

Using Search

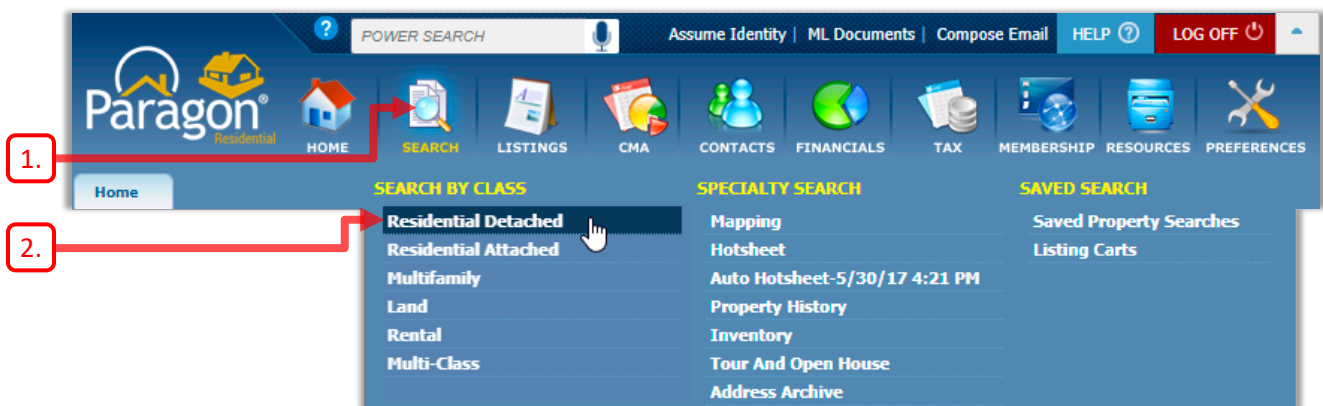
The **SEARCH** icon in the Navigation Bar is used to access a broader range of searches and criteria than are available in Quick Search.

Running a Criteria Search

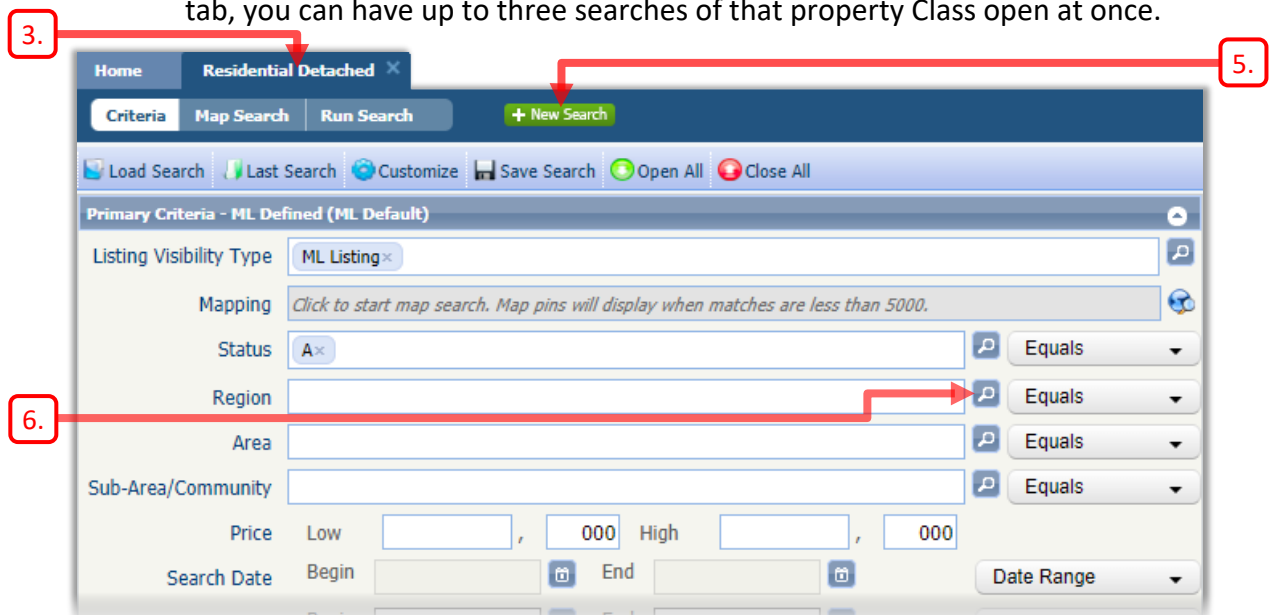


► To search for Residential listings:

1. Click the **SEARCH** icon in the Navigation Bar to display the search menu.
2. Click **Residential Detached** to open the default Residential Detached search form.





3. A new tab for the **Residential Detached** search Class opens.
4. You can have one tab open for each available property Class. Within each tab, you can have up to three searches of that property Class open at once.

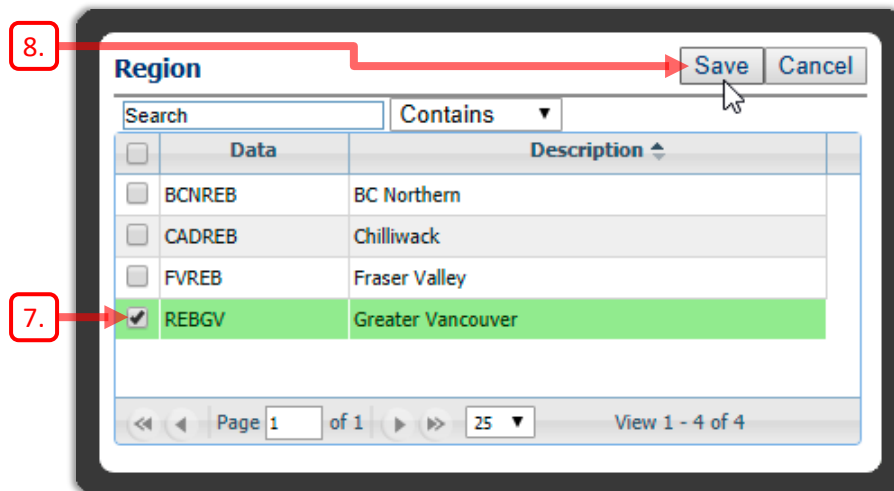


5. The **+ New Search** button allows you to start a new search of the specified Class.

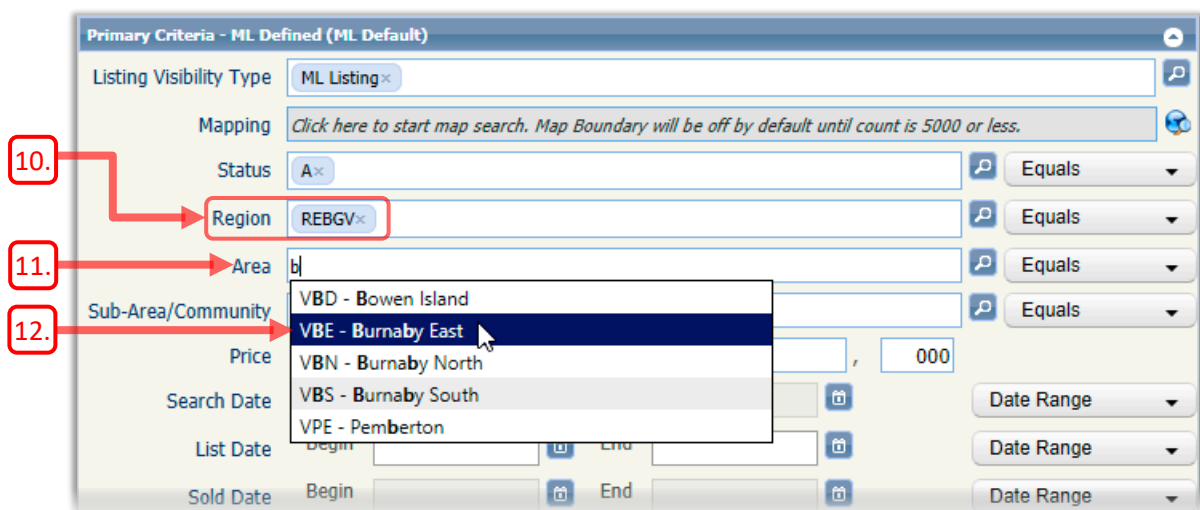
Look-up Fields

As previously explained, the magnifying glass icon  indicates a *Look-up* field. There are two methods of entering a value into a Look-up field: using the checkboxes in a dialog box or using the Auto-complete function.

6. Click the magnifying glass icon  next to the **Region** field.
7. The **Region** dialog box opens.




8. Select one or more *Regions* using the checkboxes.
9. Then click **Save** to continue.
10. The selected region(s) now appear in the **Region** field in the search form.

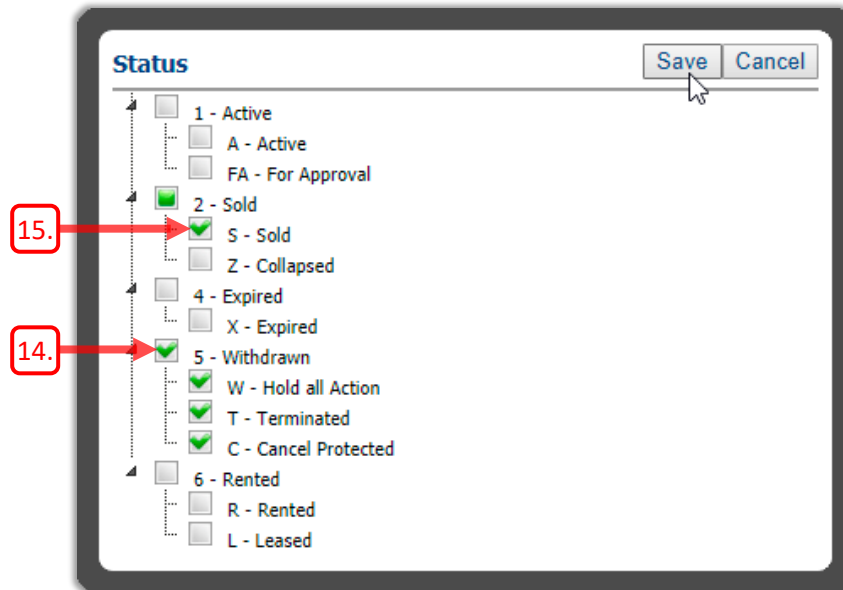


11. Click in the **Area** field and start typing the name of the desired Area.
12. The Auto-complete feature will display a list of matching Areas. Use your mouse or keyboard to select the desired Area from the list.

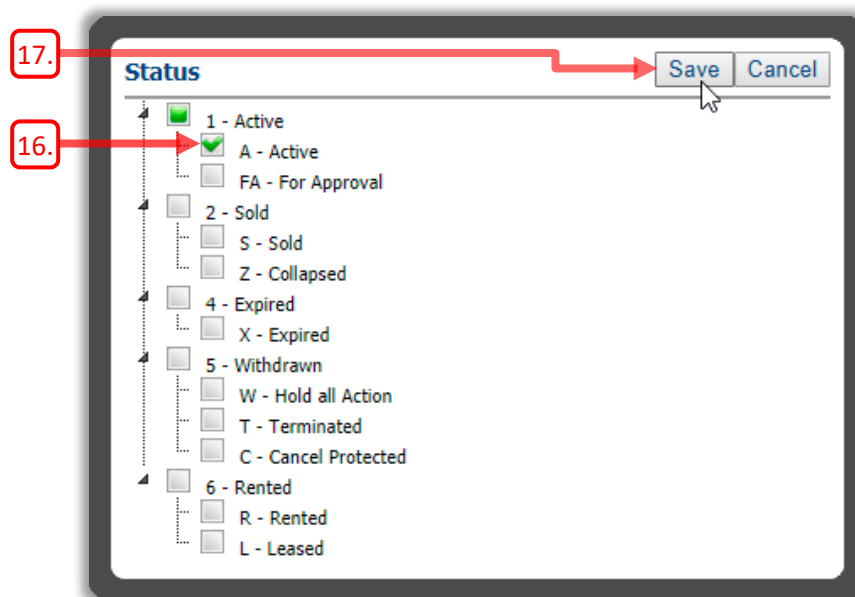
Status Fields

Status fields behave slightly differently than other Look-up fields. They include a tree-structure, consisting of “parent” and “child” options.

13. Click the magnifying glass icon  next to the **Status** field to display the **Status** dialog box.



14. Selecting a parent option will automatically select all of its child options.
15. You can also select one or more child options without selecting the parent.



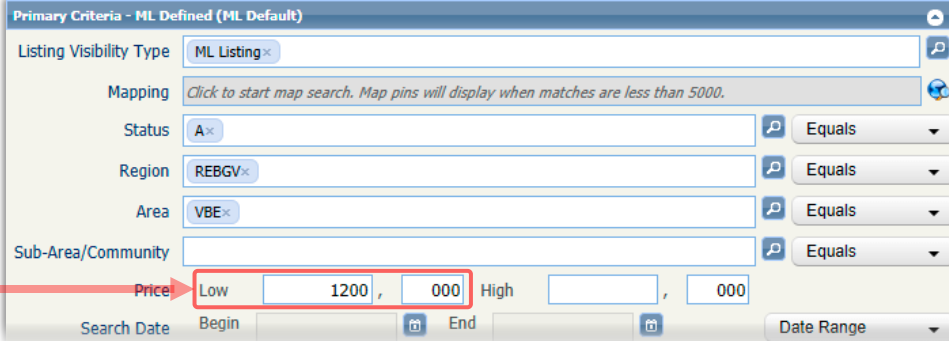
16. Select a suitable **Status** for your search. For example, select only **Active** to search for listings that are currently on the market.
17. Make sure to click **Save** after you have finished making your selection.

Range Fields

Range fields, such as **Price**, allow you to specify a range of numeric values to search for.

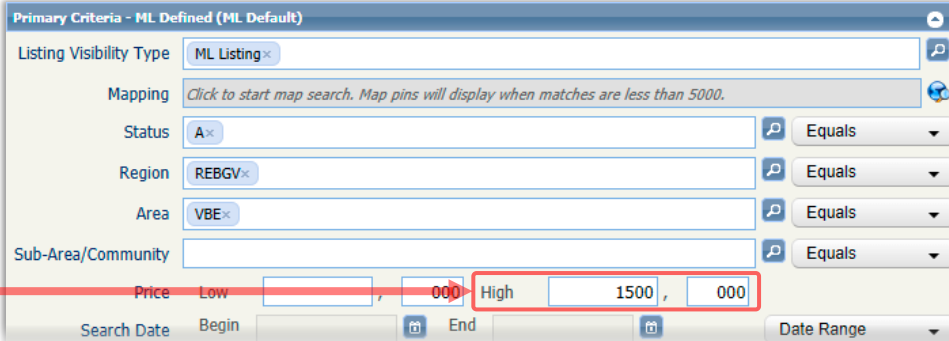
18. You can enter only the **Low/Min** value and leave the **High/Max** value blank to search for listings above the specified value.

(E.g. **Price** must be above \$1,200,000, as shown below.)

18.  The screenshot shows the 'Primary Criteria - ML Defined (ML Default)' search form. The 'Price' field is highlighted with a red box and a red arrow from the number '18.'. The 'Low' input contains '1200,000' and the 'High' input is empty. Other fields include Listing Visibility Type (ML Listing), Mapping (Click to start map search...), Status (A), Region (REBGV), Area (VBE), and Sub-Area/Community.

