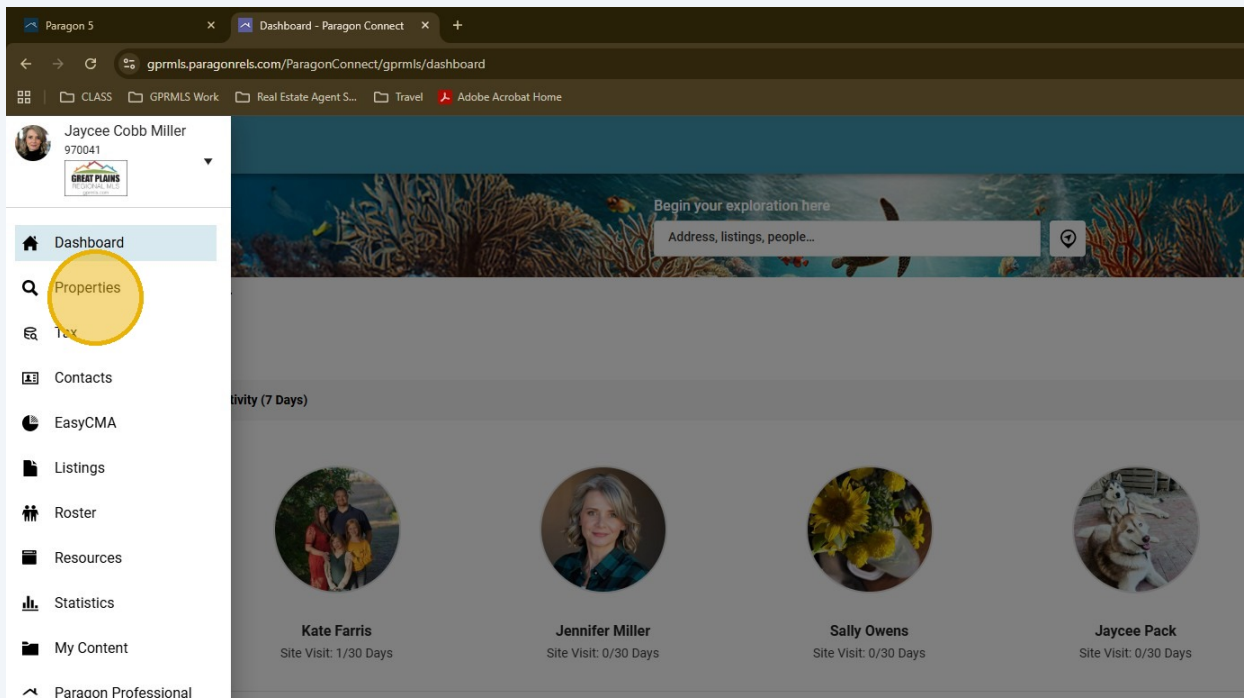
Paragon Connect Setting Up a Hotsheet



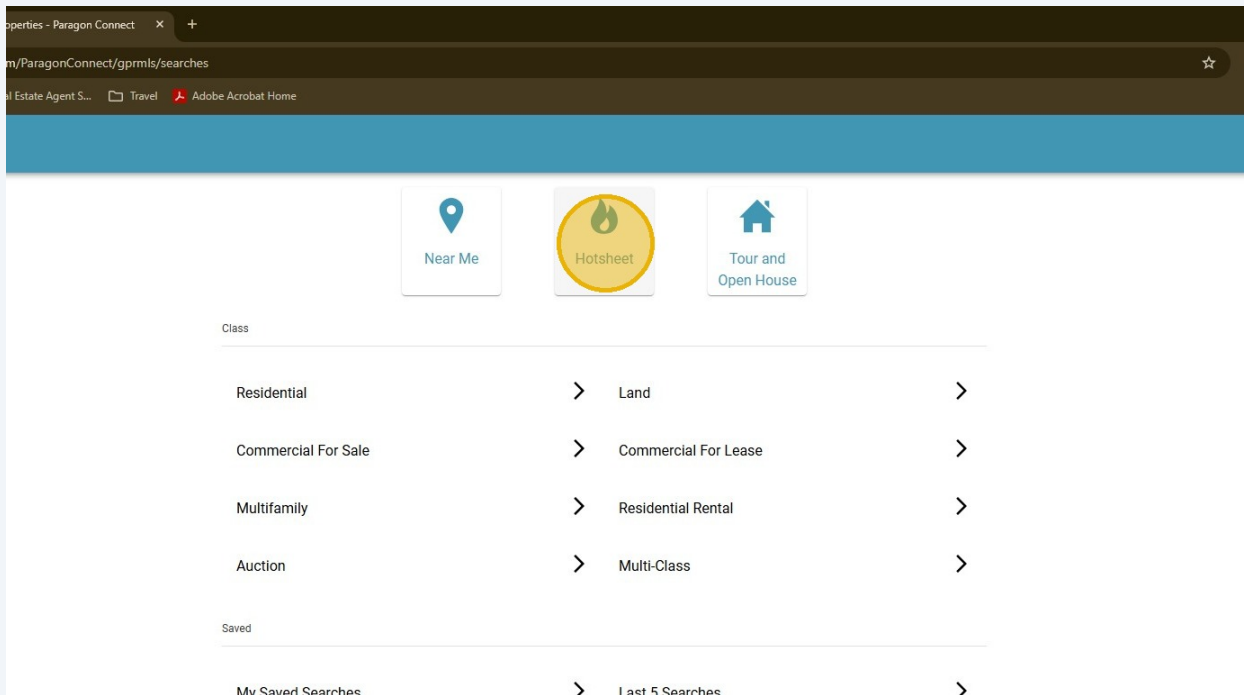
1 Click on the "Main Menu"



2 Click "Properties"



3 Click "Hotsheet"



4 You can set it up by "DAYS BACK"

The screenshot shows a web browser window with the URL `gprmls.paragonrels.com/ParagonConnect/gprmls/searches/hotsheet`. The page header indicates "2,103 Results Default Hotsheet". In the "Duration" section, the "DAYS BACK" tab is selected and highlighted with a yellow circle. Below the tabs, it shows "From last run date: 3/22/2026, 7:00 PM". The "Filter" section contains two columns of checkboxes for various property statuses and changes.

