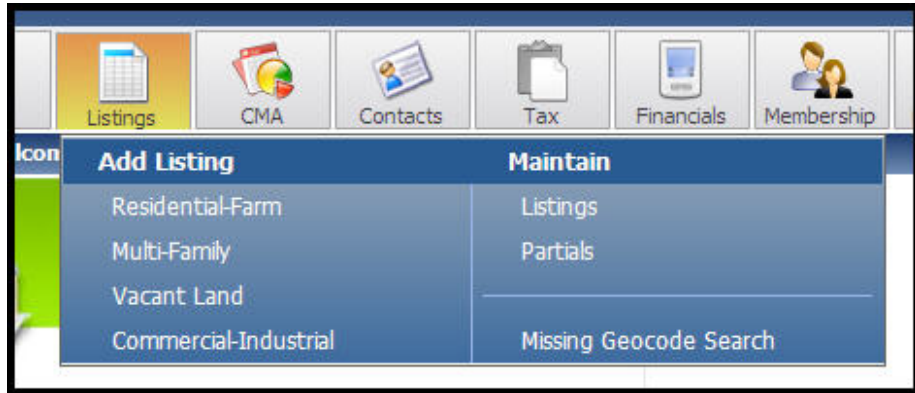


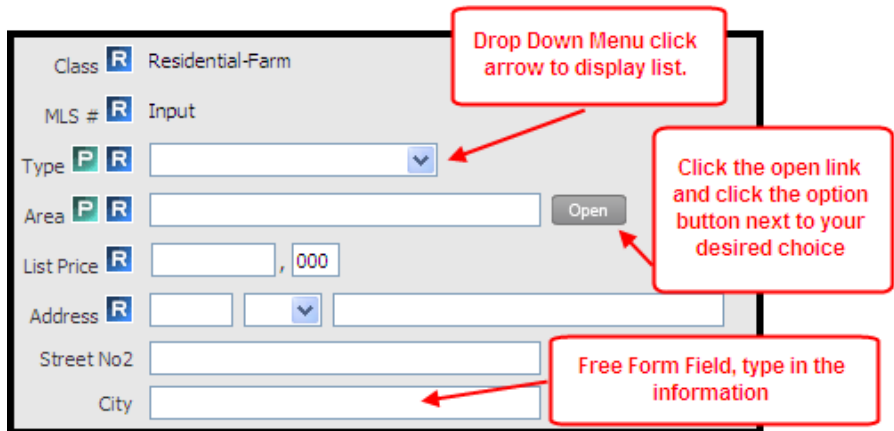


Adding a Listing Quick Start Guide Paragon 4.0

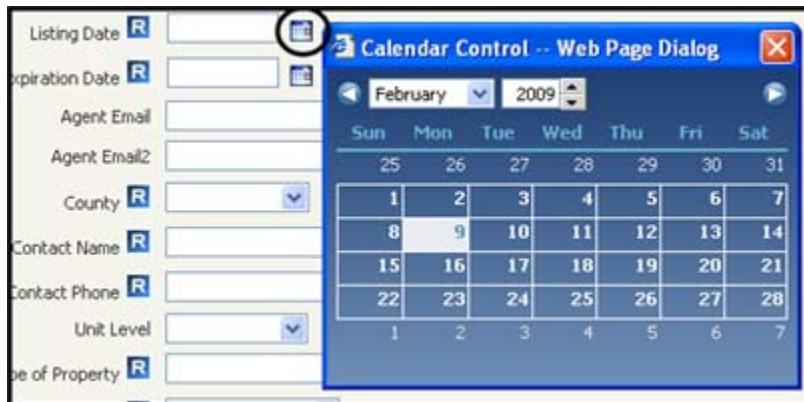
To add a new listing, from the Home Page click **Listings** and then select the appropriate Class (Residential, Land, Commercial, etc.). In this example we will use the Residential Class. The Listing Data Form will launch, where you can complete the entry.



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



Date fields, such as Listing Date and Expiration Date, have a small calendar to the right of the field. Click on it for the pop up calendar where you can easily select the appropriate dates. Once you click on the day, the calendar will close and insert the date (in the correct format) directly into the field.