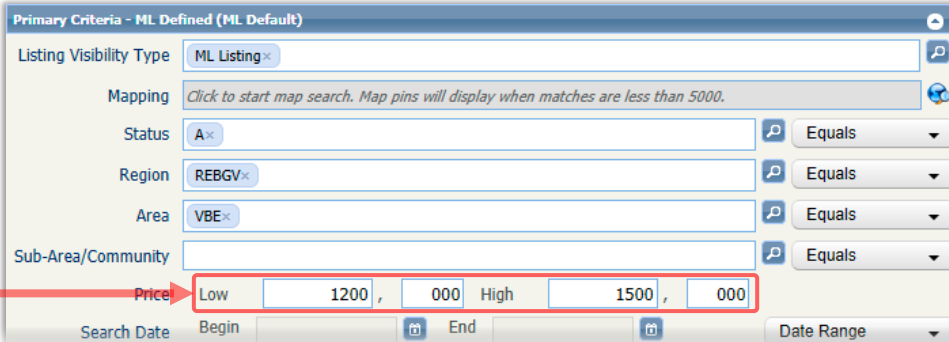
19. Or you can enter only the **High/Max** value and leave the **Low/Min** value blank to search for listings below the specified value.

(E.g. **Price** must be below \$1,500,000, as shown below.)

19.  The screenshot shows the same search form as in 18. The 'Price' field is highlighted with a red box and a red arrow from the number '19.'. The 'Low' input is empty and the 'High' input contains '1500,000'. Other fields are the same as in the previous screenshot.

20. Or you can enter values into both **Low/Min** and **High/Max** to bracket the desired range of values.

(E.g. **Price** must be between \$1,200,000 and \$1,500,000, as shown.)

20.  The screenshot shows the same search form as in 18. The 'Price' field is highlighted with a red box and a red arrow from the number '20.'. Both the 'Low' input (1200,000) and the 'High' input (1500,000) are filled. Other fields are the same as in the previous screenshots.

21. Note that the last three digits of a **Price** field default to 000 but can be changed if desired.

Date Range Fields

Date Range fields allow you to specify a range of dates to search for listings.

Paragon includes three Date Range fields:

- **Search Date** – specifies a date range to search for *Off Market* listings, including *Sold* and *Expired* listings. This field will be enabled only when you include *Sold* or *Expired* listings in the **Status** field.
- **List Date** – specifies a date range to search for *Active* listings.
- **Sold Date** – specifies a date range to search for *Sold* listings. This field will be enabled only when you include *Sold* listings in the **Status** field.

Date Ranges for Active Listings



► To search a Date Range for Active listings:

22. Make sure to select *Active* in the **Status** field.

The screenshot shows the search criteria form with the following fields and values:

- Listing Visibility Type: ML Listing
- Mapping: Click to start map search. Map pins will display when matches are less than 5000.
- Status: A
- Region: REBGV
- Area: VBE
- Sub-Area/Community: (empty)
- Price: Low [] , 000 High: 1500 , 000
- Search Date: Begin [] End []
- List Date: Begin [] End []
- Sold Date: Begin [] End []

The Date Range dropdown menu is open, showing the following options:

- 18 Months Back
- 12 Months Back
- 6 Months Back
- 90 Days Back
- 60 Days Back
- 30 Days Back
- 7 Days Back
- Last Month
- Last Year
- This Month
- This Year
- Year-to-Date
- Next 7 Days

Red annotations in the image:

- 22. Points to the Status field.
- 25. Points to the Area field.
- 24. Points to the Date Range dropdown menu.

23. Enter some additional criteria, such as *Area*, *Sub-Area* and *Price*, to refine the search results.

24. Click **Date Range** next to **List Date** to display a list of date ranges.

25. Click the desired date range from the list. For example, to search for properties listed in the last 30 days, select **30 Days Back**.

Date Ranges for Sold and Expired Listings

When you run a search for off-market listings (i.e. Solds and Expireds), you need to specify a *Search Date* range. Otherwise, your results will include sold and expired listings going back to the start of the MLS®.




► To search a Date Range for Sold and Expired listings:


26. Make sure your **Status** field specifies *Sold* and *Expired* listings.

The screenshot shows the 'Primary Criteria - ML Defined (ML Default)' search interface. Callout 26 points to the 'Status' field, which is set to 'S - Sold' and 'X - Expired'. Callout 27 points to the 'Search Date' field, which has 'Begin' and 'End' dropdowns and calendar icons. Callout 28 points to the 'Date Range' dropdown menu, which is open and shows options from '24 Months Back' to 'Last Month', with '30 Days Back' selected.


The **Search Date** field will now be enabled because you included *Solds* and *Expireds*. You can now specify the range of dates to search for the off-market listings.



27. You are advised not to use the *Begin* or *End* fields or the calendar icon  to specify the **Search Date** range.

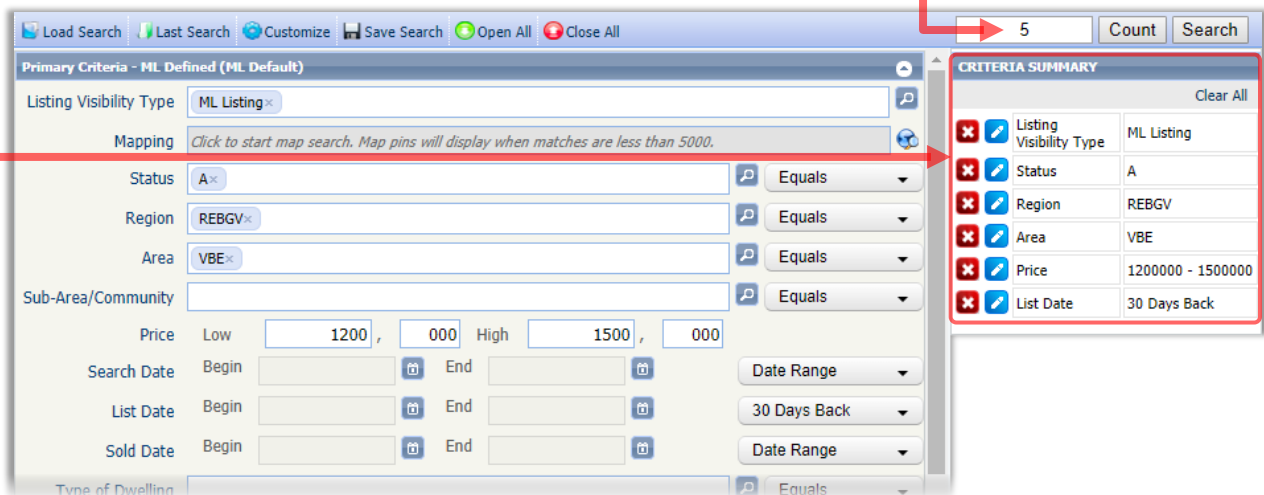
28. Instead you should use the **Date Range**  drop-down list to select your date range. (Let's assume you've selected *30 Days Back* for this example.)

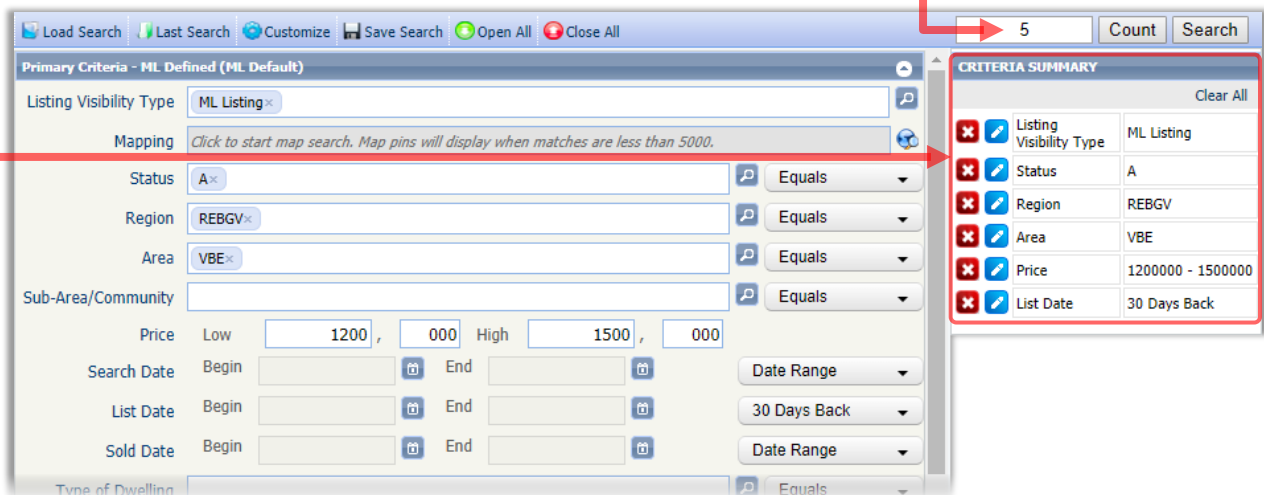
Using the **Date Range**  drop-down list has a number of advantages:

- It's quicker and easier to specify a date range.
- The range of dates searched is adaptive—it will always search 30 Days Back from the date that you run the search.
- In contrast, using the *Begin* and *End* fields or calendar icon  will always reference the same date range, no matter when you run the search, producing undesirable results.

The Criteria Summary


29. As you enter your criteria, the *Count* value near the upper-right displays the number of listings found so far.



29. 

30. 

30. The **CRITERIA SUMMARY** on the right displays a list of the criteria you have entered so far.

31. You can use the controls in the **CRITERIA SUMMARY** to modify the criteria for your search.



- Click the **Remove** icon  to remove just that criterion.
- Click the **Edit** icon  to highlight and edit the associated criterion. This is a convenient way to locate a field within a long form.
- Click **Clear All** to remove all criteria field values from your search form.

Displaying Search Results



► To run your search and display search results:

1. After entering all your criteria, check the *Count* value at the upper-right to confirm that you have a suitable number of listing matches.

1.

2.

Home Residential Detached x

Criteria Map Search Run Search + New Search

Load Search Last Search Customize Save Search Open All Close All

5 Count Search

Primary Criteria - Last Search

Listing Visibility Type ML Listing x

Mapping Click to start map search. Map pins will display when matches are less than 5000.

Status A x

Region REBGV x

Area VBE x

Sub-Area/Community

Price Low 1200,000 High 1500,000

Search Date Begin End Date Range

List Date Begin End 30 Days Back

Sold Date Begin End Date Range

CRITERIA SUMMARY

Clear All

x	Listing Visibility Type	ML Listing
x	Status	A
x	Region	REBGV
x	Area	VBE
x	Price	1200000 - 1500000
x	List Date	30 Days Back

2. Click **Run Search** or **Search** to run your search.
3. The search Results are displayed in a Spreadsheet report, as shown below. Working with search results is covered in detail in the [Managing Results](#) section, starting on page 69.

4.

5.

Home Residential Detached x

Criteria Map Search ML Defined Spreadsheet (5) + New Search

Checked All E-mail Save Print Export Customize Correction Actions Page 1 of 1

?		PicCoi	Pics	Action Icons	ML #	Status	Address	S/A	Price	List Date	DOI
1		19			R2358396	A	7283 12TH AVENUE	VBEED	\$1,200,000	4/10/2019	28
2		20			R2358648	A	7545 18TH AVENUE	VBEED	↑\$1,258,000	4/8/2019	30
3		1			R2362005	A	7760 18TH AVENUE	VBEBE	\$1,298,000	4/24/2019	14
4		20			R2362963	A	8134 14TH AVENUE	VBEBE	\$1,299,900	4/25/2019	13
5		14			R2365063	A	8920 15TH AVENUE	VBEER	\$1,499,000	4/29/2019	9

4. Note that the **Run Search** button now instead displays the name of the current results report, **ML Defined Spreadsheet** in the image above. The number in parentheses (e.g. **(5)** in the image above) indicates the number of listings found by your search.

- After examining the Spreadsheet, click **Criteria** if you wish to make any changes to your search criteria.

6.

Home Residential Detached

Criteria Map Search Run Search + New Search

Load Search Last Search Customize Save Search Open All Close All

Primary Criteria - Last Search

Listing Visibility Type ML Listing

Mapping Click to start map search. Map pins will display when matches are less than 5000.

Status A

Region REBGV

Area VBE

Sub-Area/Community

Price Low 1200,000 High 1500,000

Search Date Begin End Date Range

List Date Begin End 60 Days Back

Sold Date Begin End Date Range

- If you change any Criteria, the **Run Search** button will re-appear, indicating that you need to run the search again to update the results.
Click the **Run Search** button to continue.
- Your revised search results will be displayed in a Spreadsheet report.

Home Residential Detached

Criteria Map Search ML Defined Spreadsheet (8) + New Search

Checked All E-mail Save Print Export Customize Correction Actions Page 1 of 1

?	PicCo	Pics	Action Icons	ML #	Status	Address	S/A	Price	List Date	DOI
1	19			R2358396	A	7283 12TH AVENUE	VBEED	\$1,200,000	4/10/2019	29
2	20			R2358648	A	7545 18TH AVENUE	VBEED	↑\$1,258,000	4/8/2019	31
3	1			R2362005	A	7760 18TH AVENUE	VBEBE	\$1,298,000	4/24/2019	15
4	20			R2362963	A	8134 14TH AVENUE	VBEBE	\$1,299,900	4/25/2019	14
5	20			R2350914	A	8163 18TH AVENUE	VBEBE	↓\$1,370,000	3/16/2019	54
6	16			R2350434	A	8058 18TH AVENUE	VBEBE	\$1,398,000	3/20/2019	50
7	20			R2356195	A	8328 16TH AVENUE	VBEBE	\$1,399,000	4/1/2019	38
8	14			R2365063	A	8920 15TH AVENUE	VBEER	\$1,499,000	4/29/2019	10

Features Search

The **Features** field allows you to search for the presence or absence of specific property features.


By default, the **Features** field is found just below the **Total Bedrooms** and **Total Baths** fields. You may need to scroll down the Criteria form to locate the **Features** field.



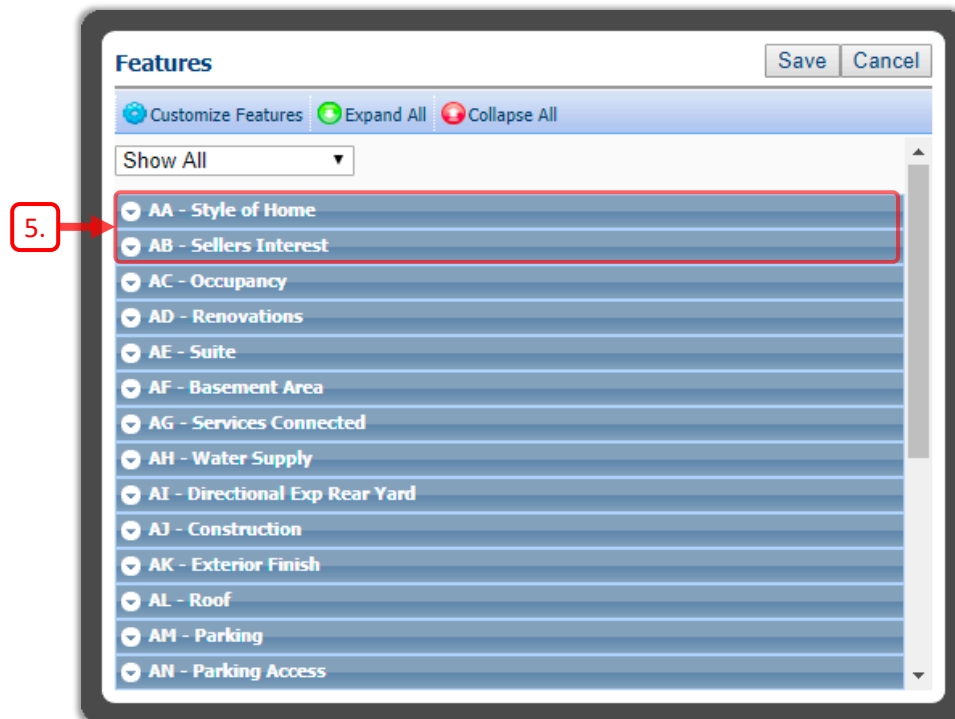
► To run a Features search:


1. Start a search, as previously described. Enter any desired criteria into the search form.
2. Locate the **Features** field in the search form. You may need to scroll down to find it.

