Paragon Listing Maintenance

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Listings

The main function of Paragon MLS is to store listing information. Like all MLS programs, you can enter and store listing information. Once that information has been stored, you can search through the listings to find those that match your specific criteria.

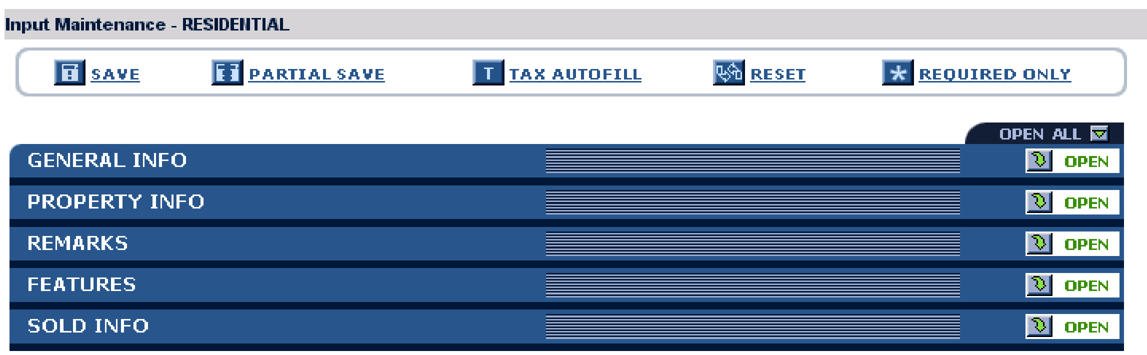
Add

: Click on LISTINGS (on blue menu bar)

: Click on ADD from the drop-down menu

: Select a property class (residential, condo, etc.).

Once you have selected a property class, an input screen will appear with several sections (see example below).



The open and close button on the right of the screen is used to expand or minimize the screens for Input and Maintenance and allow for the data fields to be displayed.

The different section are listed here:

- *General Info*: Information such as type, area, asking price, status, etc.
- *Property Info*: Number of bedrooms, bathrooms, garage capacity, etc.
- *Unit Info*: Rental unit information; for Income properties only
- *House Info:* Number of bedrooms, bathrooms, sq ft, etc; for Farm listings only
- *Farm/Land Info:* Outbuildings, acreage, etc; for Farm listings only
- *Remarks*: Includes MLS remarks plus additional wisconsinhomes.com remarks and Broker-to-Broker information.
- *Features*: Can be entered by selecting from list or by typing feature ids, separated by commas (e.g. a1,b1,c4,d2,d4, etc)
- *Sold Info*: Includes information on how a listing was sold (for Sold Comps only).

Many fields in these sections are lookups; this means you select an entry from a drop down list. Other fields will require that you type in the information.

Some fields are REQUIRED for Input and Maintenance. An “R” indicates that a field is required; a “P” to designate which fields are required to save a partial entry. When a user clicks on REQUIRED ONLY at the top of the screen, only the required fields will display. The Required only button then changes to DISPLAY ALL, to allow you to get back all the fields for listing entry.

The TAX AUTOFILL button allows you to import data for certain fields. To use this feature:

: Click on TAX AUTOFILL
: Select the correct county (default is set at Columbia)
: Enter Parcel number or address to find tax record
: Click on COUNT, then click on VIEW RESULTS if matches were found
: Select the appropriate match and click on the AUTOFILL button at the top to load to fields on the listing input screen

After the first input section is completed, open other sections of the Input form to complete the listing (*HINT*: tabbing from the last field in one section will automatically open the next section). The second section includes additional information. After you have completed at least the required information in all sections you will want to save the listing.

: Enter all required data
: Click on SAVE at the top of the screen.

If a required field is missing, Paragon MLS 2.0 will alert the user. The number for the missing field is indicated. In order to save a listing that has not been completed, you must complete fields marked with an "R". The partial save will alert you to fields that are missing in the same way.

Partial Save

PARTIAL SAVE will allow you to save a partially completed listing. To do this:

: Click on PARTIAL SAVE
: A web dialog box will open, select a Save Action (Continue Entering Data – if you wish to save data, but continue entering more data or Close Listing Input – if you wish to exit the listing input screen)
: Click on SAVE (or CANCEL to go back to input screen without saving data)

To go back later and finish entry of the partially saved listing – see the *LOAD PARTIAL* section.

Reset

The RESET button allows you to clear all fields and start over. If you imported tax data, it may not clear all those imported fields automatically. In that case you should go back to the Listings drop-down menu on the blue menu bar and start over.

