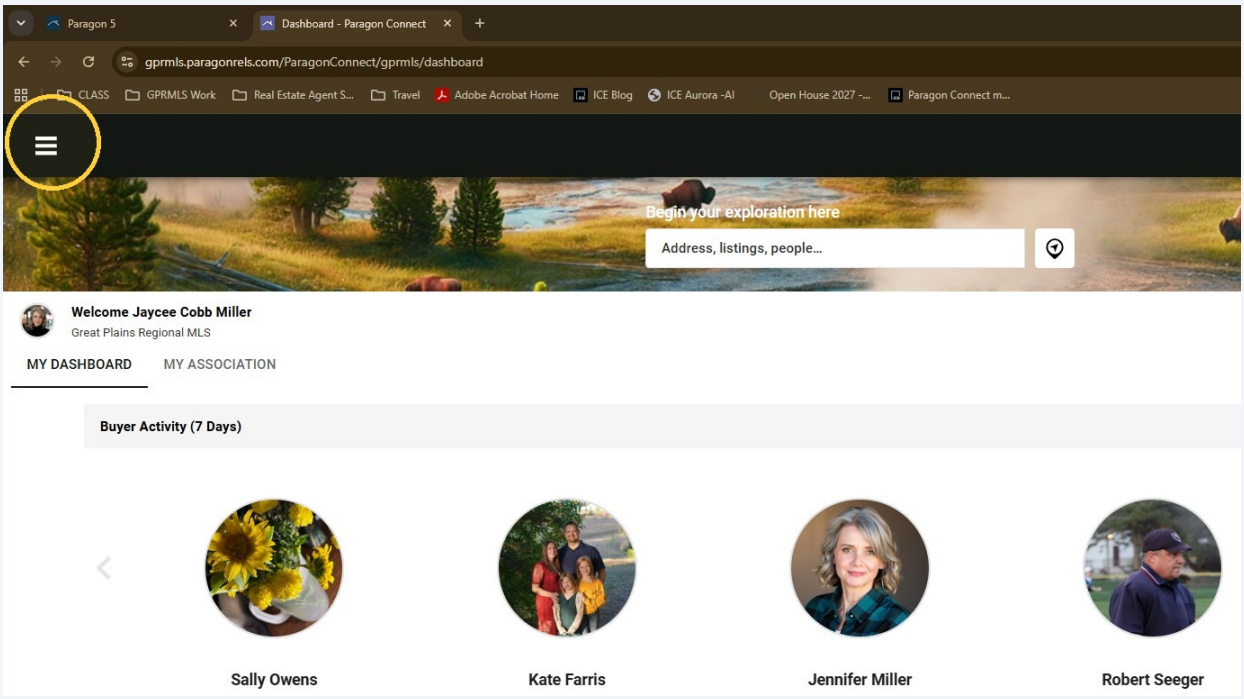
Paragon Connect: Setting Up A Hotsheet

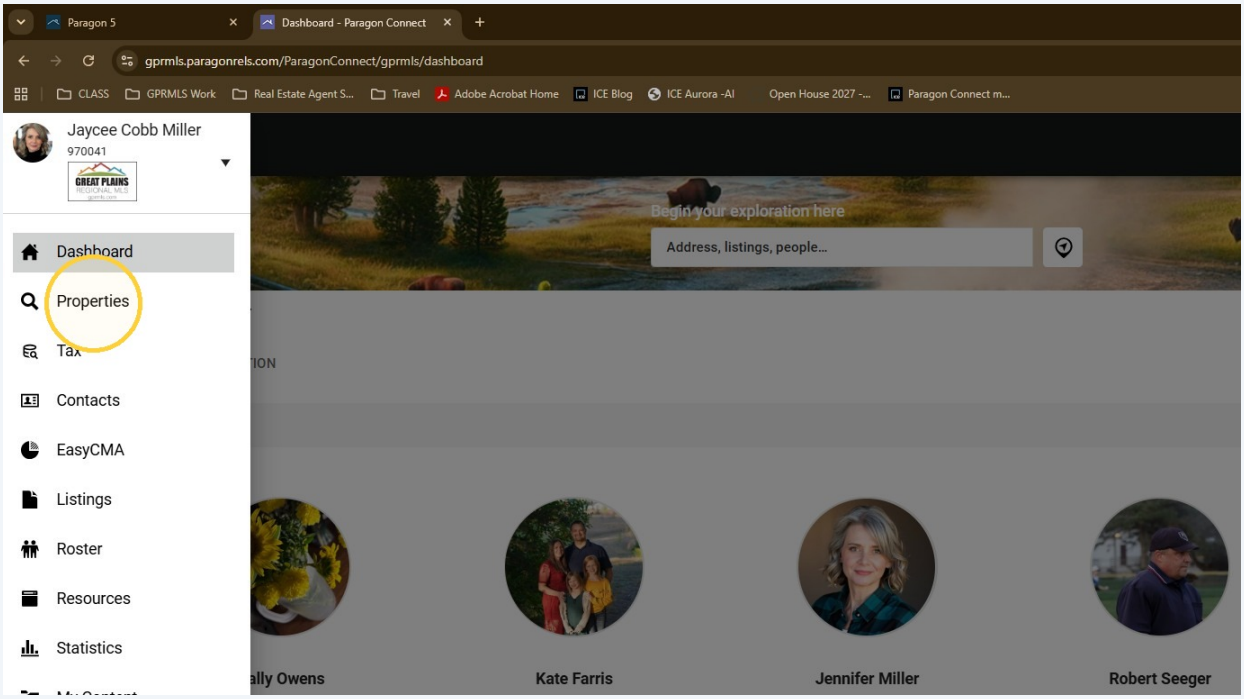
This guide shows how to build and save a targeted Hotsheet in Paragon Connect to monitor specific listings (new, price changes, back on market) within a drawn map area and ZIP code. It walks through configuring filters, switching to spreadsheet view, saving alert settings, and adding the Hotsheet to your dashboard so you get timely, customized property updates.

1 Open the main menu

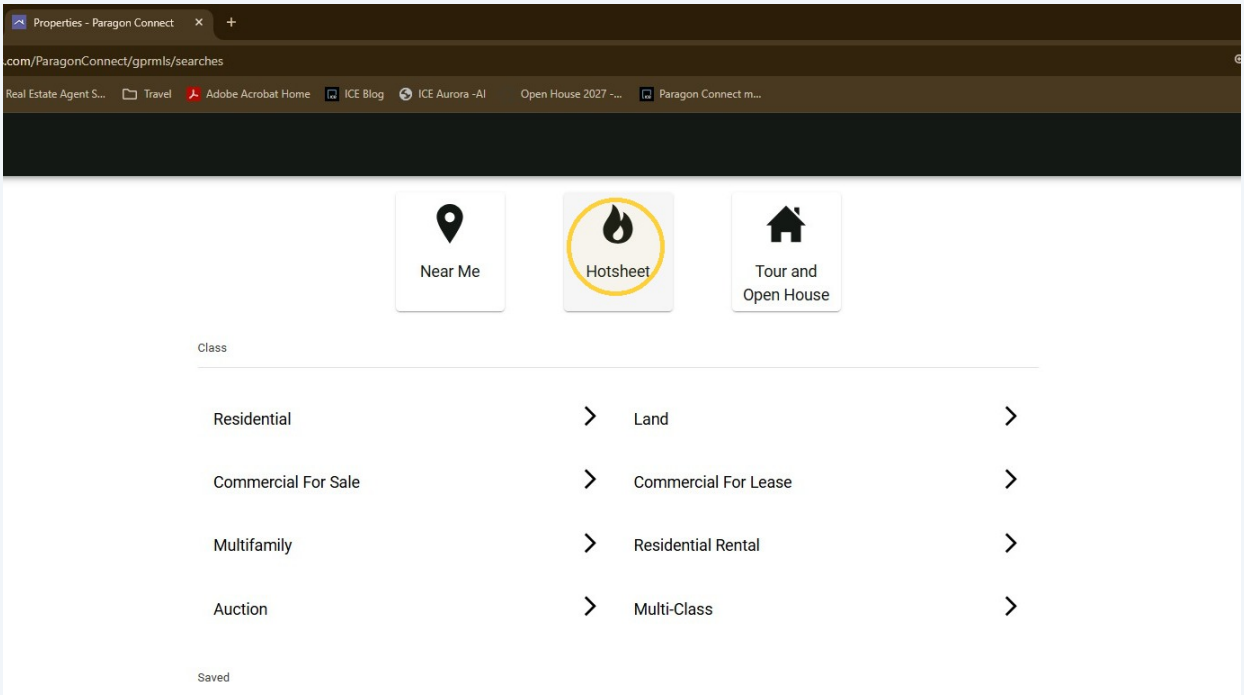


Hotsheet Search

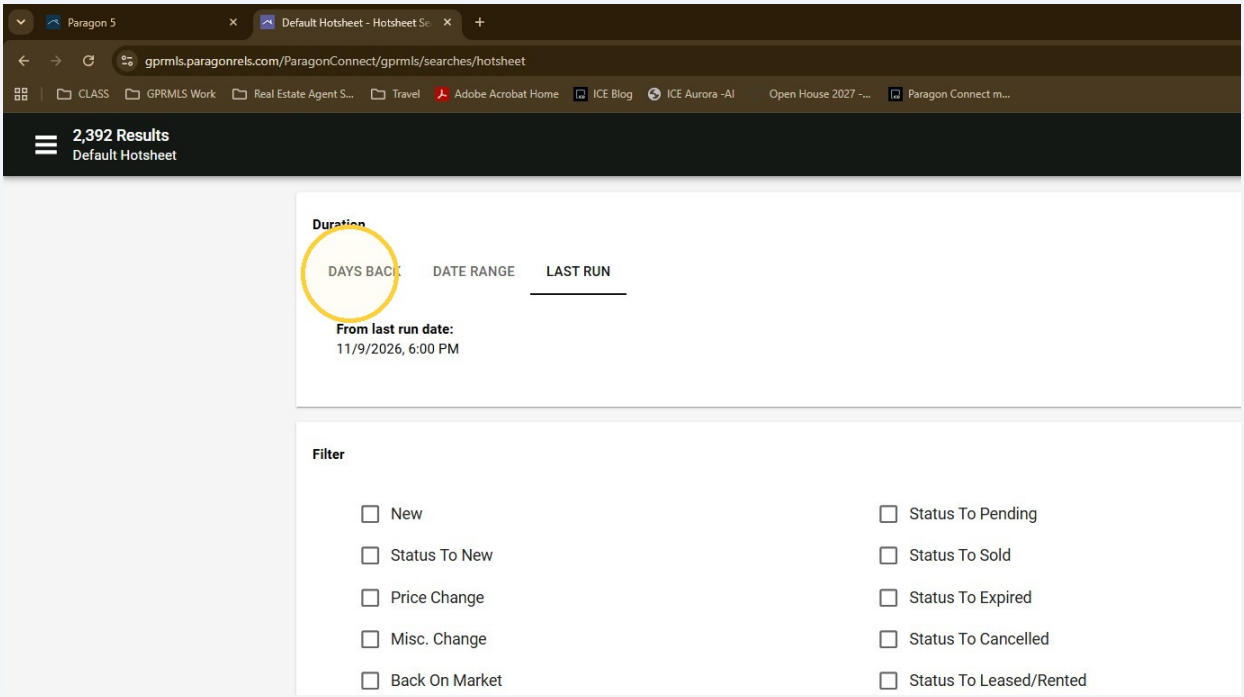
2 Open Properties



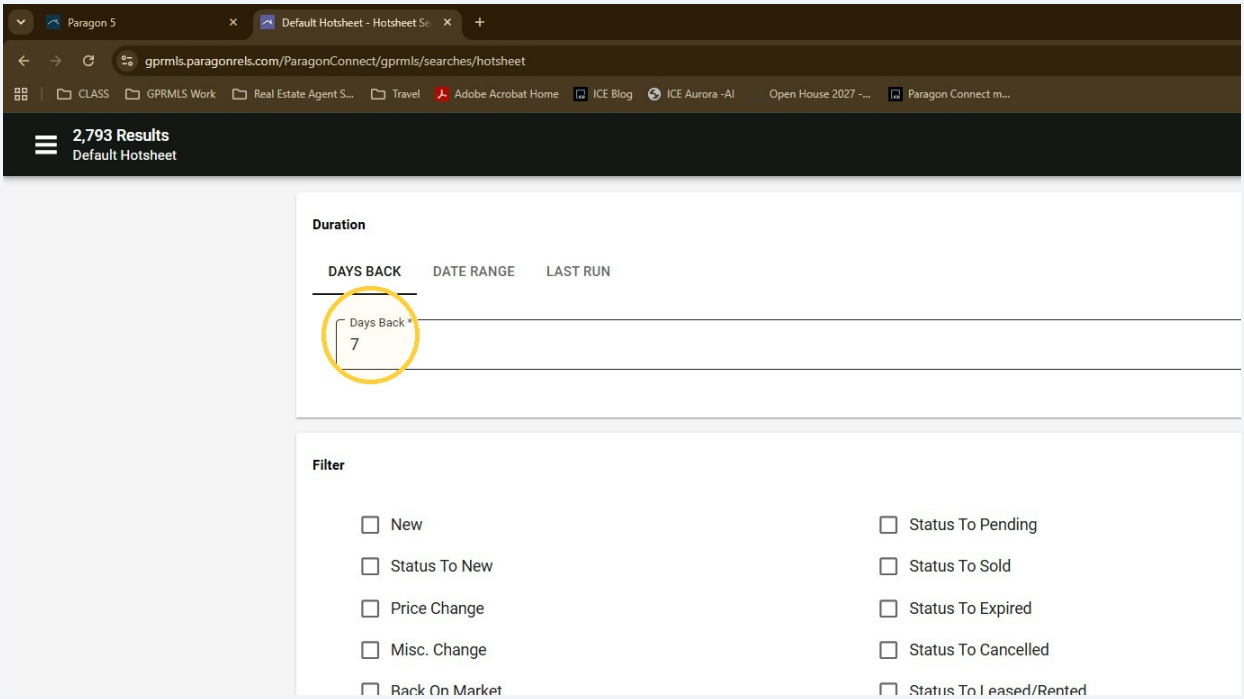
3 Select Hotsheet



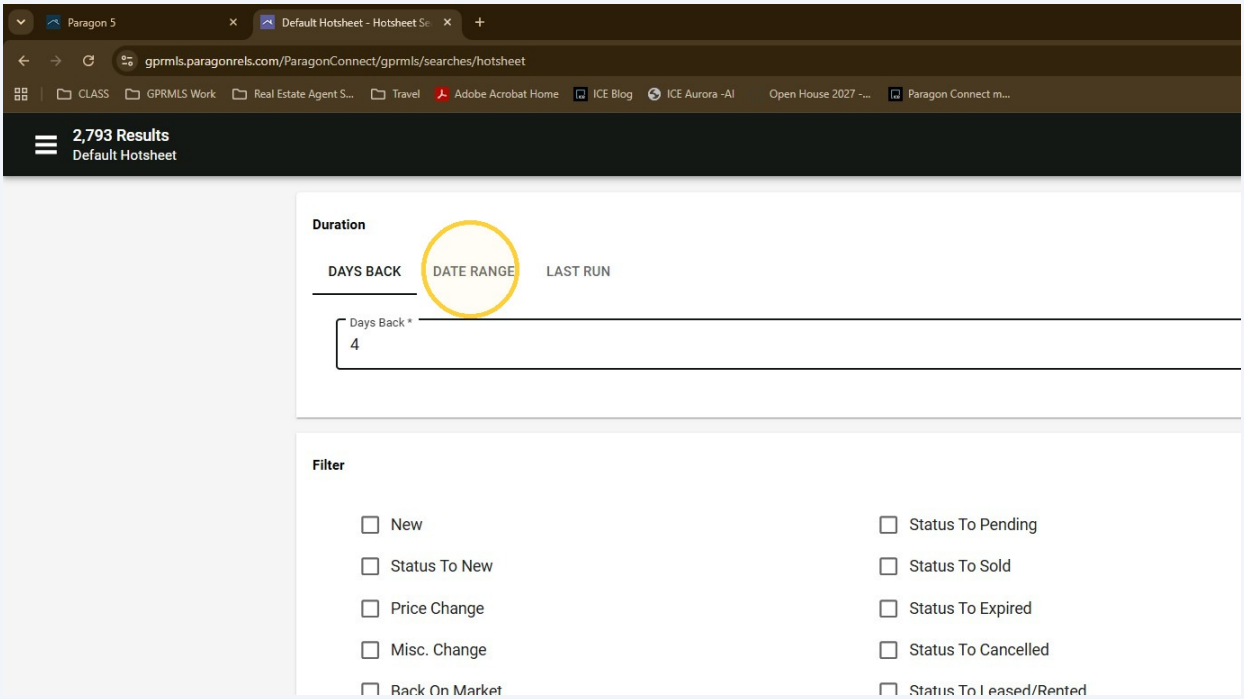
4 Click "DAYS BACK"