The screenshot shows the 'Primary Criteria - Last Search' form. The 'Features' field is located below the 'Total Baths' field. It consists of three input boxes with labels 'Must Have', 'Must Not Have', and 'Must Have 1 or More' below them. A magnifying glass icon is positioned to the right of the 'Features' field. Red annotations include a box labeled '2.' pointing to the 'Features' field and a box labeled '3.' pointing to the magnifying glass icon.

3. Click the magnifying glass icon  to the right of the **Features** field to access the Pick List for that field.

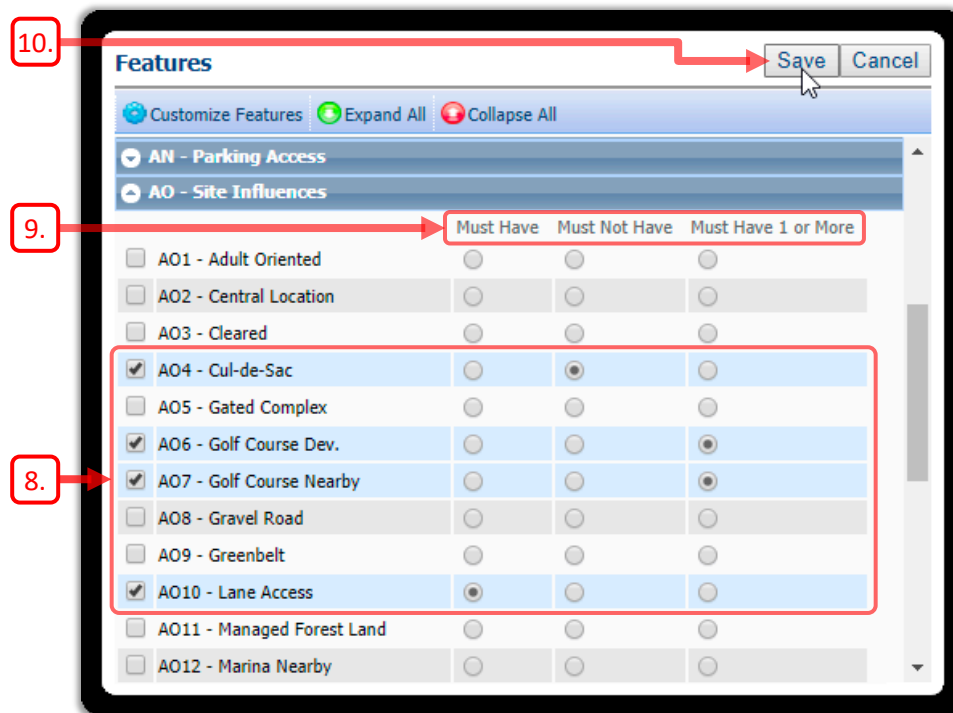
- The **Features** dialog box opens.



- Related features have been grouped together into *Features Containers*, such as **Style of Home** and **Sellers Interest**. All containers are initially collapsed.
- Scroll to the desired container (**Site Influences** in this example) and click  to expand the container.



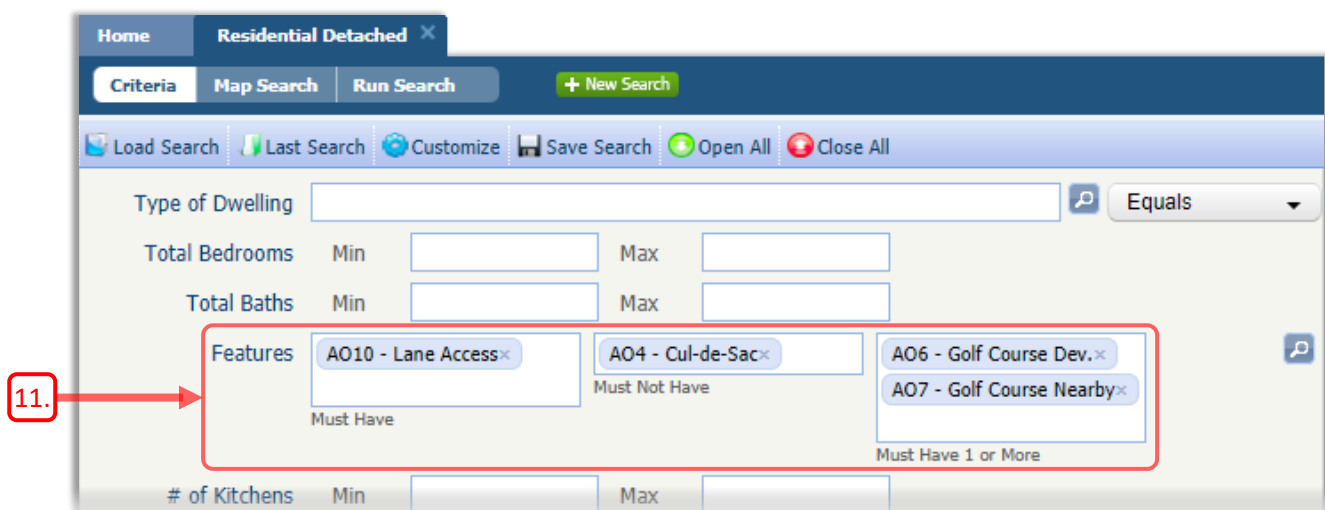
7. The individual features in the expanded container are now displayed.



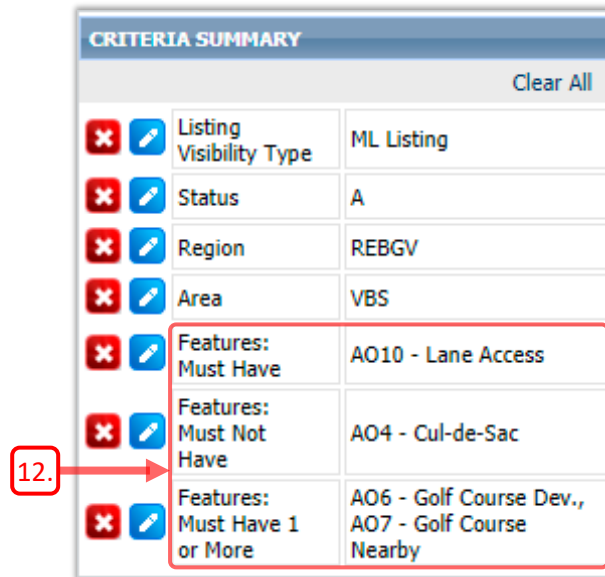
8. Select one of more of the features in the container by clicking the appropriate radio buttons .
9. Note that for each feature, you have the option to select **Must Have**, **Must Not Have**, and **Must Have 1 or More**.

Be careful about specifying too many **Must Haves**, as each feature will need to be present to obtain a match.

10. Click when you have selected all the desired features.
11. The contents of the **Features** fields will now reflect the selections you made in the dialog box.

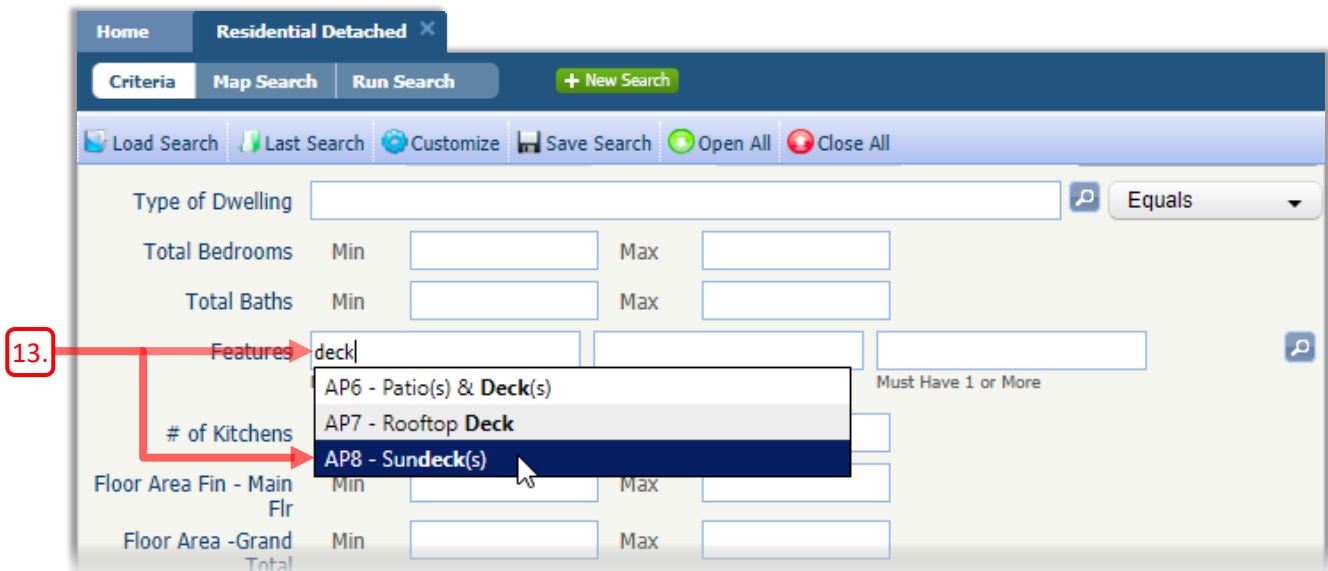


12. The selected features will also appear in the **CRITERIA SUMMARY**.



13. You can instead use Auto-complete to help you enter criteria into the **Features** fields. This can be a convenient alternative to browsing through the numerous features containers.

Start to type the name of the desired feature and Auto-complete will display a list of matching features. Click on the desired feature to select it.



Map Search

Map Search allows you to see where your listing matches are located on a map. You can further refine your search by drawing *shapes* that specify geographic areas to include, or exclude from your search. Working with shapes is described in more detail in [Using Shapes with Map Search](#) on page 57.



► To start a Map Search:

1. Start a new search of the desired property *Class* (e.g. *Residential Detached*).
2. Enter some criteria to narrow down the extent of your search:
 - a. Make sure to select *Active* in the **Status** field, assuming that you are searching for active listings.
 - b. Specify one or more **Areas** to search.
Avoid getting too specific about the location (e.g. **SubArea**), so that you have some flexibility when working with the map.
 - c. Enter a **Price** range, based on your client's budget.
 - d. Enter any other criteria that are essential to your client, such as **Total Bedrooms, Total Baths, Floor Area**, etc.
 - e. Keep an eye on the *Count* value at the upper-right to ensure that a reasonable number of listings have been found before proceeding.

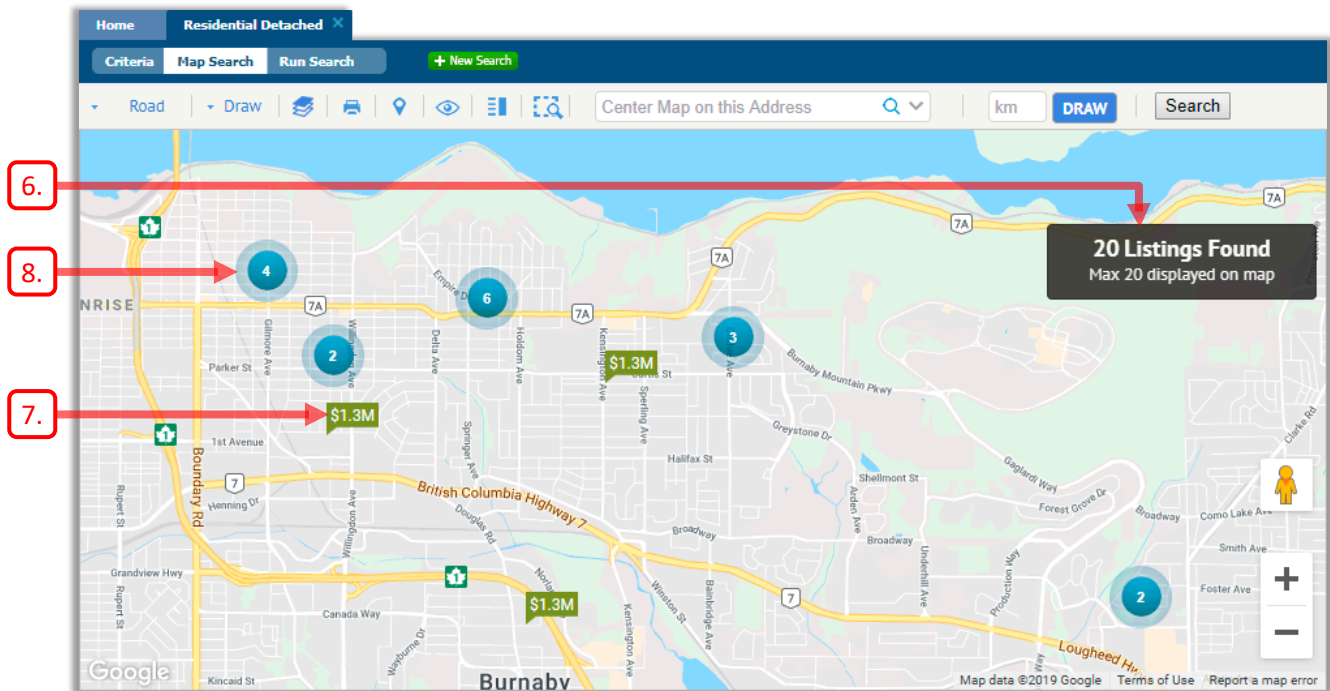
The screenshot shows the search interface for 'Residential Detached'. The 'Criteria' section is active, and the 'Map Search' button is highlighted. The search criteria are as follows:

Criteria	Value
Listing Visibility Type	ML Listing
Status	A
Area	VBN
Price Range	Low: 1000,000; High: 1300,000

The 'CRITERIA SUMMARY' panel on the right shows the following search criteria:

Criteria	Value
Listing Visibility Type	ML Listing
Status	A
Area	VBN
Price	1000000 - 1300000

3. Click **Map Search** when a suitable number of listings have been found.


4. The **Map Search** page opens.


5. By default, the map will be zoomed and positioned so that all matching listings are displayed on the map.


6. A **Listings Found** count is displayed at the right.

Note: If too many listings are found, they will not be displayed on the map, and the map will be centred on your Office Location or *Custom Map Address*, as indicated by an ✘. (See page 130 for more information on the *Custom Map Address*.)

In addition, the following message will appear at the lower-left, indicating that you need to refine your search or draw a shape before listings can be displayed.

 Please refine search or draw a map shape to display pins.

7. A **Listing Marker**  (aka *Map Pin*) will appear for each matching listing. The approximate price of the listing appears within the marker.

