Paragon 3 User Manual

03-11-19

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The Paragon™ MLS System

Paragon MLS is the next generation of web-based services designed by FNIS specifically for agents, brokers, and MLS administrators. Paragon MLS is an amazingly flexible online system that uses the architecture of Microsoft .NET to increase efficiency and productivity.

State-of-the-art navigation provides instant transportation to anywhere within the application. Paragon users may tailor views, searches and reports, add or subtract field from the database, personalize default menu options and instantly pull and combine a variety of customizable MLS listing data.

By leveraging FNIS technology, real estate brokers, agents, transaction managers and MLS executives can seamlessly access FNIS' services, as well as those of other vendors, and standardize their internal business practices to deliver premier customer service, from contact to contract and contract to close.

Please visit the following links for more information about FNIS products and services.

FNIS Corporate Website: http://www.fnis.com

FNIS Knowledge Base: http://www.mlsknowledgebase.fnis.com/fnis01

FNIS Technical Support E-mail address: paragonhelp@fnis.com

Contact your FNIS Account Representative for additional assistance.

Fidelity National Information Solutions
17300 W. 119th St.
Olathe, KS 66061
(913) 693-0000
http://www.fnismls.com

Navigating through Paragon

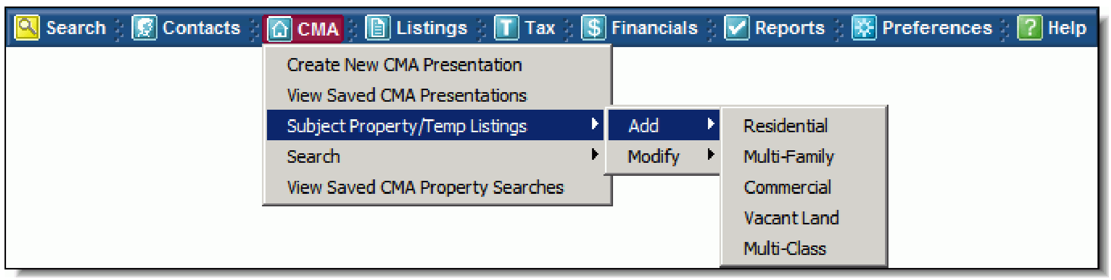
A good understanding of the Paragon™ navigation scheme is important. Knowing what objects to look for and where those objects are located will improve your overall understanding of the system.

Interface Elements

There are two aspects of the Paragon navigation scheme that you should be aware of. The Graphical User Interface (GUI) uses buttons or icons to perform actions. Buttons may display a menu, load a new window (popup) or change the information displayed on the screen. A hyperlink is text that functions just like a button. Hyperlinked text is underlined, so you can distinguish it from regular text.

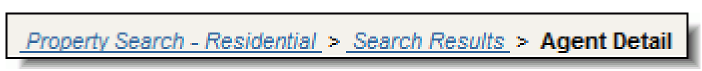
Interface Structure

The main navigation tool of Paragon is a horizontal menu. This may also be referred to as the navigation bar. The navigation bar appears on every page that displays in the main browser window. It provides quick access to every section of the program, from anywhere within Paragon. Every item on the navigation bar displays a menu when clicked. Because the menus appear below the main menu bar, they are called drop-down menus. Some menus display beside the drop-down menus. The are known as fly-out menus.

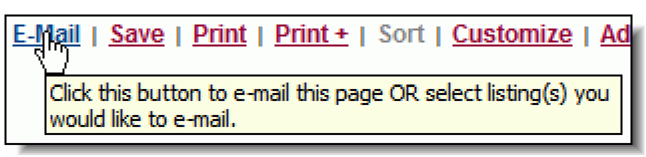


System Consistency

The menu structure is consistent throughout Paragon. Additional elements may appear depending on your location in the system. Paragon tracks your location with “breadcrumbs”. These appear below the main navigation bar. You can use the breadcrumbs, in addition to your browser’s forward and back buttons to navigate through the system.



Buttons and hyperlinks that control windows typically appear in the upper-right hand corner of the screen. Hyperlinks associated with specific items appear beside the item. If you unsure how a particular element functions, rest your mouse over the item to display a “tool tip”.

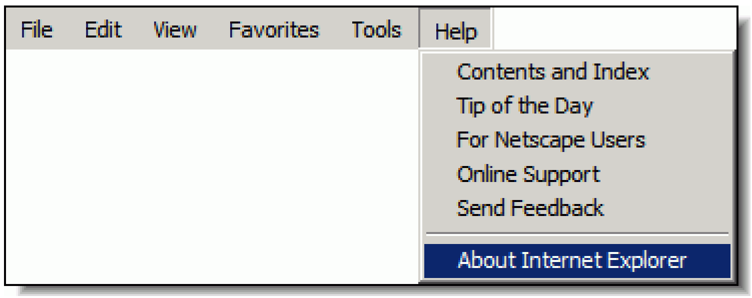


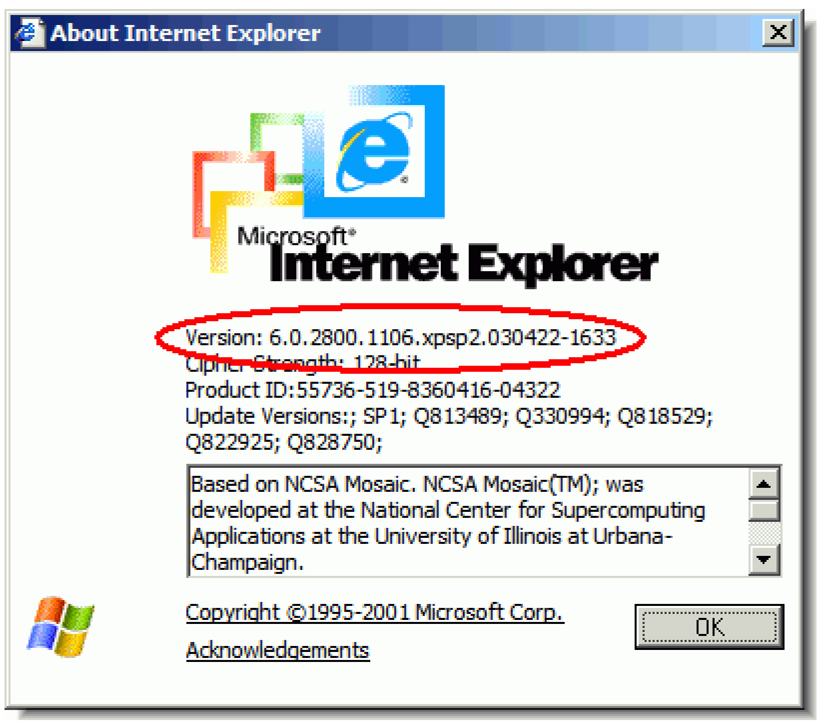
Internet Explorer Settings

You must have Microsoft Internet Explorer 5.5 SP2 or higher. We recommend upgrading to version 6.0 to take full advantage of the features it provides.

To determine the correct version of Internet Explorer

1. Double-click the Internet Explorer icon on your desktop to launch the Internet Explorer web browser.
2. Click **Help > About Internet Explorer** from the Internet Explorer menu bar.



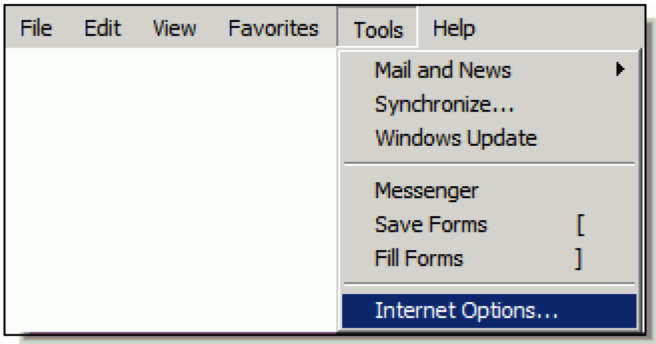


3. The version of Internet Explorer will be displayed. If you do not have a compatible version, there are many places you can go to upgrade to a newer version of IE. The best location is Microsoft's download site at http://www.microsoft.com/downloads. Internet Explorer upgrades can be downloaded free of charge.

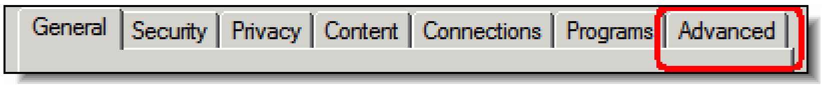
To turn on background printing in Internet Explorer

1. Double-click the Internet Explorer icon on your desktop to launch the Internet Explorer web browser.

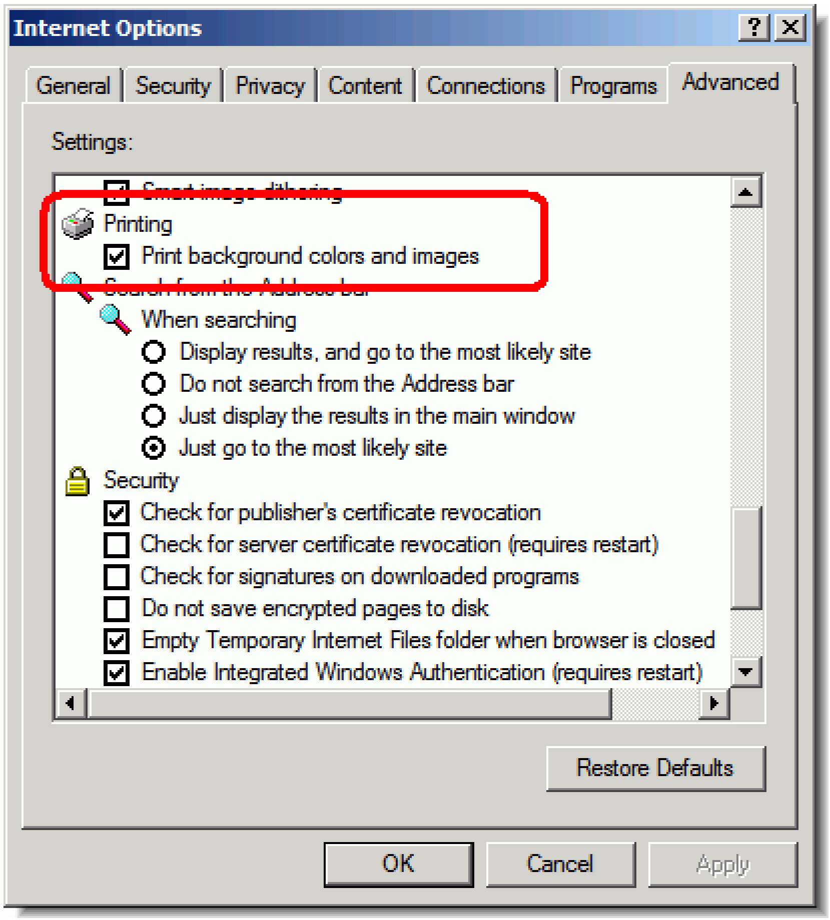
2. Click **Tools > Internet Options...** to display the Internet Options window.



3. Click the **Advanced** tab.



4. Scroll down until the section named **Printing** appears.
5. Select **Print background Colors and images**.
6. Click **OK** to save this change.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Settings:
Smart image dithering
Printing
Print background colors and images
Search from the Address bar
When searching
Display results, and go to the most likely site
Do not search from the Address bar
Just display the results in the main window
Just go to the most likely site
Security
Check for publisher's certificate revocation
Check for server certificate revocation (requires restart)
Check for signatures on downloaded programs
Do not save encrypted pages to disk
Empty Temporary Internet Files folder when browser is closed
Enable Integrated Windows Authentication (requires restart)
Restore Defaults
OK
Cancel
Apply

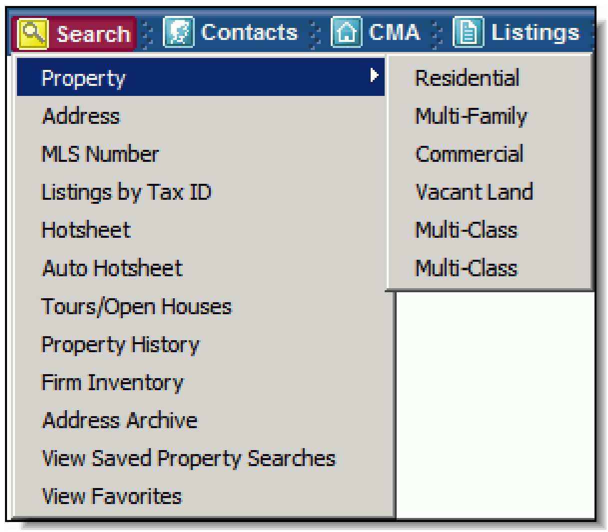
The Search Menu

Searching For Listings

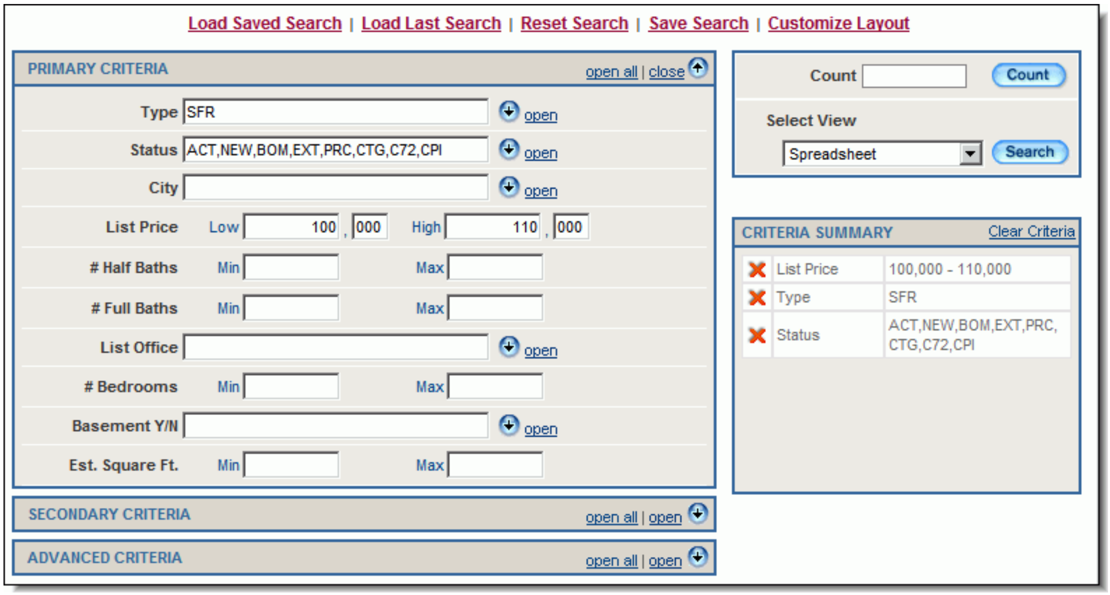
The search menu is the beginning point for all searches in Paragon MLS. Whether beginning a new property lookup or loading a previously saved general search, the search menu provides access to all search functions.

To conduct a general property search

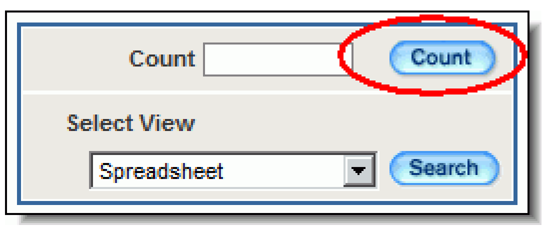
1. Click **Search > Property** and select the appropriate property class from the flyout menu.



The general search screen is displayed. The search form is divided into three sections- Primary Criteria, Secondary Criteria, and Advanced Criteria. The search form can be customized by adding or removing fields.

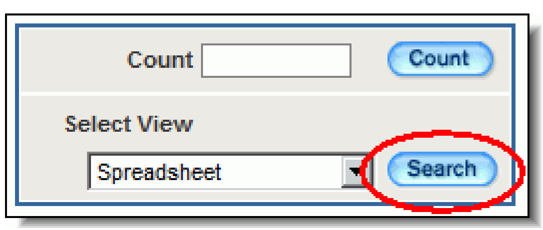


2. Add search parameters to the **Primary Criteria** section.
3. If necessary, add search parameters to the **Secondary** and **Advanced Criteria** sections.
4. Click **Count** to display the number of listings that will be returned when the search is completed.



If this number is too small or too large, adjust the search parameters and click **Count** again. Repeat until the desired number of listings is returned.

5. Click **Search** to display the listings in the default view for that property class.

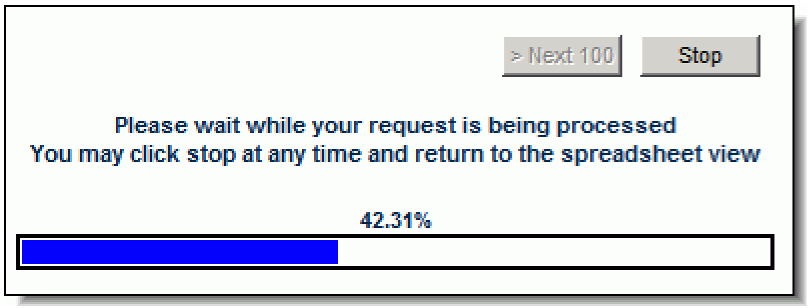


To get all listings in a search

To enhance system performance for searches that return a large number of listings, Paragon initially displays a limited number of listings. Use the **Get All** button to display all listings. A **Next 100** button is also available. Use it to retrieve 100 listings at a time.

1. Click **Get All**, located below the **Views/Reports** button, to retrieve all search results.

Paragon displays a progress bar and a **Stop** button while retrieving all listings.

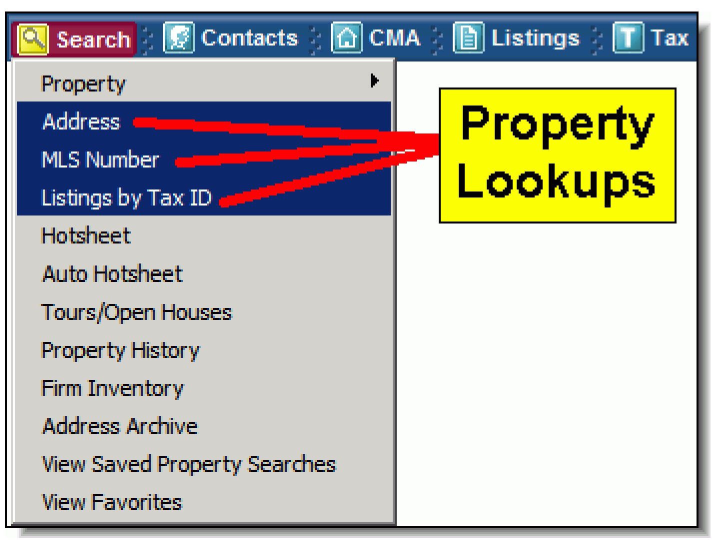


***Note:** Click **Stop** at any time to save the progress and return to the listing view.*

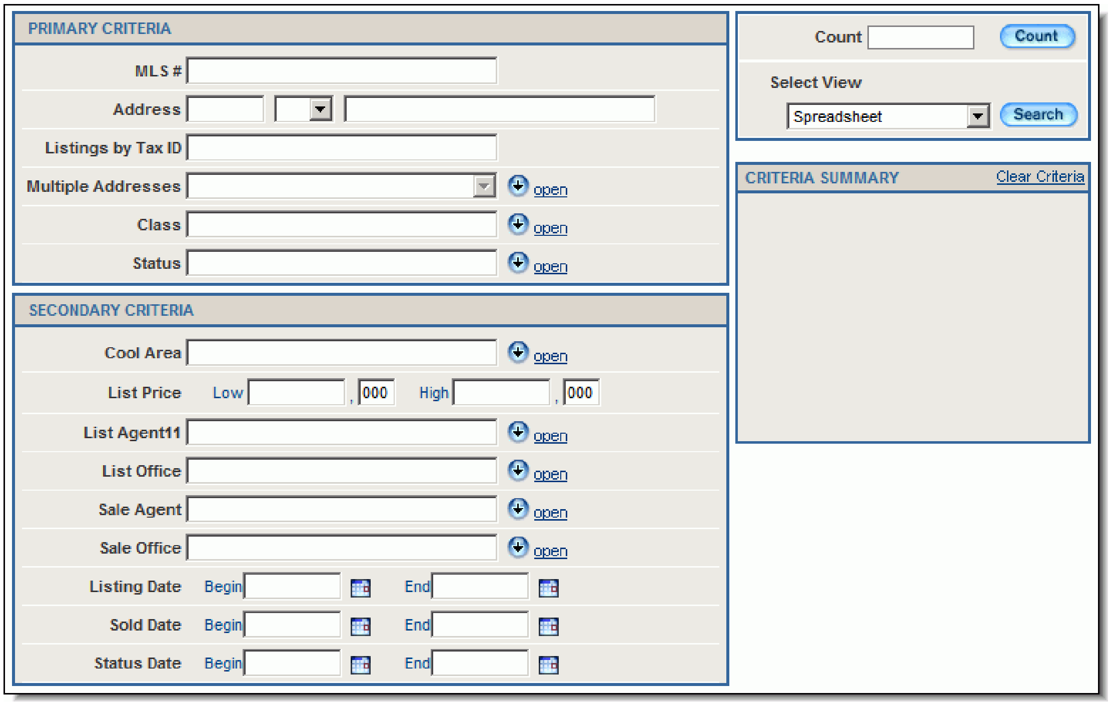
Paragon displays the additional listings in the selected view.

To conduct a property lookup

1. Click **Search** and select the appropriate property lookup from the drop-down menu.

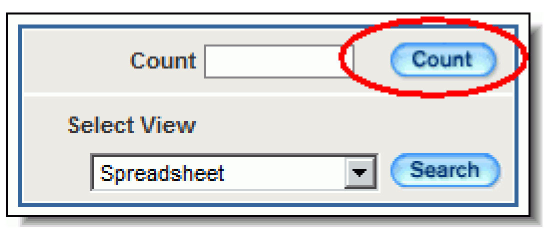


The property lookup form is displayed.



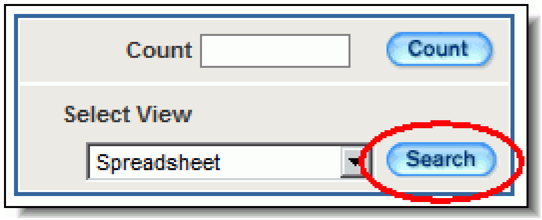
The property lookup screen changes according to the lookup chosen. For example, Address lookup, MLS Number lookup, and Tax ID lookup use the same search form. However, entering information into one of these fields will disable the other fields in the Primary Criteria section.

2. Add search parameters to the **Primary Criteria** section.
3. If necessary, add search parameters to the **Secondary Criteria** section. There is no **Advanced Criteria** section on the lookup form.
4. Click **Count** to display the number of listings that will be returned when the search is completed.



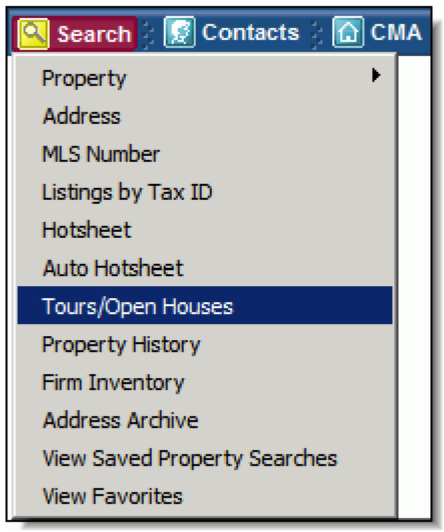
If this number is too small or too large, adjust the search parameters and click **Count** again. Repeat until the desired number of listings is returned.

5. Click **Search** to display the default listing view for that property class.

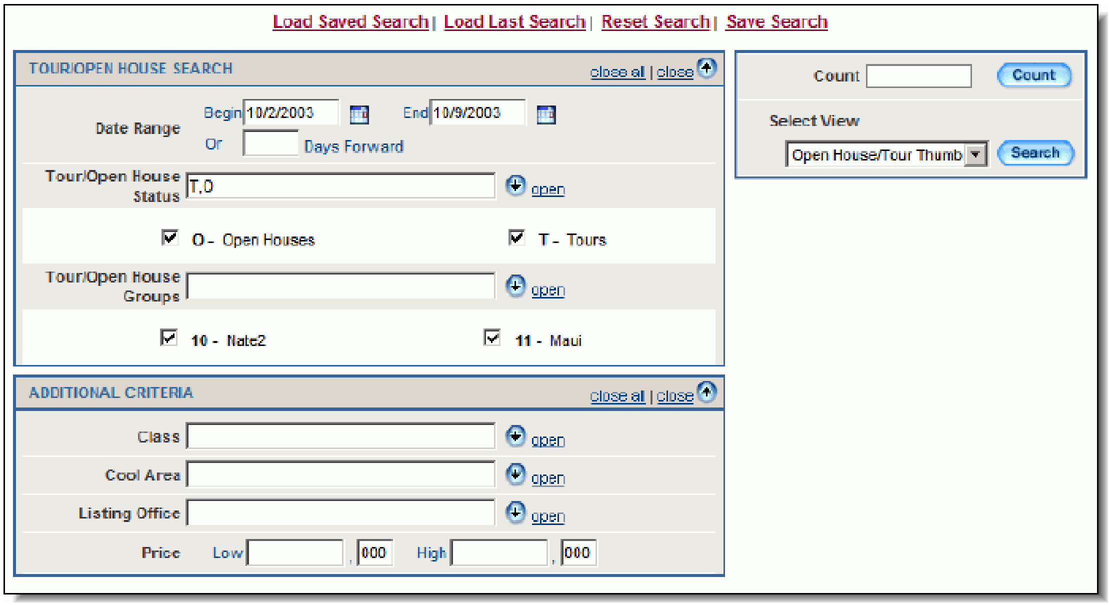


To conduct a Tour/Open House search

1. Click **Search > Tours/Open Houses** to display the tour and open house search form.



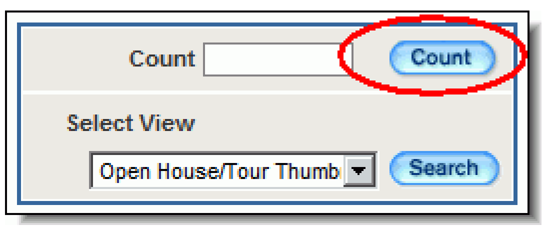
The search form is divided into two sections- Tours/Open House search and additional criteria. Search criteria for the Tour/Open House section is limited to a date range and status. The additional criteria section is limited to property class, area, listing office and price.



2. Enter the event date in the **Date Range** field.
3. Use the calendar to enter the beginning date and ending date or enter the number of days forward in the appropriate field.
4. Select the event type in the **Tour/Open House Status** field.

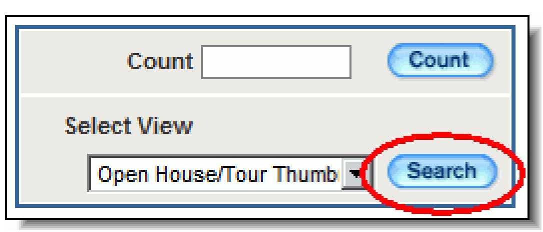
The default is both tours and open houses, but this can be changed if needed.

5. If necessary, add search parameters to the additional criteria section.
6. Click **Count** to display the number of listings that will be returned when the search is completed.



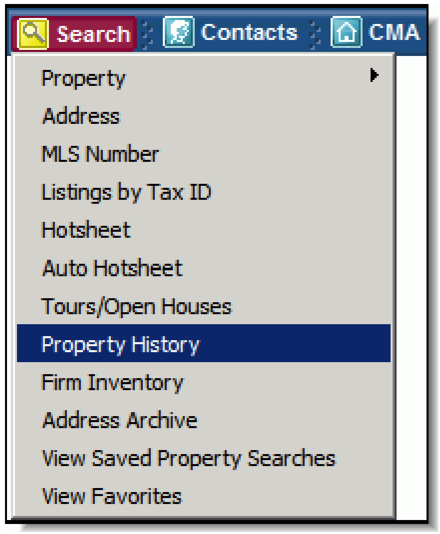
If this number is too small or too large, adjust the search parameters and click **Count** again. Repeat until the desired number of listings is returned.

7. Click **Search** to display the default view for Tour and Open House searches.

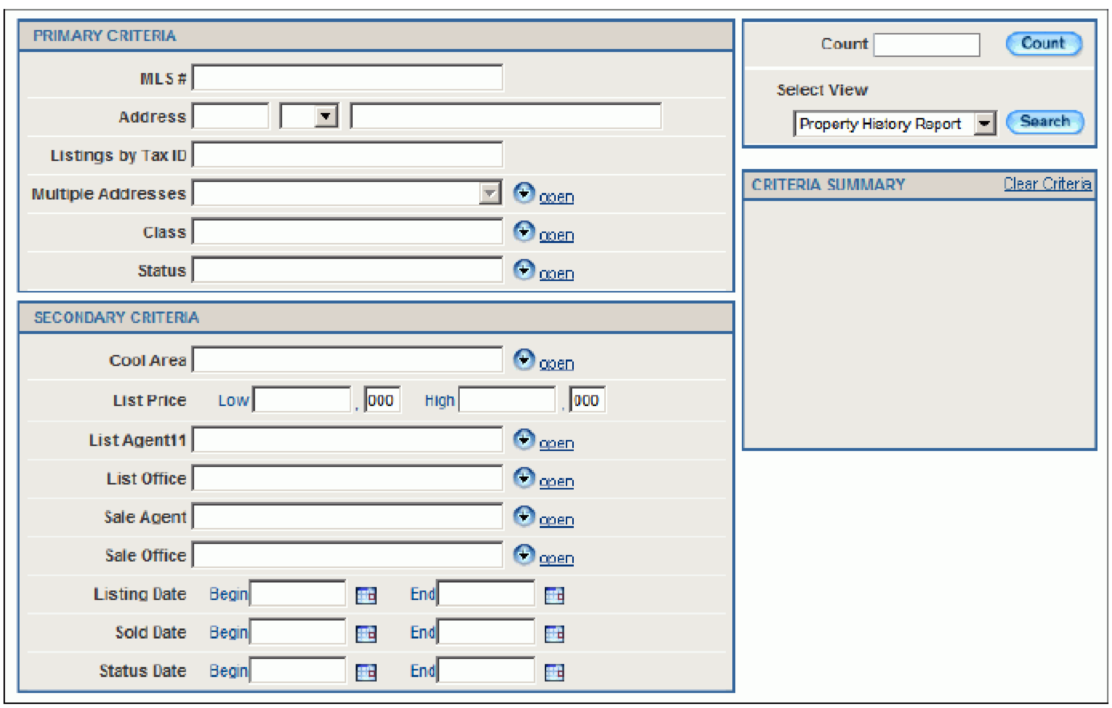


To conduct a property history search

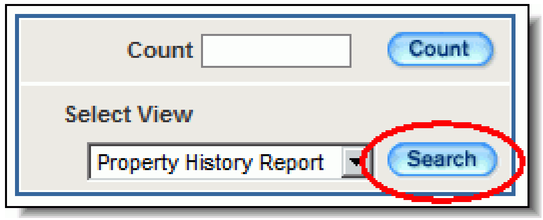
1. Click **Search > Property History** to display the property history search form.



The search form is divided into two sections- **Primary Criteria** and **Secondary Criteria.** Like the **Tour/Open House** search, the property history search parameters are limited.



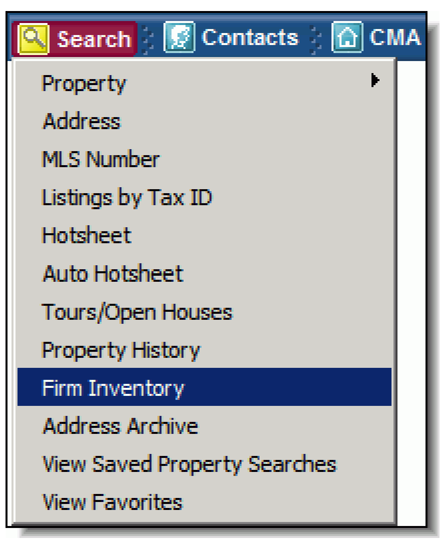
2. Add search parameters to the **Primary Criteria** section.
3. If necessary, add search parameters to the **Secondary Criteria** section.
4. Click **Search** to display the property history report.



The property history report displays the property address, photo, and map. Each MLS# assigned to the listing appears below the address. Changed information appears with the MLS number.

To conduct an inventory search

1. Click **Search > Firm Inventory** to display the firm inventory search form.

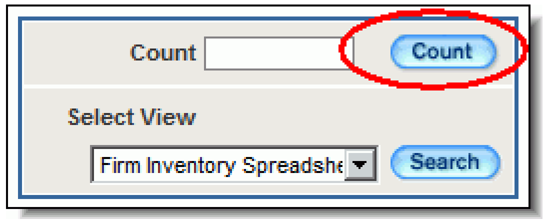


The firm inventory search enables users to find their listings, listings assigned to their firm, or listings assigned to another agent within their firm.

***Note:** Searching another agents listing is only available to office managers or brokers.*

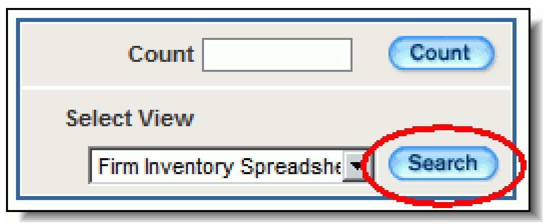
Like other lookups, the search parameters are limited. However, unique to the **Firm Inventory** search is the number of date ranges that can be added to the search criteria.

2. Enter as much criteria as necessary.
3. Click **Count** to display the number of listings that will be returned when the search is completed.



If this number is too small or too large, adjust the search parameters and click **Count** again. Repeat until the desired number of listings is returned.

4. Click **Search** to display the default view for **Firm Inventory** searches.



Viewing Search Results

After a property search is completed, the search results can be viewed in a variety of single-listing and multi-listing views.

To change search results views

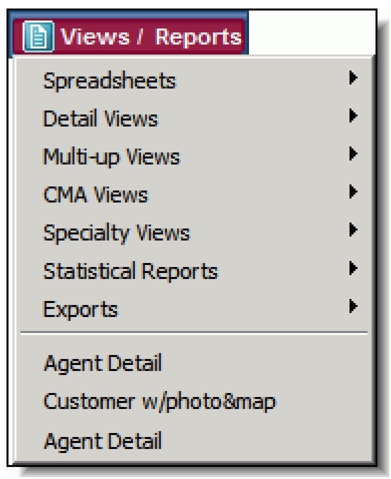
1. Complete a general property search or lookup.

For more information, see [Searching for Listings: General Property Search](#).

2. Click **Search** to display the default listing view for that property class.

Above the search results view, is a row of hyperlinks and a Views/Reports button. Use the hyperlinks to perform the selected action on the search results. Use the **Views/Reports** button to change listing views.

3. Click **Views/Reports** to display a drop-down menu.

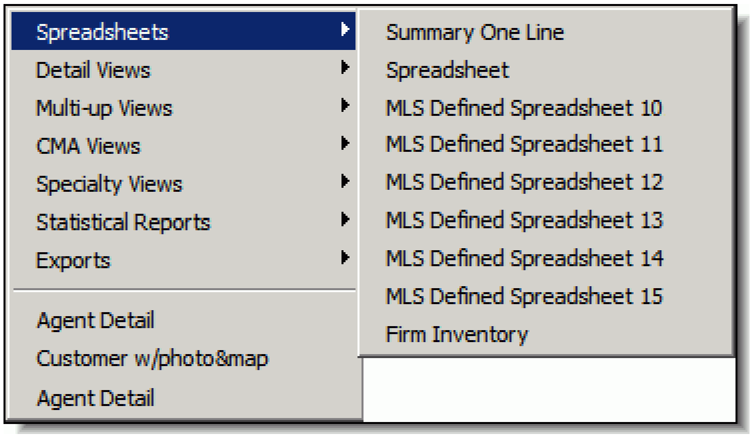


4. Choose an appropriate view from the flyout menus.

Paragon MLS includes a number of standard views as well as custom views created by users, MLS staff, etc. Each menu group displays a flyout menu when selected. The flyout menus change as views are added or removed to Paragon.

