

# Favorite Listings In Paragon Online MLS

A favorite listing is an individual listing or group of listings that you want to save to your Paragon account for future reference, whereas a saved search is a set of search criteria that you want so save to your Paragon account for future reference.

## Saving a listing to Favorites

1. Have at least one listing on your screen. You can save more than one listing to your favorites by using a spreadsheet view. Select one or more listings.
2. Click **Save -> Save Favorite Listings**.

The screenshot shows the Paragon Online MLS interface. At the top, there is a toolbar with various icons and buttons. A red circle highlights the 'Save Favorite Listings' button. Below the toolbar, there is a summary section with fields for LIST PRICE, SOLD PRICE, and DOM. Below that is a spreadsheet view of listings with columns for MLS #, Stat, 4) AS..#, Type Prop, DOM, AR, ADD, BR, BTH, 2., ACR, #GAR, Year Built, and Picture. The spreadsheet shows 8 listings, with the first four selected. On the right side, there is a sidebar with 'Available Reports' and 'Favorites' options.

- 3a. Select the number of listings, and save them to a current favorites list or create a new list name. Finally click on **OK**.

The screenshot shows the 'Save Favorites' dialog box. It has three steps: Step 1: Select Listings, Step 2: Assign List To, and Step 3: List Name. In Step 1, 'Selected (5)' is chosen. In Step 2, 'Myself' is chosen. In Step 3, there is a text input field for 'New List Name' and a 'Browse' button for 'Existing List Name'. There are 'OK' and 'Cancel' buttons at the top, and a 'Remove' button at the bottom.

or

- 3b. Select the number of listings, and save them to a current contact or click on Add Contact to create a new contact within Paragon. Finally click on **OK**.

The screenshot shows the 'Save Favorites' dialog box. It has three steps: Step 1: Select Listings, Step 2: Assign List To, and Step 3: Choose Contact. In Step 1, 'Selected (5)' is chosen. In Step 2, 'Contact' is chosen. In Step 3, there is a 'Choose Contact(s):' label and a 'Browse' button. There is a list of contacts, with 'Doe John' visible. There are 'OK' and 'Cancel' buttons at the top, and a 'Remove' button at the bottom.

To view your favorites list, select **Favorite Listings** from the **Search** menu.