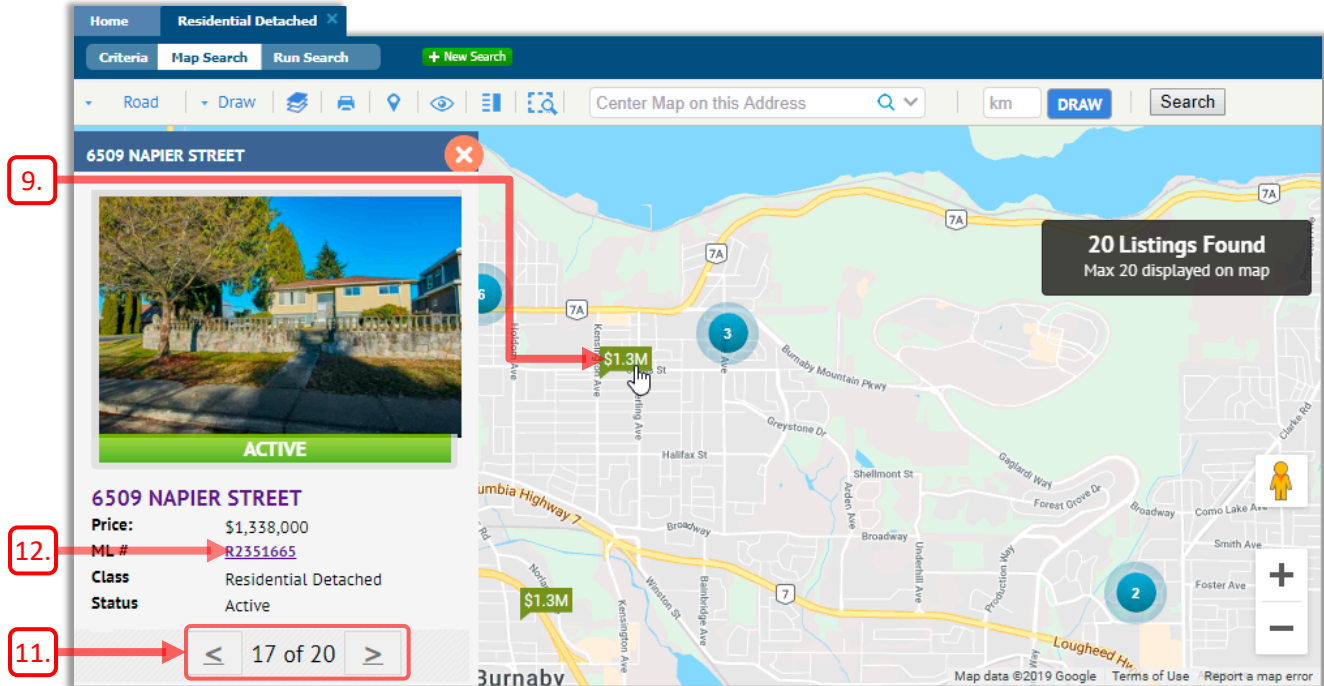
8. Depending on the zoom level, you may see some **Cluster Markers**  displayed on the map.

- Cluster Markers appear when the individual Listing Markers are too close together to be properly displayed.
- The number displayed inside the Cluster Marker indicates how many listings are grouped within that cluster.
- When you zoom in sufficiently, the Cluster Marker will be replaced with its individual Listing Markers.

▶ Viewing Listing Details using the Map:

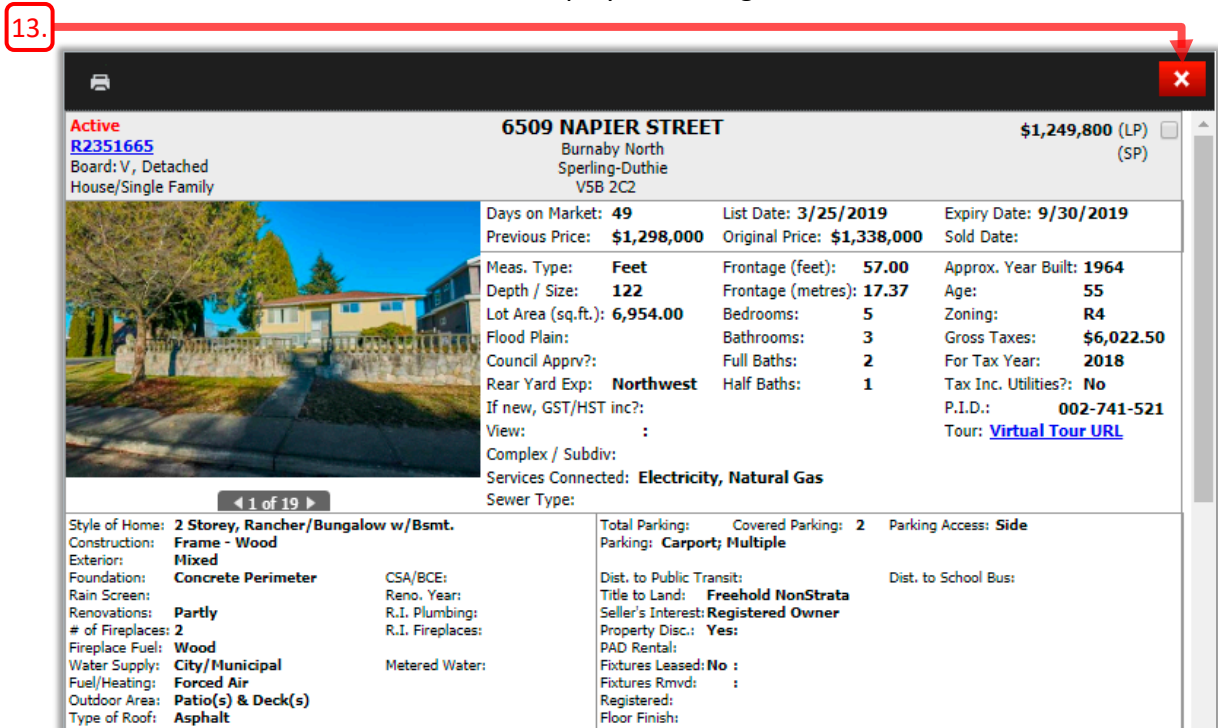
9. Click on a Listing Marker to display detailed information about the listing.

10. A photo of the property and a listing information panel is displayed at the left.




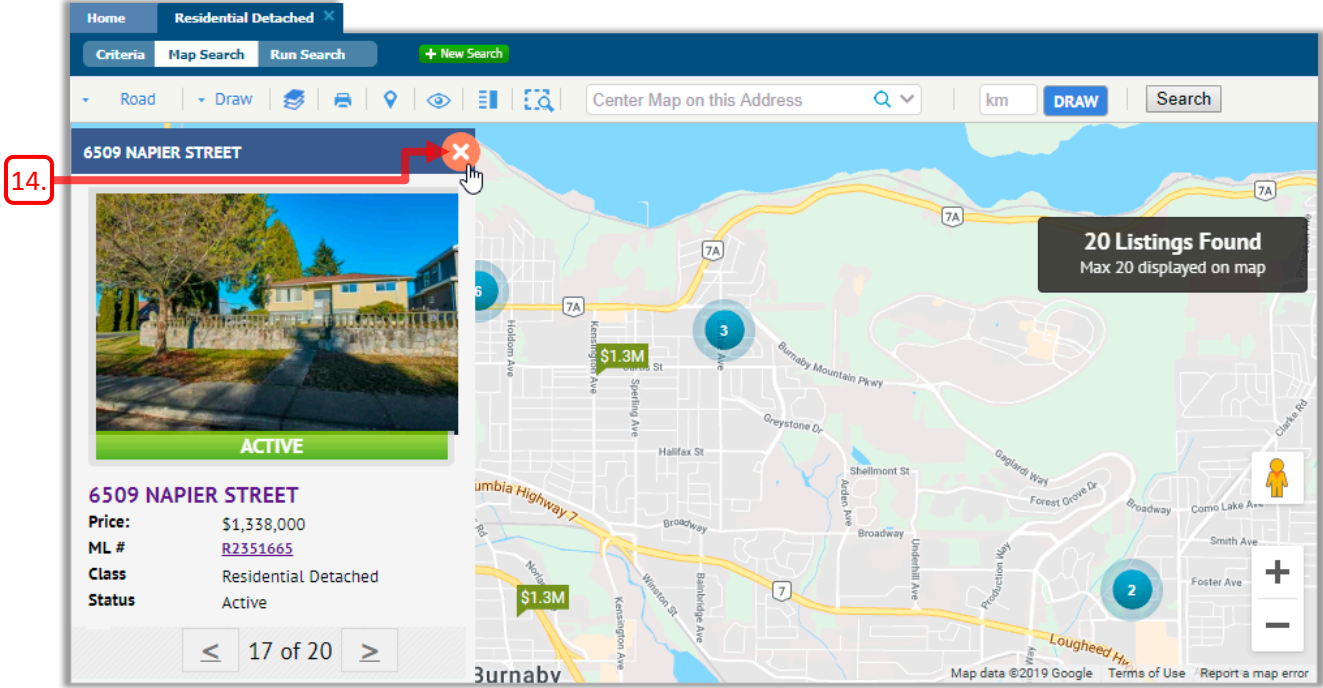
11. You can browse the listings using the Navigation Arrows near the bottom.

12. Click on the **ML #** field to display the listing's details, as shown below.



13. Click **X** to close the details view and return to the map.

14. Click  to close the panel on the left, and display the entire map again.



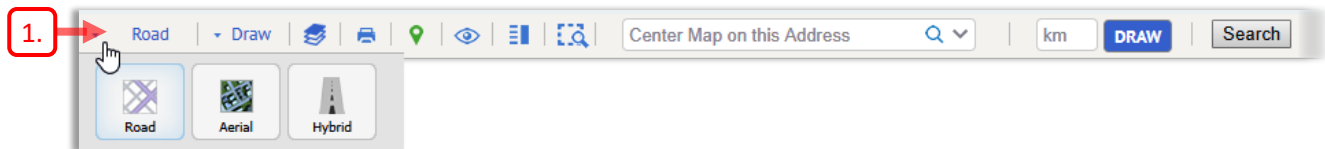
Using the Map Search Toolbar

The Map Search toolbar appears at the top of the Map Search window, providing a number of options for working with the map.



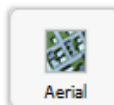
► To use the Map Search toolbar:

1. The **Type of Map** drop-down allows you to select the type of map to display.



Road – Displays a standard road map.

The blue highlight indicates that this option is currently selected.

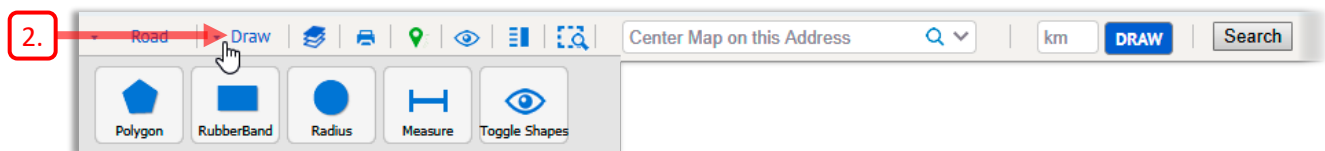


Aerial – Displays an aerial map.

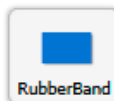


Hybrid – Displays the aerial map, with street names and other labels visible on the map.

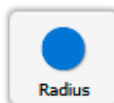
2. The **Draw** drop-down list allows you to select a shape to draw on the map, to specify the areas that you wish to search for listings.



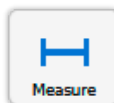
Polygon – Allows you to draw a complex shape on the map, such as one that follows a road or outlines a school catchment area.



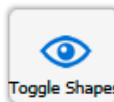
RubberBand – Allows you to draw a rectangular shape on the map.



Radius – Allows you to draw a circle of a specified radius on the map.



Measure – Allows you to measure distances on the map.

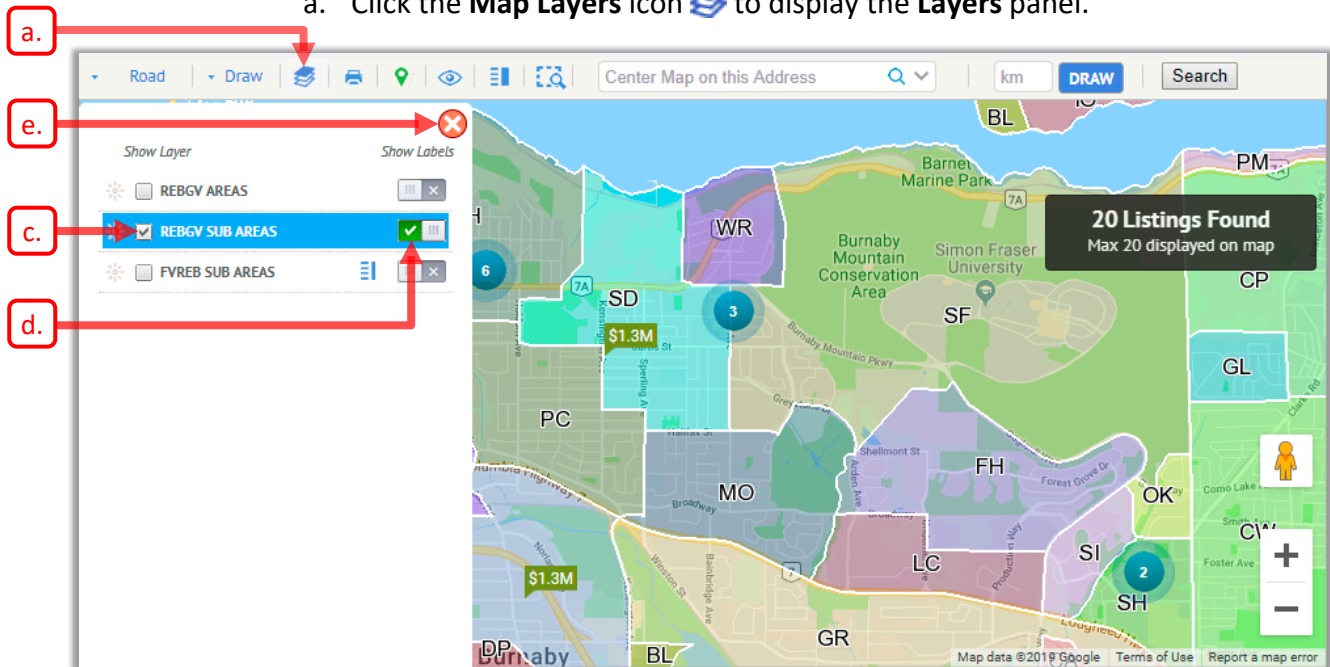



Toggle Shapes – Allows you to show or hide the shapes that you have drawn on the map. The listings found within a shape are displayed even when the shape is hidden.


3. The **Map Layers** options allow you to display various layers that can be overlaid on the map.

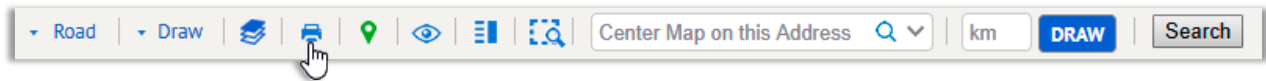
The *Areas* and *Sub Areas* appear as coloured regions with white borders, optionally labelled with the name of the Area or Sub Area.


- a. Click the **Map Layers** icon  to display the **Layers** panel.

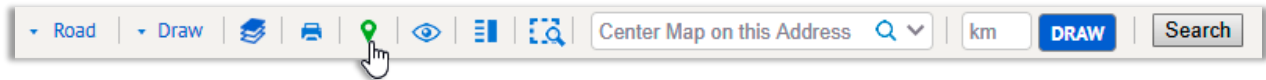




- b. The **Layers** panel is displayed on the left side of the map.
- c. Click on a **Show Layer** checkbox to show the corresponding layer on the map. You would uncheck the checkbox to hide the layer.
- d. Click on the **Show Labels** switch to display identifying labels for the corresponding **AREAS** or **SUB AREAS**. Click the switch again to hide the labels.
- e. Click  to hide the **Layers** panel. Any selected layers will remain visible, even when the **Layers** panel is hidden.


- Click the **Printer** icon  to send the map to your printer.

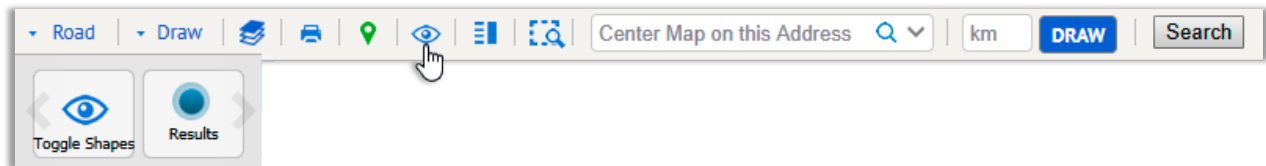


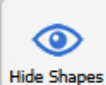
- Click the **Points of Interest** icon  to hide or show *Points of Interest* (such as parks and businesses) on the map.