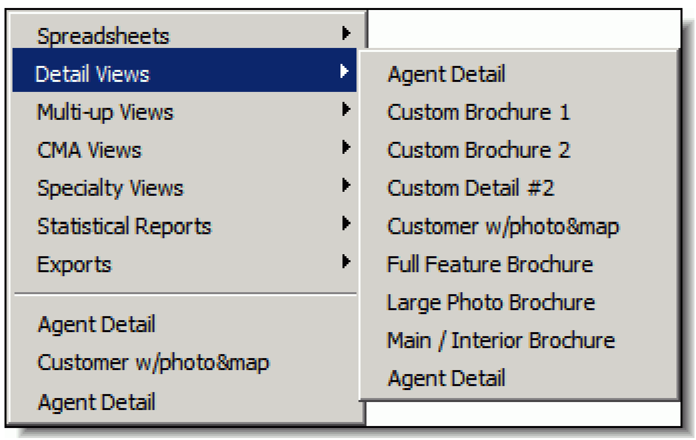
Spreadsheets

Spreadsheets are grouped in a specific category on the Views/Reports menu. Multiple spreadsheet views may be created and managed for both individual and client use. Spreadsheet Views include Summary One-Line, Firm Inventory, and all MLS and User-created Spreadsheets.



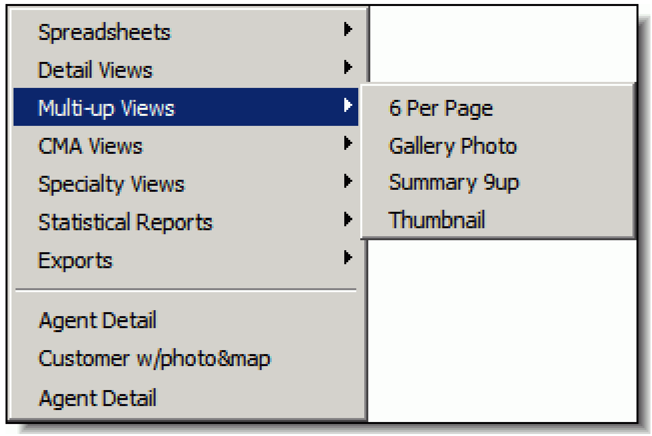
Detail Views

Detail views are grouped together on the Views/Reports menu. Detail views may be created or customized for individual and client use. Detail Views include Custom Details and Brochures.



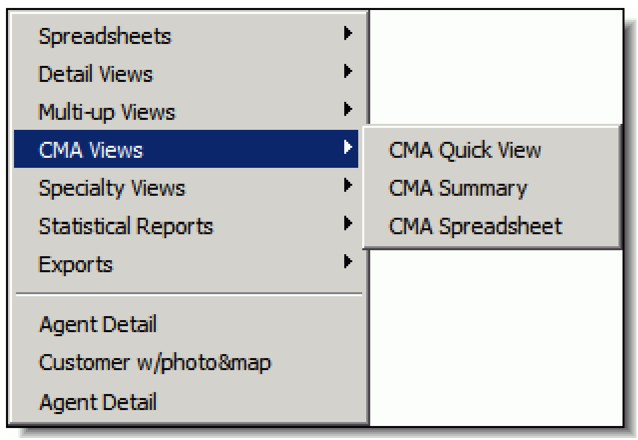
Multi-up Views

Multi-up views display multiple listings on a sheet. Multi-up views may be created and customized for both agent and client use. Multi-up Views include views such as Thumbnail or Photo Gallery views.



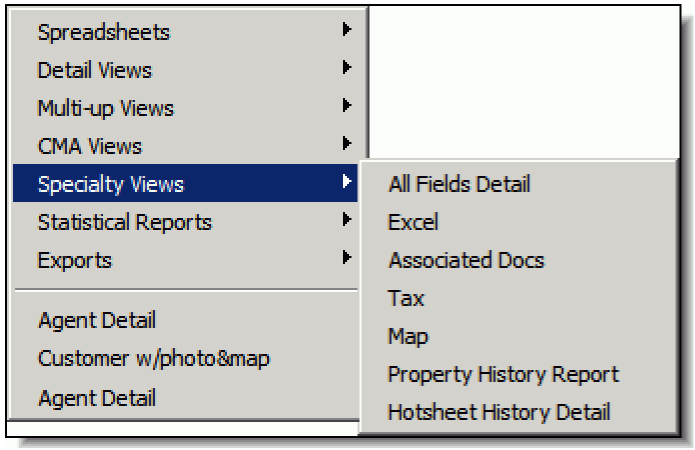
CMA Views

CMA Views are designed for use in CMA Presentations. CMA views are customizable, and may be used by the agent or their clients. CMA Views include CMA Summary and CMA Spreadsheet.



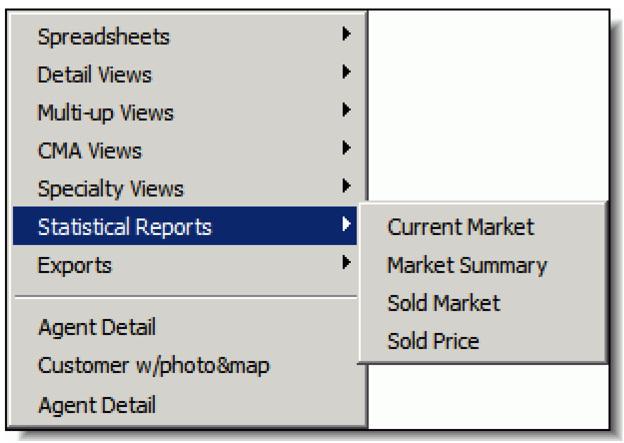
Specialty Views

Specialty Views display specialized information about a listing. These views offer limited customization and may be used by agents and clients. Specialty Views include the All Fields, Excel, Associated Docs, Tax, Map, Property History Report and Hotsheet History Detail views.



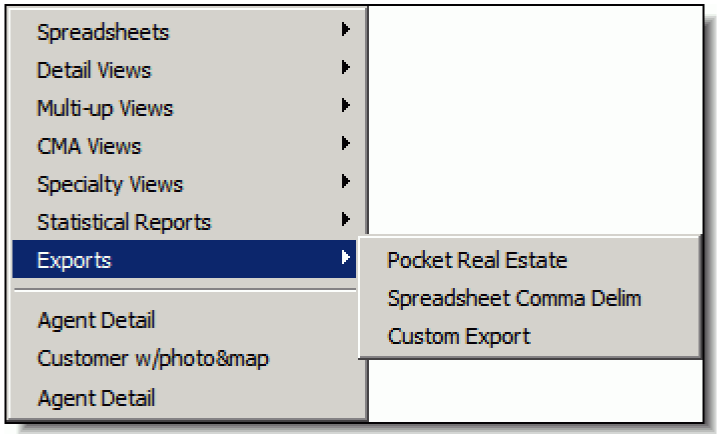
Statistical Reports

Statistical Reports display statistical information for the listings returned in the search. Statistical report also offer limited customization. Statistical Reports include Current Market, Market Summary, Sold Market, and Sold Price Reports.



Exports

Export Views enable search results to be used in other applications outside of Paragon MLS. Export views may be customized and used by agents. Export Views include Pocket Real Estate, Comma Delimited Spreadsheet, and Custom Export Views.



A general property search typically returns more listings than what is appropriate for showing, tracking, comparing, etc. Filtering is a common practice that reduces the number of listings in a search. Paragon allows unlimited filtering of listings. Spreadsheet Views may also be sorted to aid in comparing, viewing, tracking, etc.

To filter search results.

1. Click **Views/Reports** to display the views drop-down menu.
2. Select the view from the flyout menu.
3. Use the checkbox ☐ to select all listings that need to be isolated for viewing, emailing, printing, etc.
4. With the appropriate listings selected, click the Show Checked link.

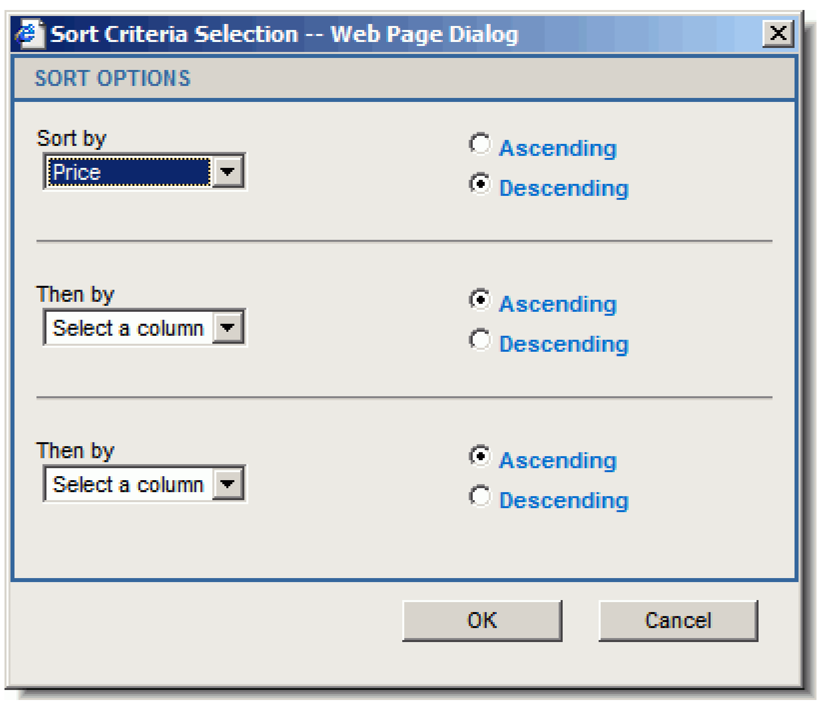
Only the selected listings are displayed. Listings that were not selected have been hidden from view. To view the hidden listings again, click the Show All link.

To sort Spreadsheet Views

1. Click **Views/Reports** to display the views drop-down menu.
2. Select the **Spreadsheet View** from the **Spreadsheets** flyout menu.
3. Click on any column name to sort the data from smallest to largest (A to Z). Click again to sort from largest to smallest (Z to A).

This method only sorts by one column at a time. The spreadsheet can be sorted column by column, or by up to three columns at once.

4. Click the Sort link to display the sort window.



The sort window is divided into three sections labeled **Sort by**, **Then by**, and **Then by**. Each section contains radio buttons for ascending and descending.

5. Select the first column from the drop-down menu in the section labeled Sort by.
6. Use the radio buttons to select ascending (low to high) or descending (high to low). The default setting is ascending.
7. Repeat steps 5 and 6 for the two remaining sections.
8. Click **OK** to close the sort window and return to the spreadsheet.

The columns that have been selected for sorting have the numbers 1, 2, and 3 respectively beside the column names.

1) Pri..	2) # Bedr..	3) # Full ..
$110,000	3	1
$110,000	3	1
$110,000	3	1
$110,000	3	1
$110,000	3	1
$110,000	3	1
$110,000	3	1
$109,900	2	1
$109,900	2	1
$109,900	2	1
$109,900	2	1
$109,900	3	1
$109,900	3	1

To E-mail listing information

Listing information can be easily E-mailed to a contact. Every listing view, including custom views, can be sent in 3 different formats. Those formats are **Hyperlink**, **Attachment**, or **Insert into Body**. The table below describes the unique functions of each view.

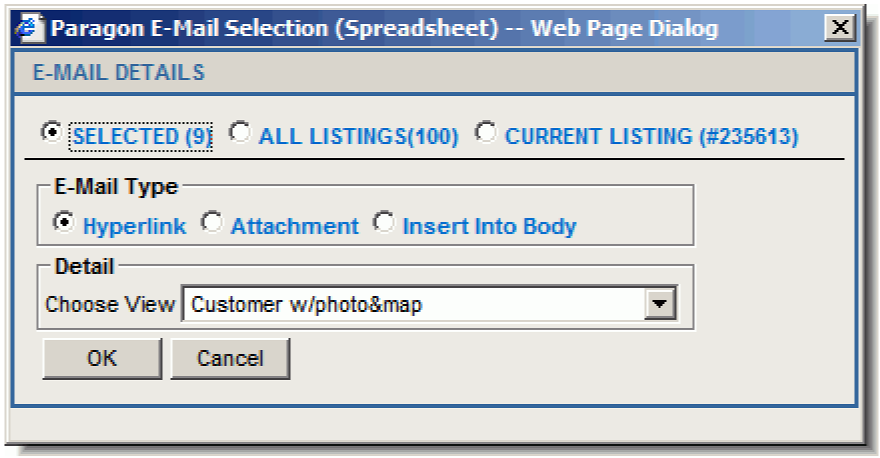
Hyperlink	Easiest to send and receive Smallest file size Dynamic information
Attachment	Most difficult to send and receive May be blocked by email system Static information
Insert into body	Largest file size Difficult to open Static information

1. Complete a general property search or lookup.

For more information, see Searching for Listings: General Property Search.

2. Select the view to email from the **Views/Reports** menu.
3. Click the E-Mail link to display the **E-mail Selection** window.

Note: *You must select at least one listing to email.*



4. Select the number of listings to send.

The choices to send are the selected listings, all listings, or the current listing. The number of selected listings appears in parentheses beside the selected listings choice. Current listing will always be the last selected listing.

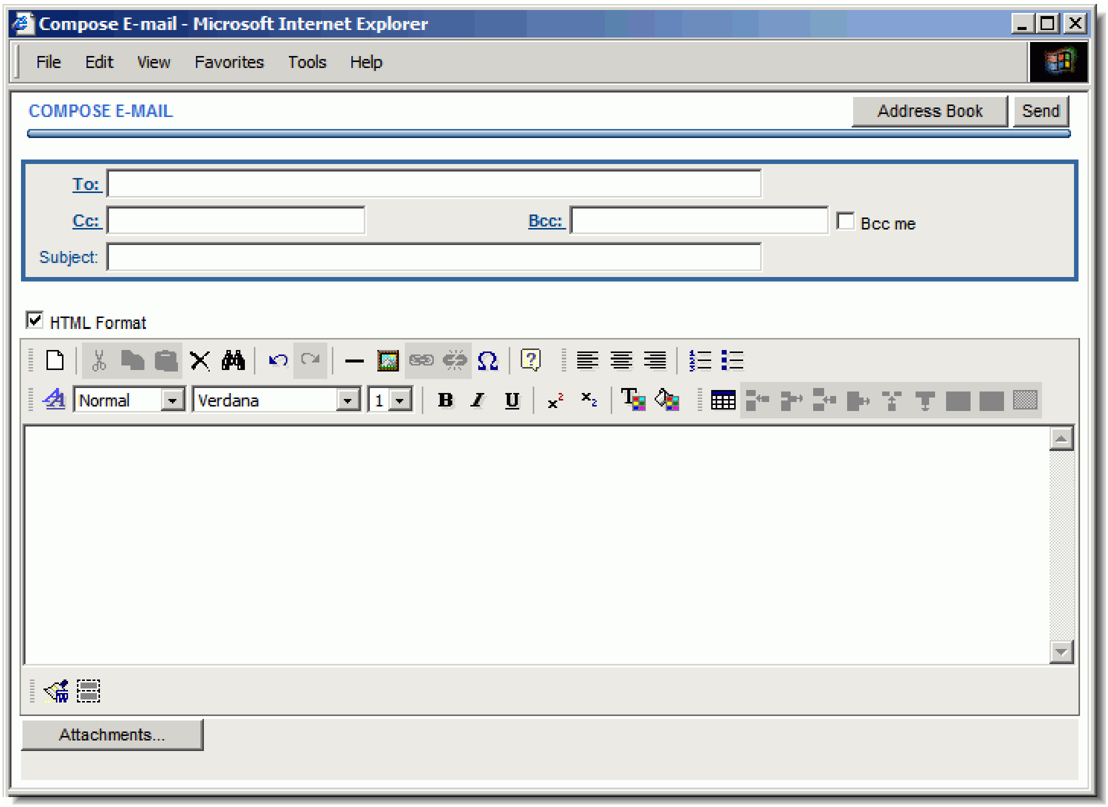
5. Select the method of sending the listing information from the **E-Mail Type** section.

The typical method of sending listing information is a hyperlink. Hyperlink offers the most view choices and is the easiest method of sending information. The other listing methods limit the view choices.

6. Select the listing view to send from the **Detail** section.

The views that are available to send depend on the view that is displayed as well as the method selected in step 5.

7. Click **OK** to display the **Compose Email** window.



8. Manually enter the E-mail address of the recipient in the **To:** field, or click Address Book to insert a contact's E-mail address into the field.
9. Enter the body of the email message.

Use the formatting tools to create bold text, colored text, italics, etc. in the email message.

10. Click Send to send the message.

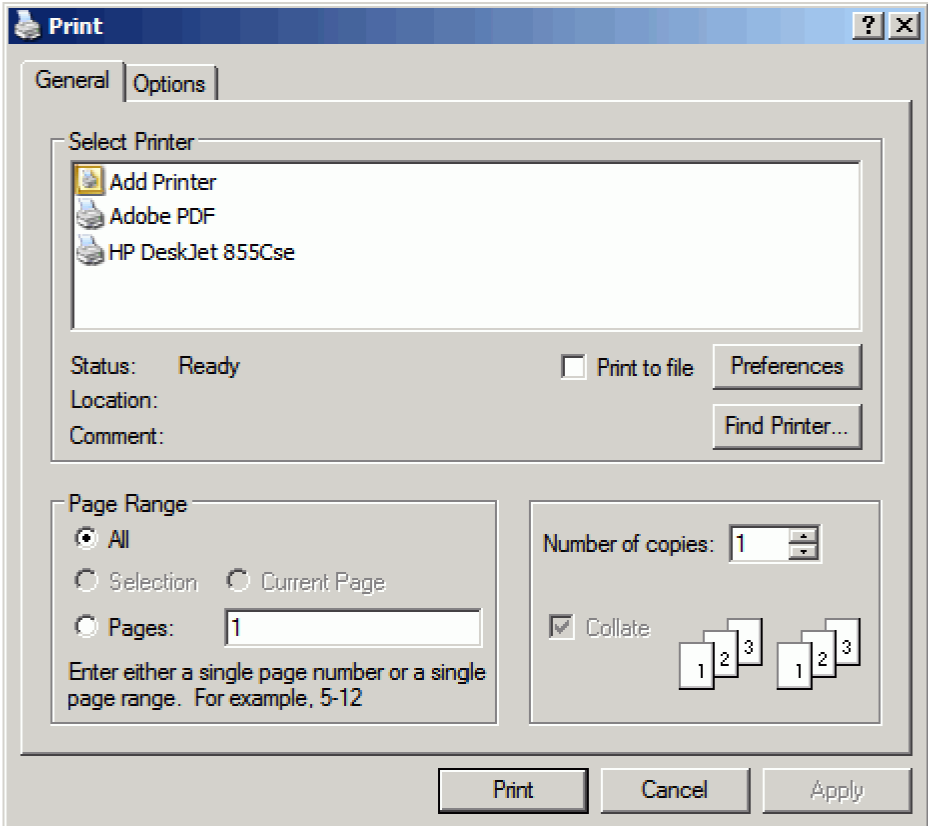
To print listing information

1. Complete a general property search or lookup.

For more information, see Searching for Listings: General Property Search.

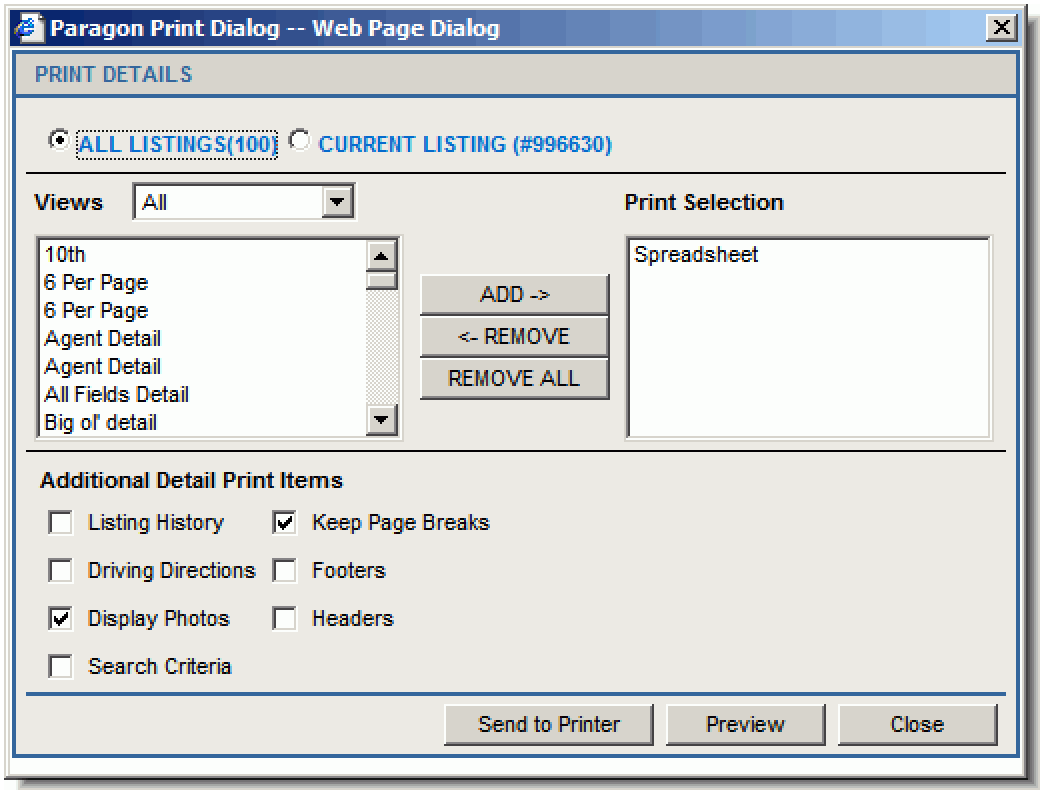
2. Select the view to print from the **Views/Reports** menu.
3. If necessary customize, sort, and filter the search results.
4. To print the displayed view, click the Print link. To print the displayed view in addition to supplemental documents, skip to step 7.

The **Print Dialog** window for the printer is displayed.



5. Click the **Print** button to send the selected listings to the printer.
6. Click the Print + link to display the **Print+** window.

The **Print+** window displays many of the same choices as the Email Selection window.



7. Select the number of listings to print.

The choices to print are the selected listings, all listings, or the current listing. The number of selected listings appears in parentheses beside the selected listings choice. Current listing will always be the last selected listing.

8. Limit the views displayed in the left column by selecting the type of view from the **Views** menu.

Note: *To select multiple views, hold down the* ***CTRL*** *key while clicking.*

9. Click **Add** to add selected views to the right column.
10. Click **Remove** to remove selected views from the right column. Clicking **Remove All** removes all available views from the column.

Repeat steps 8-12 to select additional listing views.

12. Click **Preview** to preview the selected listings.

Note: *To cancel the print process at any time, click the* ***Cancel*** *button.*

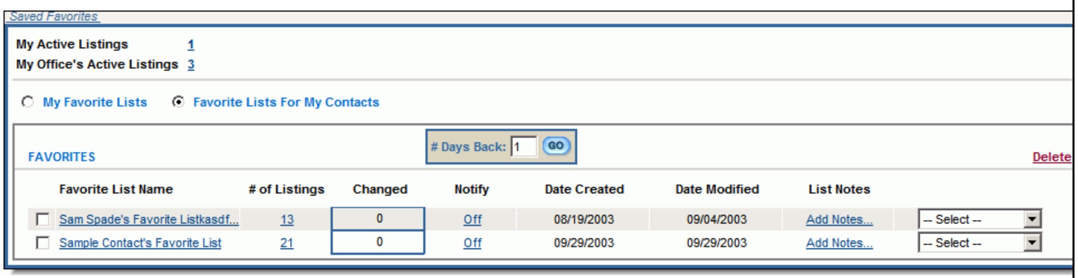
13. Click **Send to Printer** to print the selected listings.

Viewing Favorite Listings

Paragon is able to track individual listings in the system. Listings being tracked are added to a list favorite listings. Uses of favorite listings include CMA preparation or tracking client interests. Listings remain flagged as favorites until manually removed.

To view favorite listings

1. Click **Search > View Favorites** to display all favorite listing groups.



Note:** This information is also available by clicking **Contacts > View Favorites.

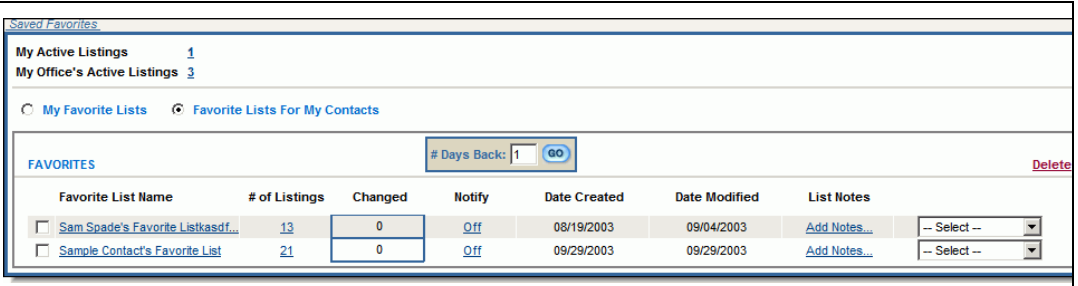
The favorites manager displays the name of the favorites list, the # of listings in that list, listings that have changed, date the list was created, date it was modified, any notes about the list, and an action menu.

Each list of favorites contains an action menu. Use the action menu quickly manage favorites in each list, view listings, view changed listings, view e-mail notifications, manage notes, add listing IDs (MLS #s), and delete listings from the favorites list.

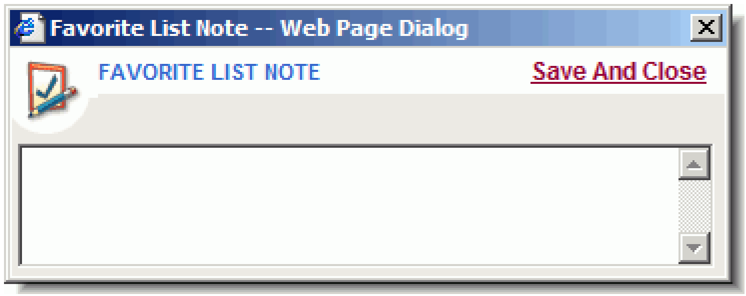
- Click the radio button labeled My Favorite Lists to display only agent favorites.
- Click the radio button labeled Favorite Lists for my Contacts to display only contact favorites.
- Agent and office listings can be accessed by clicking the appropriate link.
- Click the name of the list to display the MLS #s in that list.

To add notes to a favorites list

1. Click **Search > View Favorites** to display all favorite lists.



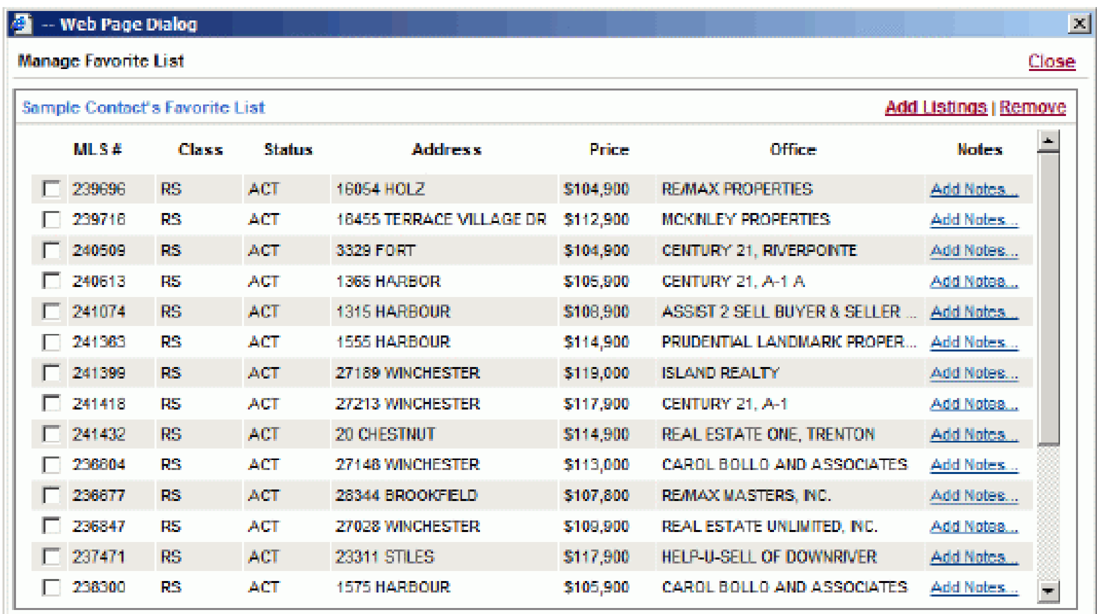
2. Click the **Add Notes** link beside the appropriate list to display the **Favorite List Note** window.



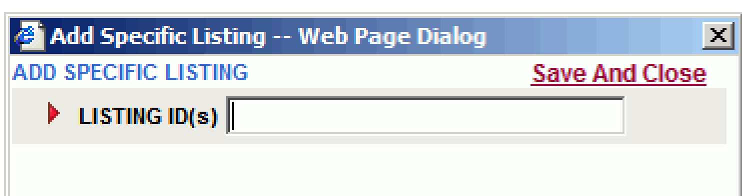
3. Enter relevant notes about this list of favorites.
4. Click the **Save and Close** link to save the notes and return to the favorites manager.

To add listings to a favorites list

1. Click **Search > View Favorites** to display all favorite lists.
2. Click the name of the list to modify.



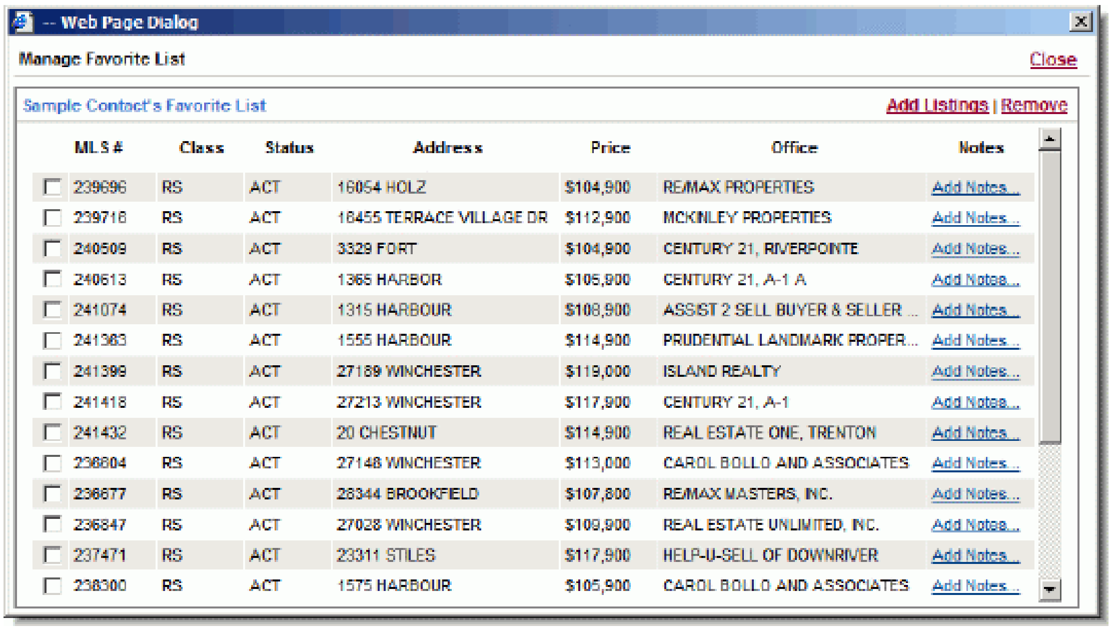
3. Click the **Add Listings** link to display the **Add Listings** window.



4. Enter the MLS #s of the listings in the **Listing ID(s)** field. Separate multiple MLS #s with commas.
5. Click the **Save and Close** link to save the listings and return to the list.

To remove listings from a favorites list

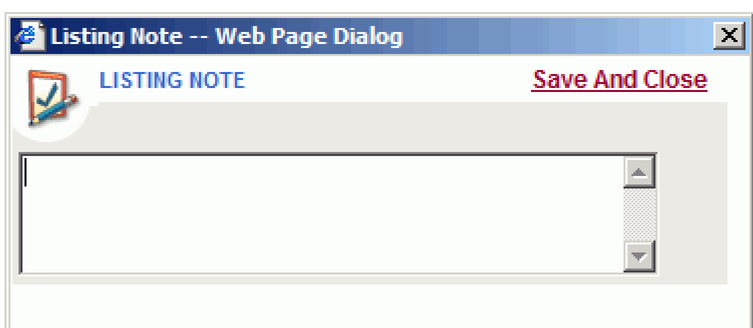
1. Click **Search > View Favorites** to display all favorite lists.
2. Click the name of the list to modify.



3. Select the checkbox beside the MLS #s to remove.
4. Click the **Remove** link to remove the MLS #s.
5. Click **OK** to close the window and return to the list.

To add notes to favorite listings

1. Click **Search > View Favorites** to display all favorite lists.
2. Click the name of the list to view.
3. Click the **Add Notes** link beside the appropriate listing to display the **Listing Note** window.



4. Enter relevant notes about this listing.
5. Click the **Save and Close** link to save the notes and return to the list.

To view favorite listing details

1. Click **Search > View Favorites** to display all favorite lists.
2. Click the **Number of Listings** link beside the appropriate list to display listing information in a spreadsheet.

This spreadsheet functions the same way as the spreadsheet for standard property search. You can sort, email, print, customize and filter any of the listings in this spreadsheet.

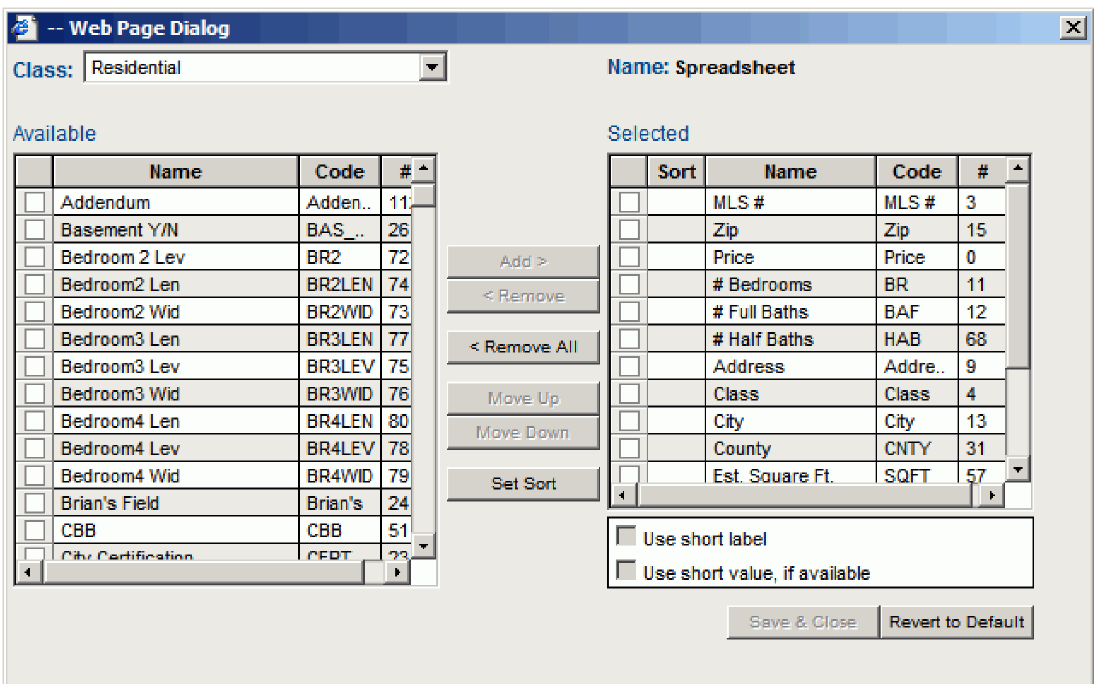
Customizing Listing Views

To customize Spreadsheet Views

1. Click **Views/Reports** to display the drop-down menu.
2. Select the appropriate Spreadsheet View from the flyout menu.
3. With the view displayed, click the **Customize** link beside the **Views/Reports** button.

