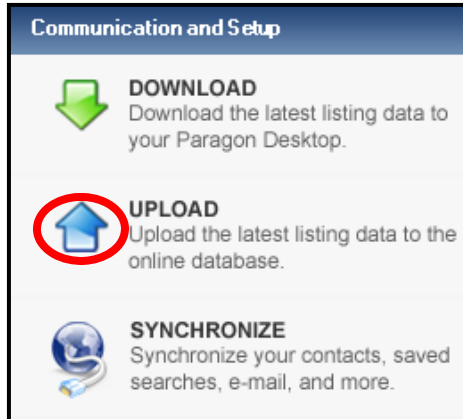


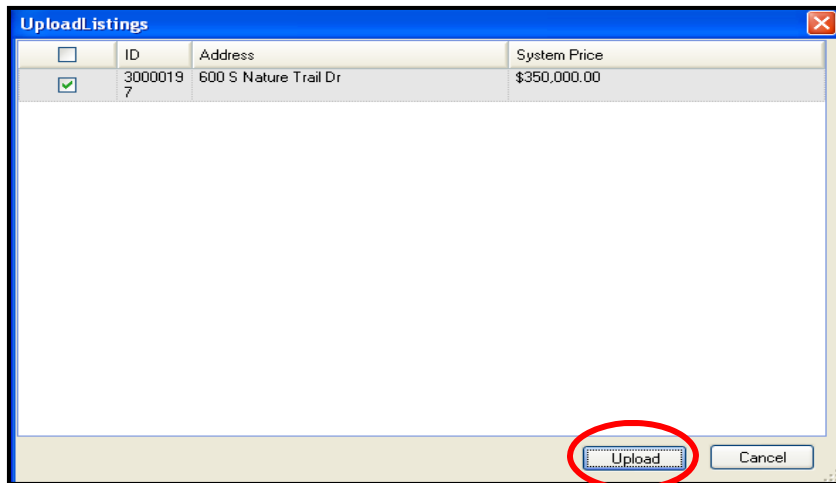
Uploading from Desktop will upload new listings, maintained listings and photos that have been worked on in Desktop to Paragon 4 the online system. One or several listings may be worked on, then uploaded all at one time. Desktop “holds” all the changes until an Upload is run. **Note: To complete the Upload process, please wait 15 minutes, then Download.** This will allow you to download your new listing(s) and anything else new or changed.

From the homepage in Desktop select the **Upload** icon.



All items that have been completed will display. The checkbox is pre-checked so all listings are automatically checked to be uploaded. They may be unchecked.

When ready, click **Upload**.



The Progress Tracker box displays so you know it is working.

When done, it tells you how many listings were uploaded. Click **OK**.

A print option is also available at the end to confirm listings were uploaded, if needed.