Points of Interest are displayed by default, as indicated by the green icon . When the *Points of Interest* are hidden, the icon appears blue .

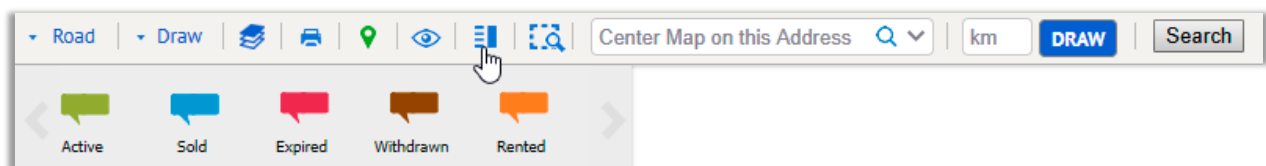
- Click  to display the **Show/Hide Shapes & Markers** drop-down list, which allows you to show or hide Shapes and Markers.



 **Toggle Shapes** – Allows you to show or hide any shapes that you have drawn on the map. Note that the shapes are still in effect, even if they are hidden.


 **Results** – Allows you to show or hide the Listing Markers for any found listings, if present on the map. Even when hidden, the listings are still included in the *Listings Found* count.

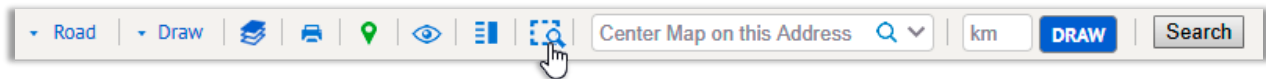
- Click the **Marker Legend** icon  to display a legend of the Listing Marker icons.





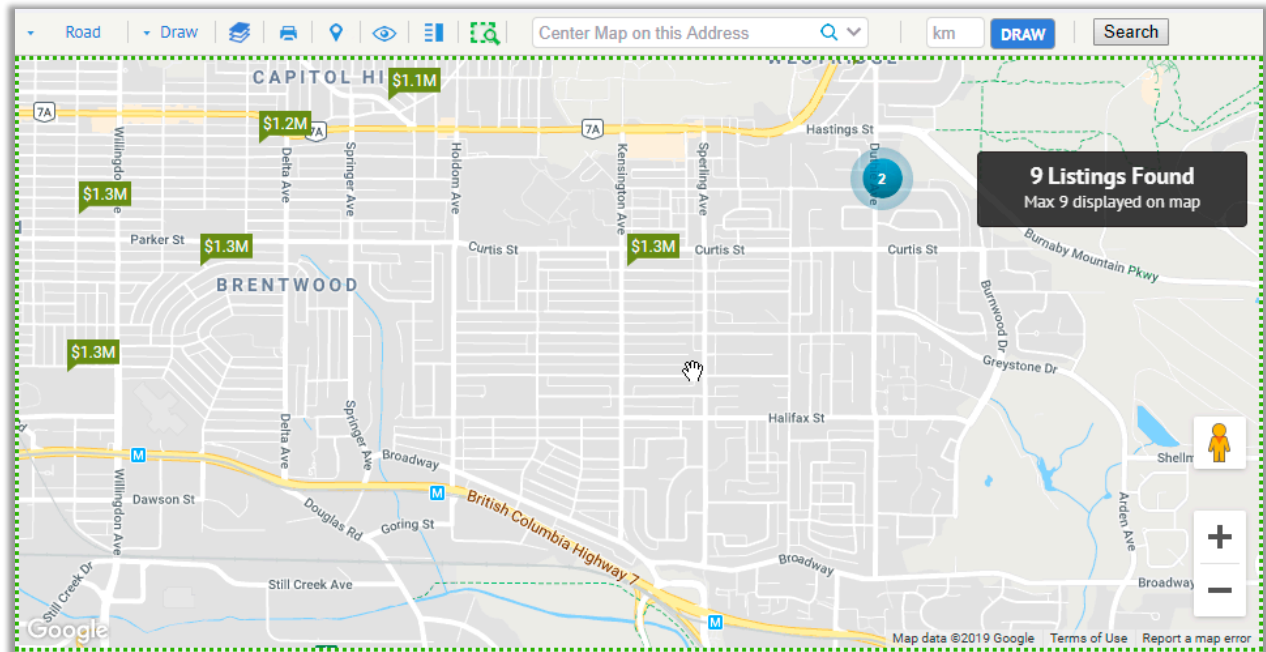
The listings found by your search will be colour-coded to indicate their Status as *Active*, *Sold*, *Expired*, *Withdrawn* or *Rented*.


- Click the **Marker Legend** icon again to hide the legend.

9. Click  to enable the **Map Boundary**.



a. A dashed green line  appears around the edges of the map to indicate that the *Map Boundary* is enabled. The icon  also turns green.



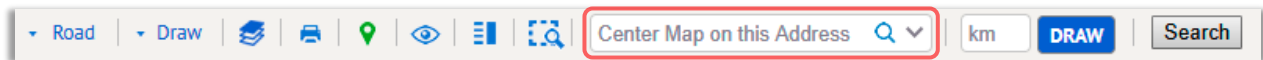
- With the *Map Boundary* enabled, only listings within the boundary are included in the *Listings Found* count.
- If you zoom in/out or scroll the map, the map will be refreshed and the *Listings Found* count will be updated, depending on how many listings are now within the boundary.
- Click  to disable the *Map Boundary*.

About the Map Boundary

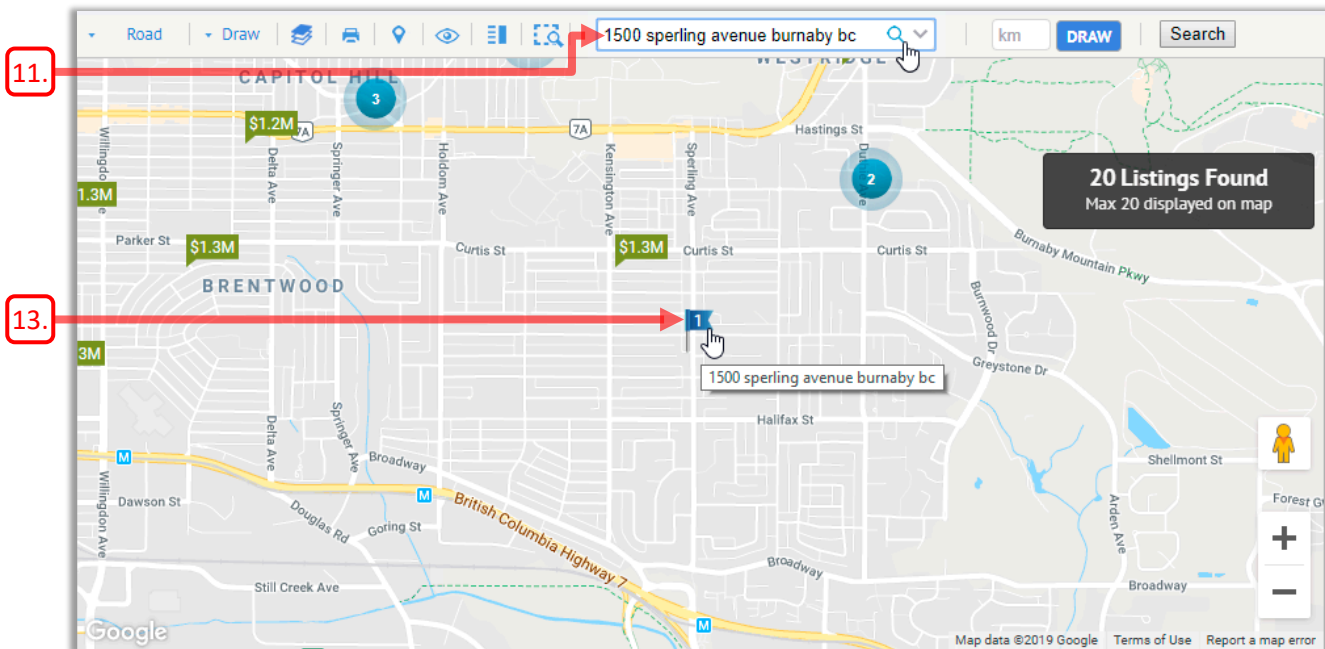
The *Map Boundary* behaves like a *shape* that encompasses everything currently visible on the map. Only listings that are visible on the map are included in the *Listing Count*. If you save your search with the *Map Boundary* enabled, the current *Map Boundary* will be saved with the search. Note that you can't draw any shapes onto the map when the *Map Boundary* is enabled. And you can't enable the *Map Boundary* if any shapes are present.





10. The **Center Map on this Address** field allows you to manually enter an address to centre the map upon.




11. Enter the desired address into the **Center Map on this Address** field. Make sure to enter the city and province to correctly specify the address.



12. Then click the magnifying glass icon  to proceed, or press *Enter*.

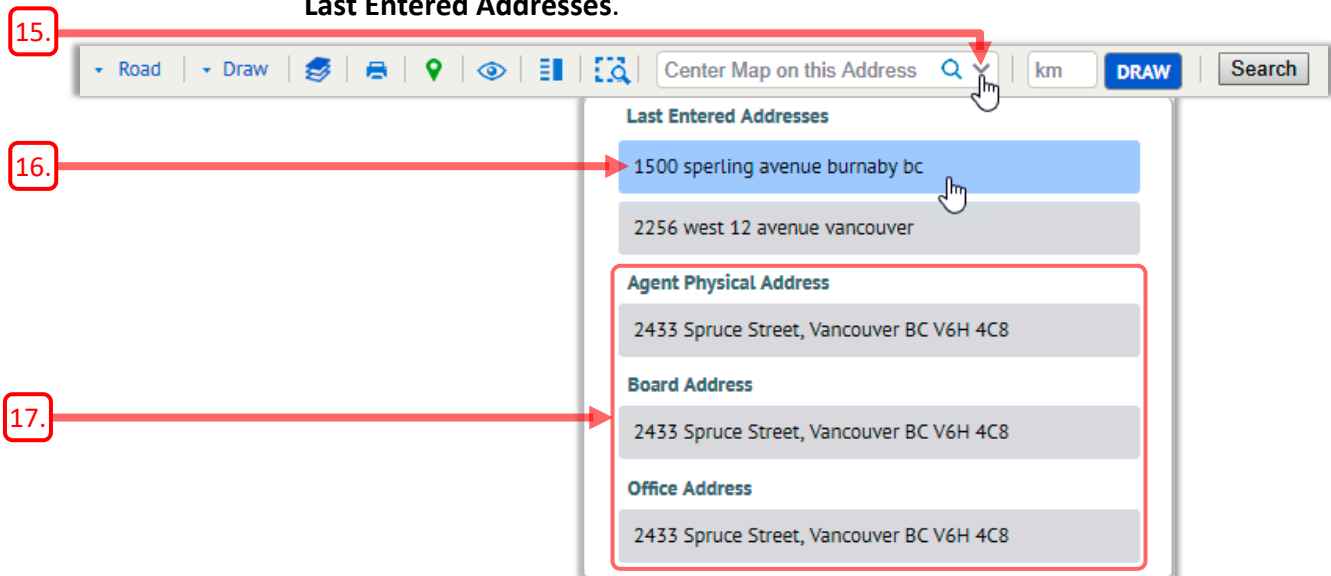
13. An *Address Marker*  will be placed on the map at the specified address and the map will be centred at that location.

You can enter additional addresses via the **Center Map on this Address** field.

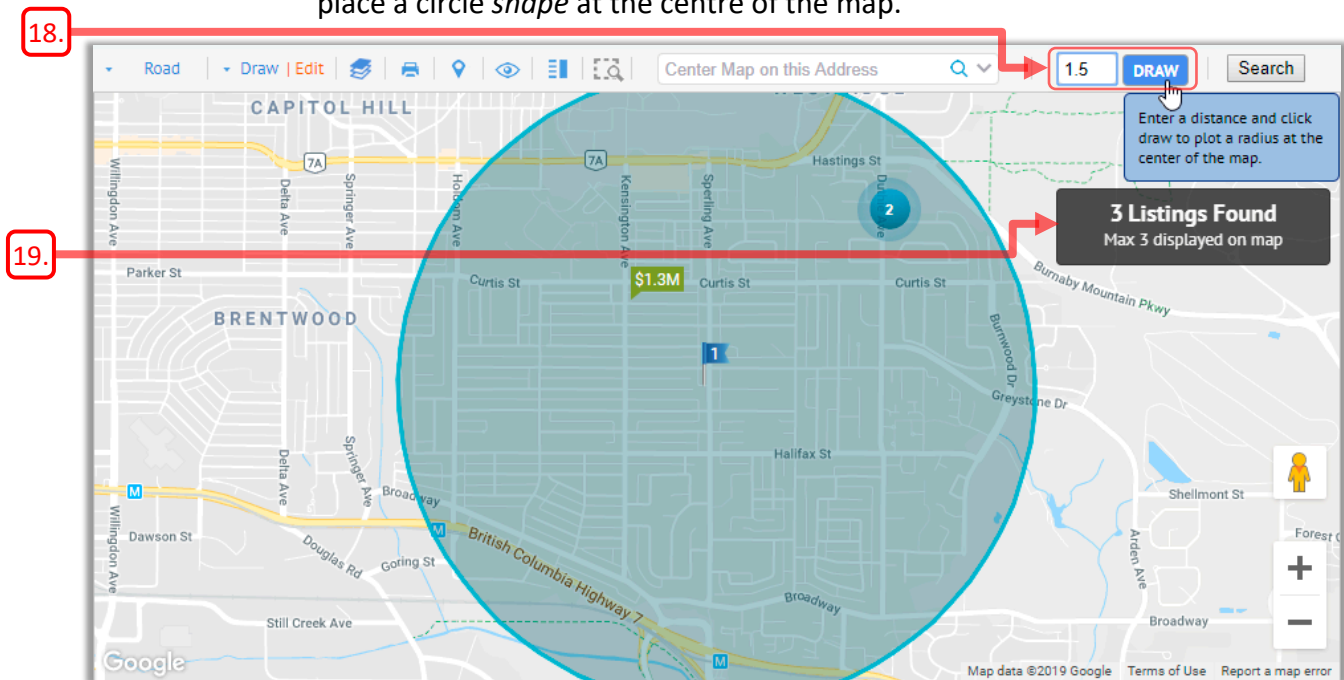
A new *Address Marker*, e.g. , will be placed at each address you enter, and the map will be centred on the last address location.

Note that if you hover your mouse pointer over an *Address Marker*, its address will be displayed, as shown in the image above.

14. Paragon will remember the last five addresses that you entered into the **Center Map on This Address** field, so that you can easily recall them.
15. Click **▼** at the right end of the *Center Map* field to display a menu of your **Last Entered Addresses**.



16. You would click an address in the menu to centre the map on that address.
17. Note that your **Agent Physical Address, Board Address, and Office Address** are also offered in the menu.
18. You can enter a radius value into the **km** field and then click **DRAW** to place a circle *shape* at the centre of the map.



19. The *Listings Found* count will update to include only listings within the circle shape. Working with shapes is covered in more detail in subsequent pages.

Using Shapes with Map Search

Paragon allows you to draw shapes on the map to graphically identify the areas to search for listings. You can draw up to seven shapes on the map. Each shape can specify an area to include or exclude from your search.