Modify

: Click on LISTINGS (on blue menu bar)

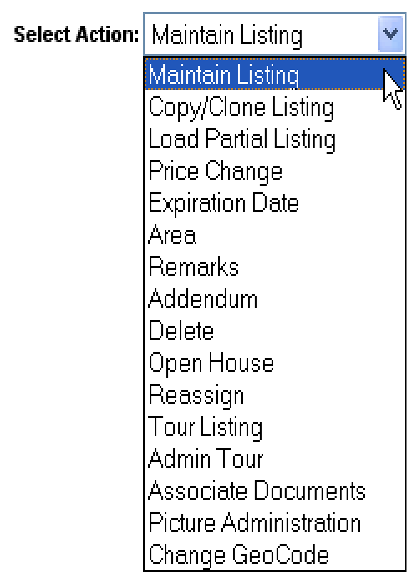
: Click on MODIFY from the drop-down menu

: Choose the action you want to perform from the list

Maintain Listing

Many options are available at the Maintain Listing main screen. A list of available listings is provided on the left side of the screen. Select the group of listings you want displayed from the Listings box. The four groups of listings that may be displayed are: My listings, Office (branch only), Firm (main and branch offices), and Other Agent. *NOTE: Only brokers are able to search for other agent's listings. Those agents must be assigned to the broker's office.*

You may change an existing listing by following the steps listed below:



¬ First, select the listing to be changed by clicking on the radio button in the list of properties displayed (or enter the MLS number directly into the box provided and click on Filter).

¬ Next, select which information is to be changed by clicking on the appropriate action in the Actions list:

- ♣ Maintain Listing: Allows revision of any/all fields of a listing. Once the user has entered the new/revised information for the listing and clicked on SAVE, the OK box will save the new listing information.
- ♣ Copy/Clone Listing: ability to replicate a listing
- ♣ Load Partial Listing: Load a partially saved listing for input/maintenance completion
- ♣ Price Change: dialog window for changing price
- ♣ Expiration Date: dialog window for changing expiration date
- ♣ Area: maintain a listings area
- ♣ Remarks: dialog window for changing remarks
- ♣ Addendum: dialog window for changing addendum
- ♣ Delete: dialog window for deleting listing (MLS level only)
- ♣ Open House: a page for adding a listing to the Open House report

- ♣ Reassign: dialog window for reassigning MLS number
- ♣ Tour Listing: a page for placing listing on Tour report
- ♣ Admin Tour: dialog window for administering tour
- ♣ Associated Documents: a page for attaching documents
- ♣ Picture Admin: page for attaching photos
- ♣ Change GeoCode: change a listings GeoCode area

Price Change

To change a listing price, select the MLS number you want to change from the list displayed on the Listing Maintenance screen. Select Price Change from the Actions List if it is not already displayed. The Price field will display on the screen. Enter the updated price into the Price field and click “OK”.

Area

Select the MLS number that you want to change. Select Area from the Actions List. The areas list is located below the area field. Select the new area from the areas list. When you have made your selection, click “OK” to save the change to the database.

Remarks

Select the MLS number that you want to change by clicking the radio button next to the MLS number. Next, select “Remarks” from the Actions list. The Remarks text field appears on the Listing Maintenance. You can add or change the Remarks field. However, the Remarks field will only hold 255 characters. When you have finished, click “OK” to save your updated remarks.

Virtual Tour

If you want to add a link to a virtual tour, select the listing to change from the list of MLS numbers. Then select virtual tour from the actions list. The virtual tour field displays below the actions list. Enter the URL of the virtual tour into this field*. Note: The URL must include “http://” at the beginning.* Click “OK” to save the changes.

Open House

If you schedule an open house for your listing, select that MLS number from the list. After that, choose Open House from the Actions list. A date field, a comments field, and a list of all other open houses appear below the Actions list. Enter the date of the open house into the date field. You can enter it manually in the form of MM/DD/YYYY or click the calendar button next to the field to enter the date.

After entering the date, enter your comments into the comments field below the date field. Click “Save” to add the listing to the other open houses. Clicking “Cancel” will not save your changes and the listing will not be added to the others. “Delete” will remove a selected listing from the open house schedule.

Tour Listing

THIS PROGRAM IS NOT USED BY OUR MLS

Associated Documents

Paragon MLS allows you to attach documents to the listing information. Documents that you may attach include seller's disclosures, lead-based paint disclosure, flood information, etc. Any agent viewing the listing is able to download or print these documents.

To associate documents with listings, select the appropriate MLS number from the Listing Maintenance screen. Choose "Associate Documents" from the Actions list. A field appears below the Actions list. Click on the "Browse" button next to this field to find the file on your computer. *Note: The file must be saved on your computer so that Paragon can find it. If it is not in electronic format, you will not be able to attach the document.*

All documents associated with that MLS number are listed in a box under the "Browse" button. Click "Save" to add the document to the other documents listed. If you want to remove a document, highlight it in the list and click "Remove".

