



## Getting Started

*Quick Start Guides Paragon 4.0*

# Sauk Valley MLS



This Getting Started Packet contains Quick Start Guides from Paragon 4, you can access many more of the Quick Start Guides for additional tasks within the program by going online to the **Help** button. Click on it for additional learning documentation.

The Paragon shown in these pictures are of a Demonstration Paragon site and will not have your listing data or reports in it. However the functionality of Paragon is the same.



## System Checker

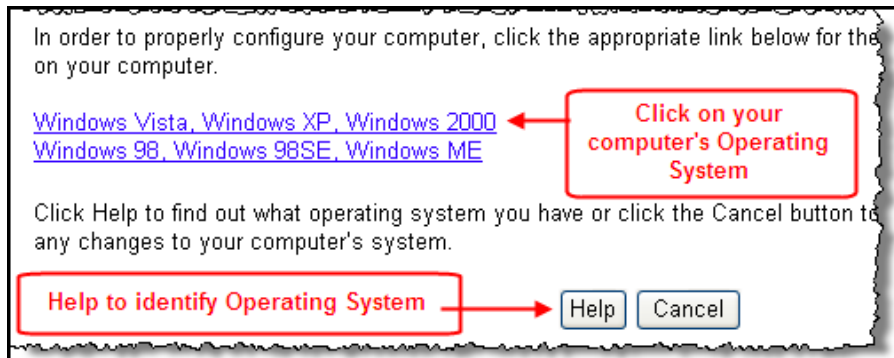
### Quick Start Guide Paragon 4.0

To prepare your computer to run Paragon at its best, certain system settings **must** be checked. System Checker will adjust settings in your computer such as screen resolution, printer margins, pop up blockers, active x controls, and Java settings to optimize Paragon's performance. The following steps should be done before your first Log In to Paragon. It is also advised to rerun System Checker periodically to keep your computer's settings correct.

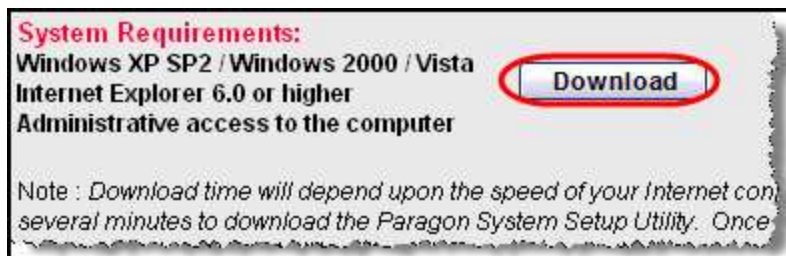
To start System Checker click the System Checker button on the Paragon log in page.



Choose your computer's operating system. If you're running Windows XP or higher click on that line and continue on to next step. If you are running Windows ME or lower go on to page 4 of this guide. If you do not know what operating system you have, click help.



After choosing Windows XP or higher operating System, the LPSREG Paragon System Setup Utility web page will open, click on the **Download** button to start running the setup utility.

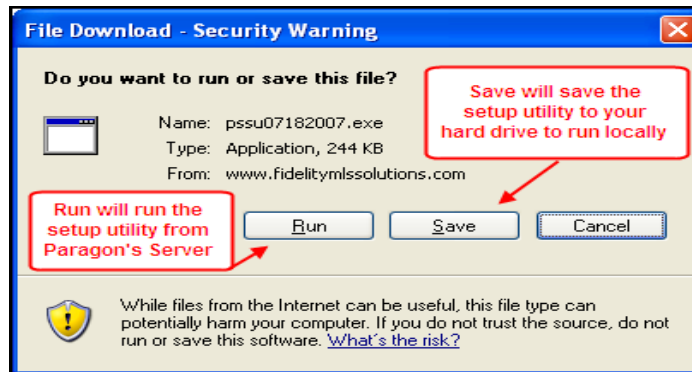




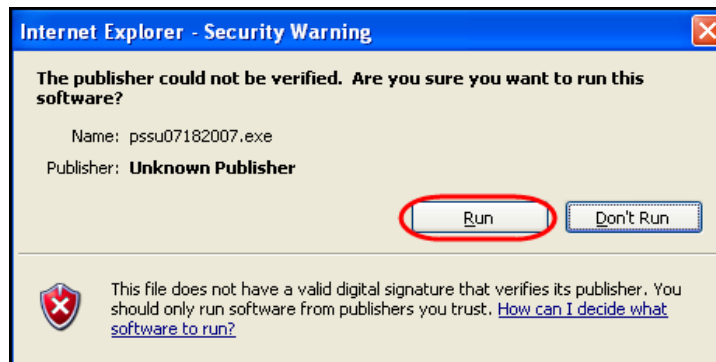
## System Checker

### Quick Start Guide Paragon 4.0

Click either **Run** or **Save**. Both choices do the same thing. Run starts the setup utility and runs it from the Paragon Servers, Save will store the setup utility program on your hard drive so you can run it at a time that is convenient.



A second security window will open from your Internet Explorer. Click **Run**.



Choose your MLS name by selecting it from the drop down menu. MLS' are listed by state. If you do **not** see your MLS or Board name select, "I don't see my board in the list."

Click **OK**.



Paragon Setup Utility will double check with you to make sure the correct MLS is selected. If this is the MLS you requested click ok.





## System Checker

### Quick Start Guide Paragon 4.0

Now click **Run**,



To print out listing reports correctly click **Yes**.

#### PSSU Helper - Disable Background Printing

Would you like to enable the printing of Background Colors and Images? Please note for best use of Paragon it is recommended you enable this option.



In order for Paragon to run correctly, you must have Microsoft Java Virtual Machine on your computer. If the setup utility cannot find it on your computer it will ask for permission to download it, click **Yes**.

#### Paragon Autofix Status Helper - Missing MSJVM




You are missing Microsoft Java Virtual Machine this is a required component for Paragon would you like to download it now?



Click on **Start Download** to start the Microsoft Java Virtual Machine Download.

Fidelity MLS Systems & Solutions - Copyrighted 2006 Bay East Association of Realtors

Click start to download Microsoft Java Virtual Machine



Keeping your temporary internet files cleaned out of storage helps to free up hard drive space, and also helps to increase speed on the internet.

Click **Yes** to delete these files.

#### Paragon Autofix Status Helper - Clean TIF



Would you like to clear your temporary internet files?



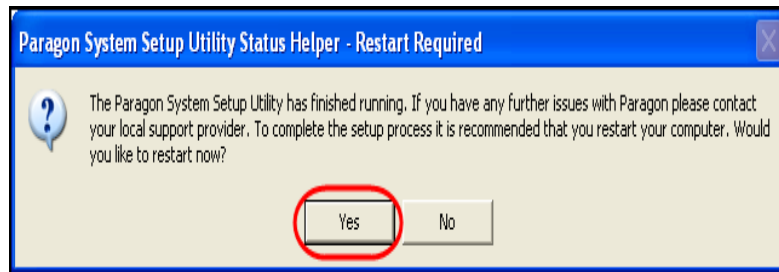


## System Checker Quick Start Guide Paragon 4.0

To delete cookies off of your computer check the delete cookies box. Then click the next button to start the process of deleting the temp files and cookies. Deleting cookies is up to you. Cookies remembers log ins and passwords to other sites.



Once the set up utility has finished, you will be asked if you would like to reboot your computer. Make sure any important files or programs that may be opened on your computer are saved and closed. Then click **Yes** for your computer to reboot, then the changes will take effect.



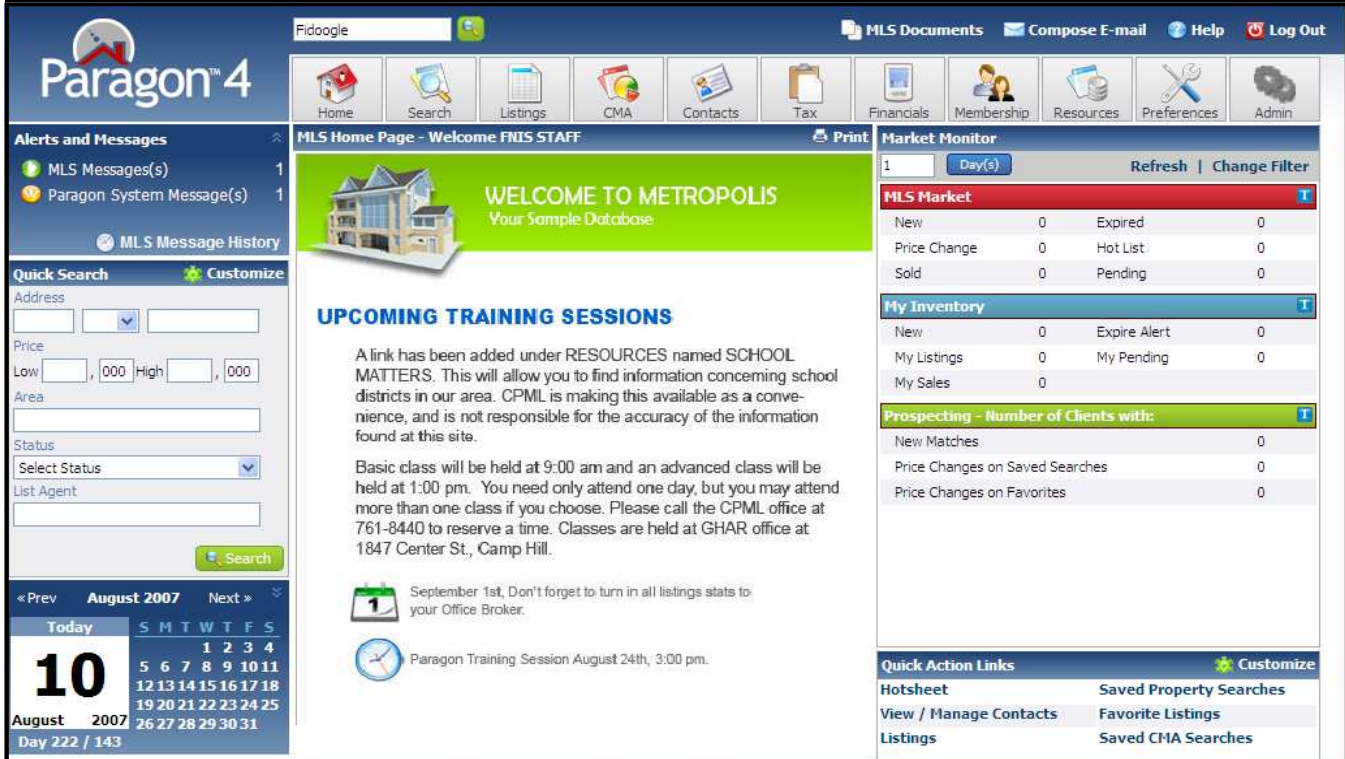
\*\* If your Operating System is Windows 98 SE or Windows ME, or if you do not want to run the Setup Utility on your Computer, click on the Click Here link above your choice of Operating System for step by step set up instructions.