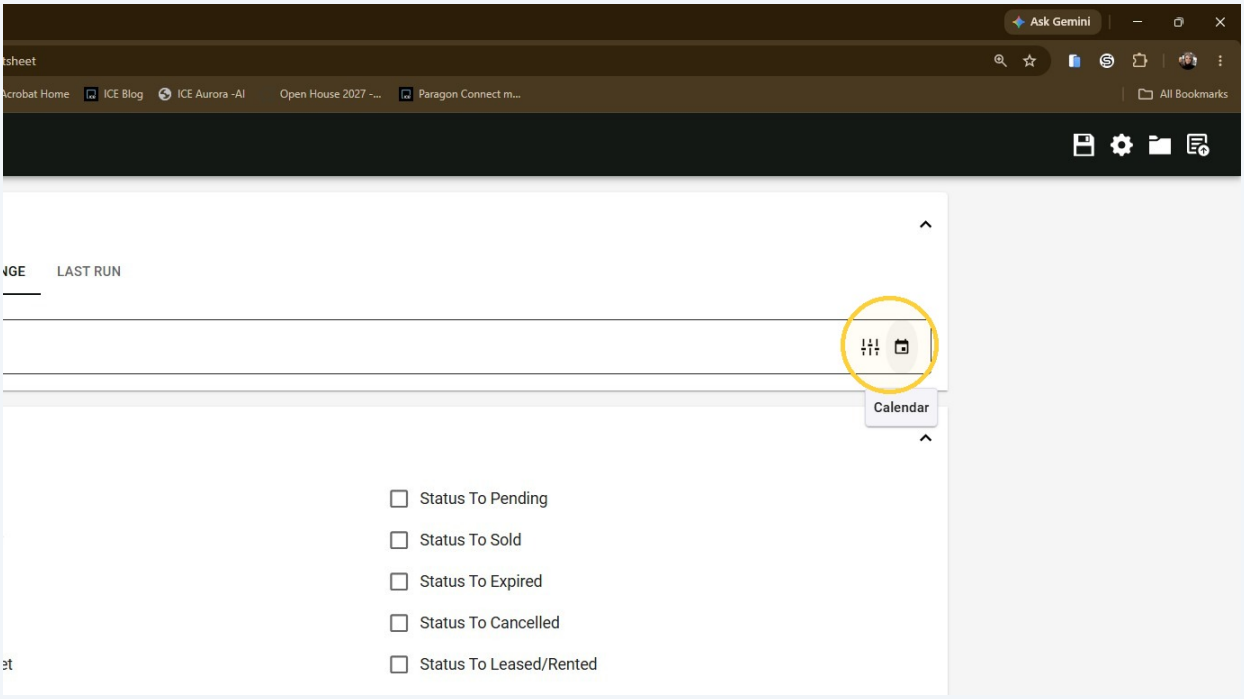
5 Click "Days Back"



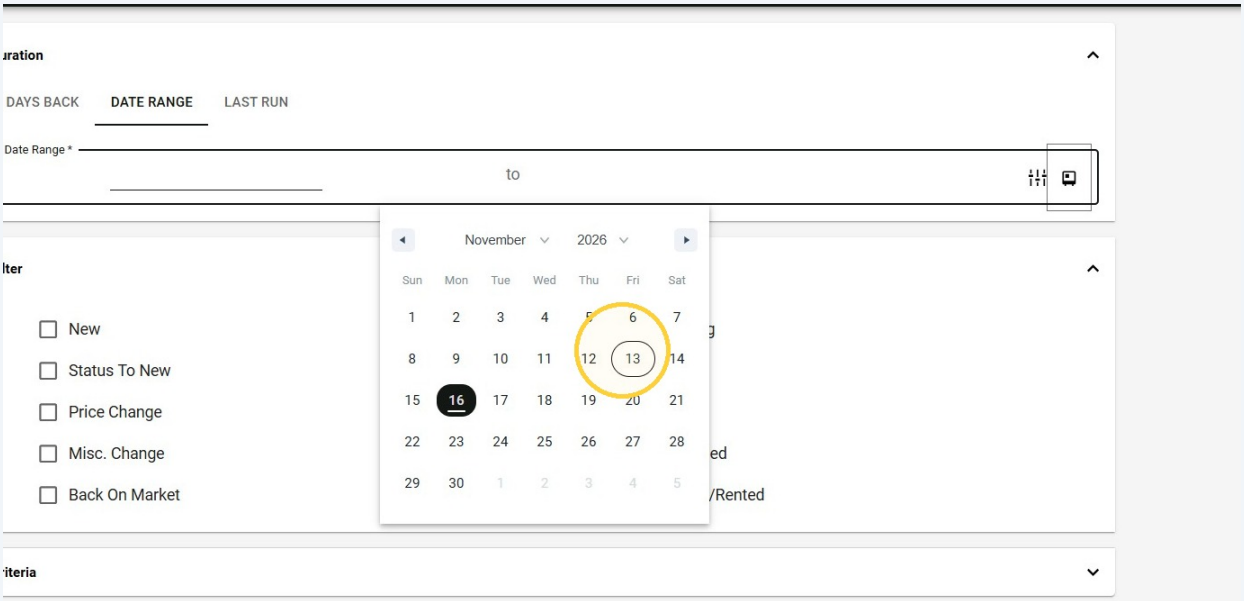
6 Click "DATE RANGE"



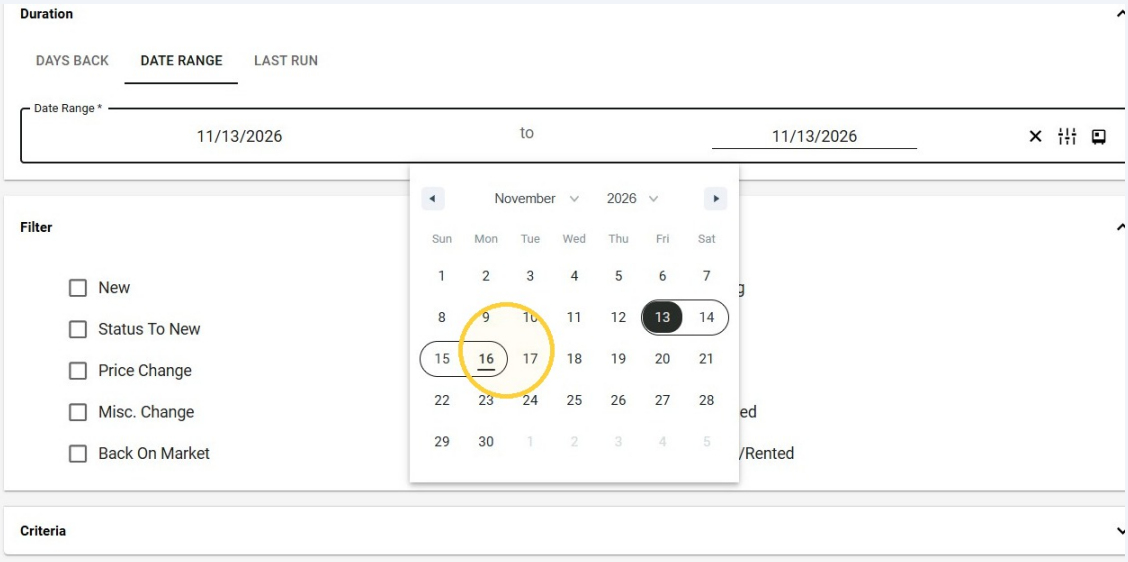
7 Click "Calendar."



