



Paragon Essentials: Getting Started with Paragon 4

This manual sets the foundation for all future work in Paragon 4. It covers the basic activities necessary to navigate the MLS.



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1. Accessing Paragon 4 on the Internet

1.1 Accessing the Paragon 4 Login Page

- Launch [Internet Explorer](#).
- In the web address bar, type www.ccartoday.com
- Click on the [Members](#) button.



- Enter your **Username** and **Password**.

For information regarding the Association and its services, call: (925) 295-9200 For login support call: (925) 295-1270

If you have questions about Real Estate issues, **contact a REALTOR®**.

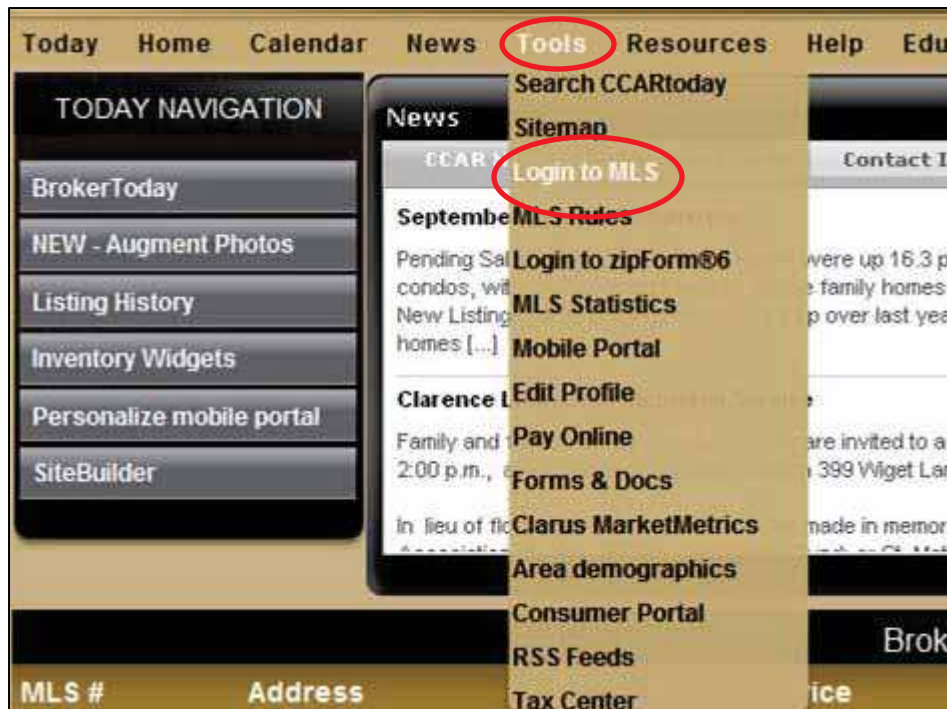
If you are looking for advice and information from real estate related businesses, **consider our Affiliate Members**.

Username:

Password:

Login

- Go to the **Tools** menu and hover your mouse over the **Tools** menu.
- Scroll down and select **Login to MLS**.
- This will direct you to the Paragon 4 login page.



1.2 Logging into Paragon 4

- The Paragon 4 login page displays. Enter your Paragon 4 **Login ID & Password**.
- Click the **Login** button.

- On the Paragon 4 login page you have the following options:
- **I Need to Change My Password** or **I Forgot My Password**.
- You can add the Paragon 4 login screen as a **Favorite** by clicking on **Favorites** on your Internet toolbar and select **Add to Favorites**.



2. The Paragon 4 Home Page

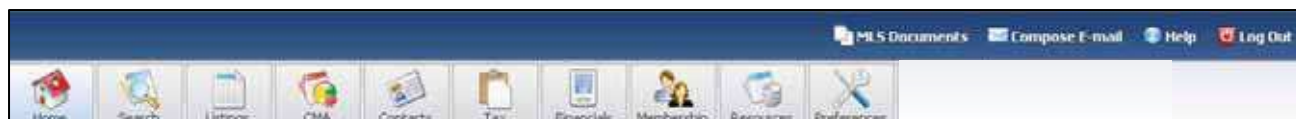
2.1 Starting Point

- **Quick Search** is a customizable search to include: Baths, Bedrooms, Building Type, General Date, Zip, MLS Number, Address, Area, List Price and Area.
- **The Market Monitor** is an agent-configurable snapshot of current market activity. Filter options are available to filter by Class, Type and Area.
- **MLS Message Board** displays messages of the MLS/Board/Association in a central location on the **Paragon Home Page**.
- **Multiple Organization Reciprocal Exchange (MORE)** provides CCAR, EBRDI, Bay East MLS participants and subscribers broad access to search for and list properties throughout Northern California via a reciprocal agreement with the San Francisco MLS, BAREIS MLS, MetroList MLS and MLS Listings, Inc.



2.2 Main Navigation Bar

- **Navigation Bar** - The main Navigation Bar is visible in all Paragon 4 screens. It gives you access to all of the **Control Panels**.



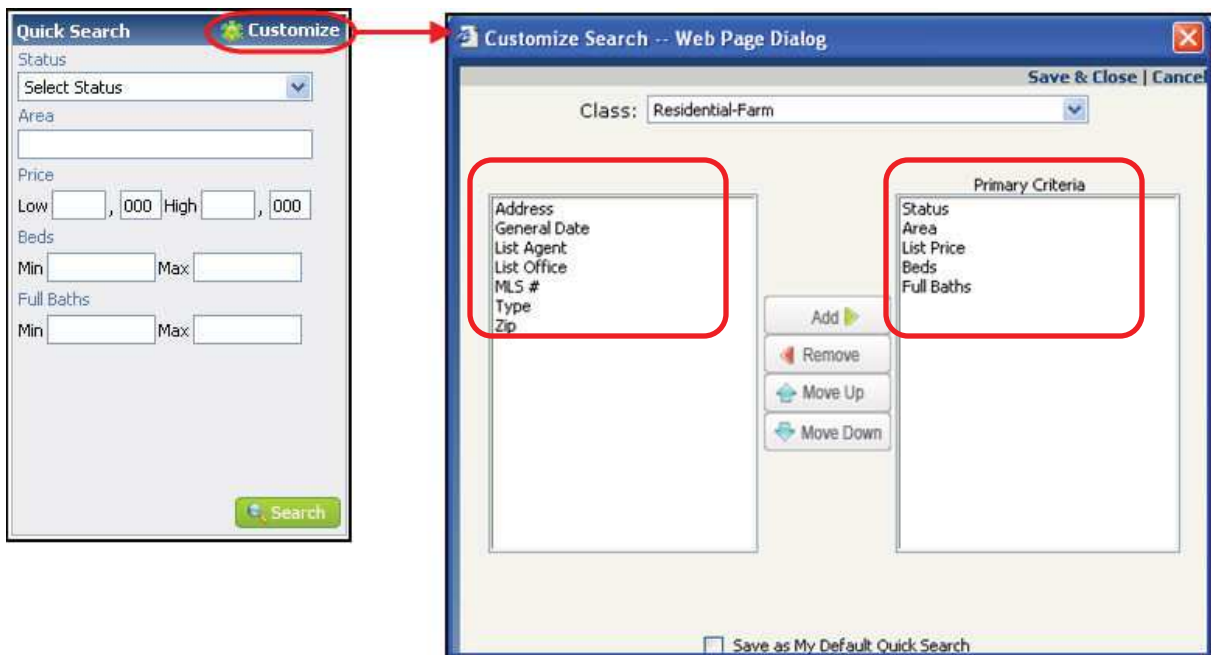
- From the main **Navigation Bar**, you can:

