

Paragon Mobile Hot Tips

>Click the *Remember Login* box at the bottom of the login screen to have your login name and password stored.

>The Quick Search looks for MLS Number, Address (both street number with name or just name), List Agent by last name, Price and Zip Code.

>When moving from single family to other classes, be sure to hit the Refresh Criteria button under the class selection.

>Under Preferences (works best to set preferences up on a PC) you can:

Set Search Features – Set up default search options including property class, status and location. Turn off search options you don't want to see.

Set E-Mail Options– Set up email preferences to include return address, greeting, signature, & cc options.

Set Report Contact Info – Set up your preferred contact info to appear at the top of emailed reports.

>Depending on the device you use, you may want to turn off either the location pick list or the municipality entry box. If the mobile device you use supports a quick jump to a specific beginning letter in a pick list, the pick list may work best for you. If your device does not, the municipality entry box is the way to go. Do this under Preferences. You can also turn off any other search fields you don't see yourself using. It works well to set up your preferences on a PC.

>Clicking Last Viewed will bring up the last 20 properties you viewed in full detail.

>Agent and office phone numbers and email addresses can be clicked on for easy connection.