Note: *If a view can not be customized when viewing it, the Customize Layout link is disabled.*

Paragon displays the Field Preferences window. A two-column table is used to control the layout of views. The left column displays the fields that can be added to the view. The right column displays fields already on the view.



The listing class appears above the left column, and the view being customized appears above the right column. Each listing class can have its own customized view. For example, the spreadsheet view for the residential class can display different fields than the spreadsheet for the commercial class.

4. Select the fields to add from the left column.

Note: *To select multiple fields, hold down the* ***CTRL*** *key while clicking.*

5. Click **Add** to place the selected fields at the bottom of the right column.
6. If necessary, remove fields from the view by selecting those fields from the right column.

Note: *To select multiple fields, hold down the* ***CTRL*** *key while clicking.*

7. Click the **Remove** button located between the columns.

The order of fields on the layout can be controlled with the **Move Up** and **Move Down** buttons. **Move Up** moves the selected fields up (left) and **Move Down** moves them down (right).

8. If necessary, rearrange field order with the **Move Up** or **Move Down** buttons.
9. Click the **Save & Close** link to close the window and save the view layout.

Repeat steps 1-9 to customize additional Spreadsheet Views.

The Paragon Contact Manager

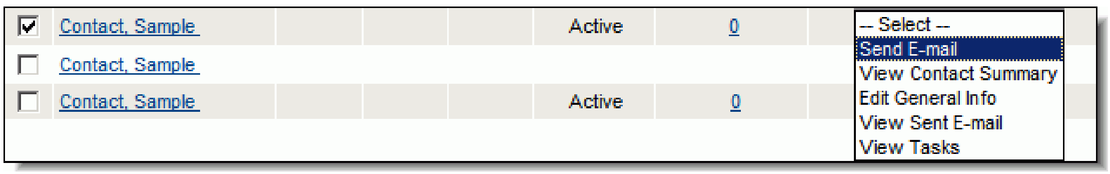
Contact Manager Shortcuts

The action menu contains shortcuts to other contact-related tasks. This menu provides quick access to send an e-mail, view contact summary, edit general info, or view sent e-mail messages. It appears in all summary views throughout the contact manager, and changes according to the view.

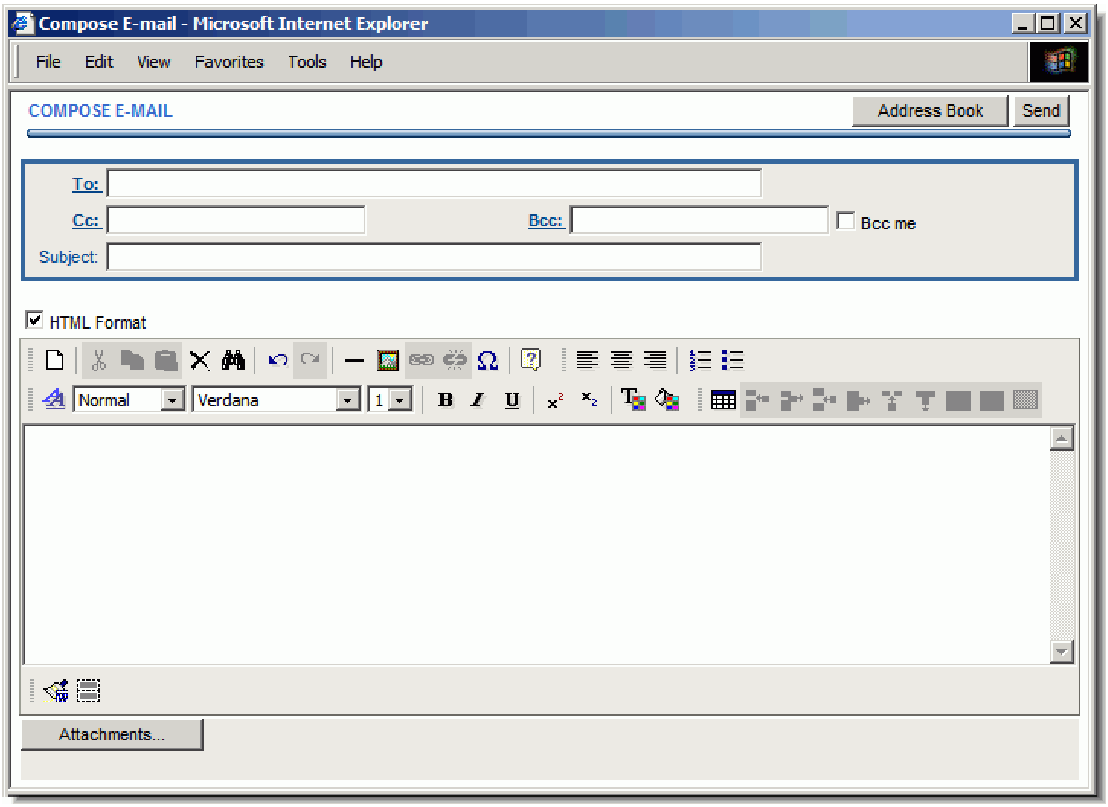
In the contact view, the actions menu displays shortcuts to send e-mail, view contact summary, edit general information, view sent e-mail and view tasks. In the contact view, the actions menu displays shortcuts to send e-mail, view contact summary, view sent e-mail, view e-mail notifications, view listing information, edit general information, or view tasks.

To send an email using the action menu

1. Select the checkbox beside the contact to send an email message to.
2. Select **Send E-mail** from the actions menu.



Paragon displays the email composer window. The selected contacts email address will be shown in the **To:** field.



3. Provide an appropriate subject in the **Subject:** field.
4. Enter the body of the email message.

Use the formatting tools to create bold text, colored text, italics, etc. in the email message.

Note: *If sending an attachment, skip to step 6.*

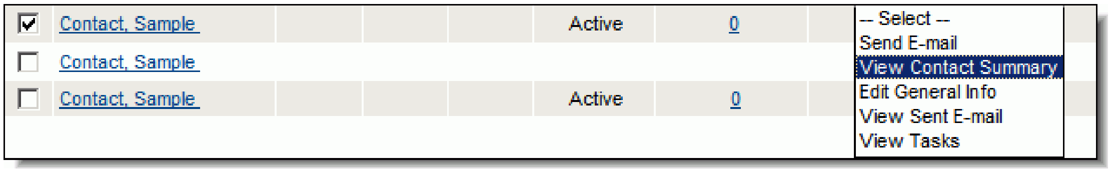
5. Click **Send** to send the message.
6. Click **Add** to display the add attachments window.
7. Click **Browse** to find the file to be attached.
8. Click **Open** on the **Choose File** dialog window.

When the Attachments windows displays again, click **Add Attachment Now** to attach a copy of the selected file to the email.

9. Click **Done** to close the window.
10. Click **Send** to send the message.

To view a contact summary using the action menu

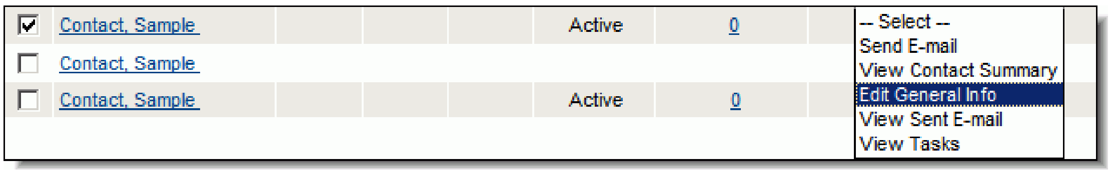
1. Select the checkbox beside the name of the contact to view.
2. Select **View Contact Summary** from the action menu.



The **Modify Contact** window displays, with the **Summary** tab in focus. The summary can be printed and changes can be made, if necessary.

To edit general information using the action menu

1. Select the checkbox beside the name of the contact to edit.
2. Select **Edit General Info** from the action menu.

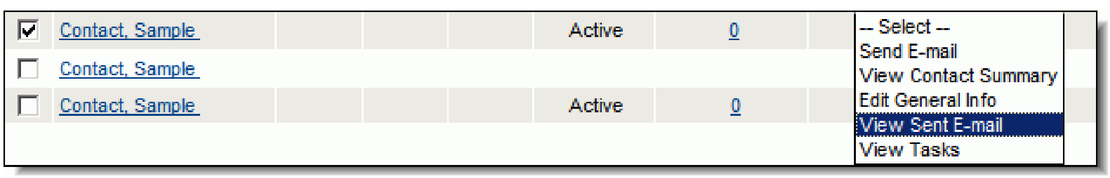


The Modify Contact window displays, with the **General** tab in focus. Make any necessary changes.

3. Click **Save this Contact** to save the changes.

To view sent email using the action menu

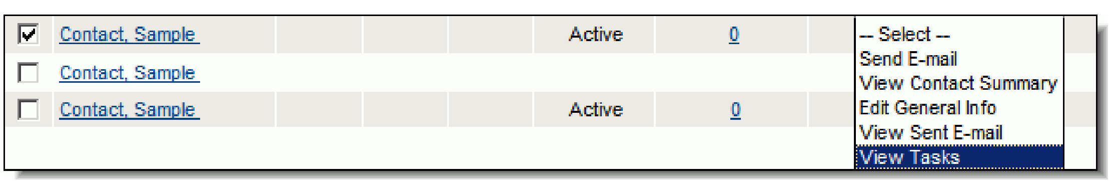
1. Select the checkbox beside the name of the contact to view.
2. Select **View Sent Email** from the action menu.



The Modify Contact window displays, with the **Email Notifications** tab in focus. Below the email notifications section is the email history.

To view tasks using the action menu

1. Select the checkbox beside the name of the contact to view.
2. Select **View Tasks** from the action menu.



The Modify Contact window displays, with the **More Info** tab in focus. Tasks may be added and deleted as necessary.

Viewing Prospect Information

Prospect information can be accessed directly from the Contact Manager menu. Accessing prospects from the main menu pre-filters the list of contacts to display just prospect information. The action menu displays only prospect related commands as well.

To view only prospect information

1. Click **Contacts > View Prospect List** to display a list of prospects.

Unlike the Modify Contact/Prospect list, this list is automatically displays prospect related information. Because it is a list of prospects, it displays slightly different information than the complete contact/prospect list. However, this list can be filtered in much the same way.

This list displays the prospect name, phone, e-mail, status (active or inactive), matches, new listings, $ change (listings that have changed in price), favorites, # of tasks for each prospect, the date the prospect was last modified, and an action drop-down menu.

If necessary, filter by **Status**, **Type**, or **Groups** using the menus in the **Filter by:** section or sort the list using the alphabet at the top of the list.

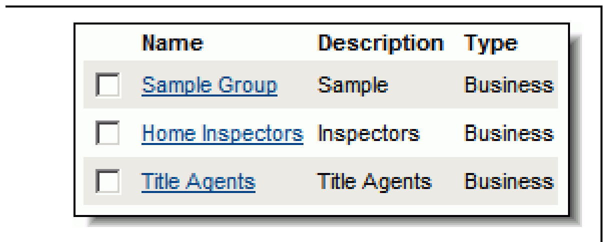
Note: *Highlighted characters correspond to the last names of prospects.*

Grouping Contacts

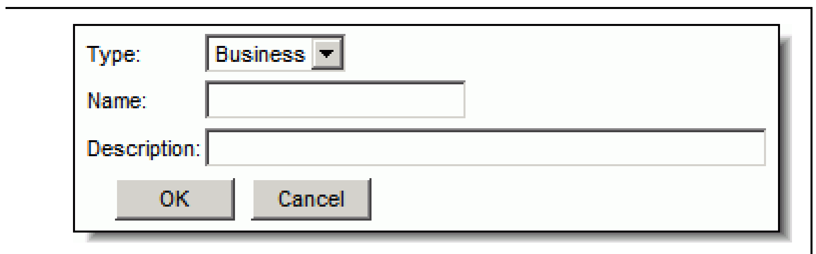
Contacts can be grouped according to type, search criteria, etc. Grouping contacts is an easy way to store and manage a large number of contacts.

To create a group of contacts

1. Click **Contacts > Manage Groups** to display the **Group Manager** screen.



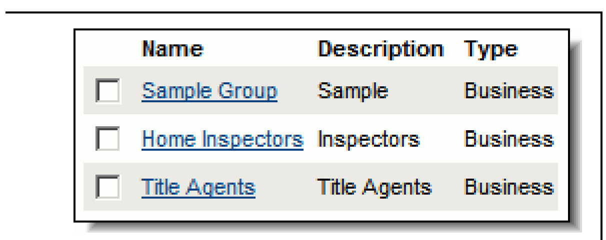
2. Click **Add** to display the **Add New Group** screen.



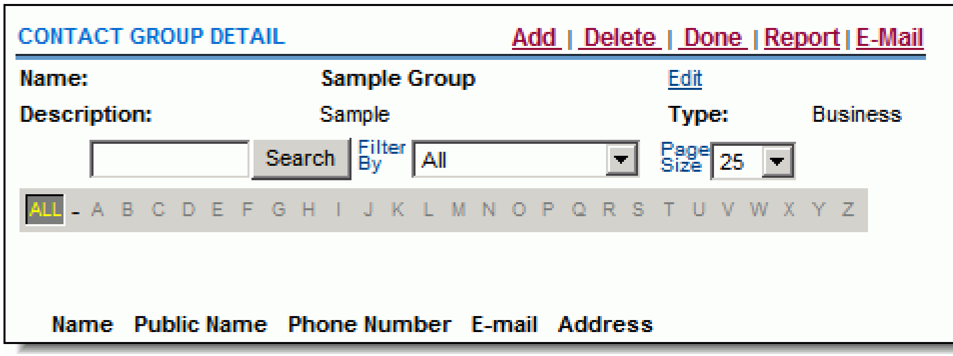
3. Select the type and enter a name and description for the group.
4. Click **OK** to save the group and return to the **Group Manager** screen.

To add a contact to a group

1. Click **Contacts > Manage Groups** to display the **Group Manager** screen.



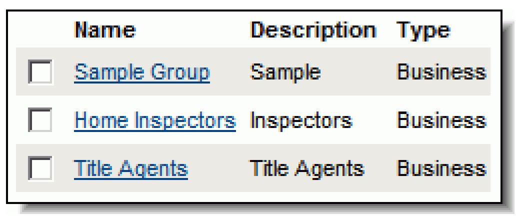
2. Click on a group name to display the **Group Detail** screen.



3. Click **Add** to display the list of contacts.
4. Select the checkbox beside the name of the contacts to add.
5. Click **Add** to add the selected contacts to the group.
6. Click **Done** to return to the **Contact Group Detail** screen.

To delete a group of contacts

1. Click **Contacts > Manage Groups** to display the **Group Manager** screen.



Select the checkbox beside the name of the groups to delete.

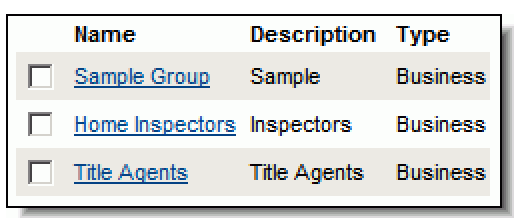
2. Click **Delete** to delete the group of contacts.

The contacts in that group will not be deleted. Only the grouping is deleted.

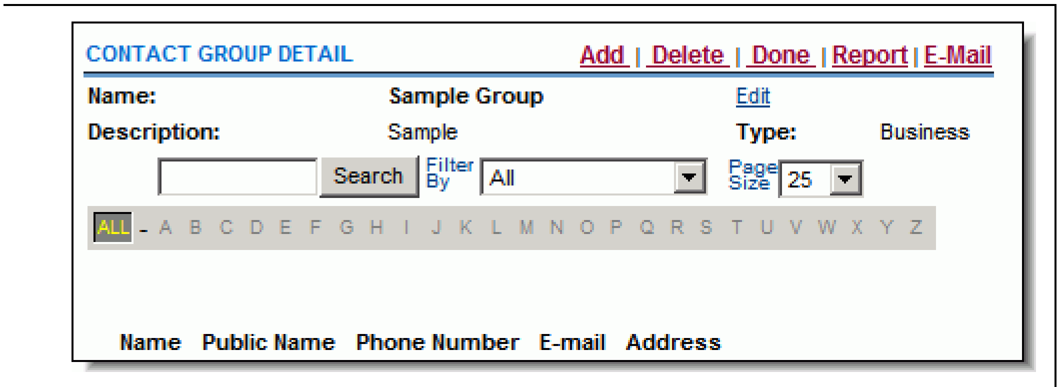
3. Click **OK** to delete the group and return to the **Group Manager** screen.

To delete a contact from a group

1. Click **Contacts > Manage Groups** to display the **Group Manager** screen.



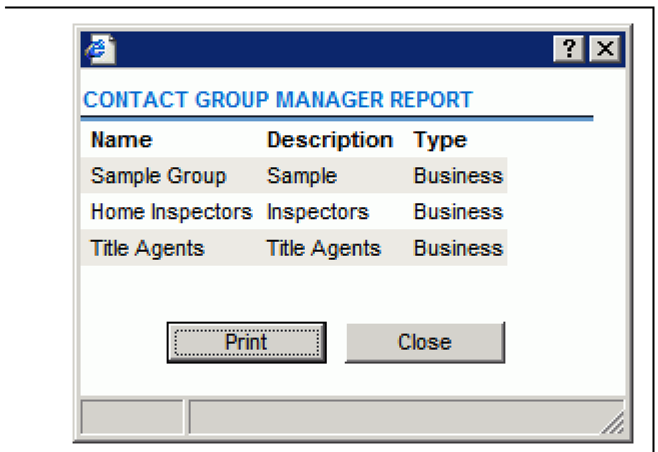
2. Click on a group name to display the **Group Detail** screen.



3. Select the checkbox beside the name of the contacts to delete.
4. Click **Delete** to delete the contacts.
5. Click **Done** to return to the Group Manager screen.

To print a list of contact groups

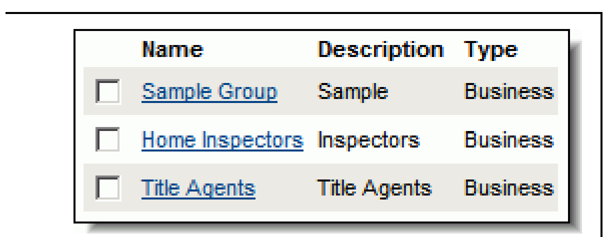
1. Click **Contacts > Manage Groups** to display the Group Manager screen.
2. Click **Report** to display a printable report in a dialog window.



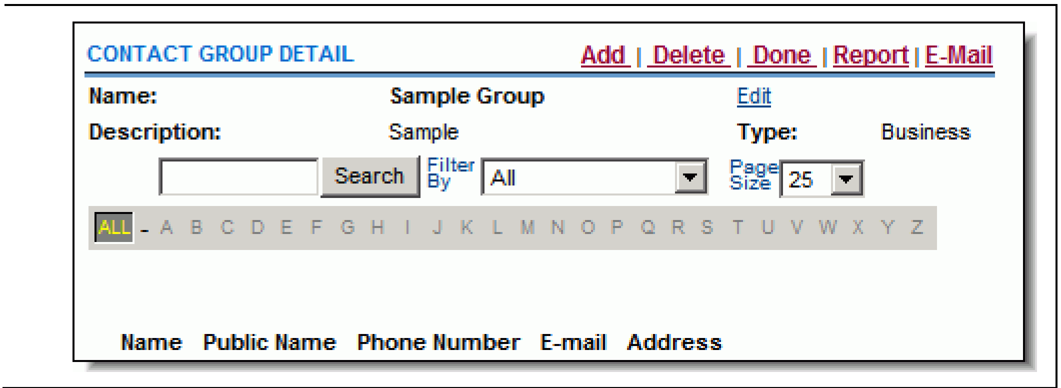
3. Click **Print** to print the list of groups.
4. Click **Close** to return to the Group Manager screen.

To print a list of contacts in a group

1. Click **Contacts > Manage Groups** to display the **Group Manager** screen.



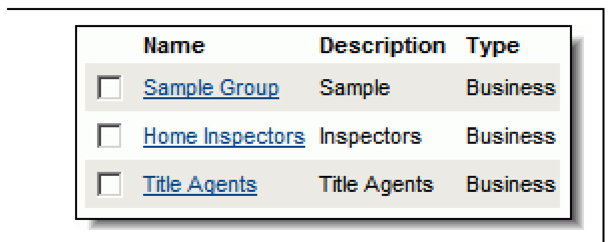
2. Click a group name to display the **Group Detail** screen.



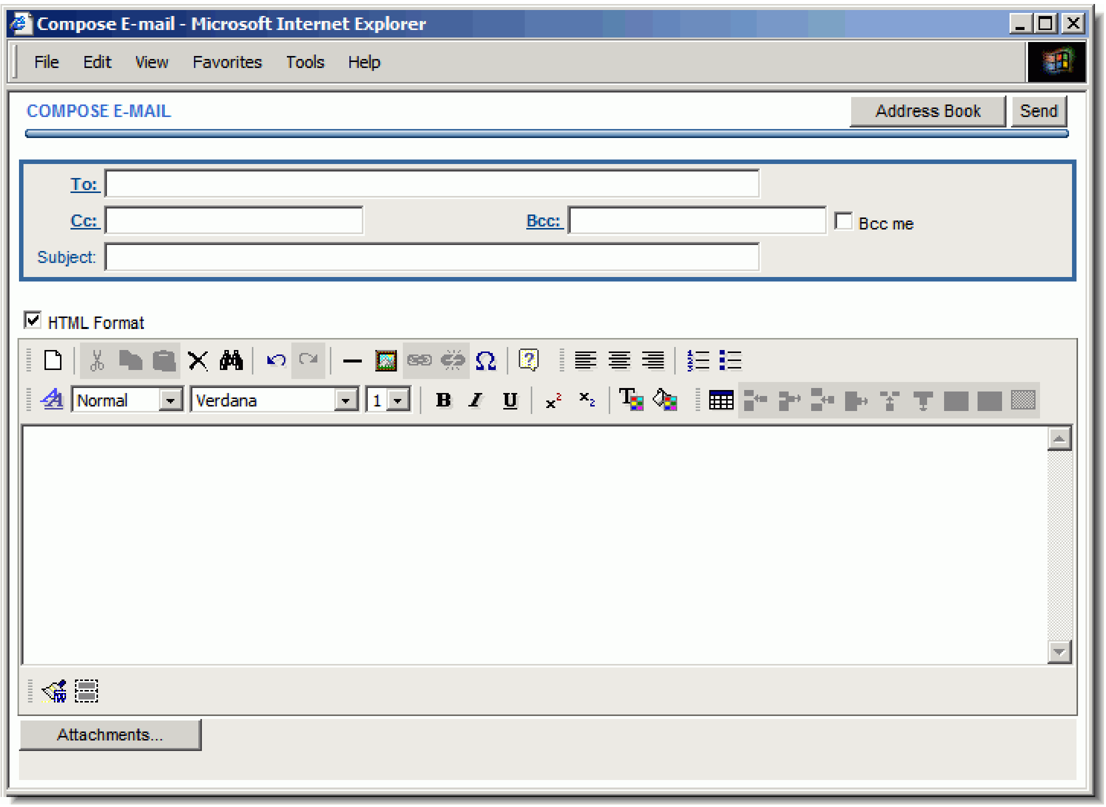
3. Click **Report** to display a printable report in a dialog window.
4. Click **Print** to print the list of contacts.
5. Click **Close** to return to the **Group Detail** screen.

To send an email to a group of contacts

1. Click **Contacts > Manage Groups** to display the Group Manager screen.



2. Select the checkbox beside the name of the groups to email.
3. Click **Email** to load the Paragon Email composer.

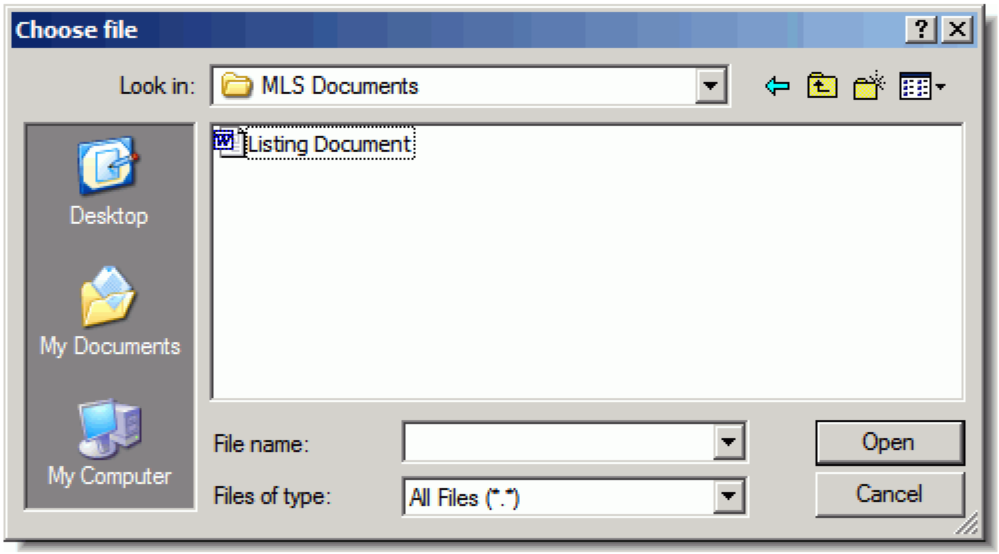


4. The email addresses for each contact appear in the **To:** field.
5. Provide an appropriate subject in the **Subject:** field.
6. Enter the body of the email message.

Use the formatting tools to create bold text, colored text, italics, etc. in the email message.

Note: *If sending an attachment, skip to step 7.*

7. Click **Send** to send the message.
8. Click **Attachments** to display the add attachments window.
9. Click **Browse** to find the file to be attached.



10. Click **Open** on the **Choose File** dialog window.

When the **Attachments** windows displays again, click **Add Attachment Now** to attach a copy of the selected file to the email.

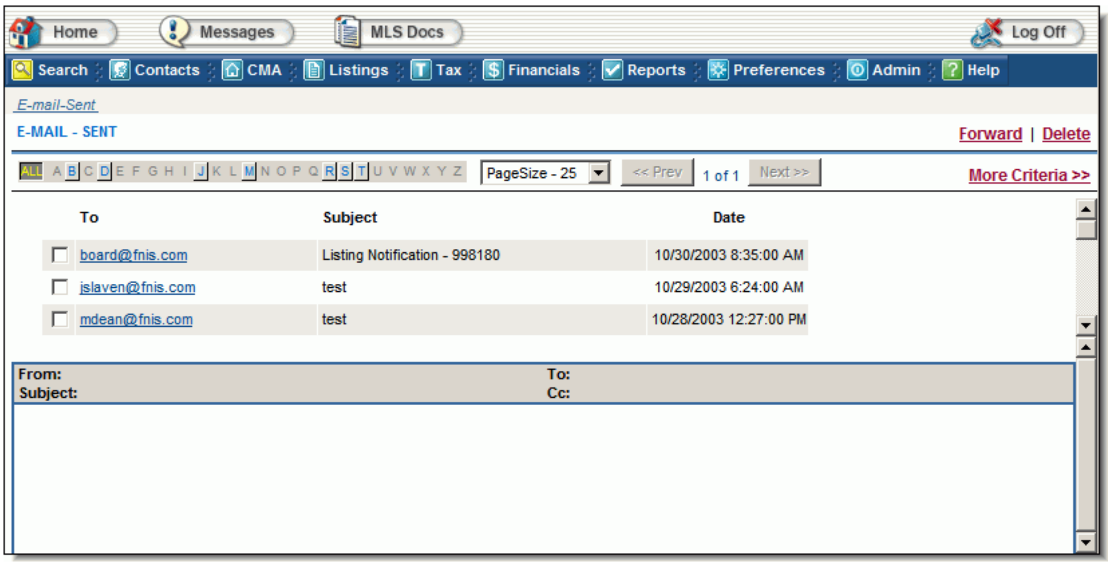
11. Click **Done** to close the window.
12. Click **Send** to send the message.

Viewing Sent E-Mail

Paragon tracks all E-mails sent through the system. This includes both automatic and manual E-mails. E-mail messages can be reviewed, deleted and forwarded.

To view sent e-mail messages

1. Click **Contacts > View Sent Email** to display sent E-mails.



2. Select the checkbox beside the message to view.
3. The E-mail message appears below the list of messages.

To forward sent e-mail messages

1. Click **Contacts > View Sent Email** to display sent e-mails.
2. Select the checkbox beside the message to forward.
3. Click the **Forward** link to display the Paragon e-mail composer.
4. Enter the body of the E-mail message.

Use the formatting tools to create bold text, colored text, italics, etc. in the email message.

***Note:** If sending an attachment, skip to step 7.*

5. Click **Send** to send the message.
6. Click **Attachments** to display the add attachments window.
7. Click **Browse** to find the file to be attached.
8. Click **Open** on the **Choose File** dialog window.

When the **Attachments** windows displays again, click **Add Attachment Now** to attach a copy of the selected file to the email.

9. Click **Done** to close the window.
10. Click **Send** to send the message.

To delete sent e-mail messages

1. Click **Contacts > View Sent Email** to display sent e-mails.
2. Filter by recipient using the alphabet at the top of the list.
3. If necessary, click the **More Criteria** link to filter by subject or sent date.
4. Select the checkbox beside the messages to delete.
5. Click the **Delete** link to delete the message.
6. Click **OK** to return to the list of e-mail messages.

Reverse Prospecting

Paragon MLS includes a traditional prospecting module. It also includes a reverse prospecting tool, which helps to match existing listings to prospective buyers.

To perform a reverse prospecting search

1. Click **Contacts > Reverse Prospecting** to display the reverse prospecting screen.

Use the reverse prospecting screen to search other agents prospects to find a match for a listing. An existing listing can be used, or enter basic search criteria.

- To use an existing listing for the search, enter the MLS # in the **MLS #** field.
- To enter basic search parameters, selected the radio button labeled **Own Search Parameters**.

2. Click **Search** to find prospects interested in the listing entered.

Paragon doesn't display the actual name of the prospect; instead it displays the reverse prospect name provided by the agent associated with that prospect. The agent's name is displayed as well.

The CMA Menu

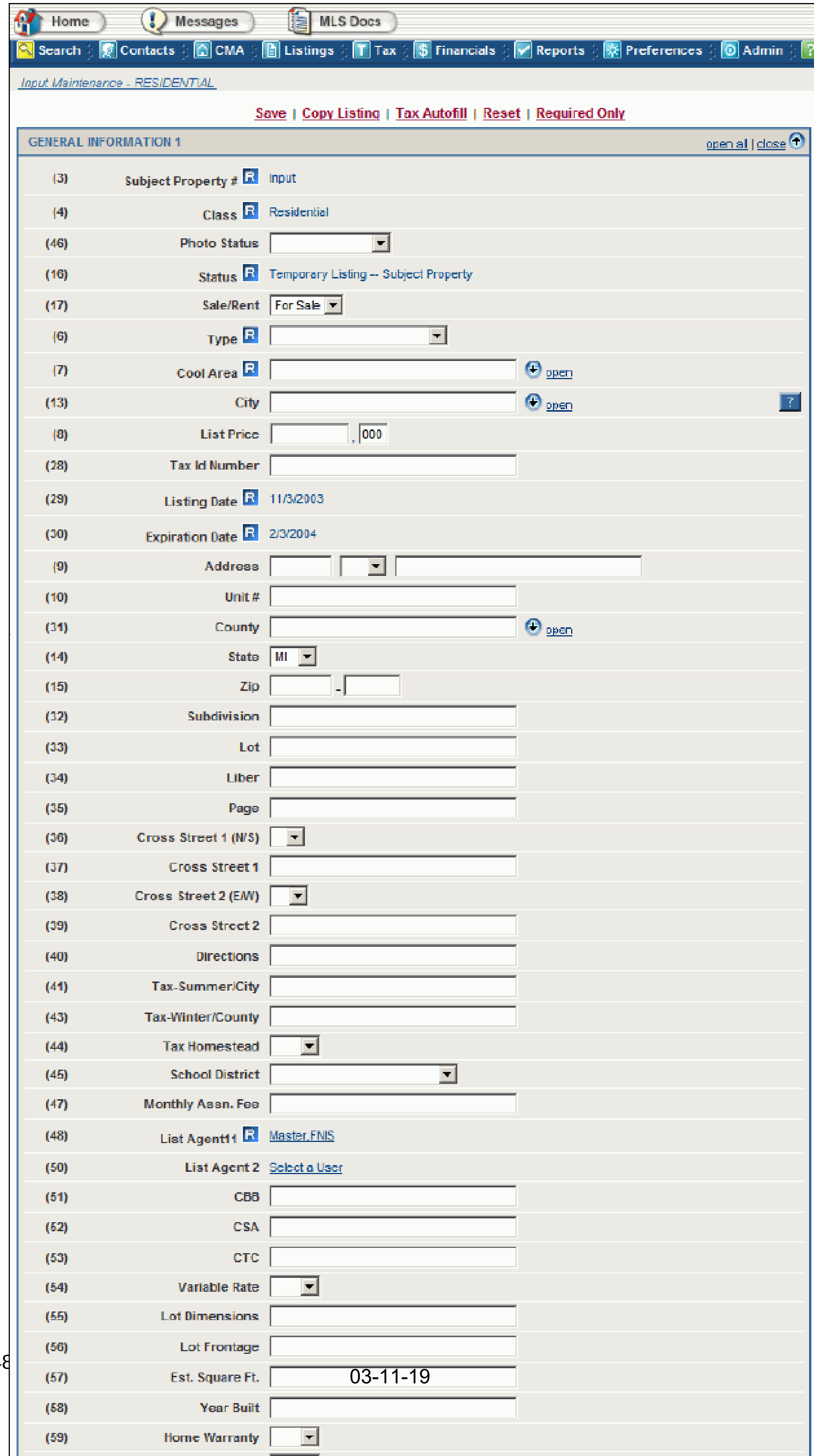
Subject Property

Listing comparison isn't limited to just MLS listings. FSBO and off-market may be used in CMA presentations, along with any MLS listing. Use any listing for the subject property, or create a temporary listing to use as the subject property.

To create a subject property

1. Click **CMA > Subject Property/Temp Listings > Add** and select the appropriate property class from the flyout menu.

The subject property input form is displayed.


Home
Messages
MLS Docs
Search
Contacts
CMA
Listings
Tax
Financials
Reports
Preferences
Admin
Input Maintenance - RESIDENTIAL
Save | Copy Listing | Tax Autofill | Reset | Required Only
GENERAL INFORMATION 1
open all | close
(3) Subject Property # Input
(4) Class Residential
(46) Photo Status
(16) Status Temporary Listing -- Subject Property
(17) Sale/Rent For Sale
(6) Type
(7) Cool Area open
(13) City open
(8) List Price , 000
(28) Tax Id Number
(29) Listing Date 11/3/2003
(30) Expiration Date 2/3/2004
(9) Address
(10) Unit #
(31) County open
(14) State MI
(15) Zip -
(32) Subdivision
(33) Lot
(34) Liber
(35) Page
(36) Cross Street 1 (N/S)
(37) Cross Street 1
(38) Cross Street 2 (E/W)
(39) Cross Street 2
(40) Directions
(41) Tax-Summer/City
(43) Tax-Winter/County
(44) Tax Homestead
(45) School District
(47) Monthly Assn. Fee
(48) List Agent1 Master,FNIS
(50) List Agent 2 Select a User
(51) CBB
(52) CSA
(53) CTC
(54) Variable Rate
(55) Lot Dimensions
(56) Lot Frontage
(57) Est. Square Ft.
(58) Year Built
(59) Home Warranty

The input form is typically divided into multiple sections. Some examples are ‘General’, ‘Rooms’, ‘Features’, etc. Required fields are indicated with an **R** beside the field name. The actual layout of the input form is determined by the MLS.

2. If indicated, enter required information in the appropriate fields.
3. Enter additional information as necessary.
4. If no fields appear in a particular section, click the **Open** link to display the fields.
5. Click the **Save** link at the top of the input form to save the subject property.

Existing listing information may be used to create a subject property. Listing information may be copied to the subject property and changed when appropriate.