Duration

DAYS BACK DATE RANGE LAST RUN

From last run date:
3/22/2026, 7:00 PM

Filter

<input type="checkbox"/> New	<input type="checkbox"/> Status To Pending
<input type="checkbox"/> Status To New	<input type="checkbox"/> Status To Sold
<input type="checkbox"/> Price Change	<input type="checkbox"/> Status To Expired
<input type="checkbox"/> Misc. Change	<input type="checkbox"/> Status To Cancelled
<input type="checkbox"/> Back On Market	<input type="checkbox"/> Status To Leased/Rented

5 Or "DATE RANGE"

The screenshot shows the same web browser window as above, but with the "DATE RANGE" tab selected and highlighted with a yellow circle. The "Days Back" input field is visible and contains the number "7". The "Filter" section remains the same as in the previous screenshot.

Duration

DAYS BACK DATE RANGE LAST RUN

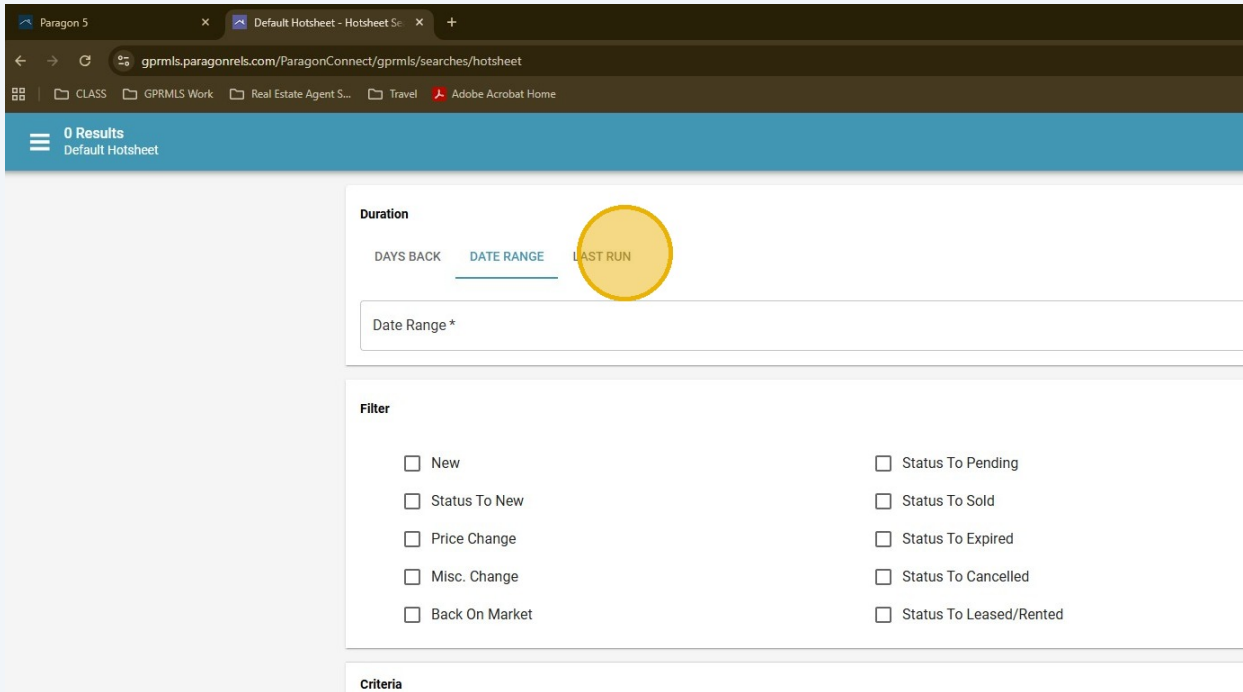
Days Back *
7

Filter

<input type="checkbox"/> New	<input type="checkbox"/> Status To Pending
<input type="checkbox"/> Status To New	<input type="checkbox"/> Status To Sold
<input type="checkbox"/> Price Change	<input type="checkbox"/> Status To Expired
<input type="checkbox"/> Misc. Change	<input type="checkbox"/> Status To Cancelled
<input type="checkbox"/> Back On Market	<input type="checkbox"/> Status To Leased/Rented

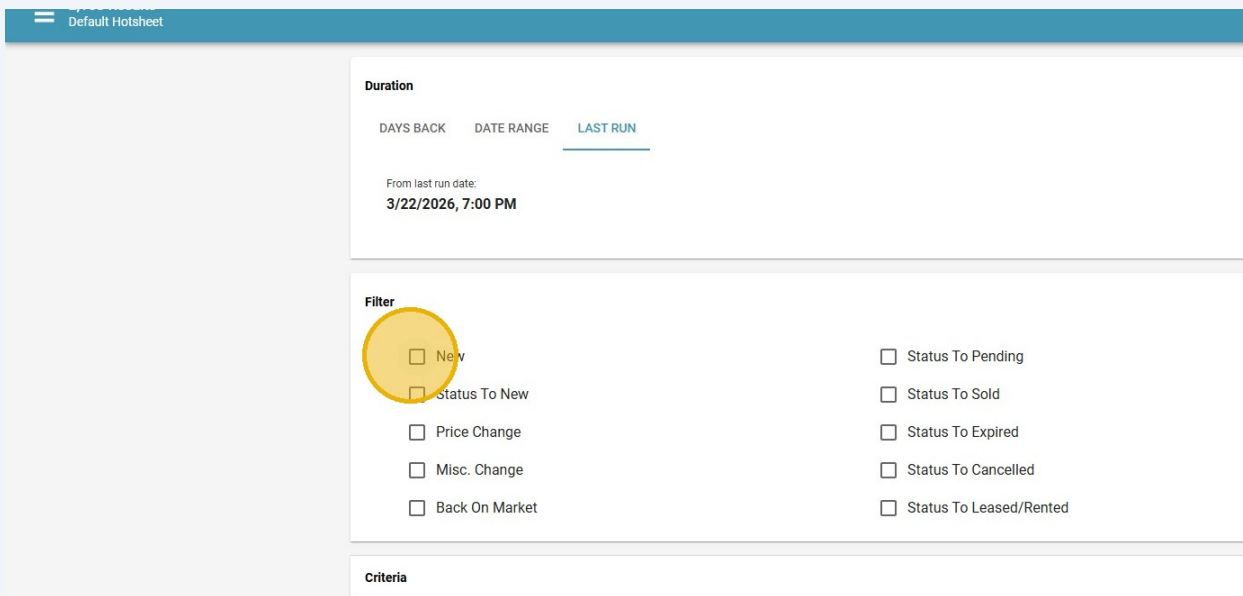
6

or "LAST RUN". This is the one I used for my example. Click on it (or the one you want)



