

## **Saving your search notifications criteria from Paragon and export your contacts**

During the move over to the Flexmls vendor, a few things were noted:

- Your contacts will be imported
- Your search criteria for those contacts may be imported
- FlexMLS is trying to get both of the above imported, but to be safe having this back up information is important to prevent loss of data.

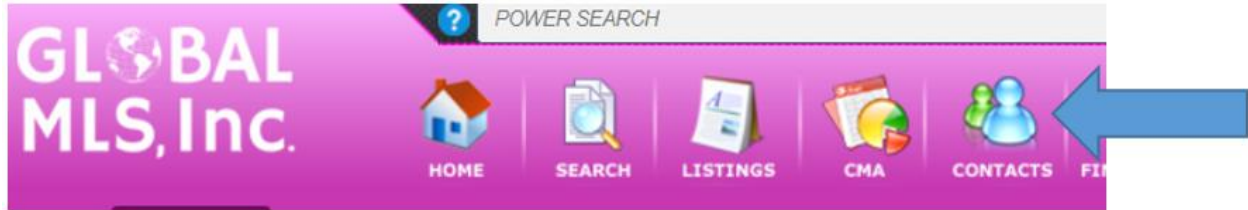
To recreate your search in Flexmls, you can print the criteria from Paragon. Unfortunately, there is not an import/export function for the search criteria in Paragon so using this print allows **you to get the printed criteria for manual entry in Flexmls.**

There are a few ways to you your contacts:

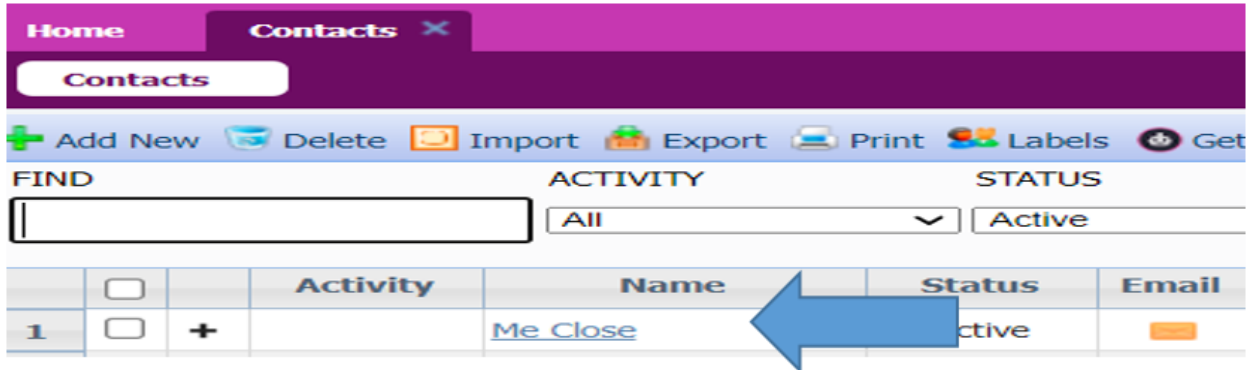
1. When you look up your contacts criteria, you can simply copy and paste the Criteria Summary over to the right side of the search, it will have the criteria chosen. You will have to name the item that you pasted with your contacts name.

CRITERIA SUMMARY	
Clear All	
Status	ACT, BOM, PCHG, EXTD, NEW
Listing Visibility Type	MLS Listing
Price	350000 - 1000000
Sub Area	311, 312, 313, 314, 321, 322, 323, 331, 332, 333, 342, 343, 344, 351, 352, 353, 354, 361, 362, 363, 371, 372, 373, 374, 381, 382, 391, 392, 393, 394, 700, 750, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764
Acres	>= 40
Available Reports	
Open All   Close All	

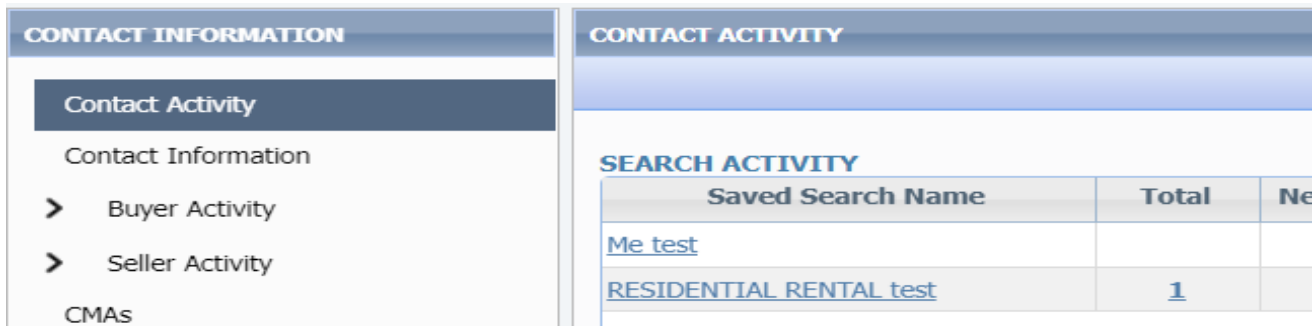
## 2. From Contacts in Paragon



View/Manage Contacts



Click name (Click Contact information to get client name and email address)  
Click contact Activity



Click a saved search name, this will bring up the Search criteria

Click Search, this will bring up the listings

Click Print, then Print +

At left, under "Additional Detail Print Items", click Search Criteria Page and

unclick other checkboxes.

Confirm Print+

Print Print / Preview Minimize Close

AVAILABLE PRINT OPTIONS

SELECT LISTING(S)

All Listings (2)

Current Listing (#202119359)

OUTPUT TYPE

PDF

HTML ?

ADDITIONAL DETAIL PRINT ITEMS

Display Photos

Search Criteria Page

Spreadsheet/CMA Summary Criteria

Driving Directions

PDF FORMAT WARNING:

Reports in PDF format may require additional processing time.

SELECT REPORTS

Views: All

Available Reports

- ConnectView
- \*Global-All Fields Detail
- Google Map
- MAP Sold
- Production Spreadsheet
- NAR Active/Pend
- eNeighborhoods
- MLS Defined Spreadsheet 7
- MLS Defined Spreadsheet 8
- Inventory
- \*Global Buyer 2

Spreadsheets, Hotsheets and CMA Summary orientation can be set to print in either Auto, Landscape or Portrait view. Auto orientation determines the orientation based on the number of columns in the view.

Detail views can be printed in Portrait orientation only. Firefox Issue?

Selected Reports	Orientation	Est. Pages
<input checked="" type="checkbox"/> TaxView	Auto	1

Print or print preview and Print

This is what the search criteria page will look like:

CRITERIA SUMMARY	
Field	Value
Class	1F
Listing Visibility Type	MLS Listing
Price	500000-501000
Status	ACT

You will want to identify who this search is for by adding your contacts name to this sheet manually.

To save (export) your contacts into an Excel Spreadsheet:

Contacts on the top menu bar

Click on View/Manage contacts

Click Export

## Export Options

OK

Cancel

### SELECT EXPORT RECORDS

- Filtered Contacts (2)
- All Contacts (2)
- Current Contact (Me Close)

### SELECT FILE TYPE

- Vcard (.vcf)
- Comma Separated Values (.csv)

## All contacts

Choose Comma Separated Values (.csv) so you can Export/Save to an Excel Spreadsheet for later retrieval and upload