Picture Admin

To add or change listing photos, select the MLS number to change, and select "Picture Admin" from the Actions menu. Paragon MLS will display the primary picture associated with that listing. To cycle through all the photos, click the button with two arrowheads on it. This will display the next or previous picture, depending on the direction of the arrowheads.

To change the photo that is displayed, click on the "Add" button. Paragon will display a "Browse" button. From this point, adding a picture is very similar to adding a document. Click the "Browse" button to find the picture. When you have selected the picture to be added, click "Open" to open the picture file. Finally, click "Upload" to save the picture in the MLS system.

Change Map GeoCode

If a listing address is not displaying the correct map, you can the map GeoCode so that it displays correctly. To change the GeoCode, select the MLS number from the list on the Listing Maintenance screen. Select "Change GeoCode" from the Actions list. Paragon displays the change GeoCode screen.

You can map the listing by three different methods. You can map by the address, the saved GeoCode information, and by latitude and longitude. If the saved GeoCode information is incorrect, enter the correct latitude and longitude into the appropriate fields. Click "Map It" to display the correct map information. Once the correct map is displayed, click "Save" to save the GeoCode values for that listing.

Copy

Paragon MLS allows you to copy listing information from one MLS number to another. *Note: you can only copy your own listings (Brokers and administrative personnel can copy any office or firm listing.* To copy current listing information to a new listing:

- Click on LISTINGS (on blue menu bar)
- Click on COPY from the drop-down menu
- Select the MLS number to copy from the list on the screen. “Copy/Clone Listing” will be automatically selected from the Actions list.
- Click COPY to display the Listing Input screen.
- Change the necessary information (dates, price, etc) and click “Save” to save the listing information.

Load Partial

Paragon MLS allows you to save partially completed listings. You can then add more information to the listing and Paragon assigns an actual MLS number when you save the completed listing. To make changes to a partially saved listing:

- Click on LISTINGS (on blue menu bar)
- Click on LOAD PARTIAL from the drop-down menu
- Select the MLS number to copy from the list on the screen. Instead of displaying actual MLS numbers assigned to you, Paragon displays your partially saved listings.
- Click LOAD PARTIAL to display the Listing Input screen.
- Enter in all additional listing information and click “Save” to save the listing information.

If you have no further use for a partially saved listing, you can select “Delete Partial Listing” from the Select Action list and remove it entirely from the Paragon system.

Firm Inventory

To perform a search for all your listings, another agent's listings (depending on security code), or listings for the firm or office:

: Click on SEARCH (on blue menu bar)

: Click on FIRM INVENTORY from the drop-down menu

The firm inventory screen will display the search options. You may search the inventory by class, status, price, date range, or price. *(NOTE: Type is not used by our MLS).*

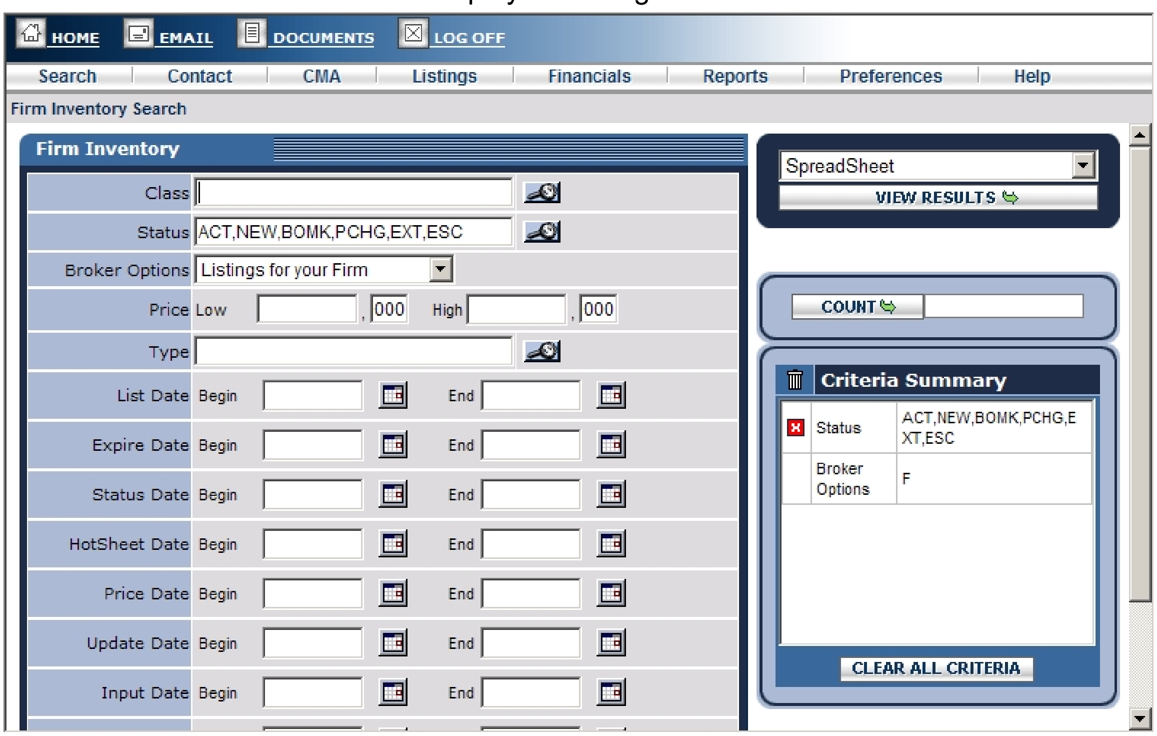
Brokers may search for listings for the firm, the office, their own listings, or another agent's listings in addition to the above search criteria. *NOTE: Brokers may only search for other agents that are assigned to the firm.*