System Checker has now put an icon on your desktop for quick access to Paragon. Also Paragon will be set as a trusted site for Internet Explorer, and most security software. Printer margins will be set to .25, and the internet page will be removed from any printed documents. Screen resolution will also be optimized for best use with Paragon.

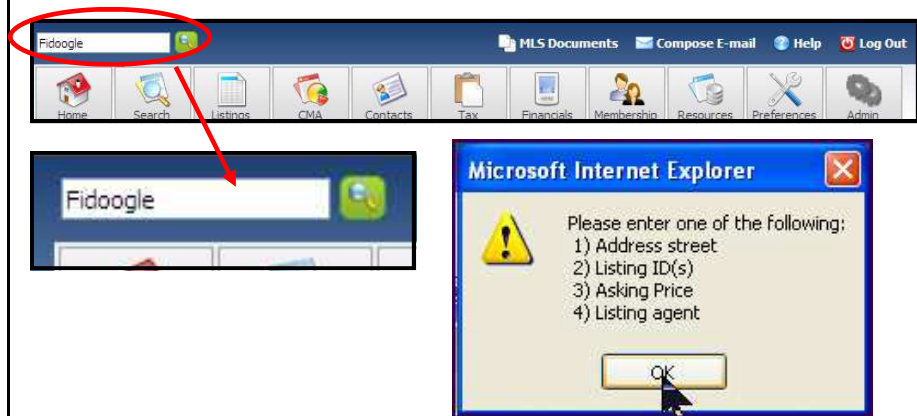
\*\*Note\*\* Some MLS' have encouraged their membership to run System Checker every 2 weeks or more. This has resulted in fewer tech support calls, both into the local MLS offices and at LPSREG Tech Support. It has also been noted that when a problem arises with a computer running Paragon, usually running System Checker will eliminate many problems.

The Paragon Home page is your dashboard for Paragon. From the Home page you can launch all the tools available to you as well as see important information about the market, your listings, news and messages from the MLS. You will find quick moves to the most used tools that Paragon has to offer. Big buttons, easy options, fewer popups, are just a few of the enhancements you will find in Paragon 4



The screenshot shows the Paragon 4.0 Home Page dashboard. At the top left is the Paragon 4 logo. To its right is a search bar labeled 'Fidoogle'. Further right are links for 'MLS Documents', 'Compose E-mail', 'Help', and 'Log Out'. Below these are navigation icons for Home, Search, Listings, CMA, Contacts, Tax, Financials, Membership, Resources, Preferences, and Admin. On the left side, there are sections for 'Alerts and Messages' (showing 1 MLS Message and 1 Paragon System Message), 'Quick Search' (with fields for Address, Price, Area, Status, and List Agent), and a calendar for August 2007. The main content area features a 'WELCOME TO METROPOLIS' banner, 'UPCOMING TRAINING SESSIONS' (including a 'SCHOOL MATTERS' link and a 'Paragon Training Session August 24th, 3:00 pm'), and a 'Market Monitor' table. The 'Market Monitor' table shows statistics for New, Price Change, and Sold listings, as well as 'My Inventory' and 'Prospecting' counts. At the bottom right, there are 'Quick Action Links' for Hotsheet, View/Manage Contacts, Listings, Saved Property Searches, Favorite Listings, and Saved CMA Searches.

Starting at the top, the first tool we see is Fidoogle. Fidoogle provides the ability to quickly pull up a listing by the address, MLS number, asking price and/or listings agent. Separate MLS #'s by commas and for price, you can enter a range. i.e. 150000-175000



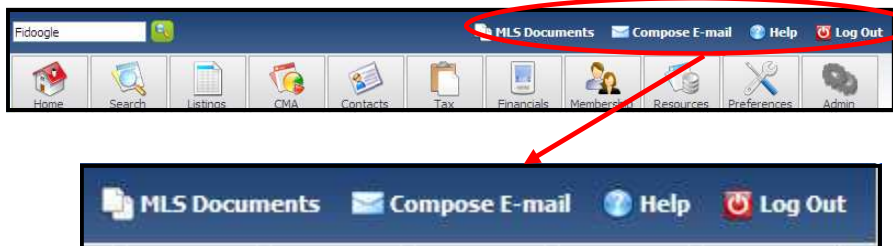
This block shows a close-up of the Fidoogle search bar. A red circle highlights the search bar, and a red arrow points to it from the text on the left. Below the search bar, a Microsoft Internet Explorer error message is displayed. The error message reads: 'Please enter one of the following: 1) Address street, 2) Listing ID(s), 3) Asking Price, 4) Listing agent'. An 'OK' button is visible at the bottom of the error message.



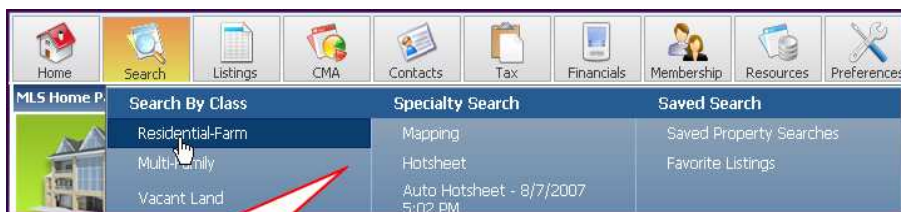
## Home Page Navigation

### Quick Start Guide Paragon 4.0

Top Action Buttons: MLS Documents is a document repository for MLS rules, Profile/Data Sheets, ETC. Compose E-mail starts the Paragon E-mail system. Help opens the Paragon Help website. Log Out: Logs you off the Paragon System.

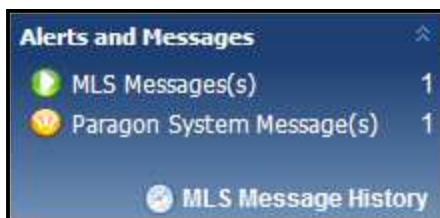


The Navigation Bar provides access to Searches, Listing Input and Maintenance, the CMA module, Contact Manager, Tax searches (if applicable), Financials, Membership, Resources, Preferences and for Administrators, the Admin menu.

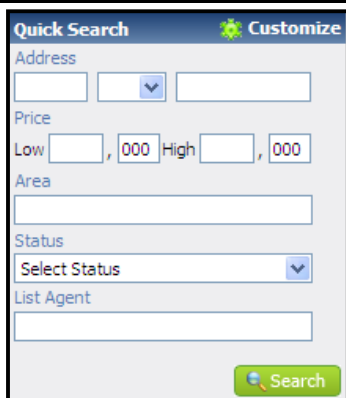


When you click on a tool button, a Control Panel appears with single click actions. Roll your mouse over another tool button and its' Control Panel appears.

MLS messages & Paragon System Messages will be stored in this box. Once you have marked them as read, the box will collapse. You can come back to this box, open it, and view messages again. You will also see messages when you login to Paragon



Under the Alerts and Message window is a Quick Search window that holds up to 5 fields. The Quick Search has limited Customization. Click Customize to see the options.

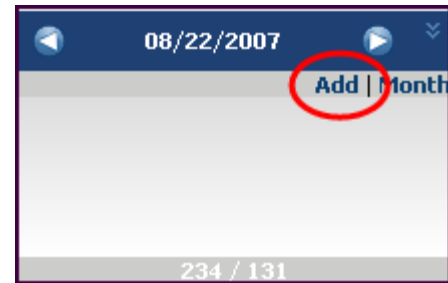




## Home Page Navigation

### Quick Start Guide Paragon 4.0

You can add events, tasks, appointments to the calendar. Click on the day of your choice, Click Add to open the box to set the details of your event. A broker can put in an event just for their office, the MLS can put in an event that will show up on everyone's calendar.



After an event is added, it will show up on your monthly calendar by changing the color of that date on the calendar.

Date: 8/22/2007

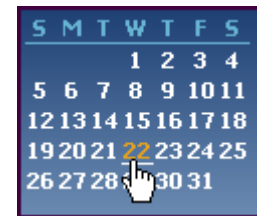
Event Title:

Location:

Time Start: 2:00 PM End: 3:00 PM

Type:

Description:



The center of the Paragon Home page provides a space for the MLS news and information. Please take time to read this section and if desired, you can print the MLS message board by clicking **Print** in the upper right corner of the window pane.





## Home Page Navigation

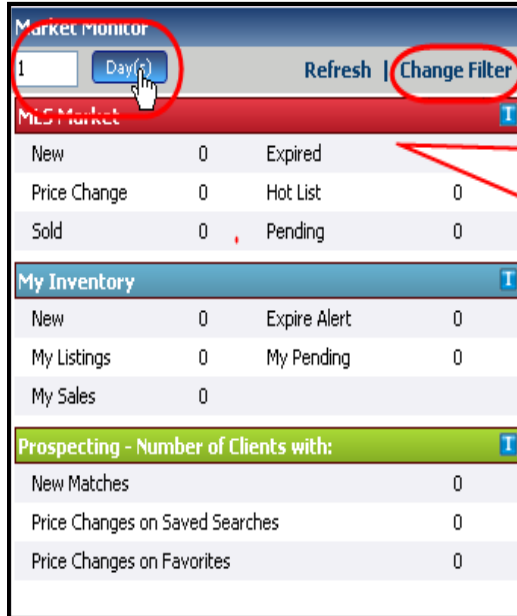
### Quick Start Guide Paragon 4.0

The Market Monitor is larger and Pending has been added to its monitoring process.

If you are on a Team(s), you can have the Team(s) Market Monitor also appear here.

