



Installing Paragon Desktop 4 Quick Start Guide Paragon Desktop 4.0

The following step-by-step instructions will help you install Paragon Desktop 4 program and data on all computers you use. Frequent downloading and synchronizing will keep your Paragon Desktop 4 listing data and User Specific Data current (I.E. contacts/prospects, saved searches and many of your views and reports). See Paragon Desktop 4 Download and Paragon Desktop 4 Synchronization Quick Start Guides for more details.

Please disable Antivirus Software prior to installing Paragon Desktop 4.

Insert Paragon Desktop 4 CD #1 (Program) into the CD-ROM drive.

Paragon Desktop 4 installation will auto run.

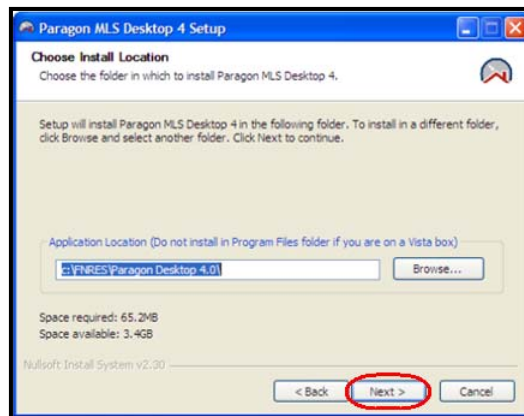
On the License Agreement click the **"I AGREE"** button.



Destination Folder location selection.

Unless you have specific instructions from your computer support staff, please install Paragon Desktop 4 into the default file locations.

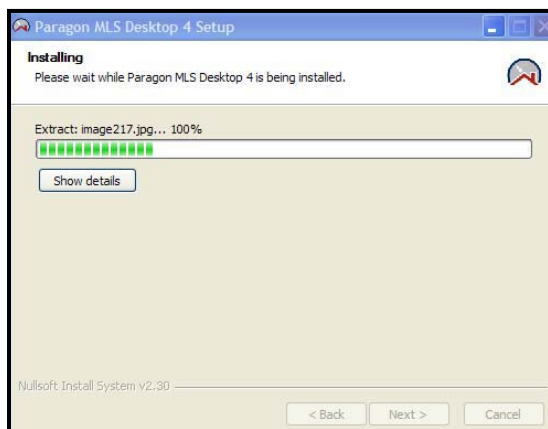
Click **"NEXT"** to continue the through the initial steps of the set up routine.



Do **NOT** install Paragon Desktop 4 into the Program Folder.

Install Paragon Desktop 4 into the **ROOT DIRECTORY** of the drive you choose.

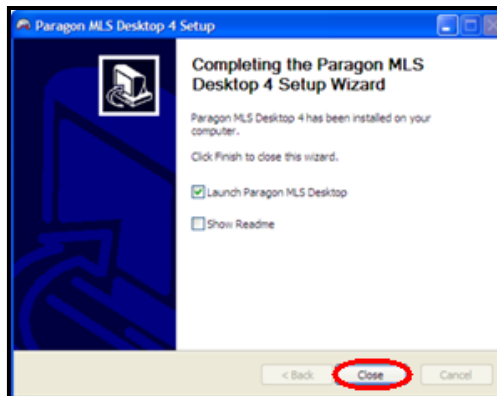
Paragon Desktop 4 will then start installing.



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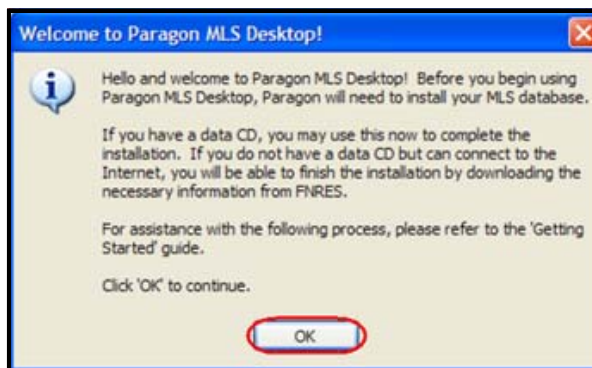
After the program installation is complete, a window will open with the Launch Paragon MLS Desktop checked. By leaving the check in the check box next to the "Launch Paragon MLS Desktop" option, Paragon MLS Desktop will automatically open when "CLOSE" is clicked.



Installation of Listing Data is now ready to begin.

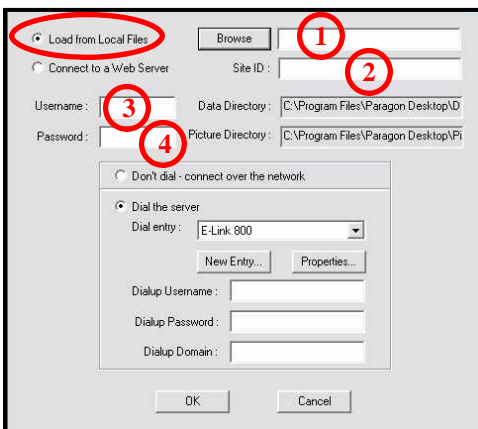
You have 2 options:

1. Load from CD
2. Download from Paragon 4 on-line data.
3. Click the "OK" button.



Loading from CD / Local Files

1. **Browse** to the CD drive location on your computer
2. **Site ID**: max 10 character MLS identifier.
3. Your Paragon **Username**
4. Your Paragon **Password**



Example: Site ID
If Paragon 4 URL is Metropolis.fnismls.com your Site ID is Metropolis.