7

Click the status you want (Or statuses)



8

Click the arrow to open the next section of criteria

PM

New
Single
Single
Market

- Status To Pending
- Status To Sold
- Status To Expired
- Status To Cancelled
- Status To Leased/Rented

SEARCH

11:45 AM
3/27/2026

9

I want to set up this hotsheet for my office listings. I clicked the arrow to open my choices, or I can click into the field with my cursor and begin typing the name of my office

Criteria

Listing Owner [v] Class [≡≡≡] [🔍]
Listed [●] Sold [○] Equals

Property Subtype [≡≡≡] [🔍] County [≡≡≡] [🔍]
Equals Equals

City [≡≡≡] [🔍] Zip [≡≡≡]
Equals Contains

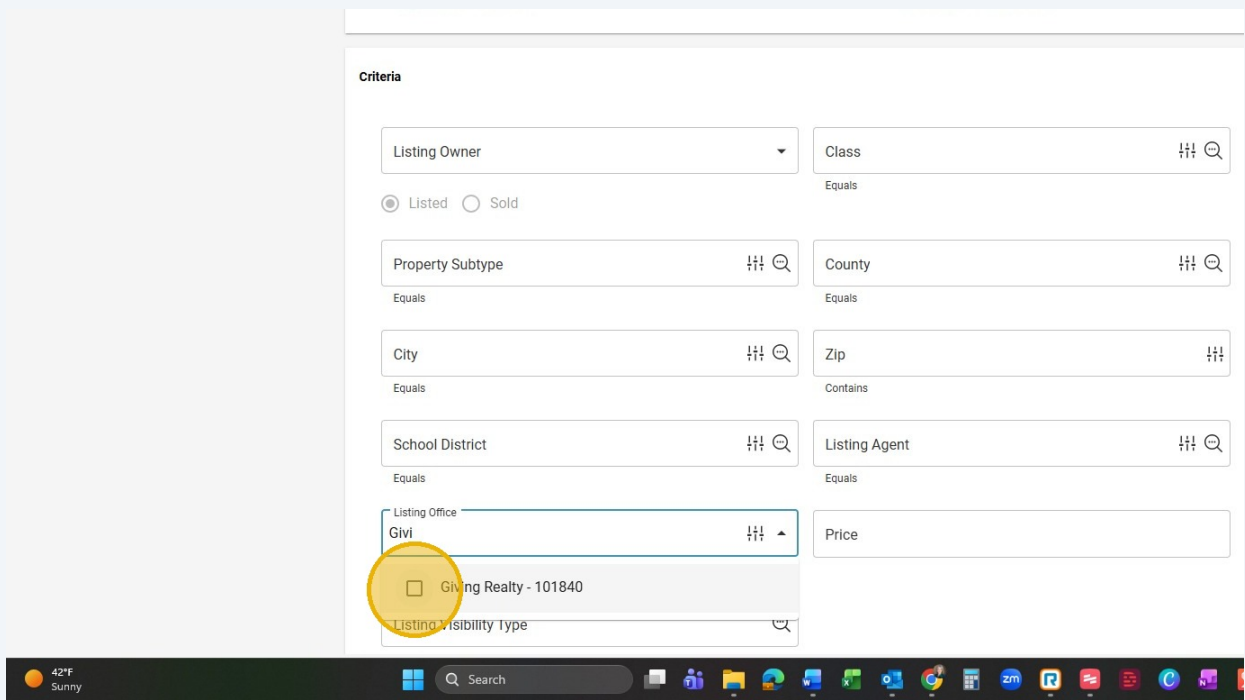
School District [≡≡≡] [🔍] Listing Agent [≡≡≡] [🔍]
Equals Equals

Listing Office [≡≡≡] [v] [🔍] Price []
Equals

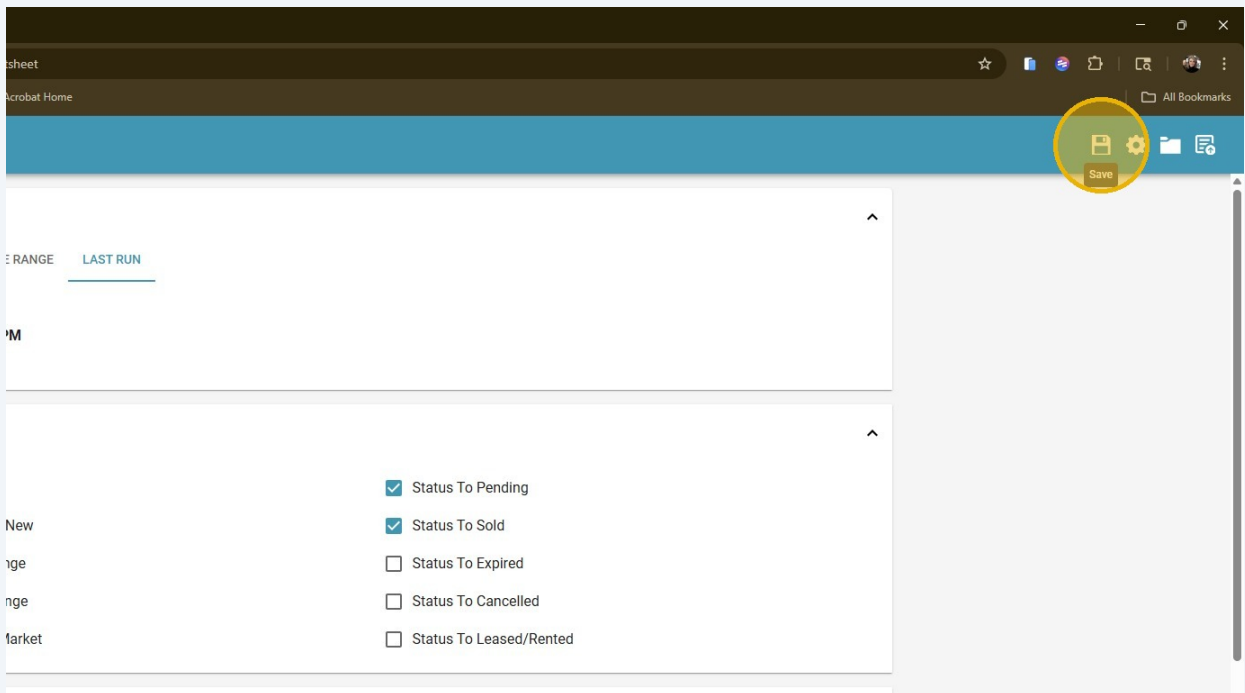
Listing Visibility Type [🔍]

