



## Contact Manager-Favorite Listings

### Quick Start Guide Paragon 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 re-sent to an interested buyer when there is a price change.

From a search results view like a spreadsheet, you can save listings to a favorite folder for a buyer or for yourself.

LIST PRICE:	HIGH	PIC	TOTAL PRICE	LISTING COUNT
\$205,000	\$2		\$5,396,855	28
SOLD PRICE:	\$0		\$0	
CDOM:	0			

MLS #	Price	PIC	Type	1) S...	2) Address	3) Ar...	Municip
1	10144980	\$204,900	9	SF	ACT	355 S 16th Street	Met 202
2	10149748	\$204,900	9	SF	ACT	312 Alexandria Court	Met 104
3	10149972	\$204,900	9	SF	ACT	7933 BAYARD DR	Met 407
4	10150238	\$202,900	5	OT	ACT	63 Crooked Drive	Unh 112
5	10150222	\$200,000	4	AT	ACT	4080 Darius Dr.	Unh 161
6	10148889	\$204,900	7	SF	ACT	1098 Floribunda Lane	Unh 429
7	10149891	\$204,900	0	OT	ACT	6386 Galleon Drive	Unh 161
8	10150335	\$203,170	0	AT	ACT	4826 Hamlin Lane	Coth 406
9	10145509	\$203,900	1	SF	ACT	225 Jewel Drive	VVg 071
10	10138833	\$200,740	6	AT	ACT	9091 Joyce Lane #14	Met 407

After you have highlighted the listing(s) to save as a favorite, click on Save Favorite Listings.

When you click **Save Favorite Listings**, an options box will slide in from the right. It will give you the choice of saving the listing for yourself or for the customer. Be sure to click **OK** in the upper right to save your choices.

**Save Favorites** [OK] [Cancel]

Step 1: Select Listings

- Selected (3)
- All Listings (9)
- Current Listing (#10150222)

Step 2: Assign List To:

- Myself
- Contact

Step 3: List Name

New List Name: [MY FAVORITES]

Existing List Name: [Browse]

Save your favorites in a new list. Or browse for a previously named list.

**Save Favorites** [OK] [Cancel]

Step 1: Select Listings

- Selected (3)
- All Listings (9)
- Current Listing (#10150222)

Step 2: Assign List To:

- Myself
- Contact

Step 3: Choose Contact

Choose Contact(s): [Browse] [Remove]

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If saving for a customer, choose Contact. Browse for them and click OK.

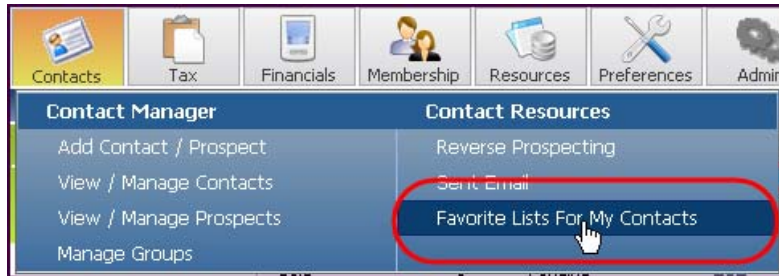
Paragon will monitor Favorite listings for you in several places. The first is on the Home Page area of the Market Monitor called **Prospecting-Number of Clients With:**

Prospecting - Number of Clients with:	
New Matches	2
Price Changes on Saved Searches	0
Price Changes on Favorites	0

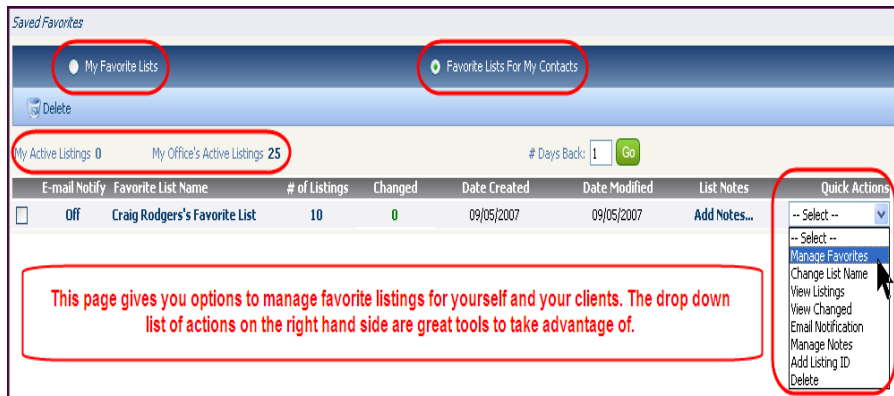


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To view the favorites list for you and your customers, in the Contact Control Panel, click **Favorite Lists For My Contacts**.



A list of your clients with favorite listings will appear. These lined column spreadsheet entries are created when you save a favorite listing(s) to a contact. From here you can view favorites, set an auto email, add notes, and use the action drop down menu on the right



Manage Favorites will open a box with the current favorites listed and you can add to them with an MLS # search or highlight ones that are no longer of interest and delete them.



When you click **My Favorite Lists**, a new spreadsheet of your list of favorites will appear with most of the same tools to manage your favorites.

