Paragon Mobile Hot Tips

-The Power Search looks for MLS Number, Street Name, List Agent by last name, and Price. Do not put in a full street address including street number, use only the street name.

-There is currently no way to filter by status using the Power Search. If you anticipate a large number of listings (i.e. Main St), use the MLS Property Search option so you can filter by status or other fields. Remember, we have almost 20 years of sold listings in our database.

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

-If a field is marked as a wildcard field (use * for wildcard search), get in the habit of always including an * after your entry. For example, if you are looking for properties on Main St, type Main*.

-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.

-Under Preferences (works best to set preferences up on a PC) you can:
  - Search Features – Set up default search options and additional criteria for property searches.
  - E-Mail – Set up email preferences to include return address, greeting, signature, & cc options
  - Report Contact Info – Set up your preferred contact info to appear at the top of emailed reports.