Search

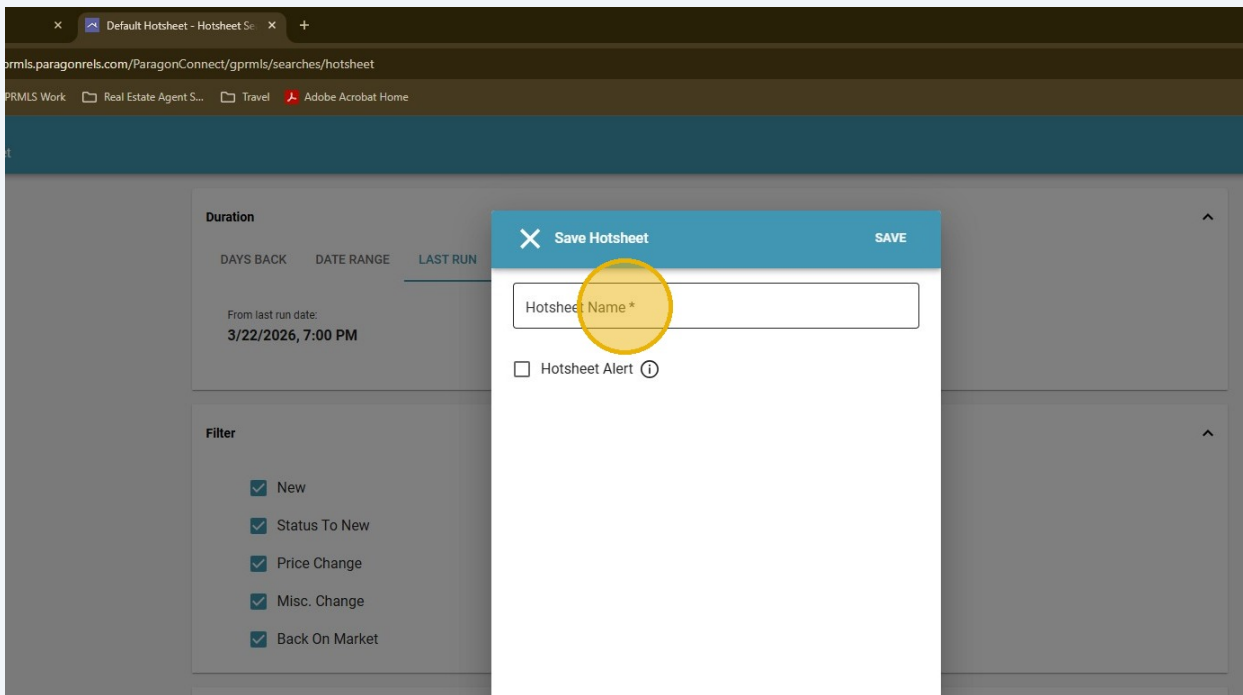
10 Click the checkbox when you find the office you are looking for



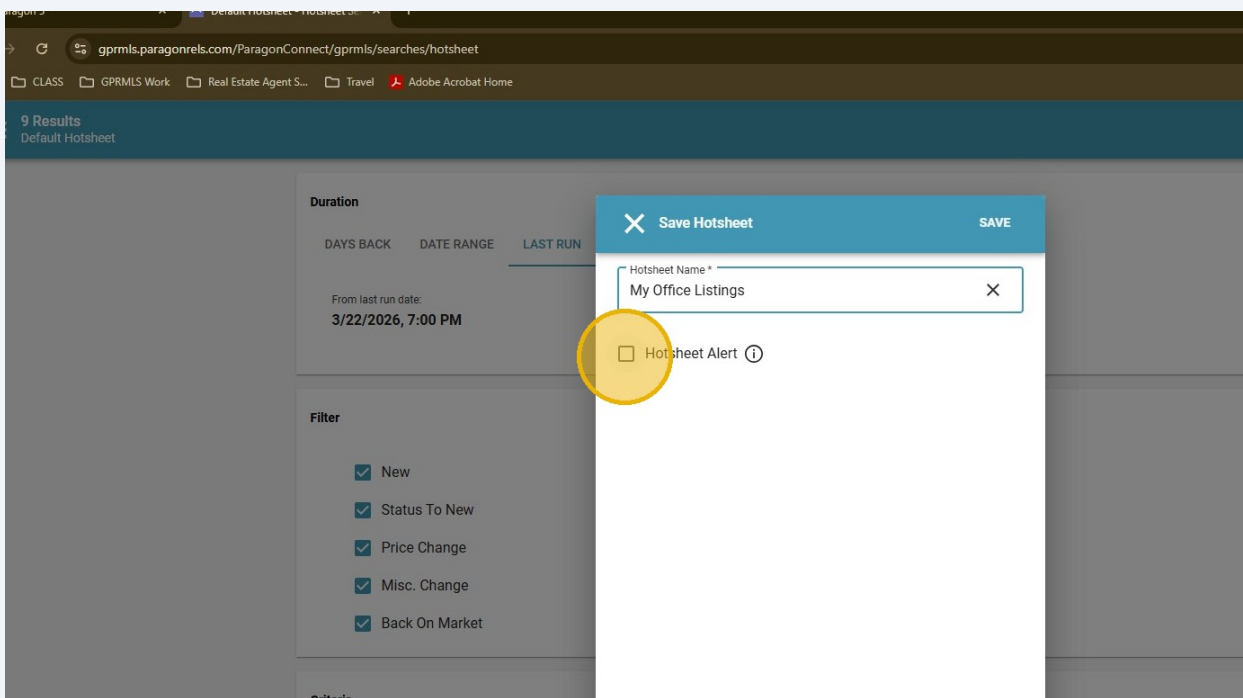
11 Click "Save."