- Home Page
- Search
- Listings
- CMA
- Contacts
- Tax
- Financials
- Resources
- Preferences
- MLS Documents
- Compose Email
- Help?
- Log Out




2.3 Quick Search

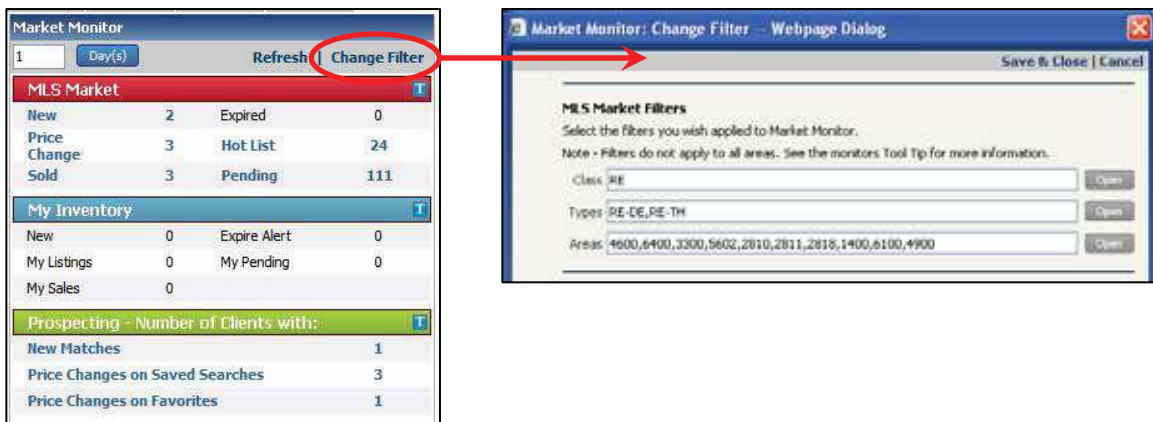
- Users can customize and select up to five fields for display in **Quick Search**. Fields that will be available for customization are: **Baths, Bedrooms, Building Type, General Date, Zip, MLS Number, Address, Area, List Price** and **Area**.
- To change your **Quick Search** settings:
 - Click **Customize**.
 - Select up to 5 fields on the left. Highlight the line and click **Add**. This will move your fields to the right under the **Primary Criteria** box.
 - To remove fields from the **Primary Criteria box**, highlight and click **Remove**. This will move the fields back over on the left.
 - To change your **Class** type, use the drop down to change the list of available fields. Click on the **Drop Down Arrow** to make your selection.
 - When done, click **Save & Close** and the **Home Page** will refresh with your new selections in the **Quick Search**.



2.4 Market Monitor

- The **Market Monitor** is an agent-configurable snapshot of current market activity. This container can be utilized by the Broker or Agent (within their defined market area) to provide a visual notification on the **Home Page** of new prospect matches, new hotsheet matches, price changes, new listings, sold listings, or expired listings that have occurred within a user specified time period up to 30 days. If Teams are actively used on the MLS an option to filter by team information will be available as well. With a Broker or higher security setting, firm and office inventories can also be available for display. If you have Level 4 Security or lower you will only have filter options.

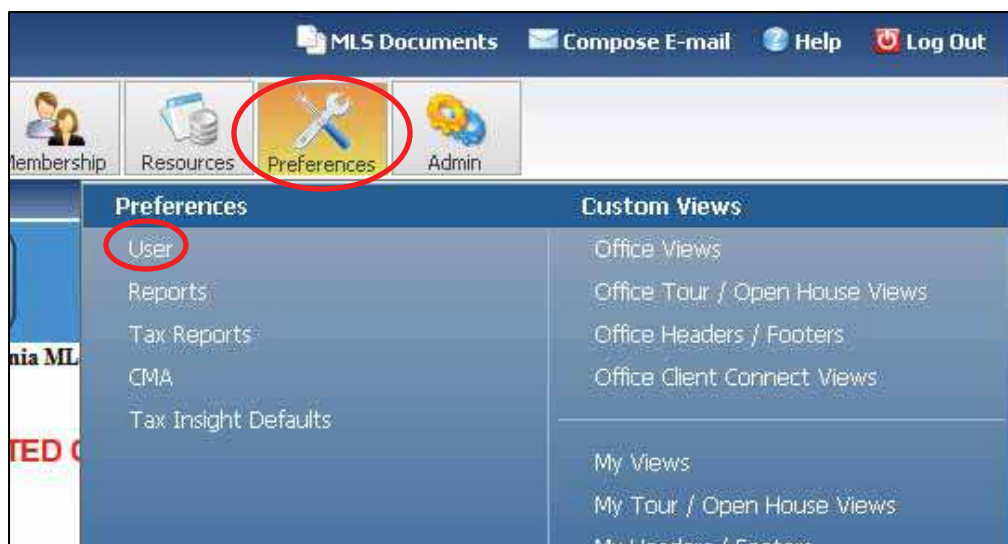
- To change the filter for the **Market Monitor**:
 - Click on **Change Filter** under **Market Monitor**.
 - Click on the **Open**  button to display additional fields to filter on.
 - When done, click on **Save & Close** in the top right corner. The **Paragon Home Page** will refresh with your new selections on the **Market Monitor**.