If you hold your mouse over the I button, it will show you information about what the Market Monitor does.

On the bottom right corner of the Home Page you will find Quick Action Links. You can customize which actions you prefer to have show up here. This is to give you one click action.



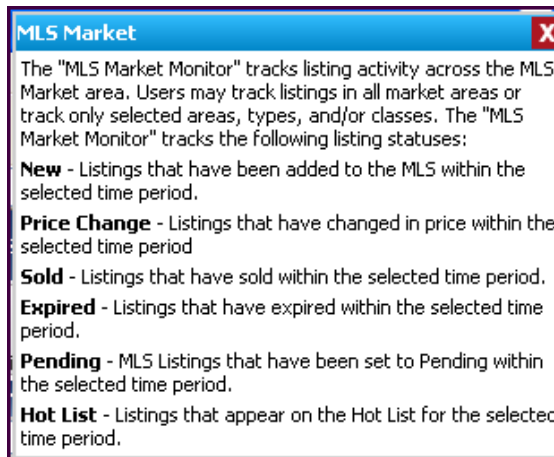
MLS Market	Expired	Hot List	Pending
New	0		
Price Change	0	0	
Sold	0		0

My Inventory	My Pending
New	0
My Listings	0
My Sales	0

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

The Market Monitor will start with a 1 day look back. You may go up to 30 days by typing in the amount of days back, then click the Day(s) button.

Change Filter will let you change the areas, class, type and even your team market if you are on a team.



**MLS Market**

The "MLS Market Monitor" tracks listing activity across the MLS Market area. Users may track listings in all market areas or track only selected areas, types, and/or classes. The "MLS Market Monitor" tracks the following listing statuses:

- New** - Listings that have been added to the MLS within the selected time period.
- Price Change** - Listings that have changed in price within the selected time period
- Sold** - Listings that have sold within the selected time period.
- Expired** - Listings that have expired within the selected time period.
- Pending** - MLS Listings that have been set to Pending within the selected time period.
- Hot List** - Listings that appear on the Hot List for the selected time period.




Quick Action Links	
Hotsheet	Saved Property Searches
View / Manage Contacts	Favorite Listings
Listings	Saved CMA Searches

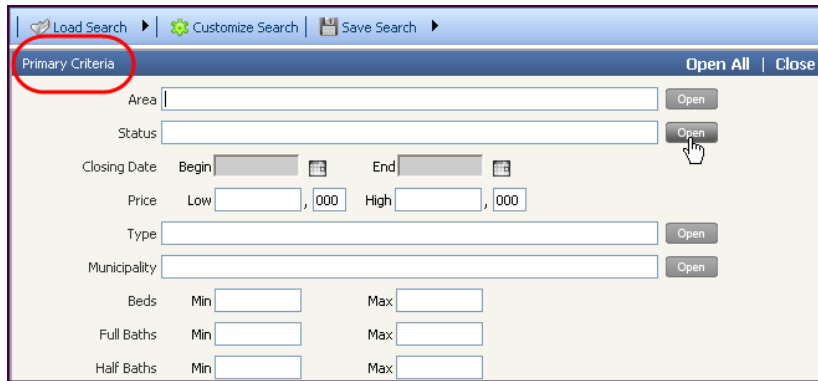
A detailed Property Search is used when the buyer has ideas or requirements on what they would like, where, how much, how many beds & baths, size, etc. You can search the fields in a particular class or a combination of classes. You can customize the search screen to fit you or a buyers specific needs. (see Customizing a Search guide) This guide will help you understand how to use the listing data fields to narrow/enlarge your inventory results to print or email. The fields and choices in this example will vary from MLS to MLS. This is a more detailed search that the Quick Search on the Paragon Home Page

To start, click the **Search** button on the main menu. In the control panel that appears, click the class you need. This example will be Residential.

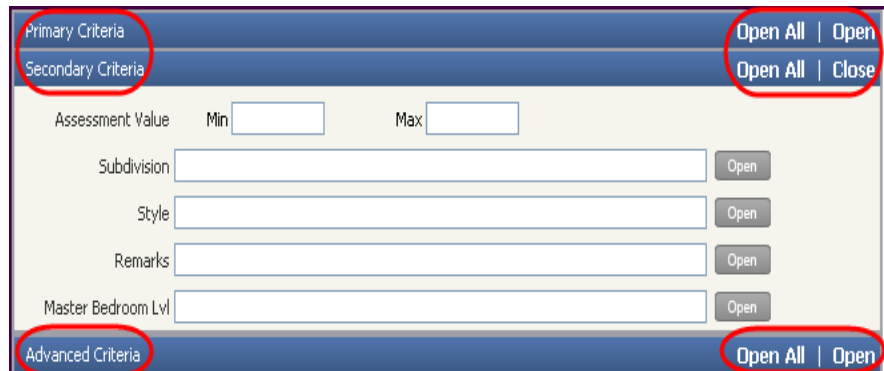
From this control panel, you can also see the other available searches.



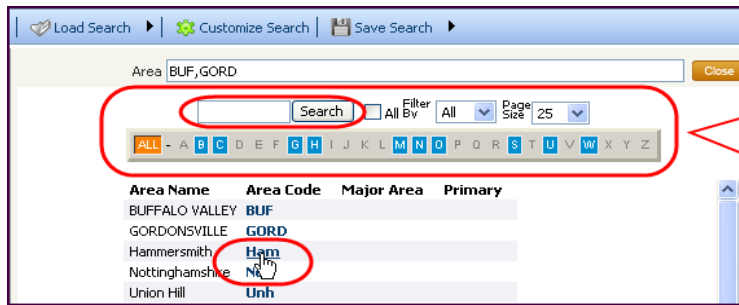
The Residential search screen will appear with up to 3 search containers called Primary, Secondary, and Advanced Criteria. The Primary will be open ready to use. Your MLS sets up the starting fields. You can customize this screen to use it the way you want, See Customizing a Search Quick Start Guide.



The criteria containers can be opened and closed at will with the open and closed buttons located at the end of the container bars.

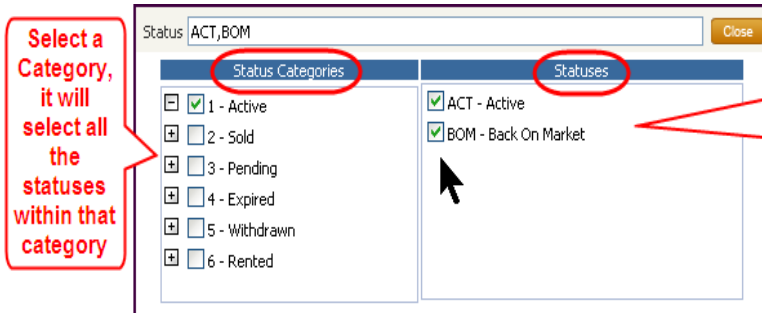


Some “lookup” fields, like Area, will have an open button to the right of the box. This will open a list of choices for that field. You may need to search within that field to find your selection (s).



Click on the letters for areas starting with that letter or put the name in the search box and click search.

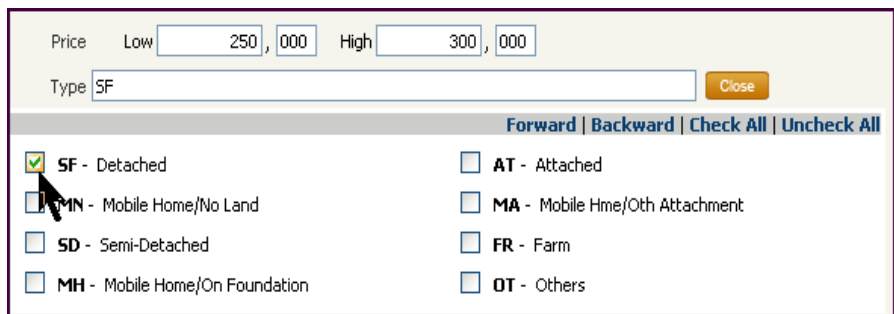
The Status field will have categories and individual statuses. Click a category and all the statuses in that category will be listed and checked.



Select a Category, it will select all the statuses within that category

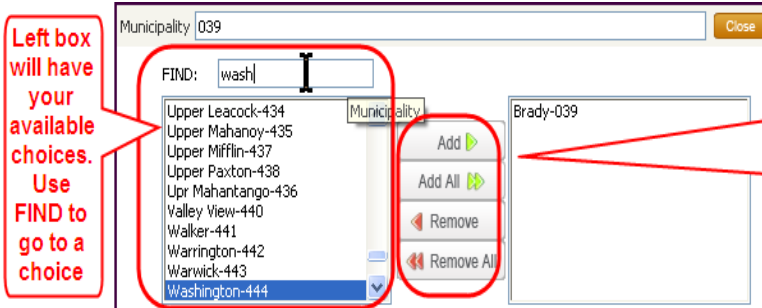
Select or deselect statuses

The Price range field is simply typing in the low and/or high values.



The Type of property field will list the values with checkboxes next to them. Click on your choices for selections.

You can hold down the CTRL button and click on all your choices and add them to your right box of selected items all at once.

