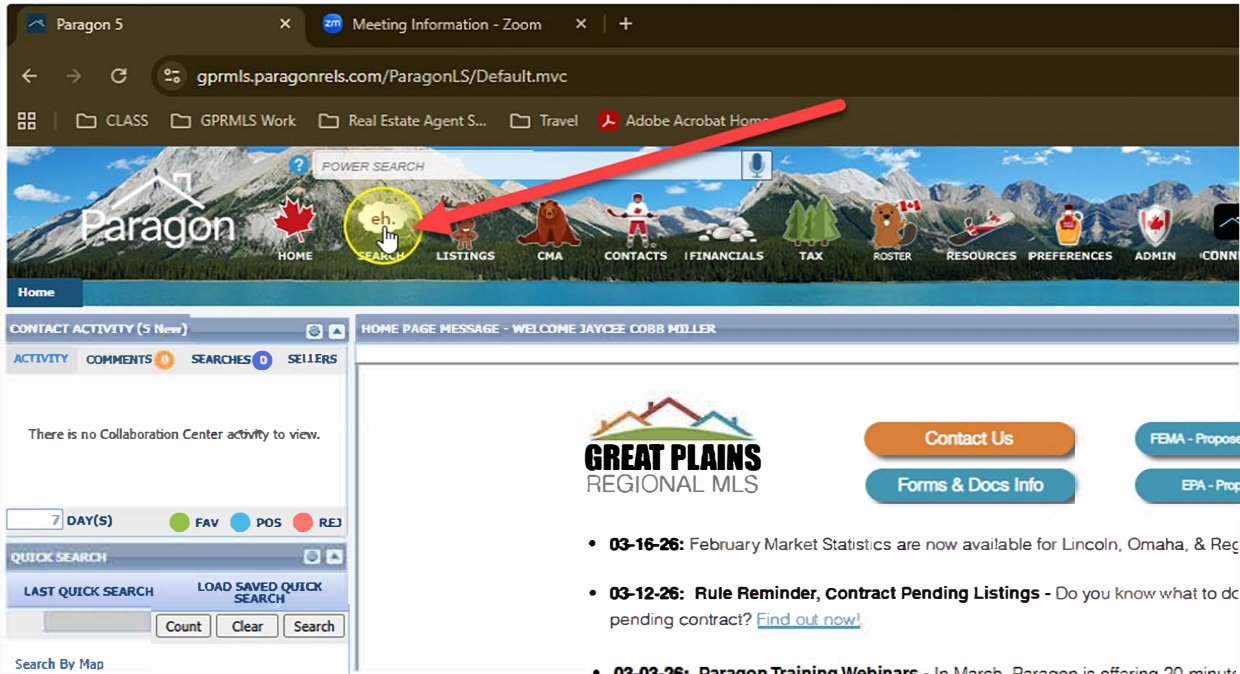


Paragon Professional: Setting Up a Saved Search

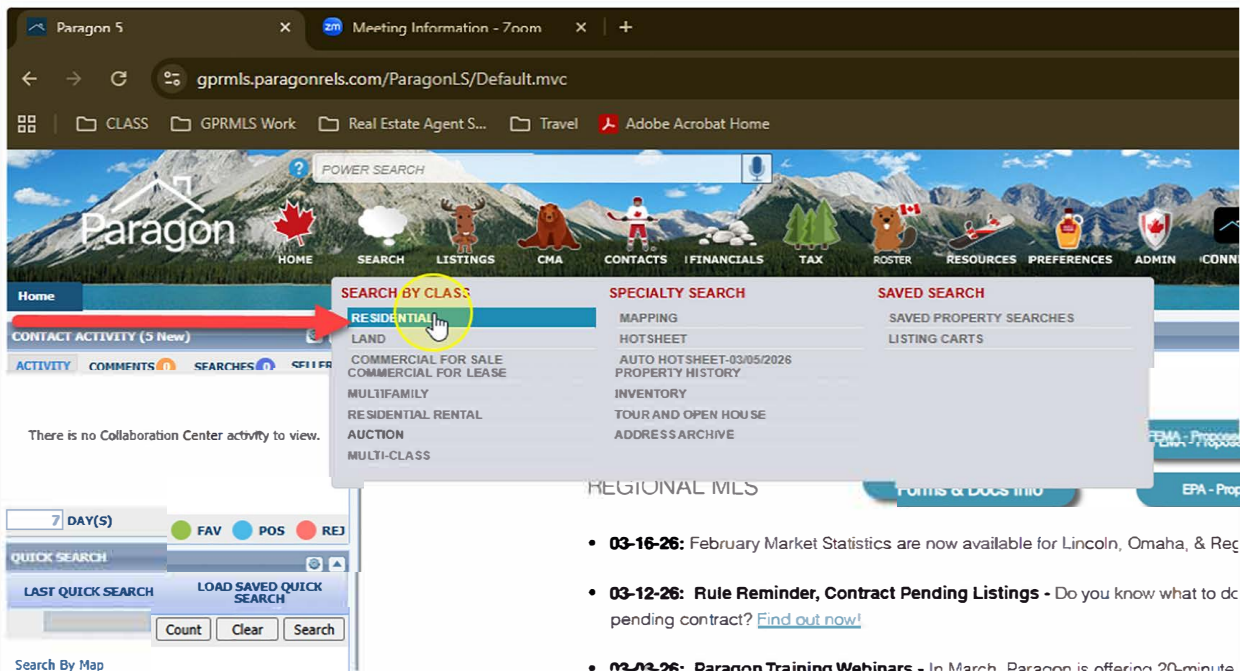
JayceeMiller | 20 steps | 2 minutes