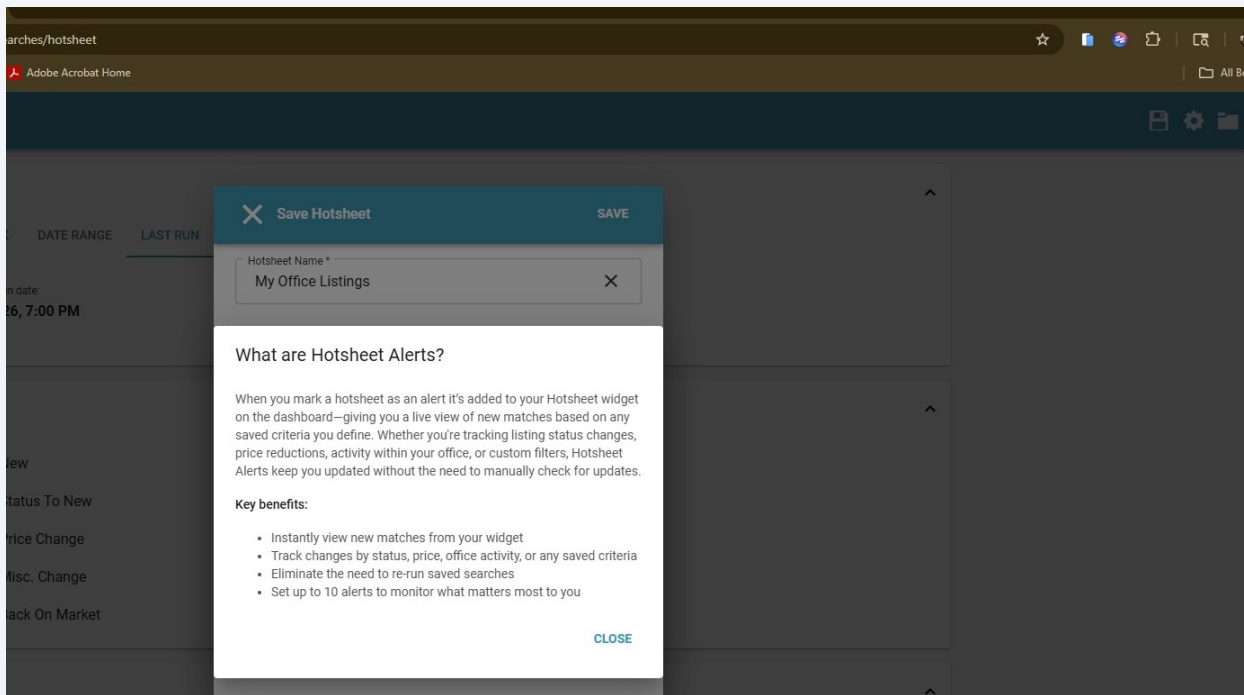
12 Click into the field, "Hotsheet Name" and name your hotsheet



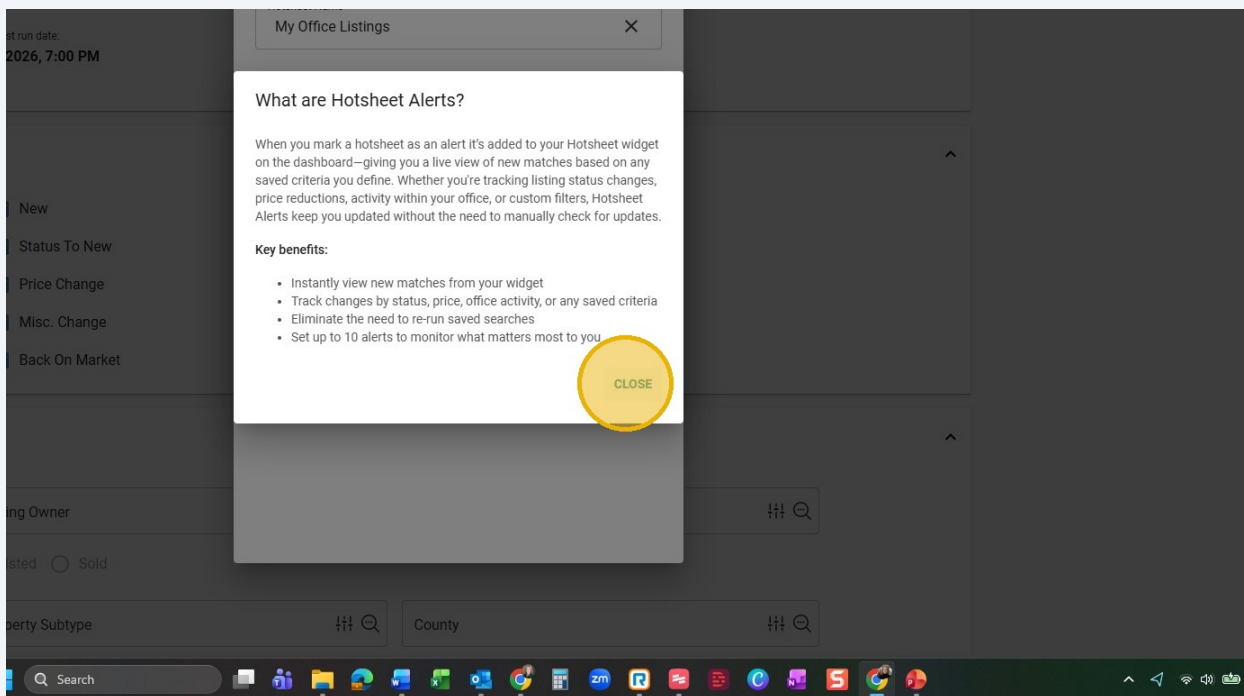
13 Click the "Hotsheet Alert" box to set an alert



14 "What are Hotsheet Alerts?"