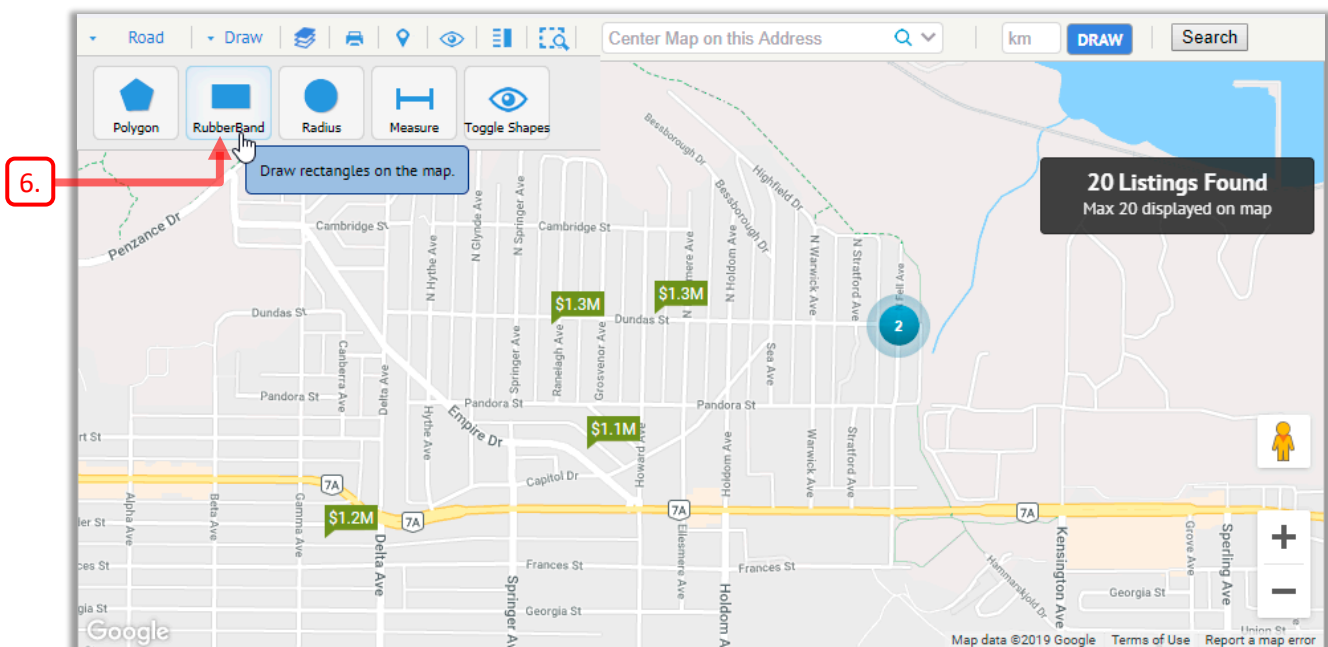
► To draw a shape to specify a search area:

1. As explained on the preceding pages, start a new search of the desired property *Class*, and enter some criteria to narrow the extent of your search.
2. Ensure that a suitable number of listings have been found, as indicated by the *Count* value at the upper-right.
3. Then click **Map Search** to continue.

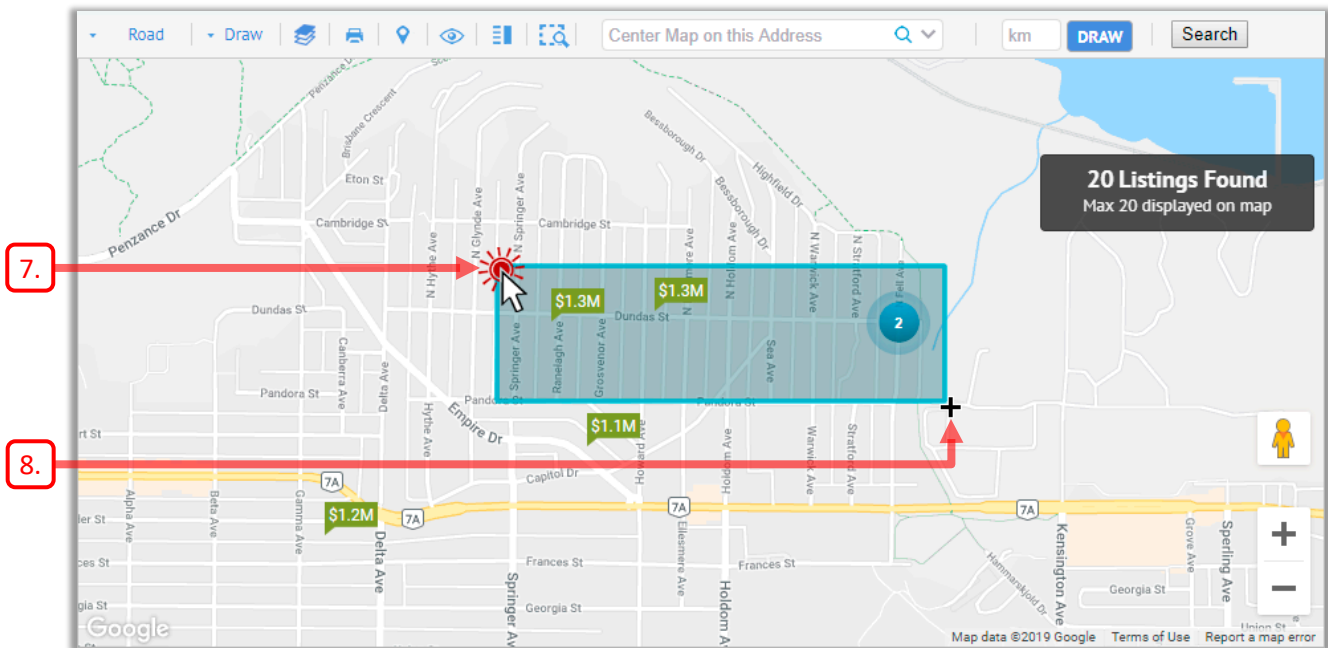
4. The **Map Search** page will open, with the map zoomed and positioned to display all matching listings.


You can now draw one or more shapes on the map, to precisely define the geographic area to search for listings.

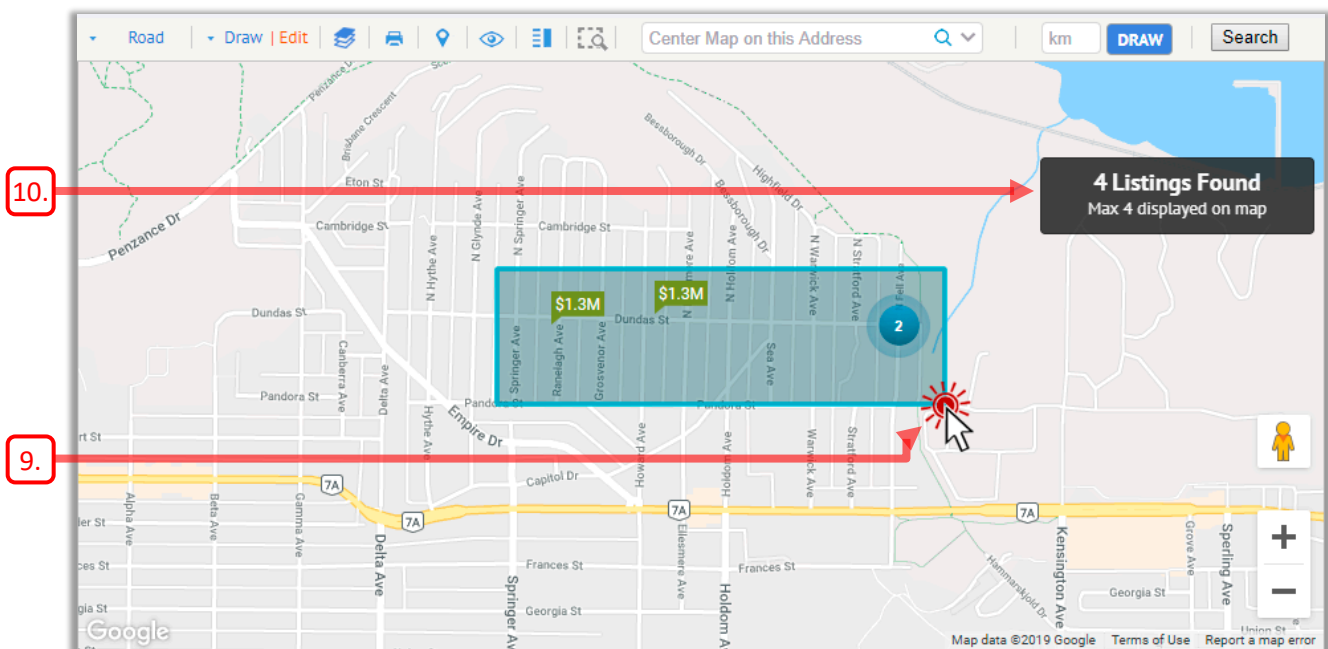
5. Zoom and scroll the map to focus on the area where you will draw your shape.
6. Select the desired shape from the **Draw** drop-down list in the toolbar. In this example, the **RubberBand** (Rectangle) shape will be used.



- On the map, click and release the mouse button to establish the first corner of the rectangle.



- Move your mouse and Paragon will start to draw a blue rectangle. The Crosshair icon  shows the proposed location of the second (opposite) corner of the rectangle.
- Move your mouse until the rectangle covers the desired search area, and then click to define the second corner of the rectangle.



- Paragon will update the *Listings Found* count to reflect only the listings within the shape.

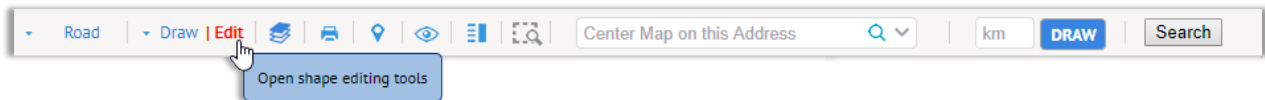
Editing Map Shapes

Once you have drawn a shape on the map, an **Edit** option appears in the toolbar. Clicking this option brings up a shape-editing panel that allows you to change a shape's borders, hide a shape, remove a shape, exclude a shape, and show or hide all shapes.

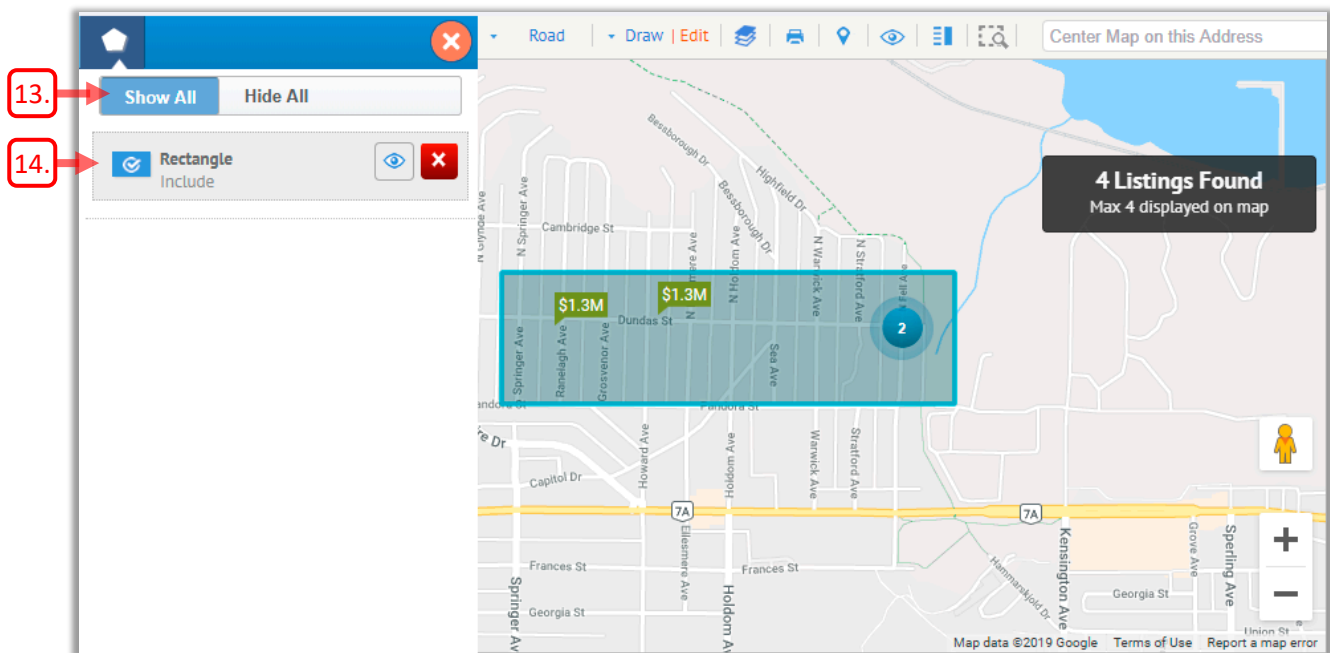


► To edit a shape on the map:

11. Click **Edit** in the toolbar.



12. A shape-editing panel appears at the left side of the map.






13. The links at the top of the panel allow you to **Show All** shapes or **Hide All** shapes on the map.

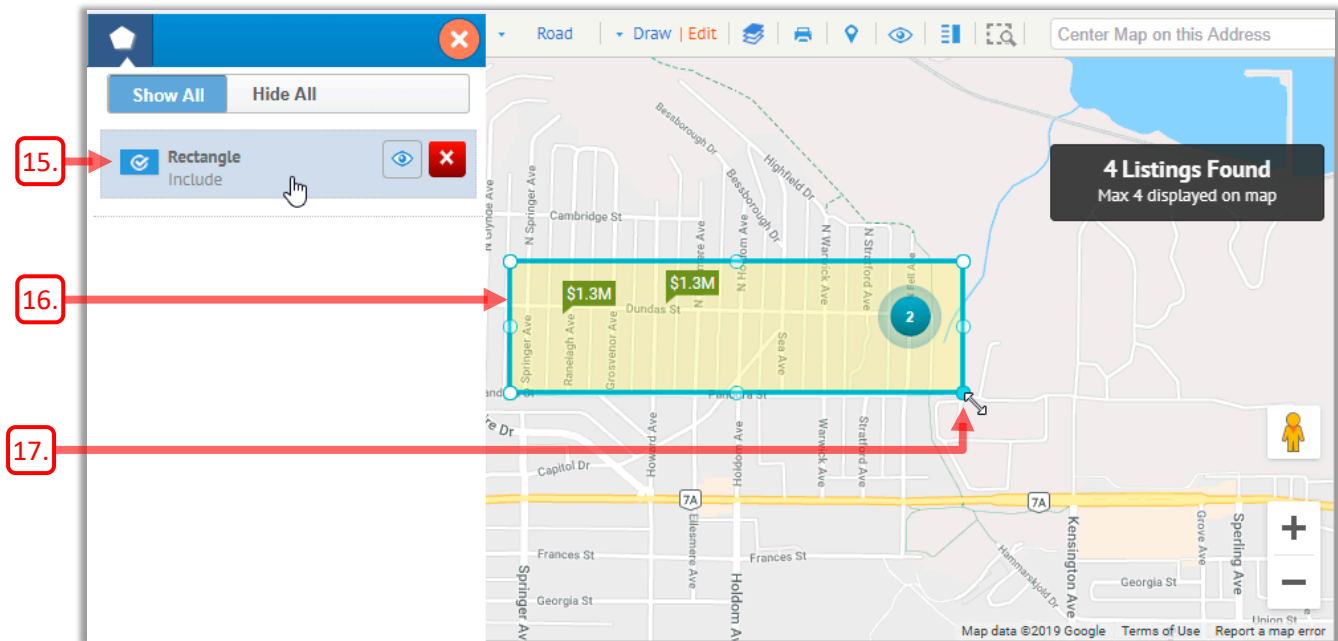
14. The shape-editing panel also includes a bar for each shape on the map.