Tuesday, March 17, 2026

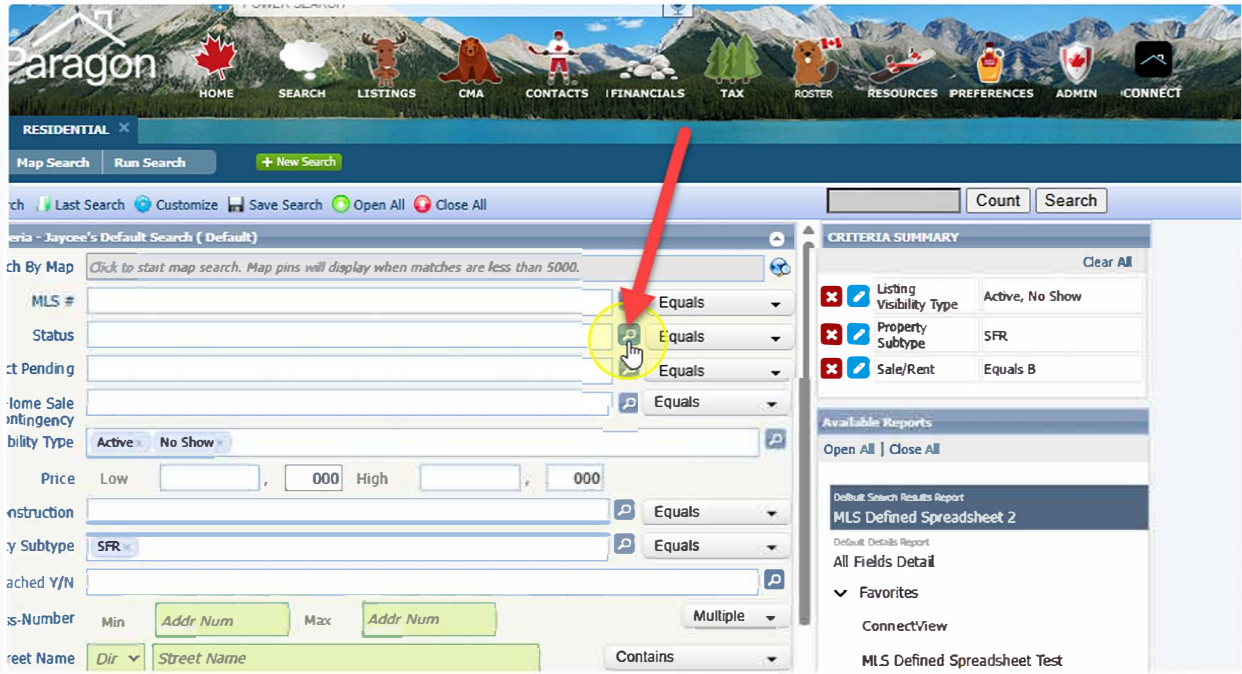
1 Click on the "Search" icon



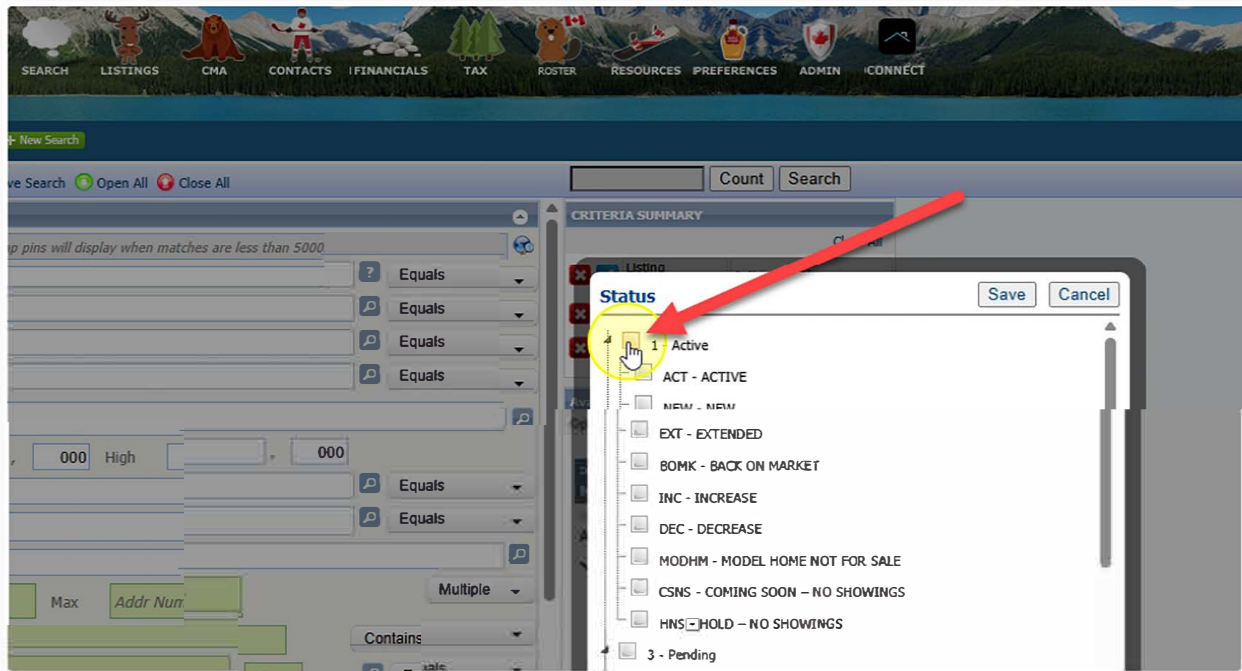
2 Choose the "Class", in this example, I chose



