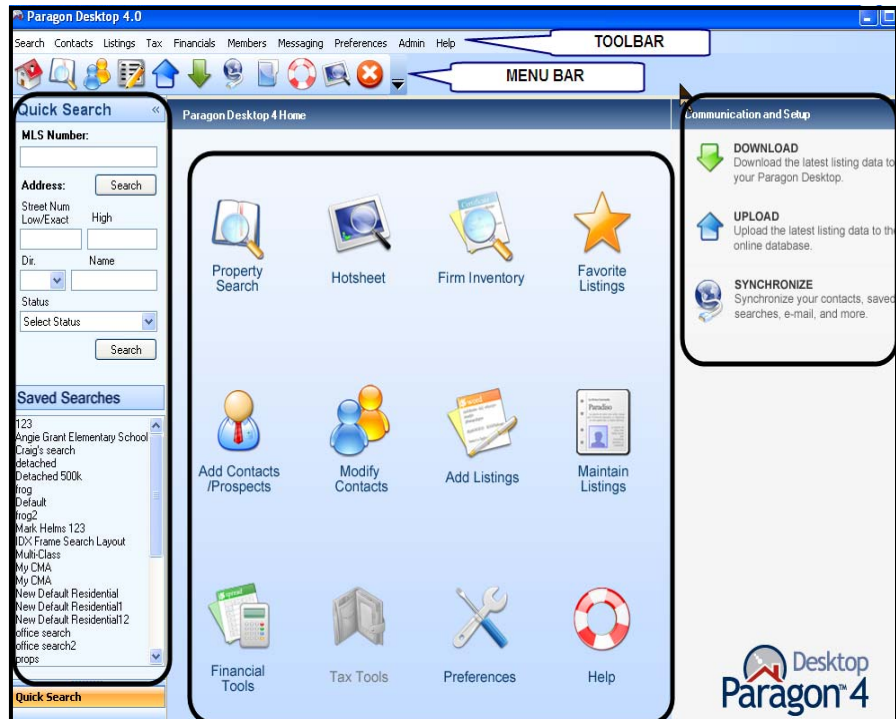


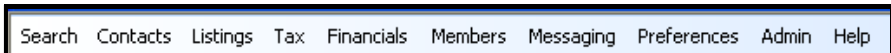
The Home Page is the central dashboard for Paragon Desktop 4 functionality.

There are 5 Main zones on the Home Page.

- 1 Toolbar
- 2 Menu Bar
- 3 Quick Search
- 4 Paragon Desktop 4 Home
- 5 Communication and Setup.



Toolbar - standard Paragon Desktop 4 functionality. Each word describes a set of common functions found on its dropdown menu. Click on the desired function.



Menu Bar - To the right is the default toolbar. You can change the functions and modify the associate icons that are displayed on the Menu Bar when you click on the down arrow on the right side of the toolbar.

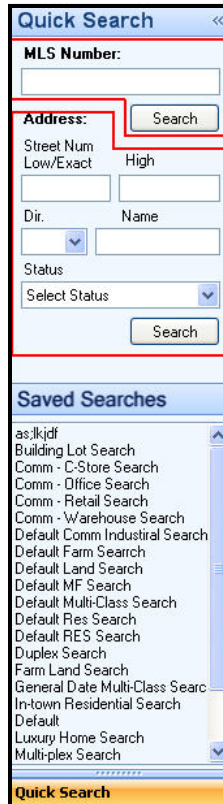


See the Customize Toolbars guide on instructions to change the toolbars to your liking.

The **Quick Search** area allows you to search by MLS # or Address with status

The **Search** button functions uniquely with the criteria field(s) directly above the button.

The **Saved Searches** area allows you to view and select already saved searches right from the home page. A scroll bar allows you to see additional saved searches.



Paragon Desktop 4 Home is the main area on the Home Page.

Paragon Desktop 4 allows you to have multiple function tabs open at one time. By clicking on a specific tab, you can jump to that functionality.

In the main pane of Paragon Desktop 4 Home you have quick action links to commonly used functions like Searches, Hotsheet, contact management, listing management, Financial Tools, Preferences and Help.



Communication and Setup allows you to connect and share information between Paragon 4 (online system) and Paragon Desktop 4 (the desktop system)

Download - allows you to update your Desktop listing database with the current listing data in Paragon 4.

Upload - allows you to transfer your listing input or listing maintenance done in Paragon Desktop 4 system with the Paragon 4 online system.

Synchronize - allows you to manage your user specific information like Saved Searches, Contacts, customized results (spreadsheets or detail sheets), E-mails originated in Paragon Desktop 4, etc with Paragon 4.

Communication and Setup



DOWNLOAD

Download the latest listing data to your Paragon Desktop.



UPLOAD

Upload the latest listing data to the online database.



SYNCHRONIZE

Synchronize your contacts, saved searches, e-mail, and more.

Note: We recommend you begin and end each session of Paragon Desktop 4 with a Download and Synchronization.

Downloading allows you to have the most current listing database on your computer as you work.

Synchronizing ensures your agent specific work is on your desktop as you work and saved online. This makes available your agent specific data on other computers you have Paragon Desktop 4 installed.