The icons on the bar allow you to:

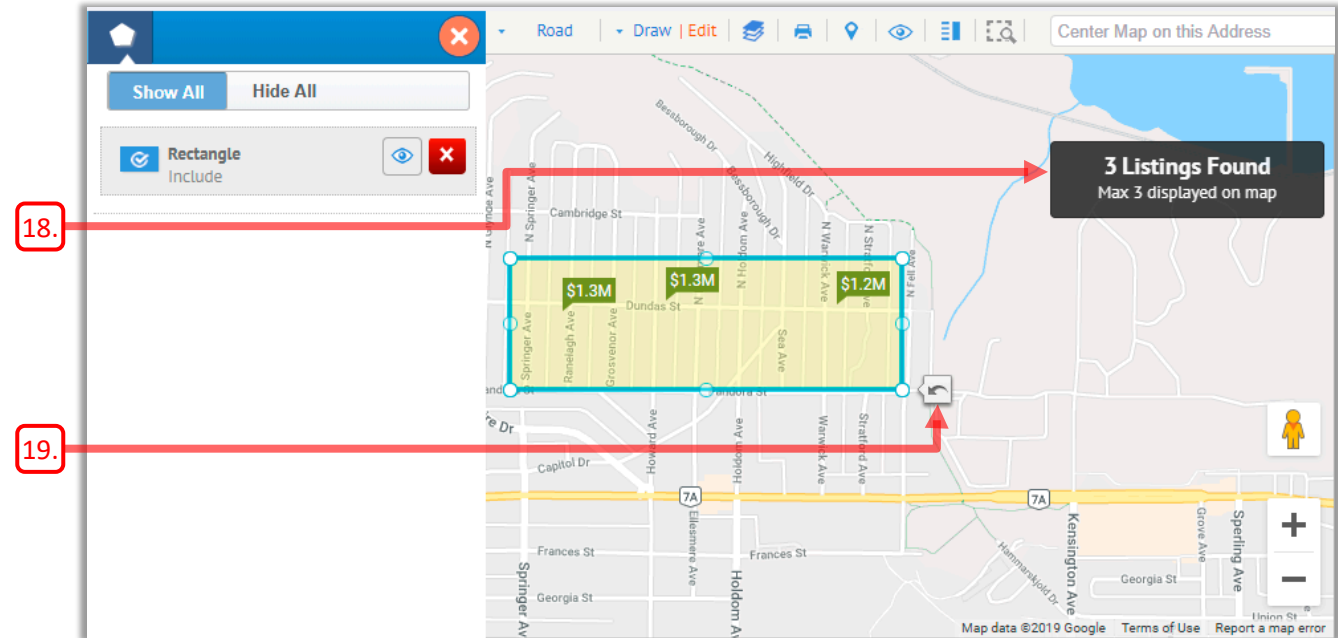
-  - show or hide the corresponding shape
-  - remove the shape from the map.
-  - switch between the *Include* and *Exclude* mode for the shape.

15. Click on a bar to select the corresponding shape for editing.




16. The selected shape will be filled with a yellow colour. Sizing handles  will appear at the corners and edges of the shape, to allow you to edit it.

17. Drag a sizing handle to modify the shape's borders.



18. The *Listings Found* count will be updated to reflect your changes.

19. After you drag a sizing handle, an *Undo* icon  will appear.

Click the icon to undo your most recent change to the shape's borders.


20. When you have finished editing the shape, click on its bar to deselect it.

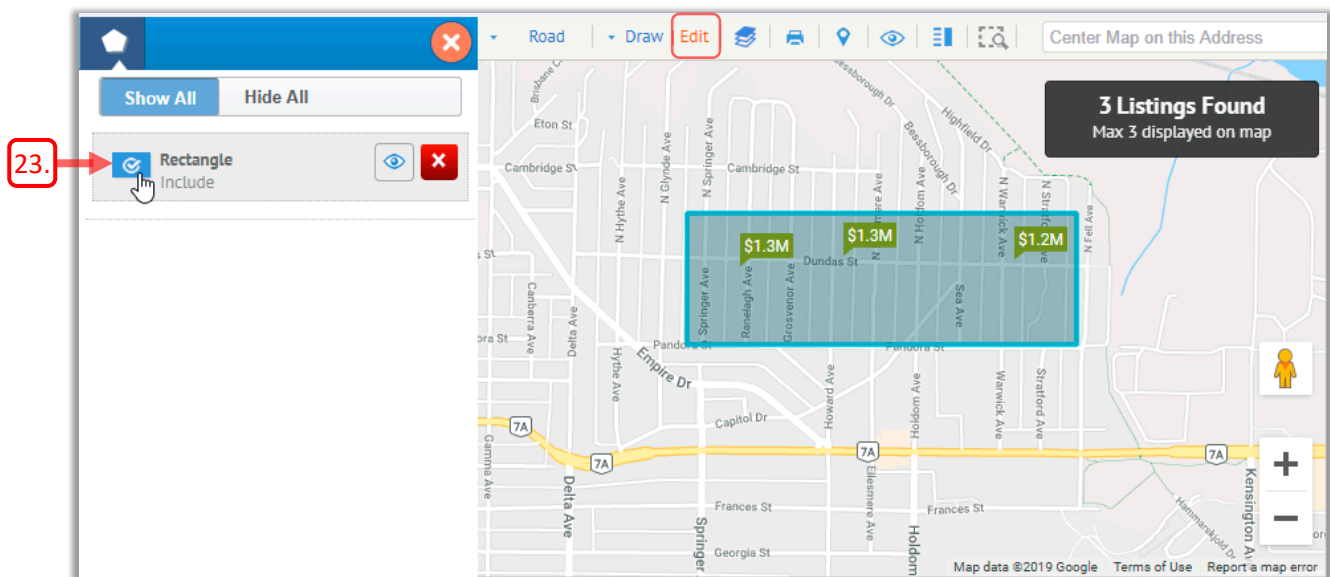
Excluding a Map Search Area

When you draw a shape on the map, Paragon will *Include* the listings within the shape by default. You can instead use the shape to identify a geographic area to *Exclude* from your search results. You could use this feature to exclude listings that are located on a busy street, for example.

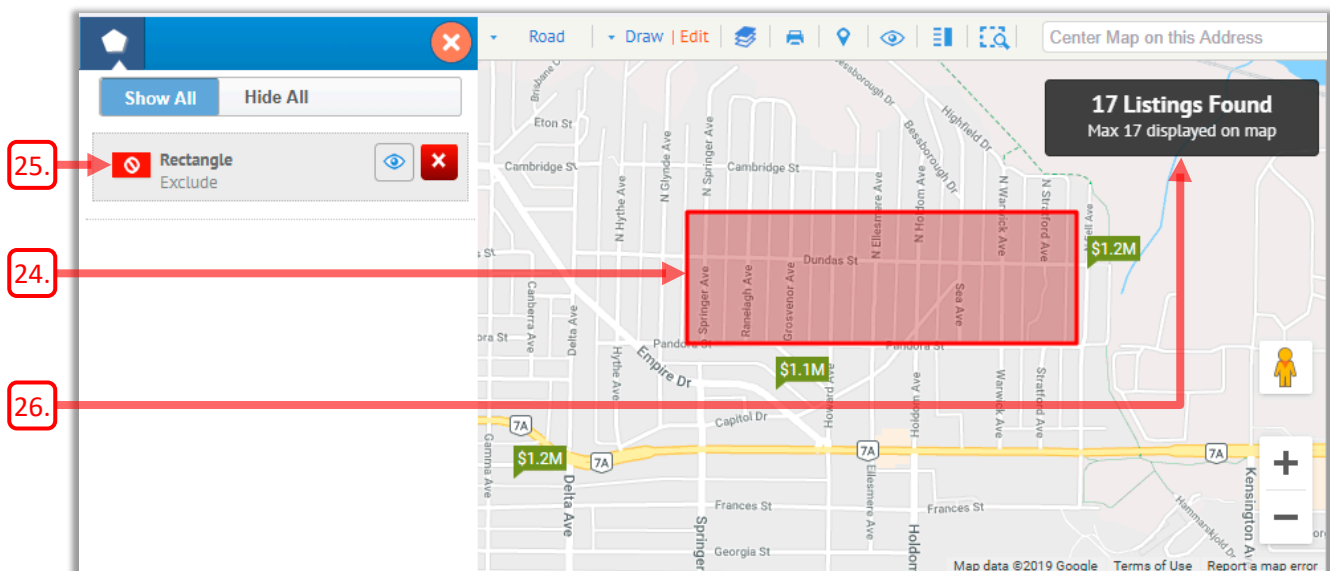




► To specify a map area to exclude:

21. Make sure that you have a shape drawn on your map as previously described.
22. If the shape-editing panel is not visible, click **Edit** in the toolbar to display it.
23. Click  to toggle the shape from *Include* mode to *Exclude* mode.



24. The shape on the map will now be displayed in red, to indicate that it is being excluded from your search.



25. The *Include* icon  will change to an *Exclude* icon  to indicate that listings within the shape are now being excluded from your search results.
26. The *Listings Found* count will be updated, as only listings outside the shape are now included in your results.

Working with Multiple Map Shapes

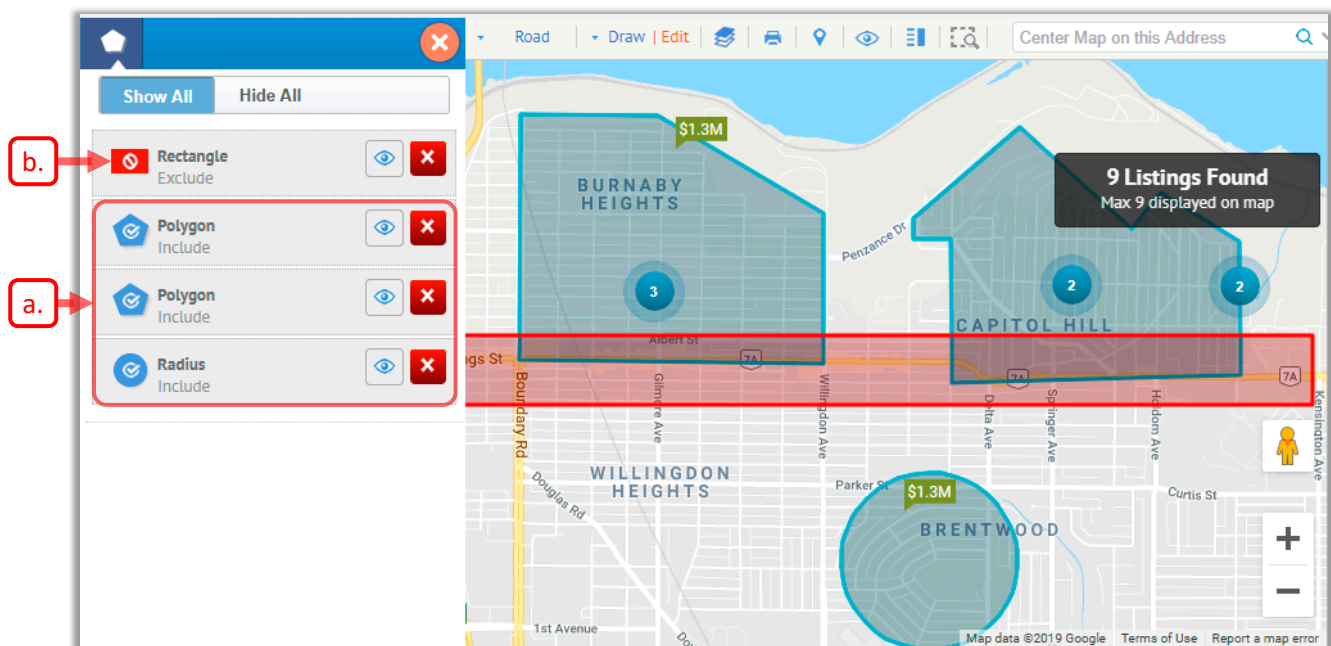
You can draw up to seven shapes on your map. For each shape, you can choose whether it acts to *Include* or *Exclude* the listings within its borders.

In the event that an *Exclude* shape overlaps an *Include* shape, the *Exclude* shape will take precedence.



► To use multiple shapes with Map Search:

27. The image below shows an example of a Map Search that involves four shapes.



28. The shape-editing panel on the left lists the four shapes present on the map:
 - a. The two *Polygon* shapes and the *Radius* (Circle) shape are defining areas to *Include* in the search, as indicated by their blue colour.
 - b. The red *Rectangle* identifies an area along a busy street that we wish to *Exclude* from the search.
 - c. No listings will be found in the areas where the red *Rectangle* overlaps with the two blue *Polygons*, as the *Exclude* shape takes precedence over the *Include* shapes.

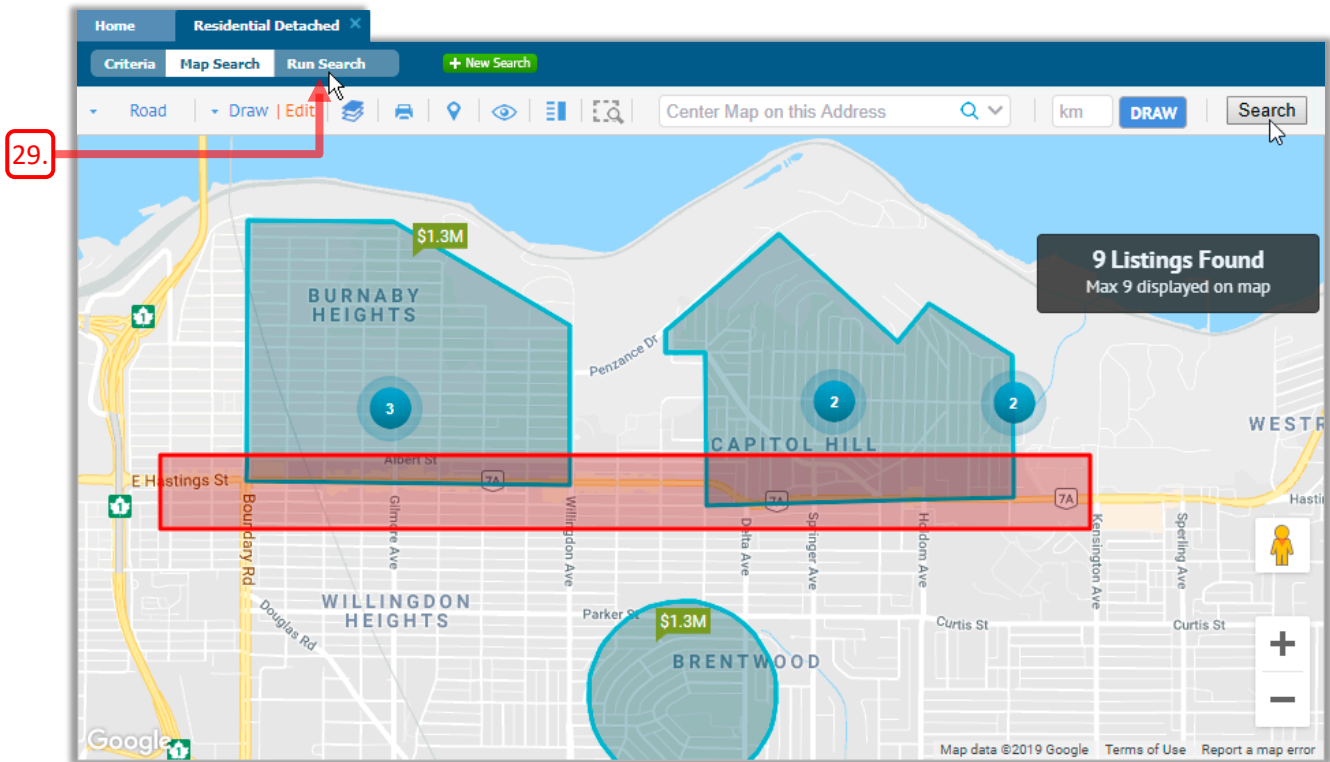
Viewing the Map Search Results

Once you are satisfied with the shapes you have drawn on your map and applied any other desired criteria, you can then run the search to view your search results.