To copy existing information to subject property

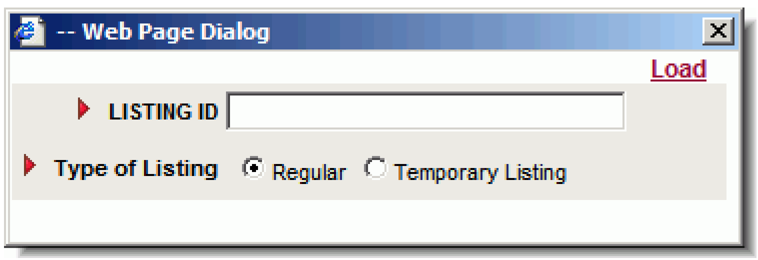
1. Click **CMA > Subject Property > Add** and select the appropriate property class from the flyout menu.

The subject property input form is displayed.

The input form is typically divided into multiple sections. Some examples are ‘General’, ‘Rooms’, ‘Features’, etc. Required fields are indicated with an **R** beside the field name. The actual layout of the input form is determined by the MLS.

2. Click the **Copy Listing** link at the top of the input form.

The **Copy Listing** dialog window appears.



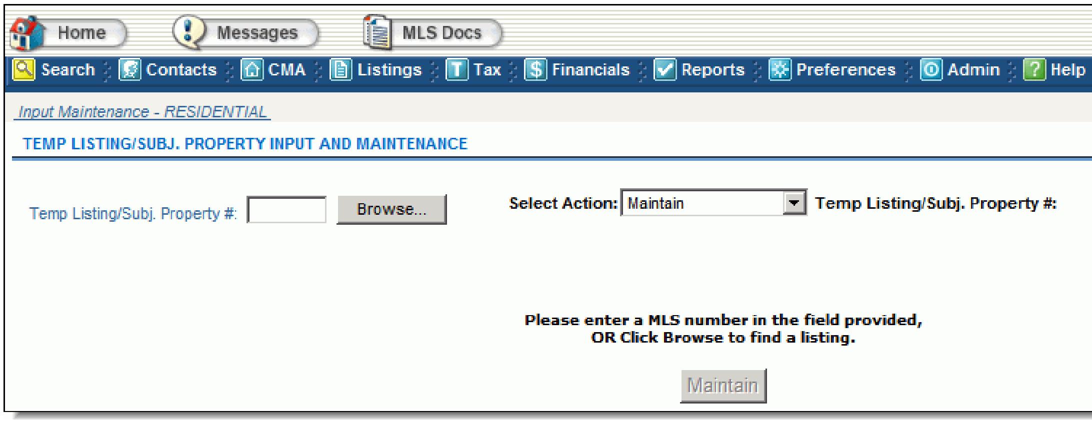
3. Enter the ID (MLS) number of the listing to copy.
4. Indicate the type of listing (regular or temporary) to be copied.
5. Click **Load** to close the window and add data to the input form.
6. If necessary, make changes or enter additional information about the listing.
7. Click the **Save** link above the input form to save the subject property.

Two other links appear above the input form- **Reset** and **Required Only**. Click the **Reset** link to clear the input form and start over. Click **Required Only** to display only the required fields.

After a subject property has been created, it can be modified at any time. Editing functions are available directly from the main CMA menu. Use the shortcuts to change specific information.

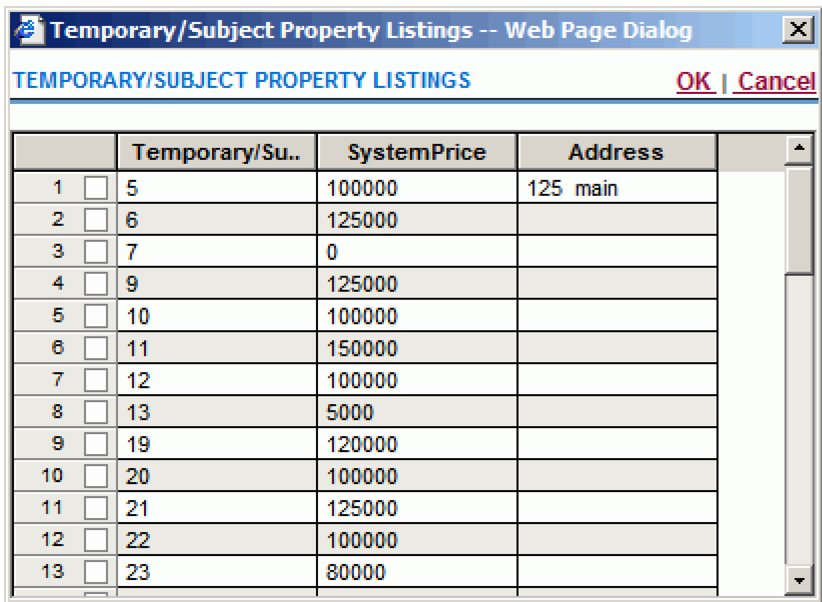
To modify a subject property

1. Click **CMA > Subject Property > Modify > Maintain Subject Property** to display the subject property maintenance screen.



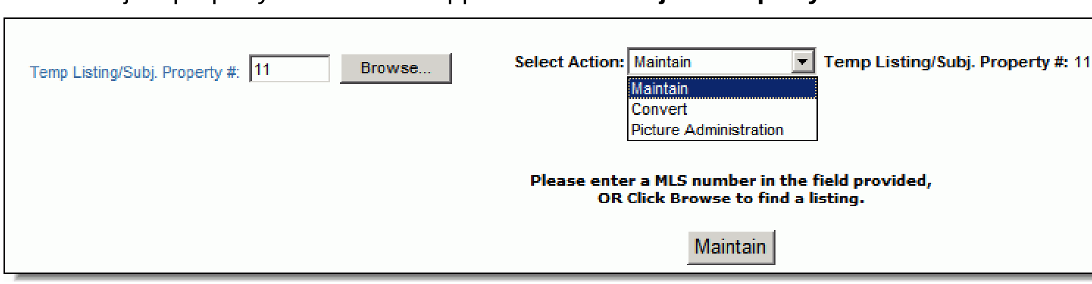
The subject property maintenance screen displays a field labeled **Subject Property #** beside an **Actions** drop-down menu.

2. Click **Browse** to load a popup window displaying the subject properties that can be maintained.



3. Click the checkbox beside the subject property to maintain.
4. Click the **OK** link at the top of the list to close the window and return to the maintenance screen.

The subject property number now appears in the **Subject Property #** field.



5. Click **Maintain** to display the subject property input form.

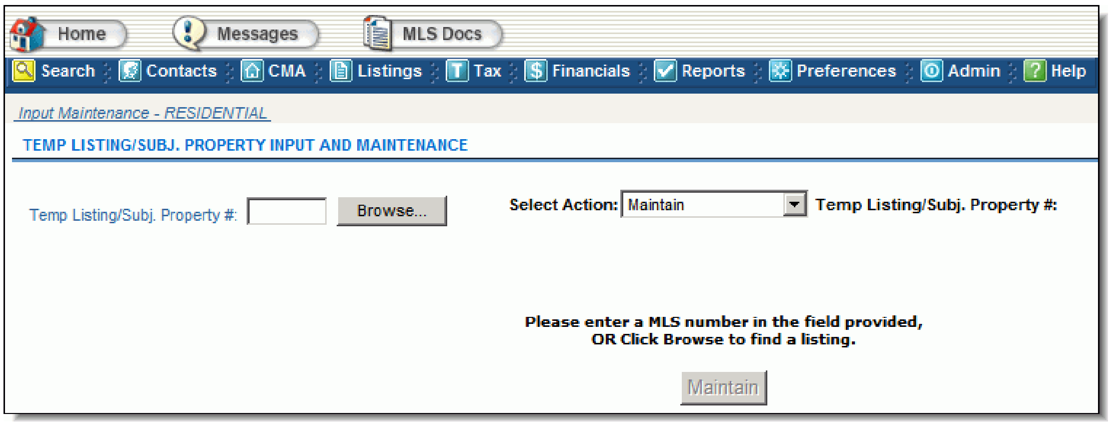
Change the information on the form as needed. For more information, see The CMA Menu: Subject Property. To cancel subject property maintenance, click the **Cancel** link above the input form.

6. Click the **Save** link above the input form to save any changes.

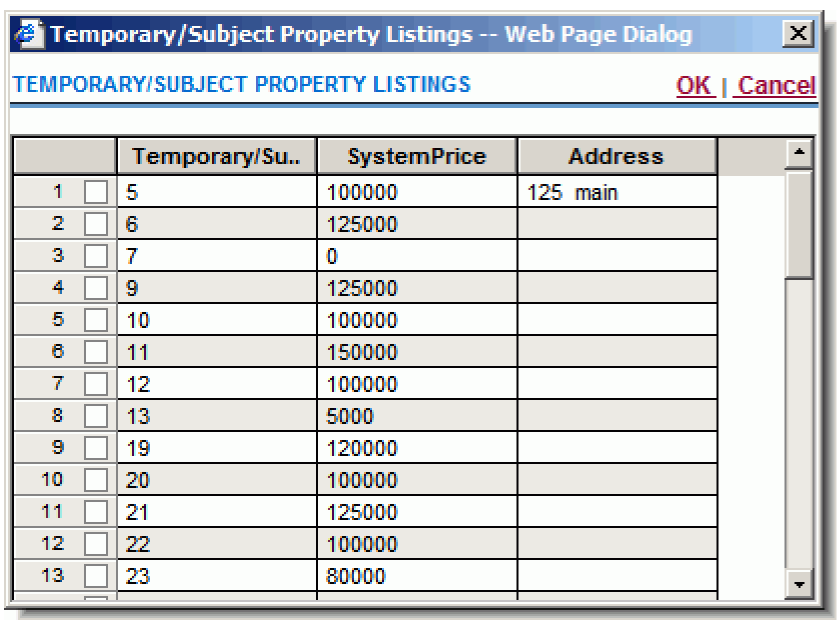
To delete a subject property

1. Click **CMA > Subject Property > Modify > Delete** to display the subject property maintenance screen.

The subject property maintenance screen displays a field labeled **Subject Property #** beside an **Actions** drop-down menu.



2. Click **Browse** to load a popup window displaying the subject properties that can be deleted.

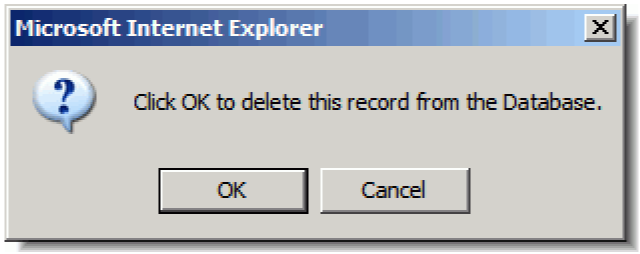


3. Click the checkbox beside the subject property to delete.
4. Click the **OK** link at the top of the list to close the window and return to the maintenance screen.

The subject property number now appears in the **Subject Property #** field.

4. Select **Delete** from the **Actions** menu.

Paragon displays a warning message.

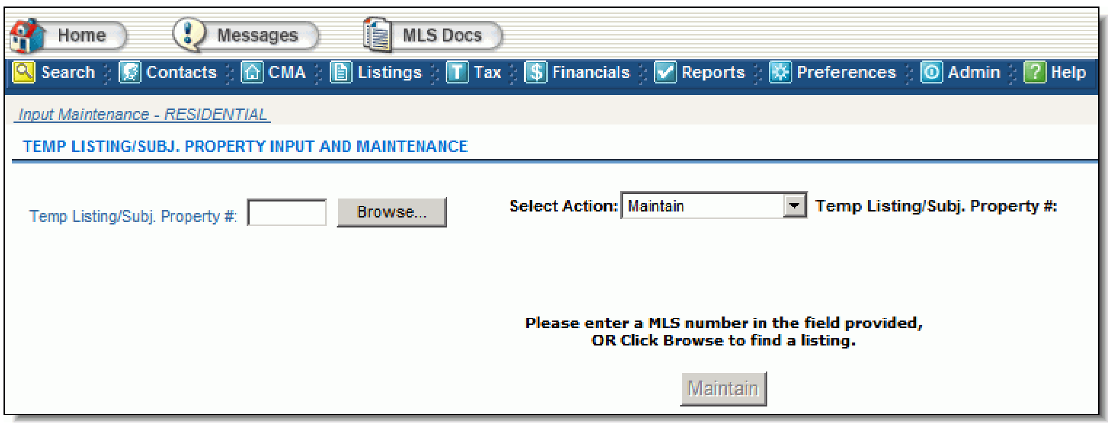


5. Click **OK** to confirm deletion of the subject property.

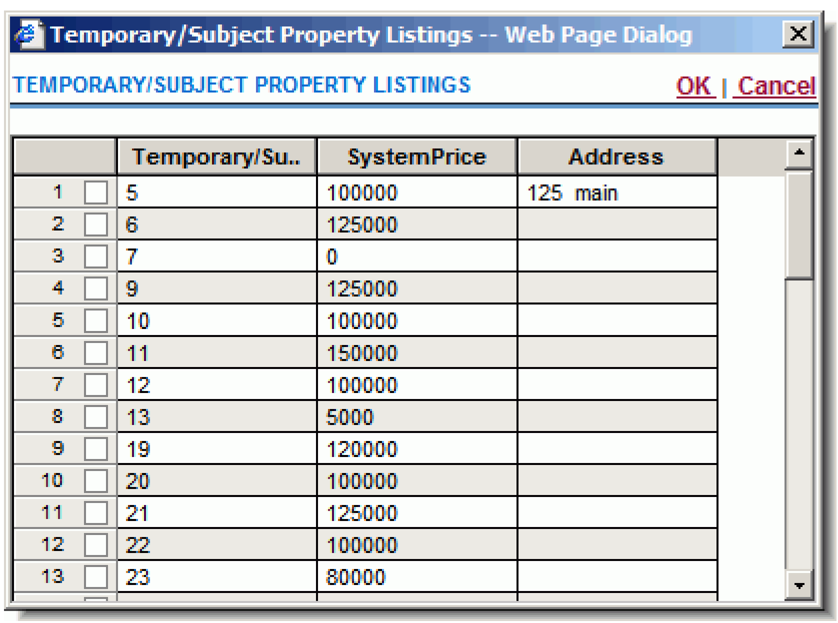
To convert a subject property

1. Click **CMA > Subject Property > Modify > Convert** to display the subject property maintenance screen.

The subject property maintenance screen displays a field labeled **Subject Property #** beside an **Actions** drop-down menu.



2. Click **Browse** to load a popup window displaying the subject properties that can be converted.
3. Click the checkbox beside the subject property to convert.



4. Click the **OK** link at the top of the list to close the window and return to the maintenance screen.

The subject property number now appears in the **Subject Property #** field.

5. Click **Convert** to display the subject property input form.

Change the information on the form as needed. Fields required to convert the listing from a subject property to an actual listing are marked with a **C**.

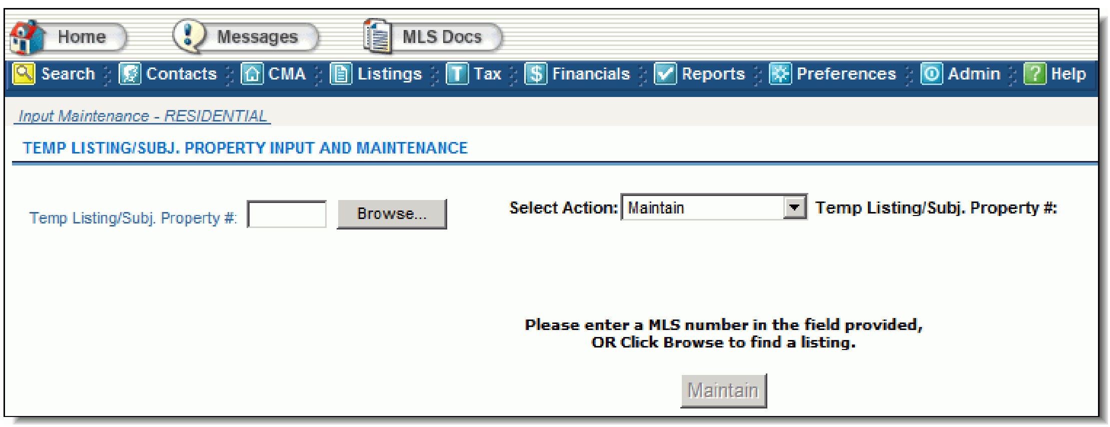
To cancel subject property maintenance, click the **Cancel** link above the input form. For more information, see The CMA Menu: Subject Property.

6. Enter the appropriate information in all fields marked with a **C**.
7. Click the **Convert** link above the input form to convert the subject property to an MLS listing.

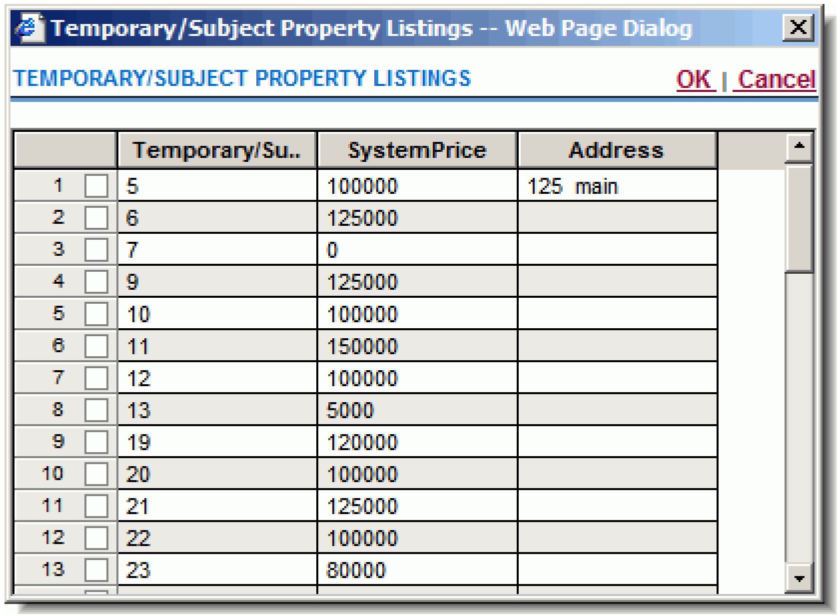
To maintain subject property photos

1. Click **CMA > Subject Property > Modify > Picture Admin** to display the subject property maintenance screen.

The subject property maintenance screen displays a field labeled **Subject Property #** beside an **Actions** drop-down menu.

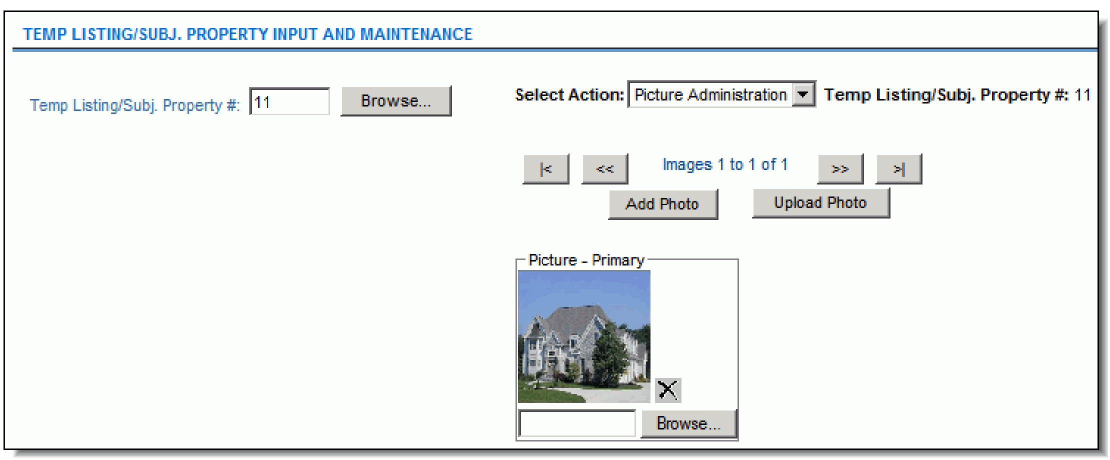


2. Click **Browse** to load a popup window displaying the subject properties that can be modified.
3. Click the checkbox beside the subject property to modified.



4. Click the **OK** link at the top of the list to close the window and return to the maintenance screen.

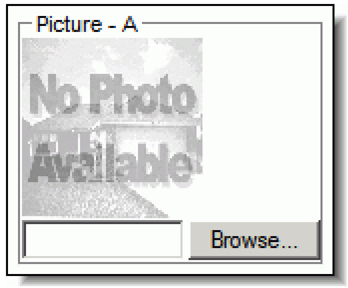
The subject property number now appears in the **Subject Property #** field. Any pictures associated with the subject property appear below the **Actions** menu.



Scroll through the pictures using the **<<** and **>>** buttons. Move to the first or last picture using the **|<** and **>|** buttons.

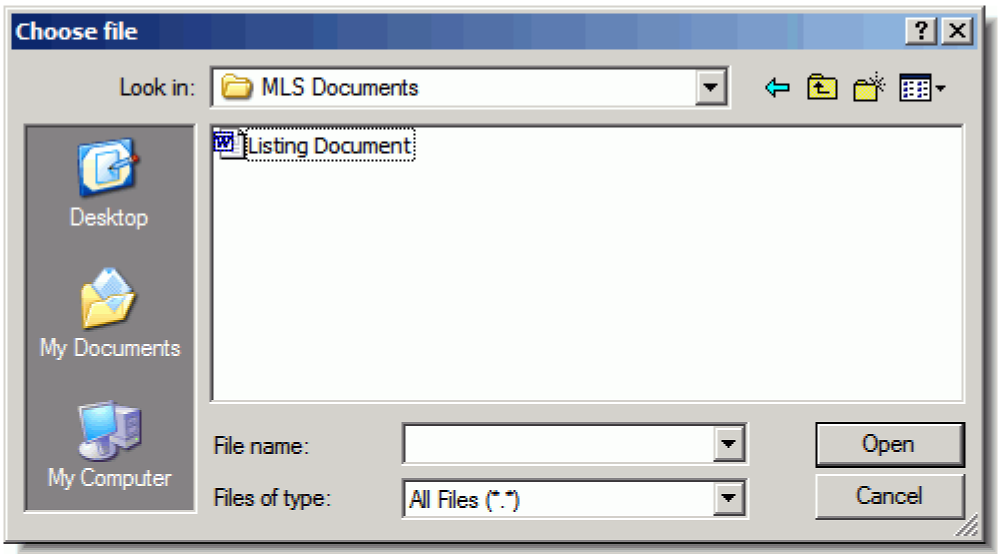
If the subject property has no pictures associated with it, "No Listing Pictures" appears between the **<<** and **>>** buttons. If pictures are associated with the subject property, skip to step 6.

5. Click **Add** to display a picture placeholder.
6. The placeholder is a **No Picture Available** graphic.



7. Click **Browse** below the picture placeholder.

The **Choose File** dialog window appears. Use this to find the listing image on the computer.



8. Select the appropriate listing image from the computer.
9. Verify that the name of the file appears in the **File Name:** field.
10. Click **Open** to replace the picture placeholder with the actual listing picture.

Repeat steps 5-10 to associate additional photos with the listing.

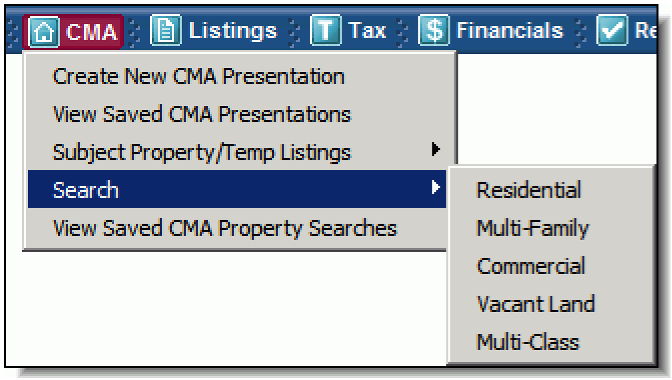
11. Click **Upload** to save all photos with the listing.

CMA Search

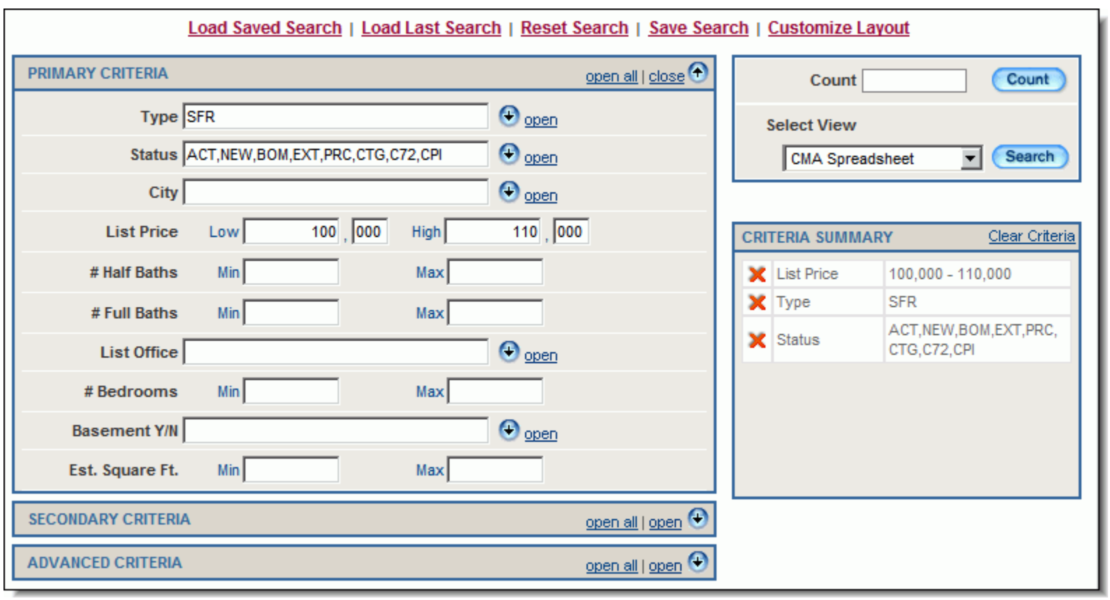
CMA searches are conducted just like a general property searches. The major difference is that CMA searches use the CMA view as the default view, rather than a general, MLS-defined listing view.

To conduct a CMA search

1. Click **CMA > Search** and select the appropriate property class from the flyout menu.

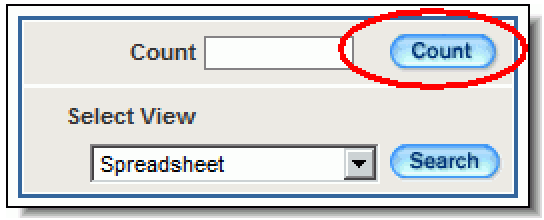


The CMA search screen is displayed.



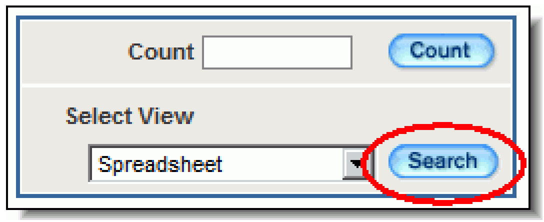
The search form is divided into three sections- Primary, Criteria Secondary Criteria, and Advanced Criteria. The search form can be customized by adding or removing fields.

2. Add search parameters to the **Primary Criteria** section.
3. If necessary, add search parameters to the **Secondary** and **Advanced Criteria** sections.
4. Click **Count** to display the number of listings that will be returned when the search is completed.



If this number is too small or too large, adjust the search parameters and click **Count** again. Repeat until the desired number of listings is returned.

5. Click **Search** to display the CMA listing view.

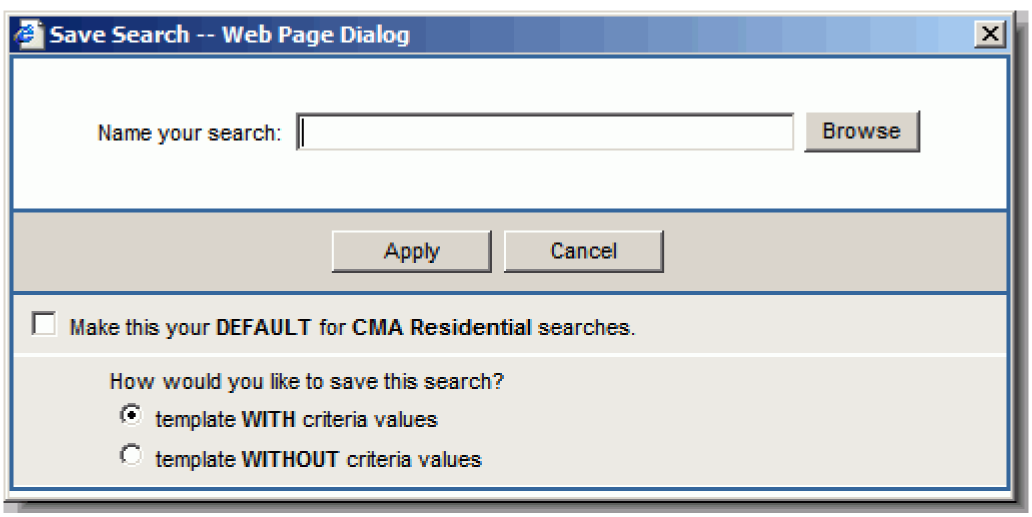


CMA searches may be saved just like property searches. CMAs can be assigned to contacts, prospects, etc. as well.

To save a CMA search

1. Click the **Save Search** link located above the CMA search form.

Paragon displays the **Save CMA Search** dialog window.

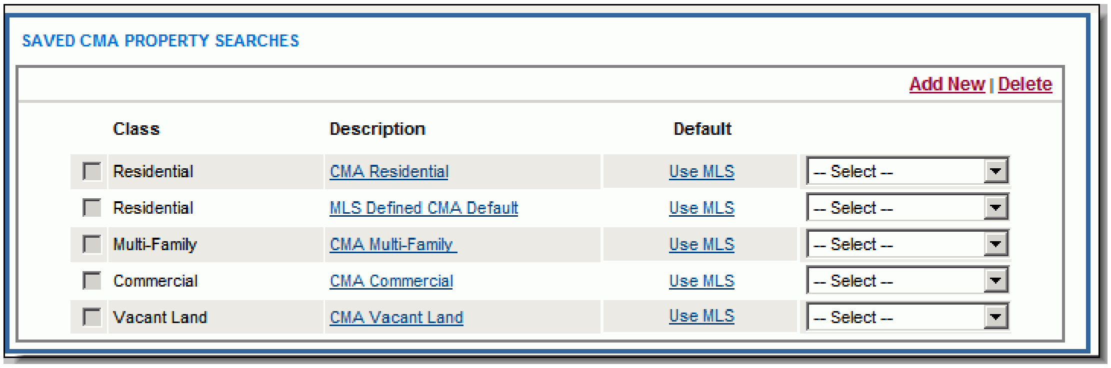


2. Enter a unique name for the search (i.e. Client Name or Search Date).
3. Select the appropriate CMA search attributes.

Search attributes are unique settings for each search. A search can be set as the default search for that class. A search can be saved with or without criteria values. Saving with values saves the layout of the search form and parameters. Saving without values only saves the layout of the form.

To run a saved CMA search

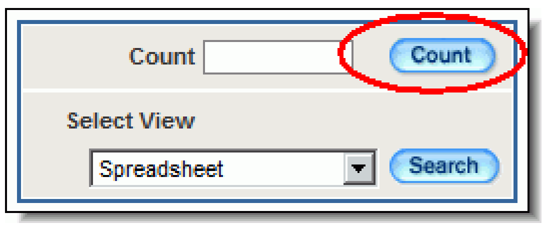
1. Click **CMA > View Saved CMA Property Searches** to display a list of saved CMA searches.



The list of CMA searches is sorted by property class. It also displays the name of the search (description) and default status (Yes/No or Use MLS).

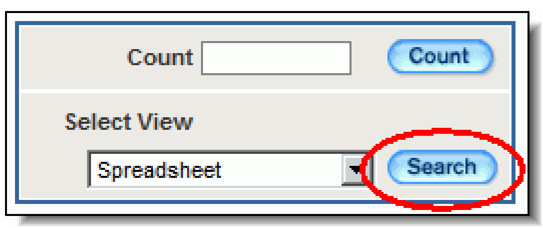
Saved CMA searches are displayed in a spreadsheet format. At the end of every row is an actions menu.

2. Click the checkbox before the name of the appropriate CMA search.
3. Select **Load** from the actions menu to display the CMA search form.
4. Click **Count** to display the number of listings that will be returned when the search is completed.



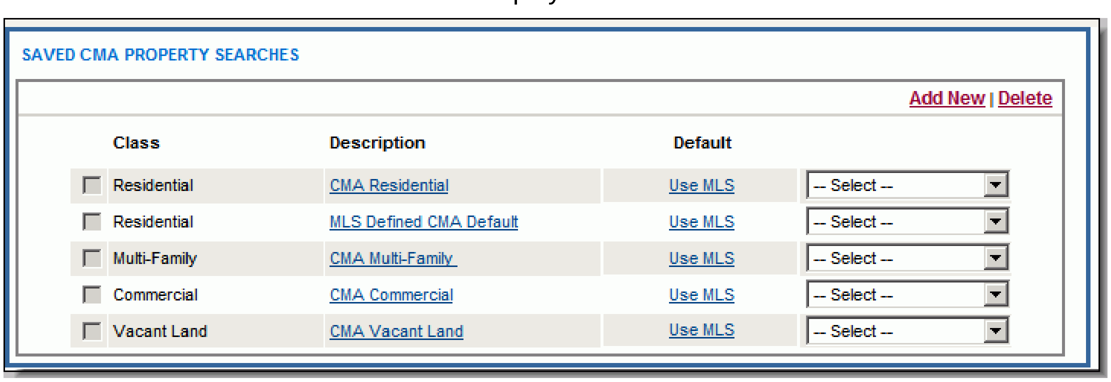
If this number is too small or too large, adjust the search parameters and click **Count** again. Repeat until the desired number of listings is returned.

5. Click **Search** to display the CMA listing view.



To edit a CMA search

1. Click **CMA > Saved Searches** to display a list of saved CMA searches.



The list of CMA searches is sorted by property class. It also displays the name of the search (description) and default status (Yes/No or Use MLS).

Saved CMA searches are displayed in a spreadsheet format. At the end of every row is an actions menu.

2. Click the checkbox before the name of the appropriate search.
3. Select **Load** from the actions menu to display the CMA search form.

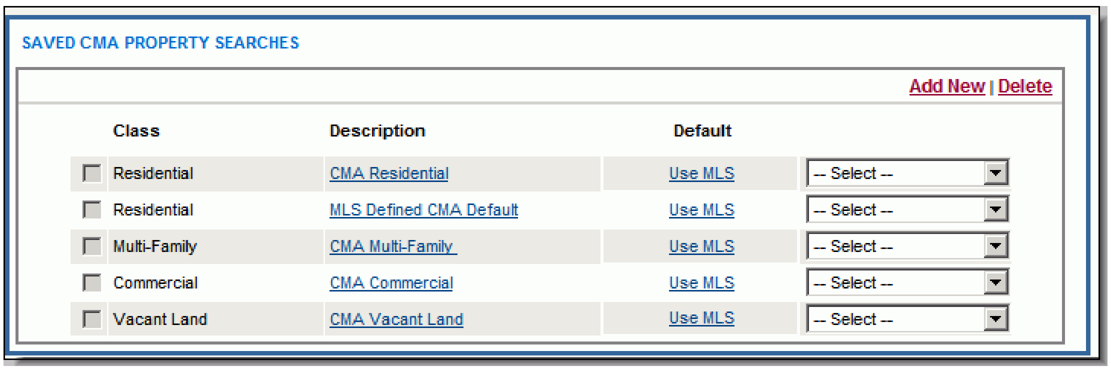
Make any necessary changes to the search form.

4. Click the **Save Search** link at the top of the search form to save the search and overwrite the current CMA search.

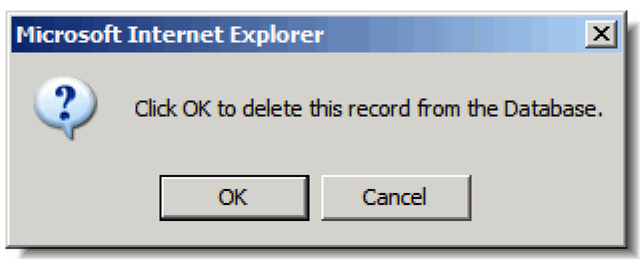
You can save the search with a different name as well.

