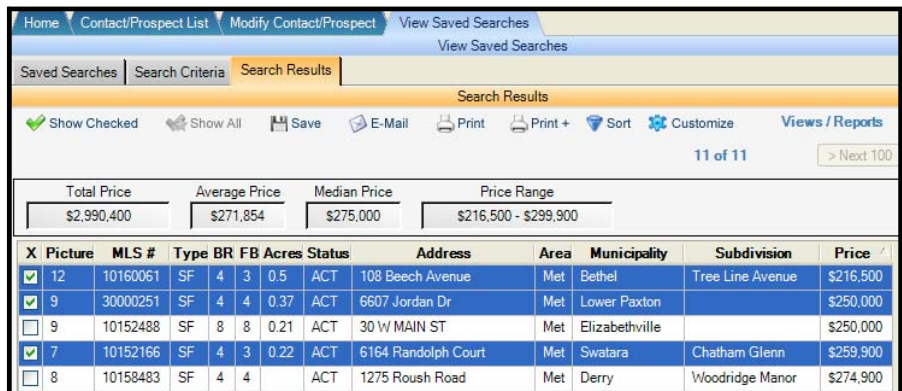


Add Listings to Favorites

Quick Start Guide Paragon Desktop 4.0

When a buyer or even yourself has a listing that catches your interest and you would like to keep track of it on the MLS, you can make that listing a “Favorite” and Paragon will monitor the price for you. In this guide, we will start off on how to make a listing(s) a favorite and then show how to view them. You can also set up an auto email for favorite listings to be sent to an interested buyer when there is a price change.


From a search result view like a spreadsheet, you can save listings to a favorite folder for a buyer or for yourself. First select the listing(s) that you wish to keep track of the price and then click **Save**.



The screenshot shows the search results page with a table of listings. The table has columns for X, Picture, MLS #, Type, BR, FB, Acres, Status, Address, Area, Municipality, Subdivision, and Price. Several listings are checked with the 'X' in the first column.

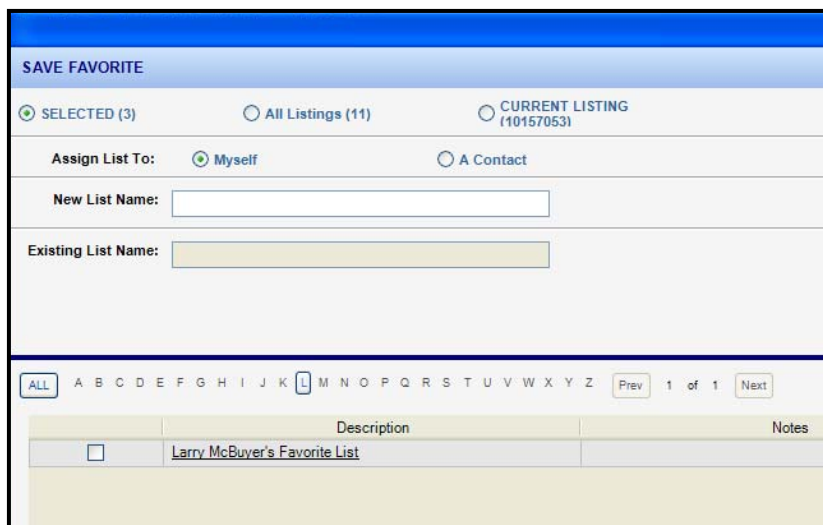
X	Picture	MLS #	Type	BR	FB	Acres	Status	Address	Area	Municipality	Subdivision	Price
<input checked="" type="checkbox"/>		10160061	SF	4	3	0.5	ACT	108 Beech Avenue	Met	Bethel	Tree Line Avenue	\$216,500
<input checked="" type="checkbox"/>		30000251	SF	4	4	0.37	ACT	6607 Jordan Dr	Met	Lower Paxton		\$250,000
<input type="checkbox"/>		10152488	SF	8	8	0.21	ACT	30 W MAIN ST	Met	Elizabethville		\$250,000
<input checked="" type="checkbox"/>		10152166	SF	4	3	0.22	ACT	6164 Randolph Court	Met	Swatara	Chatham Glenn	\$259,900
<input type="checkbox"/>		10158483	SF	4	4		ACT	1275 Roush Road	Met	Derry	Woodridge Manor	\$274,900

An options box will load. It will give you the choice of Save the Listings to Favorites or Save Search. Choose Save Listings to Favorites and click **Continue**.



The dialog box titled "SAVE OPTIONS" contains the following text: "Please select what you wish to save. You may choose to Save your Search information (Save Search) or the resulting listings (Save Listing to Favorites)." Below the text are two radio buttons: "Save Option: Save Listings To Favorites Save Search". At the bottom are "Continue" and "Cancel" buttons.

A Save Favorite dialog box loads. Choose to save the “Selected, ALL Listings or Current Listing” then choose to Assign List to “Myself or A Contact.” If you Assign List To “Myself” you’ll need to choose an Existing List Name or add a New List Name.