**Downloading via Internet
Connect to a web server**

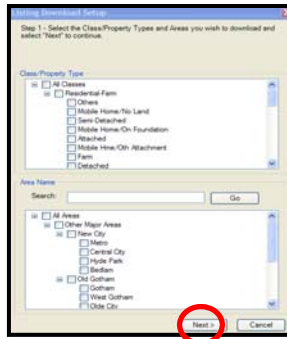
1. **Address**: Your Paragon 4 URL
 2. **Site ID**: the first part of your Paragon 4 name
 3. Your Paragon **Username**
 4. Your Paragon **Password**
- Click **OK** to start



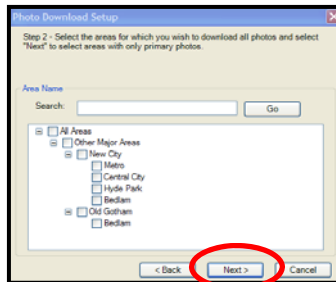
Address: your Paragon 4 web address without the "http://".

Example: Site ID
If Paragon 4 URL is Metropolis.fnismls.com your Site ID is "Metropolis".

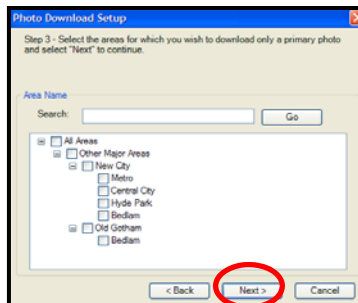
Select the Property Classes and Types you want in your listings database. If you want all Classes and Types, check the **All Classes** checkbox or select just the Classes and Types you want. Click **Next** when done.



Select the areas you want in your listings database. You can select all areas by checking the **All Areas** checkbox or select just the areas you want. Click **Next** when done.



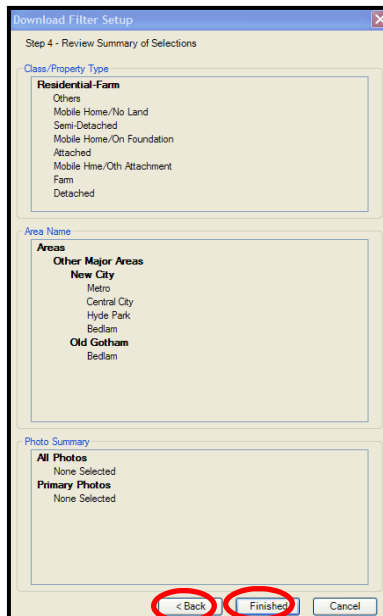
Checking checkboxes in this section will download only Primary pictures for the selected areas. If you check no checkboxes and click **Next** you will see the same screen asking you to select the areas you want all pictures to download.



Paragon Desktop 4 asks you to review your selections.

If you wish to change any of your selections, click the **Back** button and modify your selections.

If all looks correct, click **Finished**.

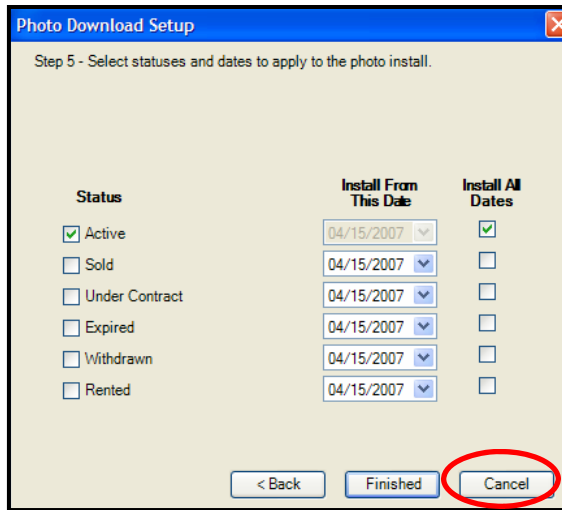


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Select the Listing Statuses you want pictures for. You need to check the box on the left for the statuses you want pictures for. Then on the right either choose a date (default is 6 months back) or check the checkbox for all dates.

Click **Finished** to begin importing listing data and pictures.

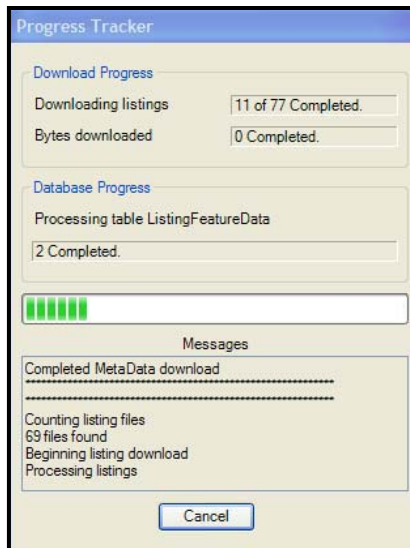


You determine which listing photos you really need to start off with. The more photos the better, but it will take longer to install. Any photos you do not install now you can get them later as needed.

Paragon Desktop 4 will begin adding listings and pictures to your database based on your selections.

You will see a progress dialog box similar to the screenshot on the right reporting your progress.

Sometimes the progress dialog box is not updated and looks to be frozen. Do not cancel your installation. Paragon Desktop 4 is working and just not updating the dialog box.



Depending on many factors with each PC that is loaded, will determine the time needed to install your database. Even if it looks like it may not be doing anything, please be patient as it is working in the background installing.

Done!

Paragon Desktop 4 is ready to use.

