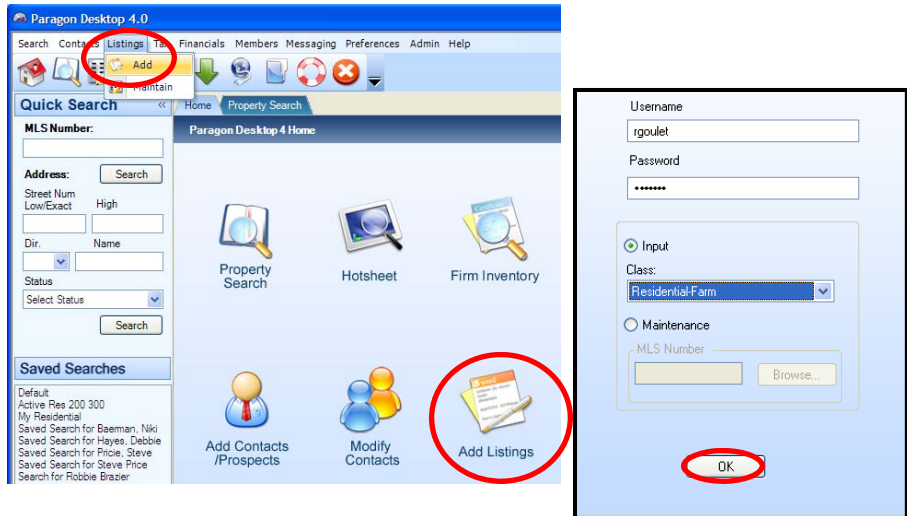


## Adding a Listing

### Quick Start Guide Paragon Desktop 4.0

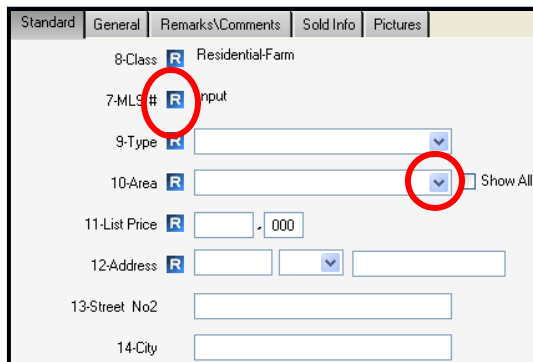
To add a new listing, from the Home Page click **Listings** and **Add** or the **Add Listings** icon. The login screen displays. **Login** with the same login and password you used for Paragon Desktop. Then select the appropriate Class (Residential, Land, Commercial, etc.). In this example we will use the Residential Class. Select **Ok**.



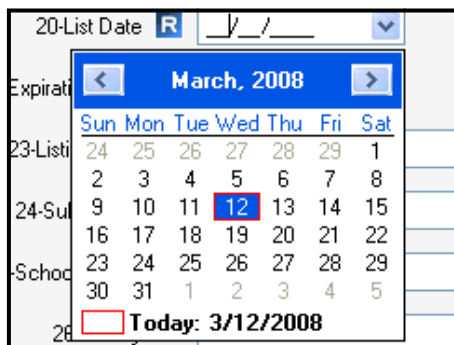
To complete the entire listing, you need to select each tap at the top of the screen. Complete as much information on the listing as possible. NOTE: Sold Info tab will be used when the listing has sold.



Required fields are indicated by the letter "R" in a blue box. There are several types of data fields. If there is a down arrow or an **open** link, you must select from the list. An empty box is a free-form field. Just type in the information.



Fields, such as Listing Date and Expiration Date, have a small calendar that displays when the down arrow is selected. Click on the appropriate day and the calendar will close and insert the date in the correct format.



## Adding a Listing

### Quick Start Guide Paragon Desktop 4.0

At the bottom right are additional options. If **Required Only** is selected, then only the fields that must be entered (required) will display. When the listing is completely entered you need to **Save** the listing. **Print** will print out a hardcopy.

**(Copy this data for next listing) allows you to copy the listing and then make minor changes to it to create a new listing. For example, if you were listing 5 lots, you wouldn't have to keep repeating the same information over and over again.**

 Required Only

 Save

 Print


 Copy this data for next listing

When the Save button is selected and you do not have all the required information filled in, the system will display which fields you need to complete. Once that is completed, select **Save** again.