3. User Preferences

3.1 Adjusting or Adding a Agent/Logo Image

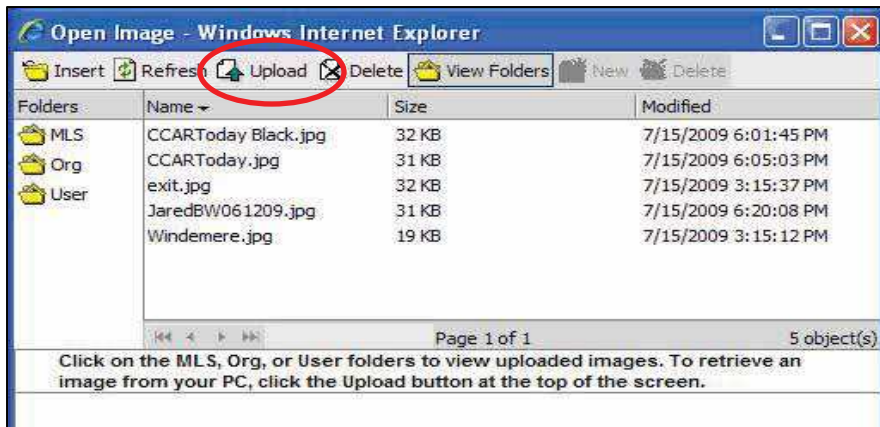
- Paragon 4 allows you to add your agent photo and your office logo to be included in views/reports and CMAs that you create. By default the Equal Housing Opportunity logo displays in place of the office logo and the REALTORS® logo will display in place of your agent photo.
- **User Preferences** allows modifications to: **Application, Home, Search and Email.**
- To modify, change or add an **Agent/Logo Image:**
 - Click **Preferences** on the navigation bar then select **User**.



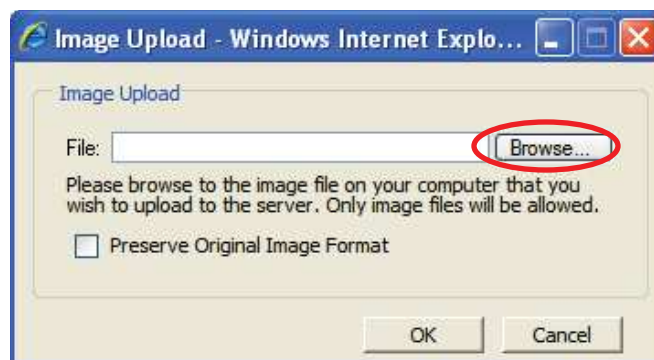
- On the left, under the **Application** header, click the image you want to change, either **Logo Image** or **Agent Image**.
- To add or modify your image, click **Change**.



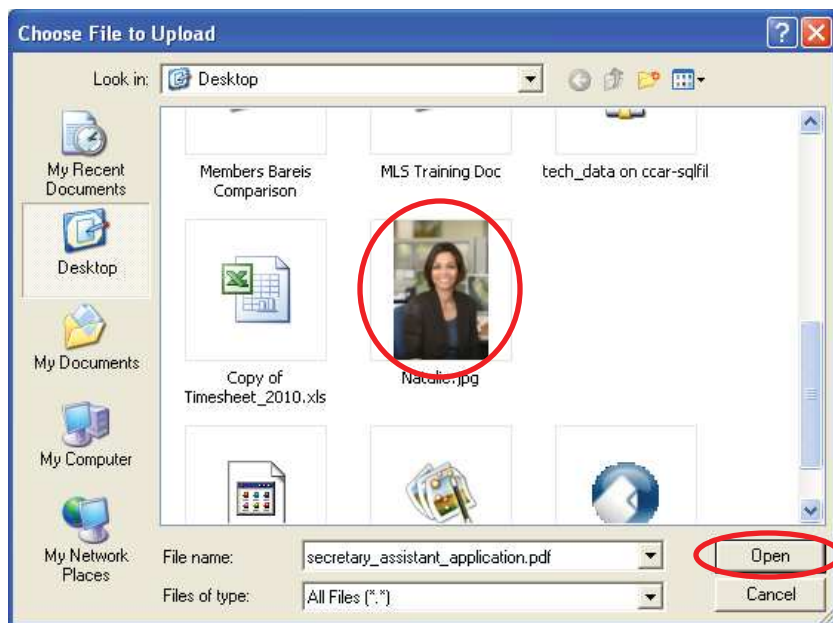
- The **Open Image** window will display. Click on the **Upload** button.



- The **Image Upload** window will display. Click the **Browse** to locate the image file on your computer.



- Select the **Image** and click **Open**.
- **Double Click** on the **Image**.



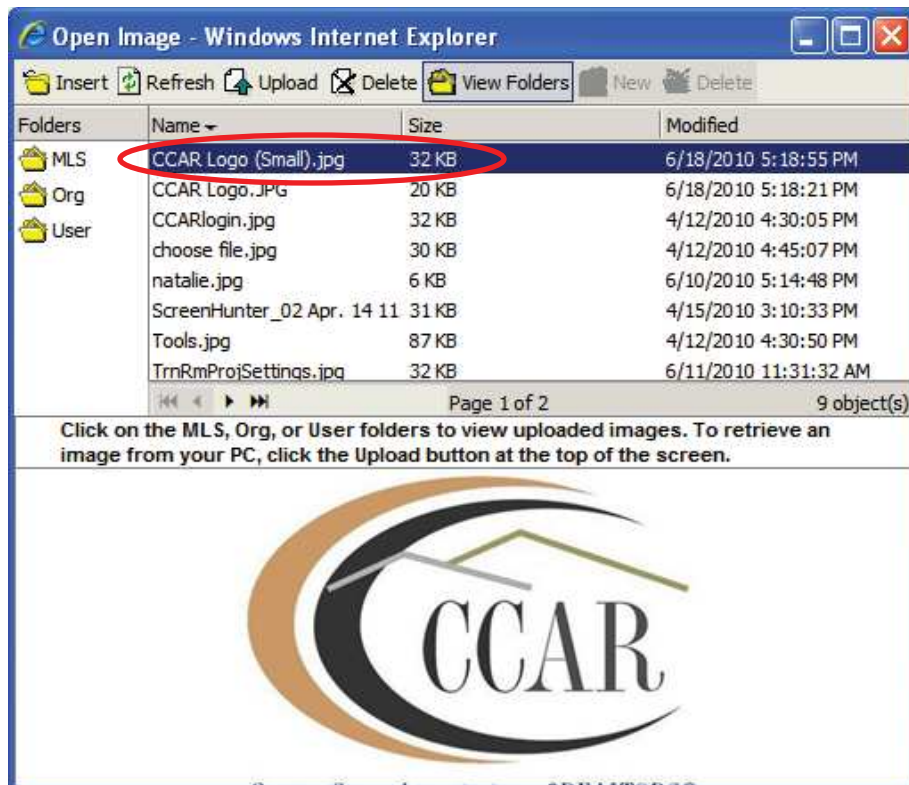
- The file name will then appear in the **Upload Photo dialog box**.



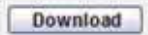
- Click **OK**.