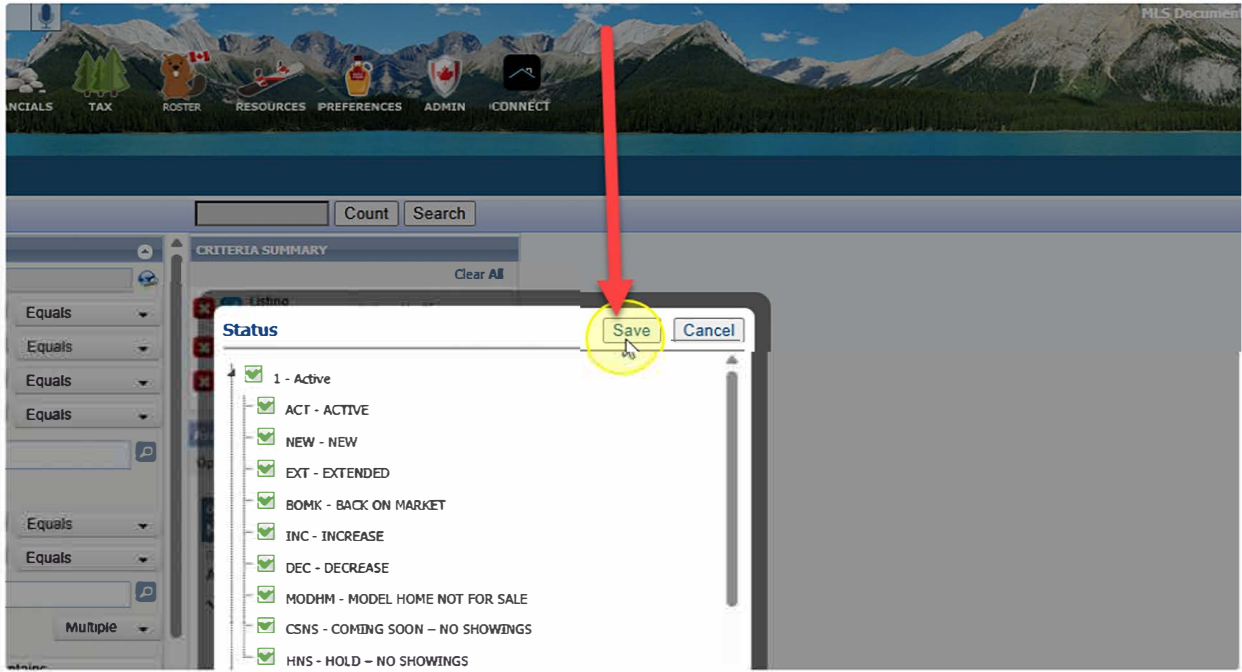
3 To view "Status" choices, click on the magnifying glass in the Status field



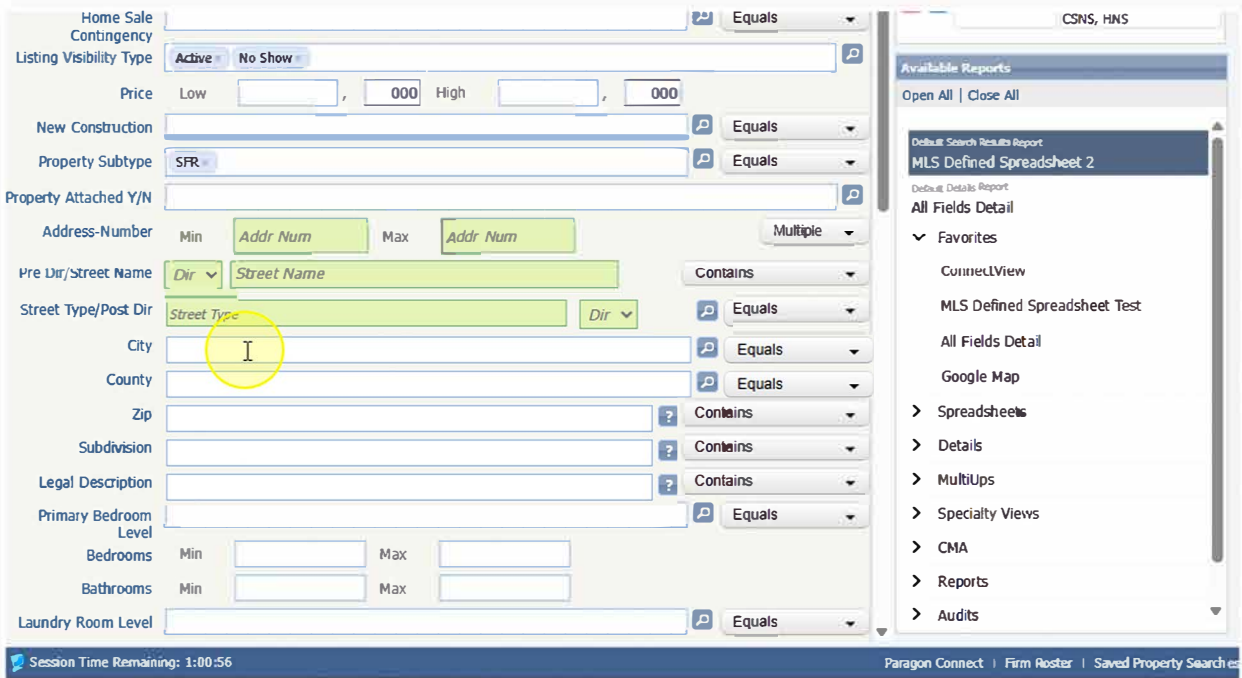
4 Click in the box of the status or statuses you want. I chose "All Active" by clicking on the top checkbox