To search by class, select the class from the list: residential, condo, etc.

Status defaults to ACT, AC and AB. To search the inventory by any other status, open the status and select the appropriate status(es). If you want to search for all statuses, leave the status field blank (you can deselect the active statuses) or mark all statuses.

If you want to limit your search to a specific date range, select the date range box. Then enter the beginning and ending dates in the appropriate text boxes or click on the calendar to select the dates. If you are searching for listings with a sold status, select either accepted offer date or closing date.

When you have finished entering all information, click COUNT to display the number of matches and VIEW RESULTS to display the listings.



Reports

The Paragon MLS system allows agents to generate roster reports. The purpose of each type of report is as follows:

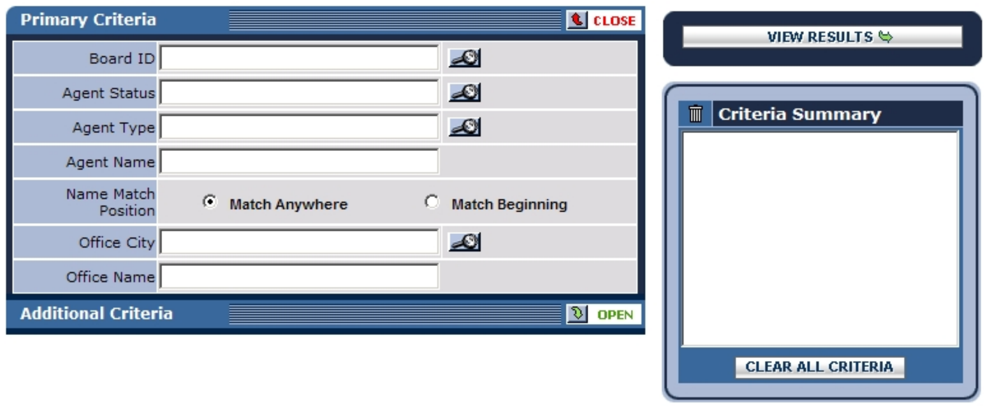
- Member Roster: Generates a report of all member offices in the MLS system.
- Agent Roster: Generates a report of all agents in the MLS system.
- eSchool Profile Report: Generates a report of high schools in your market.

Member Roster

To generate a report:

: Click on REPORTS (on blue menu bar)

: Click on MEMBER ROSTER from the drop-down menu



: Click the OPEN button next to the fields you wish to use in narrowing down your search (Board ID, agent status, agent type, etc.)

: Be sure that your choices show up under Criteria Summary, then click on VIEW RESULTS to display all selected member offices (sorted in alpha order). This report may be printed or e-mailed. If you have more than one screen of matches and you want to include all pages, be sure to click on GET ALL before printing or e-mailing.

NOTE: While viewing the report on screen you can access detailed information on the office, or an agent within the office by clicking on the blue underlined name.

To print the Member Roster:

: Click the PRINT button in the upper-right corner of the screen.

To e-mail the Member Roster:

: Click on FILE (on the Internet Explorer menu bar)

: Highlight the SEND

: Click on PAGE BY E-MAIL to open your e-mail program and send the report

Agent Roster

To view agents in Paragon MLS, click Agent Roster in the Reports submenu. Follow the steps for *searching* and *printing* as listed under Member Roster. The Agent Roster displays the agent name, office name, phone numbers and e-mail addresses for that agent. *NOTE:* You can send an e-mail to the agent by clicking on their e-mail address.

eSchool Profile Report

To view school reports via Paragon MLS, click on eSchool Profile on the Reports submenu.

When you click on eSchool Profile for the first time, it requires you to set up an account. Once you are set up, subsequent accesses to the eSchool profile will bypass the Account Sign-up screen.