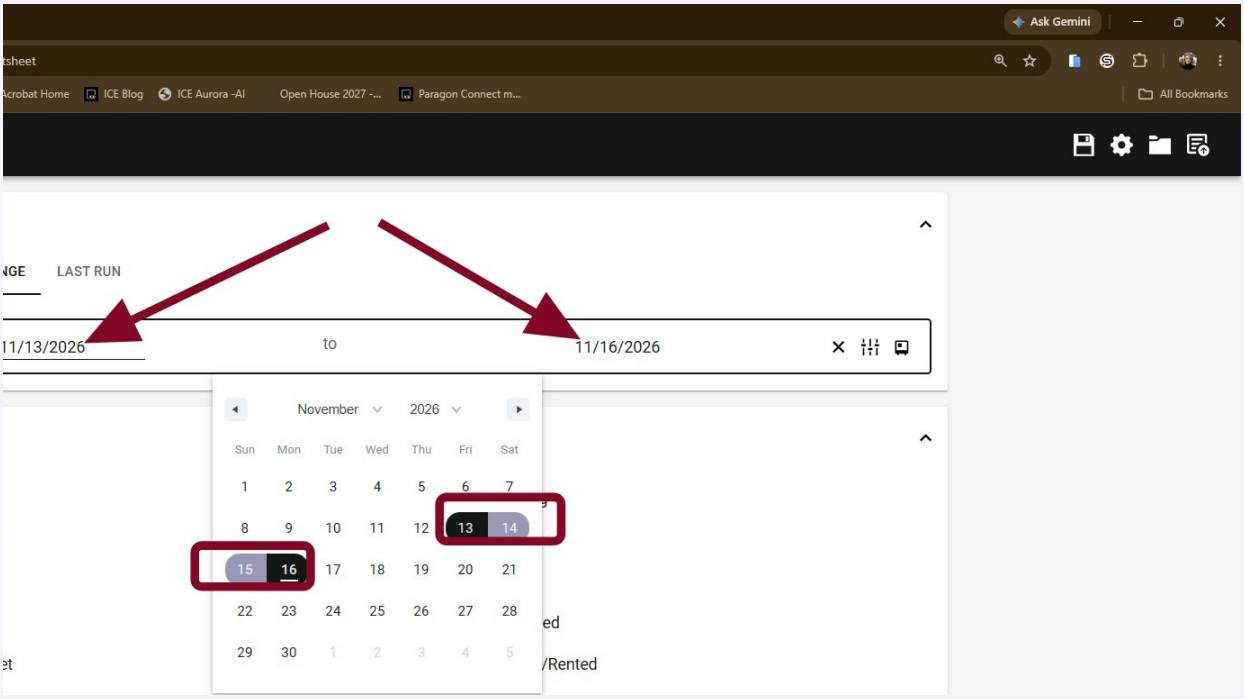
8 Select your starting date



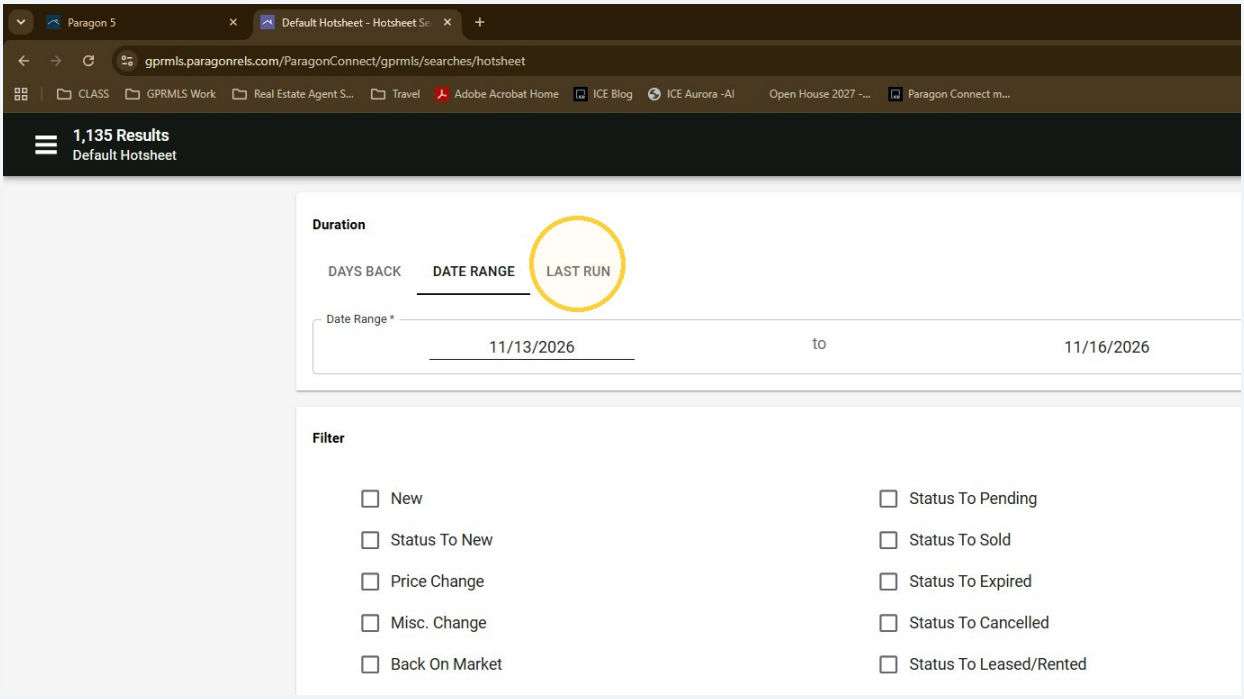
9 Select your ending date



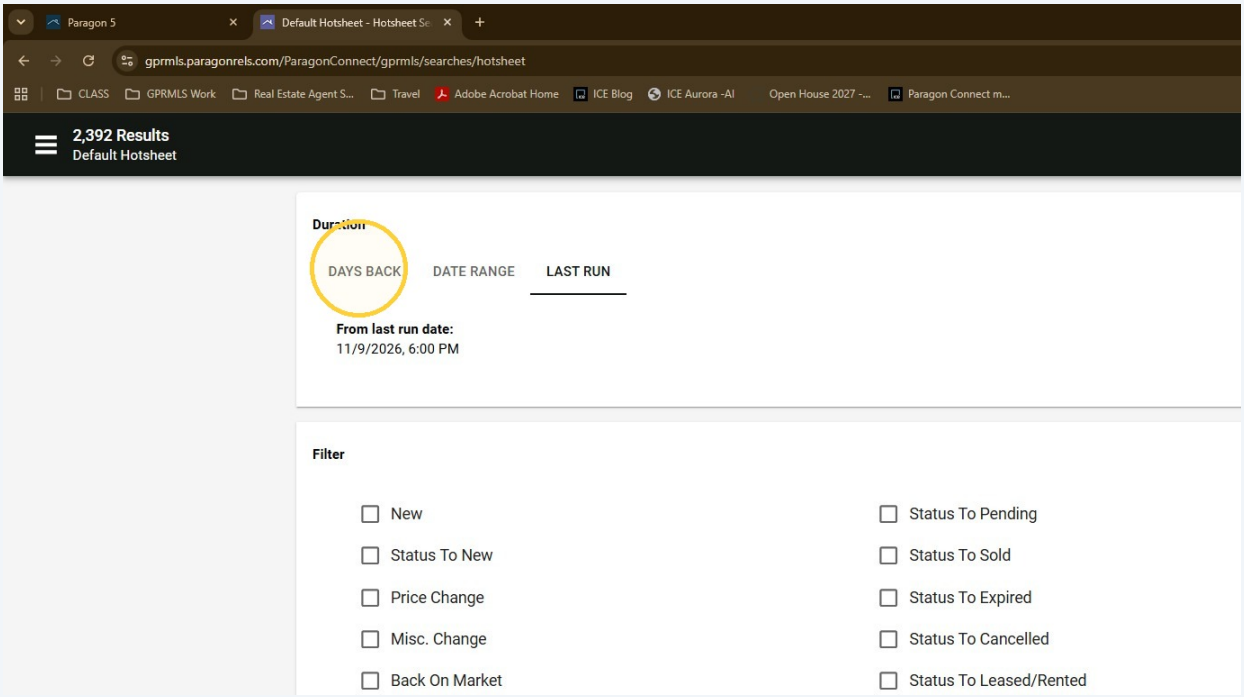
10



11 Date Run

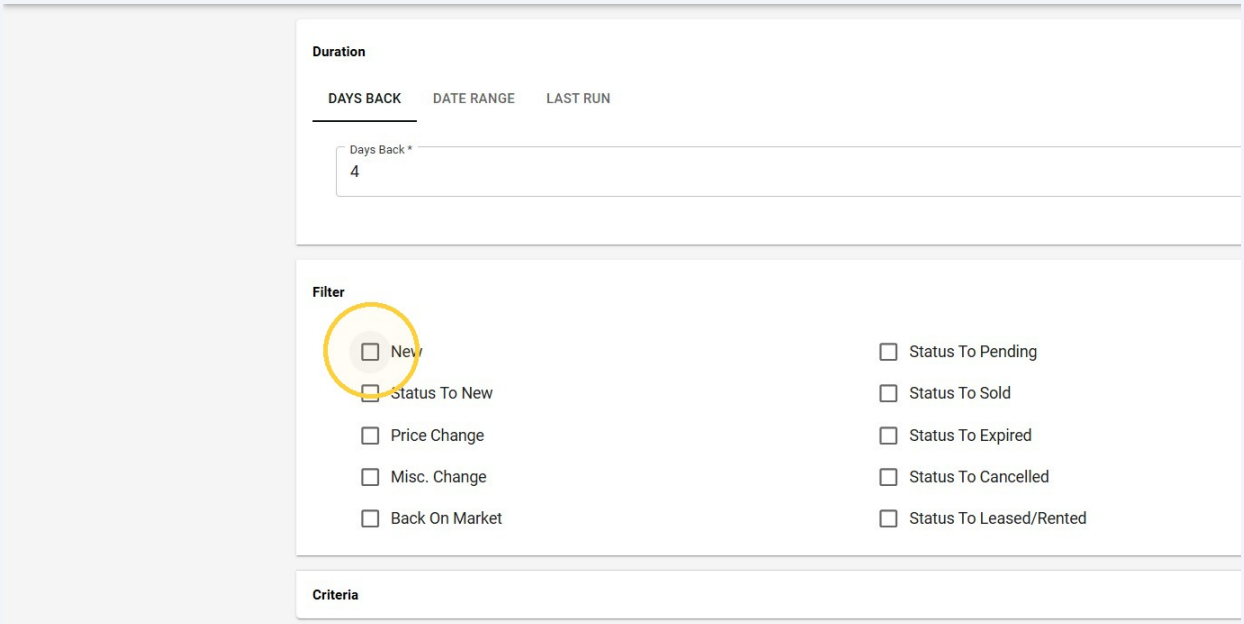


12 I will do 4 days back

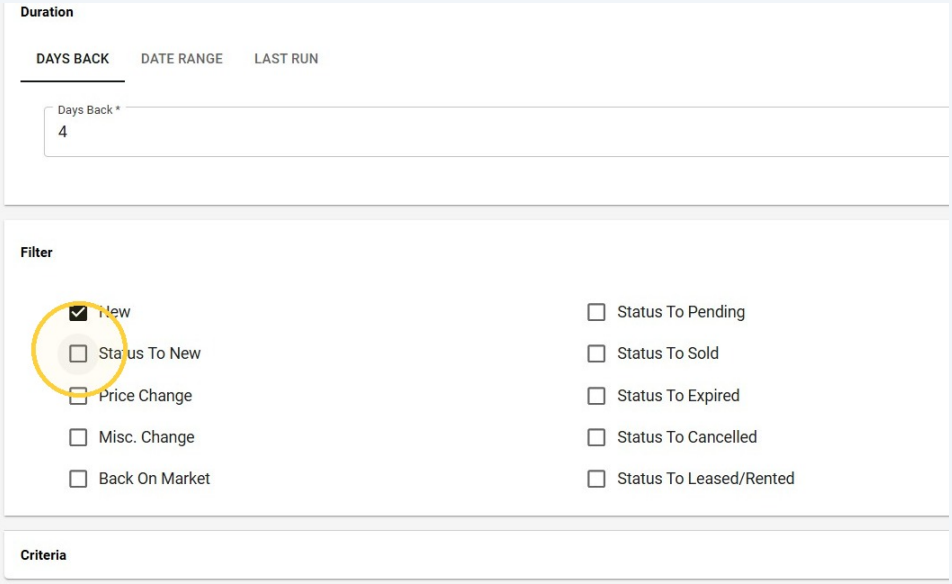


Search Criteria

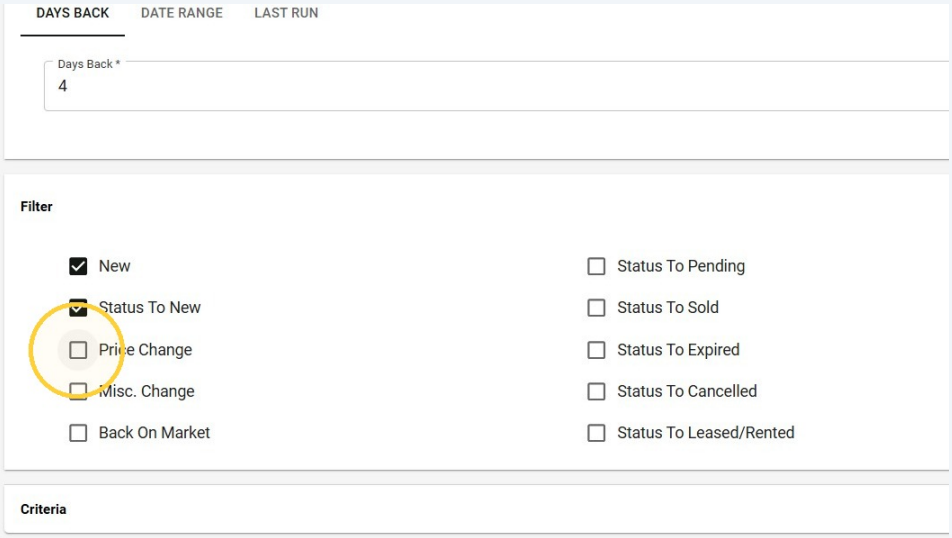
13 Click the filters you want by selecting the boxes



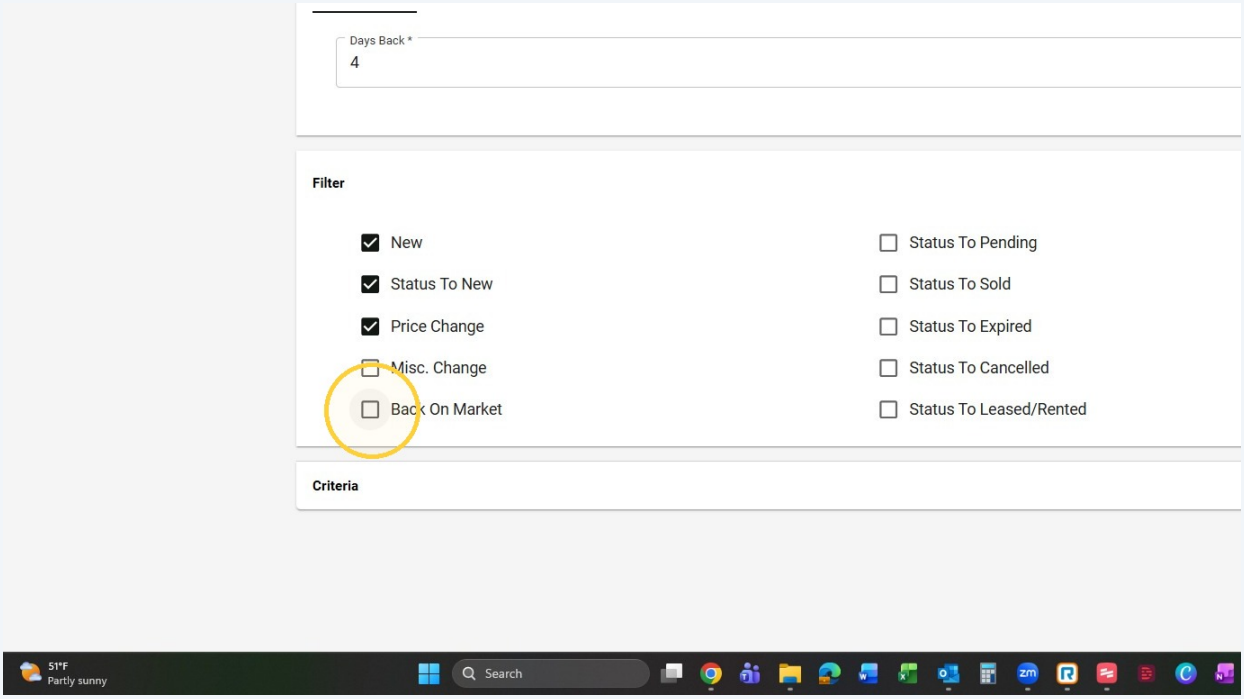
14


Duration
DAYS BACK
DATE RANGE
LAST RUN
Days Back *
4
Filter
New
Status To New
Price Change
Misc. Change
Back On Market
Status To Pending
Status To Sold
Status To Expired
Status To Cancelled
Status To Leased/Rented
Criteria

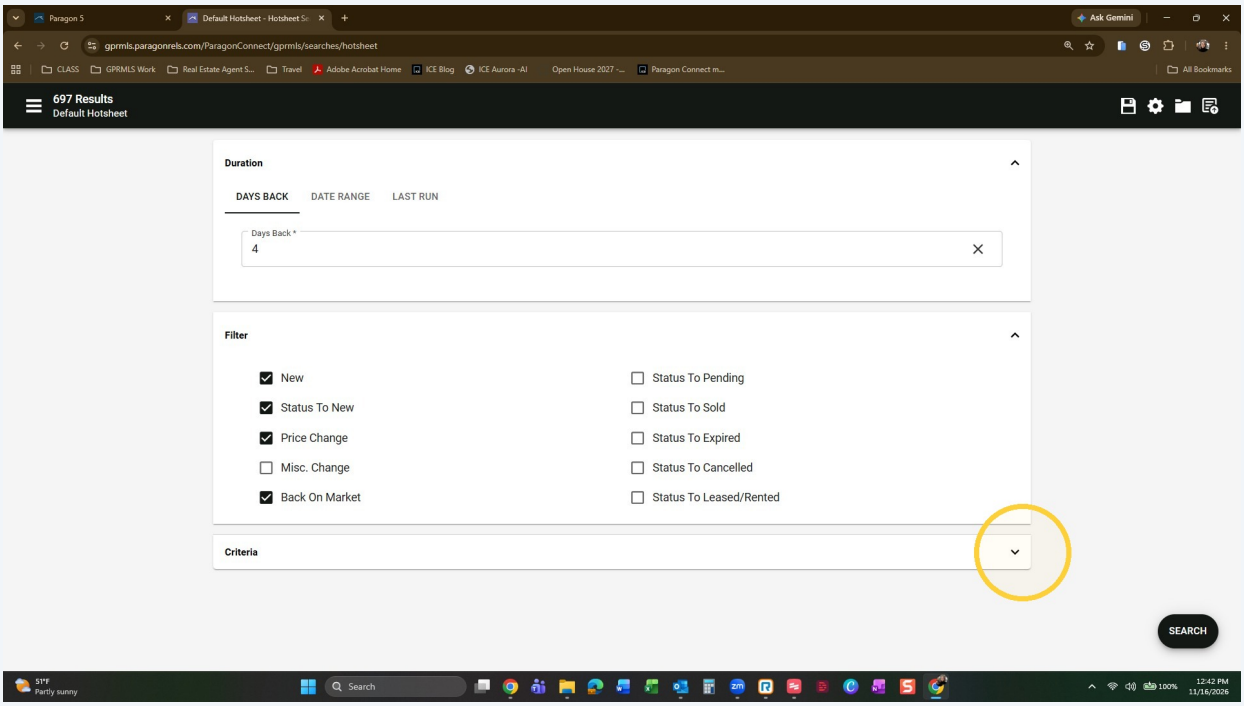
15


DAYS BACK
DATE RANGE
LAST RUN
Days Back *
4
Filter
New
Status To New
Price Change
Misc. Change
Back On Market
Status To Pending
Status To Sold
Status To Expired
Status To Cancelled
Status To Leased/Rented
Criteria

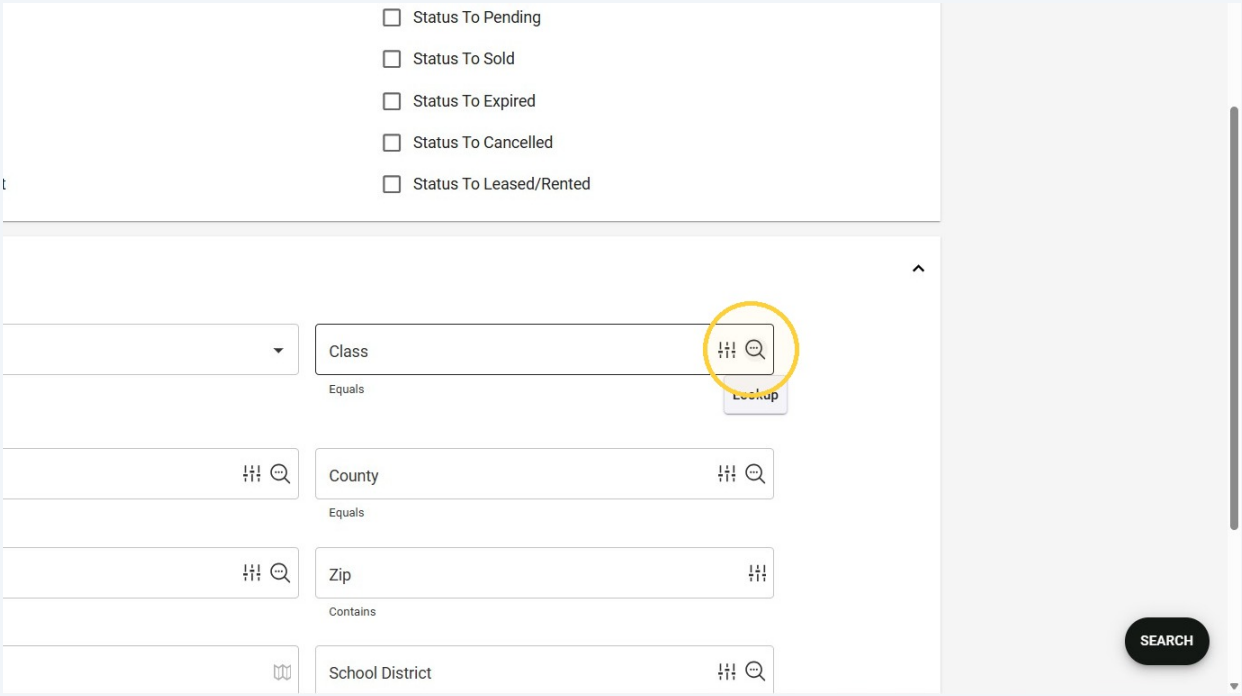
16

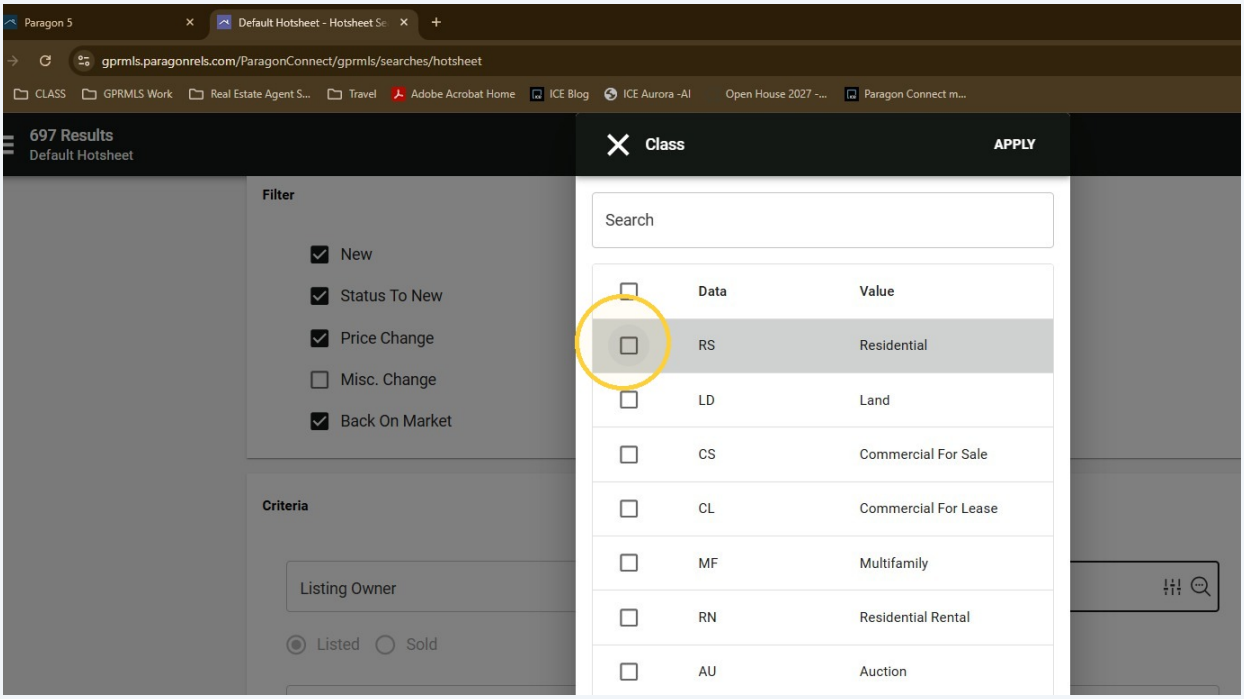


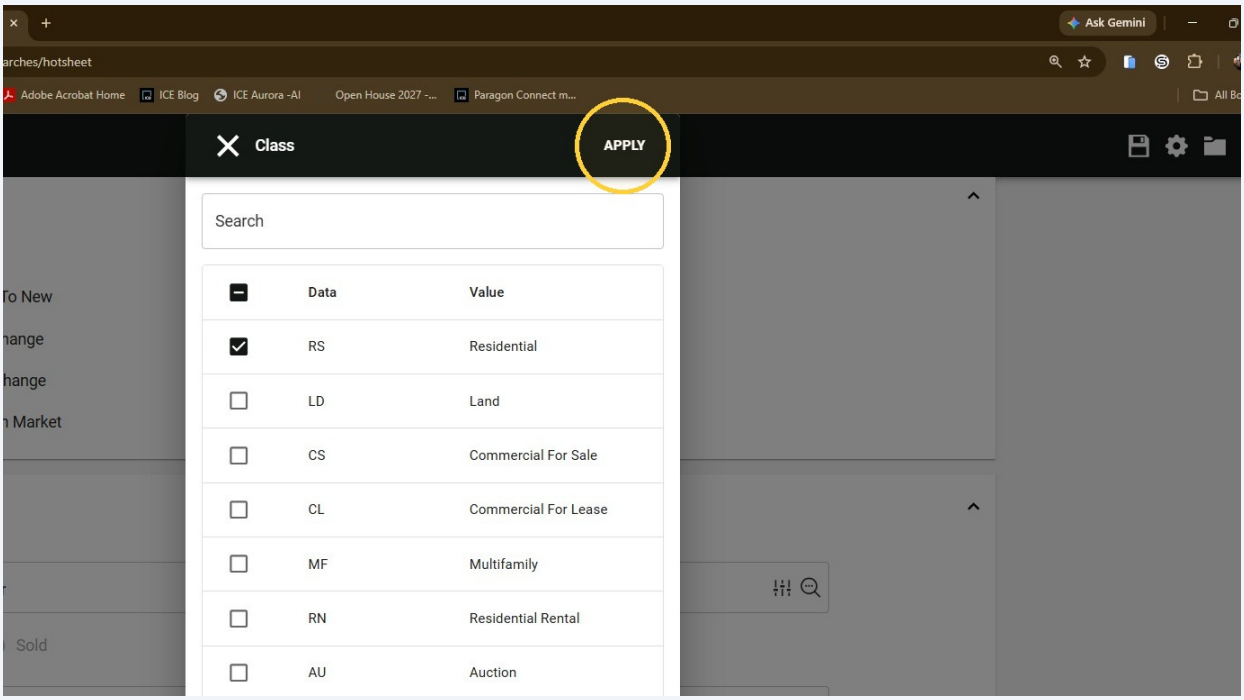
17 Click to open the "Criteria" container