5 Click "Save"



6 Begin adding your criteria



7

Home Sale Contingency Equals

Listing Visibility Type **Active** No Show

Price Low , 000 High , 000

New Construction Equals

Property Subtype **SFR** Equals

Property Attached Y/N

Address-Number Min Addr Num Max Addr Num Multiple

Pre Dir/Street Name **Dir** Street Name Contains

Street Type/Post Dir **Street Type** Dir Equals

City **Linc** Equals

County **LINC - Lincoln** Equals

Zip ? Contains

Subdivision ? Contains

Legal Description ? Contains

Primary Bedroom Level Equals

Bedrooms Min Max

Bathrooms Min Max

Laundry Room Level Equals

Session Time Remaining: 1:01:00 Paragon Connect | Firm Roster | Saved Property Searches

CSNS, HNS

Available Reports

Open All | Close All

Default Search Results Report

MLS Defined Spreadsheet 2

Default Details Report

All Fields Detail

▼ Favorites

- ConnectView
- MLS Defined Spreadsheet Test
- All Fields Detail
- Google Map

> Spreadsheets

> Details

> MultiUps

> Specialty Views

> CMA

> Reports

> Audits

8

Street Type/Post Dir **Street Type** Dir Equals

City **LINC** Equals

County Equals

Zip ? Contains

Subdivision ? Contains

Legal Description ? Contains

Primary Bedroom Level Equals

Bedrooms Min Max

Bathrooms Min Max

Laundry Room Level Equals

of Fireplaces Min Max

Garage Spaces Min Max

Basement Equals

School District Equals

Style Equals

Year Built Min Max

Total Finished SqFt Min Max

Above Grade SQFT Min Max

Lot Size Range Equals

Subtype

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sale/Rent	Equals B
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Status	ACT, NEW, EXT, BOMK, INC, DEC, MODHM, CSNS, HNS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	City	LINC

Available Reports

Open All | Close All

Default Search Results Report

MLS Defined Spreadsheet 2

Default Details Report

All Fields Detail

▼ Favorites

- ConnectView
- MLS Defined Spreadsheet Test
- All Fields Detail
- Google Map

> Spreadsheets

> Details

> MultiUps

> Specialty Views

> CMA

9 Click "RESIDENTIAL Property Search"

Load Search Last Search Customize Save Search Open All Close All

308 Count Search

Street Type/Post Dir Dir

City Equals

County Equals

Zip Contains

Subdivision Contains

Legal Description Contains

Primary Bedroom Level Equals

Bedrooms Min Max

Bathrooms Min Max

Laundry Room Level Equals

of Fireplaces Min Max

Garage Spaces Min Max

Basement Equals

School District Equals

Style Equals

Year Built Min Max

Total Finished SqFt Min Max

Above Grade SQFT Min Max

CRITERIA SUMMARY Clear All

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Listing Visibility Type	Active, No Show
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Property Subtype	SFR
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sale/Rent	Equals B
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Status	ACT, NEW, EXT, BOMK, INC, DEC, MODHM, CSNS, HNS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	City	LINC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bedrooms	>= 3
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Laundry Room Level	1

Available Reports Open All | Close All

- Default Search Results Report
- MLS Defined Spreadsheet 2
- Default Details Report
- All Fields Detail
- Favorites
 - ConnectView
 - MLS Defined Spreadsheet Test
- All Fields Detail

10 Click "RESIDENTIAL Property Search"

County Equals

Zip Contains

Subdivision Contains

Legal Description Contains

Primary Bedroom Level Equals

Bedrooms Min Max

Bathrooms Min Max

Laundry Room Level Equals

of Fireplaces Min Max

Garage Spaces Min Max

Basement Equals

School District Equals

Style Equals

Year Built Min Max

Total Finished SqFt Min Max

Above Grade SQFT Min Max

Lot Size Range Equals

Closing Date Begin End Date Range

Contract Date Begin End Date Range

Listing Visibility Type Active, No Show

Property Subtype SFR

Sale/Rent Equals B

Status ACT, NEW, EXT, BOMK, INC, DEC, MODHM, CSNS, HNS

City LINC

Bedrooms >= 3

Laundry Room Level 1

Available Reports Open All | Close All

- Default Search Results Report
- MLS Defined Spreadsheet 2
- Default Details Report
- All Fields Detail
- Favorites
 - ConnectView
 - MLS Defined Spreadsheet Test
- All Fields Detail
- Google Map
- Spreadsheets
- Details