To delete a CMA search

1. Click **CMA > Saved Searches** to display a list of saved CMA searches.



2. Click the checkbox before the name of the appropriate search.
3. Click the **Delete** link above the list of saved CMA searches to display a dialog window.



4. Click **OK** to confirm deletion of the CMA search.

Paragon refreshes the list of searches, and removes the deleted search. Repeat the steps above to edit additional CMA searches.

CMA Presentation Builder

The CMA presentation displays selected listing and supplemental information in an attractive, easy-to-read format. Included are supporting graphs and reports.

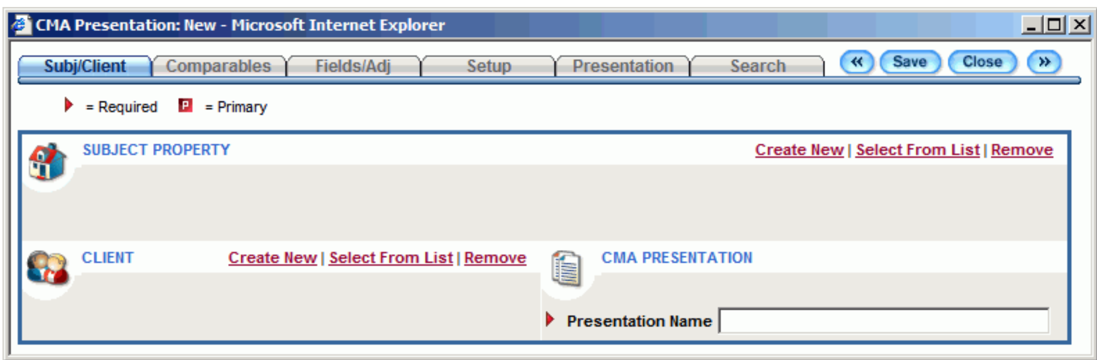
A presentation wizard aids in the creation of CMA presentations, which may be easily emailed or printed. CMA presentations can also be saved and used as needed.

To create a CMA presentation

1. Click **CMA > New CMA Presentation** to display the CMA Builder.

The CMA Builder utilizes the same navigation system as the Contact Manager. The builder displays the Subj/Client section, along with tabs to access other sections of the CMA Presentation. The tabs are labeled Comparables, Fields/Adj., Setup, Presentation, and Search. The last tab is dynamic- it changes according to selected actions.

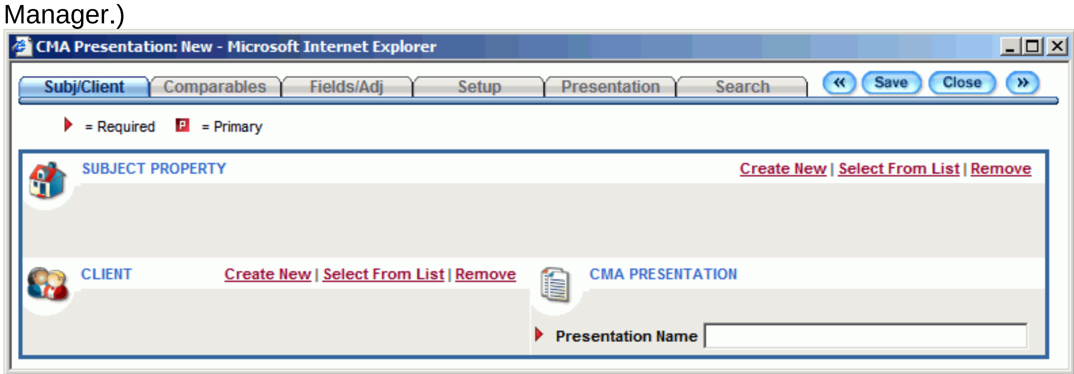
2. Complete the Subj/Client section.



This **Subj/Client** tab stores basic information such as presentation name, client name, and subject property. The only information required is the name of the CMA Report (Presentation).

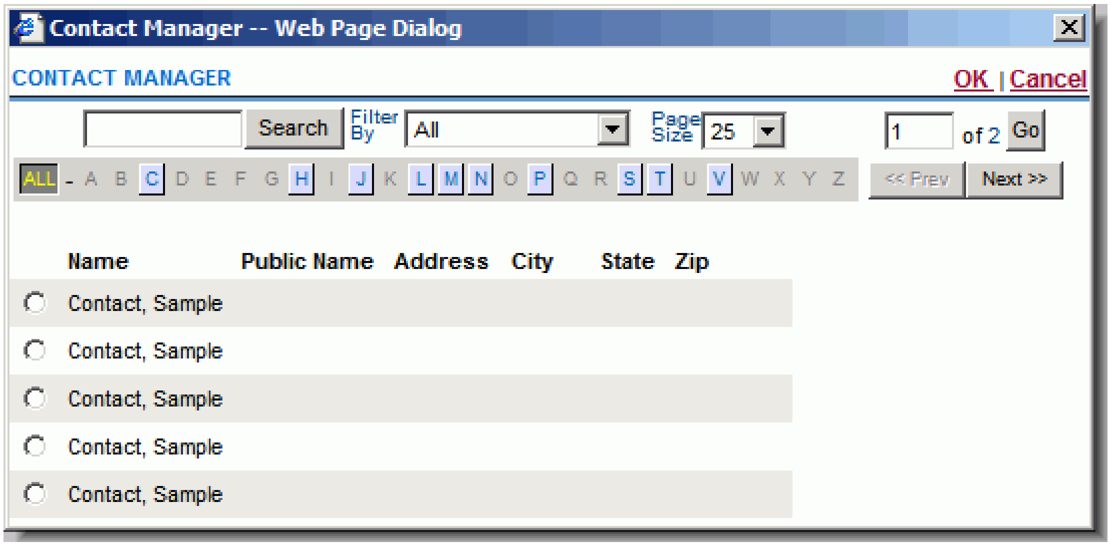
3. Click the **Create New** link in the **Client Name** section to assign the presentation to a new client.

The **Add Contact** builder appears in a popup window. (For more information, see The Contacts Menu- The Paragon Contact
Manager.)



Click the **Select from List** link in the **Client Name** section to assign an existing client to the presentation.

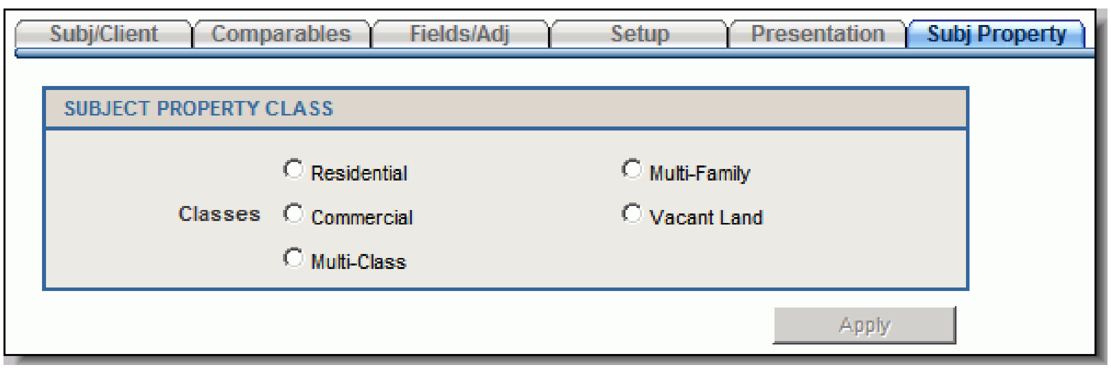
A list of contacts appears in a popup window. (For more information, see The Contacts Menu- The Paragon Contact Manager.)



Click the **Remove** link in the **Client Name** section to remove a client from a presentation.

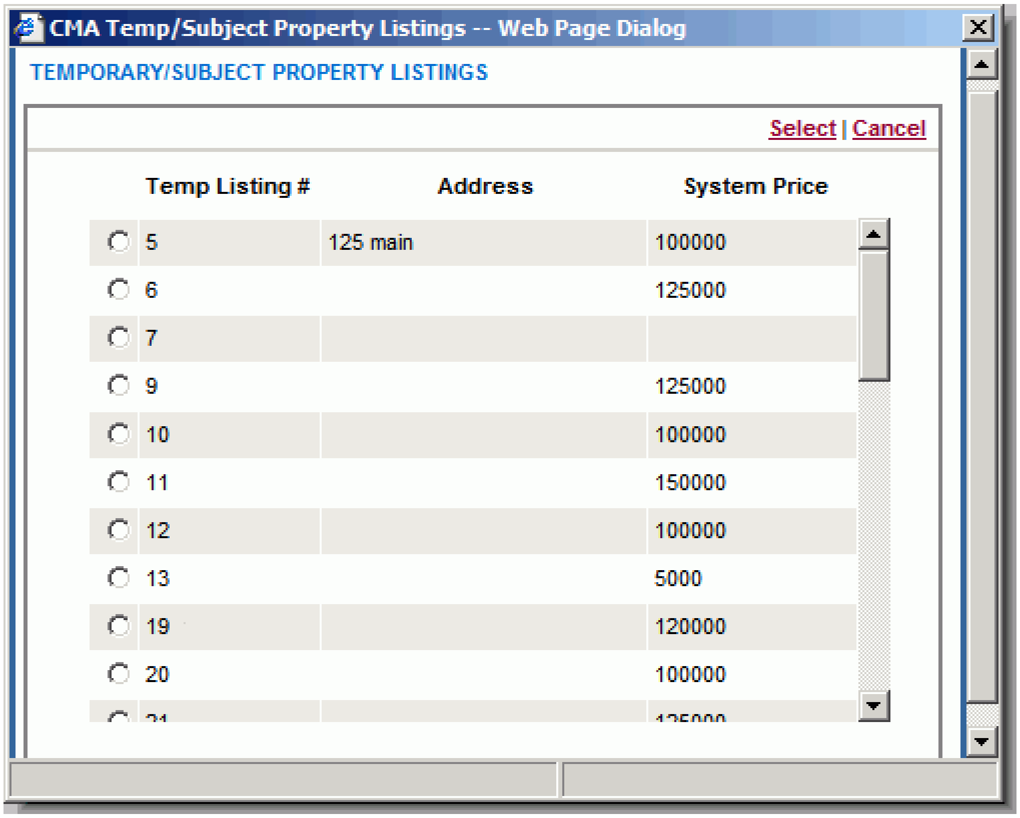
4. Click the **Create New** link in the **Subject Property** section to create a new subject property for the presentation.

The subject property input form appears on screen. Notice that the **Subject Property** tab is also highlighted. This is simply a shortcut to that section.



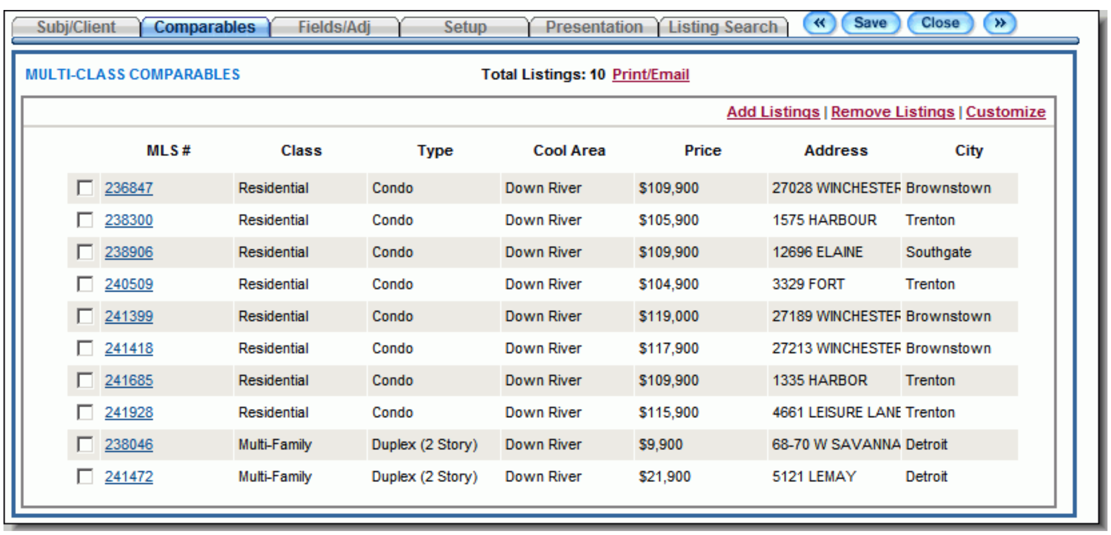
Click the **Select from List** link in the **Subject Property** section to assign an existing subject property to the presentation.

A list of subject properties appears in a popup window. Select the subject property and click the **Select** link to close the window.



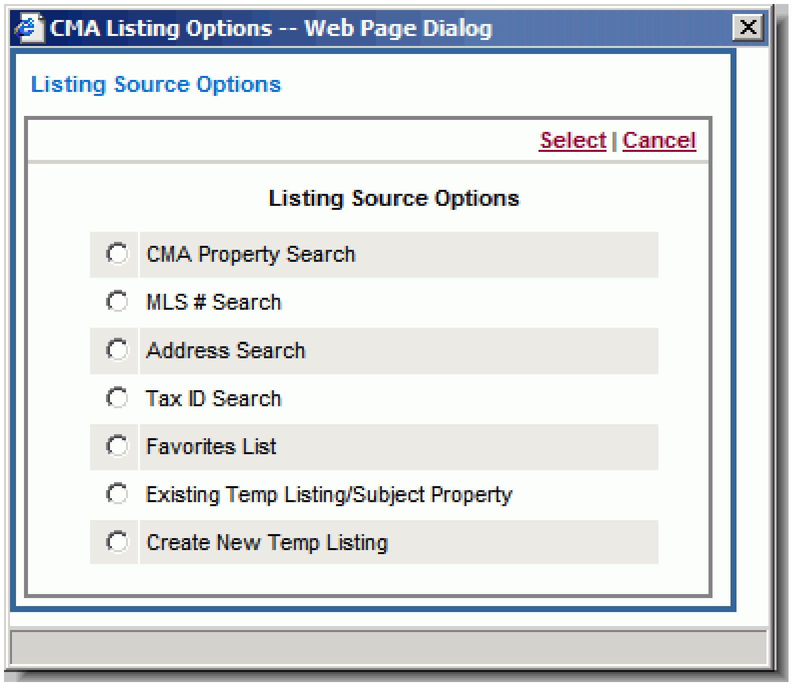
Click the **Remove** link in the **Subject Property** section to remove a subject property from a presentation.

5. Click the **Comparables** tab to display a list of properties included in the presentation.



For a new CMA presentation, the comparables list will typically be blank.

6. Click the **Add Listings** link above the list of comparables to begin adding listings.



The listing source options appear in a popup window. The source options are property search, MLS# search, address search, favorites list, or existing temporary listing (i.e. subject property).

7. Select the listing source and click the **Select** link.

Selecting any of the search options as the source displays the appropriate search form on the last tab. Notice that the Search tab is also highlighted. This is simply a shortcut to that section.

Complete the property search and save the listings to add the results to the list of comparables. (For more information, see The Search Menu- Searching for Listings.)

Selecting **Existing Temporary Listing** as the source displays a list of subject properties in the popup window. Select the appropriate subject property and click the **Select** link to return to the **Comparables** tab.

Listings can be removed from the comparables list at any time.

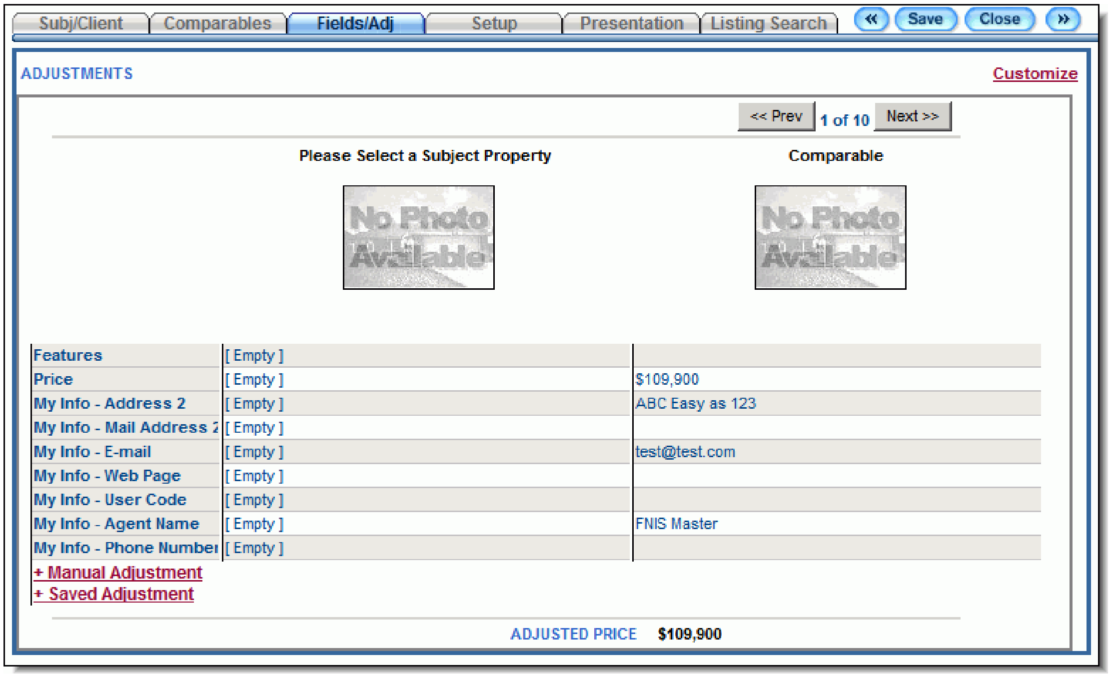
Select the listings to remove and click the **Remove Listings** link.

The spreadsheet of comparables can be customized, just like any other view.

Click the **Fields** link to display the field preferences window.

Add and remove fields as necessary.

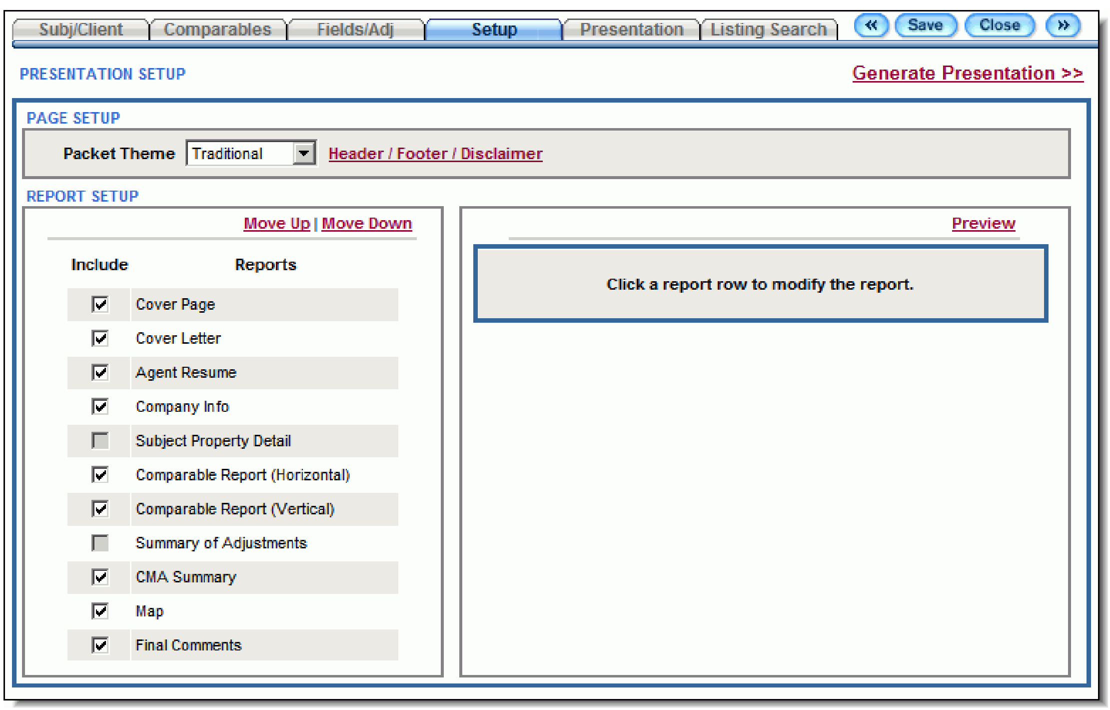
8. Click the **Fields/Adjustments** tab to display any adjustments included in the CMA Presentation.



9. Click the **Setup** tab to select the documents to be included in the presentation.

The Setup tab is divided into two sections- a list of available reports and a section for editing the selected document.

10. Select as many documents as necessary for the CMA presentation. If necessary, edit the information on the documents.



11. Click the **View Full Screen** link above the editing section to preview the selected document.

12. Click the **Generate Presentation** link to compile and preview all documents in the CMA presentation.

Scroll through the documents to verify that all information is correct.

Paragon automatically formats the documents in the CMA presentation. Page breaks are built-in to ensure that the presentation will print correctly.

13. Click the **Print** link above the document preview window to print the CMA presentation.

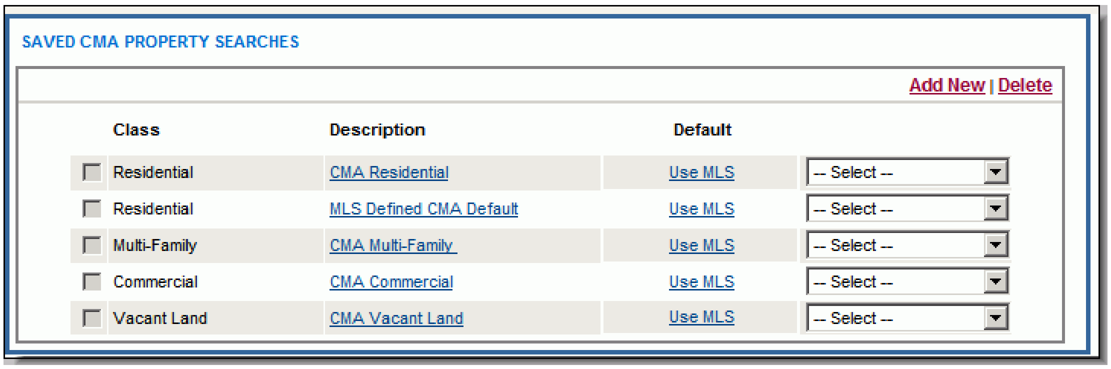
Save the CMA presentation at any time by clicking the **Save** button.

Click the **Close** button to close the CMA wizard and return to the main browser window.

To view saved CMA presentations

1. Click **CMA > View Saved CMA Presentations** to view a list of saved presentations.

Saved CMA searches are displayed in a spreadsheet format. It displays the saved CMA name, assigned contact (if any), subject property (if any), and the date the presentation was last updated. At the end of every row is actions drop-down menu.


SAVED CMA PROPERTY SEARCHES

Add New | Delete

Class	Description	Default	
Residential	CMA Residential	Use MLS	-- Select --
Residential	MLS Defined CMA Default	Use MLS	-- Select --
Multi-Family	CMA Multi-Family	Use MLS	-- Select --
Commercial	CMA Commercial	Use MLS	-- Select --
Vacant Land	CMA Vacant Land	Use MLS	-- Select --

A new CMA presentation can be created by clicking the **Create New** link above the list of CMA presentations. Delete any CMA presentation by selecting it from the list and clicking the **Delete** link. Return to the previous screen by clicking the **Cancel** link.

The Listings Menu

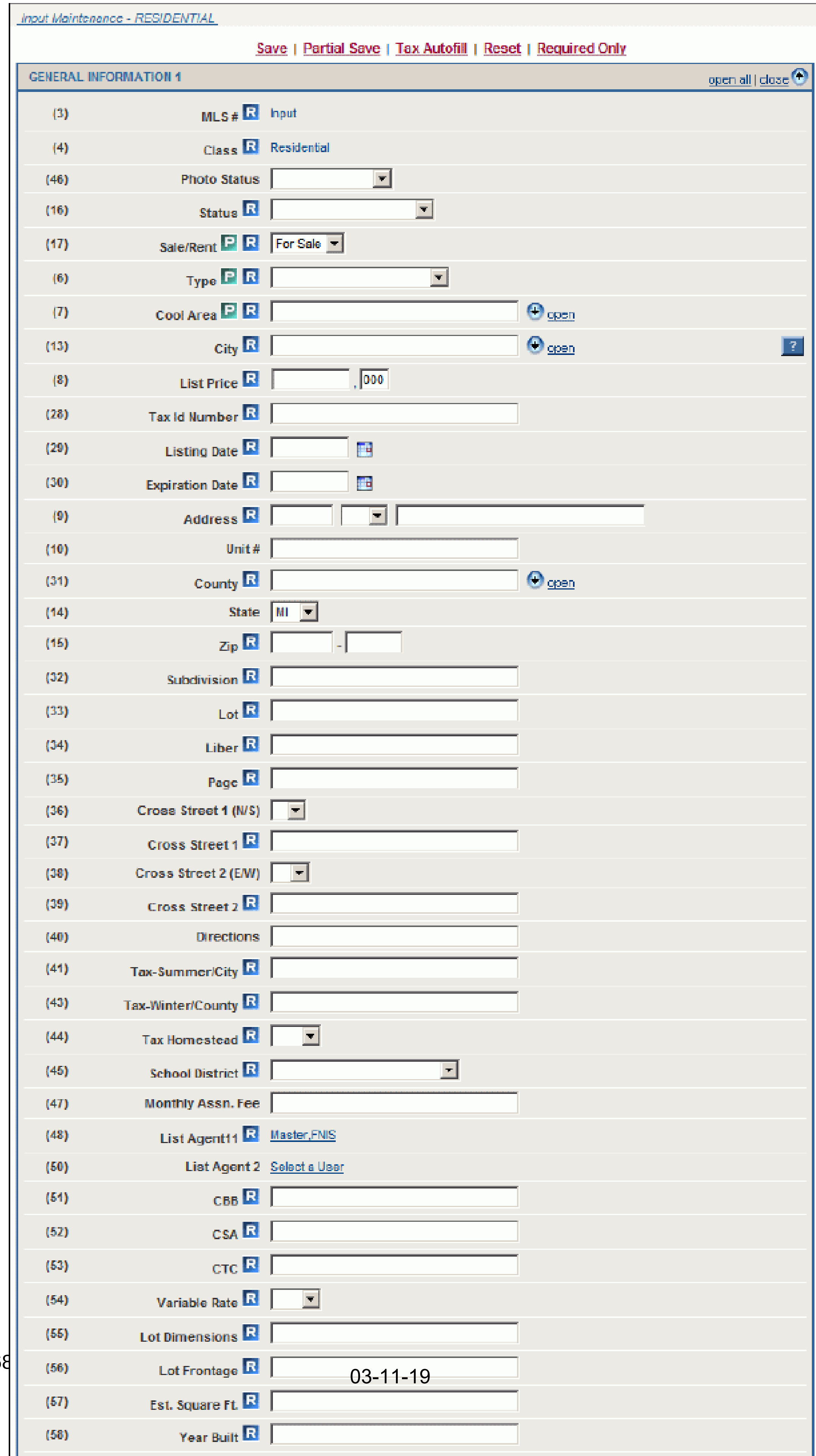
Listing Input

Enter some text here.

To input a new listing

1. Click **Listings > Add** and select the appropriate property class from the flyout menu.

The listing input form is displayed.


Input Maintenance - RESIDENTIAL
Save | Partial Save | Tax Autofill | Reset | Required Only
GENERAL INFORMATION 1
open all | close
(3) MLS # R Input
(4) Class R Residential
(46) Photo Status
(16) Status R
(17) Sale/Rent P R For Sale
(6) Type P R
(7) Cool Area P R open
(13) City R open
(8) List Price R ,000
(28) Tax Id Number R
(29) Listing Date R
(30) Expiration Date R
(9) Address R
(10) Unit #
(31) County R open
(14) State MI
(15) Zip R -
(32) Subdivision R
(33) Lot R
(34) Liber R
(35) Page R
(36) Cross Street 1 (N/S)
(37) Cross Street 1 R
(38) Cross Street 2 (E/W)
(39) Cross Street 2 R
(40) Directions
(41) Tax-Summer/City R
(43) Tax-Winter/County R
(44) Tax Homestead R
(45) School District R
(47) Monthly Assn. Fee
(48) List Agent1 R Master,FNIS
(50) List Agent 2 Select a User
(51) CBB R
(52) CSA R
(53) CTC R
(54) Variable Rate R
(55) Lot Dimensions R
(56) Lot Frontage R
(57) Est. Square Ft. R
(58) Year Built R

The input form is typically divided into multiple sections. Some examples are ‘General’, ‘Rooms’, ‘Features’, etc. Required fields are indicated with an **R** beside the field name. Fields required to partially save the listing are indicated with a **P** beside the field name. The actual layout of the input form is determined by the MLS.

2. Enter required information where indicated.
3. Enter additional information as necessary.

If no fields appear in a particular section, click the ‘Open’ link to display the fields.

4. Click the **Save** link at the top of the input form to save the listing information.

- Click the **Partial Save** link to partially save the listing information.

Note: *Partially saved listings must be completed and saved within 90 days or the listing information will need to be entered.*

- Click the **Reset** link to clear the listing information and start over.
- Click the **Required Only** link to display only the required fields.

Listing Maintenance

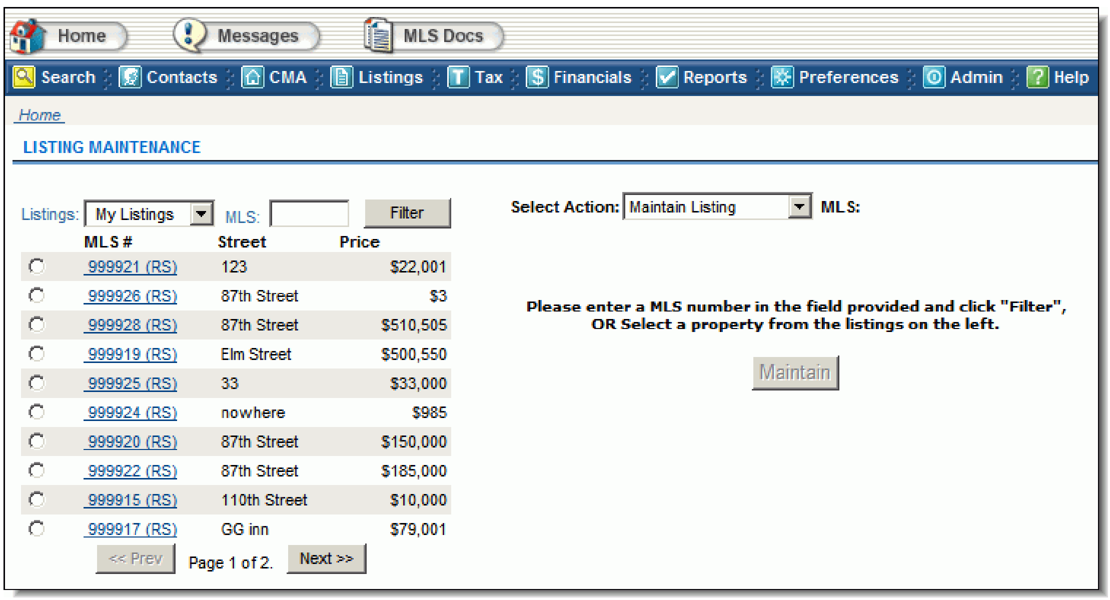
Enter some text here.

To maintain an existing listing

Common maintenance functions can be found on the **Listings** menu. Use the shortcuts to quickly modify listing information, without using the complete listing input form.

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.

The listing maintenance screen displays information similar to the subject property maintenance. Listings that can be maintained are displayed in a list below a drop-down menu named **Listings**. An **Actions** menu is located beside the listings.



The listings are sorted into four groups- agent's own listings, office listings, firm listings, and other agent's listings. Brokers or office managers may maintain listings for everyone in the office or firm. Agents may only maintain their own listings. Use the **Listings** drop-down menu to select the appropriate group of listings.

Enter a specific MLS into the **MLS #** field to avoid searching through a large number of listings. Use the **<<Prev** and **Next>>** buttons to scroll through the group of listings.

2. Select the MLS# to maintain from the list.
3. Select **Maintain Listing** from the Actions menu.
4. Click the **Maintain** button to display the listing input form.

The complete listing input form is displayed, with information in the appropriate fields.

5. Make any necessary changes and click the **Save** link above the input form to save the changes and return to the listing maintenance screen.

Repeat steps 1-5 to maintain additional listings.

Maintenance Shortcuts

- Copy/Clone Listing- Use this shortcut to copy listing information from one MLS # to another.

- Load Partial Listing- Use this shortcut to load a Partial Listing.
- Expiration Date- Use this shortcut to change a listing's expiration date.
- Area- Use this shortcut to change a listing's area.
- Remarks- Use this shortcut to change any listing remarks.
- Virtual Tour- Use this shortcut to maintain virtual tour information.
- Open House- Use this shortcut to add open house information to a listing.
- Associated Documents- Use this shortcut to add associated documents to listing information.
- Picture Admin- Use this shortcut to maintain listing pictures.
- Change Map Geocode- Use this shortcut to maintain a listing's geocode (for mapping purposes).
- Tour Listing- Use this shortcut to add tour information to a listing.

To copy/clone a listing

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select the **MLS#** to copy from the list.
3. Select **Copy/Clone Listing** from the **Actions** menu.
4. Click **Copy** to display the listing input form.
5. Make any necessary changes and click the **Save** link above the input form to save the changes and return to the listing maintenance screen.

Repeat steps 1-5 to copy additional listings.

To load a partial listing

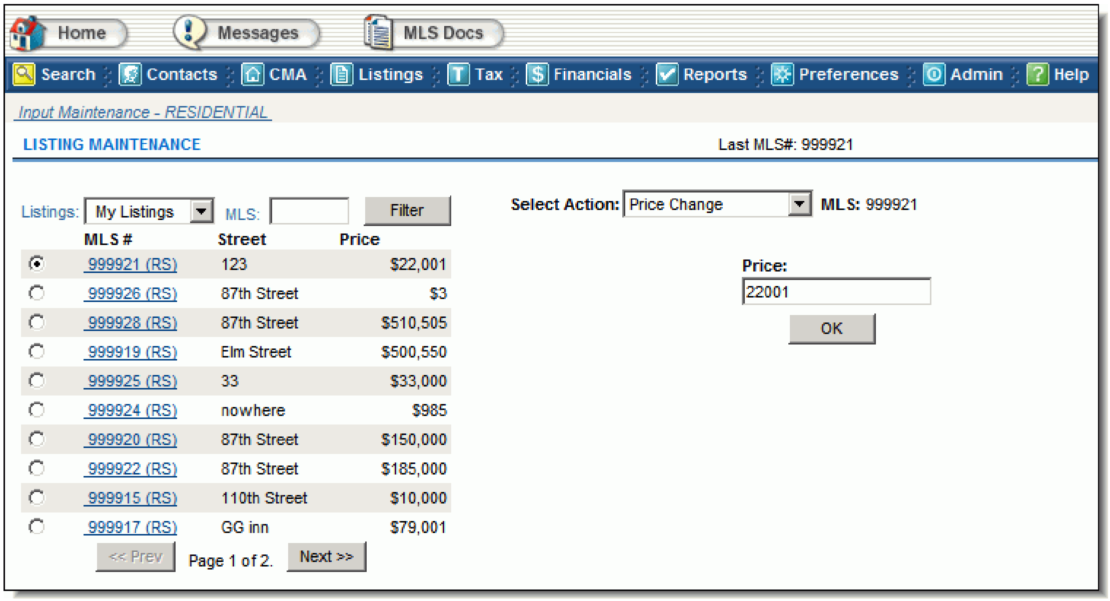
1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Load Partial** from the **Actions** menu.
3. Select the MLS# to load from the list.
4. Click **Load Partial** to display the listing input form.
5. Make any necessary changes and click the **Save** link above the search form to save the changes and return to the listing maintenance screen.

Repeat steps 1-5 to load additional partial listings.