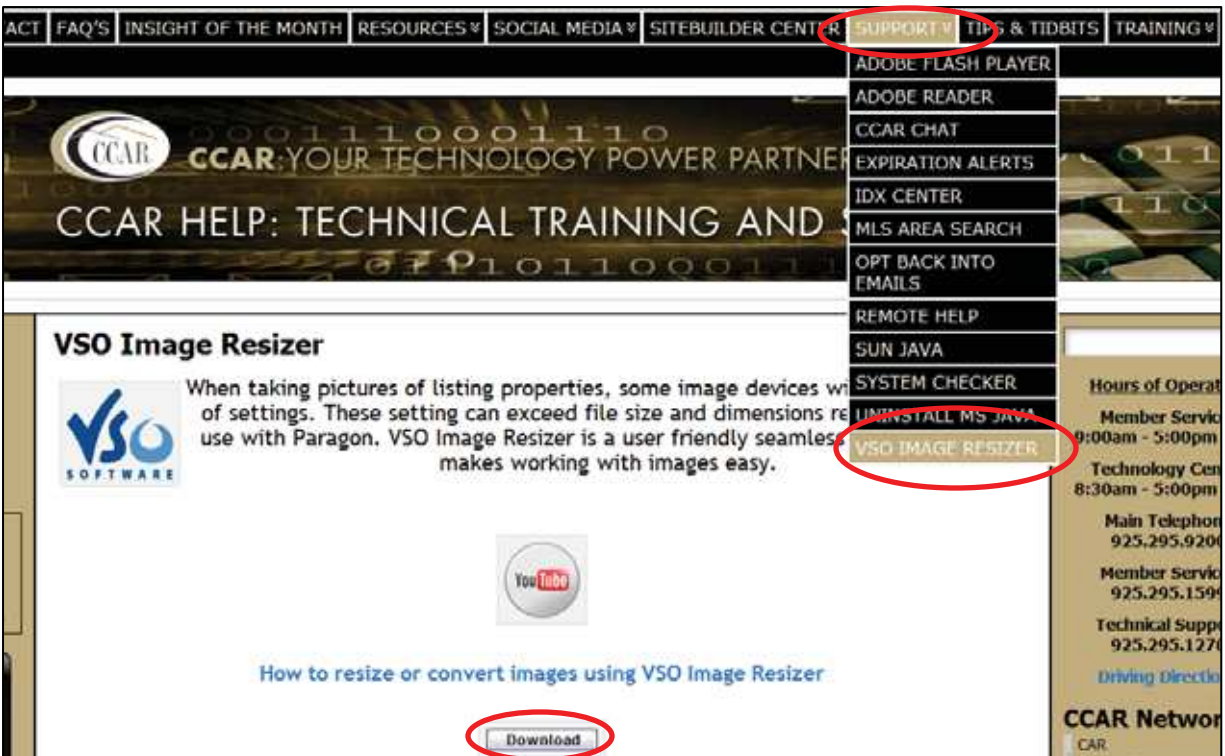
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- The file name will then appear in the **Open Image** window.
- The **Image** should now be listed in your **Open Image** window. Double click on the **Image Name** and it will be added to your **Agent or Logo Image**.
- If you single **Click**, you can get a preview of the **Image** in lower half of the window.



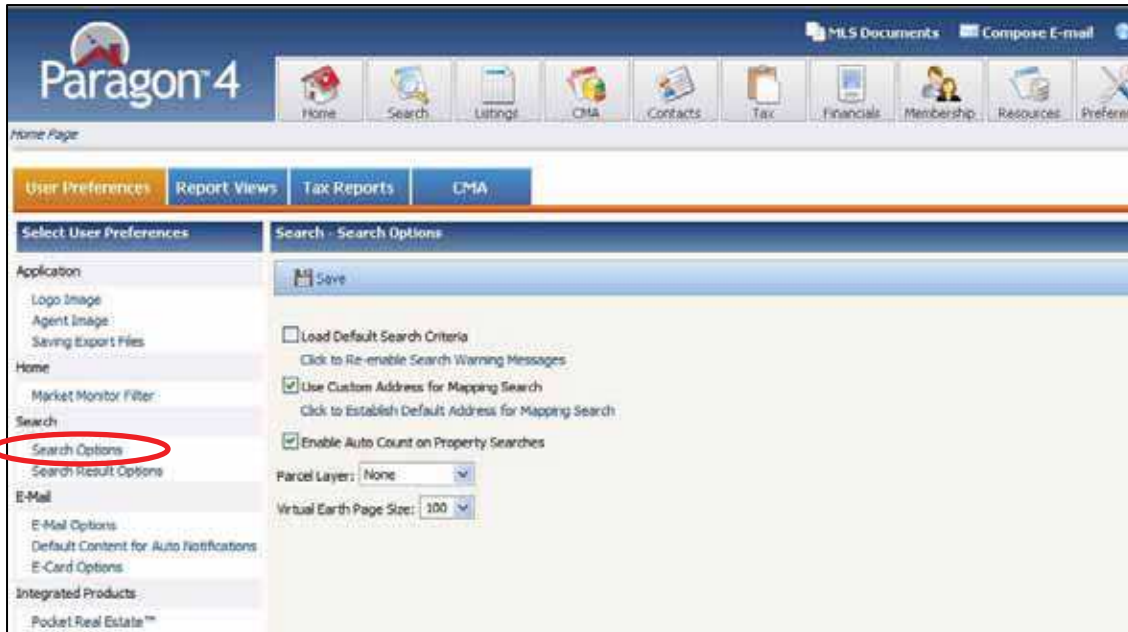
3.2 Resizing Your Paragon 4 Images

- Paragon 4 requires that photos be sized to **640 X 480**.
- Acceptable photo formats are: **JPG, PNG, GIF**
- You can download our one of our easy-to-use **Image Resizing Tools**.
- To download **VSO Image Resizer**:
 - Launch **Internet Explorer**.
 - In the web address bar, type www.ccarhelp.com
 - Place your mouse pointer over the **Support Tab** (top right hand side of the website page) and scroll down to select **VSO Image Resizer**.
 - Click on the **Download** button to launch. 



3.3 Search Options

- Paragon 4 allows the user to adjust default addresses that show up on maps, and the default search criteria, as well as the format the search results are displayed in. Agents can also customize the phone number that is displayed with their name.



- Under the **Search Options** section, you can adjust how your search criteria and results will display in Paragon 4.
 - **Load Default Search Criteria**, will allow your search to reset to default if you have customized your search.
 - **Use Custom Address for Mapping Search**, will put the default address that you have set up as the starting point for any map search or driving directions.
 - **Enable Auto Count on Property Searches**, allows Paragon 4 to run an auto count while entering search criteria.