11 Click "RESIDENTIAL Property Search"

The screenshot shows a search interface with the following sections:

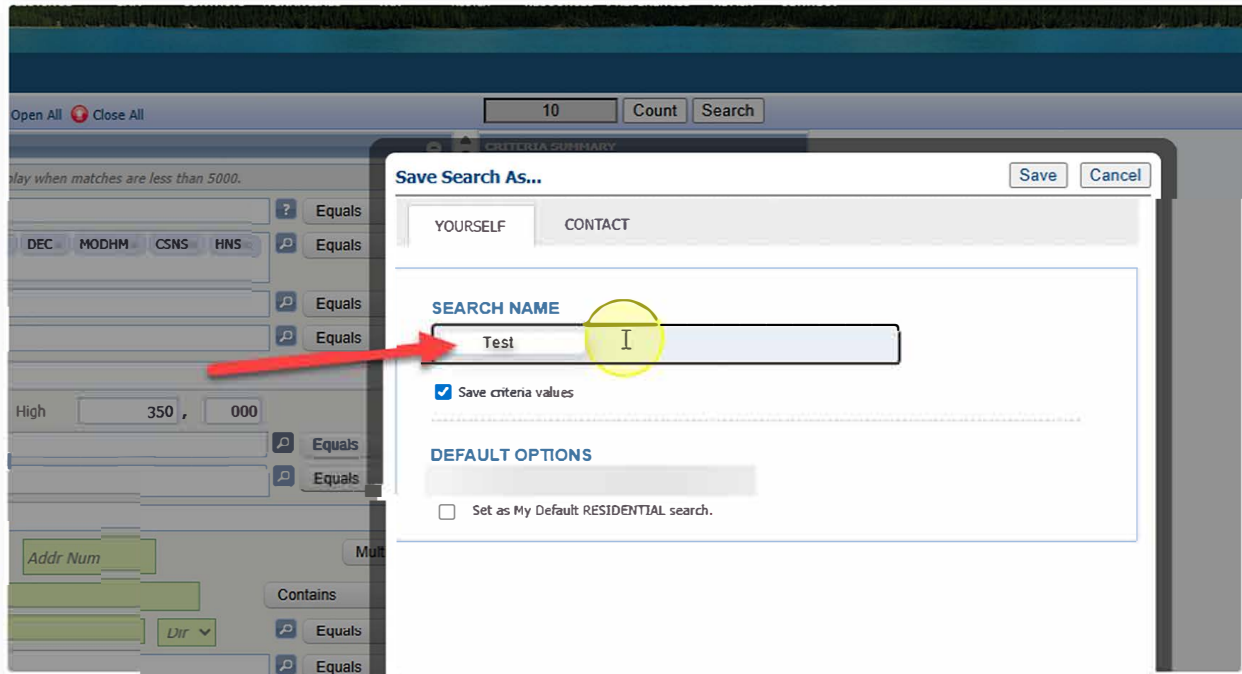
- Primary Criteria - Jaycee's Default Search (Default)**: Includes fields for Search By Map, MLS #, Status (ACT, NEW, EXT, BOMK, INC, DEC, MODHM, CSNS, HNS), Contract Pending, Home Sale Contingency, Listing Visibility Type (Active, No Show), Price (Low: 300,000, High: 350,000), New Construction, Property Subtype (SFR), Property Attached Y/N, Address-Number (Min/Max), Pre Dir/Street Name, Street Type/Post Dir, City (LINC), County, Zip, and Subdivision.
- CRITERIA SUMMARY**: A table listing search criteria with checkboxes and values.

Criteria	Value
Listing Visibility Type	Active, No Show
Property Subtype	SFR
Sale/Rent	Equals B
Status	ACT, NEW, EXT, BOMK, INC, DEC, MODHM, CSNS, HNS
City	LINC
Bedrooms	>= 3
Laundry Room Level	1
Bathrooms	>= 2
Garage Spaces	>= 2
Price	>= 300000
- Available Reports**: Includes options for Default Search Results Report, MLS Defined Spreadsheet 2, Default Details Report, All Fields Detail, Favorites, and ConnectView.

