Ready – Set – Learn Series

Photo Maintenance & Document Attachment – Paragon 3

A Supplemental Document Provided by:
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Photo Maintenance

Paragon 3 allows you to easily add and maintain your company logo, agent image, or property photos on the system. Just make certain the images you work with are jpeg* (.JPG) images and use images that are 32K or less in size.

It really is as easy as “point & click!” Let’s see how to get it done.

*NOTE: Use standard JPEG images, NOT progressive JPEG images.
Add Company Logo / Agent Photo

The process is the same whether you are adding your company logo (Logo Image) or Agent Image. Using the JPEG (.jpg) image that you’ve captured on either a CD, floppy, or hard drive, follow the simple instructions below to add the image to the Paragon system.

1. Click Preferences > User from the Main Menu Navigation bar.

2. Click the appropriate Change hyperlink on the Application tab to locate the image you wish to load.
Add Company Logo / Agent Photo

3. Click the User folder, then click Upload.

4. Click Browse to navigate the disk to locate the image you wish to use.

5. Highlight the desired image; then click Open.
   
   **Shortcut:** Double-click the desired image.
6. Paragon places the selected image in the User folder. Click once to highlight the image filename, then click **Insert**.

   ![Image Insert Example]

   Click on the MLS, Org, or User folders to view uploaded images. To retrieve an image from your PC, click the Upload button at the top of the screen.

7. Click **Save** to complete the process.

   ![Application Tab Example]

   **NOTE**: The images that appear on the Application tab will display at the bottom of the Paragon brochure views. Additionally, the Agent image will be included in the “Agent Info” section of listing emails that you send to clients!
Add Listing Photos

It’s as easy as “point & click” to add photos to your listings. Once you know how to add one, simply repeat the process to add additional photos up to the maximum number allowed by your MLS!

1. Click **Listings > Modify > Picture Admin** from the Main Menu Navigation bar.

2. Select the desired listing by clicking the radio button adjacent to the listing number; **OR** Enter the desired listing number into the MLS field, and click the Filter button.

3. Click the **Add Photo** button.
Add Listing Photos

4. Click the **Browse** button in the *Picture* window to locate the property image to load.

5. Navigate the disk to locate the property image you wish to use.

6. Highlight the desired property image; then click **Open** to select the image.

   **Shortcut:** Double-click the desired image.

**NOTE:** Paragon enters the “path” of where the image is located into the Browse field.
Add Listing Photos

7. Click the **Upload Photo** button to add the property image.

   *To delete the image, click the X.*

**NOTE:** Repeat Steps 3-7 above to add additional property photos up to the maximum allowed by your MLS!
Associated Documents

In a similar way in which you add photos to listings, you may attach documents to your listings as well. Attach copies of the Seller’s Disclosure, Lead Paint Disclosure, Termite Inspection Report, Platt Maps, etc., to any of your listings!

Attached documents must be one of the following five file types: .DOC, .JPG, .TIF, .PDF, or .EFX.

Paragon 3 allows you to attach up to 10 documents per listing! Create the document from scratch, or use your scanner to create a copy of the document, and then attach it to your listing.

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Attach Documents to Listings

1. Click Listings > Modify > Associated Documents from the Main Menu Navigation bar.

2. Select the desired listing by clicking the radio button adjacent to the listing number; OR

   Enter the desired listing number into the MLS field, and click the Filter button.
Attach Documents to Listings

3. Click the **Browse** button.

4. Navigate the disk to locate the document you wish to attach.

5. Highlight the desired document; then click **Open**.

   **Shortcut:** Double-click the desired file.

**NOTE:** Paragon enters the “path” to where the file is located into the Browse field.
Attach Documents to Listings

6. Enter a description of the document into the Description field.

7. Click Upload to attach the document to your listing.

**NOTE:**
1. The attached document appears as a hyperlink.
2. To view documents that are attached to listings, while viewing search results, click Views/Reports>Speciality Views>Associated Docs.

Repeat Steps 3-7 above to attach additional documents to your listing.