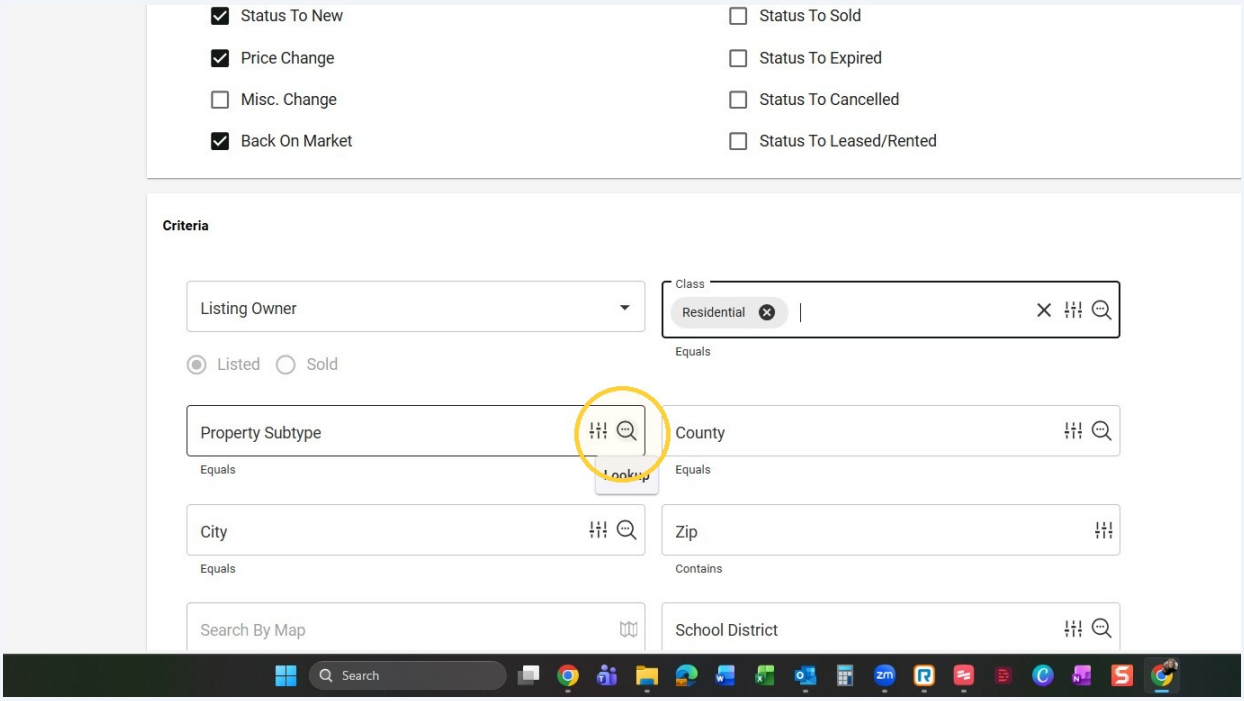
18 Open the Class lookup, select the class you want

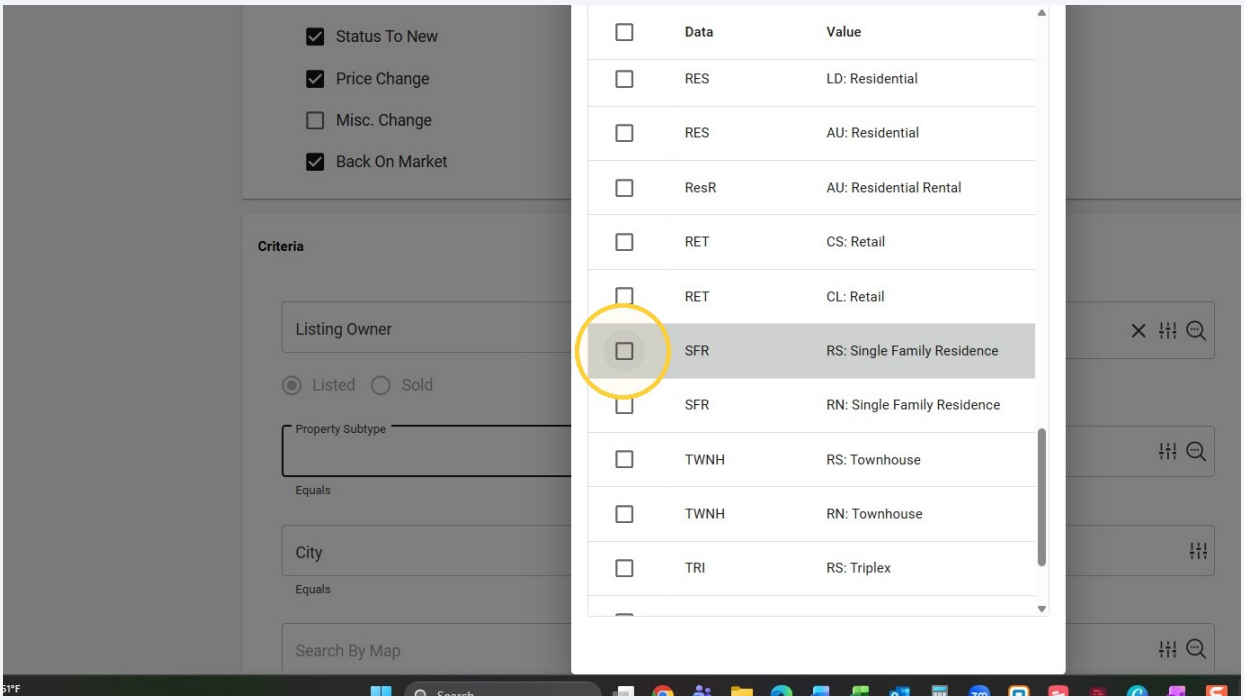


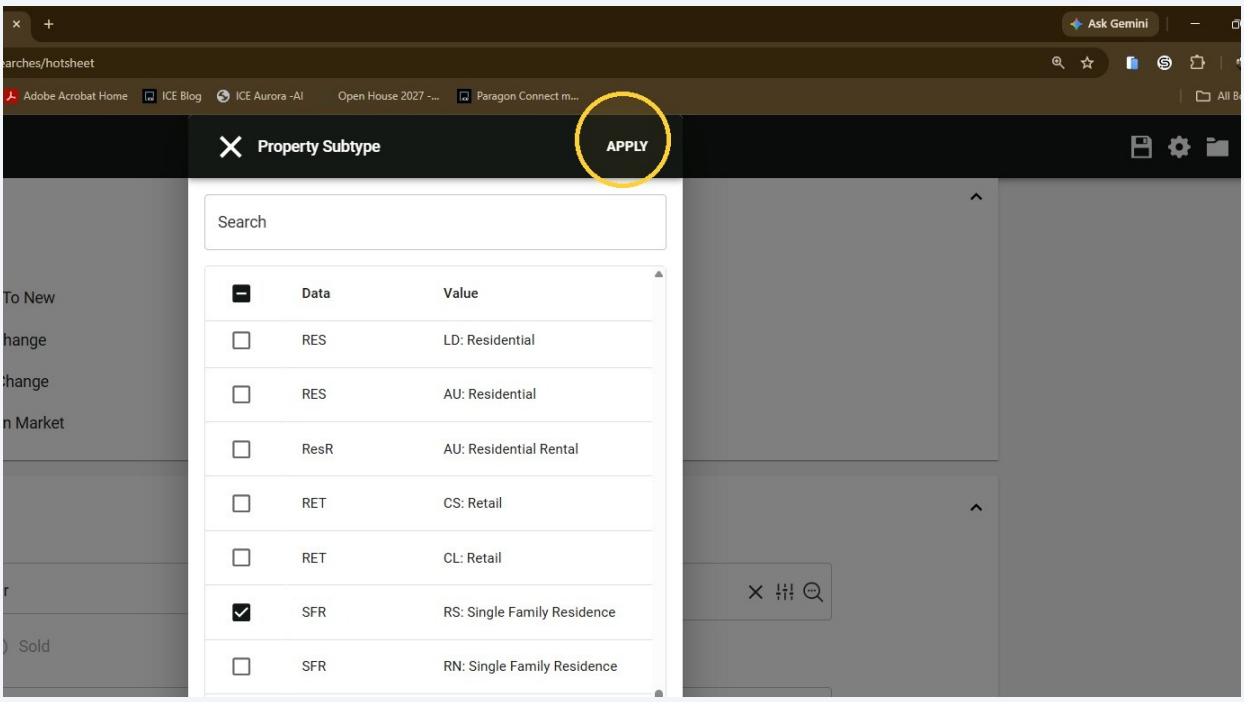




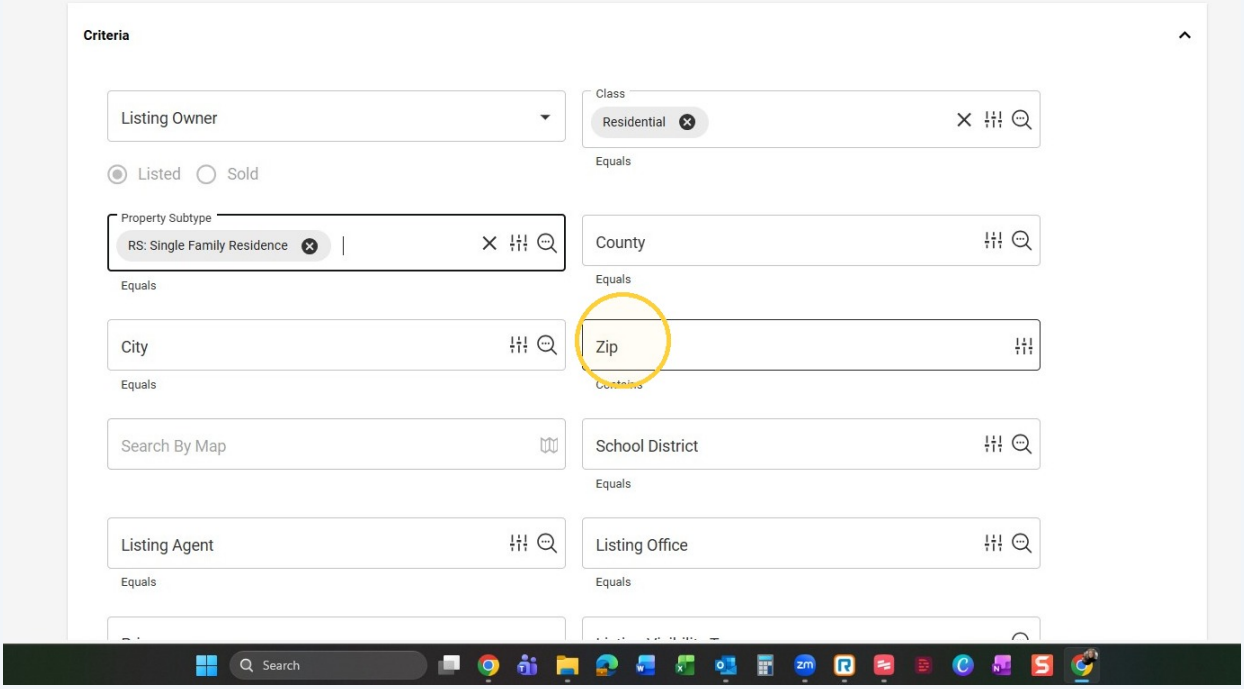
19 Open the Property Subtype lookup to select the Property Subtype

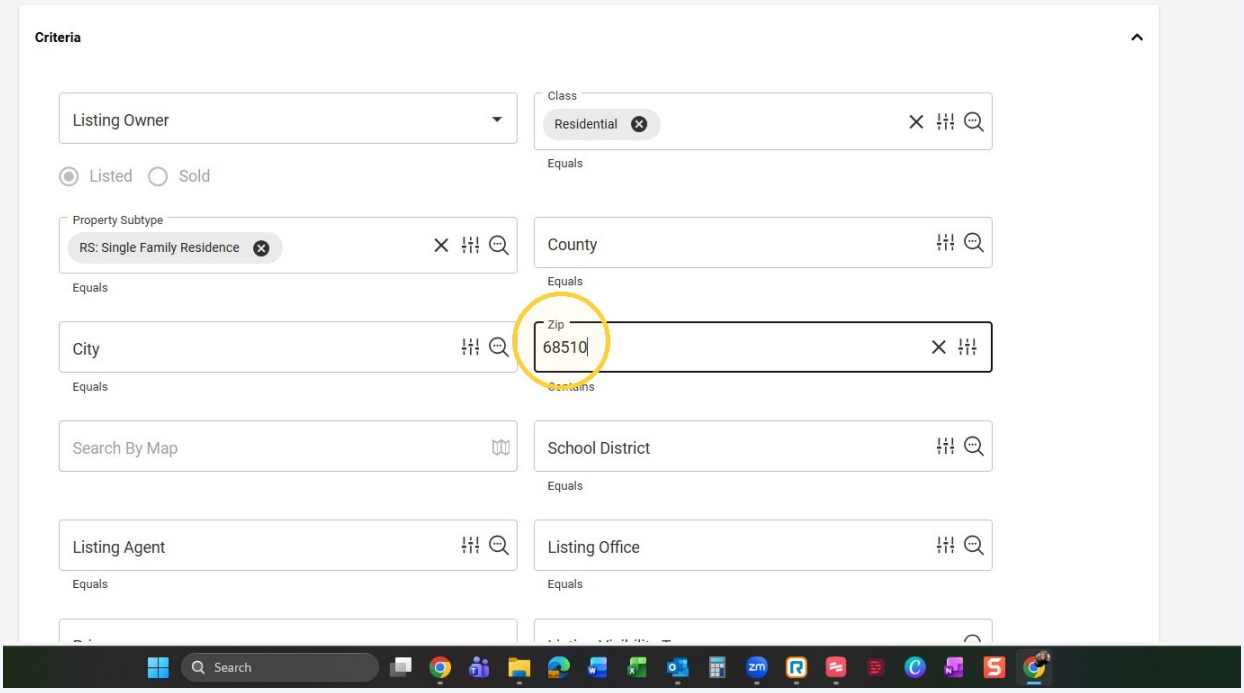




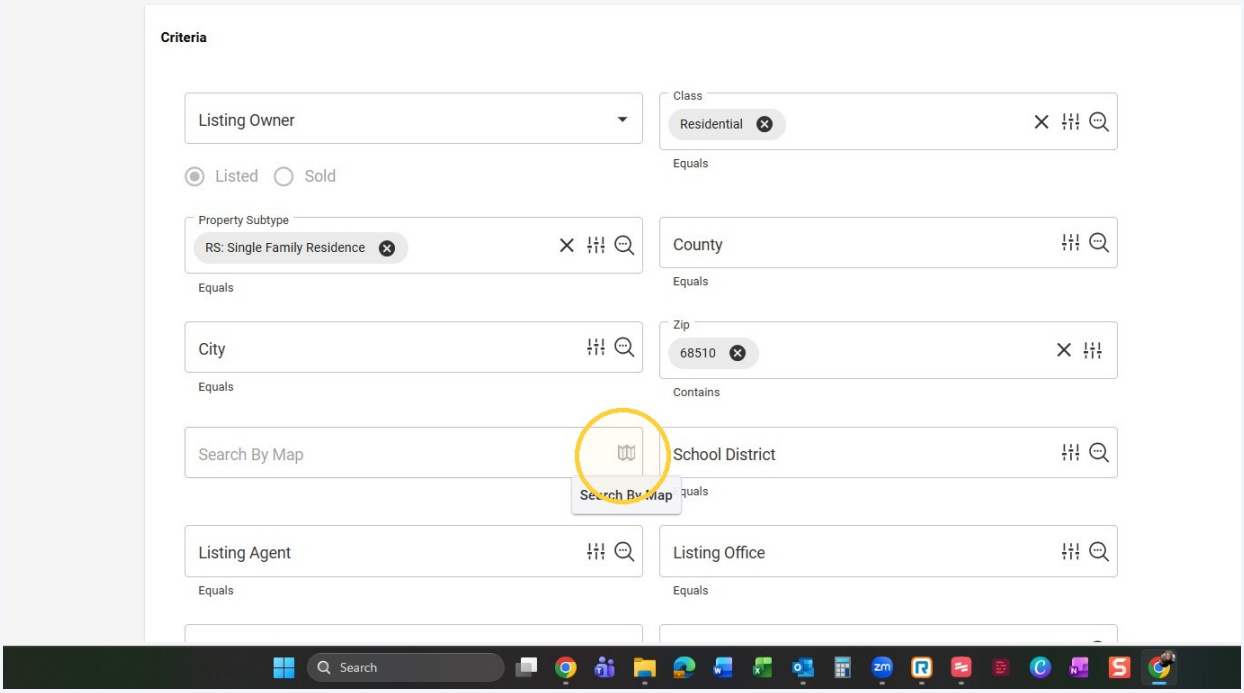


20 You can search by any of these field choices - I chose Zip Code


Criteria
Listing Owner
Class
Residential
Equals
Listed
Sold
Property Subtype
RS: Single Family Residence
Equals
County
Equals
City
Equals
Zip
Search By Map
School District
Equals
Listing Agent
Equals
Listing Office
Equals
Search