To change a listing price

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Price Change** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays the price field below the **Actions** menu.



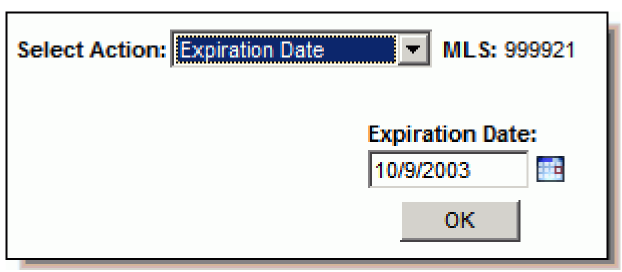
4. Enter the new price into the **Price** field.
5. Click **OK** to save the change.
6. If necessary, enter comments to appear on the Hotsheet report.
7. Click **OK** to return to the listing maintenance screen.

Repeat steps 1-7 to change additional listing prices.

To change a listing expiration date

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Expiration Date** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays the expiration date field below the **Actions** menu.



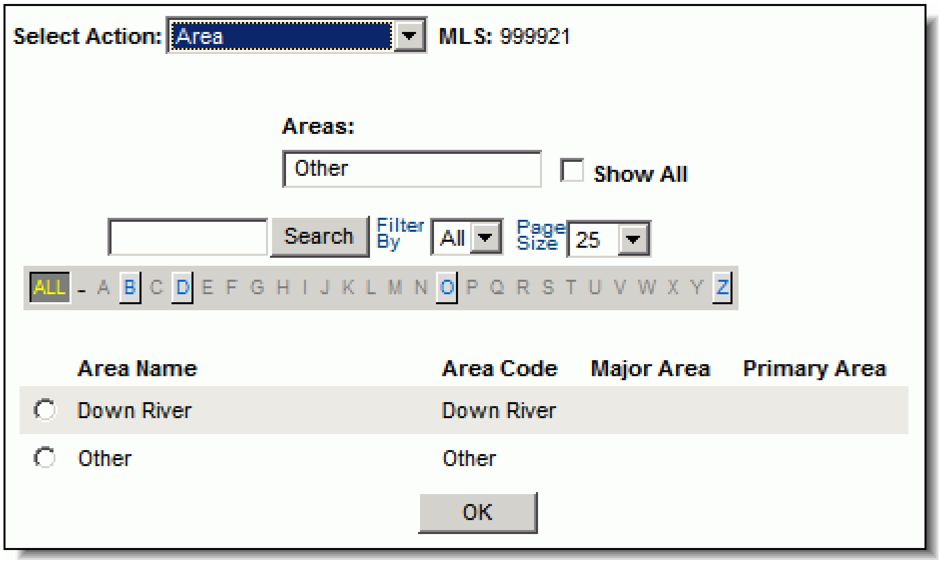
4. Enter the expiration date into the field.
5. Click **OK** to return to the listing maintenance screen.

Repeat steps 1-5 to change additional expiration dates.

To change a listing area

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Area** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays a list of areas below the **Actions** menu.



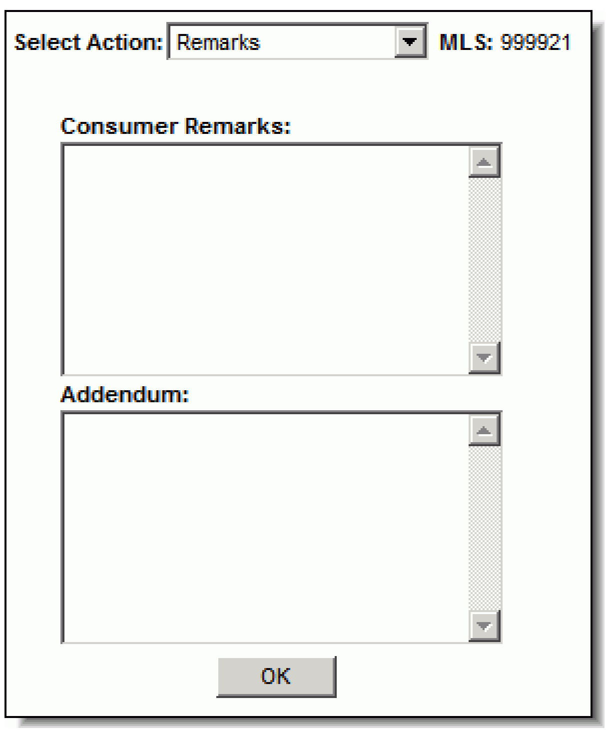
4. Select the appropriate area from the list.
5. Click **OK** to return to the listing maintenance screen.

Repeat steps 1-5 to change additional listing areas.

To change listing remarks

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Remarks** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays remarks and addendum below the **Actions** menu.



4. Make any necessary changes to the remarks and/or addendum.

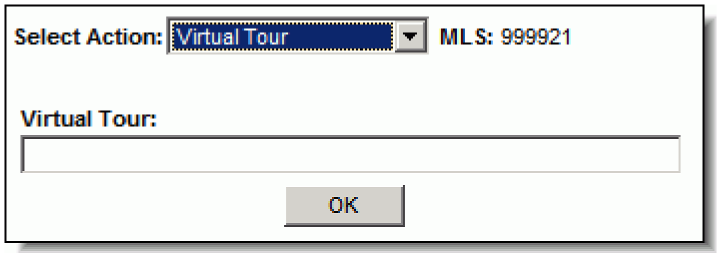
5. Click **OK** to return to the listing maintenance screen.

Repeat steps 1-5 to change remarks for additional listings.

To change virtual tour information

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Virtual Tour** from the Actions menu.
3. Select the MLS# to change from the list.

Paragon displays the virtual tour field below the **Actions** menu.



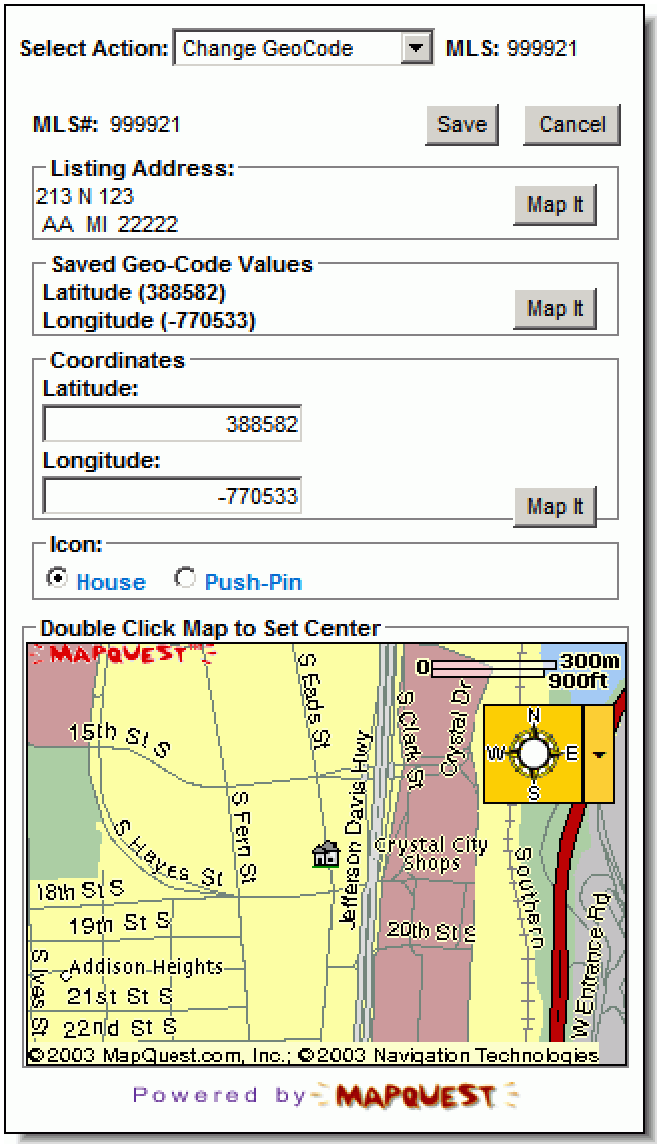
4. Make any necessary changes to the virtual tour information.
5. Click **OK** to return to the listing maintenance screen.

Repeat steps 1-5 to change virtual tours for additional listings.

To change geocode information

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Change Geocode** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays the geocode and map information below the **Actions** menu.



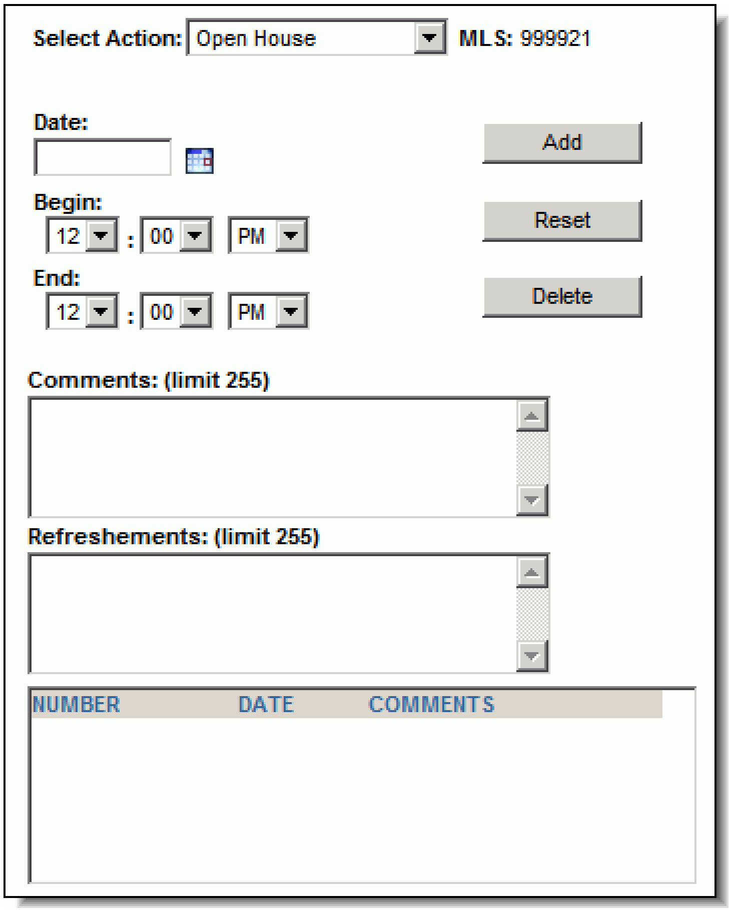
4. Make any necessary changes to the geocode or map information.
5. Click **OK** to return to the listing maintenance screen.

Repeat steps 1-5 to change geocode information for additional listings.

To change open house information

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Open House** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays open house information below the **Actions** menu.

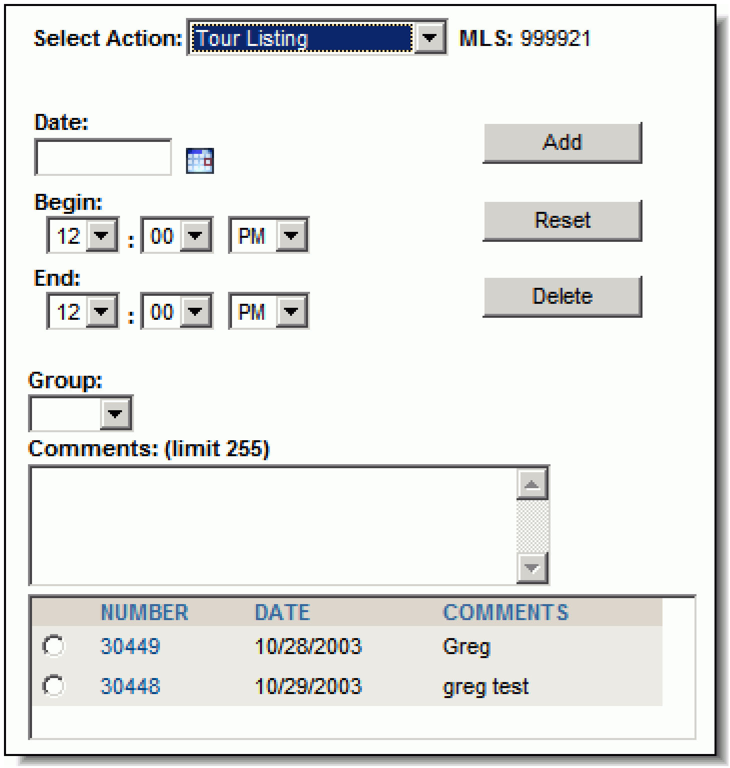


4. Enter the date of the open house in the **Date** field.
5. Enter a beginning and ending time for the open house.
6. If necessary, select the event group to include the listing in.
7. Enter any necessary event comments.
8. Click **Add** and Paragon displays the open house information below the comments field.

To change listing tour information

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Tour Listing** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays tour listing information below the **Actions** menu.

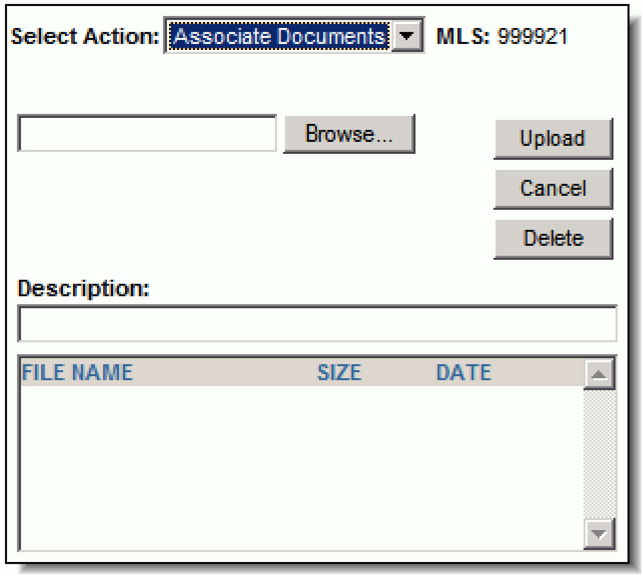


4. Enter the date of the listing tour in the **Date** field.
5. Enter a beginning and ending time for the listing tour .
6. If necessary, select the event group to include the listing in.
7. Enter any necessary event comments.
8. Click **Add** and Paragon displays the listing tour information below the comments field.

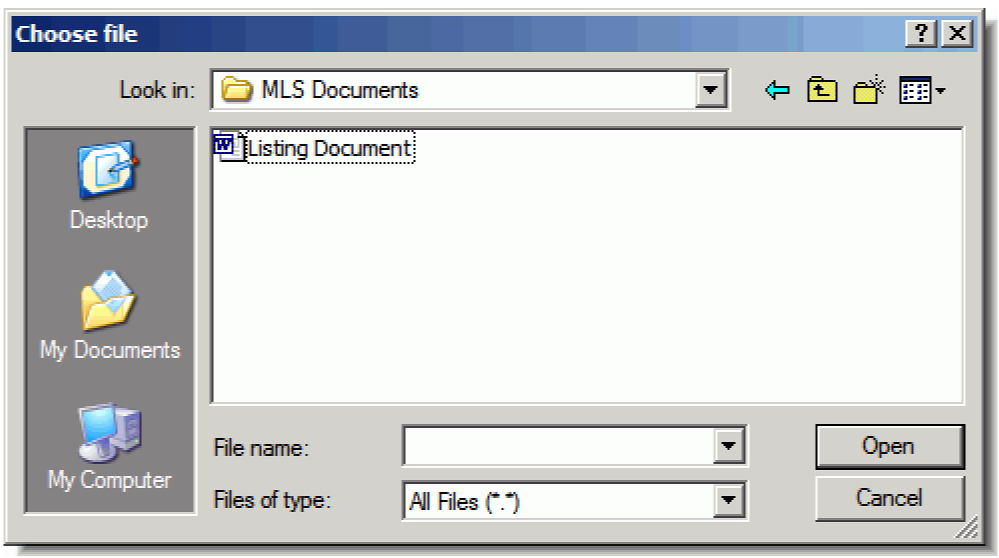
To change associated documents information

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Associate Documents** from the **Actions** menu.
3. Select the MLS# to change from the list.

Paragon displays associated documents below the **Actions** menu.



4. Click **Browse** to find the appropriate listing document.



5. Click **Open** to select the document.

The document location displays in the field beside the **Browse** button.

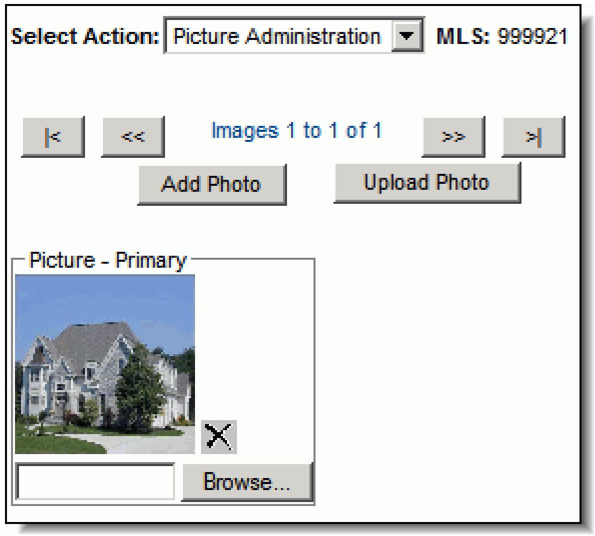
6. Click **Upload** to copy the document to Paragon.

Click **Cancel** to cancel the changes. To delete a document, select the document from the list below the **Comments** field and click **Delete**.

Repeat steps 1-6 to change additional listing documents.

To change listing pictures

1. Click **Listings > Modify > Maintain Listing** to display the listing maintenance screen.
2. Select **Picture Administration** from the **Actions** menu.
3. Select the MLS# to change from the list.



Any pictures associated with the subject property appear below the **Actions** menu. Scroll through the pictures using the **<<** and **>>** buttons. Move to the first or last picture using the **|<** and **>|** buttons.

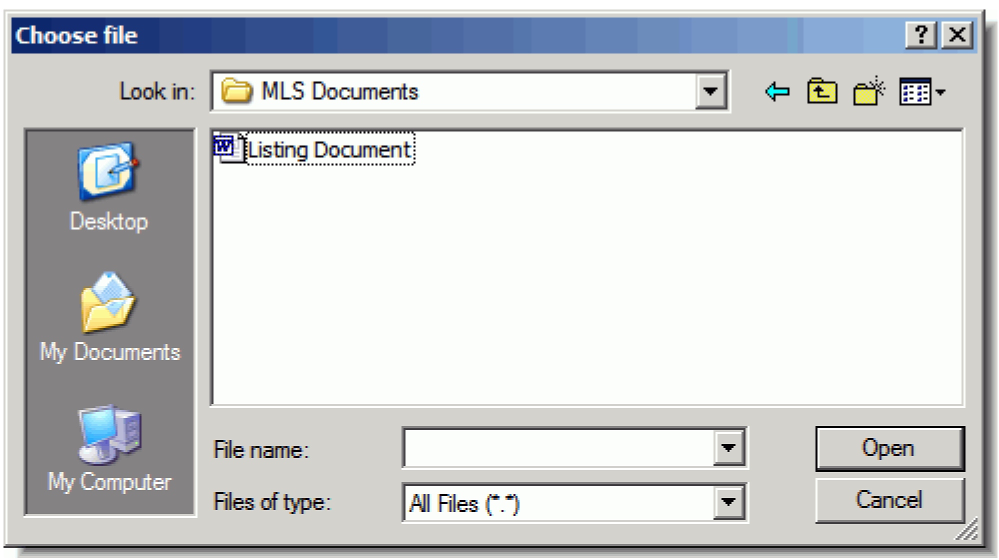
If the listing has no pictures associated with it, “No Listing Pictures” appears between the **<<** and **>>** buttons. If pictures are associated with the listing, skip to step 6.

4. Click **Add** to display a picture placeholder.

The placeholder is a “No Picture Available” graphic.

5. Click **Browse** below the picture placeholder.

The **Choose File** dialog window appears. Use this to find the listing image on the computer.



6. Select the appropriate listing image from the computer.
7. Verify that the name of the file appears in the **File Name:** field.
8. Click **Open** to replace the picture placeholder with the actual listing picture.

Repeat steps 5-8 to associate additional photos with the listing.

9. Click **Upload** to associate all photos with the listing.

Repeat steps 1-9 to change pictures for additional listings.

The Financials Menu

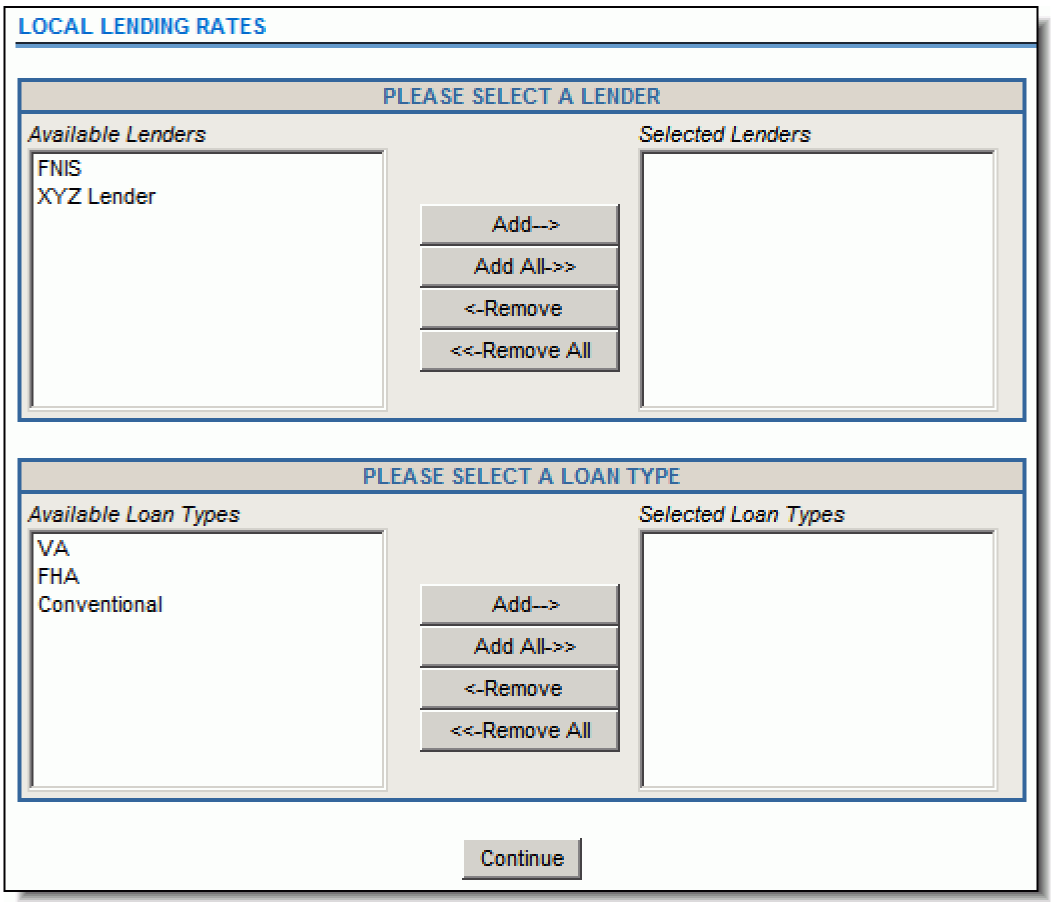
Local Lending Rates

Paragon can be used to compare the rates of various lenders within the MLS market. When this information is used with the financial calculators, it is easy to communicate accurate financial information to clients.

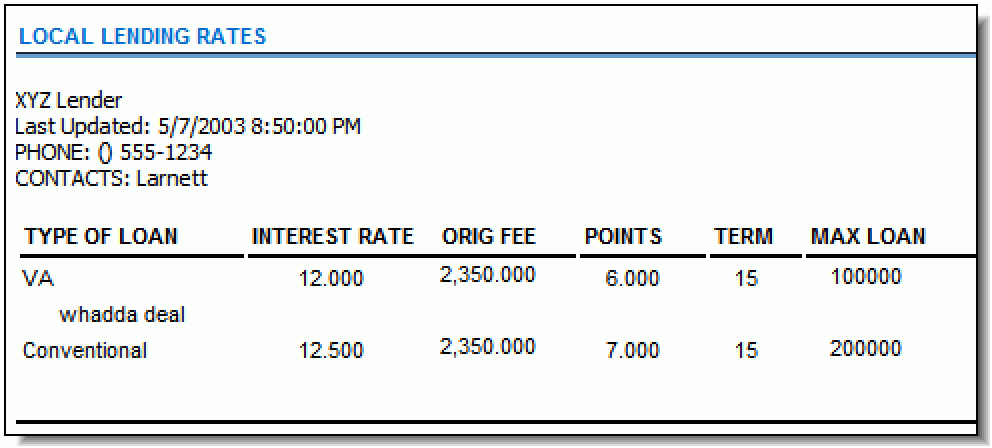
To compare local lending rates

1. Click **Financials > Local Rates** to display the lender selection screen.

Paragon displays two tables- the lender selection table and the loan selection table. Each table contains two columns- available items and selected items. Use the **Add**, **Add All**, **Remove**, and **Remove All** buttons to move items from the left column to the right column.



2. Select Lender(s) from the **Available Lenders** column.
3. Click **Add** to add selected lenders to the selected lenders column.
4. Select Loan Type(s) from the **Available Loan Types** column.
5. Click **Add** to add selected loan types to the selected types column.
6. Click **Continue** to display the loan comparison report.



LOCAL LENDING RATES

XYZ Lender
Last Updated: 5/7/2003 8:50:00 PM
PHONE: () 555-1234
CONTACTS: Larnett

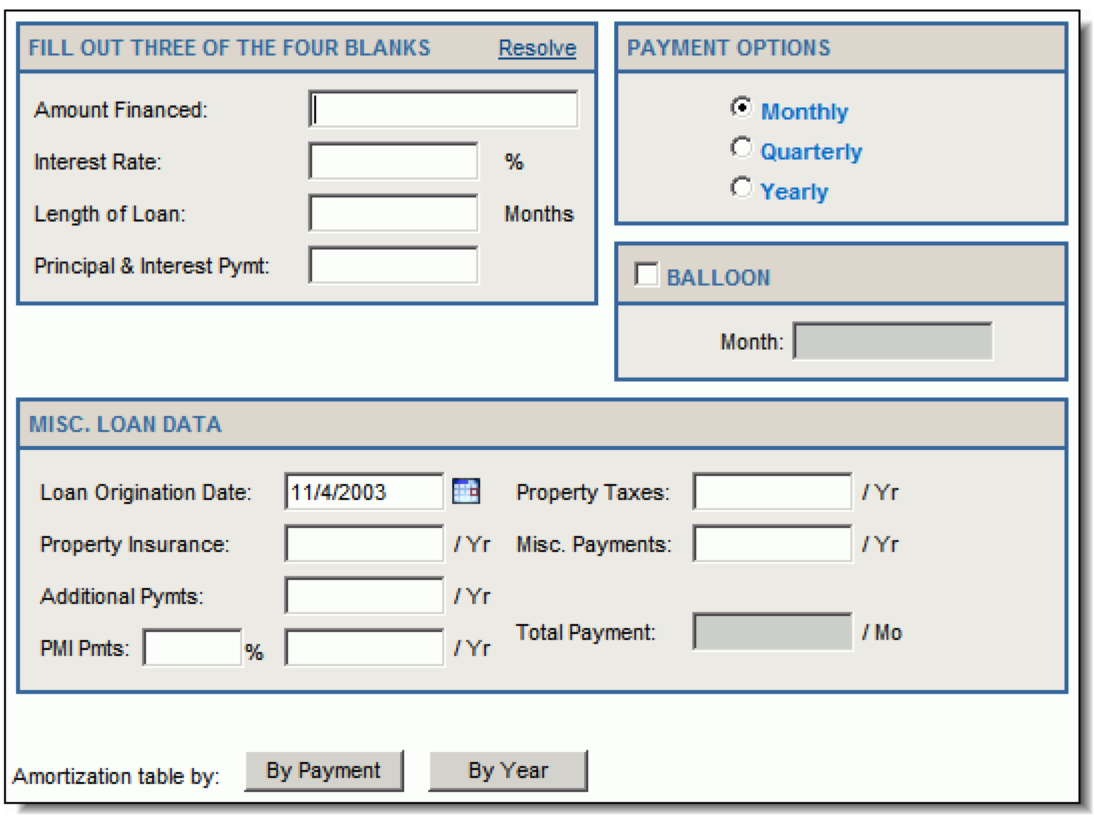
TYPE OF LOAN	INTEREST RATE	ORIG FEE	POINTS	TERM	MAX LOAN
VA	12.000	2,350.000	6.000	15	100000
whadda deal					
Conventional	12.500	2,350.000	7.000	15	200000

The **Loan Comparison** report can be printed, saved, or emailed. Repeat steps 1-6 to compare additional lenders and loans.

To calculate loan amortization

1. Click **Financials > Loan Amortization** to display the loan amortization calculator.

The amortization calculator is divided into three sections- loan information, payment information, and miscellaneous loan data. Three out of the four fields in the loan information section must be completed to calculate loan amortization. All other information is optional.



2. Complete all necessary information.
3. Select the Payment option- monthly, quarterly, or yearly.
4. Click **By Payment** to calculate loan amortization to by the selected payment option.

5. Click **By Year** to calculate loan amortization by year.

The Loan Amortization report can be printed, saved, or emailed. Repeat steps 1-5 to calculate additional loan amortization schedules.

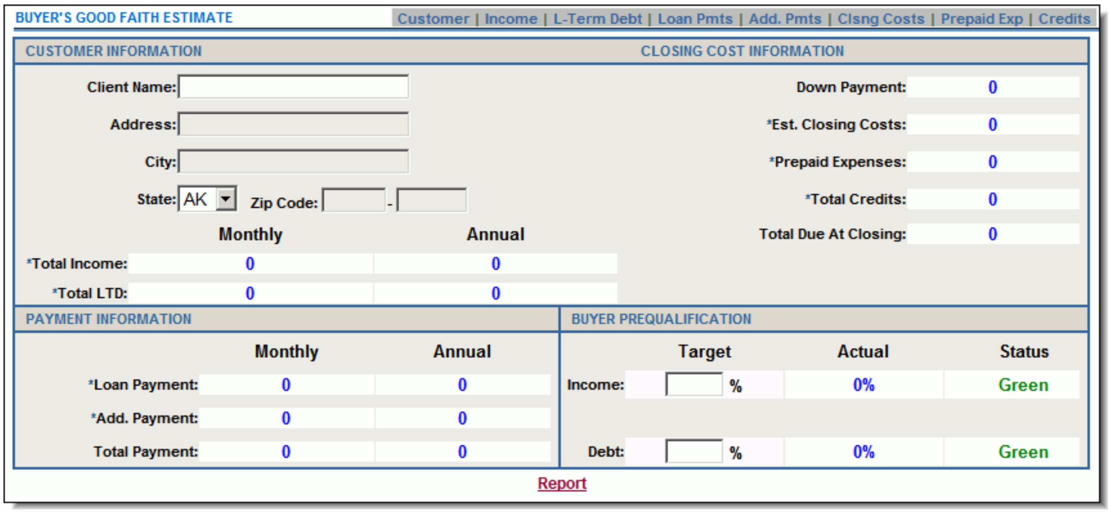
Good Faith Estimates

One of the Paragon financial tools is a good faith estimating tool. Good faith estimates can be created for both buyers and sellers.

To create a buyer good faith estimate

1. Click **Financials > Buyer Good Faith** to display the good faith estimate calculator.

The good faith estimate calculator compiles information into an easy-to-read report. The following information is necessary to generate the report: customer information, income, long-term debt, loan payments, additional payments, closing costs, prepaid expenses, and credits.



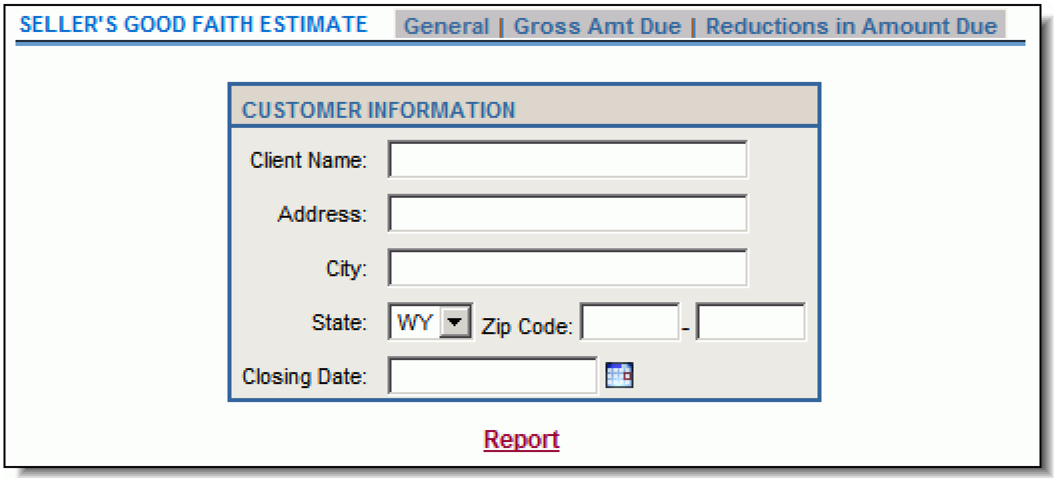
2. Enter all necessary customer information.
3. Click the **Income** link below the main menu bar to enter income information.
4. Click the **L-Term Debt** link to enter long-term debt information.
5. Click the **Loan Pmts** link to calculate loan information.
6. Click the **Add. Pmts** link to enter additional payment information.
7. Click the **Closing Costs** link to enter closing costs.
8. Click the **Prepaid Expenses** link to enter any prepaid expenses.
9. Click the **Credits** link to enter any credits.
10. Click the **Report** link near the bottom of the good faith estimate screen to generate the report.

The buyer good faith estimate displays in a popup window. The report can be printed, saved, or emailed. Repeat steps 1-10 to generate additional Buyer Good Faith Estimates.

To create a seller good faith estimate

1. Click **Financials > Seller Good Faith** to display the good faith estimate calculator.

The good faith estimate calculator compiles information into an easy-to-read report. The following information is necessary to generate the report: customer information, gross amount due, and reductions in amount due.



2. Enter all necessary customer information.
3. Click the **Gross Amt Due** link below the main menu bar to enter amount due information.
4. Click the **Reductions in Amount Due** link to enter reductions in amount due.
5. Click the **Report** link near the bottom of the good faith estimate screen to generate the report.

The seller good faith estimate displays in a popup window. The report can be printed, saved, or emailed.

Repeat steps 1-5 to generate additional Seller Good Faith Estimates.

The Reports Menu

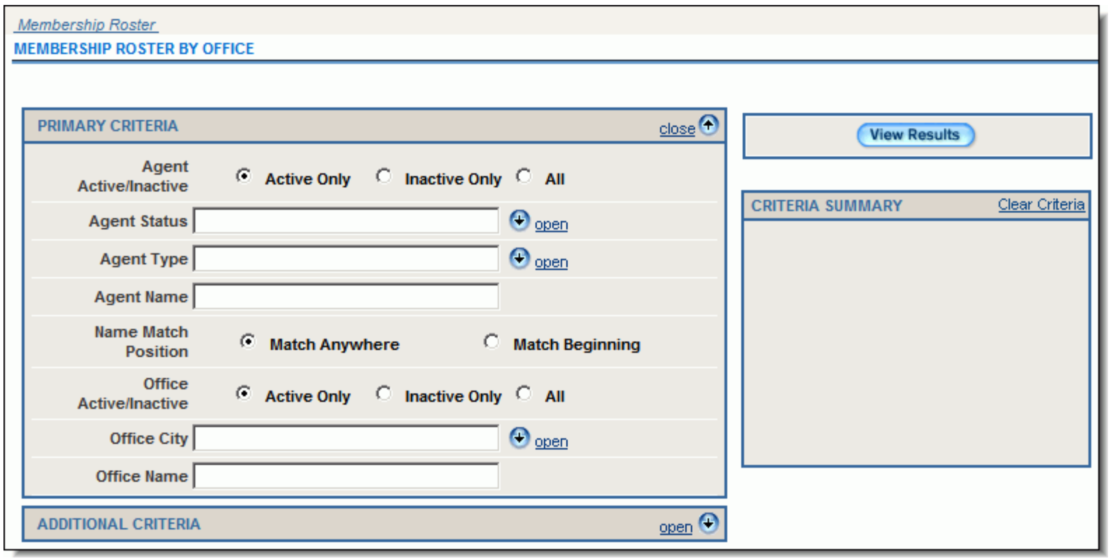
MLS Roster Reports

The MLS roster reports serve as the user directory for the Paragon MLS system.