		Severity	Error / Warning Description(s)
▶	<a href="#">Modify</a>	Error	19-Style is a required field and must have a value
	<a href="#">Modify</a>	Error	21-Expiration Date is a required field and must have a value
	<a href="#">Modify</a>	Error	25-School District is a required field and must have a value
	<a href="#">Modify</a>	Error	27-Municipality is a required field and must have a value

To add a photo to the listing click on this box. And browse your computer until the picture is found. The photo will display in the box and show the path beneath it. Clicking on the red X will delete the photo.

**Photos should be landscape with a file size of 32k or less and a dimensional size of 640 x 480 pixels.**





Primary

Image Size: 560x420

File Size: 24,565

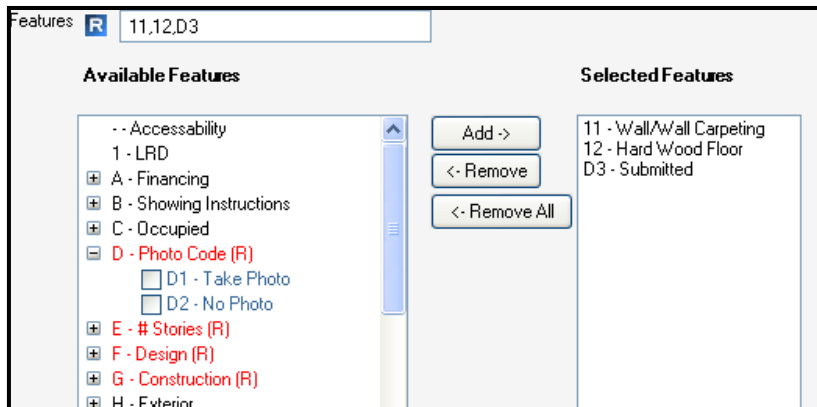
Colors: 24-bit

C:\Documents and Settings\elaido\My  

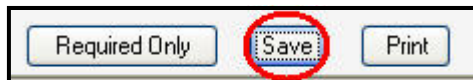
## Adding a Listing

### Quick Start Guide Paragon Desktop 4.0

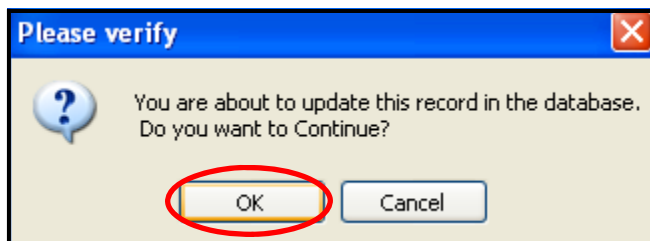
All features are shown together. Click the plus (+) sign to show the choices for that feature. If the feature is red it is a required feature. Click **Add** or double click to add features. When a feature has been added it will show on the right side under Selected Features.



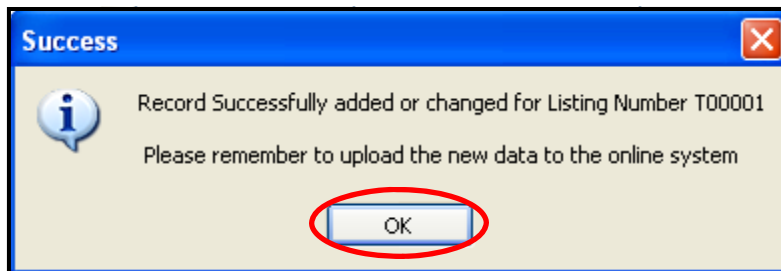
Once all the information has been completed, Click on **Save** at the bottom of the screen.



A popup window will ask you to confirm you want to update the database. Click **OK**.



The system will tell you the listing has been saved, but you need to Upload to get it into the MLS. Click **OK**.



On the Home screen select the Upload button. The internet connection will be made and you will be notified of a successful upload and given the new MLS number. See the Upload and Download Listings Guides for additional information.



Upload Listing Results	
MLS Number	Activity
1	Address: 123 W Medford Listing #1 was successfully added. The new listing number is 30000307
	Picture metropolis30000307 upload failed. Insufficient Privileges
Completed	3/12/2008 3:56:28 PM