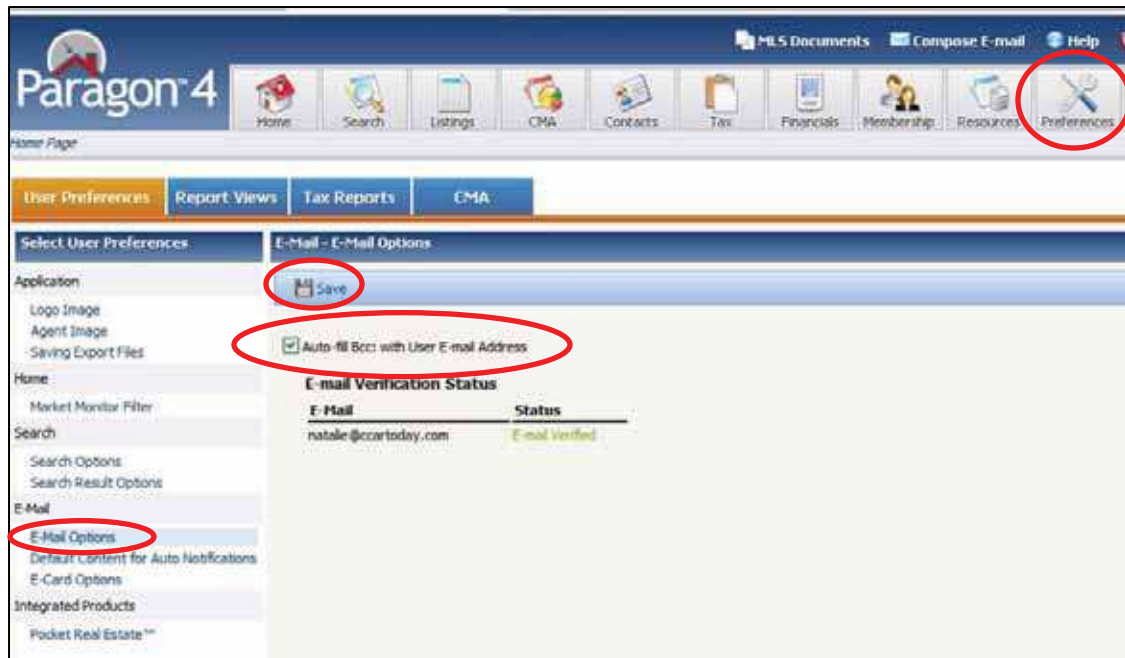
3.4 Search Result Options

- **Show Search Results as**, and **Show CMA Search Results As**: This will allow the agent to customize how the search results will appear. Click the **Drop Down** arrow, and simply choose the view you wish to see your initial search as. The default view will be the Spreadsheet view.
- **Show Phone Number With Agent Name**: This will put the agent's phone number next to their name on any report that is printed out where the listing agent field is shown.
- **Preferred Agent Phone to Show**: This is a drop down that will show all phone numbers the MLS has on file for that agent. Click on the number you wish to display. You must have more than one phone number to choose from.
- **Show Field Numbers on All Fields Detail View**: Checking this box will display the listing field table number on the **All Fields Detail Customizable** report. Leaving this box unchecked, will hide the field table numbers.



3.5 Email Options

- **Email Options** in Paragon 4 allows you to set yourself up for automatic blind carbon copies whenever you send an email out of Paragon 4. You can also set up a generic body of text for automatic email notifications, and set up an E-card, which is a customized signature to be included on all outgoing email.

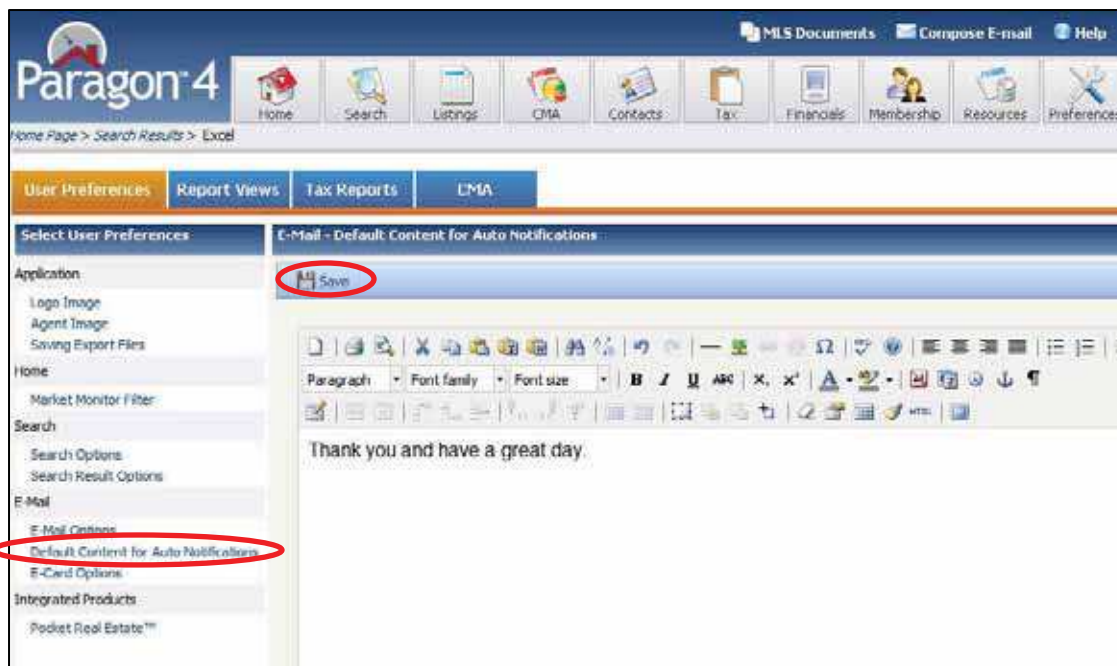


- To modify your **Email Options**:
- Click **Preferences** on the navigation bar then select **User**.
- On the left, under the **Email** header, select **Email Options**.
- Check the box next to **Auto-fill Bcc: with User Email Address**. Checking this box will allow Paragon 4 to send the user a copy of any email that is sent out of Paragon 4. The email will be sent to the email address the MLS has in the agent record.
- When done, click **Save**.