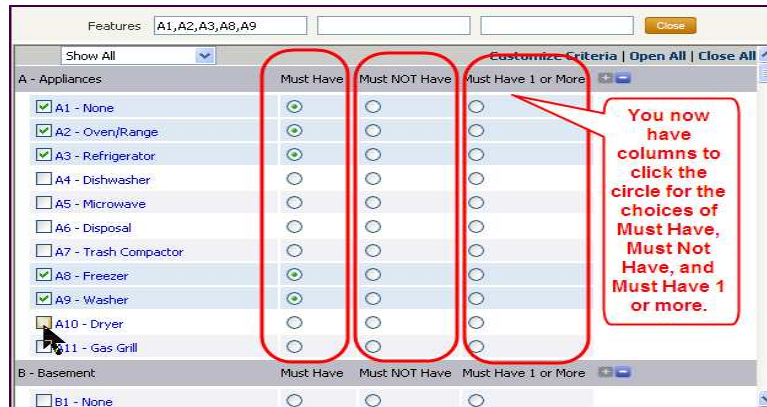


Left box will have your available choices. Use FIND to go to a choice

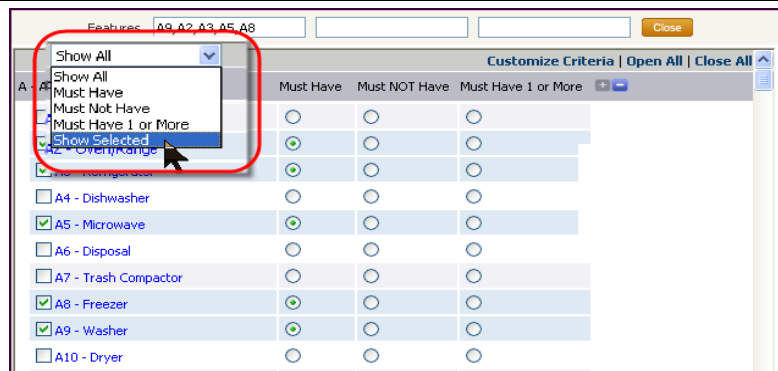
Use the add & remove buttons or double click your choices

## Property Search Quick Start Guide Paragon 4.0

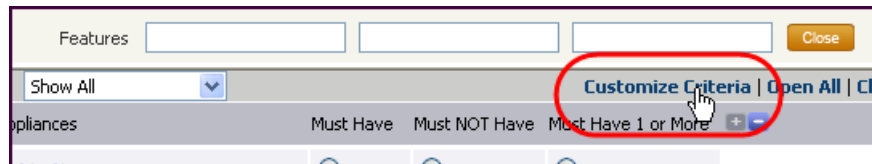
Features will have the categories with the columns of Must Have, Must Not Have, and Must Have 1 or More. Click the circle of your choice of that feature. Use 1 or More when you have several choices from one category **that do not contradict each other in a must have scenario.**



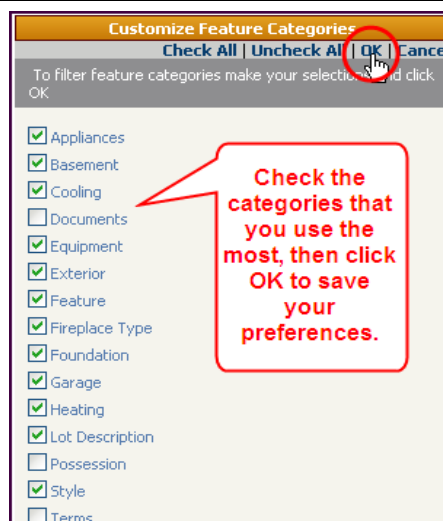
Once you have your selections, you can use the drop down menu to show what you have selected.



You may customize the categories of features that appear in your Features search field. Click Customize Criteria in the field.



The customize screen slides in from the right. Make your choices and say OK, your screen will refresh with just the categories that you have selected. **Remember to save your search or search template for these preferences to appear in your default template. See "Saving Searches" QuickStart Guide.**



Beds, Baths, and other fields may not be available in a min/max range. Depending on your MLS data, you may have a look up box with choices to check off your choice(s).

For quick entry, range fields only need a Minimum

Beds	Min	<input type="text" value="3"/>	Max	<input type="text"/>
Full Baths	Min	<input type="text" value="2"/>	Max	<input type="text"/>
Half Baths	Min	<input type="text" value="1"/>	Max	<input type="text"/>
Total Baths	Min	<input type="text"/>	Max	<input type="text"/>
Square Feet	Min	<input type="text"/>	Max	<input type="text"/>

Unless your buyer gives you a specific maximum

Word search fields will have what is called "wildcard" search capability by using an asterisk or star. It allows you to search for word forms of a letter string that you have put into the field box. A comma functions like the word "or".

Remarks  Close

Remarks

- Use \* for wild-card searching
- Use , to separate values

In this example, \*fenc\* will look for the words fence, fenced, fencing, etc. As well as \*fix\* will look for fix, fixed, fixer, fixing, etc.

Date fields will show begin and end calendars when you click on the calendar icon. Most instances you do not have to have an ending date if you want last minute results of your search. Set the month/year, click on the day.

Closing Date Begin  End

Type SF

Area Goth,Cen,Unh,Hyd

Mapping Click Here to Launch

Price Low

Beds Min 3

Full Baths Min 2

Half Baths Min 1

Square Feet Min

Acres Min

**Calendar Control -- Web Page Dialog**

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Once you have the criteria in, you can do a count for a number of matches. You can now save your search or get results then save your search. Click **Search** or a **Top 5 Favorite View** to see the results in that particular favorite view.

Count  Count

Available Reports

Agent Spreadsheet  Search

**Top 5 Favorite Views**

- Client Detail
- Photo Summary Report
- Agent Report
- Brochure 4
- Agent Detail

**Criteria Summary** Clear Criteria

✗ Type	SF
✗ Area	Goth,Cen,Unh,Hyd
✗ Price	250,000 - 275,000
✗ Beds	> 3
✗ Full Baths	> 2


Click on Count to review how many listings match your current criteria. To search for your results, click Search for a default view or click on a Top 5 Favorite and it will get your listing results and go straight to that view.

The Spreadsheet is the default search results view in Paragon. It gives a view of all the listings for a particular search. It can be sorted, filtered and customized to display the property information that is relevant to you. The spreadsheet functions are outlined below.

The summary information is displayed directly above the spreadsheet. Your MLS may choose not to display this information.

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE	LISTING COUNT
LIST PRICE:	\$289,900	\$201,900	\$243,306	\$243,700	\$24,330,819	100
SOLD PRICE:	\$0	\$0	\$0	\$0	\$0	

To sort the spreadsheet click on the column header that you want to sort. The default sort order is by price from low to high. To change the order from ascending to descending click again. If you have more than 100 listings in your search results only the first 100 will sort. Click **Get All** in the upper right to sort your entire search results.


Show Checked     Show All    Unr

	PIC	MLS #	Type	1) S..	Address	3) A..	2) Pri..	Beds	Full Baths	
1	<input type="checkbox"/>	1	10137611	SF	ACT	222 Mine Road	Met	\$350,000	5	2
2	<input type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met	\$350,000	5	3
3	<input type="checkbox"/>	9	10147512	SF	ACT	6508 Windmere Road	Met	\$350,000	4	2
4	<input type="checkbox"/>	9	10147514	SF	ACT	276 E Canal St	Met	\$357,900	4	3
5	<input type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met	\$359,300	4	4
6	<input type="checkbox"/>	6	10139551	SF	ACT	505 COLONY DRIVE	Met	\$359,900	4	2
7	<input type="checkbox"/>	9	10150249	SF	ACT	10 Harvey Road	Met	\$359,900	5	2

Click any column header to sort by that column. Click again to reverse the order.


Showing Listings 100 of 113    Next 100    **Get All**

To filter the spreadsheet click the checkbox of the listings you want to keep and then click **Show Checked**.

Show Checked     Show All    Unr

	PIC	MLS #	Type	1) S..	Address	3) A..	2) Pri..	Beds	Full Baths	
1	<input type="checkbox"/>	1	10137611	SF	ACT	222 Mine Road	Met	\$350,000	5	2
2	<input checked="" type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met	\$350,000	5	3
3	<input type="checkbox"/>	9	10147512	SF	ACT	6508 Windmere Road	Met	\$350,000	4	2
4	<input type="checkbox"/>	9	10147514	SF	ACT	276 E Canal St	Met	\$357,900	4	3
5	<input checked="" type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met	\$359,300	4	4
6	<input type="checkbox"/>	6	10139551	SF	ACT	505 COLONY DRIVE	Met	\$359,900	4	2
7	<input type="checkbox"/>	9	10150249	SF	ACT	10 Harvey Road	Met	\$359,900	5	2
8	<input type="checkbox"/>	3	10144256	SF	ACT	7335 Main Street	Met	\$359,900	4	2

Only the listings that were checked will remain. To revert back to your original list click **Show All**.

Show Checked     Show All    Unr

	PIC	MLS #	Type	1) S..	Address	3) A..	2) Pri..	Beds	Full Baths	
1	<input type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met	\$350,000	5	3
2	<input type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met	\$359,300	4	4
3	<input type="checkbox"/>	3	10144256	SF	ACT	7335 Main Street	Met	\$359,900	4	2

## Views & Reports—Spreadsheet View

### Quick Start Guide Paragon 4.0

If you want to display your search criteria after you have already gone to search results, click **Criteria Summary** on the action toolbar and the criteria will fly in on the right side of the screen.

Criteria Summary | E-Mail | Save | Print | Add to CMA

	HIGH	LOW	AVERAGE	MEDIAN
LIST PRICE:	\$497,000	\$350,000	\$410,832	\$399,900
SOLD PRICE:	\$0	\$0	\$0	\$0

Show Checked Show All

	PIC	MLS #	Type	1) S.	Address	3) A.
1	1	10137611	SF	ACT	222 Mine Road	Met
2	9	10149674	SF	ACT	2001 Raleigh Road	Met
3	9	10147512	SF	ACT	6508 Windmere Road	Met
4	9	10147514	SF	ACT	276 E Canal St	Met
5	8	10140391	SF	ACT	101 DOVE COURT	Met
6	6	10139551	SF	ACT	505 COLONY DRIVE	Met
7	9	10159249	SF	ACT	10 Harvey Road	Met

Available Reports

Criteria Summary Print Close

Class	RF
Status	ACT,BOM
Type	SF
Price	350000-550000
Area	Met

To view a listing in detail, double click on the row number of the spreadsheet. This will open the view of that listing either in the All Fields Detail report, or in a default report that your MLS has set up. To have Paragon open a listing in a format of your preference. See the User Preferences Quick Start Guide.

	HIGH	LOW	AVERAGE	MEDIAN
LIST PRICE:	\$998,900	\$515,000	\$632,855	\$599,900
SOLD PRICE:	\$0	\$0	\$0	\$0

Show Checked Show All Agent Spr

	PIC	Area	MLS #	Type	Virtual Tour	1) S.	Sold Price
1	3	Hyde Park	10140848	SF	No	ACT	
2	9	Hyde Park	10139533	SF	No	ACT	
3	1	Hyde Park	10146658	SF	No	ACT	
4	6	Hyde Park	10144465	SF	No	ACT	
5	9	Hyde Park	10140798	SF	No	ACT	
6	9	Hyde Park	10137747	SF	No	ACT	

Several types of spreadsheets are available in Paragon. Your MLS determines which ones are available. Some of the typical ones are displayed here. To expand the list to see the available options click **Spreadsheets** under the **Available Reports**.