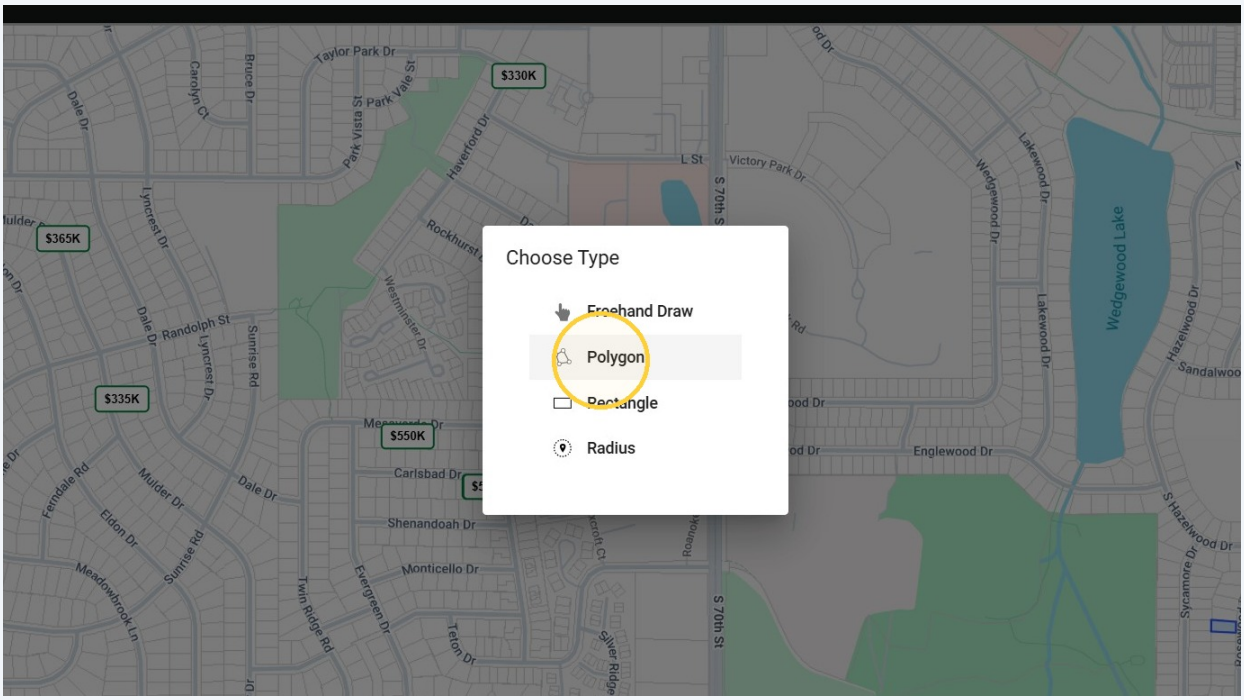

Criteria
Listing Owner
Class
Residential
Equals
Listed
Sold
Property Subtype
RS: Single Family Residence
Equals
County
Equals
City
Equals
Zip
68510
Search By Map
School District
Equals
Listing Agent
Equals
Listing Office
Equals
Search

21 You may also draw the area you are looking for using the "Map"

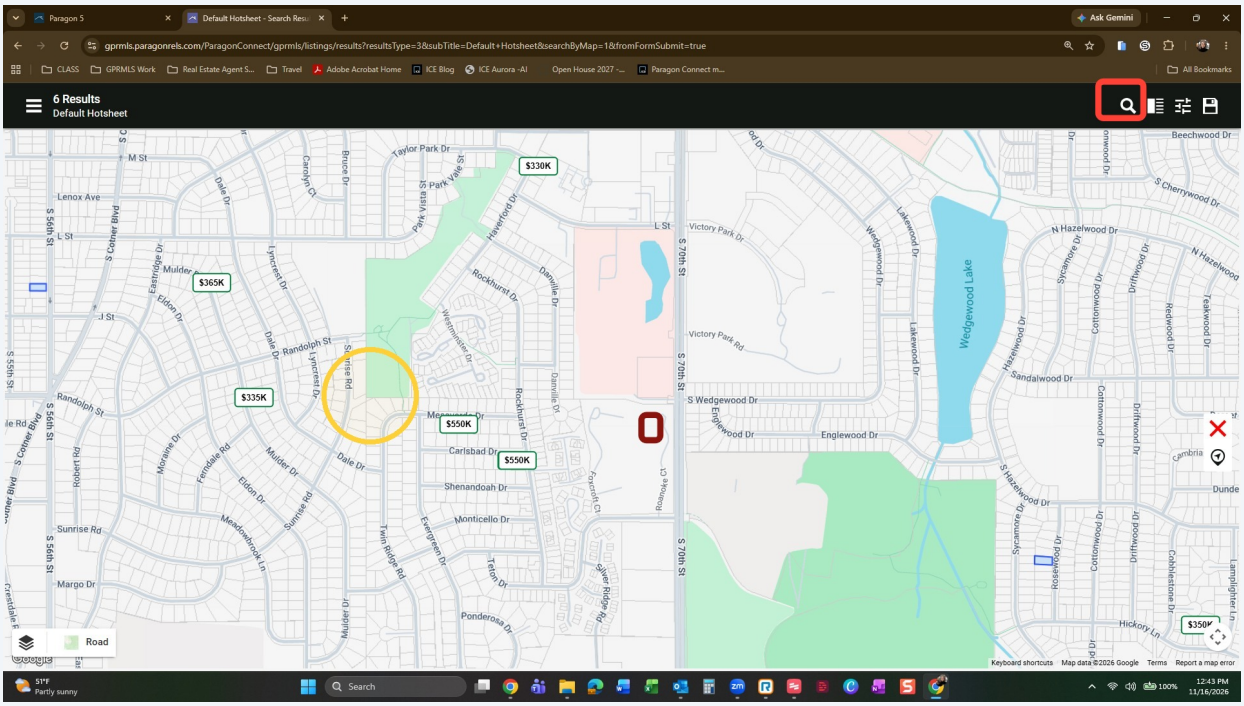


Map Search

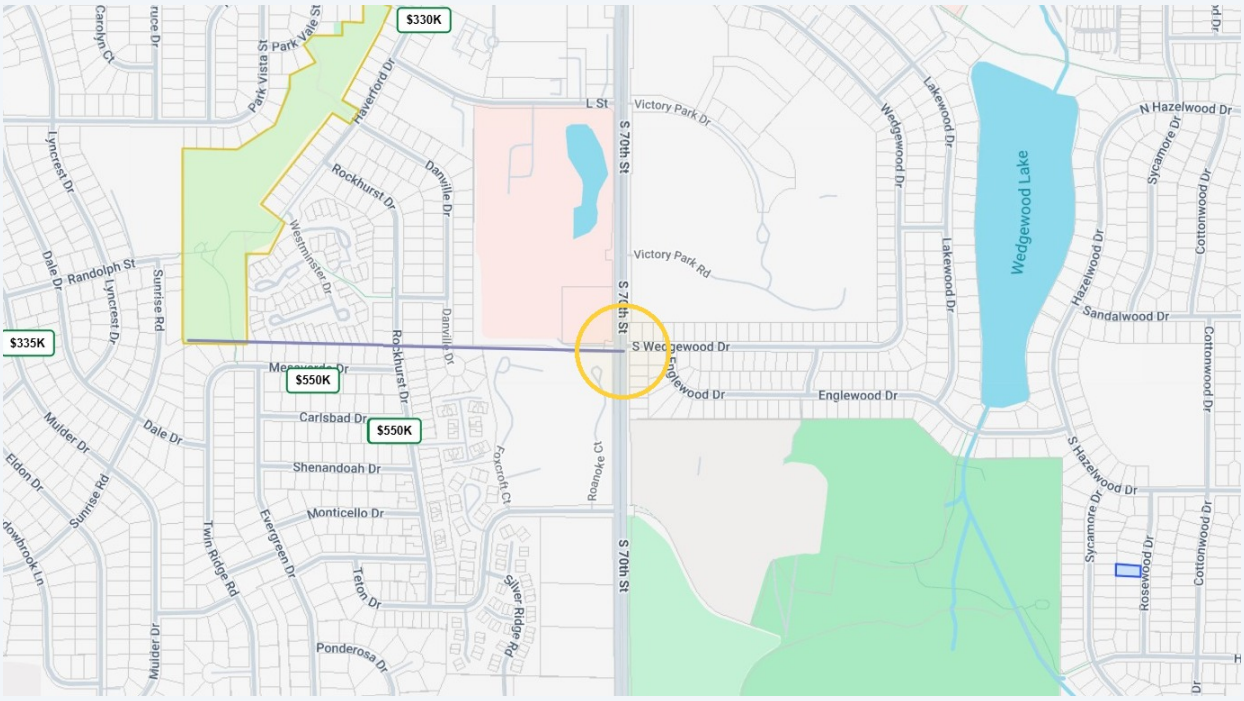
22 Choose the shape you want to draw- I chose the "Polygon"



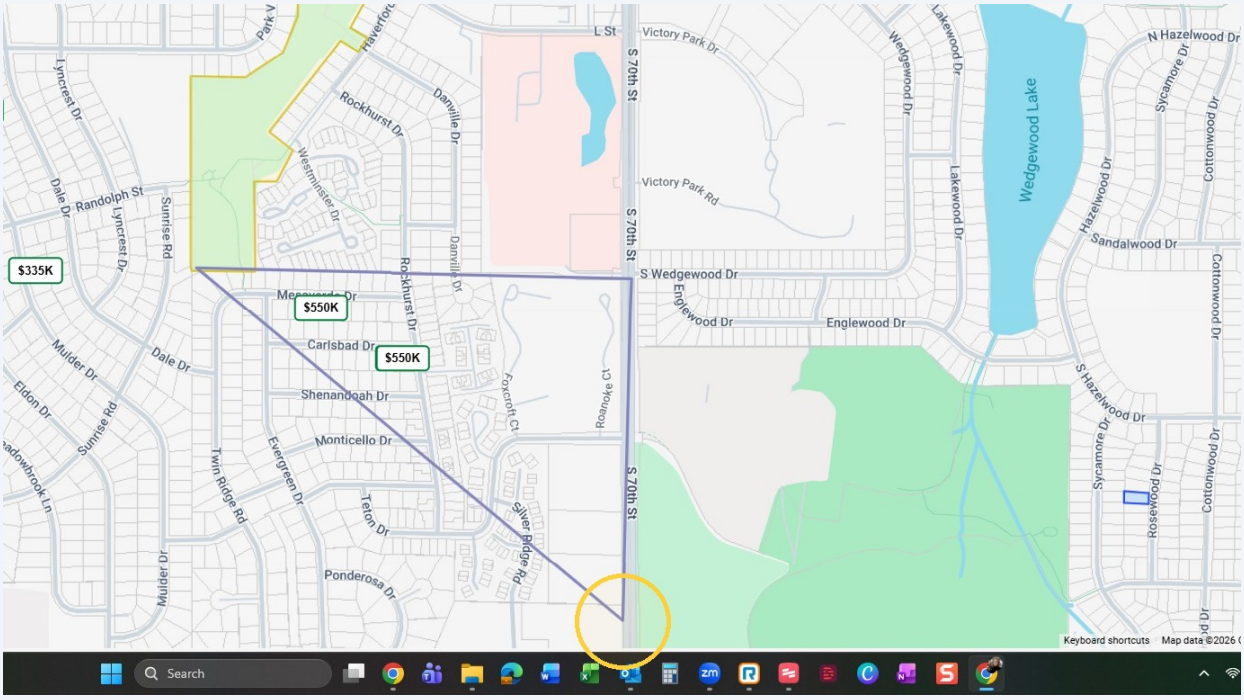
23 Using your mouse, you can drop select the area you want to begin your shape. (You could also enter an address to start with by selecting the "Search" and then typing in the address, and clicking on search