3.6 Default Content for Auto Notifications

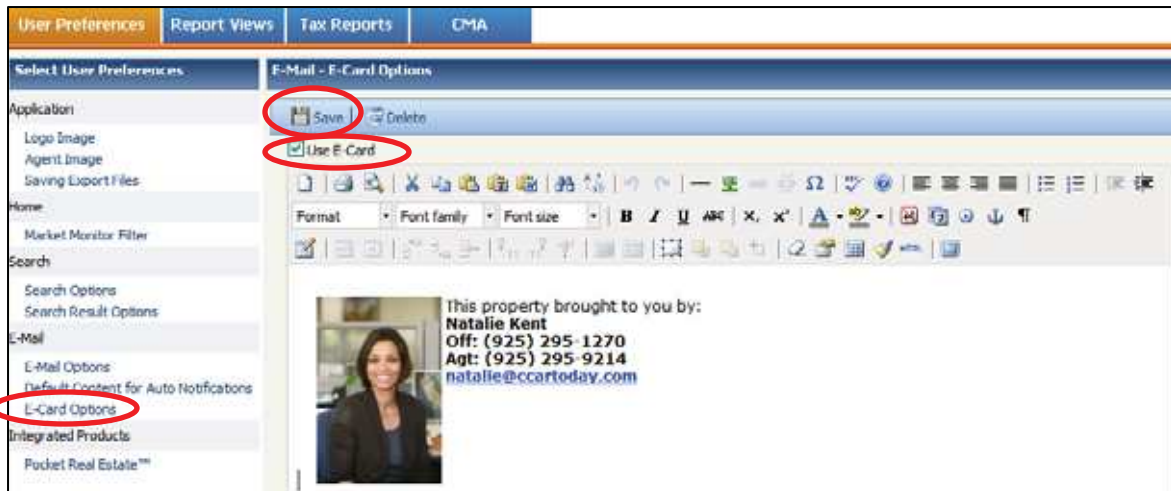
- Paragon 4 allows user to set up a body of text that is readily available to insert into emails.




- Click **Preferences** on the navigation bar then select **User**.
- On the left, under the **Email** header, select **Default Content for Auto Notifications**. Using the Rich Text Editor, enter in the text you want to appear. There are a variety of tools available which allow you to specify font size and color, insert images, etc.
- When done, click **Save**.

3.7 E-Card Options

- **E-Card** is your personalized signature that can appear on all emails you send out of Paragon 4 and including **Auto Email Notifications**.



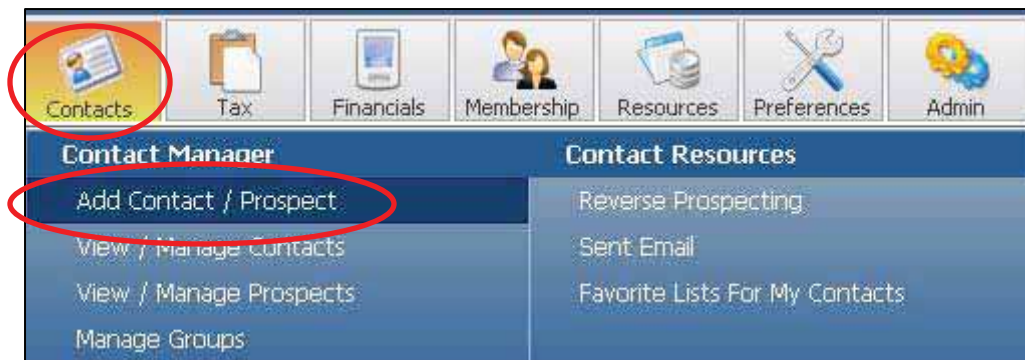
- Click **Preferences** on the navigation bar then select **User**.
- On the left, under the **Email** header, select **E-Card Options**.
- In the white area, you may change or add an image by double clicking on it and following the earlier instructions on adding images and logos to complete the process. You can also click on the tree icon  on the toolbar to add an image. You may also adjust the text section of the signature.
- Click the **Use E-Card** checkbox. If you do not check this box, your **E-card Signature** will not be available to insert in your outgoing emails from Paragon 4.
- When done, click **Save**.



4. Contact/Prospect Management

4.1 Adding Contacts/Prospects to Paragon 4

- The **Contact Manager** tool in Paragon 4 provides a central location to store all information related to your **Contacts/Prospects** and assists you in managing searches and notifications for your contact . A **Contact** can be anyone you want to save information for. A **Prospect** is just a **Contact** that also has a **Saved Search** associated to it. The **Contact Manger** window consists of 5 tabs across the top, **General**, **Listing Info**, **Notifications**, **More Info**, and **Summary**.
- To add a **Contact/Prospect**:
 - Click **Contacts** from the navigation bar.
 - Click **Add Contact/Prospect**.



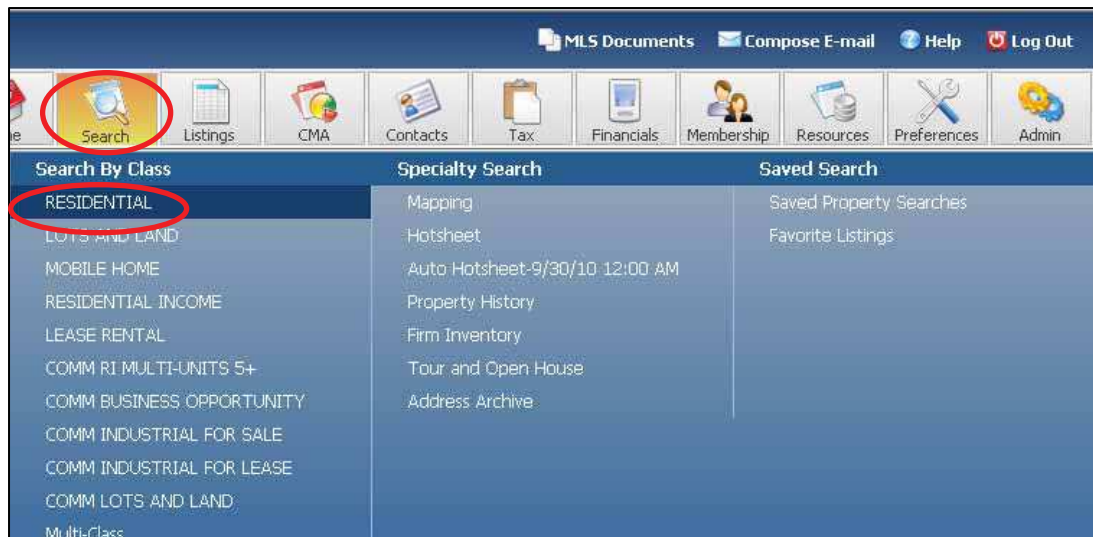
- The **Modify Contact** window displays.
- The **General Tab** is the first tab you will see.
- You must fill in **First Name**, **Last Name** and **Email Address** to save a **Contact**. Paragon 4 allows you to use up to 3 email addresses for **Contact/Prospect**. Use the drop down menus to specify which email you are entering and choose one as the primary email address.
- **Check the primary box** . The **Primary Email** address will be the one Paragon 4 uses as the default for functions such as **Auto Email Notifications**.
- Click **Save this Contact**.

- If you change the **Primary Email Address** of your **Contact/Prospect** and it is used in **Automatic Email Notifications**, the new email address will automatically be populated into all of the automatic email notifications you have set up using this specific contact record.
- In order for this to happen, you must have only the **Prospect's Primary Email Address** in the **To: line** of the email notification template. If you have more email addresses than the **Prospect's Primary Email Address** in the **To: line**, this process will not update your **Prospect's Primary Email Address** even though it appears to work correctly.
- If you have the MLS change your email address in your agent profile, Paragon 4 will automatically update your email address in all of your automatic email notifications in the **Bcc: line**. Your email address must also be the only email address in the **Bcc: line** for this automatic updating.

