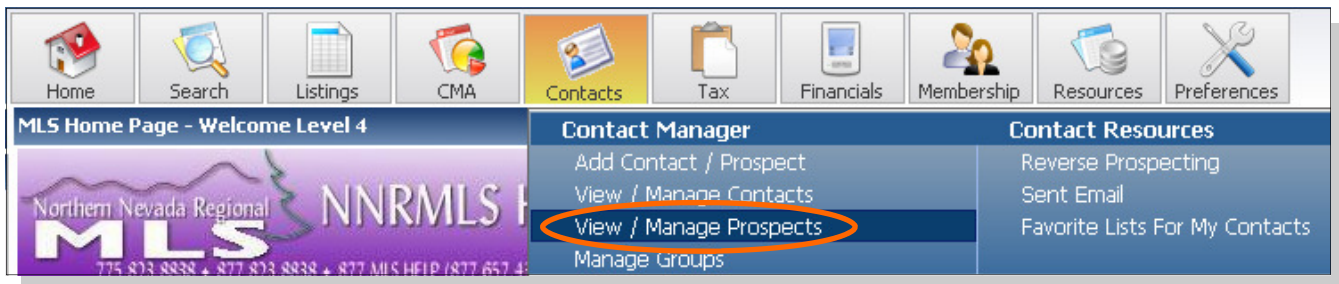


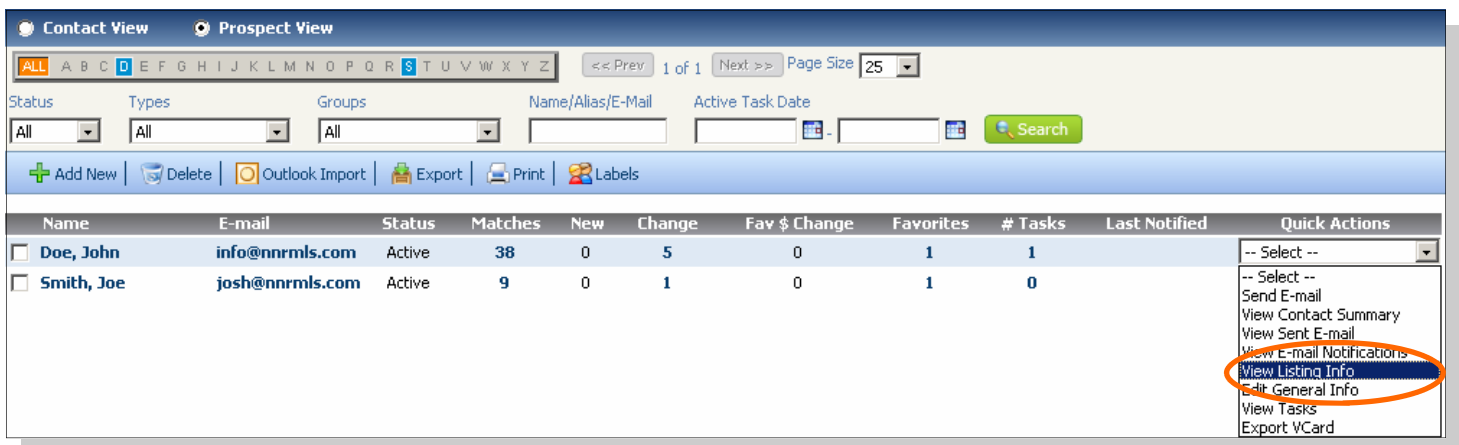
# Changing A Saved Search For Prospecting

This document will show you how to change a saved search in the Paragon MLS System when using the Prospecting/Auto E-mailing module.

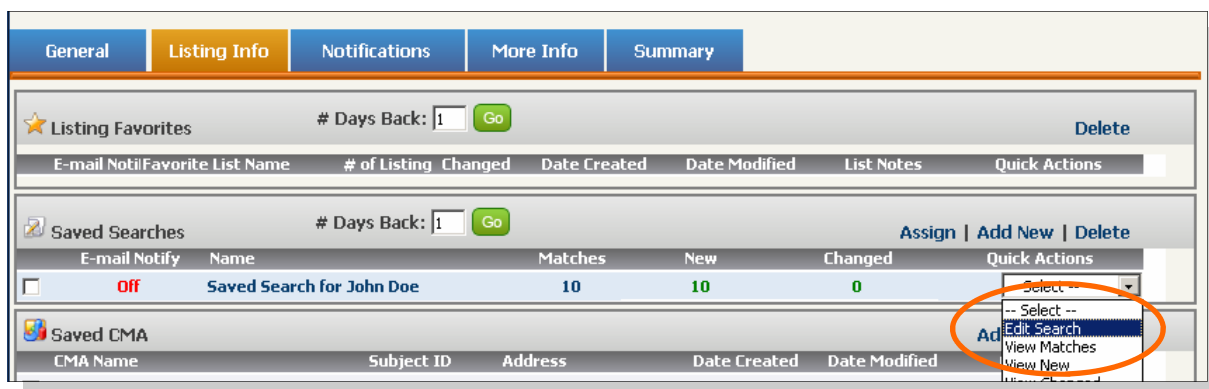
1. From the Paragon Homepage, select **View/Manage Prospects** from the **Contacts Menu**