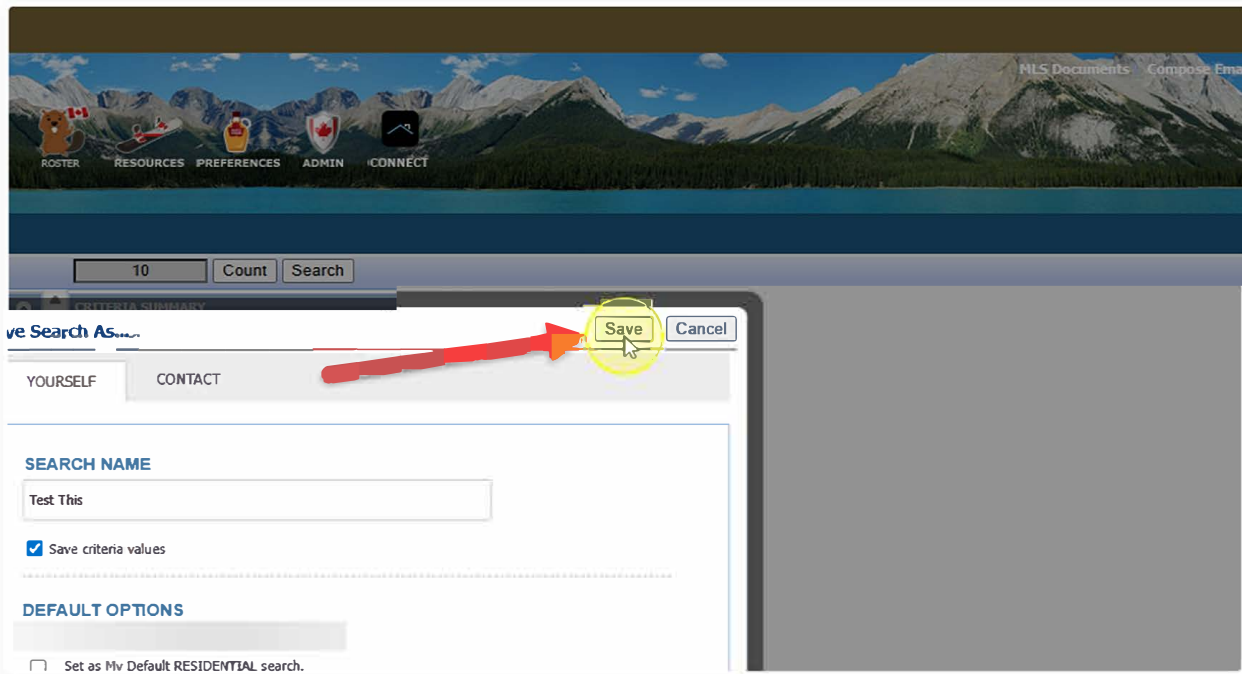
12 Click on "Save Search As" to save your search

The screenshot shows the same search interface as above, but with a red arrow pointing to the "Save Search As" button in the "Criteria" section. The "Criteria" section includes buttons for Load Search, Last Search, Customize, Save Search, Open All, and Close All. The "Save Search" button is highlighted with a yellow circle.