► To view your Map Search results:

29. Click **Run Search** or **Search** to view your search results.



30. The matching listings are displayed in a Spreadsheet report.

?	PicCoi	Pics	Action Icons	ML #	Status	Address	S/A	Price	List Date	DOM	Tot BR	Tot Bath
1	9			R2348508	A	6 FELL AVENUE	VBNCB	\$1,198,888	3/13/2019	64	2	1
2	20			R2347498	A	5925 DUNDAS STREET	VBNCB	\$1,199,000	3/11/2019	66	5	3
3	20			R2341196	A	4085 TRIUMPH STREET	VBNVH	\$1,288,000	2/14/2019	91	3	2
4	10			R2341948	A	3 RANELAGH AVENUE	VBNCB	\$1,299,000	2/19/2019	86	2	1
5	20			R2351862	A	4131 YALE STREET	VBNVH	\$1,299,800	3/25/2019	52	3	2
6	20			R2344742	A	4120 CAMBRIDGE STREET	VBNVH	\$1,299,800	2/27/2019	78	3	2
7	17			R2344165	A	4672 NAPIER STREET	VBNDP	↓ \$1,299,900	2/28/2019	77	3	1

31. If you switch back to the **Criteria** page, you can see a reference to your shapes in the **Mapping** field.

The screenshot shows the 'Criteria' page for a 'Residential Detached' search. The 'Primary Criteria - Last Search' section includes fields for Listing Visibility Type (ML Listing), Status (A), Region, Area (VBN), Sub-Area/Community, Price (Low: 1000,000, High: 1300,000), Search Date, List Date, Sold Date, Type of Dwelling, Total Bedrooms, Total Baths, and Features. The 'Mapping' field is highlighted with a red box and labeled '31.', showing 'Shape 1: Rubberband', 'Shape 2: Polygon', 'Shape 3: Polygon', and 'Shape 4: Radius'. The 'CRITERIA SUMMARY' table on the right is also highlighted with a red box and labeled '32.', listing the search criteria: Listing Visibility Type (ML Listing), Status (A), Area (VBN), Price (1000000 - 1339000), and Mapping (Shape 1: Rubberband, Shape 2: Polygon, Shape 3: Polygon, Shape 4: Radius).

32. The **CRITERIA SUMMARY** also includes a reference to the shapes you added to the map.
33. Note that if you save this search, the map shapes will be included in the saved search criteria. Therefore, when you subsequently re-load the saved search, the map shapes will be recalled, along with any other saved criteria.

Customizing a Search Form

You can customize a search form, selecting which fields to include and specifying the order in which they appear in the form. You can also choose the default criteria values for any fields. This process is similar to customizing the Quick Search widget, as described in [Customizing Quick Search](#) on page 27.

Note that when you start to customize a search form, Paragon may erase any criteria that you have entered so far. You are therefore advised to customize a search form *before* entering criteria, to avoid having your criteria erased.

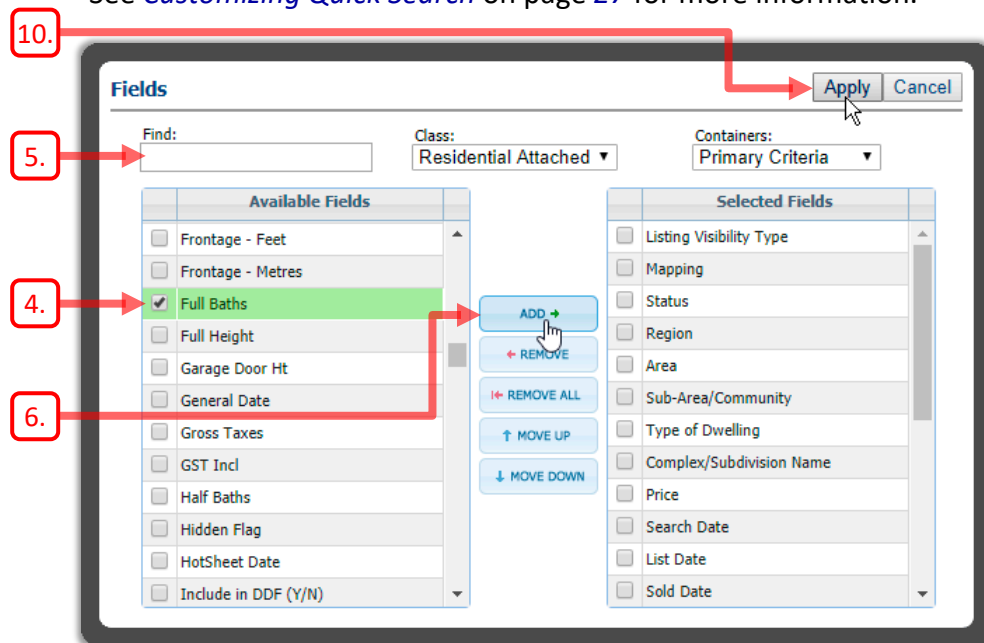







► To customize a search form:

1. Start a new search of the desired property Class.
2. Hold your mouse pointer over **Customize** in the *Action Bar* and then click **Fields** in the menu that appears.

The screenshot shows the Paragon search interface. At the top, there are tabs for 'Home' and 'Residential Attached'. Below these are buttons for 'Criteria', 'Map Search', 'Run Search', and '+ New Search'. A secondary bar contains 'Load Search', 'Last Search', 'Customize', 'Save Search', 'Open All', and 'Close All'. A red box with the number '2.' is positioned to the left of the 'Customize' button. A red arrow points from this box to the 'Customize' button. A mouse cursor is hovering over the 'Fields' option in the dropdown menu that appears below 'Customize'. The main search form below includes fields for 'Listing Visibility Type', 'Mapping', 'Status', 'Region', 'Area', 'Sub-Area/Community', 'Type of Dwelling', 'Complex/Subdivision Name', 'Price' (with 'Low' and 'High' inputs), 'Search Date', 'List Date', 'Sold Date', 'Total Bedrooms', and 'Total Baths'. Each field has a search icon and a dropdown menu for operators like 'Equals' or 'Contains'.

- The **Fields** dialog box opens. This is Paragon's standard customization and selection tool, similar to the one used to customize the Quick Search widget. See [Customizing Quick Search](#) on page 27 for more information.

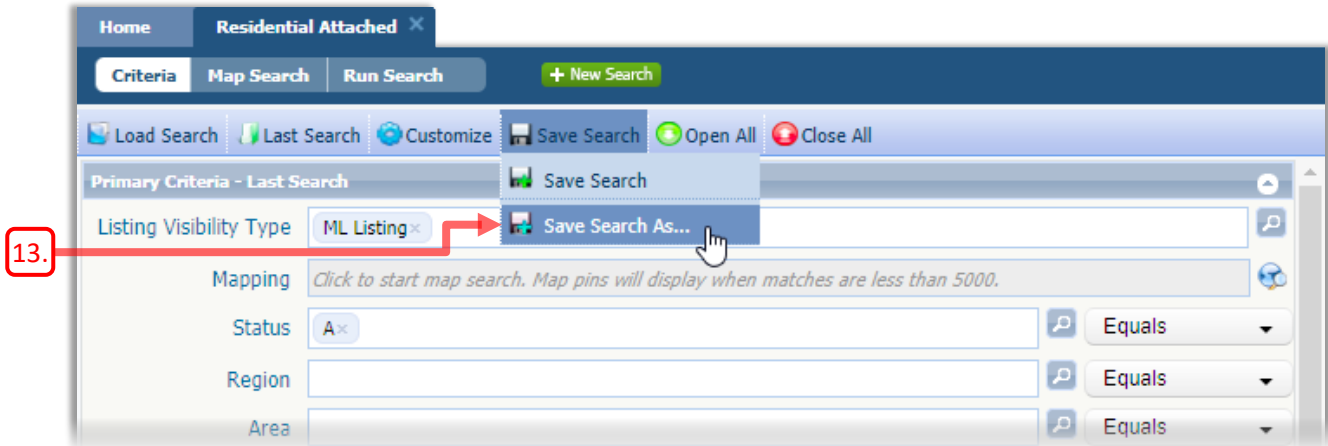


- Select any desired fields in the **Available Fields** list by checking their checkboxes.
- Because of the large number of available fields, you may wish to use the **Find** box to locate the desired field(s) in the **Available Fields** list.
- Click  to move the checked fields into the **Selected Fields** list.
- Select any unwanted fields in the **Selected Fields** list and click  to return them to the **Available Fields** list.
- To change the position of a field in the **Selected Fields** list, first select it and then click  or  to move it to the desired position.
- Alternatively, you can drag a field in the **Selected Fields** list to change its position in the list, and its corresponding position in the form.
- Click  to apply the customization to the search form.
- Now that you have customized the form, you can conduct a search, as usual.
- Note that these customization settings will not be preserved for your future searches unless you save the form, as described on the following page.

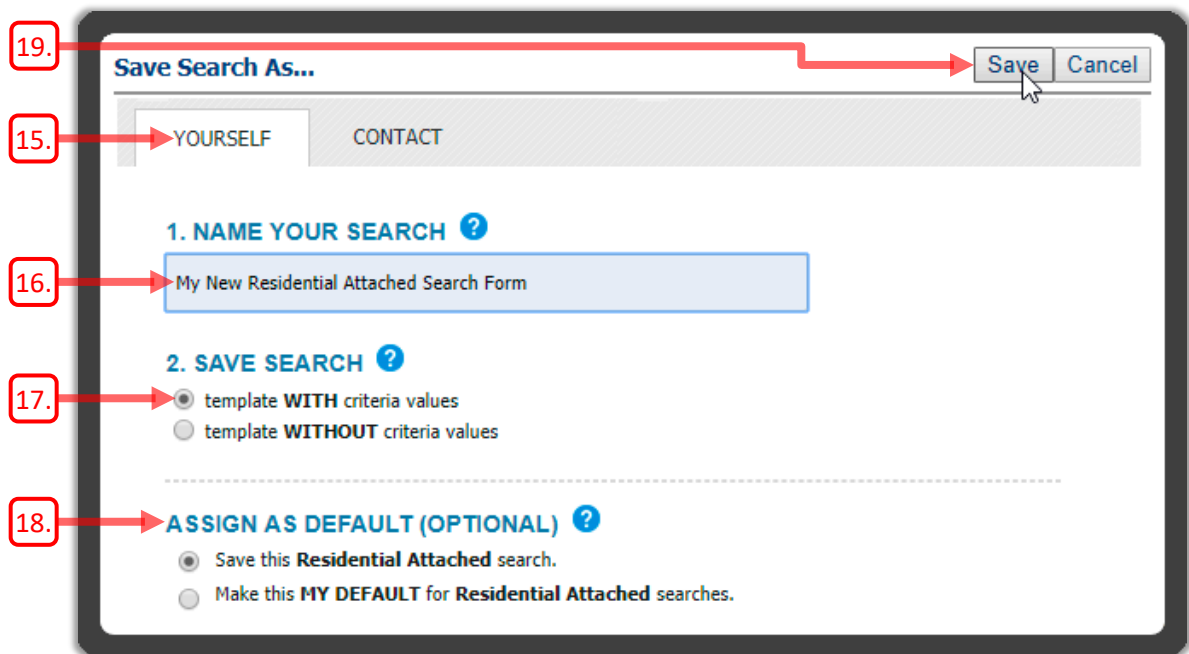


► To save the customized search form:

13. Hold your mouse pointer over **Save Search** in the *Action Bar*, then click **Save Search As...** in the menu that appears.



14. The **Save Search As...** dialog box opens.

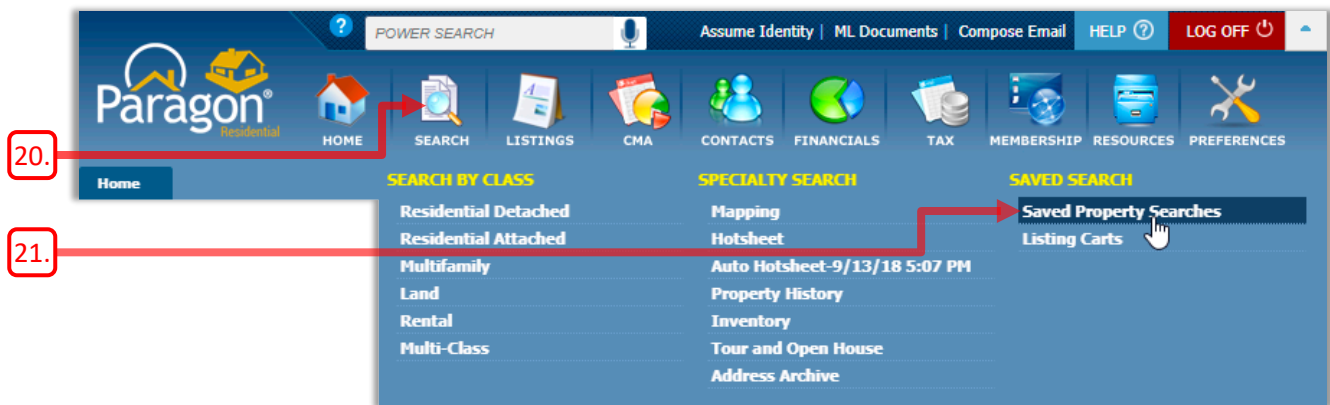


15. Note that the **YOURSELF** tab selected by default, meaning the search is intended for you and is not associated with a **CONTACT**.
16. Enter a descriptive name for your new form, so that you can easily find it in the future.
17. You would usually choose to save your form **WITH criteria values**.
18. You can optionally choose to make this form the default form for searches of this Class.
19. Click **Save** to continue.



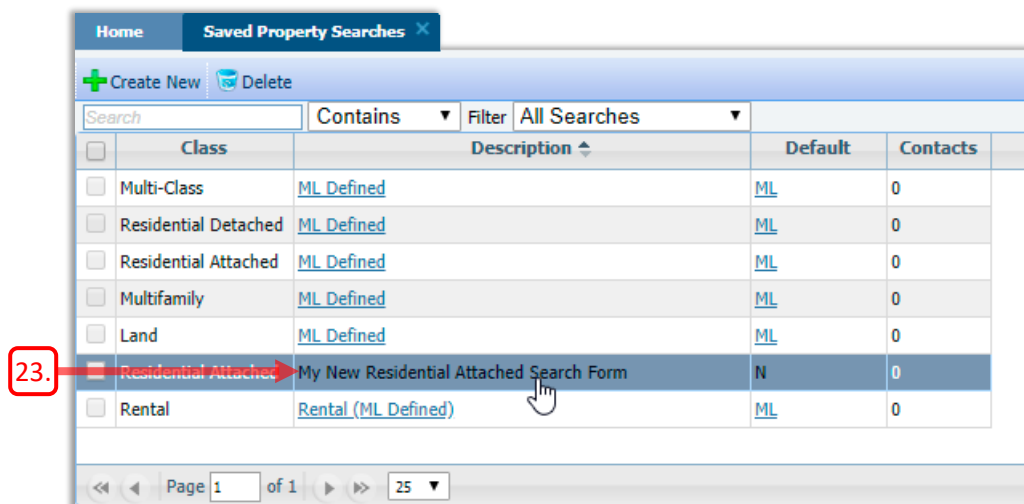
▶ To recall the customized search form:

20. Click **SEARCH** in the Navigation Bar.



21. Then click **Saved Property Searches** in the menu that appears.

22. The **Saved Property Searches** tab opens, listing all your saved searches.



23. Click on the name of the saved search form that you wish to recall.

24. The form will be loaded into Paragon.

25. You can now proceed to enter your search criteria, as usual.

26. For more information, see *Saving and Recalling Searches* on page 92.