To view a member roster report

1. Click **Reports > Member Roster** to display the member roster search form.

The member search form is divided into **Primary** and **Secondary Criteria** sections.



2. Add search criteria to the **Primary Criteria** section.
3. If necessary, add criteria to the **Secondary Criteria** section.
4. Click **Search** to display the search results.

The member roster is grouped by office. Office name appears first, followed by members of the office that match the search criteria. Supplemental information such as user code, agent status, and phone numbers is provided as well.

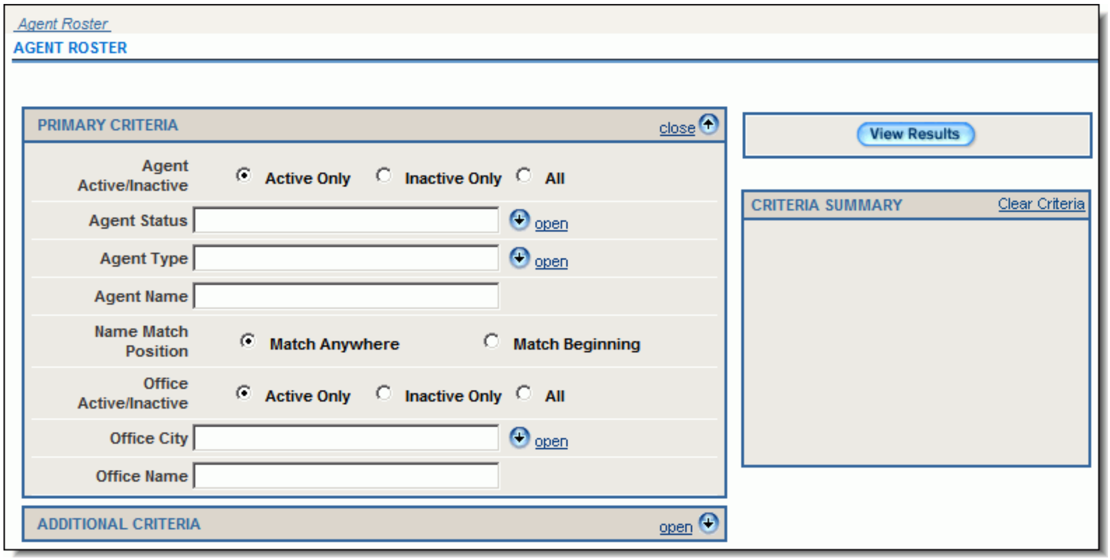
- Click the office name to view detailed office information. Click on the agent name to view detailed agent information.
- Click the **Next** link above the roster report to view the next page of information. Click the **Get All** link to view all roster information.

5. Click the **Print** link to print the member roster.

To view an agent roster report

1. Click **Reports > Agent Roster** to display the agent roster search form.

The agent search form is divided into **Primary** and **Secondary Criteria** sections.



2. Add search criteria to the **Primary Criteria** section.
3. If necessary, add criteria to the **Secondary Criteria** section.
4. Click **Search** to display the search results.

The agent roster is sorted alphabetically by agent last name. Agent name appears first, followed by the office name. Supplemental information such as office code, agent status, and phone numbers is provided as well.

- Click the office name to view detailed office information. Click on the agent name to view detailed agent information.
- Click the **Next** link above the roster report to view the next page of information. Click the **Get All** link to view all roster information.

5. Click the **Print** link to print the agent roster.

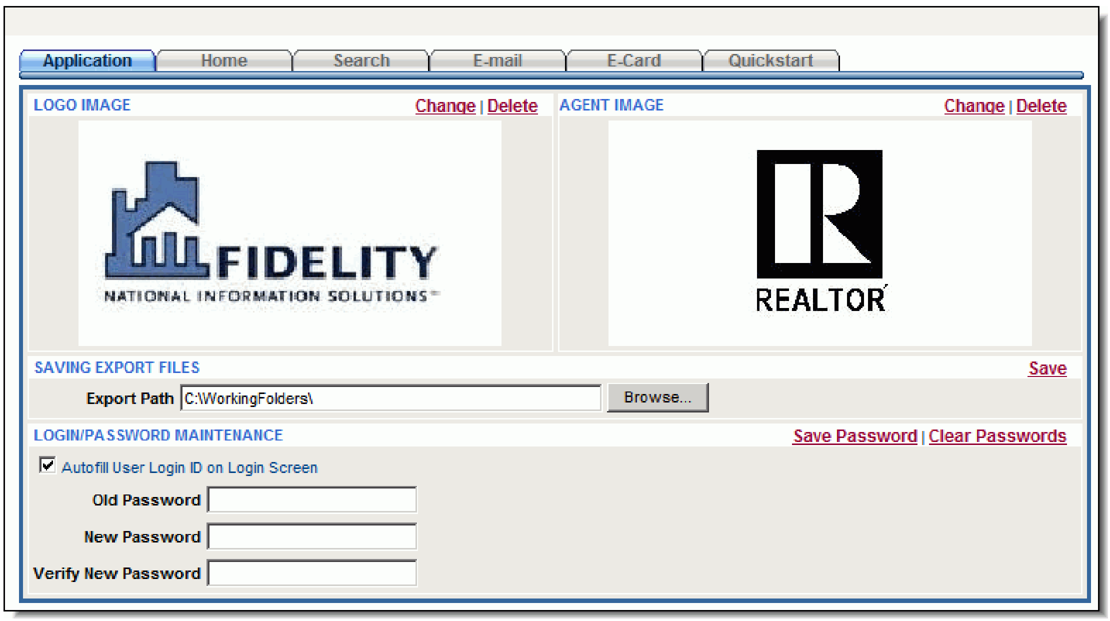
The Preferences Menu

User Preferences

The user preferences screen controls key program settings. It uses a tabbed interface similar to CMA and contact manager. The tabs are **Application**, **Home**, **Search**, **E-mail**, **E-card**, and **Quickstart**.

To setup application preferences

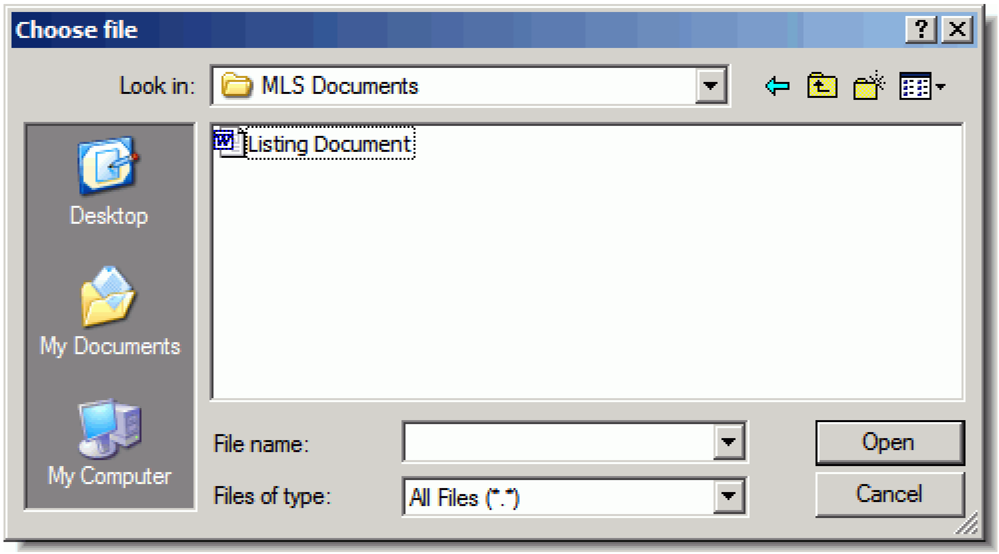
1. Click **Preferences > User** to display the **User Preferences** screen.
2. Click the **Application** tab.



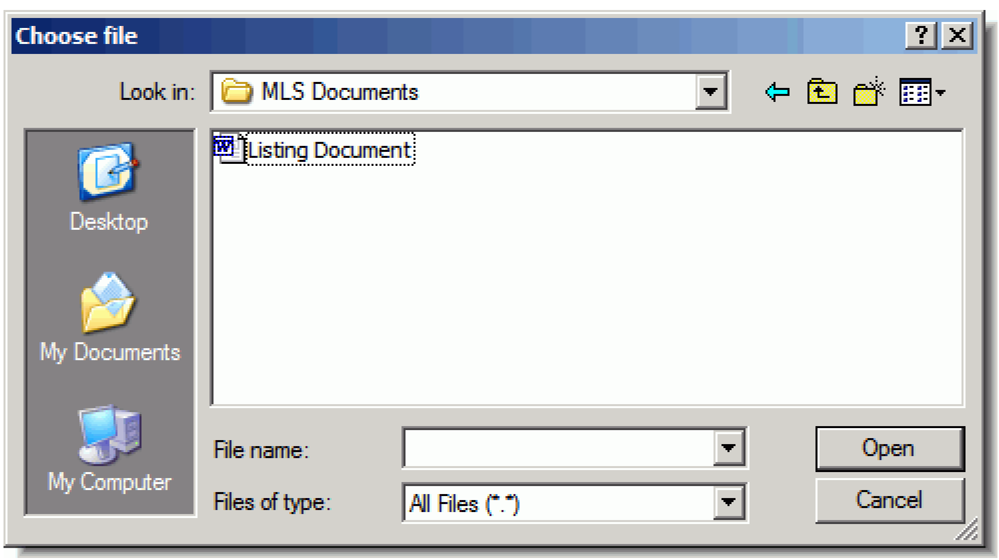
Add a company logo or agent image to brochures and listing details in the **Images** section. Indicate where to save data (i.e. Search Results) on your computer in the **Saving Files** section. Change the login password in the **Login/Password Maintenance** section.

Agent Image and logo

1. Click **Browse** beside the **Logo** field to find your company logo.
2. The **Choose File** dialog window appears. Use this to find your company logo.



3. Select the appropriate logo.
4. Verify that the name of the file appears in the **File Name:** field.
5. Click **Open** to replace the logo placeholder with the actual company logo.
6. Click **Browse** beside the Agent field to find your agent image.
7. The **Choose File** dialog window appears. Use this to find your agent image.



8. Select the appropriate image.
9. Verify that the name of the file appears in the **File Name** field.
10. Click **Open** to replace the image placeholder with the actual agent image.
11. Click the **Save** link in the upper-right corner of the section to save the changes.

Saving Files

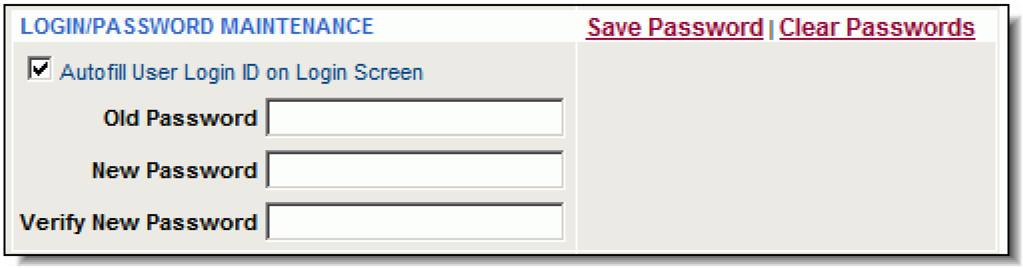
1. Click the **Browse** link to display a popup window.

Use this window to tell Paragon where to save any information that is exported. Verify that the name of the folder appears in the **File Name** field.

2. Click the **Save** link in the upper-right corner of the section to save the changes.

Login/Password maintenance

Change your login password at any time in this section. Save your last login ID by selecting the **Save Last Login ID** box.

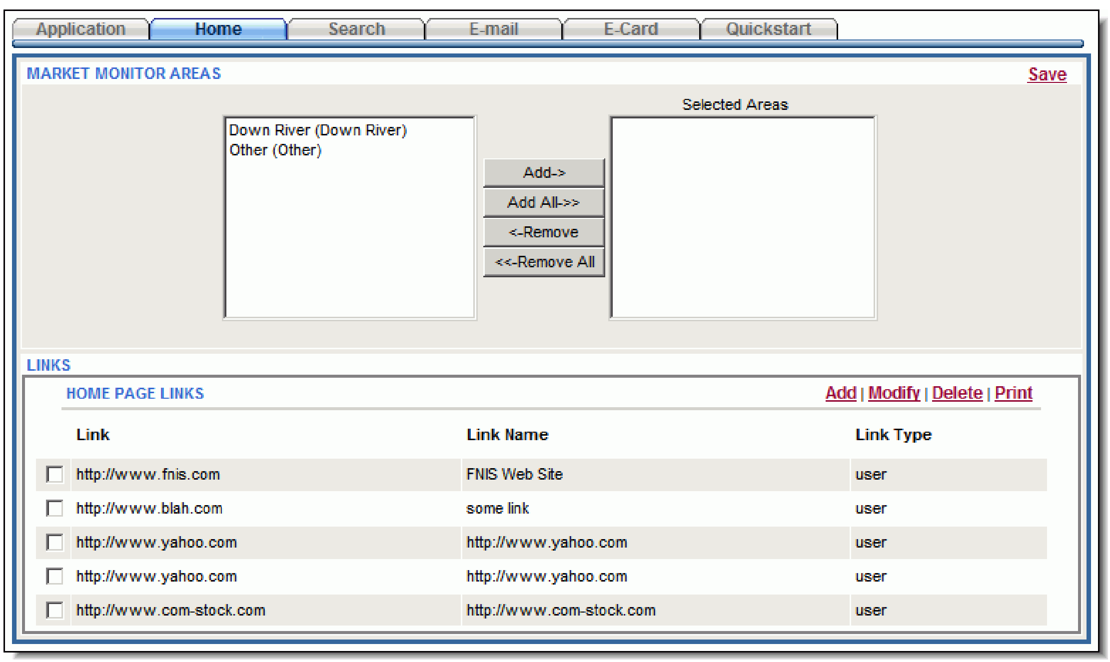


1. Enter the current password in the **Old Password** field.
2. Enter the new password in the **New Password** field.
3. Verify the new password by retyping it in the **Verify New Password** field.
4. Click the **Save** link in the upper-right corner of the section to save the changes.

If the incorrect new password is entered, clear the passwords using the **Clear Passwords** link.

To setup home page preferences

1. Click **Preferences > User** to display the **User Preferences** screen.
2. Click the **Home** tab.



Change the **Areas** monitored by the market monitor in the **Market Monitor Areas** section. Change the home page links in the **Links** section. Links to important website can be added to Paragon MLS and accessed as needed. The market monitor tracks market activity in designated areas. You can change the areas monitored at any time.

Market Monitor Areas

Select the areas to be added to the market monitor from the column on the left.

Click the **Add** button in the center to add the selected areas to the column on the right.

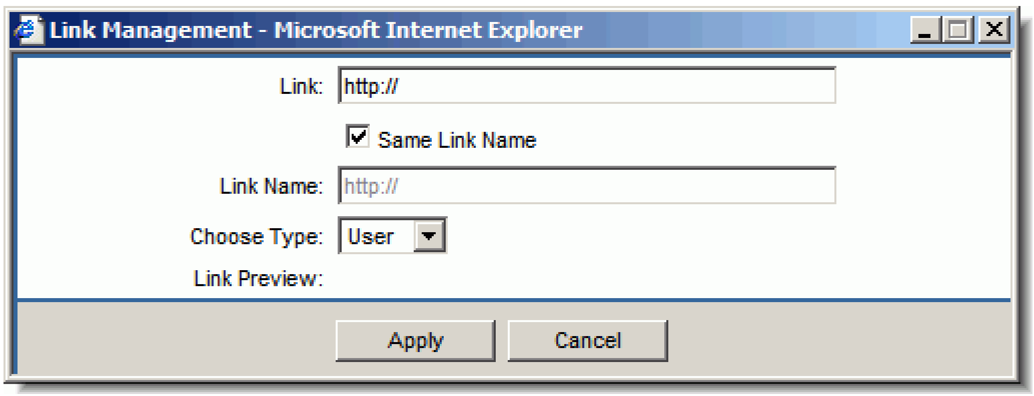
Select the areas to be removed from the column on the right.

Click the **Remove** button in the center to remove the selected areas from the market monitor.

Click the **Save** link to save the changes.

Home Page Links

1. Click the **Add** link in the upper-right corner of the section to display the link management popup window.



2. Enter the website address in the **Link** field.
3. Check the **Same Link Name** box if you want the name of the link to be the same as the address.
4. If necessary, enter the link name in the **Link Name** field.

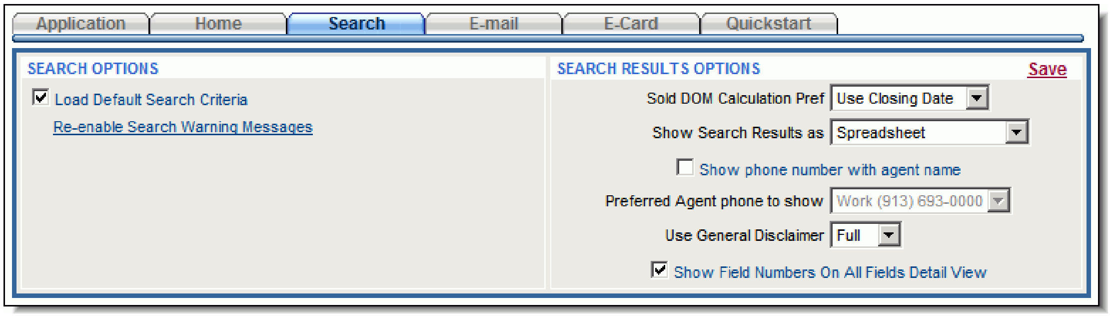
Links are categorized as agent, office, or MLS. Brokers or office managers can create office links. Only MLS administrators can create MLS links.

5. Verify that the link information is correct in the **Link Preview** field.
6. Click **Apply** to save the changes.

Repeat the above steps to save additional home page links. To remove home page links, select the links to be removed from the list and click the **Delete** link. Click **OK** to confirm deletion. To update link information, select only one link from the list and click the **Modify** link. Make any necessary changes and click **Apply**. Use the **Print** link to print a list of home page links.

To setup search preferences

1. Click **Preferences > User** to display the **User Preferences** screen.
2. Click the **Search** tab.



Use the **Search** tab to control program settings relating to searching and viewing search results.

Search Options

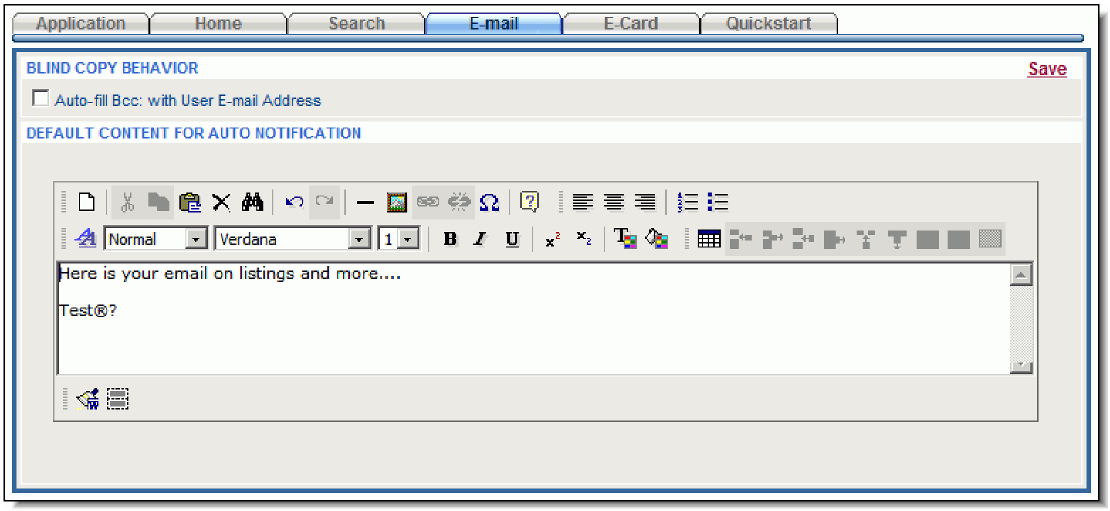
1. Check the box labeled **Load Default Search Criteria** to load the default search criteria whenever a search is conducted.
2. Click the R**e-enable Search Warning Messages** link to turn all search warning messages on.
3. Click the **Save** link to save the changes.

Search Results

1. If available, select the **Days on Market (DOM)** calculation preferences from the drop down menu.
2. Select either **Use Closing Date** or **Use Contract Date**.
3. Select the default results view from the **Show Search Results As** drop down menu.
4. If necessary, select the box labeled **Show Field Numbers on Full Detail View**.
5. If necessary, select the box labeled **Show Phone Number with Agent Name**.
6. Select which phone number to show.
7. Select which disclaimer to use on brochures, reports, etc from the drop-down menu.
8. The menu choices are none, full, or short.
9. Click the **Save** link to save the changes.

To setup e-mail preferences

1. Click **Preferences > User** to display the **User Preferences** screen.
2. Click the **E-mail** tab.



Use the **E-mail** tab to control program settings relating to sending and creating automatic e-mail notifications.

Blind Copy Behavior

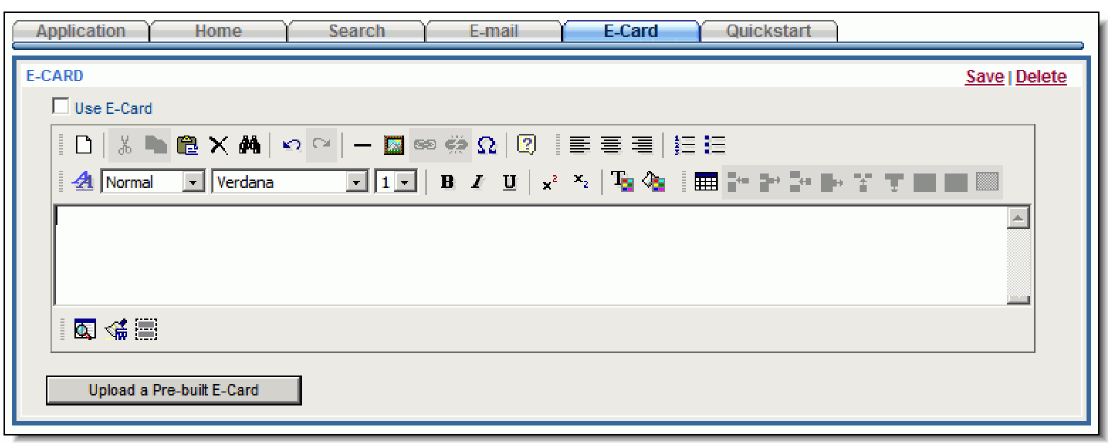
1. Select the checkbox beside **Autofill Bcc: with User E-mail Address** to send a copy of all automatic notifications to the users email address.

Default Content for Auto notification

Use the Text Editor and formatting tools to create an automatic notification template that can be modified for each recipient. Insert tables, lines, pictures, etc. to create a visually pleasing email message.

To setup e-card preferences

1. Click **Preferences > User** to display the **User Preferences** screen.
2. Click the **E-Card** tab.



The **E-Card** is similar to an e-mail signature or electronic business card. It can be included in any email message, including automatic notifications.

Use E-Card

Select the checkbox beside **Use E-Card** to include the E-Card in all email messages.

Use the Text Editor and formatting tools to create the E-Card that can be inserted into every e-mail message. Insert tables, lines, pictures, etc. to create a professional e-mail signature.

Custom E-Card Upload

If a custom E-Card has already been created, that E-Card may be used in Paragon.

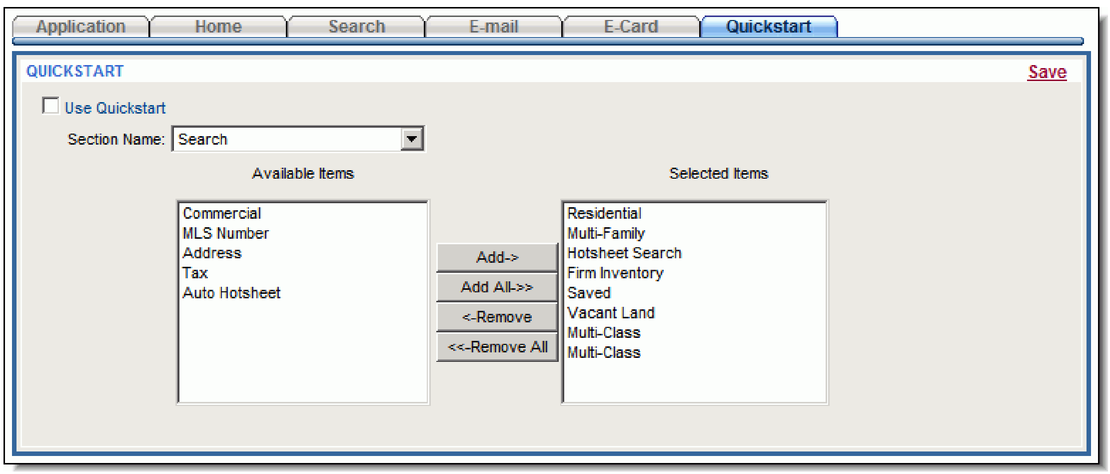
Click the **Browse** button beside the Upload Custom E-Card Page to find the custom E-Card file (must be an image or a web page).

Click the **Upload Custom E-Card Page** button to upload the custom E-Card document.

Repeat this process to upload custom E-Card images.

To setup Quickstart preferences

1. Click **Preferences > User** to display the User Preferences screen.
2. Click the **Quickstart** tab.



The Quickstart page is an alternative to the MLS Home Page. The Quickstart page does not display the Market Monitor, Home Page Message, or Home Page Links. However, it is customizable so that only necessary program functions are displayed on the Quickstart page.

3. Select the checkbox beside **Use Quickstart** to display the Quickstart page instead of the standard MLS Home Page.
4. Choose the section to customize from the **Section Name** drop-down menu.

Available menu items appear in the column on the left; selected items appear in the right column.

5. Highlight the menu items to add to the section from the left column.
6. Click **Add** to add the highlighted items to the right column.

Repeat steps 4-6 to customize additional Quickstart menus.

7. Click **Save** to save the changes to the Quickstart menu.

CMA Preferences

The CMA Preferences section is used to customize Paragon CMA reports as well as subject property details. Create custom details, adjustment values, and cover letters for use in a CMA Presentation.

To customize CMA Reports

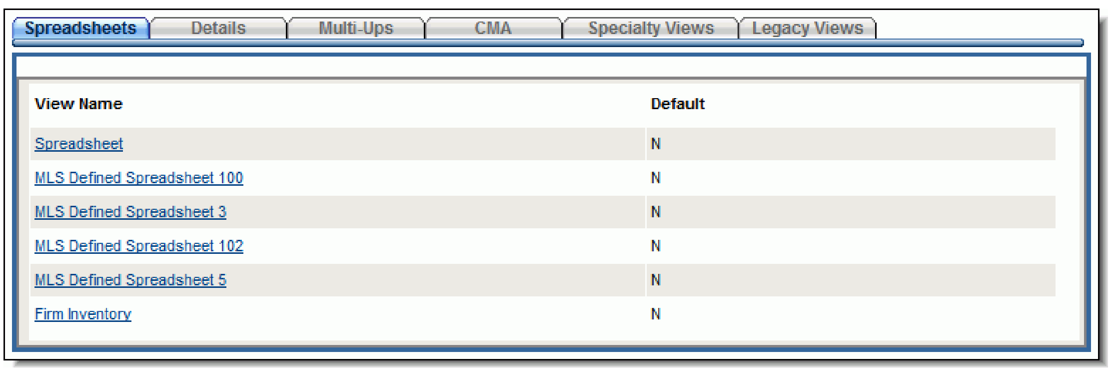
1.

Views/Reports Preferences

The Views/Reports Preferences screen is used to customize almost any Paragon listing view. It uses a tabbed interface similar to CMA and contact manager. The tabs are Spreadsheets, Details, Multi-ups, CMA, Specialty, and Legacy.

To customize Spreadsheet Views

1. Click **Preferences > Views/Reports** to display the **Views Preferences** screen.
2. Click the **Spreadsheets** tab.

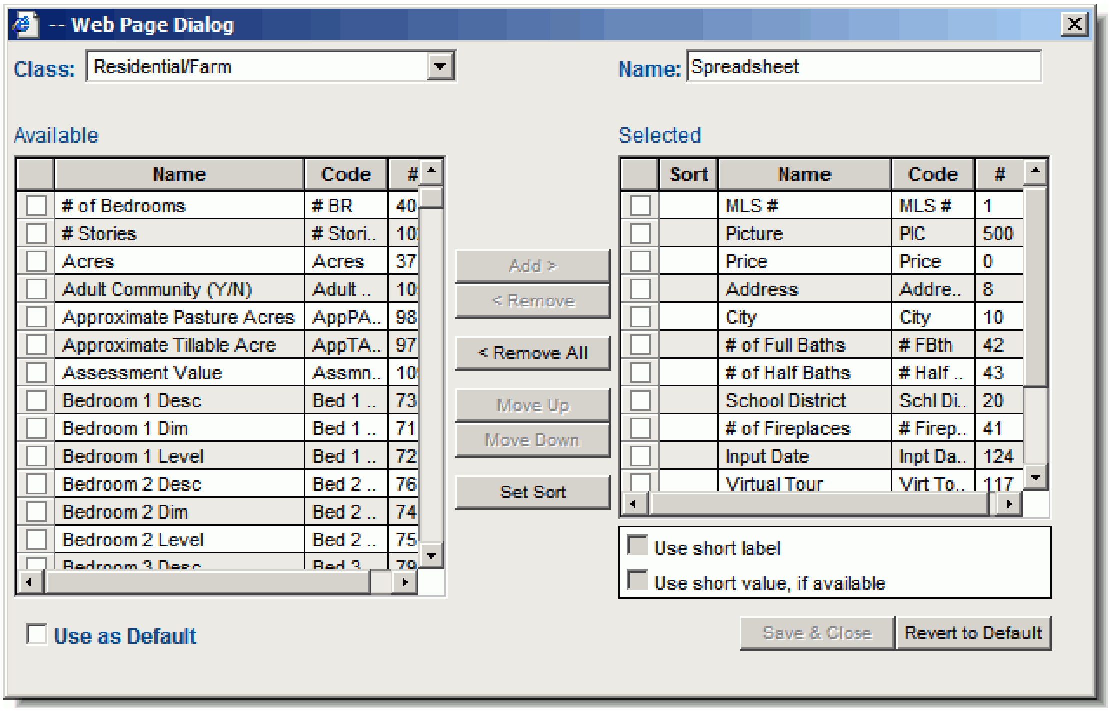


View Name	Default
Spreadsheet	N
MLS Defined Spreadsheet 100	N
MLS Defined Spreadsheet 3	N
MLS Defined Spreadsheet 102	N
MLS Defined Spreadsheet 5	N
Firm Inventory	N

The Spreadsheets tab is divided into 2 columns- **View Name** and **Default** indicator. All customizable spreadsheets are listed in the **View Name** column. The default status of the spreadsheet is indicated by a **Y** or **N** in the **Default** column.

3. Click on the name of the **Spreadsheet View** to customize.

Paragon displays the field preferences popup window. Available fields appear in the left column and selected fields appear in the right column.



4. Select the property class from the drop-down menu.
5. Highlight the fields in the left column to be added to the spreadsheet.
6. Click **Add** to place the highlighted fields in the right column.

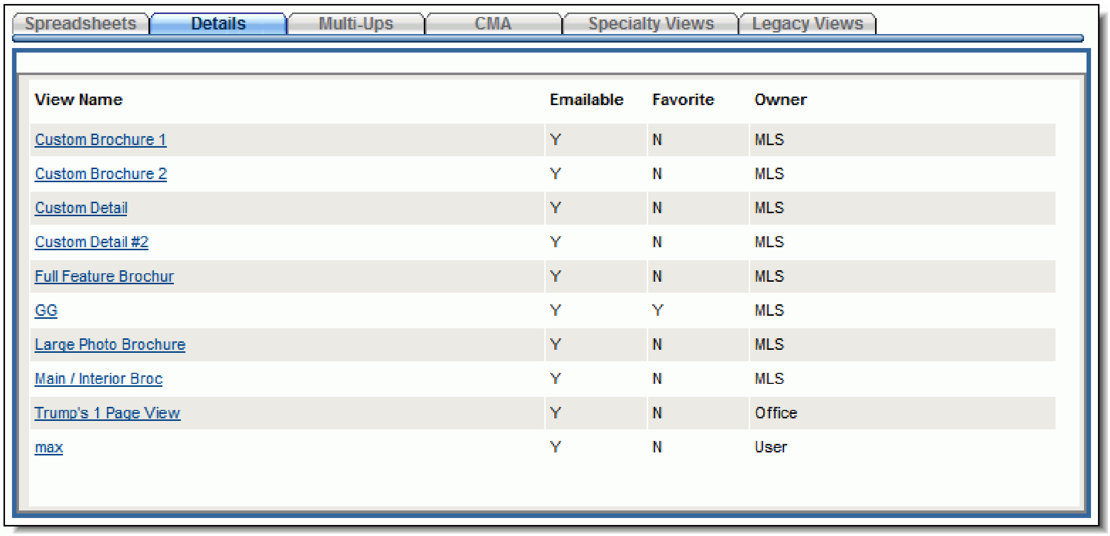
The spreadsheet can be sorted by any 3 columns.

7. Click the **Sort** button to display the sort criteria popup window.
8. Select the first, second, and third columns for sorting.
9. Select the sort order for each column- ascending or descending.
10. Click **OK** to close the sort popup window.
11. Enter a name for the spreadsheet in the **Name:** field.
12. Click the **Save & Close** button to close the Field Preferences window.

Repeat steps 3-12 to customize additional Spreadsheet Views.