13 Name your search

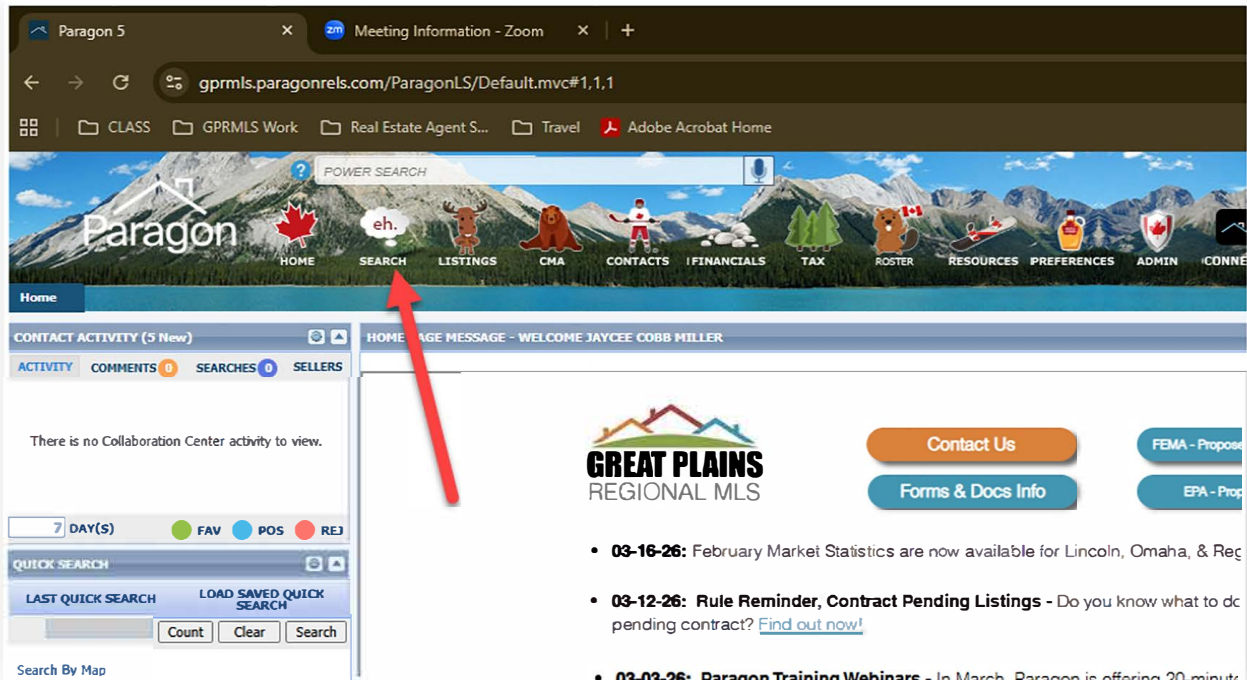


14 Once your search has the appropriate name, click "Save"



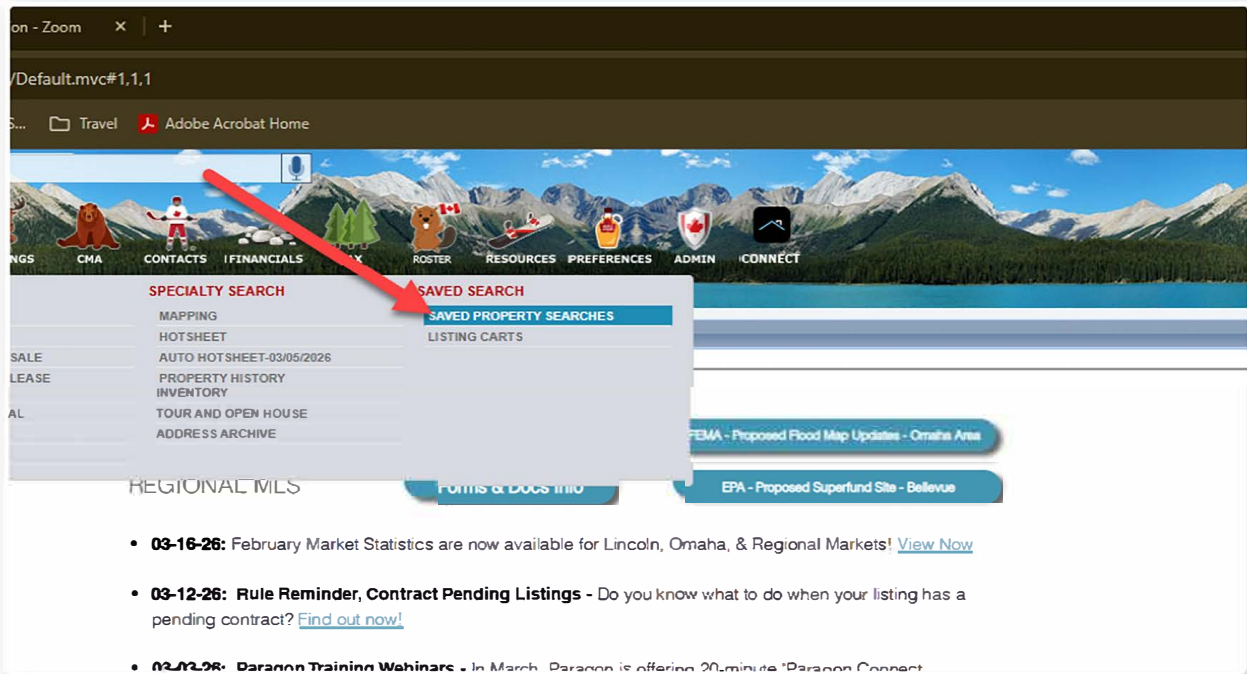
15

To find your "Saved Search", go to "Search"



16

Click on "Saved Property Search"



17

Type in the name of your search. You can also scroll to find it

The screenshot shows the Paragon web application interface. At the top, there is a navigation bar with the Paragon logo and several menu items: HOME, SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, TAX, ROSTER, RESOURCES, PREFERENCES, ADMIN, and CONNECT. Below the navigation bar, there is a section for "Saved Property Searches". On the left, there are buttons for "Create New" and "Delete". A search input field is present, and a red arrow points to it. Below the input field, there is a table with the following columns: Search Name, Class, My Default, Created By, Modified, and Contacts. The table contains several rows of search entries.

<input type="checkbox"/>	Search Name	Class	My Default	Created By	Modified	Contacts
<input type="checkbox"/>	\$200k-350k	RESIDENTIAL	N	Me	9/29/2023	1
<input type="checkbox"/>	55+ Search Template	RESIDENTIAL	N	Me	1/31/2025	0
<input type="checkbox"/>	AA My Example Search	RESIDENTIAL	N	Me	4/1/2024	0
<input type="checkbox"/>	Above grade bedroom	RESIDENTIAL	N	Me	4/10/2025	0
<input type="checkbox"/>	Acreages	RESIDENTIAL	N	Me	9/27/2024	0
<input type="checkbox"/>	Acreages Outside of Lincoln	RESIDENTIAL	N	Me	6/3/2024	0
<input type="checkbox"/>	Builder Committed Land Search	LAND	N	Me	5/7/2024	0
<input type="checkbox"/>	Coming Soon & Hold No Showings	RESIDENTIAL	N	Me	1/2/2025	0
<input type="checkbox"/>	Debbie's little search	RESIDENTIAL	N	Me	4/14/2025	1
<input type="checkbox"/>	Elkhorn Search	RESIDENTIAL	N	Me	10/11/2024	1
<input type="checkbox"/>	Homes with Land	RESIDENTIAL	N	Me	10/1/2024	1