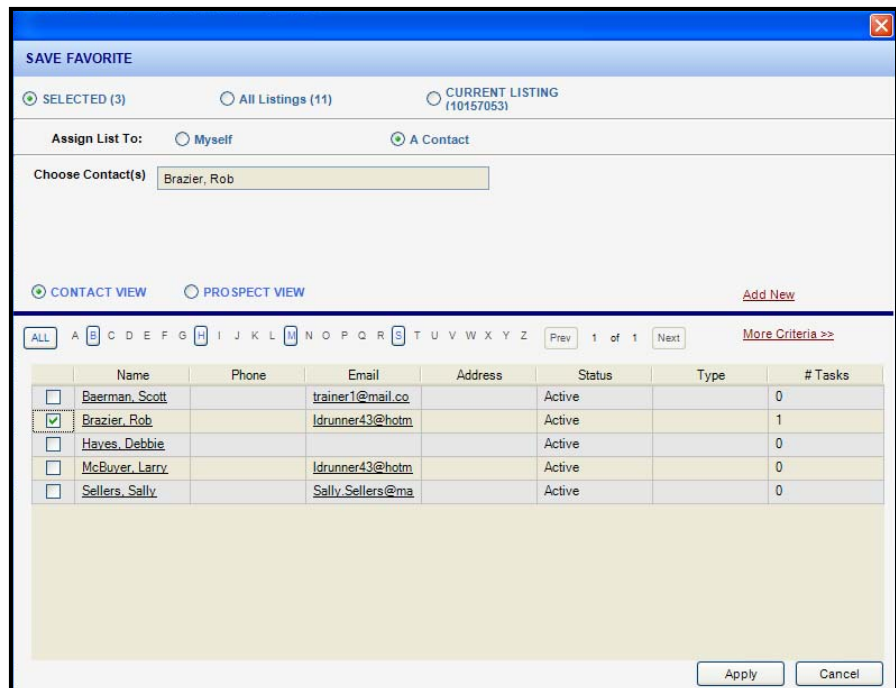


The dialog box titled "SAVE FAVORITE" has three radio buttons at the top: "SELECTED (3)" (selected), "All Listings (11)", and "CURRENT LISTING (10157053)". Below are two radio buttons for "Assign List To": "Myself" (selected) and "A Contact". There are input fields for "New List Name:" and "Existing List Name:". At the bottom, there is a list of favorite lists with columns for "ALL", "Description", and "Notes". One entry is visible: "Larry McBuyer's Favorite List".

Add Listings to Favorites

Quick Start Guide Paragon Desktop 4.0

If you choose “A Contact” simply select the contact by clicking in the box on the left of the contacts name and clicking **Apply**.



SAVE FAVORITE

SELECTED (3)
 All Listings (11)
 CURRENT LISTING (10157053)

Assign List To:
 Myself
 A Contact

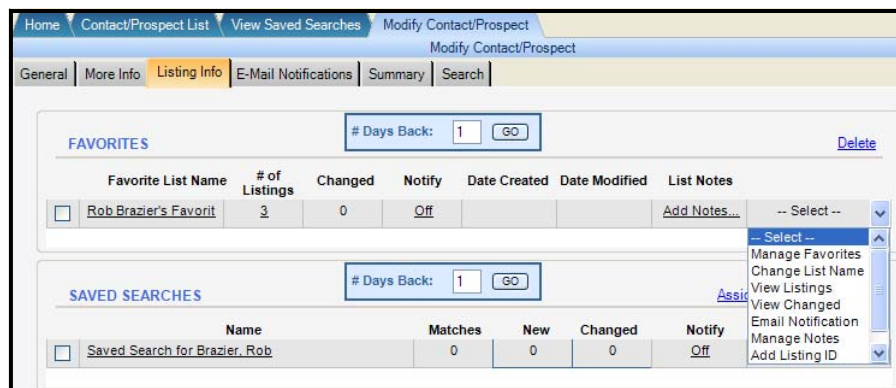
Choose Contact(s):

CONTACT VIEW
 PROSPECT VIEW
 [Add New](#)

	Name	Phone	Email	Address	Status	Type	# Tasks
<input type="checkbox"/>	Baerman, Scott		trainer1@mail.co		Active		0
<input checked="" type="checkbox"/>	Brazier, Rob		ldrunner43@hotmail		Active		1
<input type="checkbox"/>	Haves, Debbie				Active		0
<input type="checkbox"/>	McBuyer, Larry		ldrunner43@hotmail		Active		0
<input type="checkbox"/>	Sellers, Sally		Sally.Sellers@ma		Active		0

If you go to the Contacts Menu then to Modify Contact/Prospect and choose the contact for which you saved Favorites, click on the **Listing Info** tab to see the **Favorite List Name, # of Listings, Changed, Notify (status) Date Created, Date Modified, List Notes** and **Selection** drop down.

The **notify** on/off switch is the direction to set this list of favorite listings to auto-email back to a customer when there is a price change.



Home | Contact/Prospect List | View Saved Searches | Modify Contact/Prospect

Modify Contact/Prospect

General | More Info | Listing Info | E-Mail Notifications | Summary | Search

FAVORITES # Days Back: 1 [Delete](#)

	Favorite List Name	# of Listings	Changed	Notify	Date Created	Date Modified	List Notes
<input type="checkbox"/>	Rob Brazier's Favorit	3	0	Off			Add Notes... -- Select --

SAVED SEARCHES # Days Back: 1 [Assign](#)

	Name	Matches	New	Changed	Notify
<input type="checkbox"/>	Saved Search for Brazier, Rob	0	0	0	Off

- Select --
- Manage Favorites
- Change List Name
- View Listings
- View Changed
- Email Notification
- Manage Notes
- Add Listing ID