

## **Paragon 5 Common Questions/Issues/Cool Stuff**

-P5 relies heavily on Adobe Reader. Most printing issues can be solved by loading the most current version of the Adobe Reader which is version X.

-P5 allows you to multi-task via tabs. For example, you can do a search, open up a tax record, update a prospect, and do a statistical report all at the same time. When you click on each menu item another tab will open. You can have 3 sub tabs open for each menu item. For example, you can run 3 single family searches at one time. The subtabs will open under the Search tab. If tabbed browsing is new to you, watch the top of your screen and pay attention to what happens when you click on each menu item. It will take a bit to get used to the flexibility of the tabs and to closing the tab when you are done with the task. Give it a chance....you will love the efficiency once you get used to it!

-Wizards have been added for User Preferences, CMA and Contacts. You will be prompted to complete the User Preferences Wizard upon login. There is a checkbox in the lower left corner to shut this off if you do not want to complete it.

-P5 allows you to begin typing in pick list fields and the system will auto complete for you. You no longer have to hunt through pick lists. For example, if you are searching within the school district of Middleton, simply type Mid and Middleton-Cross Plains comes up and you simply tab to select.

-P5 displays a session countdown timer in the lower left corner of your screen. Timeout has been increased to 60 minutes of inactivity.

-The Market Monitor in P5 has been redesigned such that My Info and Market are tabs that can be toggled between. Market is the default. If you want My Info to be the default, you can set that under Preferences/System Preferences/Market Monitor Filter.

-P5 uses modal windows instead of pop up windows. The modal windows are not movable at this time (still working on that), but most of them have a minimize button. The pop up windows were eliminated due to ongoing issues with pop up blockers.

-The Get All button for search matches has been removed. Sort and statistics apply to all matches on all pages.

-If you are a 10-key user, use the Enter key between MLS numbers instead of the + key.

-No need to enter the / within dates in P5. The correct format for dates is MMDDYYYY. You must use a 4-digit year.

-Driving Directions have been moved from Specialty Views to the Actions drop down at the top of the screen.

-Export to Excel has been moved from Specialty Views to the Export drop down at the top of the screen.

-Groups of listings are saved as Listing Carts opposed to Favorites.

-P5 allows you to upload multiple photos at the same time.

-P5 provides a handy character countdown when adding listing remarks.

-P5 allows you to set read receipts for email sent from Paragon (set under Preferences/E-Mail).