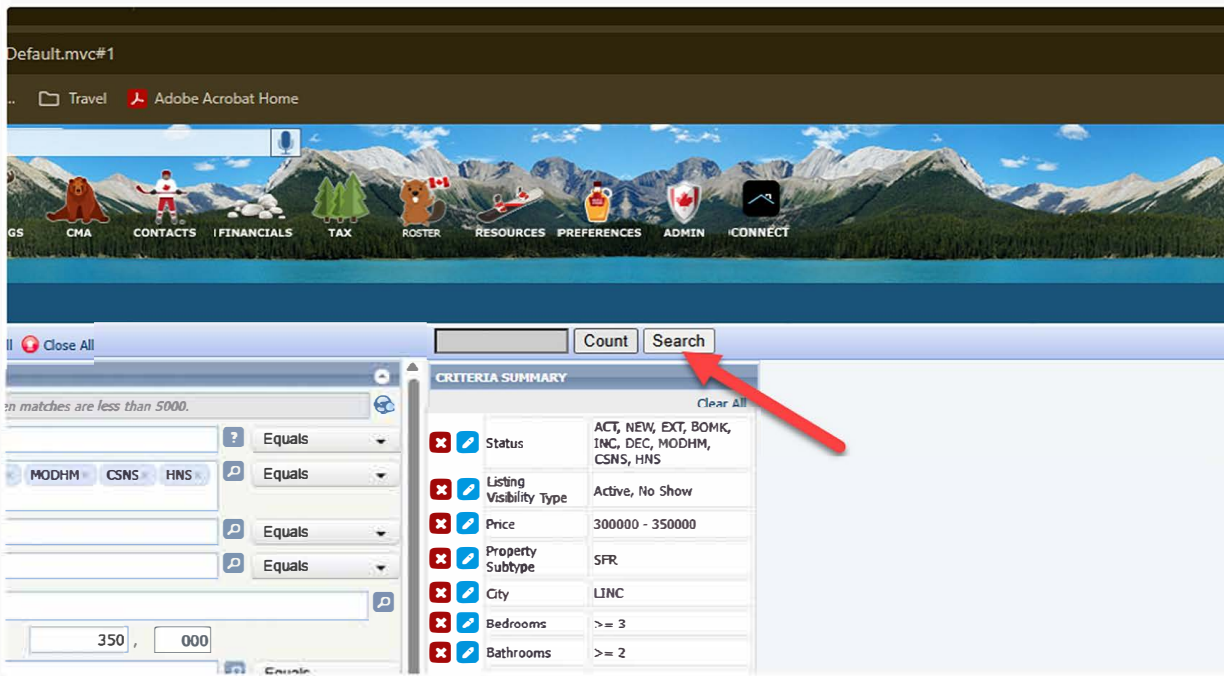
18

Double click on the name of your search to open the search, or if you want to delete the search, click the box and then delete

The screenshot shows the Paragon web application interface, similar to the previous one. The "Saved Property Searches" section is visible. The "Delete" button is highlighted with a red box. A red arrow points to the search entry "Test This" in the table. The table has the same columns as the previous screenshot.

<input type="checkbox"/>	Search Name	Class	My Default	Created By	Modified	Contacts
<input type="checkbox"/>	3C Test Default	Multi-Class	N	Me	2/1/2024	0
<input type="checkbox"/>	Land Search by Map For Karen Kaytest	LAND	N	Me	4/17/2023	1
<input checked="" type="checkbox"/>	Test This	RESIDENTIAL	N	Me	3/17/2026	0
<input type="checkbox"/>	This Is A Test	RESIDENTIAL	N	Me	2/27/2026	1

19 Paragon will open your search and you can adjust your criteria and click the "search" button to search



20 You should see you search results

Home Saved Property Searches RESIDENTIAL x

Criteria Map Search **MLS Defined Spreadsheet 2 (10)** [New Search](#)

Checked All Email Share Save Print Export Customize [Coverages](#) Actions More

TOTAL	HIGH	LOW	AVG	MED	LIST PRICE:	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LISTING COUNT: 10					\$349,900	\$349,900	\$308,600	\$328,335	\$327,500	\$3,283,350
DAYS ON MARKET: 117					SOLD PRICE:	\$0	\$0	\$0	\$0	\$0

?	<input type="checkbox"/>	PicCount	MLS #	Property Subtype	Status	Status Dat	Listing Price	Price	DOM	Address
1	<input type="checkbox"/>	11	22602945	Single Family Reside	ACTIVE	2/4/2026	\$308,600	\$308,600	46	7640 N 50th Street
2	<input type="checkbox"/>	1	22606057	Single Family Reside	COMING SOON	3/6/2026	\$310,000	\$310,000	0	2348 NW 57th Street
3	<input type="checkbox"/>	47	22604653	Single Family Reside	ACTIVE	3/11/2026	\$315,000	\$315,000	11	1105 N 33rd Street
4	<input type="checkbox"/>	0	22606880	Single Family Reside	COMING SOON	3/16/2026	\$319,950	\$319,950	0	2464 NW 46th Street
5	<input type="checkbox"/>	34	22603672	Single Family Reside	ACTIVE	2/14/2026	\$325,000	↓\$325,000	39	1741 W Sewell Street
6	<input type="checkbox"/>	0	22604946	Single Family Reside	COMING SOON	2/24/2026	\$330,000	\$330,000	0	803 N 86Th Street
7	<input type="checkbox"/>	33	22601023	Single Family Reside	ACTIVE	1/14/2026	\$335,000	↓\$335,000	67	3120 Orwell Street
8	<input type="checkbox"/>	0	22603728	Single Family Reside	COMING SOON	2/9/2026	\$340,000	\$340,000	0	2605 Everett Street
9	<input type="checkbox"/>	41	22533294	Single Family Reside	ACTIVE	11/25/2025	\$349,900	↓\$349,900	117	S200 Tipperary Trail
10	<input type="checkbox"/>	31	22602628	Single Family Reside	ACTIVE	3/5/2026	\$349,900	\$349,900	33	3920 S 32nd Place