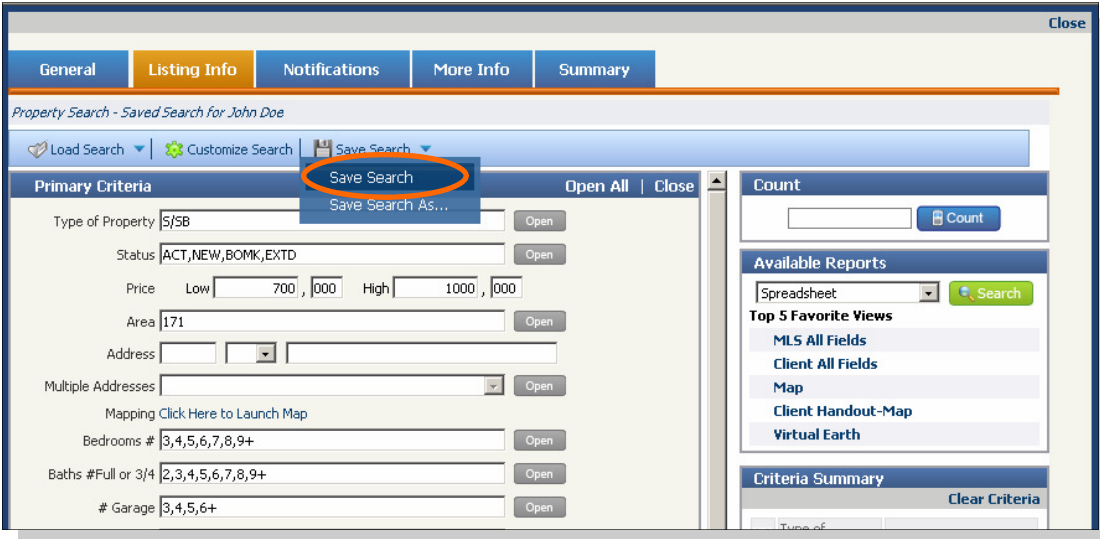
2. Find the name of the contact to which you would like to edit. From the corresponding menu on the right, select **View Listing Info**. This will open your **Contact Manager Window** and take you to the **Listing Info** tab where the saved search information is displayed.



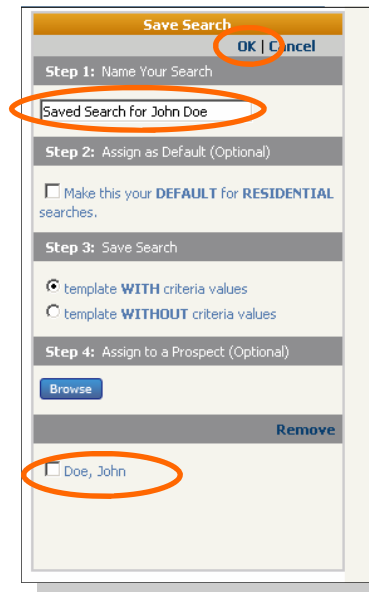
3. In the **Saved Searches** box, find the saved search to be modified. From the corresponding menu on the right, select **Edit Search**.



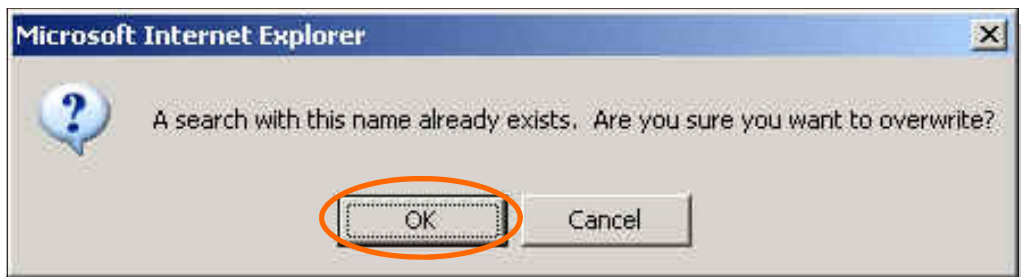
4. Make any necessary changes to your search and select **Save Search** from the **Save Search** menu on the action toolbar.



5. The **Save Search** dialog box will fly in with all of the options filled out. Make sure that the **Name Your Search** box has the correct name. Also be sure that the name of one or more contacts appears on the box labeled **Assign to a Prospect**. Then, click the **OK** button.



6. Paragon will ask you if you would like to overwrite the search. Click



7. Once you have returned to the **Listing Info** tab on the **Contact Manager Window**, you may click **Close** to return to the primary Paragon program window.

