



User Preferences

Quick Start Guide Paragon 4.0

User Preferences allows the user to configure Paragon with personalized items such as logos and agent photos, adding a customized e-card to e-mails, and automatically fill in the agents e-mail address to the BCC section of the e-mails. Some of the default spreadsheets and reports that appear through Paragon can also be customized in User Preferences.

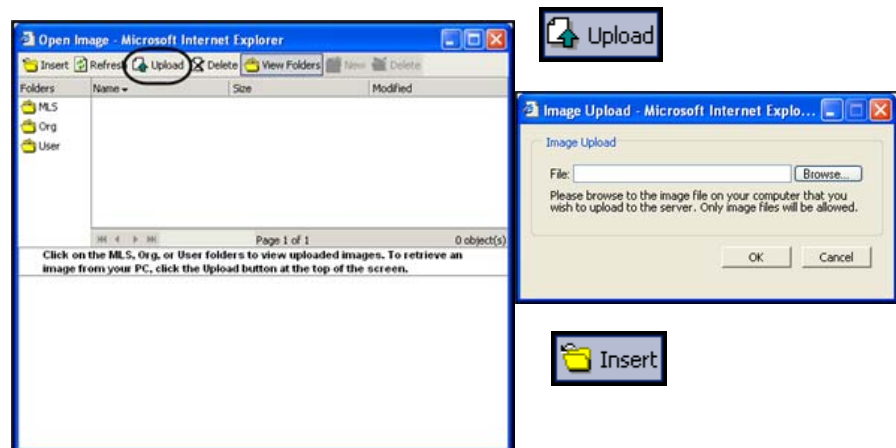
To open User Preferences from the Home Page click on **Preferences** and then click on **User**



The Preferences window will open. User Preferences is the first tab and will be displayed by default. The first screen will be for the Logo Image, the Equal Opportunity Logo is displayed by default. Both Logo and Agent Photo work identically. To change the current image click **Change**.



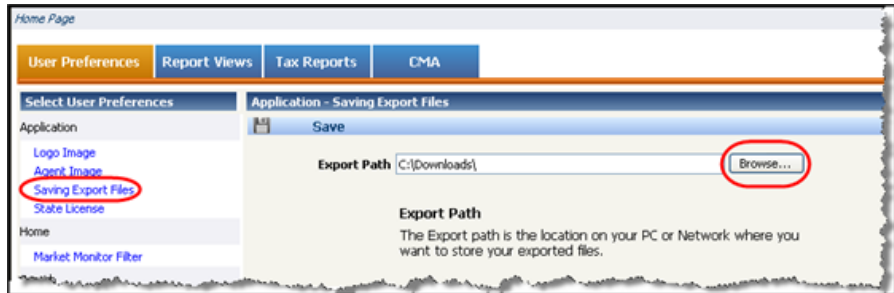
To Upload the image you wish to appear click **Upload**, an image upload window opens, click the **Browse** button to find the image you wish to upload from your computers hard drive. The image address will appear in the file window, click **OK**. The image upload window will have the file name, click **Insert**.





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If you need to export information from Paragon to other applications (such as Pocket Real Estate). Click on **Saving Export Files**. Click **Browse** and select the folder that you want Paragon to export to. Click **OK** then **Save**.



The Market Monitor located on the Home Page is customizable. Click on **Market Monitor Filter**. Click Open next to the field to make your selections

