



## **How to do a Tour Search** **in PARAGON**

1. Point to “Search”
2. Click on “Tour And Open House”
3. “Tour Date” this is the date of Tour. (Must enter same date in both boxes)
4. Tour/Open House Status select “Tour”
5. Tour – Tour Group add the Tour # (example 701)
6. Click “Search”

### **NSDCAR Tour Numbers:**

Vista – 601

San Marcos – 602

Escondido – 607

Valley Center – 608

Carlsbad, Encinitas, Cardiff – 701

Del Mar, Carmel Valley, Solana Beach, Rancho Santa Fe – 702

Oceanside – 704

Fallbrook/Bonsall – 801N and 802S

***We recommend printing the Tour/Open House View Report for all Tours. To select your report look in the upper right for a green box that says “Reports”. Use the drop down and select “Tour/Open House View Report”***

### **To Print:**

- Click “Print” select “Print +”
- Select “All Listings”
- Click “Print”