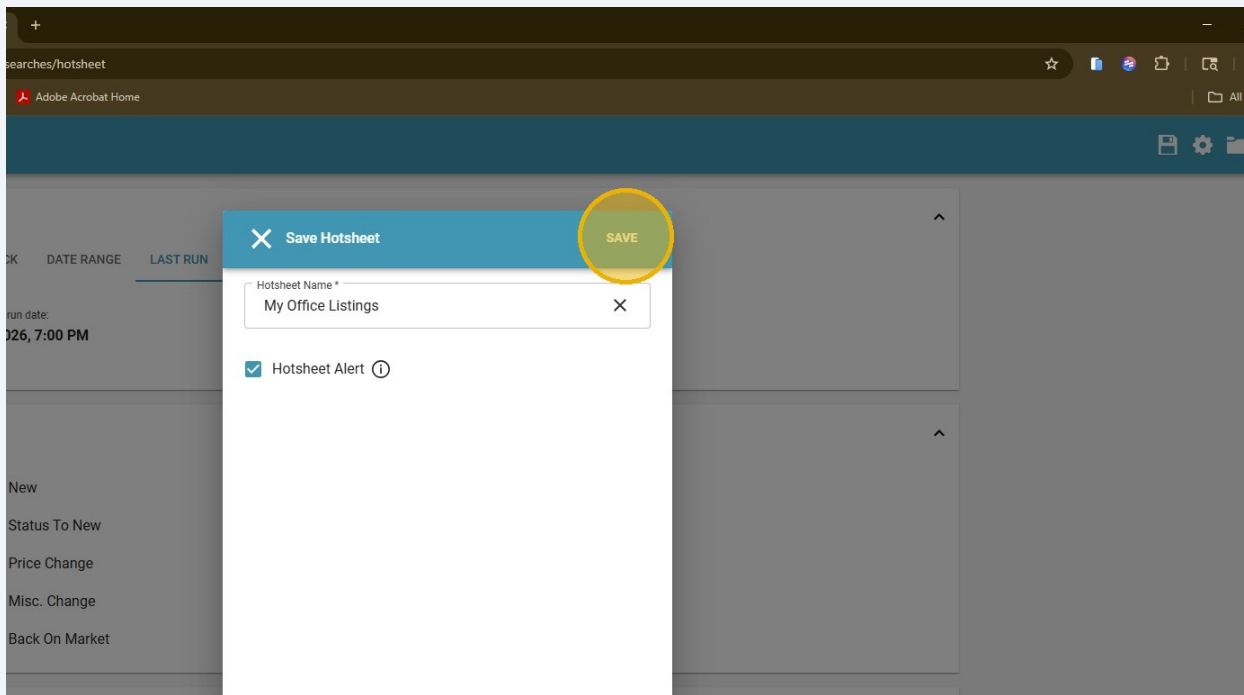


15 Click "CLOSE"



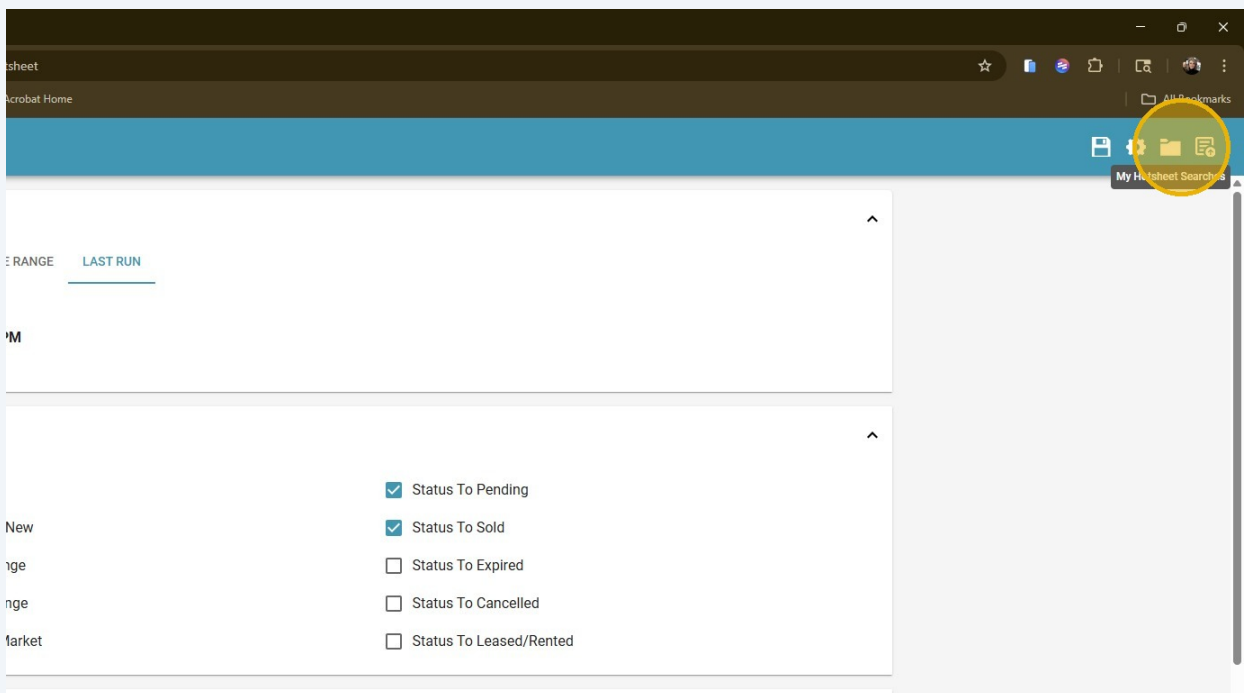
16

Click "SAVE" when you are done naming and setting your hotsheet alert (You can just name it and then click "Save" if you do not wish to set up an alert)