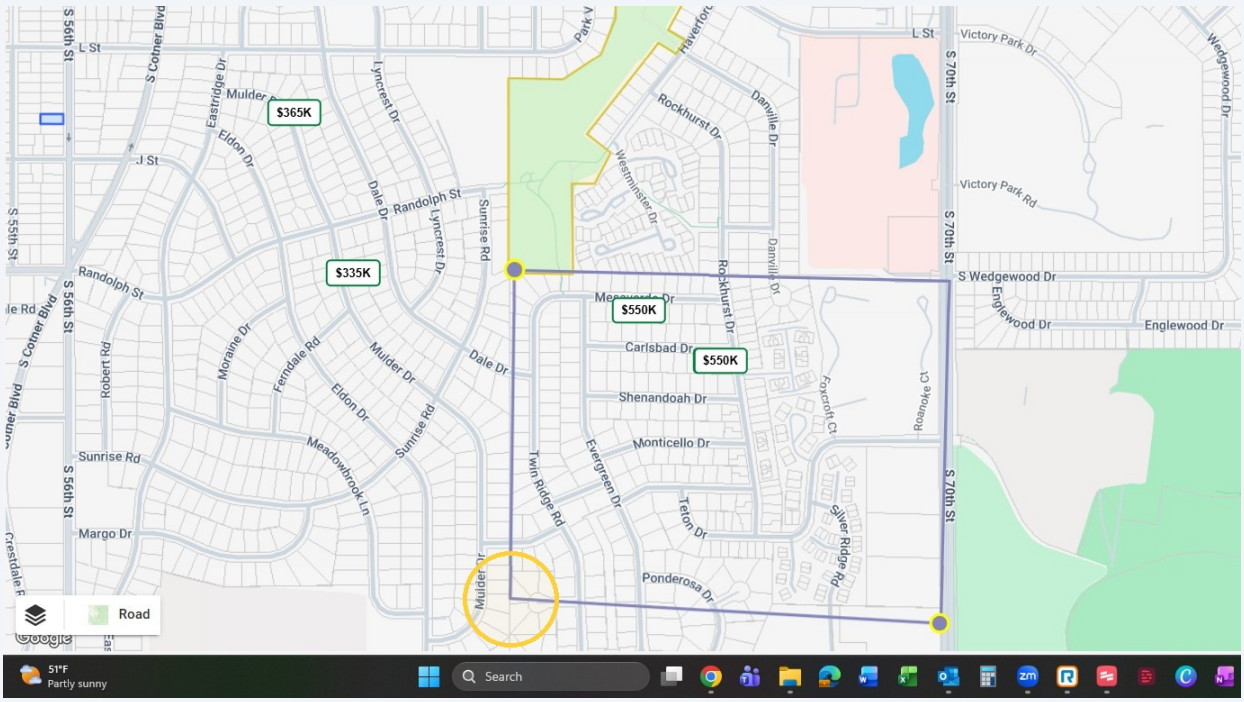
24 Draw your shape



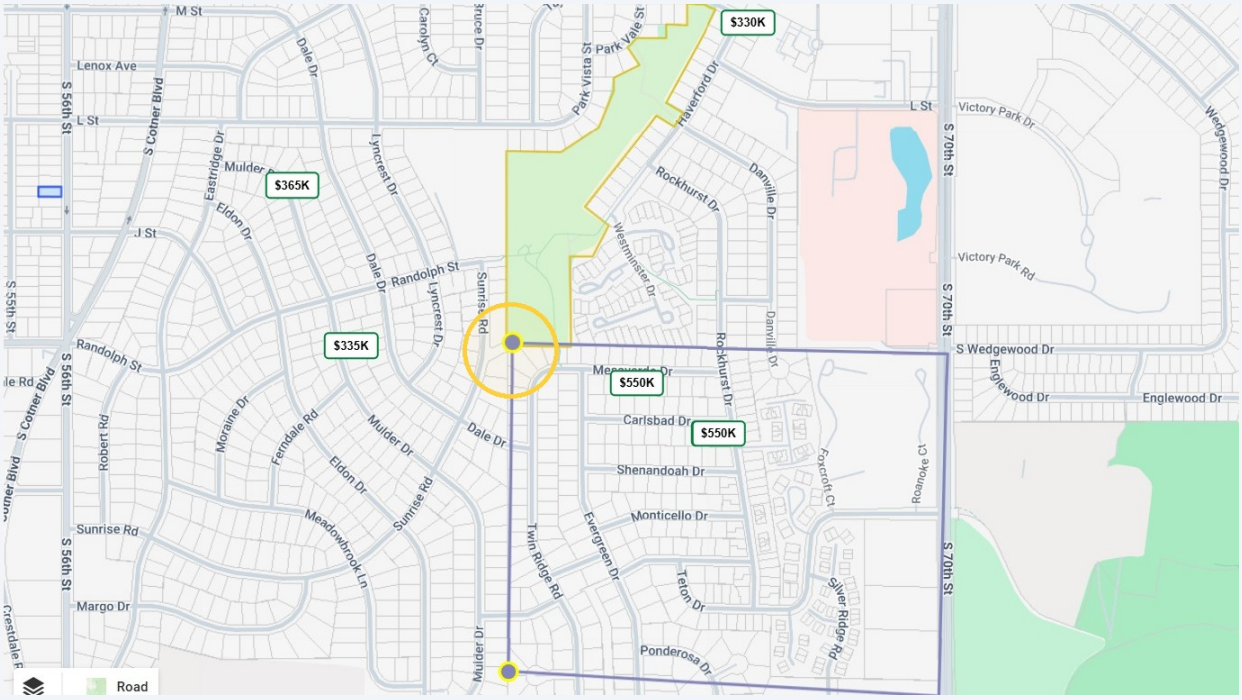
25


$335K
$550K
$550K
L St
Victory Park Dr
Victory Park Rd
S 70th St
S Wedgewood Dr
Englewood Dr
Wedgewood Lake
N Hazelwood Dr
Sandalwood Dr
Rockhurst Dr
Danville Dr
Westminster Dr
Lyncrest Dr
Dale Dr
Randolph St
Sunrise Rd
Mulder Dr
Eldon Dr
Carlsbad Dr
Shenandoah Dr
Monticello Dr
Twin Ridge Rd
Evergreen Dr
Teton Dr
Silver Ridge Rd
Ponderosa Dr
Foxcroft Ct
Roanoke Ct
Lakewood Dr
Wedgewood Dr
Hazelwood Dr
Sycamore Dr
Cottonwood Dr
Rosewood Dr
Keyboard shortcuts
Map data ©2026
Search

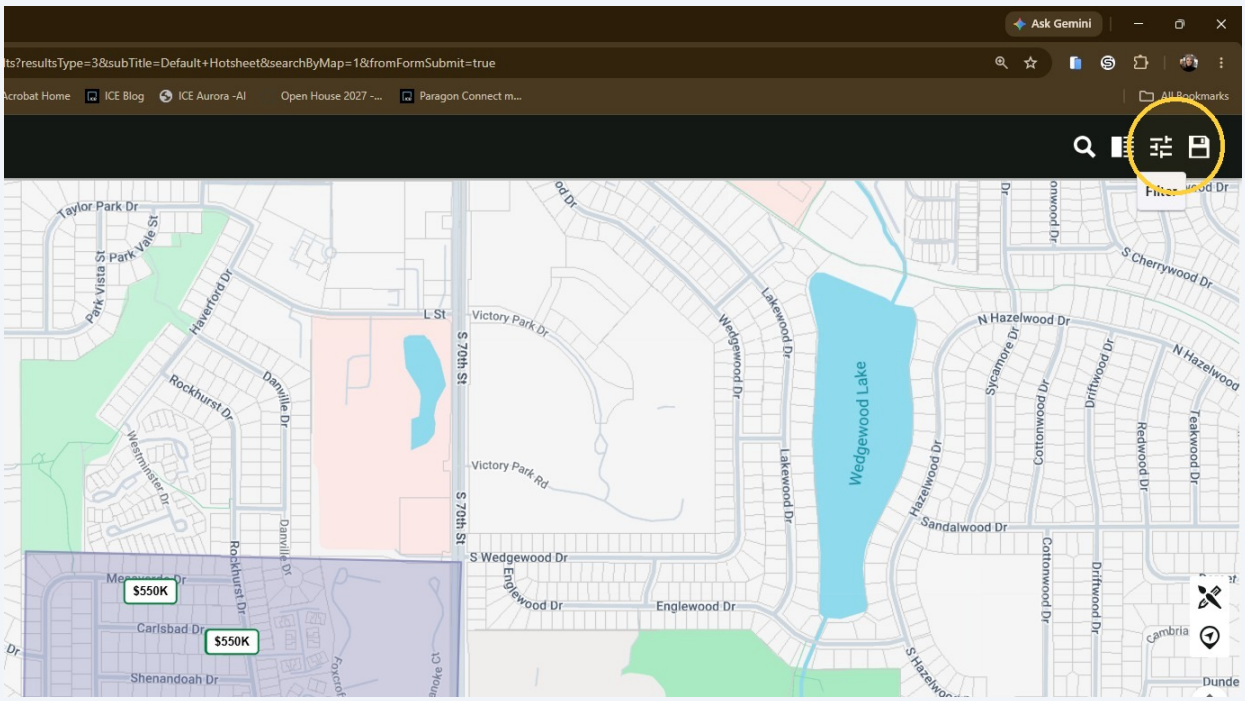
26


$365K
$335K
$550K
$550K
L St
S 56th St
S 55th St
S 70th St
Victory Park Dr
Victory Park Rd
S Wedgewood Dr
Englewood Dr
Rockhurst Dr
Danville Dr
Westminster Dr
Lyncrest Dr
Dale Dr
Randolph St
Sunrise Rd
Mulder Dr
Eldon Dr
Carlsbad Dr
Shenandoah Dr
Monticello Dr
Twin Ridge Rd
Evergreen Dr
Teton Dr
Silver Ridge Rd
Ponderosa Dr
Foxcroft Ct
Roanoke Ct
Meadowbrook Ln
Margo Dr
Robert Rd
Moraine Dr
Ferndale Rd
Eastridge Dr
S Cotner Blvd
Road
51°F
Partly sunny
Search

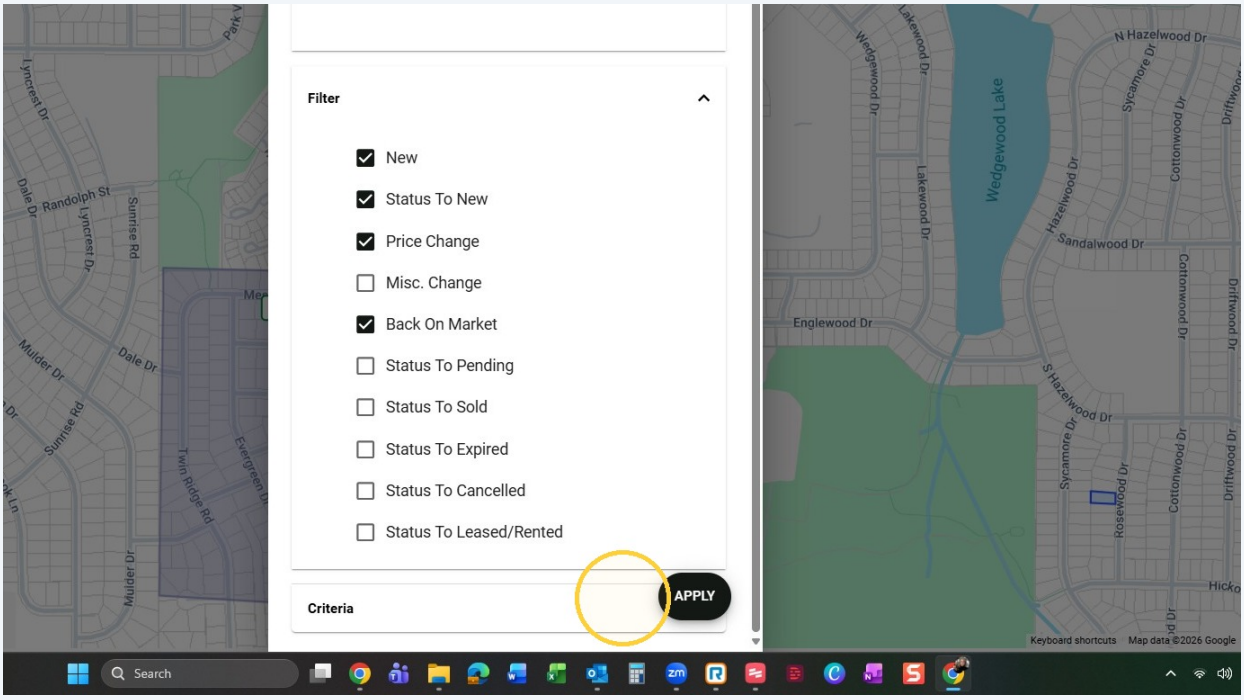
27 Your ending point and starting point must be the same to complete your shape



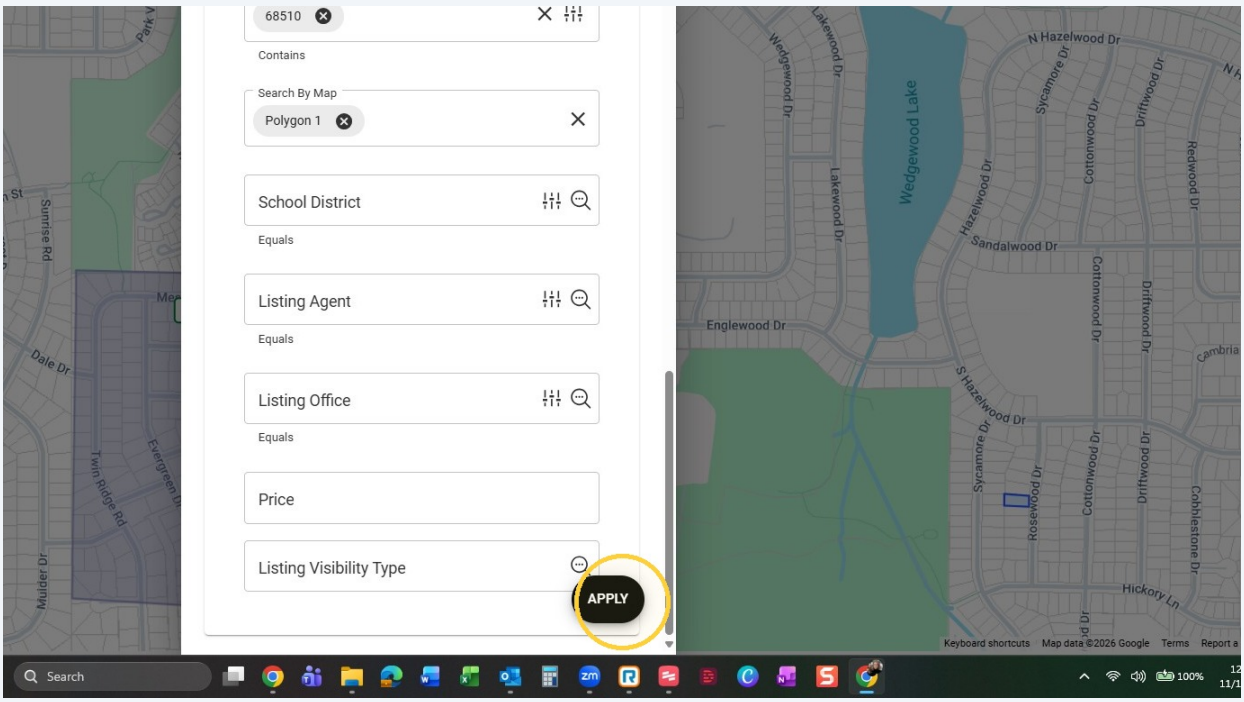
28 Click "Filter."



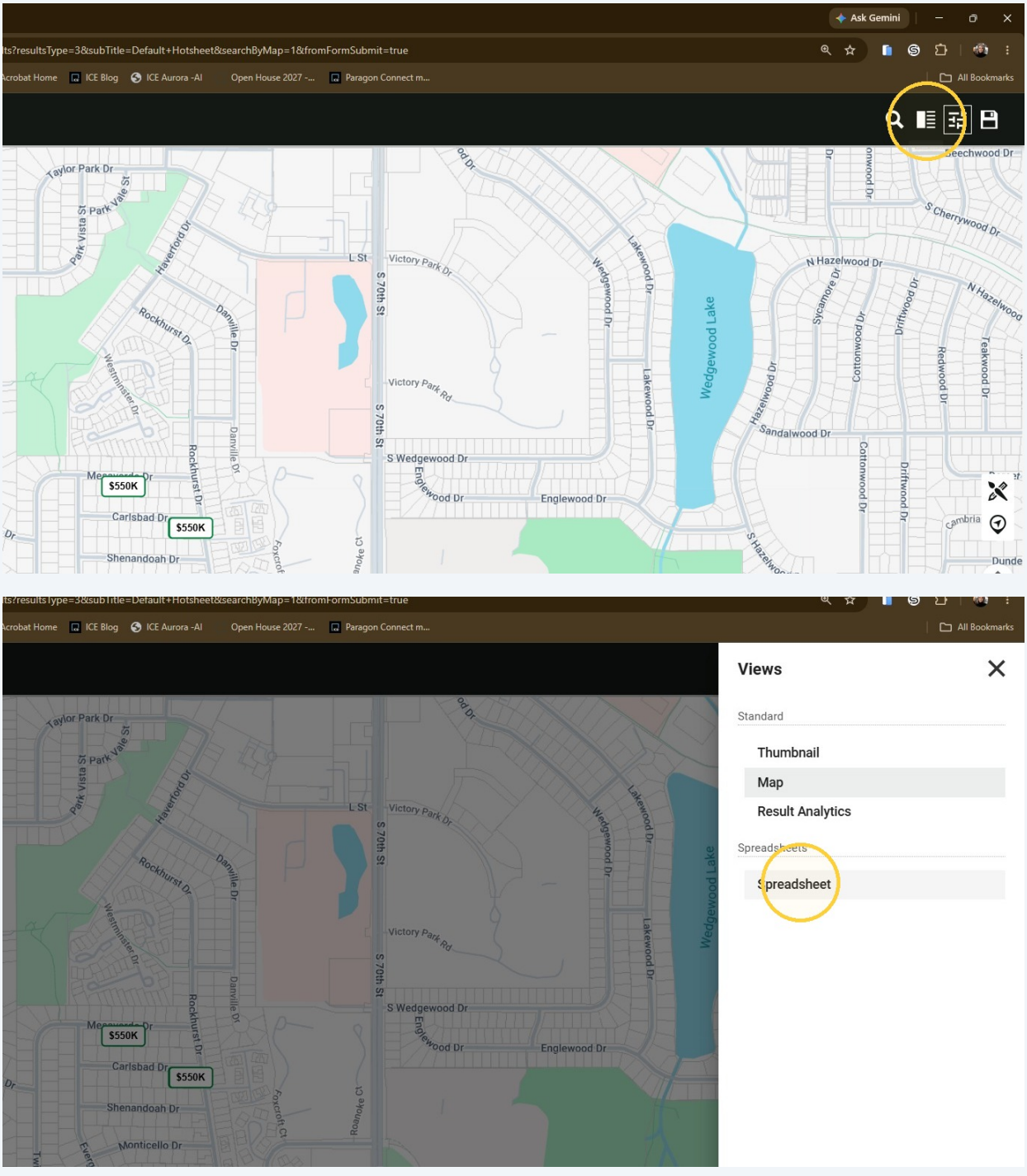
29 Click "Criteria"