To customize Detail Views

1. Click **Preferences > Views/Reports** to display the **Views Preferences** screen.
2. Click the **Details** tab.



Spreadsheets | Details | Multi-Ups | CMA | Specialty Views | Legacy Views

View Name	Emailable	Favorite	Owner
Custom Brochure 1	Y	N	MLS
Custom Brochure 2	Y	N	MLS
Custom Detail	Y	N	MLS
Custom Detail #2	Y	N	MLS
Full Feature Brochur	Y	N	MLS
GG	Y	Y	MLS
Large Photo Brochure	Y	N	MLS
Main / Interior Broc	Y	N	MLS
Trump's 1 Page View	Y	N	Office
max	Y	N	User

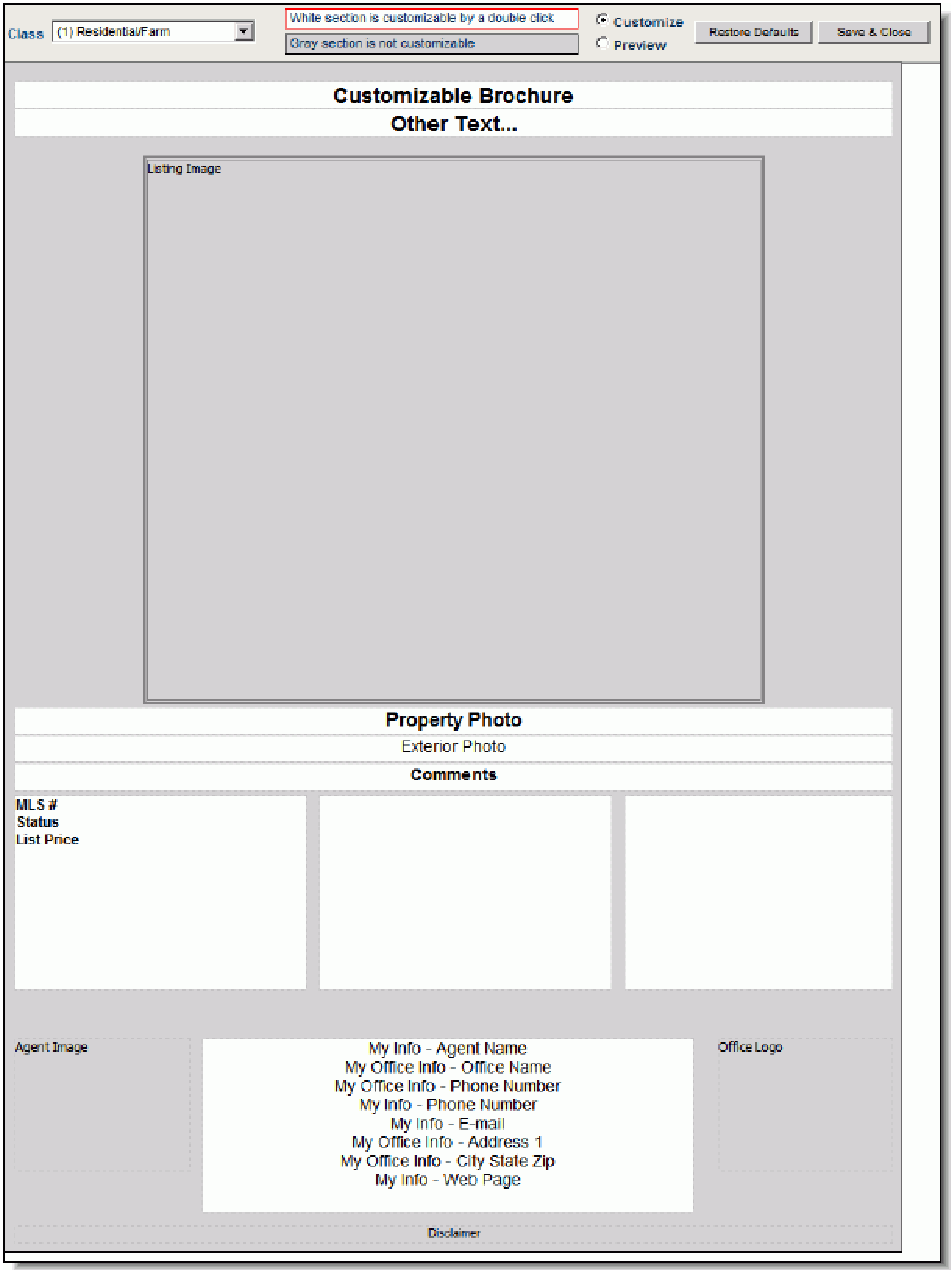
The **Details** tab is divided into 4 columns- **View Name**, **Emailable** indicator, **Favorite** indicator, and **Owner** indicator. All Detail Views are listed in the **View Name** column.

Detail Views that can be emailed are indicated by a **Y** in the **Emailable** column. Favorite Detail Views appear at the bottom of the **Views/Reports** menu. Favorite Views are indicated by a **Y** in the **Favorite** column. Only the owner of a Detail View may customize it, and the owner of the detail is indicated in the **Owner** column.

3. Click on the name of the Detail View to customize.

The listing class is displayed a drop-down menu in the upper-left corner of the window.

White sections are customizable by double-clicking on that section. Gray sections are not customizable.



4. Double-click in any white section to customize the information in that field.

To change text information (captions, labels, etc.), highlight the text in the box and enter the new text. If a section containing listing information is selected, Paragon displays the field preferences popup window. Add or remove fields as necessary.

- To undo changes that were made, click **Restore Defaults** to go back to the MLS default settings.

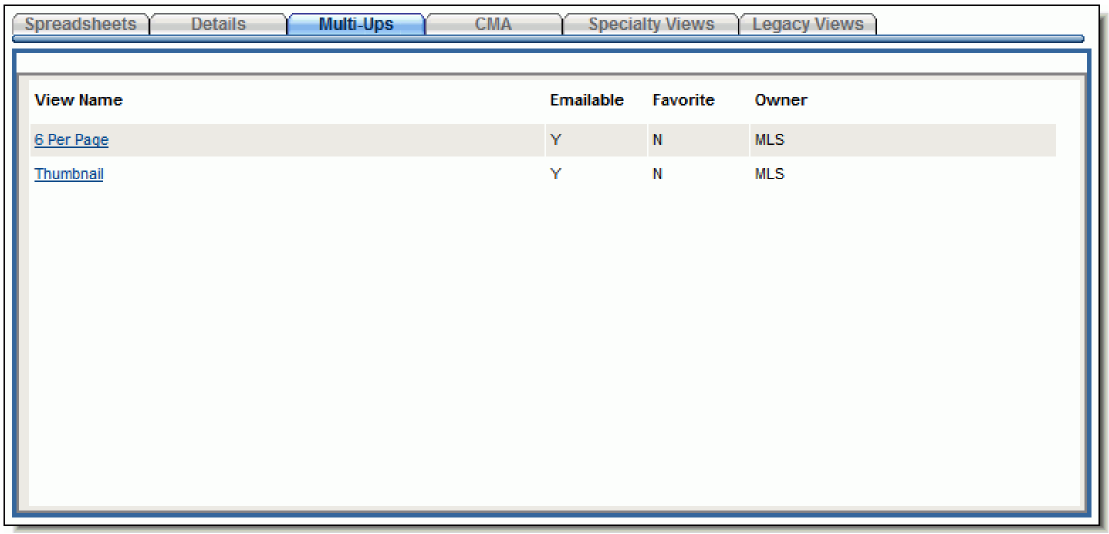
- Preview the changes by clicking the **Preview** radio button in the upper-right corner.

5. Click **Save & Close** to save the changes and close the popup window.

Repeat steps 3-7 to customize additional Detail Views.

To customize Multi-Up Views

1. Click **Preferences > Views/Reports** to display the Views Preferences screen.
2. Click the **Multi-Ups** tab.



The Multi-ups tab is divided into 4 columns- **View Name**, **Emailable** indicator, **Favorite** indicator, and **Owner** indicator. All Detail Views are listed in the **View Name** column.

Detail Views that can be emailed are indicated by a **Y** in the Emailable column. Favorite Detail Views appear at the bottom of the Views/Reports menu. Favorite Views are indicated by a **Y** in the Favorite column. Only the owner of a Detail View may customize it, and the owner of the detail is indicated in the Owner column.

3. Click on the name of the Multi-Up View to customize.

The listing class is displayed a drop-down menu in the upper-left corner of the window.

White sections are customizable by double-clicking on that section. Gray sections are not customizable.

4. Double-click in any white section to customize the information in that field.

To change text information (captions, labels, etc.), highlight the text in the box and enter the new text. If a section containing listing information is selected, Paragon displays the field preferences popup window. Add or remove fields as necessary.

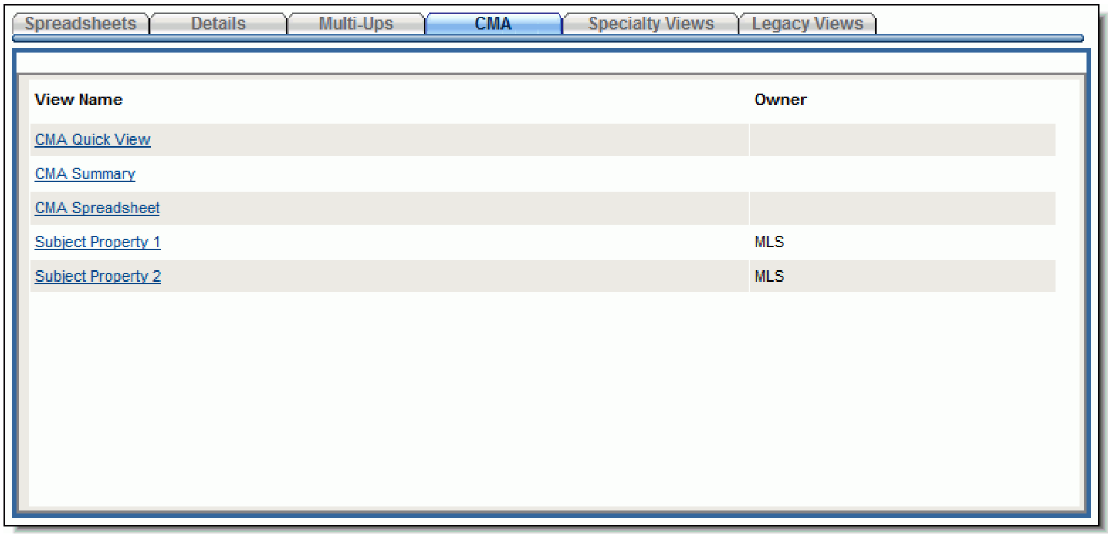
- To undo changes that were made, click **Restore Defaults** to go back to the MLS default settings.
- Preview the changes by clicking the **Preview** radio button in the upper-right corner.

5. Click **Save & Close** to save the changes and close the popup window.

Repeat steps 3-5 to customize additional Multi-Up Views.

To customize CMA Views

1. Click **Preferences > Views/Reports** to display the Views Preferences screen.
2. Click the **CMA** tab.



The CMA tab is divided into 2 columns- **View Name**, and **Owner** indicator. All CMA Views are listed in the **View Name** column.

Only the owner of a CMA View may customize it, and the owner of the detail is indicated in the Owner column.

3. Click on the name of the CMA View to customize.

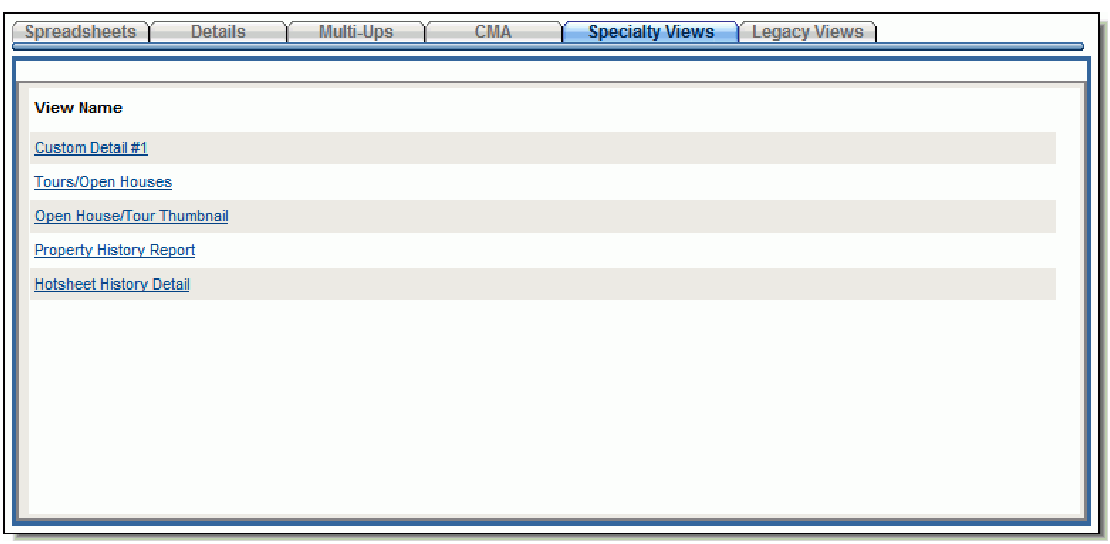
Paragon displays the field preferences popup window. Available fields appear in the left column and selected fields appear in the right column.

4. Select the property class from the drop-down menu.
5. Highlight the fields in the left column to be added to the CMA View.
6. Click **Add** to place the highlighted fields in the right column.
7. Click the **Save & Close** button to close the Field Preferences window.

Repeat steps 3-7 to customize additional CMA Views.

To customize Specialty Views

1. Click **Preferences > Views/Reports** to display the **Views Preferences** screen.
2. Click the **Specialty Views** tab.



The Specialty Views tab displays the **View Name**.

3. Click on the name of the Specialty View to customize.

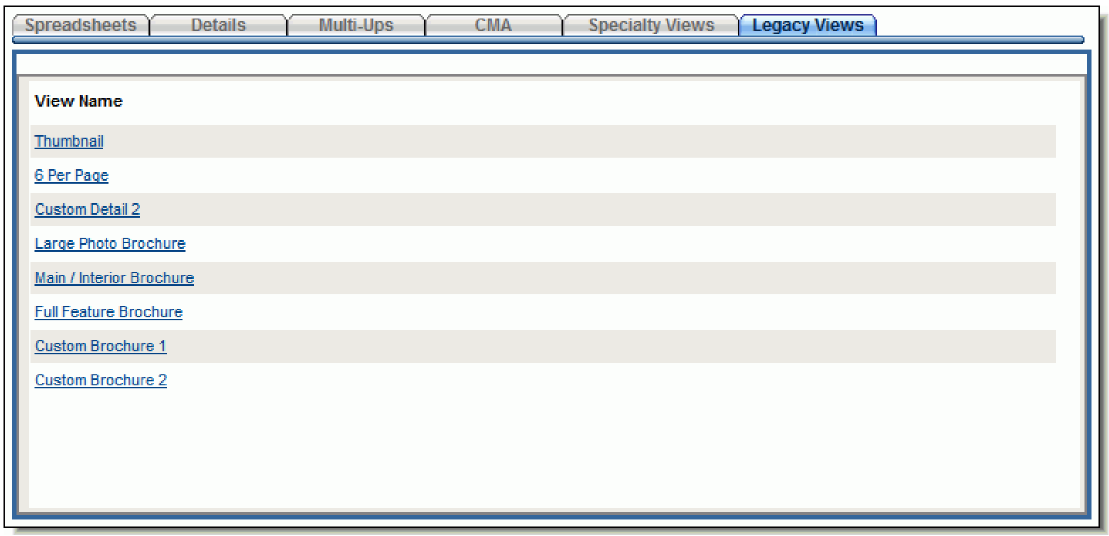
Paragon displays the field preferences popup window. Available fields appear in the left column and selected fields appear in the right column.

4. Select the property class from the drop-down menu.
5. Highlight the fields in the left column to be added to the Specialty View.
6. Click **Add** to place the highlighted fields in the right column.
7. Click the **Save & Close** button to close the **Field Preferences** window.

Repeat steps 3-7 to customize additional Specialty Views.

To customize Legacy Views

1. Click **Preferences > Views/Reports** to display the **Views Preferences** screen.
2. Click the **Legacy Views** tab.



The **Legacy Views** tab displays the View Name.

3. Click on the name of the Specialty View to customize.

Paragon displays the field preferences popup window. Available fields appear in the left column and selected fields appear in the right column.

4. Select the property class from the drop-down menu.
5. Highlight the fields in the left column to be added to the Legacy View.
6. Click **Add** to place the highlighted fields in the right column.
7. Click the **Save & Close** button to close the **Field Preferences** window.

Repeat steps 3-7 to customize additional Legacy Views.

Additional Paragon Features

Paragon Market Monitor

The Paragon Market Monitor is a powerful market-tracking and prospecting tool. The Market Monitor tracks

The Market Monitor is divided into three sections- **MLS Market**, **My Market**, and **Prospects**. The **MLS Market** section tracks the status of all listings in the selected market area. The **My Market** section tracks the status of users' listings in the selected market area. The **Prospects** section tracks users' prospecting activities.

The Market Monitor tracks listings over a period of time. Users may select from three different time periods- 24 hours, 3 days, or 7 days. The default period is 24 hours. Changing the time period refreshes the Market Monitor, and the information is updated accordingly.

The **MLS Market Monitor** tracks listing activity across the MLS Market area. Users may track listings in all market areas, or track only selected areas.

The **MLS Market Monitor** tracks the following listing statuses:

- Expired- Listings that have expired within the selected time period.
- Price Change- Listings that have changed in price within the selected time period.
- Sold- Listings that have sold within the selected time period.
- New- Listings that have been added to the MLS within the selected time period.
- Hot List- Listings that appear on the Hot List for the selected time period.

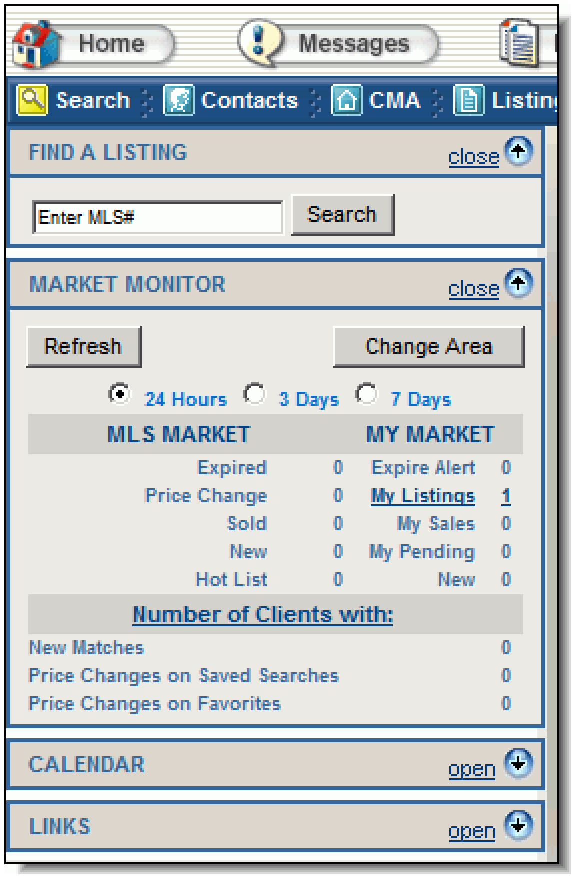
The **My Market Monitor** tracks the following listing statuses:

- Expire Alert- All of a user's listings that will expire within the selected period of time.
- My Listings- All of a user's listings, regardless of status.
- My Sales- All of a user's listings that sold within the selected period of time.
- My Pending- All of a user's listings that are in 'Pending' status for the selected period of time.
- New- All of a user's listings that are new within the selected period of time.

To display listings tracked by the MLS Market Monitor

1. Click the **Home** button located in the upper-left corner of the screen.

Paragon displays the MLS Home Page, and the Market Monitor is displayed on the left side of the screen.



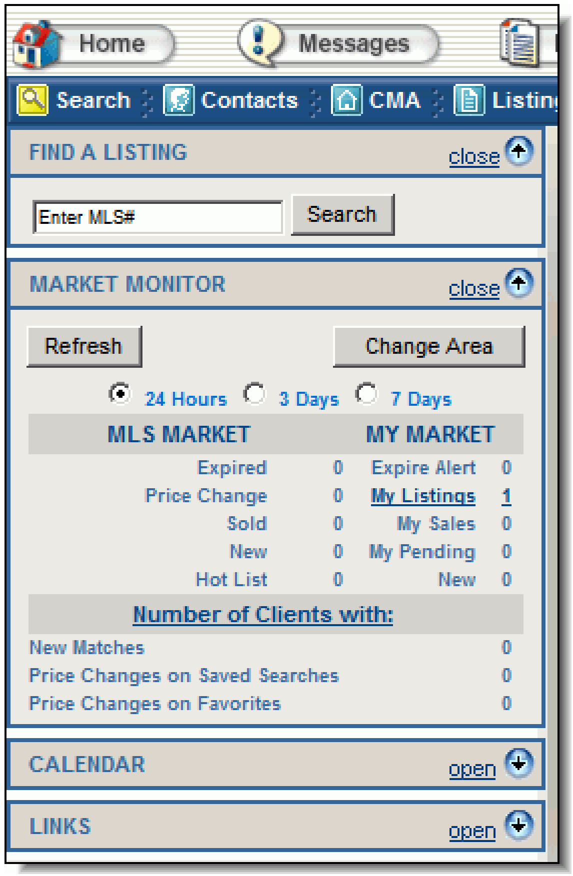
2. Select the appropriate period of time (24 hours, 3 days, or 7 days) from the Market Monitor.
3. In the **MLS Market** column, click on the **Listing Status** to view (Expired, Price Change, Sold, New, Hot List).

Paragon displays listings on screen in the same format as a typical property search. The Market Monitor is a quick way to conduct a property search.

To display listings tracked by My Market Monitor

1. Click the **Home** button located in the upper-left corner of the screen.

Paragon displays the MLS Home Page, and the Market Monitor is displayed on the left side of the screen.



2. Select the appropriate period of time (24 hours, 3 days, or 7 days) in the Market Monitor.
3. In the **My Market** column, click on the **Listing Status** to view (Expire Alert, My Listings, My Sales, My Pending, New).

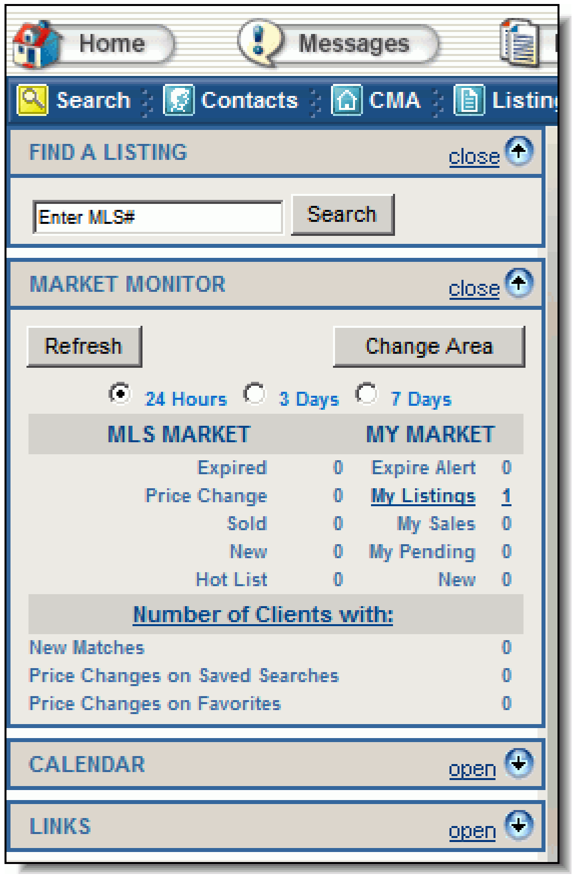
Paragon displays listings on screen in the same format as a typical property search. The Market Monitor is a quick way to conduct a property search.

To track prospecting activity

The Market Monitor is a powerful prospecting tool. Users may quickly see the number of listings that match a prospect's property requirements. The prospecting section tracks the number of prospects with new matches, the number of price changes on saved searches, and the number of price changes on favorite listings.

1. Click the **Home** button located in the upper-left corner of the screen.

Paragon displays the MLS Home Page, and the Market Monitor is displayed on the left side of the screen.



2. Select the appropriate period of time (24 hours, 3 days, or 7 days) in the Market Monitor.
3. In the **Number of Clients With:** section, click on the prospecting information to view (New Matches, Price Changes on Saved Searches, or Price Changes on Favorites).

Clicking on the entries in the **Number of Clients With:** section displays the Contact Manager, and from here users may perform typical Contact Manager tasks.

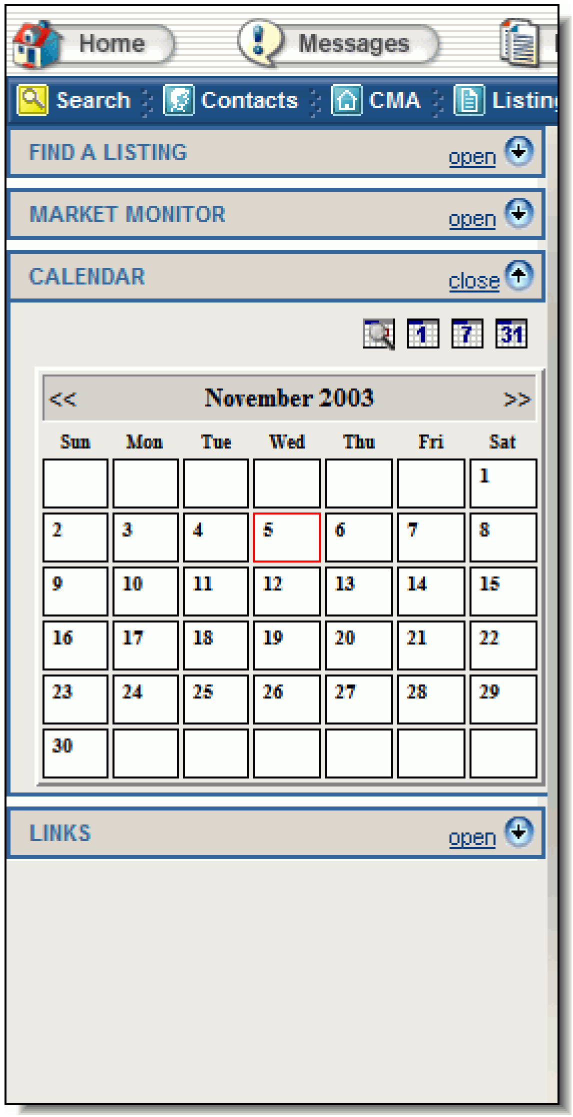
The Paragon Calendar

The Paragon Calendar keeps track of appointments, holidays, birthdays, etc. It is conveniently located on the MLS Home Page, allowing users to easily update the calendar with important events.

To add information to the calendar

The Paragon Calendar is located below the Market Monitor. By default the calendar is not displayed.

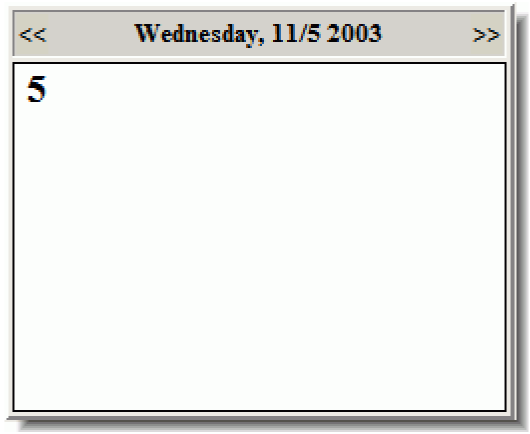
1. Click **Open** located beside Calendar to display the Paragon Calendar.



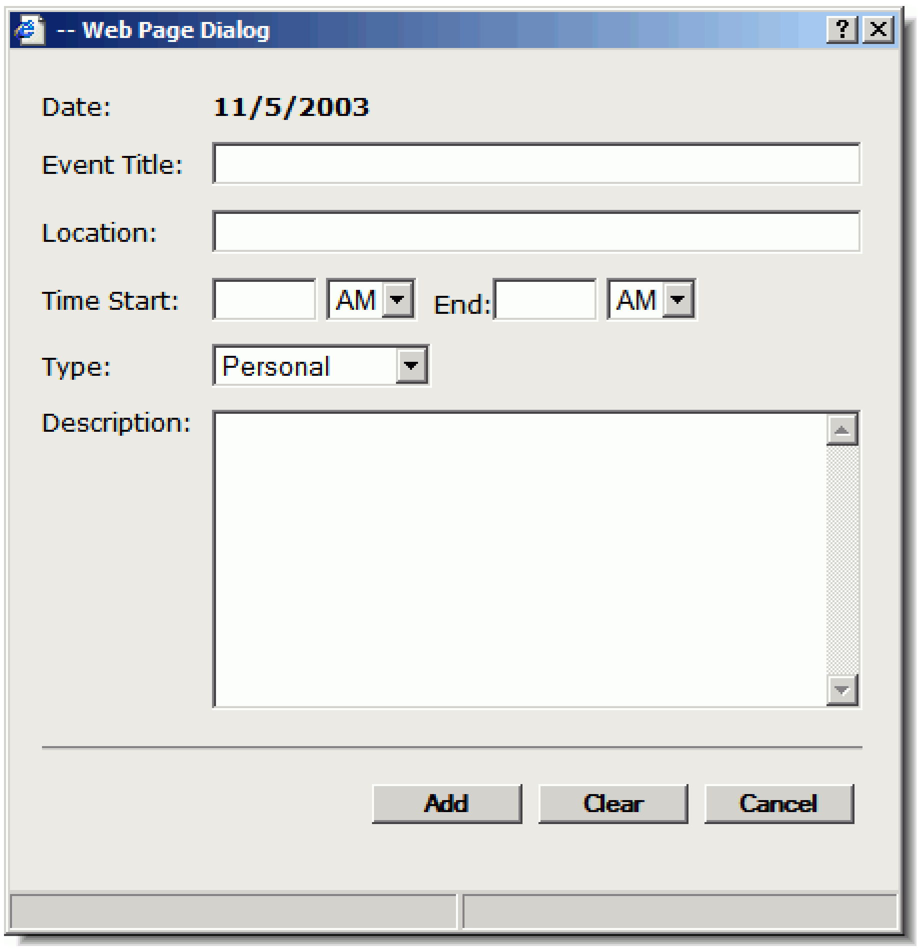
The calendar is displayed in month view. The current day is highlighted in red.

2. Click the date that needs event information added to it.

The calendar view switches from a full month to just the selected date.



3. Click the date again to display the Event Form.



4. Enter a title for the event in the **Event Title** field.
5. Enter the event location in the **Location** field.
6. Enter the starting time in the **Time Start** field.
7. Enter the ending time in the **Time End** field.
8. Select the type of event from the **Type** menu.
9. Enter a description or comments about the event in the **Description** field.

10. Click **Add** to add the event to the calendar date.

The date box is now gray. Multiple events may be entered on the same day. Repeat steps 2-10 to enter additional event information.

To modify event information

The Paragon Calendar is located below the Market Monitor. By default the calendar is closed.

1. Click **Open** located beside **Calendar** to display the Paragon Calendar.

The calendar is displayed in month view. The current day is highlighted in red.

2. Click the date that needs event information modified.

The calendar view switches from a full month to just the selected date.

3. Click on the name of the event to remove.

The **Paragon Event Form** displays information about the event.

4. Make any necessary changes to the event information and click **Update**.

- Click **Delete** to remove the event.
- Click **Print** to print the event information.
- Click **Clear** to clear the event form and enter new information.
- Click **Cancel** to cancel the changes and return to the date view.

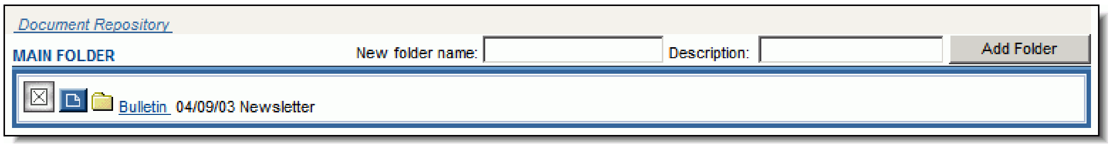
Document Storage

Paragon MLS enables users to securely store and manage important documents. Users may also access documents that the MLS has made available. Examples include seller's disclosure, plat maps, floor plans, etc.

To upload and store documents

1. Click **MLS Docs** at the top of the MLS Home Page.

Documents in the Document Repository are stored in folders. The Paragon Document Repository displays all folders that are available.



2. Click on a folder name to display the contents of that folder.

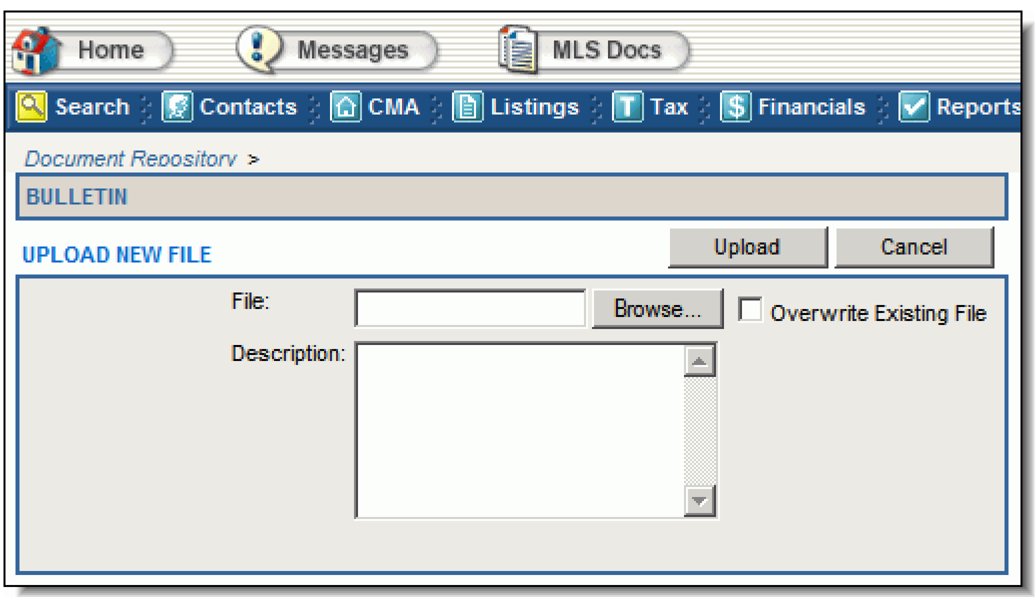
MLS Documents are available to all users. Documents that have been uploaded by users are only available to user that uploaded the document.

3. Enter the name of the folder in the **New Folder Name** field.
4. Enter a description of the folder in the **Description** field.
5. Click **Add Folder** to add the empty folder to the Document Repository.

The new folder is displayed on the screen, and two icons appear beside the folder name- **Delete** and **New**.

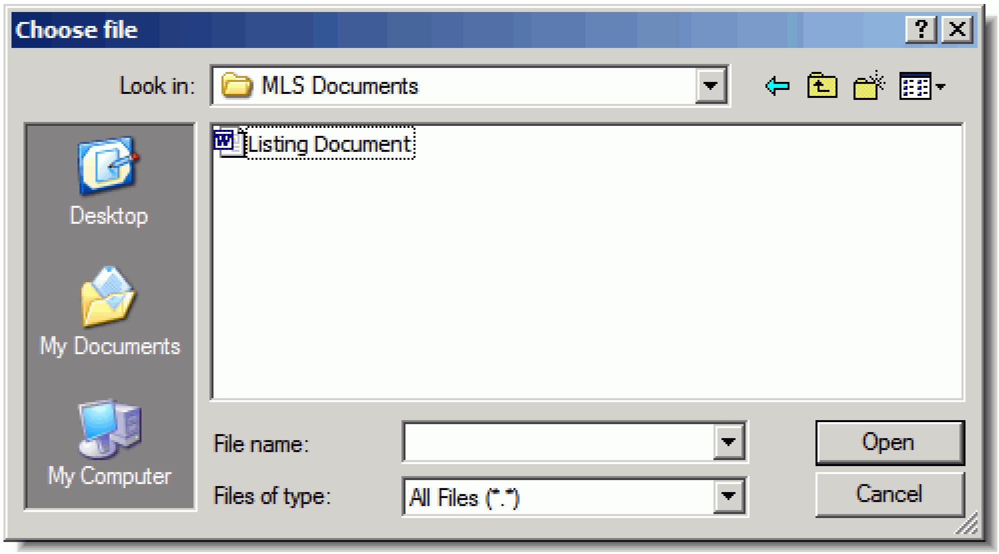
6. Click **New** beside the folder name to place a document in the folder.

The **Upload New File** screen is displayed.



7. Click **Browse** to find the file to be uploaded.

The **Choose File** window appears, displaying files located on the computer. Navigate the **Choose File** window to find the appropriate file. Highlight the file to be uploaded to the Document Repository.



8. Once the file is selected, click **Open**.

The file path (location) appears in the **File** field.

9. If necessary, enter a description of the file in the **Description** field.
10. Click **Upload** to place the file in the folder.

Repeat steps 5-10 to place additional documents in the folder. Repeat all steps to create new folders.

To delete stored documents

Click **MLS Docs** at the top of the MLS Home Page.

The Paragon Document Repository displays all documents that are available. MLS Documents are available to all users. Documents may only be deleted by the user that uploaded the document.

2. Click on the folder that contains the document to be deleted.

The documents in the folder are displayed on screen.

3. Select the document to be deleted by clicking the box beside the document name.
4. Click **Delete** to delete the document.

Repeat steps 2-4 to delete additional documents.

To download or view documents

Click **MLS Docs** at the top of the MLS Home Page.

The Paragon Document Repository displays all documents that are available. MLS Documents are available to all users. Documents may only be deleted by the user that uploaded the document.

2. Click on the folder that contains the document to be downloaded or viewed.

The documents in the folder are displayed on screen.

3. Click on the name of the document to view.

Depending on the browser settings, the document may open in another window, or user may be prompted to save (download) or open the document.

4. Click **Save** to save (download) a copy of the document to the computer.

5. Click **Open** to open the document.

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