Available Reports

Help | Open All | Close All

- Favorites
- Spreadsheets**
- Details
- MultiUps
- SpecialtyViews
- CMA
- StatisticalReports
- Audits

Available Reports

Help | Open All | Close All

- Favorites
- Spreadsheets
  - Summary One Line
  - Showing Spreadsheet
  - Agent Spreadsheet 4
  - Agent Spreadsheet 5
  - Agent Spreadsheet 6
  - MLS Defined Spreadsheet 7
  - Firm Inventory
  - HotSheet Spreadsheet
- Details
- MultiUps
- SpecialtyViews
- CMA
- StatisticalReports
- Audits

Once the list of spreadsheets are displayed you can click any of them to switch to that view.

To customize any spreadsheet click **Customize** on the action toolbar from that view. The fields on the left are the available fields and the fields on the right are selected for that view. Highlight the field and click **Add** or **Remove** to change the selected fields.

Class: Residential-Farm Group: Listing Name: Agent Spreadsheet

Available

Name	Code	#
Fee Frequency	Fee Fr.	13
Fireplaces	FP	46
Full Baths 2nd Floor	FBath 2	53
Full Baths 3rd Floor	FBath 3	54
Full Baths Basement	FBath B	51
Full Baths Main	FBath M	52
General Date	Gen D.	2
Half Baths	HB	48
Half Baths 2nd Floor	HBath 2	57
Half Baths 3rd Floor	HBath 3	58
Half Baths Basement	HBath B	55
Half Baths Main	HBath M	56
Handicap Modified (Y/N)	Handic.	11
Home Assn/Provl/Devl Fee	HOA F.	12

Selected

Sort	Name	Code	#
<input checked="" type="checkbox"/>	Picture	PIC	500
<input type="checkbox"/>	MLS #	MLS #	5
<input type="checkbox"/>	Type	Type	7
<input type="checkbox"/>	Status - Ascending	Status	15
<input type="checkbox"/>	Address	Address	10
<input type="checkbox"/>	Area - Ascending	Area	8
<input type="checkbox"/>	Price - Ascending	Price	0
<input type="checkbox"/>	Beds	BR	47
<input type="checkbox"/>	Full Baths	FB	48
<input type="checkbox"/>	Associated Docu.	Assoc.	133
<input type="checkbox"/>	Subdivision	Subdiv	23

Customize

Add > < Remove

Move Up Move Down

Set Sort

Use short label Use short value, if available

Save & Close Revert to Default



## Views & Reports—Spreadsheet View

### Quick Start Guide Paragon 4.0

Arrange the order of the columns in your spreadsheet by highlighting the line and then clicking either the **Move Up** or **Move Down** buttons. Remember that UP equals left on your spreadsheet and DOWN equals right.

Class: Residential-Farm Name: Agent Spreadsheet  
Group: Listing

Available

	Name	Code	#
<input type="checkbox"/>	# Stories	Stories	11
<input type="checkbox"/>	Acres	Acres	43
<input type="checkbox"/>	Addendum	Adden..	12
<input type="checkbox"/>	Adult Community (Y/N)	Adult ..	11
<input type="checkbox"/>	Approximate Pasture Acres	AppPA..	10
<input type="checkbox"/>	Approximate Tillable Acre	AppTA..	10
<input type="checkbox"/>	Assessment Value	Assmn..	13
<input type="checkbox"/>	Assumption Payment Amo...	Assmp..	12
<input type="checkbox"/>	Bedroom 1 Desc	Bed 1 ..	78
<input type="checkbox"/>	Bedroom 1 Dim	Bed 1 ..	77
<input type="checkbox"/>	Bedroom 1 Level	Bed 1 ..	78
<input type="checkbox"/>	Bedroom 2 Desc	Bed 2 ..	82
<input type="checkbox"/>	Bedroom 2 Dim	Bed 2 ..	80
<input type="checkbox"/>	Bedroom 2 Level	Bed 2 ..	81

Selected

	Sort	Name	Code	#
<input type="checkbox"/>		Picture	PIC	500
<input type="checkbox"/>		MLS #	MLS #	5
<input type="checkbox"/>		Type	Type	7
<input type="checkbox"/>	1	Status - Ascendi...	Status	15
<input type="checkbox"/>		Address	Address	10
<input type="checkbox"/>	3	Area - Ascending	Area	8
<input checked="" type="checkbox"/>	2	Price - Ascending	Price	0
<input type="checkbox"/>		Beds	BR	47
<input type="checkbox"/>		Full Baths	FB	48
<input type="checkbox"/>		Associated Docu...	Assoc...	133
<input type="checkbox"/>		Subdivision	Subdiv	23

Buttons: Add >, < Remove, < Remove All, Move Up, Move Down, Set Sort

Options:  Use short label,  Use short value, if available

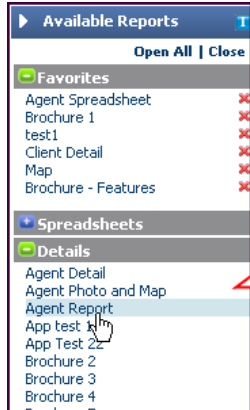
Buttons: Save & Close, Revert to Default

The rest of this page intentionally left blank.



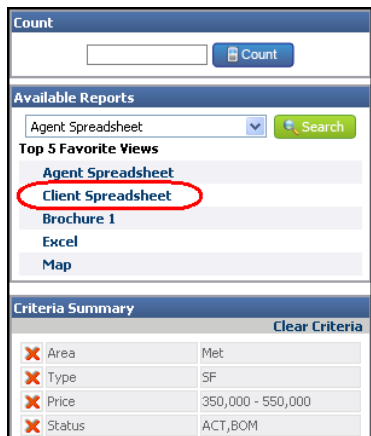
Paragon allows you to keep your most used search results views in a Favorites list so you can get to them easily.

To add to your Favorite Views simply drag and drop them into the Favorites section from wherever they appear in the Available Reports list.



Click, hold, and drag the view that you want, up to the favorites container. The first 5 will become your Top 5 Favorites for quick access.

Your Top 5 Favorite Views will appear in the Search Criteria screen so you can go directly to that results view from search. Instead of clicking search when you finish entering your criteria just click the name of the results view you want to go to.



Paragon will go directly to that search results view.

<span style="float: left;"> <input checked="" type="checkbox"/> Show Checked                     <span style="margin-left: 20px;"> <input type="checkbox"/> Show All                 </span> </span> <span style="float: right; border: 1px solid red; border-radius: 15px; padding: 2px 5px; color: white;">Client Spreadsheet (Default)</span>										
	MLS #	Type	Status	Address	Area	Municipality	Price	Beds	Square Feet	
1	<input type="checkbox"/>	10149674	Detached	Active	2001 Raleigh Road	Metro	Derry	\$350,000	5	2604
2	<input type="checkbox"/>	10147512	Detached	Active	6508 Windmere Road	Metro	Lower Paxton	\$350,000	4	2634
3	<input type="checkbox"/>	10137611	Detached	Active	222 Mine Road	Metro	Derry	\$350,000	5	3000
4	<input type="checkbox"/>	10147514	Detached	Active	276 E Canal St	Metro	South Hanover	\$357,900	4	2977
5	<input type="checkbox"/>	10140391	Detached	Active	101 DOVE COURT	Metro	South Hanover	\$359,300	4	3267
6	<input type="checkbox"/>	10150249	Detached	Active	10 Harvey Road	Metro	Derry	\$359,900	5	2650
7	<input type="checkbox"/>	10148839	Detached	Active	2295 Sandhill Road	Metro	Derry	\$359,900	5	2791
8	<input type="checkbox"/>	10144595	Detached	Active	215 Village Lane	Metro	So Londonderry	\$359,900	3	2078
9	<input type="checkbox"/>	10144256	Detached	Active	7335 Main Street	Metro	West Hanover	\$359,900	4	2493
10	<input type="checkbox"/>	10139551	Detached	Active	505 COLONY DRIVE	Metro	Lower Swatara	\$359,900	4	2612

To email or print listings you must first have search results. Run any type of search and the Action Toolbar below will appear at the top of your search results screen.



To email a listing or group of listings select them and click **E-Mail**.

	HIGH	LOW	AVERAGE	MEDIAN
LIST PRICE:	\$499,500	\$350,000	\$411,884	\$399,900
SOLD PRICE:	\$0	\$0	\$0	\$0

	PIC	MLS #	Type	1) S...	Address	3) A..	
1	<input type="checkbox"/>	9	10147512	SF	ACT	6508 Windmere Road	Met
2	<input checked="" type="checkbox"/>	1	10137611	SF	ACT	222 Mine Road	Met
3	<input type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met
4	<input checked="" type="checkbox"/>	9	10147514	SF	ACT	276 E Canal St	Met
5	<input checked="" type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met

The **Email Listings** options window will fly in from the right of the screen. Choose the reports to send to the recipient regarding the listings. Make your selections and click **OK**.

The check boxes next to the name of the report selects that view for the email.

A Hyperlink is recommended when emailing listings to a customer.

If sending as an attachment, only one listing can be sent at a time in multiple views.

The **Compose E-Mail** Editor will launch. Enter the recipient's E-mail address, add message body and click **Send**.

For more information about the Rich Text Editor tool for E-mail composing, review the Paragon Help Files regarding the Rich Text Editor.

**To:** customer@emailaddress.com  
**Cc:**  
**Bcc:** trainer@fres.com  Bcc me  
**Subject:** Link to Listings

**Send**

**Click Here to View Listings**

Type a message here

If you have your contacts entered in Paragon you can click the To: hyperlink to bring up your address book

There is a setting in User Preferences to automatically Blind Carbon Copy yourself on all Email



## Email and Print Listings Quick Start Guide Paragon 4.1.4

With a Hyperlink, your prospect will receive an E-mail similar to the one on the right. When they click on **Click Here to view Listings** (the recipient may need to hold down their control key for the link to function), they will see a content similar to what is displayed in the bottom picture of this page.

The recipient can click on the dropdown box to selected a specific View/Report with which to view the sent listings.