30 Continue to complete any additional criteria for your search. Click "Apply when finished"

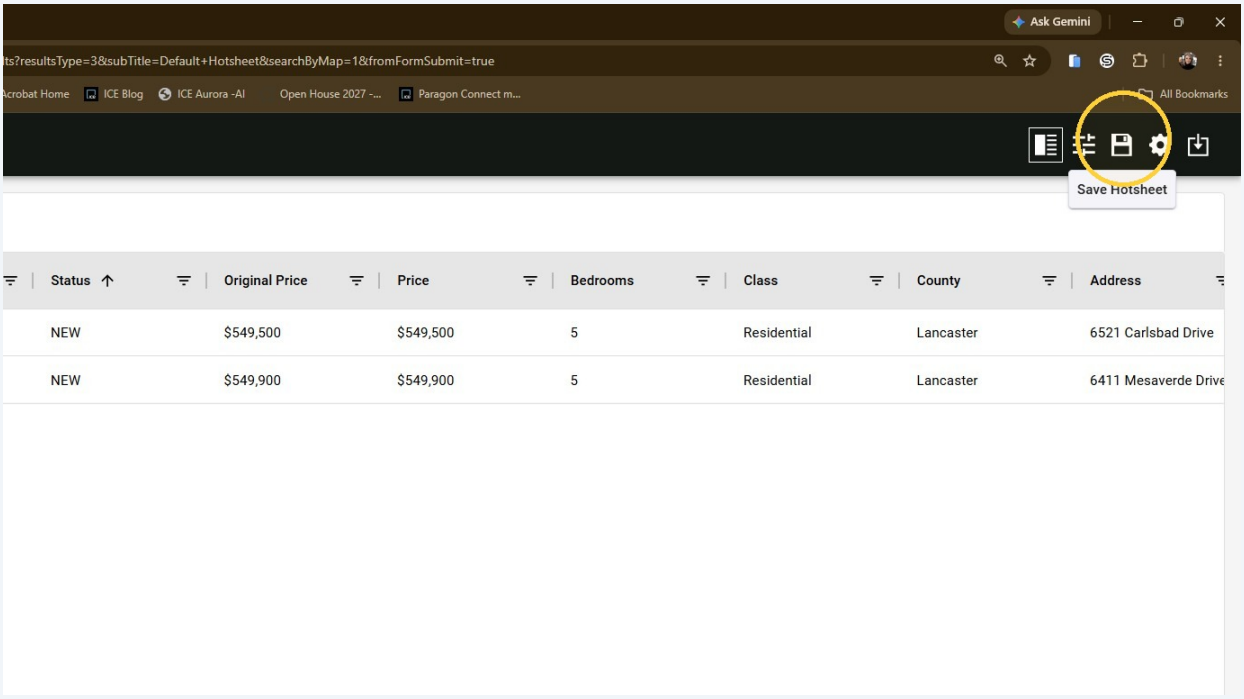


31 Select Spreadsheet view

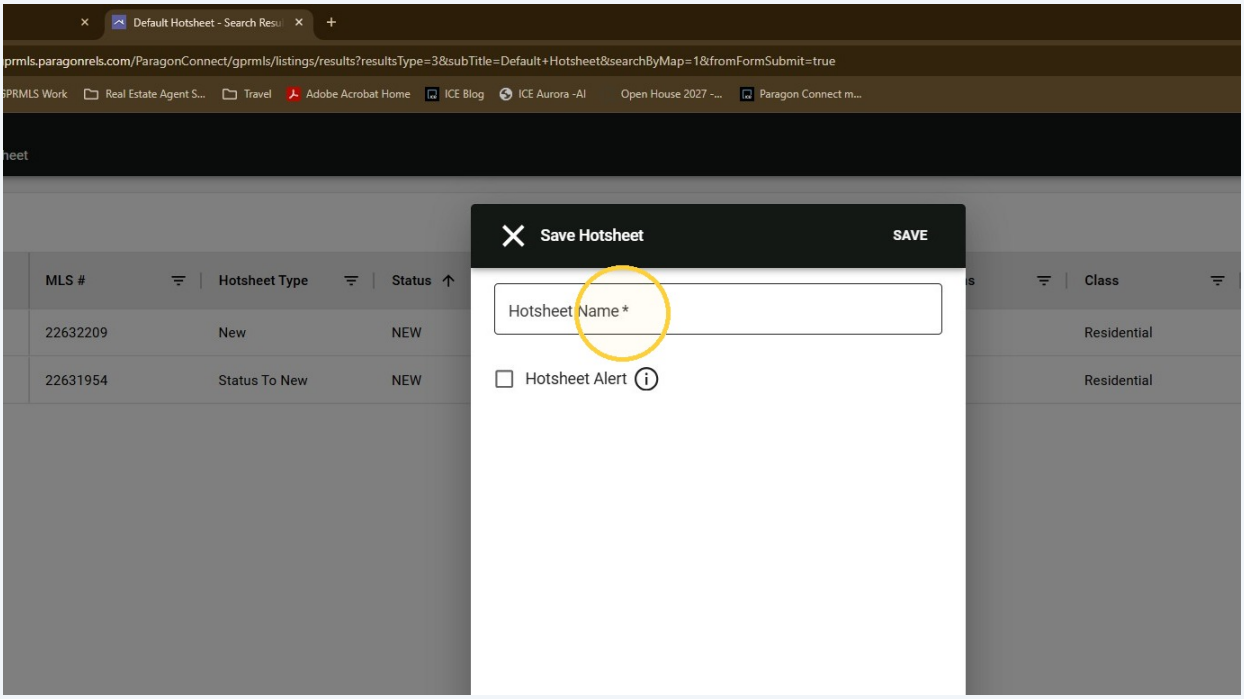


Save Hotsheet

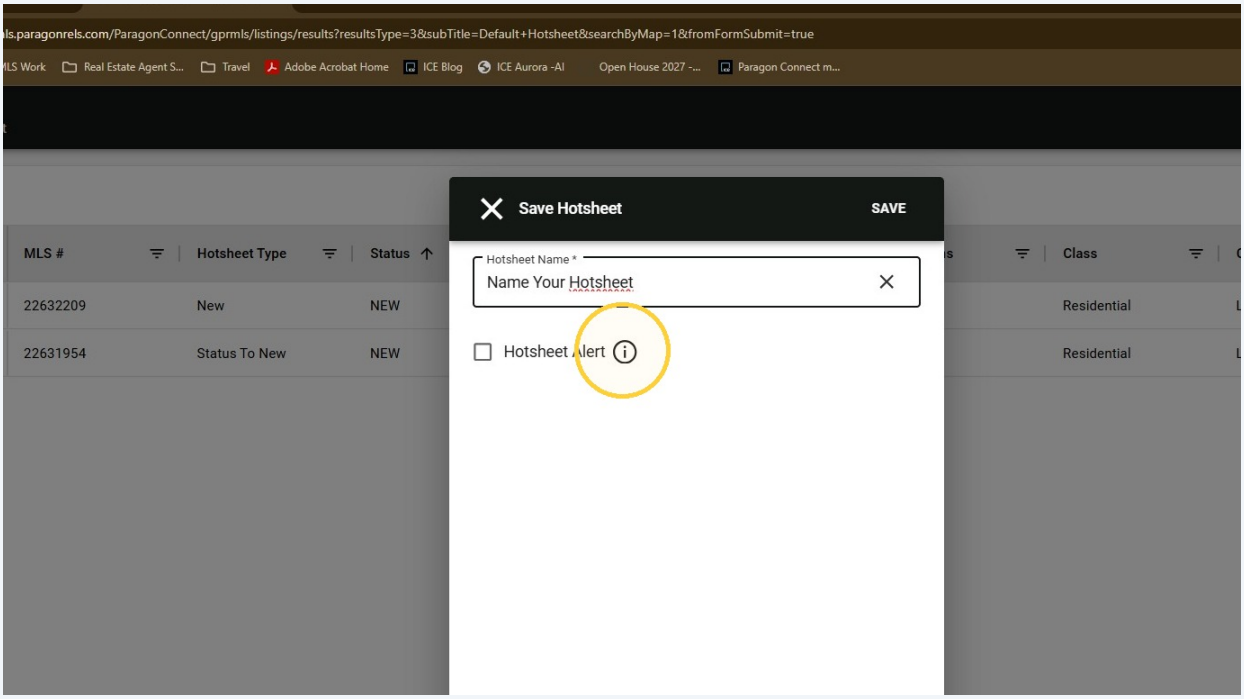
32 Click Save Hotsheet



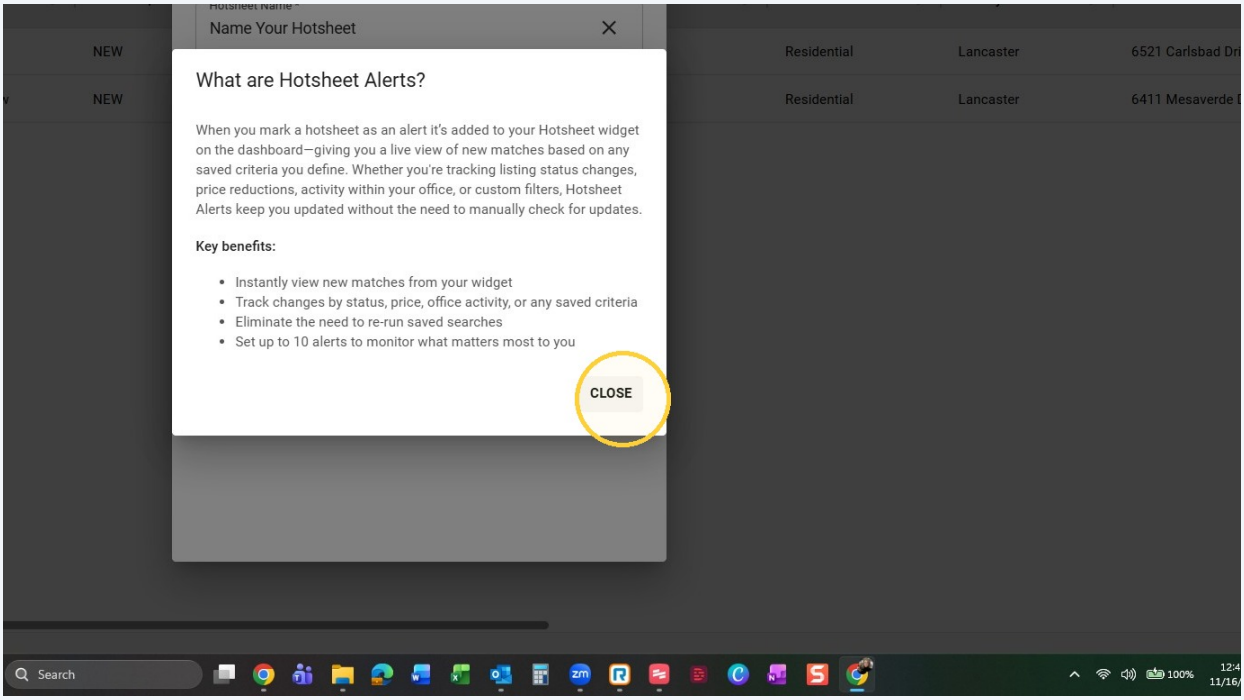
33 Name your hotsheet



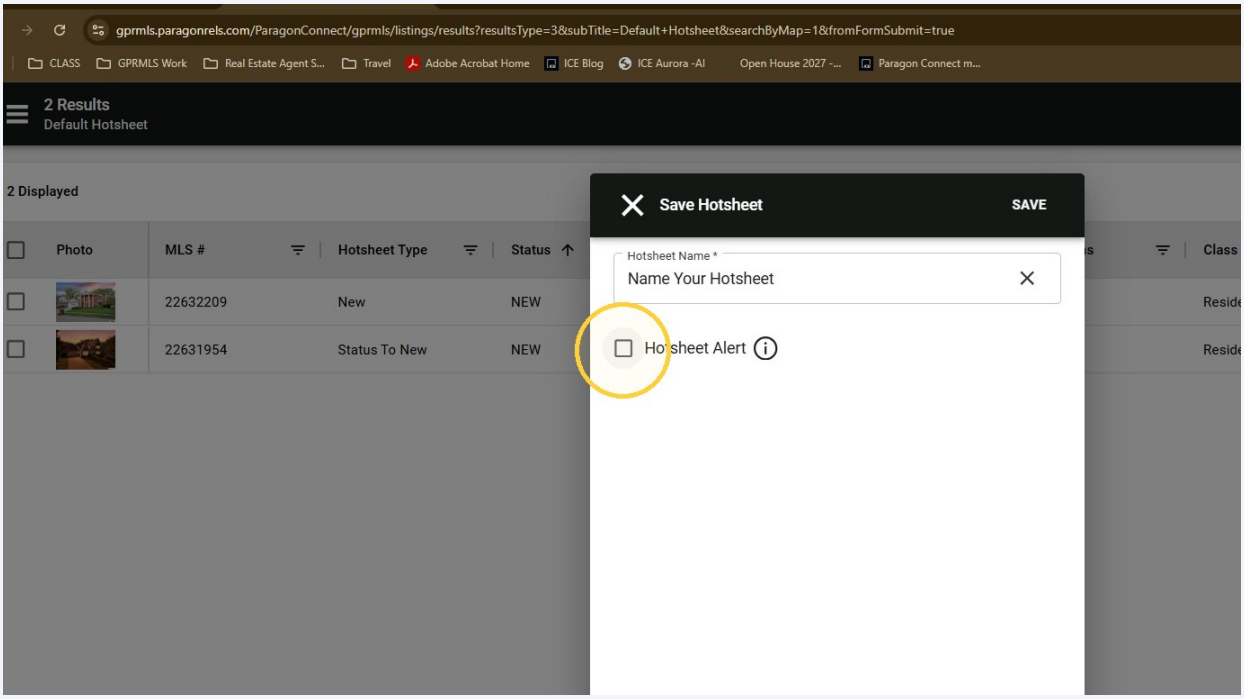
34 To find out more about setting an alert, click on the "i"