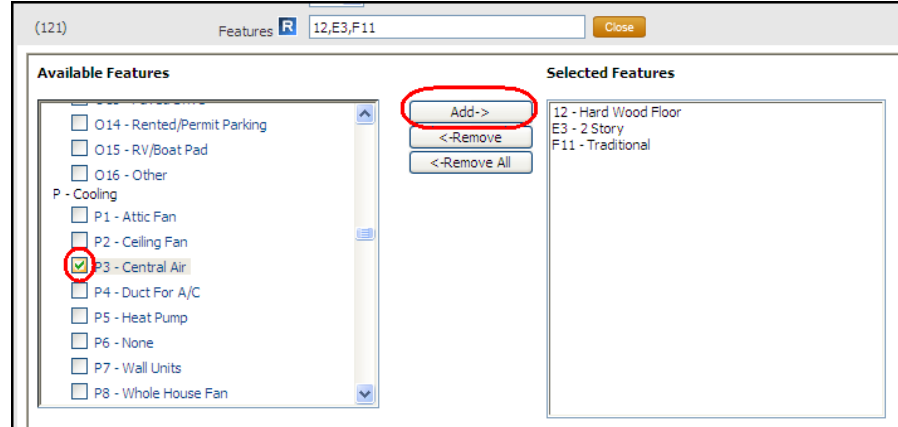


Click on the arrows on each side of the calendar to navigate through the months.

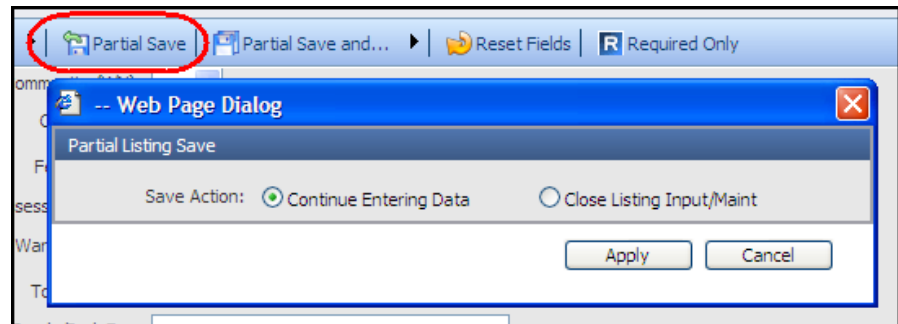


Adding a Listing Quick Start Guide Paragon 4.0

When you get to the features section, click **Expand All** and all choices for all Feature Groups will be visible. You can scroll down the page adding a check mark next to each appropriate feature. When finished, click **Add** which will move all the checked features into the Selected Features box.

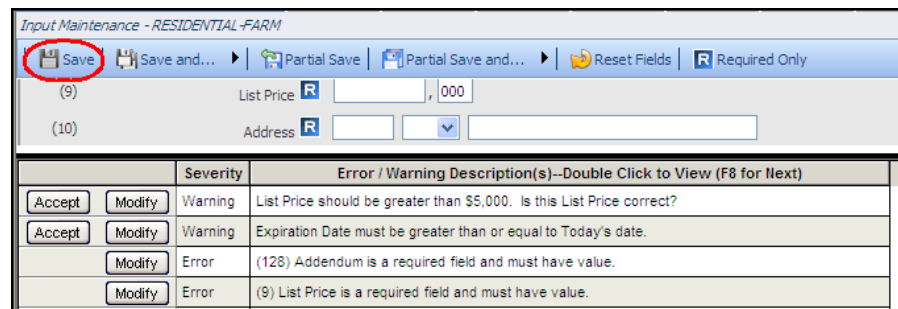


It is a good practice after you have completed each section of the listing to click **Partial Save**. This will prevent you from losing your work prior to completing the entire listing due to an internet time out or an interruption. You can choose to close input/maintenance or continue entering data when you perform a Partial Save.



Note: Partially saving a listing will give you a temporary number for that listing. You can re-open the temporary listing to finish it by going to **Listings / Load Partial** from the Home Page. You must complete all required fields and save the listing to get your permanent MLS number.

When you have completed your listing, click **Save**. If all required fields are not complete you will receive an error message at the bottom of your screen.



Click **Modify** next to each error and you will be taken directly to that field so you can correct or enter information. After you have finished your modifications, click **Save** once again to save your listing.

Note* After all corrections are made, Paragon will attempt to geocode your listings. If it is unable to do so within a certain degree of accuracy a geocoding window will open allowing the agent to correctly place the listing. For more information on geocoding your listings see the **Map or Geocode Your Listing Quick Start Guide**