**Note: This functionality is not currently available for Automatic E-mail notifications.**

**From:** FNIS Master [mailto:schreifelsk@hotmail.com]  
**Sent:** Tuesday, July 08, 2008 4:09 PM  
**To:** Bob.Homebuyer@aol.com  
**Subject:** Link to Listings for Bob Homebuyer

[Click Here to View Listings](#)



If the above link 'Click Here to View Listings' does not function, copy and paste the following link into your browser address bar:  
<http://3devint.fnismls.com/publink/default.asp?GUID=c74285cb-7422-402c-83b4-edb37def1a21&Report=Yes>

Dear Bob,

At the top of the page is a link for homes that match your new home requirements. Click on the link (you may have to hold down the Control key when you click) and check out the homes. Let me know which houses you want to visit. I will set up the appointments as soon as possible.

The above link is good for 30 days. After 30 days the link will go inactive.

I look forward to visiting these properties with you as soon as possible.

Call me if you have any questions.

Have a GREAT day!!!

Working hard to find you your dream home!

**Note:** If your prospect is unable to click the hyperlink and see the listing content, they can copy and paste the hyperlink's URL (circled on the left) into a web browser to see the content, as if they had clicked on the link.

Jackson MLS

**Agent Detail**

FNIS Master  
 FNIS  
[schreifelsk@hotmail.com](mailto:schreifelsk@hotmail.com)

**Views**

- Feature Brochure
- Feature Brochure
- Large Photo Brochure
- Thumbnail
- Mini Summary

Listing ID	Price
1049826	\$150,000
1036598	\$151,900

**602 DORBERT DR**  
**Munith**  
**\$151,900**

**Print**

<p><b>DESIGN</b> 1.5 Story</p> <p><b>GARAGE</b> Three Or More Cars</p> <p><b>EXTERIOR</b> Aluminum, Vinyl</p> <p><b>BUILT ON</b> Crawl</p> <p><b>HEAT TYPE</b> Forced Air, Gas Water Heater</p> <p><b>FUEL TYPE</b> Natural Gas</p> <p><b>WATER/SEWER</b> Well, Septic</p> <p><b>FLOORING</b> Carpeting, Ceramic, Vinyl /Laminate</p> <p><b>MISCELLANEOUS</b> Home Warranty, Whirlpool</p> <p><b>PERSONAL PROP INCLUDED</b> Satellite Dish, Satellite Receiver, Dishwasher, Range/Oven, Refrigerator, Smoke Alarm, Washer, Gas Dryer</p> <p><b>MISC. INTERIOR</b> Laundry Main Level, Formal Dining Room</p>
--

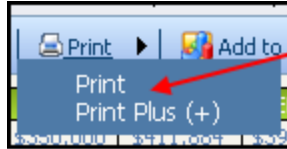


## Email and Print Listings Quick Start Guide Paragon 4.1.4

There are two options to print Views/Reports, **Print** and **Print +**.

**Print** will print the listing in the view you are currently on.

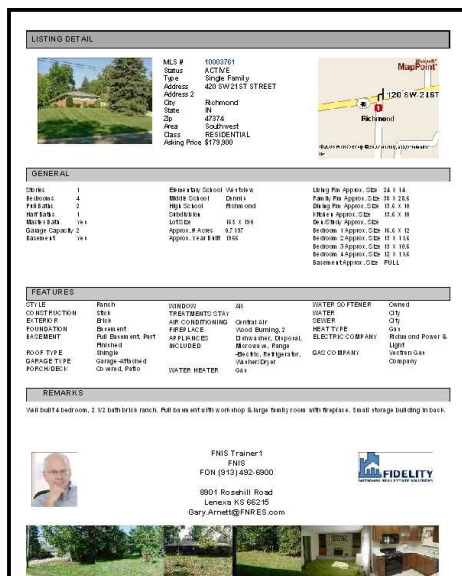
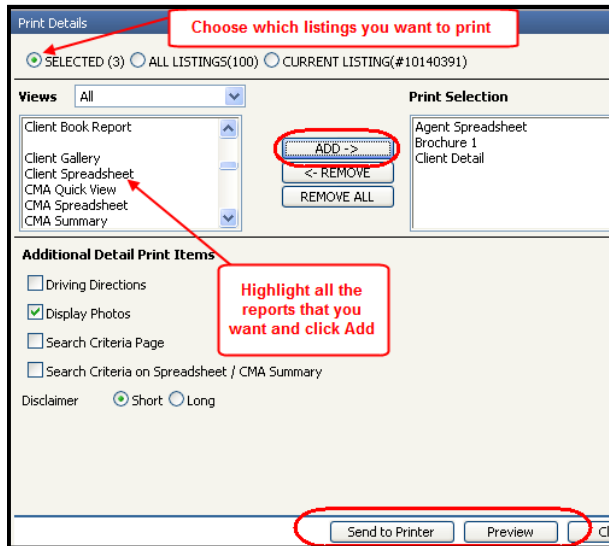
**Print+** allows you to print a group of reports for one or more listings at the same time.



When you roll your mouse over Print the two options will display click the one you want.

If you choose **Print+** the **Print Details** dialog launches allowing you to make selections of the listings reports you want to include in the print job.

Click **Preview** to see the results or **Send to Printer** to start the print job.



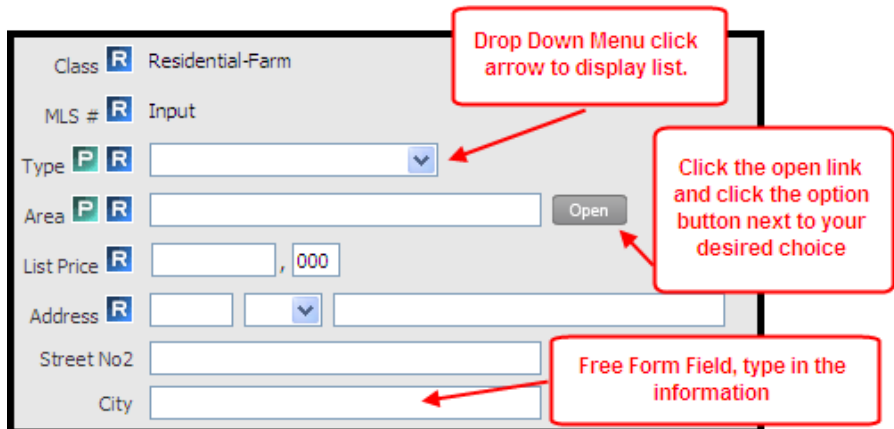
## Adding a Listing

### Quick Start Guide Paragon 4.0

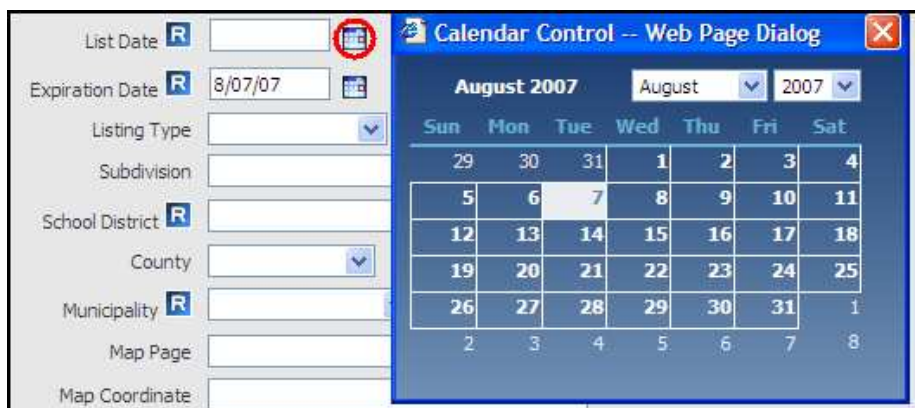
To add a new listing, from the Home Page click **Listings** and then select the appropriate Class (Residential, Land, Commercial, etc.). In this example we will use the Residential Class. The Listing Data Form will launch, where you can complete the entry.



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 just type in the information.



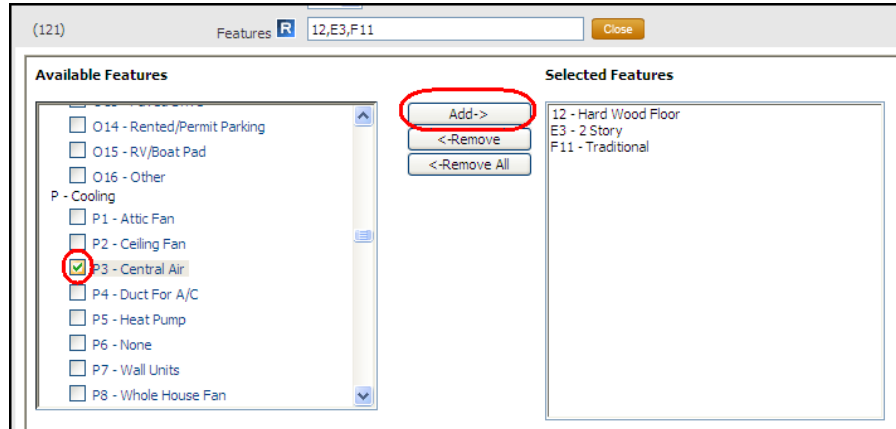
Other fields, such as Listing Date and Expiration Date, have a small calendar to the right of the field. Click on it for a pop up calendar where you can easily select the appropriate dates. Once you click on the day, the calendar will close and insert the date (in the correct format) directly into the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



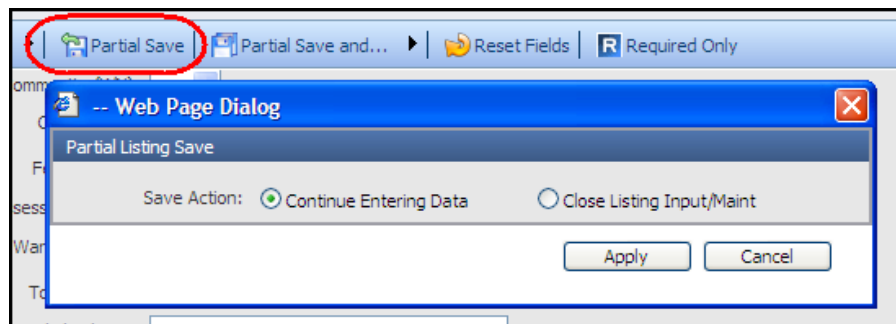
## Adding a Listing

### Quick Start Guide Paragon 4.0

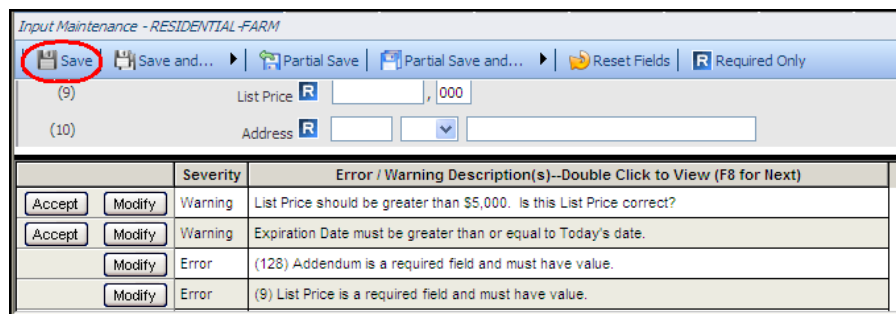
When you get to the features section, click **Expand All** and all choices for all Feature Groups will be visible. You can scroll down the page adding a check mark next to each appropriate feature and when finished, click **Add** which will move all the checked features into the Selected Features box.