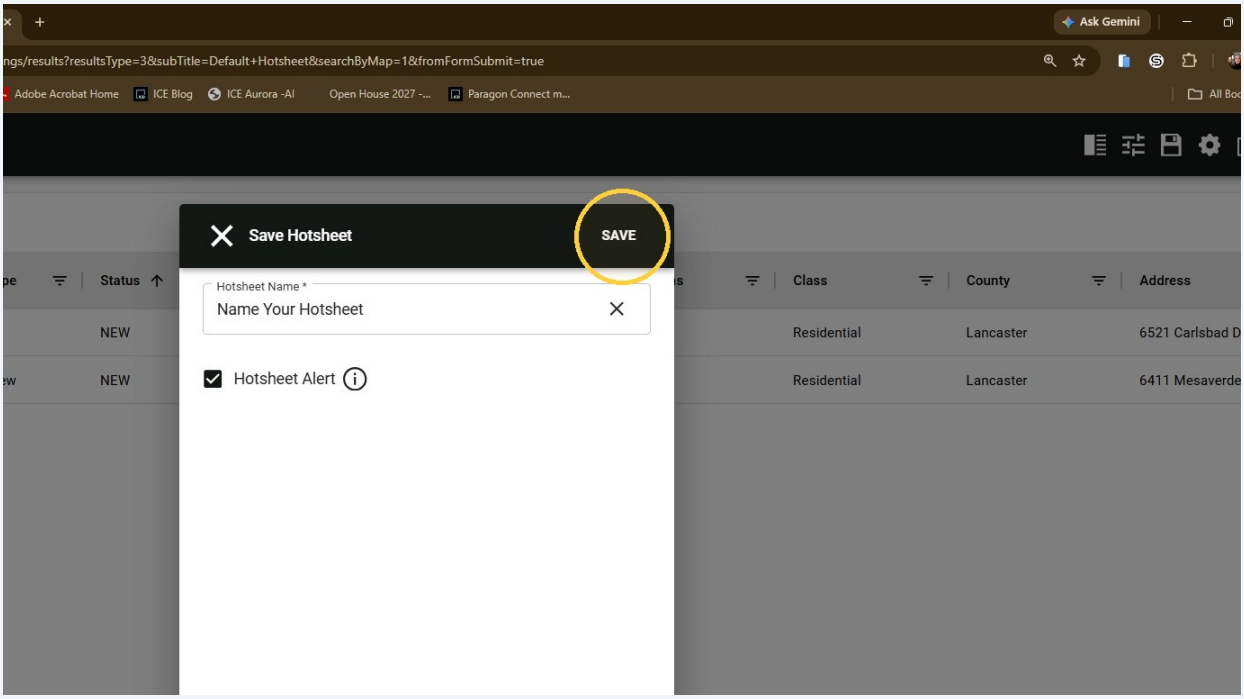
35



36 To set a Hotsheet alert for this hotsheet, click in the box

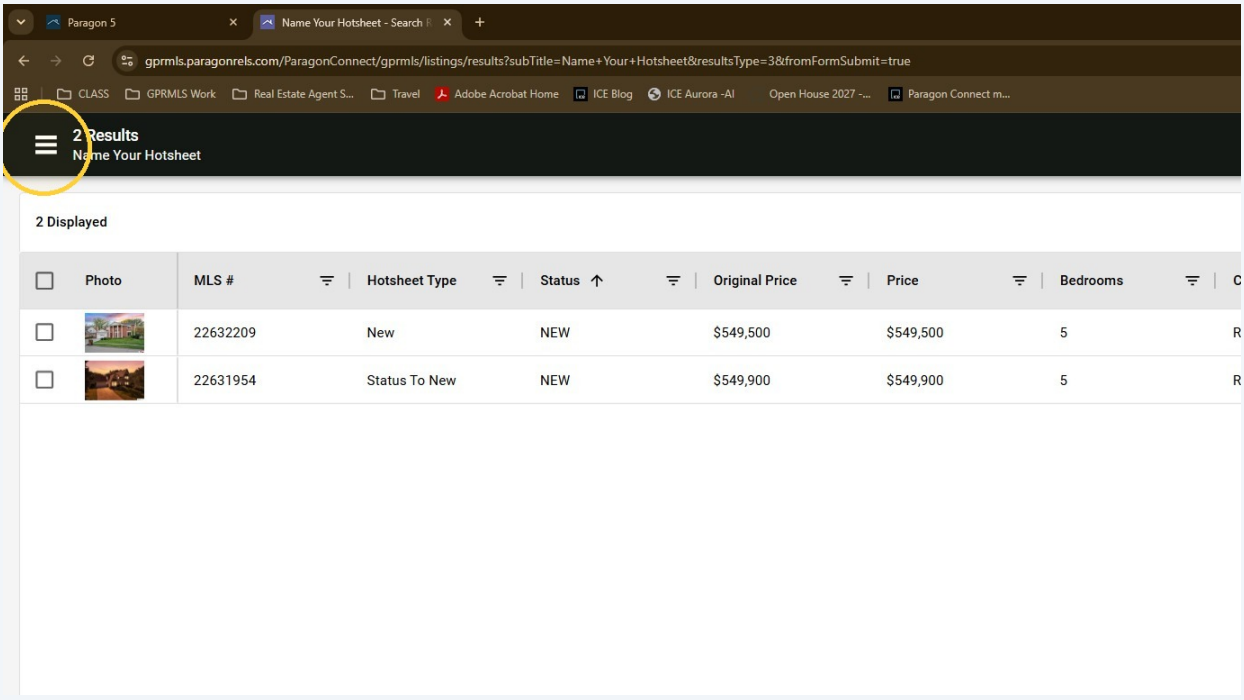


37 Click "SAVE"

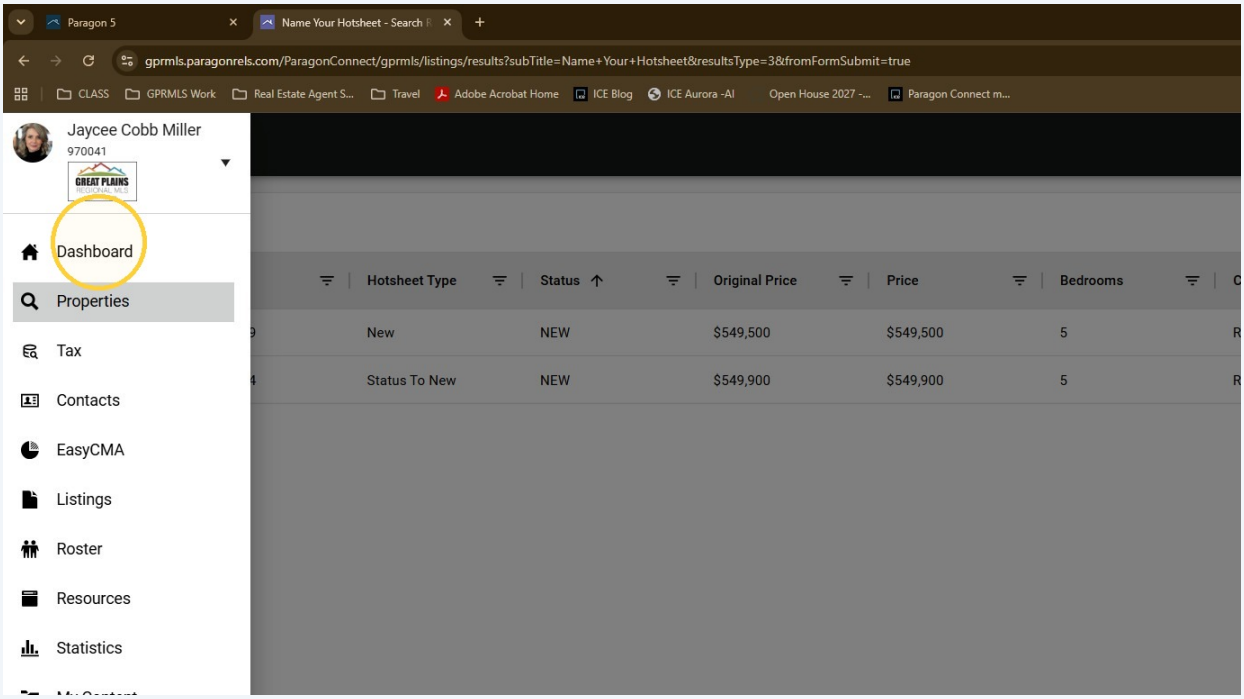


Dashboard Setup

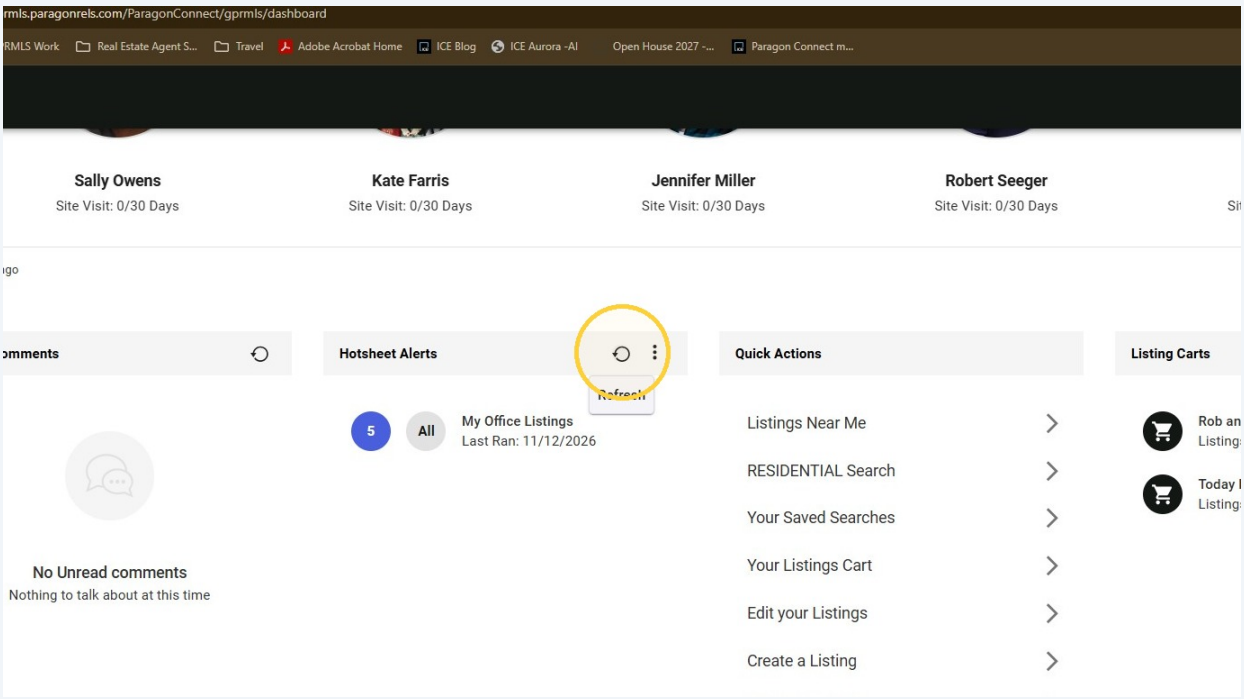
38 Open the main menu to return to the Dashboard



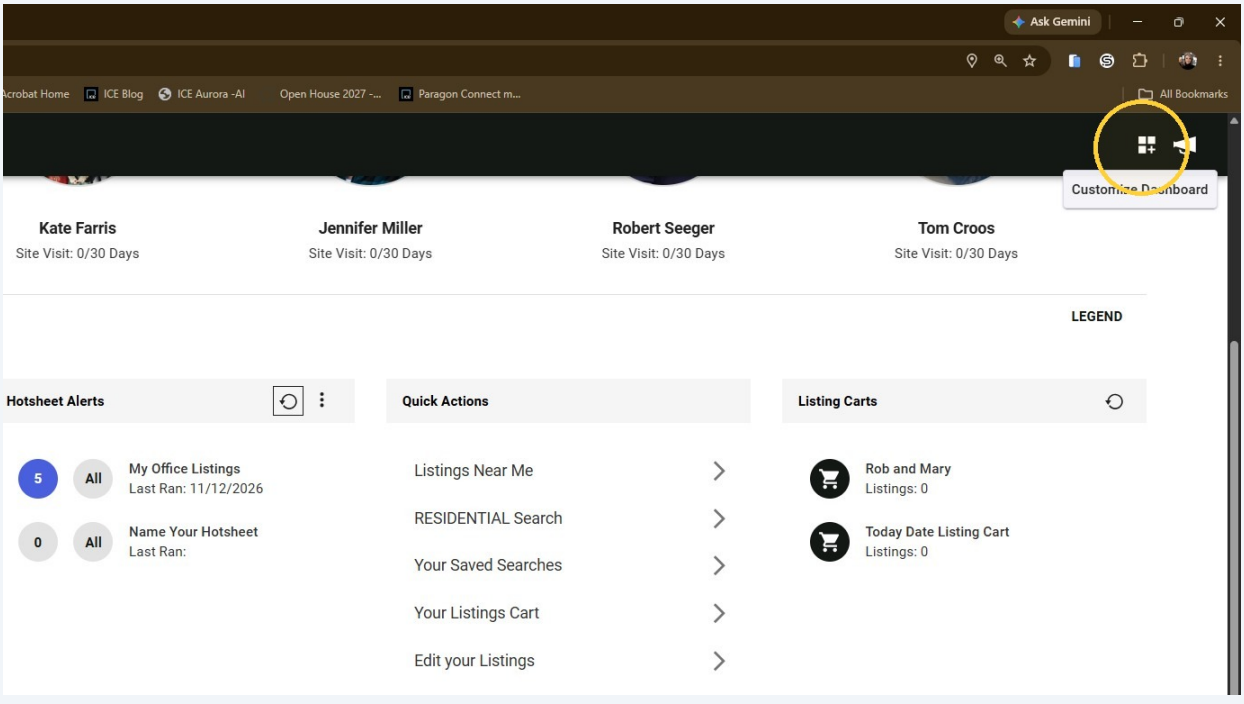
39 Click "Dashboard"



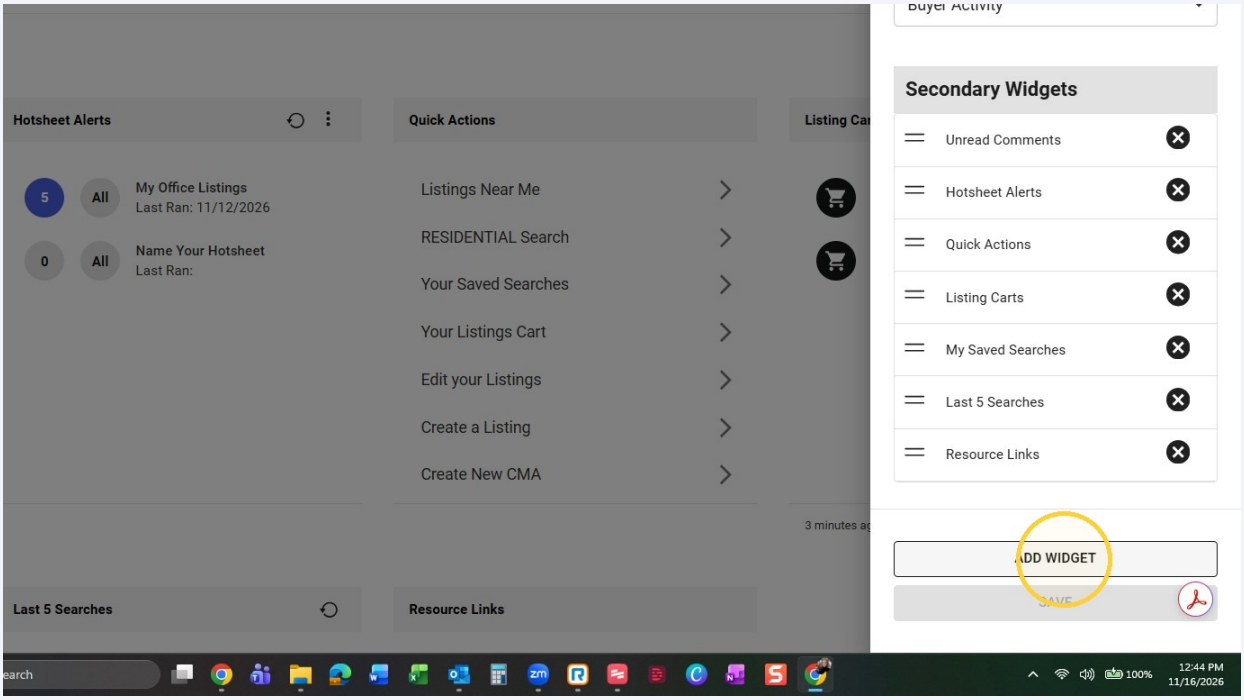
40 Click "Refresh" to view your new hotsheet in your hotsheet Alerts widget



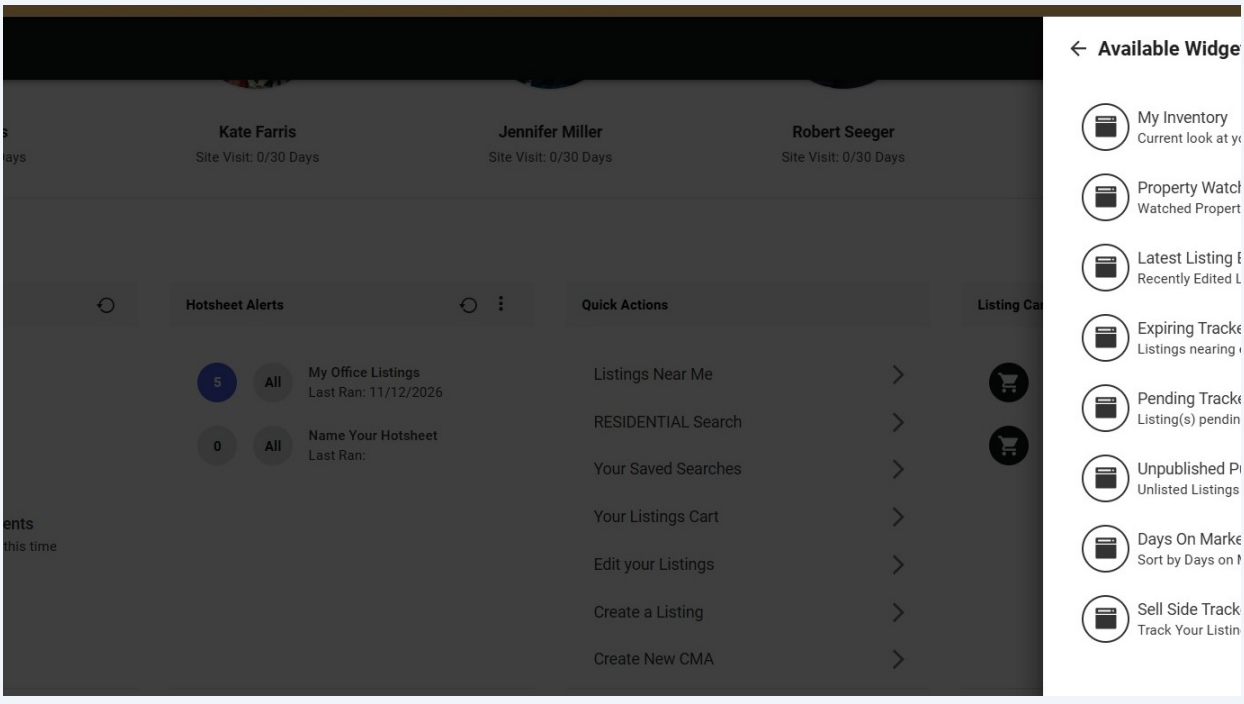
41 If you do not have your Hotsheet widget on your dashboard, you may add it. Open Customize Dashboard



42 Click Add Widget



43 Select Hotsheet alert from the list and then click "Add Widget"; then click "Save".



44 You will see your new hotsheet in the Hotsheet Alerts widget. If you do not see it, click on the "refresh" button. You have set up a Hotsheet Alert

