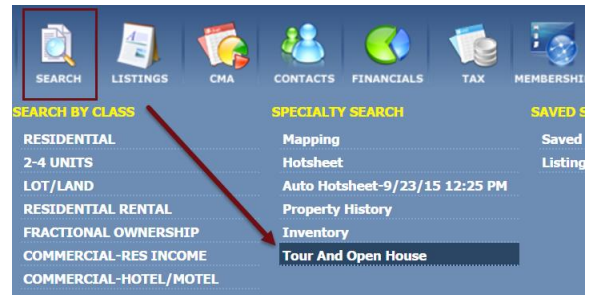


# Paragon - Tour and Open House Search Quick Guide

## Click on the Search icon

- Select Tour And Open House.

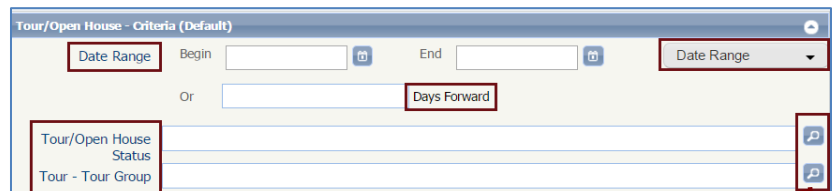


## Enter a Date Range

- Use your own dates, Select preset Date Ranges, or enter a specific number of Days Forward.

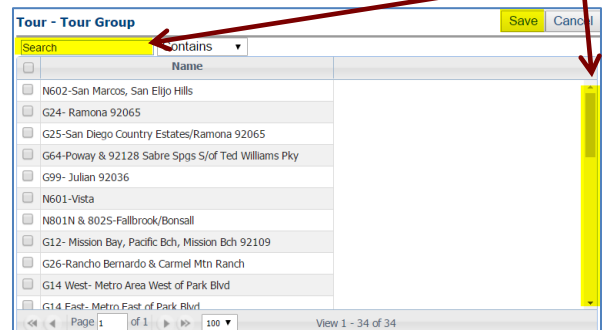
## Select the Status; Tour or Open House

For a specific Tour Group, enter the Tour number or click the magnify glass to select from the list.

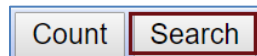


- Scroll down or use the Search box to find the Tour
- Check the box next to the Tour
- Click Save

Add additional search criteria if needed (optional).

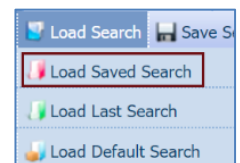
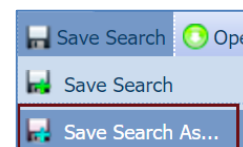


## Click Search to see the results

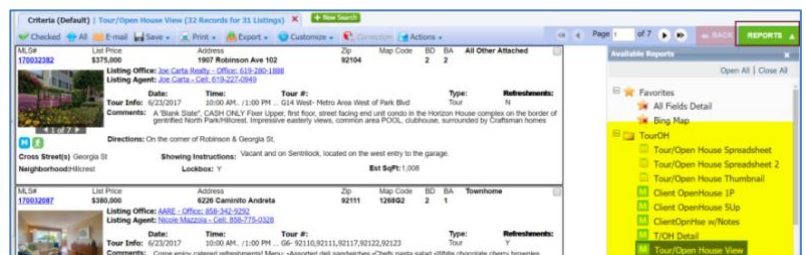


## Save the Search (optional)

- To save a search hover over Save Search and select Save Search As, then name and save the search.
- Saved T/OH searches are stored in the Load Search tool.



## Click Reports to view other Tour/OH reports (optional).



## Find Tour and Caravan dates/times/locations on the AoRs website

- Tour/Caravan: A marketing session to promote and view a property exclusively to Agents/Brokers, not the public.
- Open House: A public viewing of a property hosted by the Listing Agent/Agent/Broker during specific dates and times.