5. Searching for Properties

5.1 Basic Property Search

- **Property Search** allows you to search for properties that match specific criteria to meet the needs of your clients. You can customize the screen to fit you or a buyers specific needs. This section describes the functionality of the listing data fields and how they may affect your search results. The fields and choices in this example will vary from MLS to MLS.
 - Click the **Search** button on the navigation bar.
 - In the control panel that displays, click the **Class** you want to search, such as **Residential**.



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- The search screen that you chose will display with up to 3 search containers called **Primary**, **Secondary**, and **Advanced Criteria**. The **Primary Criteria** will be open by default. Your MLS sets up the fields that display in each container. You can customize this screen to display your most frequently used search fields in the **Primary Criteria**.
- The criteria containers can be opened and closed with the **Open** and **Close** buttons located at the end of the container bars. If you want to expand all criteria containers, click on **Open All**.

Range Fields such as **Price**, **Beds**, **Baths**, and **Square Feet** can display with a minimum and maximum field. You do not have to fill in both values.

The screenshot displays the Paragon 4 search interface. The main search area is titled "Primary Criteria" and contains several sections:

- Status Categories:** A list of checkboxes for 1 - Active, 2 - Sold, 3 - Pending, 4 - Expired, and 5 - Withdrawn.
- Statuses:** A list of checkboxes for ACTV - Active, BOMK - Back on Market, AC - Contingent, NEW - New, and PCH - Price Change.
- Area:** A text input field with an "Open" button and a "View Map" link.
- Price:** Two input fields for "Low" and "High" prices, both with a ",000" suffix and "Open" buttons.
- Subling Type:** A text input field with an "Open" button.
- Bedrooms, Baths, Sq Ft Apx:** Each has "Min" and "Max" input fields with "Open" buttons.
- Address:** A text input field with a dropdown arrow and an "Open" button.
- Multiple Addresses:** A text input field with an "Open" button.
- Thomas Bros:** A text input field with an "Open" button.
- List Date, Off Market Date, Closing Date:** Each has "Begin" and "End" input fields with calendar icons and "Open" buttons.
- Board ID:** A text input field with an "Open" button.
- Listing Type:** A text input field with an "Open" button.
- Special Information:** A text input field with an "Open" button.

At the bottom of the interface, there are three tabs: "Secondary Criteria", "Advanced Criteria", and "Open All | Open". The "Open All | Open" button is circled in red. The "Primary Criteria" title bar is also circled in red.



- 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** or put the name in the **Search** box and click **Search**.

Area Name	Area Code	Major Area	Primary Area
Alameda Map Area 1	2901	2900	ALA
Alameda Map Area 2	2902	2900	ALA
Alameda Map Area 3	2903	2900	ALA
Alameda Map Area 4	2904	2900	ALA
Alameda Map Area 5	2905	2900	ALA
Alameda Map Area 6	2906	2900	ALA
Alamo	4800	4800	CCC
Albany	2200	2200	ALA
All Other Counties/States	9915	9900	OTH
Antioch	6200	6200	CCC
Bay Point	6000	6000	CCC
Berkeley Map Area 1	2301	2300	ALA

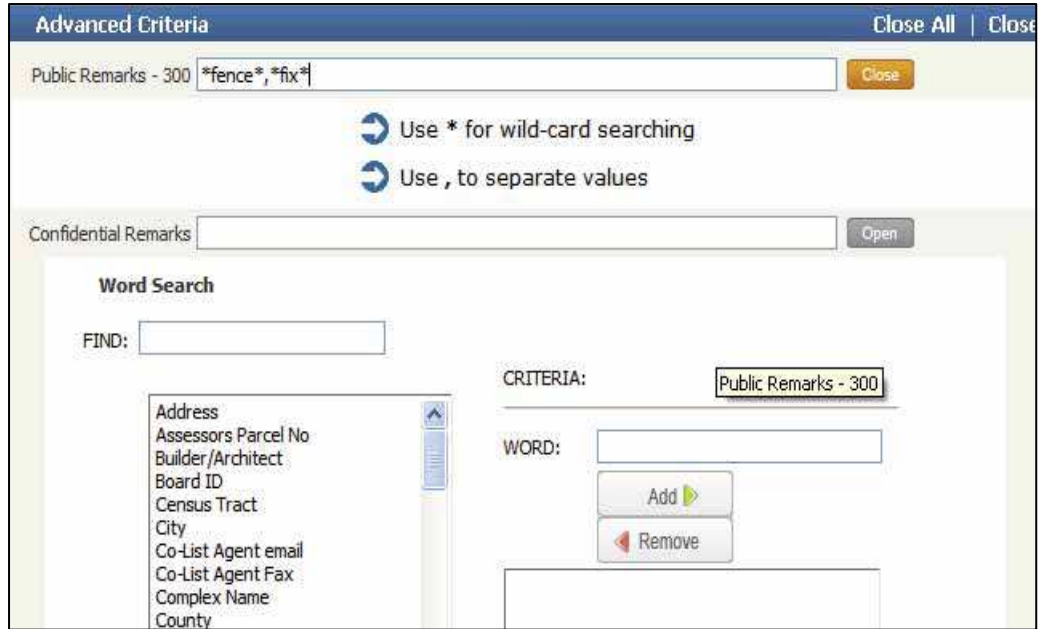
- Under **Secondary Criteria** the **Features** fields will have the categories with the columns of **Must Have**, **Must Not Have**, and **Must Have 1 or More**. Click the option button of that feature to select it within of the columns. **Use Must Have 1 or More** when you have several choices from one category that contradict each other in a **Must Have** scenario.

A - HOA AMENITIES	Must Have	Must NOT Have	Must Have 1 or More
<input type="checkbox"/> A1 - Club House	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A2 - Golf Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A3 - Greenbelt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A4 - Gym/Exercise Facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A5 - Playground	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A6 - Pool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A7 - Racquetball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> A8 - Roof Deck	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

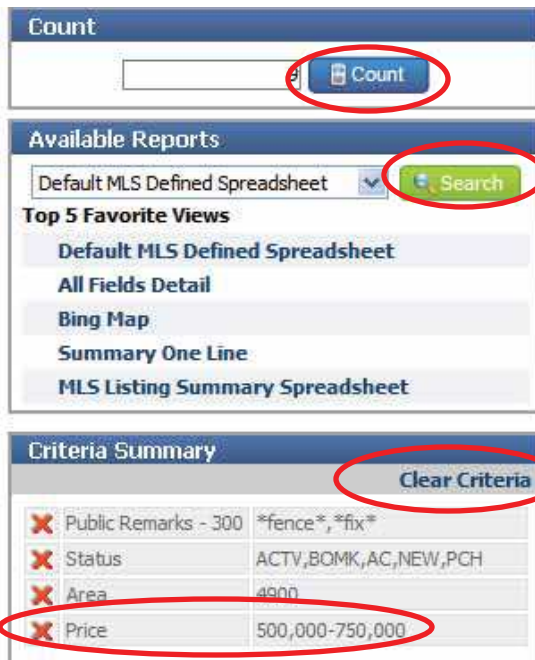
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- Word search fields will have “wild card” search capability by using an asterisk or star *. A wild card is a special symbol that stands for any combination of letters. It allows you to search for all possible forms of a word. Comma functions like the word “or”.