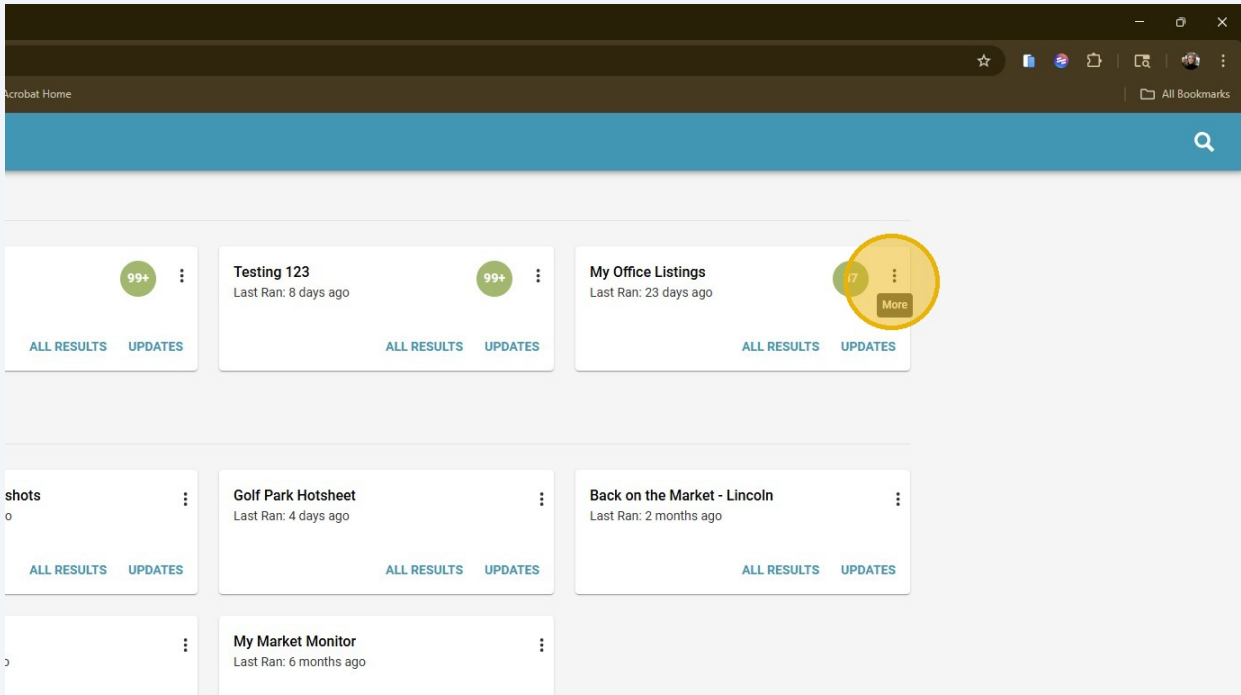
17

To view your saved hotsheets, click on the folder for "My Hotsheet Searches."



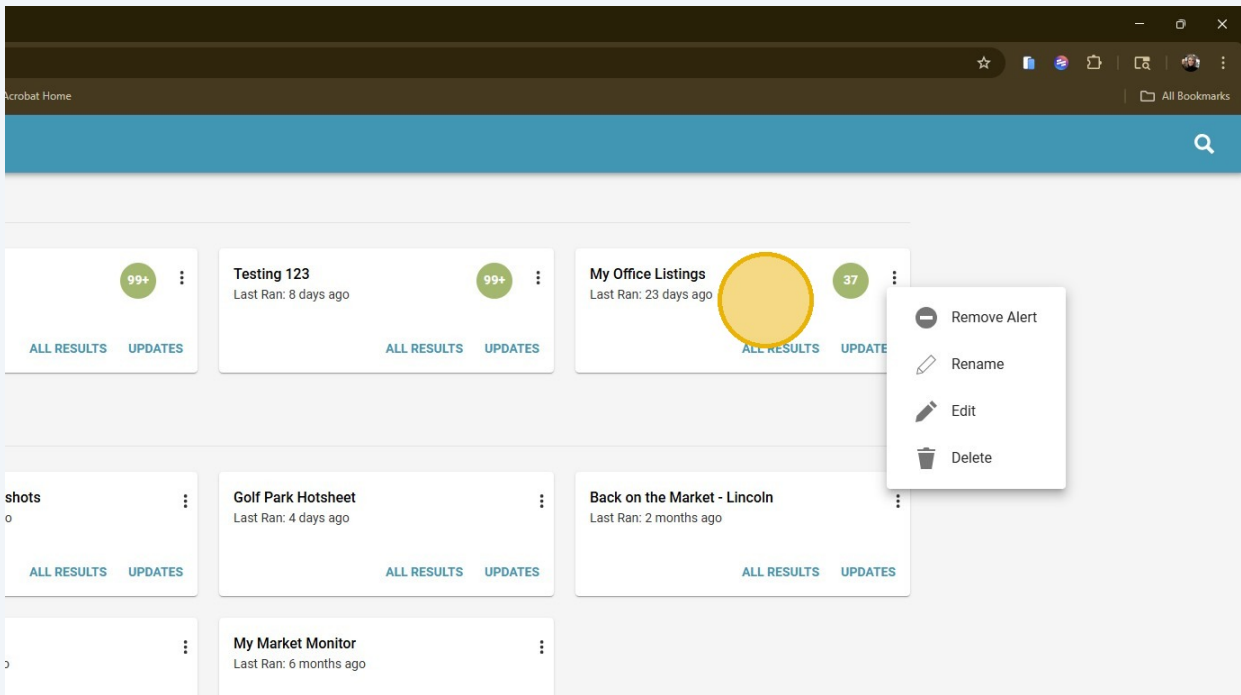
18

You can then choose the hotsheet search you want. You can see "All Results" or "Updates" by clicking on them, or for more options, click on the "More Menu"