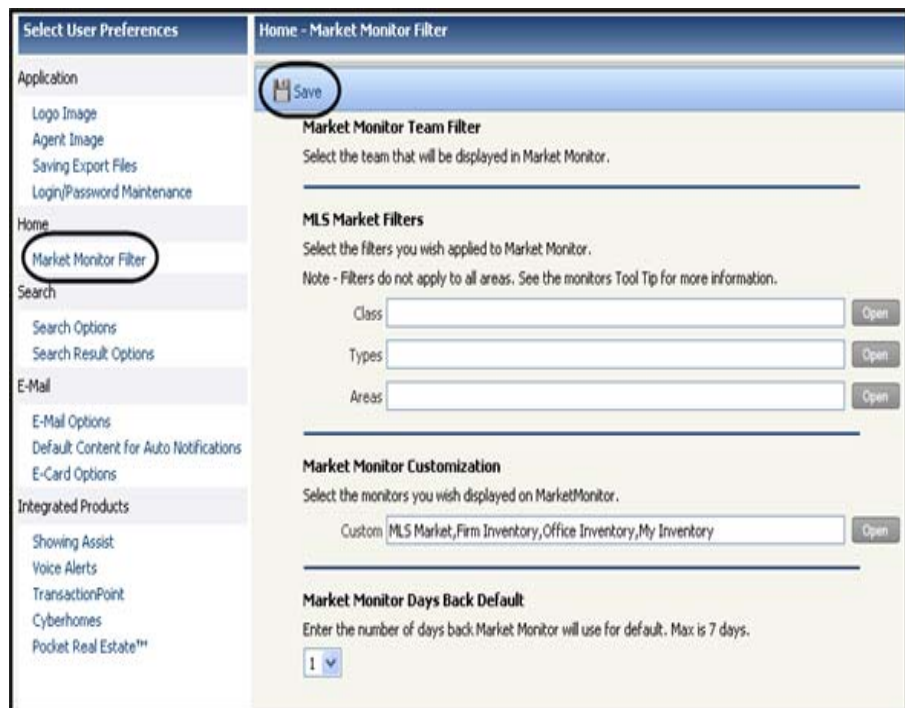
Filters can be set for:
Class, Types and Area.

The data monitors can be customized with a max of 4. Choices include: MLS Market, My Inventory, Prospecting, and where available Teams.

With a Broker or higher login Firm and Office Inventories are available.

The default for the number of days back the Market Monitor can be set to is 1 to 7.

When finished hit Save.

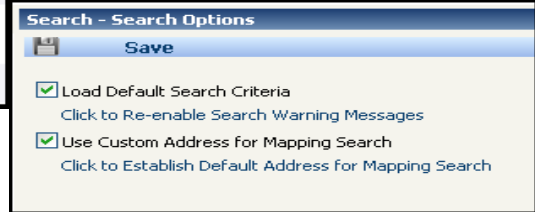




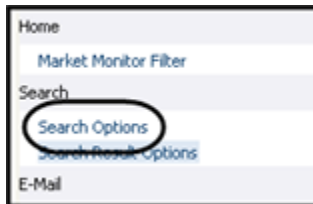
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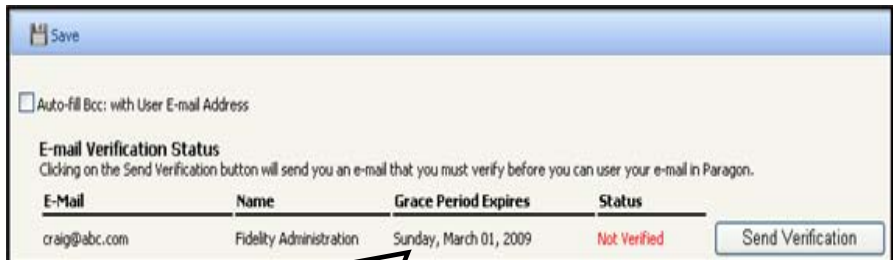
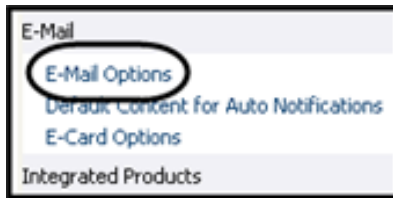
Search Options allows the user to select loading Default Search Criteria as well as Re-enabling Search Warning Messages. You can also Customize the starting address for Mapping Searches.



Search Result Options allow users to predetermine the view that appears when running a search. It also allows the agent to select the preferred phone number and General Disclaimer to show in custom views and reports. Agents can also show field numbers on Detail View, and select the default view when a listing is double clicked.



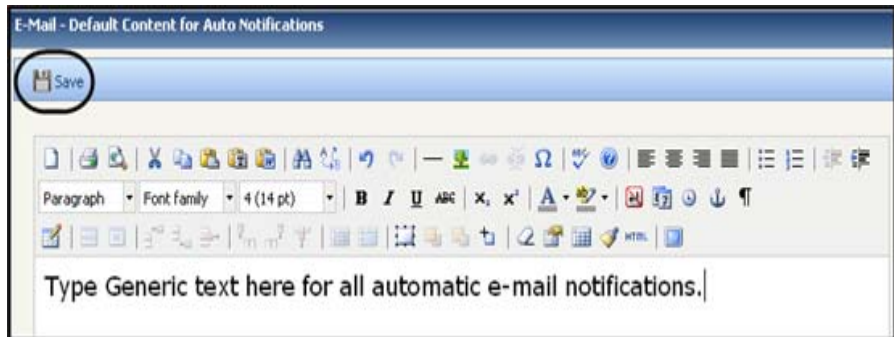
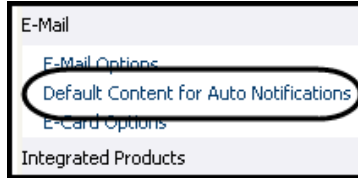
E-Mail Options; Auto-fill the BCC will automatically enter your Email Address in the BCC line of your email. Paragon will then automatically send you a copy of any e-mail sent out of the system. Put a check mark in the selection box by clicking in it.