It is a good idea 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 if you get interrupted. You can choose to close input/maintenance or continue entering data when you perform a Partial Save.



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.

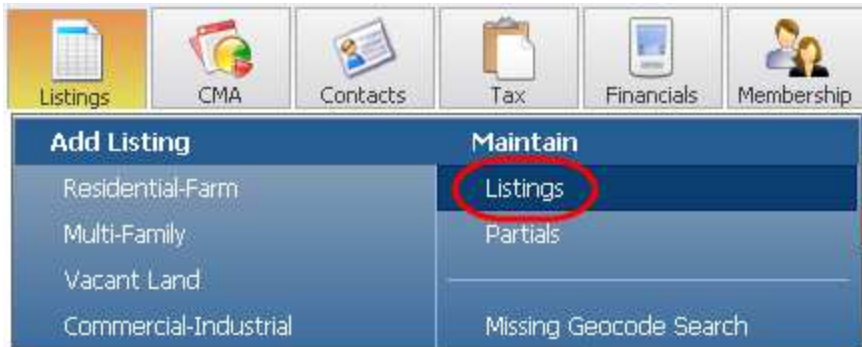


Click **Modify** next to each error and you will be taken directly to that field so you can correct or enter the information. After you have finished your modifications, click **Save** once again to save your listing.

**!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.

Listing Maintenance allows the user to add or update listing information after it has been saved in the MLS. Price Changes, Expiration Dates, Virtual Tours, Picture Administration, Remarks, Pictures, etc. Look for quick change shortcuts such as the MLS #, Price Change, and Pictures as described below.

To reach listing maintenance click on **Listings**, then under the **Maintain** column, click **Listings**



The user will then see a list of all listings associated with that agent. Brokers will see the listings for that office or firm. To avoid looking through a large number of listings, Paragon 4 offers an MLS and Address search. Enter the information you wish to search by and click **Search**.



On the right side of the line of the listing selected is a drop down titled **Select an Action**. Simply click on the action you wish to perform. The more common actions will be shown in this guide, others will be offered in a separate Quick Start Guide.



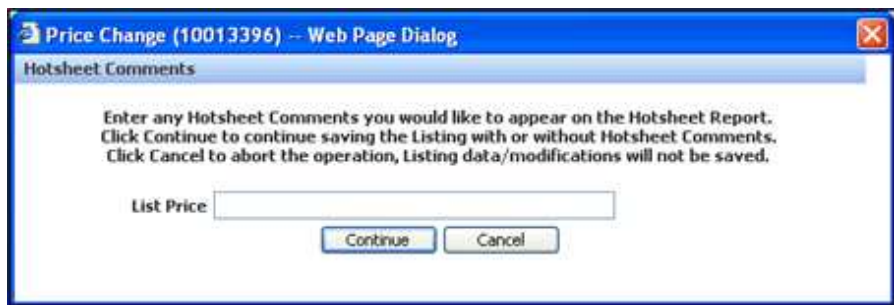
## Maintaining Listings

### Quick Start Guide Paragon 4.0

Clicking on the **MLS #** will open the listing maintenance screen, allowing you to change any field on your listing, including status, allowing you to set your listing to Pending or Back on Market

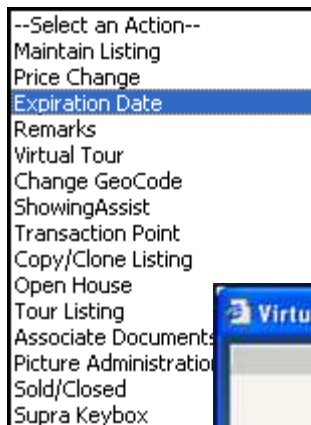


Paragon also has a hot link for quick access to price change. Again from the listing you want to maintain, **click on the price of the listing**, a price change window will open, change the price accordingly, click **Save and Close**. Your MLS will have certain fields triggered to automatically open a Hot Sheet Comments window, enter comments in the field provided then click **Continue**.



For all other listing maintenance items use the drop down menu that appears on the right side of the listing line. Quick Start Guides have been prepared on the functionality for some of the items listed, for instance, adding/maintaining Pictures.

Virtual Tour, Click on Virtual Tour in the drop down menu, simply enter the web address for your Virtual Tour click **Save and Close**. Always save your work.

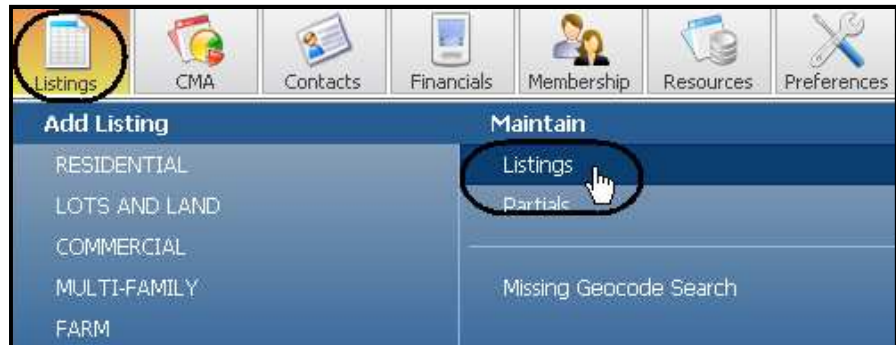




Paragon gives the user the ability to easily add photos to a listing, or rearrange photos after the listing has been saved. For best results, photos should be 640 X 480 resolution and 32kb in size. File compress will occur if the file size is greater than 32 kb and/or the resolution is greater than 640 x 480 pixels. Paragon recommends you upload images that are 1 MB or less. The only acceptable image file formats are .jpeg and .gif. Paragon does not allow file names with special characters like &, \*, \$, etc. When working with listing images, at the bottom of the maintain screen is a reminder of these specifications and a quick link to an image resizing tool.

**Photo Compression:** If a photo is over 32K in file size, the image will be compressed to 32K. Note: this could result in a reduction in quality. For users who upload photos larger than the 32K limit, it is recommended that the images do not exceed 1MB in file size.  
**Image Size:** Image size refers to the resolution of the photo. Paragon requires a resolution of 640 x 480 or less. If a photo is under the 32K limit but has a resolution of image size larger than 640 x 480, compression will occur. In MS Windows, the image size of a photo can be accessed by mousing over the image—details will display in a pop up.  
**Image Resizing Tools:** There are several free tools available for resizing images. For a list of recommended easy-to-use tools, [click here](#).  
**Acceptable Formats:** Only .jpeg and .gif image formats can be uploaded to Paragon.  
**File Name Special Characters:** Special characters, such as \/:?\*<>| etc., cannot be used in the photo file name.

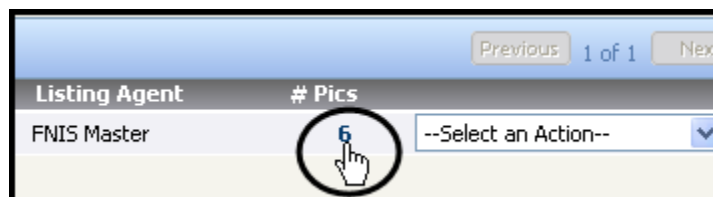
To make any change to a listing, on the Home Page click **Listings** then under **Maintain**, click **Listing**.



The **Listing Maintenance** screen will launch so you can search for the listing you want to add or rearrange photos. Type the information into the appropriate field you wish to search by, and then click **Search**.

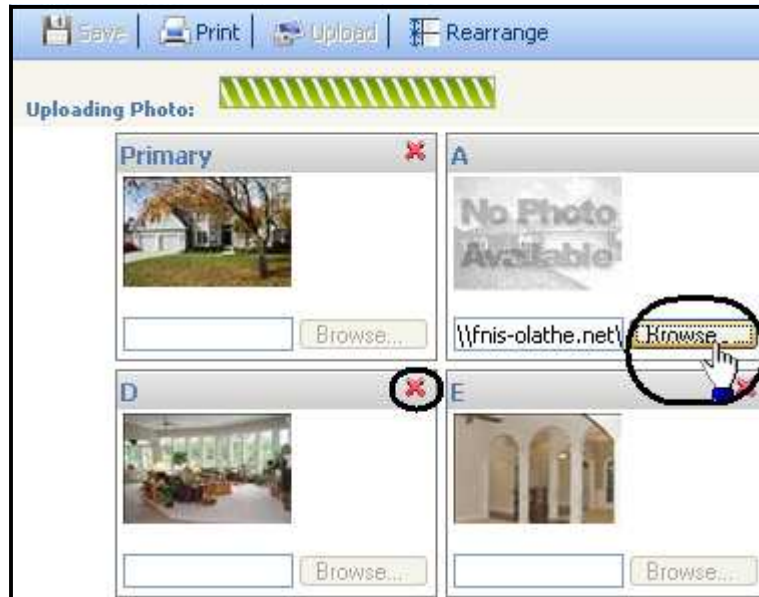
MLS #	Address	Class		
<input type="text"/>	<input type="text"/> <input type="button" value="Go"/>	<input type="text"/> <input type="button" value="All"/>		
<input type="button" value="Maintain"/>   <input type="button" value="Email"/>   <input type="button" value="Print"/>   <input type="button" value="Delete"/>				
MLS #	Address	Address 2	Price	Status
<input type="radio"/>	Confidential-1734 E PINE ST		\$259,000	Active-ACT

Locate the listing you want to add or rearrange photos and click on the numeric value of **# Pics** or click the **Select an Action** drop down & click **Picture Admin**. The Listing Photo Admin box will pop up.



