Searching for Open Houses & Broker Opens in Paragon

Click Search in the top Paragon menu, and choose Tour and Open House:



Choose a Date Range (or number of days forward), whether you'd like to see Broker Opens/Tours (T-Tour) Open Houses (O-Open House) or both, and any other criteria (ex: class, municipality, price, etc.), then click Search:

Home Tour and C	Open House 🗙								
Criteria Tour/Open	House Spreadsheet (4 Records for 2 Listings) + New Search								
📔 Load Search 딞 Save	Load Search 🚽 Save Search 🔇 Open All 🚱 Close All								
Tour/Open House - Last	Search			•	CRITERIA SUMMARY	r			
Date Range	Begin 10/30/2024 0 End 11/13/2024 0	Da	ate Range	•			Cle	ar All	
					🔀 💋 Date Range	10/30/ 11/13/	2024 - 2024		
	Or Days Forward				Tour/Open	Τ - Τοι	ır, O - Open		
Tour/Open House	T - Tour× O - Open House×			Ρ	House Statu	s House			
Tour/Open House -				ρ	Available Reports				
Live Stream					Open All Close All				
Additional Criteria				•				_	
Class		Ρ	Equals	•	Default Tour/Open House	Search Report	et		
Туре		ρ	Equals	•	Default Tour/Open House	Details Report			
Location		ρ	Equals	•	Property History	Report			
Municipality		ρ	Equals	•	> Favorites				
Zip		Con	tains	•	> TourOH				
List Agent			Equals	-	> Details				
Listing Office Name			Equalo	÷	> MultiUps				
Lisung Office Name			Equais	•	> Specialty View	VS			
Price	Low , 000 High , 000				> CMA				

The results will display with the Date, Start Time, End Time, and Event Type:

MLS #	Class	Address	Tour/Open House - Start Date	Tour/Open House - Start Time	Tour/Open House - End Time	Tour/Open House - Event Type
<u>1947245</u>	Single Family	123 Test Street	11/9/2024	1:00 PM CST	3:00 PM CST	Open House
1947245	Single Family	123 Test Street	11/10/2024	2:00 PM CST	4:00 PM CST	Open House
<u>1947245</u>	Single Family	123 Test Street	11/12/2024	1:00 PM CST	3:00 PM CST	Tour

Searching for Open Houses & Broker Opens in Paragon Connect

From the hamburger menu in the top left corner, choose **Properties**:



Next, choose **Tour and Open House**:

	Q Near Me	Hotsheet	Tour and Open House	
lass				
Single Family		> Condo		>
Multi Family		> Lots & Ac	sreage	>
Business/Comm		> Rental		>
Multi-Class		>		
aved				
My Saved Searches		> Last 5 Se	arches	>

You can either search by the number of Days Forward or use the calendar to select a Date Range:

Duration				^
DAYS FORWARD	DATE RANGE			
Days Forward * 7				×
Duration				
DAYS FORWARD	DATE RANGE			
- Date Range *	11/01/2024	to	11/13/2024	× iii 🖬

Next, choose whether you want to view Tours (Broker Opens) or Open Houses:

	Filte	ter						
Type: TOUR OPEN HOUSE Live Stream: YES NO		Туре:	TOUR	OPEN HOUSE	Live Stream:	Ŋ	YES	NO

You can also enter additional criteria (ex: class, municipality, price, etc.), then click Search:

iteria				
Class	<u>111</u> •	Туре		<u>111</u> ▼
Equals		Equals		
Location	<u>111</u> -	Municipality Madison		<u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u><u>+</u></u>
Equals		Equals		
Zip	<u>+</u> ††	List Agent		111 ·
Contains		Equals		
Listing Office Name	<u>111</u> •	Price 400,000	to	500,000
Equals				

The results will display in the following screen:

123 Test Stree	et		Open House	
MLS# 1947245 - Sir	ngle Family		L November 10	2:00 PM - 4:00 PM CST
Active \$1	.g.e. e		1 November 9	1:00 PM - 3:00 PM CST
🖷 BEDS: 3	a BATHS: 2.0	🕅 DOM: 8		
- B2D3. 3	E BAINS. 2.0	m DONI. 8		