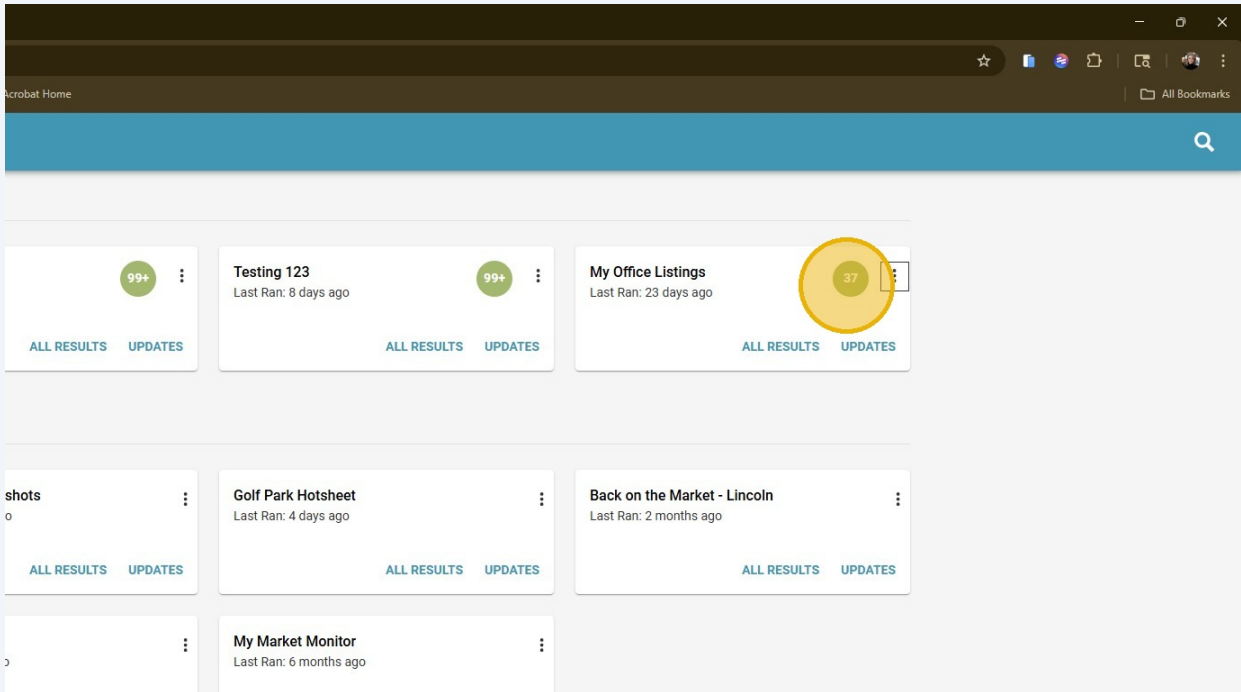
19

Click here



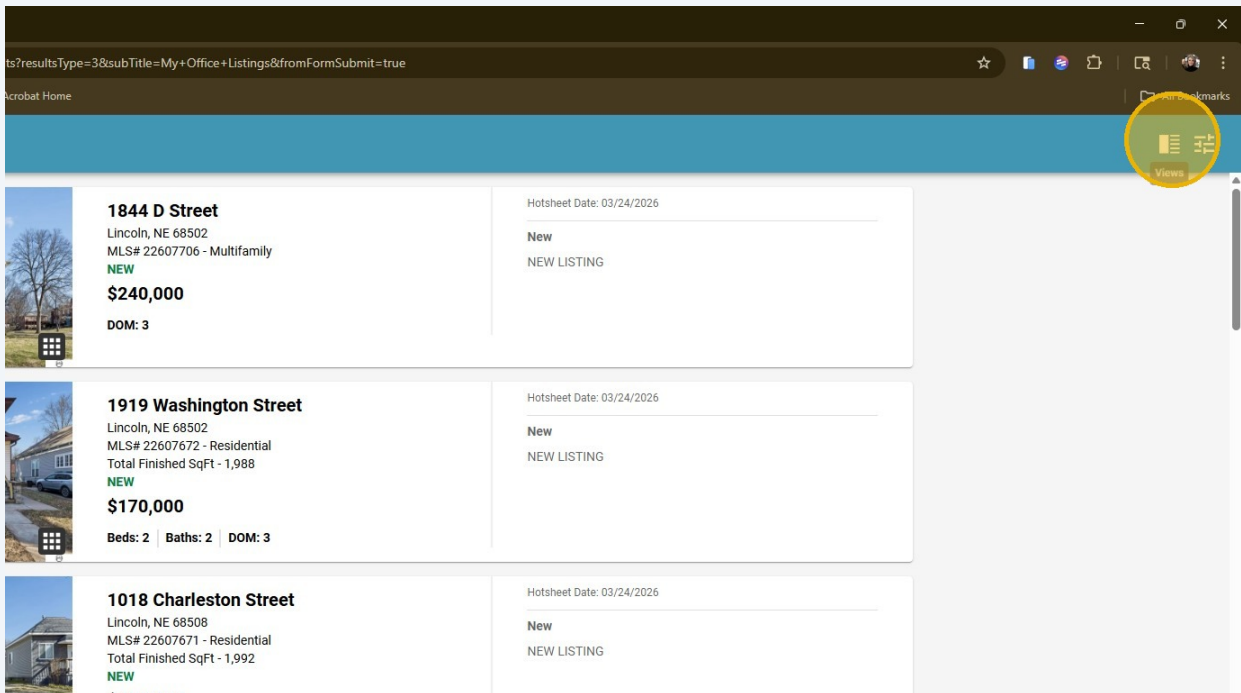
20

You can also click on the number of results to see them



21

TO change how you view your results, click on the "Views" icon



22

Choose the view you want- I clicked on "Spreadsheet"

The screenshot shows a web browser window displaying a real estate listing page. The browser's address bar contains the URL: `ts?resultsType=3&subTitle=My+Office+Listings&fromFormSubmit=true`. The page features three property listings:

- 1844 D Street**: Lincoln, NE 68502, MLS# 22607706 - Multifamily, NEW, \$240,000, DOM: 3.
- 1919 Washington Street**: Lincoln, NE 68502, MLS# 22607672 - Residential, Total Finished SqFt - 1,988, NEW, Beds: 2, Baths: 2, DOM: 3, \$170,000.
- 1018 Charleston Street**: Lincoln, NE 68508, MLS# 22607671 - Residential, Total Finished SqFt - 1,992, NEW.

On the right side, a 'Views' sidebar is open, showing options: Standard, Thumbnail, Map, and Spreadsheet. The 'Spreadsheet' option is highlighted with a yellow circle.

23

You can then view your results.

1 selected

<input type="checkbox"/>	Photo	MLS #	Hotsheet Type ↑	Status	Original Price	Price	Bedrooms	Class	County	Address
<input type="checkbox"/>		22605356	Misc. Change	ACTIVE	\$325,000	\$325,000	3	Residential	Lancaster	22305 S 96Th Street
<input checked="" type="checkbox"/>		22605674	Misc. Change	PENDING	\$457,500	\$457,500	4	Residential	Lancaster	3735 S 44Th Street
<input type="checkbox"/>		22605833	Misc. Change	ACTIVE	\$365,000	\$365,000	3	Residential	Lancaster	1711 S 22nd Street
<input type="checkbox"/>		22605178	Misc. Change	ACTIVE	\$419,000	\$419,000	4	Residential	Lancaster	6811 NW Tempest Drive
<input type="checkbox"/>		22606284	Misc. Change	ACTIVE	\$683,000	\$683,000	4	Residential	Lancaster	2609 Rathbone Road
<input type="checkbox"/>		22606285	Misc. Change	ACTIVE	\$695,000	\$695,000	0	Multifamily	Lancaster	1336 D Street
<input type="checkbox"/>		22605911	Misc. Change	ACTIVE	\$529,995	\$529,995	3	Residential	Lancaster	940 S Cotner Boulevard
<input type="checkbox"/>		22605912	Misc. Change	PENDING	\$324,900	\$322,000	3	Residential	Lancaster	2610 Surrey Court
<input type="checkbox"/>		22606108	Misc. Change	ACTIVE	\$410,000	\$400,000	3	Residential	Lancaster	6131 Elkcrest Circle