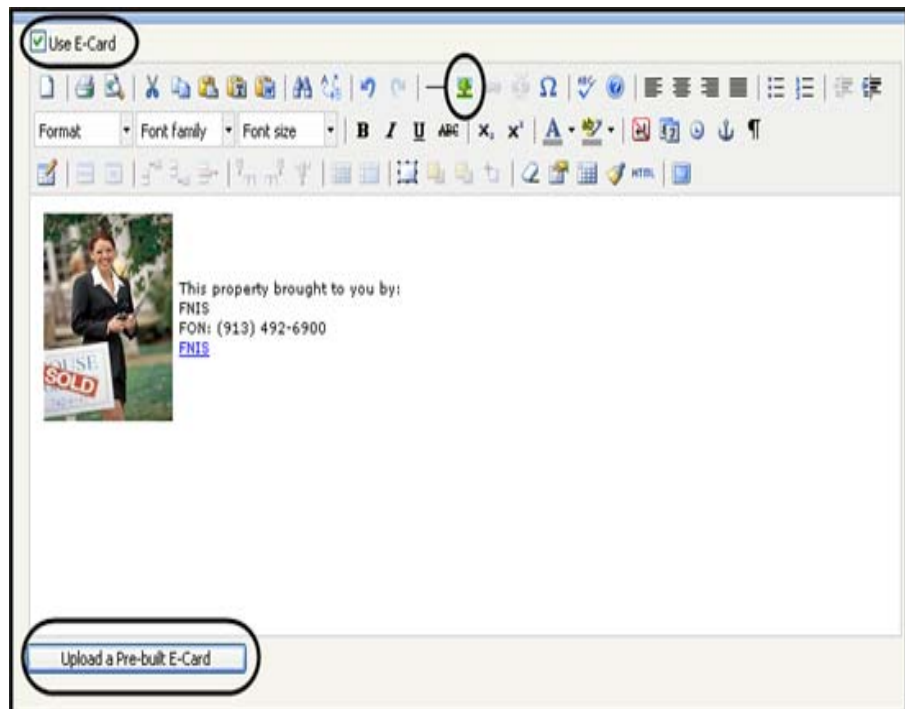
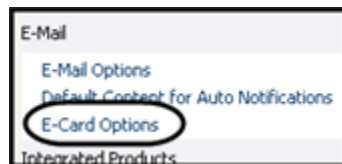
If E-mail Verification Status is Not Verified or in Unverified status, emails will not be sent out of Paragon. You can resend the verification to yourself by clicking the Send Verification button.

Grace period starts 30 days after the first Paragon verification e-mail

Default Content for Auto Notifications allows a User to create a standard message that can be inserted into any Auto E-mail notification. Simply type in the generic text you would like to have appear, then click **Save**. The text will then be available when setting up Auto Notifications.



E-Card Options allows Users to “build” their own E-Card or (Signature) that will be inserted into all outgoing E-Mails. **Make sure that you put a check mark in the **Use E-Card** control in the upper left hand corner of the page - Click on **E-Card Options** to open the window. Simply type in the text you wish to appear as your e-card. To insert additional images, such as your photo click on the image icon (appears as a tree as seen to the right) To upload a pre-built e-card click on the **Upload a Pre-built E-Card**. Once the e-card is set up Click **Save**





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If your MLS has contracted for additional integrated products, such as Showing Assistant, Voice Alerts, Transaction Point, Cyberhomes and Pocket Real Estate. You can configure these from the Integrated Product section

Click on the link of the product you wish to configure. Paragon will then open a window to the set up page of that product.

Information for these products may be available in additional Quick Start Guides.

Integrated Products

- [Showing Assist](#)
- [Voice Alerts](#)
- [TransactionPoint](#)
- [Cyberhomes](#)
- [Pocket Real Estate™](#)