Click **Browse** to locate the photo file you want to upload from your computer. Double click the photo to upload it to Paragon. While uploading, an Uploading Photo icon appears showing activity. The image will appear in the photo box on the screen when complete. Continue to add additional photos by clicking the **Browse** button under the next photo container and select the appropriate photo.

If you want to delete a photo, click the red **X** next to the photo.

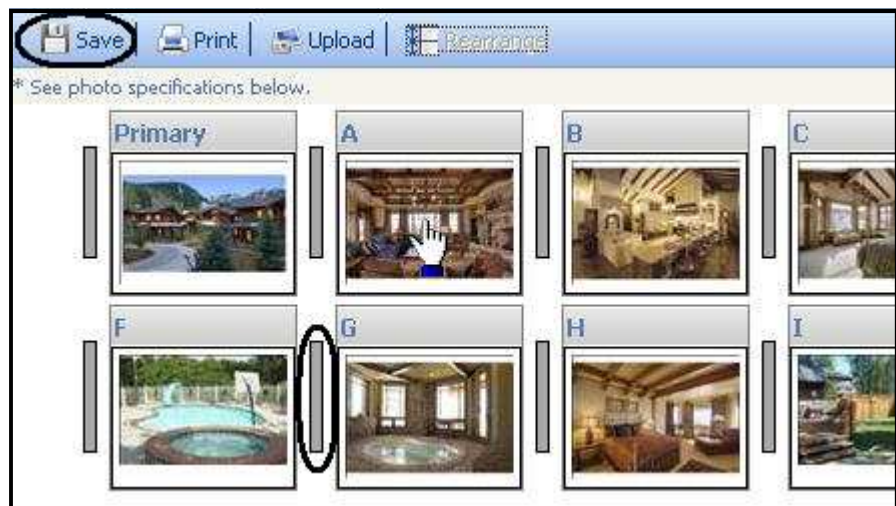


Click the **Rearrange** button to change the order of the photos. Click on the photo you wish to move with the left mouse button. Hold the button and drag the picture to the desired position.

- If you drop a photo directly on another they will switch positions.
- If you drop a photo on the grey bar ahead of a photo, all subsequent photos will slide to the right.

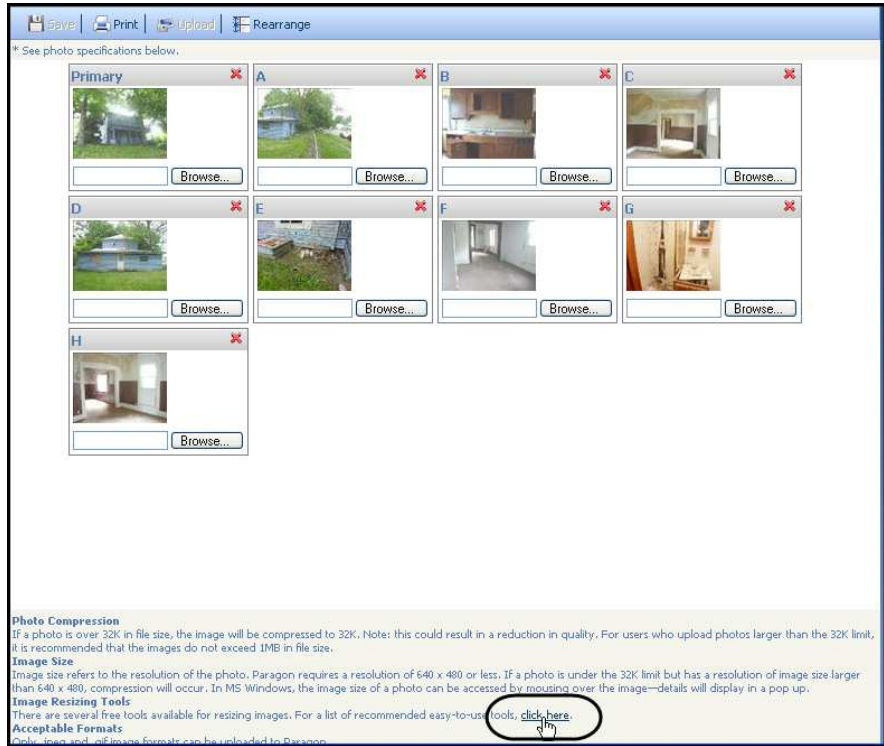
Click **Save**

Click **Close** when done.



### Resizing Photos Guide:

The file size of photos could vary widely. In the Photo Admin tool you will find a link to a LPSREG support site that will give you the software and instructions on how to resize your photo to a size manageable by Paragon.



There is a download for Windows XP and a download for Windows Vista. You can print out the instructions on our site of how to use the resizing tools. Do a "Print Page" on your browser to print out these instructions.



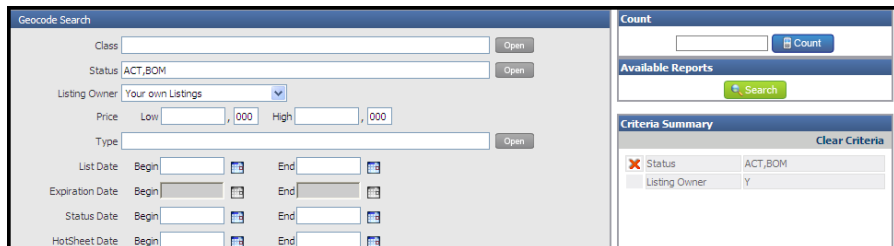
## Map/Geocode your Listing Quick Start Guide Paragon 4.0

This search module allows a user to quickly run a search to identify their listings that have not been geocoded\*. MapPoint will only map out addresses that have a very close match. If a quality match is not found the listing is not geocoded or mapped. Therefore it will not show up in any map searches or map results.

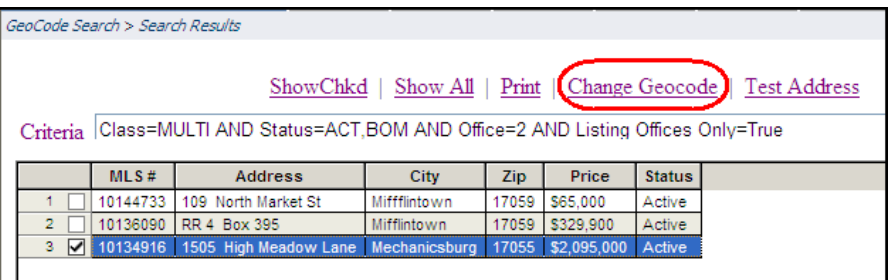
To find your listings that need to be mapped or geocoded, run a Missing Geocode search. From the home page, click Listings, then click **Missing Geocode Search**.



It is similar to a Firm Inventory as you can only search your own or a Broker can search for the office or firm properties. All listings should be checked for their geocode for mapping purposes.



A non customizable spreadsheet view will be displayed. This spreadsheet contains the following information: MLS Number, Address, City, Zip, Price, and Status. Select the listing you wish to Geocode and click on **Change Geocode**.



\*Geocode is what makes a property show up on a map.



## Map/Geocode your Listing Quick Start Guide Paragon 4.0

The Change Geocode dialog box will open. If Map Point finds a close match to the property, it will display that address with a Map It button and a Quality value. The higher the quality value the closer that MapPoint will map the address. Click **Map It** to see a suggested map.

Change Geocode (10134916) -- Web Page Dialog

MLS # 10134916 Save & Close Remove Cancel

Listing Address  
1505 High Meadow Lane Test Address Map It  
Mechanicsburg, PA 17055

Saved Geocode Values  
Latitude (None) Map It  
Longitude (None)

Current Map Coordinates  
Latitude Longitude Map It

Additional Map Info  
Default Zoom Level: 10 Geocode Quality:

Draw Map	Address	Quality
Map It	1505 High Meadows Ln, Mechanicsburg, PA 17055-6769	0.85

\*The table above is a list of available matches found based on the address used for this listing. Please click the "Map It" button next to the address that most closely represents your listing. Once selected you can manually re-Geocode this listing.

If the suggested map is accurate, click **Save & Close**. If a property cannot be automatically geocoded, the agent can do so manually by looking for the correct place on the map and click. Move the map in the direction you want by the north, west, south, and east arrows. You may need to zoom out. Once you find the place for your property, click on the spot and it will be done. **Save & Close**.

MLS # 10134916 Save & Close Remove Cancel

Listing Address  
1505 High Meadow Lane Test Address Map It  
Mechanicsburg, PA 17055

Saved Geocode Values  
Latitude (None) Map It  
Longitude (None)

Current Map Coordinates  
Latitude 40.188343 Map It  
Longitude -76.934687

Additional Map Info  
Default Zoom Level: 10 Geocode Quality: 0.85

Map showing 1505 High Meadow Ln, Mechanicsburg, PA 17055. Surrounding streets include Thompson Ln, High Meadows Ln, Fox Hollow Rd, Canyon Creek, and Liblum Rd. A zoom control is visible in the top right corner of the map area.

To prevent mapping issues with listings, Map Point will not map an address if the quality level is not above .85 on a .95 high scale. Which is good so that your property is not mapped in a wrong location, However, it means that you will need to manually do this search and find the correct location for your listing and just click on the map to finish. It is important to geocode listings so that yours will show up on a map search or a map results of listings that other members may be looking to find for their buyers. You can check the geocoding @ listing input.

You can control what zoom level other agents will first see your listing on a map by setting the zoom level on the geocode map and saving it. They will be able to zoom in and out as they need, but you can give them the starting view. For example, a property in a metro area could be zoomed in closer than a property in a more rural area that may need to be zoomed out to show county roads for a better frame of reference for the other members and their customers.