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



- Count** allows you to see the number of matches you have with the criteria entered thus far. If you periodically click **Count** as you are entering criteria, you will see how each criteria affects your number of search results.



As you add **Search Criteria**, it will be listed on the right side under **Criteria Summary**. You can remove all criteria by clicking on **Clear Criteria** or clicking on the **Red X**.



5.2 Viewing Search Results

- There are a variety of **Available Reports** that you can view in Paragon 4 once you reach your **Search Result**.

The screenshot displays the Paragon 4 software interface. At the top, there is a navigation bar with icons for Home, Search, Listings, CMA, Contacts, Tax, Financials, Membership, Resources, Preferences, and Admin. Below this is a search criteria summary and a table with columns: HIGH, LOW, AVERAGE, MEDIAN, TOTAL PRICE, and LISTING COUNT. The table shows values for LIST PRICE, SOLD PRICE, and DOM. A red circle highlights the 'Available Reports' button in the top right corner of the main content area.

HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE	LISTING COUNT
\$950,000	\$275,500	\$540,799	\$529,500	\$14,060,775	26
80	80	80	80	80	
DOM:	21	0	3	3	

Picture	MLS Number	Class	Building Type	Area	Price	Address	City	State	Zip
1	40493007	RESIDENTIAL	Detached	Pleasant Hill	\$279,900	151 CLARIE DRIVE	PLEASANT HILL	CA	94523-390
2	40493962	RESIDENTIAL	Detached	Pleasant Hill	\$299,000	148 BEVERLY DR	PLEASANT HILL	CA	94523
3	40493869	RESIDENTIAL	Townhouse	Pleasant Hill	\$319,950	129 WOODSWORTH LN	PLEASANT HILL	CA	94523-490
4	40493796	RESIDENTIAL	Townhouse	Pleasant Hill	\$325,000	437 CAMELBACK RD	PLEASANT HILL	CA	94523-137
5	40493829	RESIDENTIAL	Townhouse	Pleasant Hill	\$350,000	124 SOUTHWIND DR	PLEASANT HILL	CA	94523-101
6	40492970	RESIDENTIAL	Detached	Pleasanton	\$380,000	4390 First Street	PLEASANTON	CA	94566-212
7	40493993	RESIDENTIAL	Townhouse	Pleasanton	\$399,000	4440 Seminole Way	PLEASANTON	CA	94566-402
8	40494209	RESIDENTIAL	Townhouse	Walnut Creek	\$400,000	2726 WALNUT BLVD	WALNUT CREEK	CA	94596-476
9	40493971	RESIDENTIAL	Townhouse	Pleasant Hill	\$428,000	905 SCENIC PL	PLEASANT HILL	CA	94523-217
10	40493845	RESIDENTIAL	Detached	Walnut Creek	\$475,000	1340 TERRERONNE DR	WALNUT CREEK	CA	94598-150
11	40494004	RESIDENTIAL	Detached	Walnut Creek	\$499,000	2043 EMERALD DR	WALNUT CREEK	CA	94597-231
12	40493869	RESIDENTIAL	Detached	Walnut Creek	\$499,900	1080 AXELL RD	WALNUT CREEK	CA	94598-150
13	40493900	RESIDENTIAL	Detached	Pleasanton	\$529,000	7280 S VALLEY TRAILS DR	PLEASANTON	CA	94566-522
14	40494047	RESIDENTIAL	Detached	Walnut Creek	\$530,000	130 GREENWOOD CIR	WALNUT CREEK	CA	94597-212
15	40493794	RESIDENTIAL	Townhouse	Walnut Creek	\$545,000	508 ADRONDOACK WAY	WALNUT CREEK	CA	94598-212
16	40493855	RESIDENTIAL	Detached	Walnut Creek	\$560,000	709 LAUREL DR	WALNUT CREEK	CA	94596-611
17	40493894	RESIDENTIAL	Detached	Pleasanton	\$575,000	4270 SCHOOL ST	PLEASANTON	CA	94566-622
18	40493833	RESIDENTIAL	Detached	Walnut Creek	\$590,500	1375 creekside	WALNUT CREEK	CA	94590
19	40493867	RESIDENTIAL	Townhouse	Walnut Creek	\$649,900	1036 CAMINO VERDE CIR	WALNUT CREEK	CA	94597-227
20	40494118	RESIDENTIAL	Detached	Pleasant Hill	\$650,000	272 APPALACHIAN DR	PLEASANT HILL	CA	94523-250
21	40494096	RESIDENTIAL	Detached	Walnut Creek	\$660,000	2060 SAN CARLOS DR	WALNUT CREEK	CA	94590-111
22	40494115	RESIDENTIAL	Detached	Pleasanton	\$747,000	3031 Boardwalk	PLEASANTON	CA	94566-290
23	40494255	RESIDENTIAL	Detached	Walnut Creek	\$764,950	309 BARROW CT	WALNUT CREEK	CA	94598-231



- The **Default MLS Defined Spreadsheet** is the default search results view in Paragon 4. It gives an aggregate view of the listing data for a particular search. It can be sorted, filtered and customized to display the property information that is relevant to you. Several types of spreadsheets are available in Paragon 4. Your MLS determines which ones are available. The spreadsheet functions are outlined below:
 - To expand the list to see the other available report options click **Spreadsheets** under the **Available Reports** menu.



Once the **Report/Views** list displays, you can click on any one of them to switch to that view.

5.3 Spreadsheet Overview

- Starting out your search results view will be the **Default MLS Defined Spreadsheet**.
 - If you have more than 100 listings in your search results, only the first 100 will sort. Click the **Get All** link in the upper right corner to display your entire search results.
 - To sort, click on the **Column Header** that you want to sort by. To change the order from ascending to descending click the **Column Header** again.
 - To filter the spreadsheet click the **Checkbox** next to the listings you want to keep and then click **Show Checked**. Only the listings that were checked will remain.
 - To revert back to your original list, click **Show All**.

Criteria Summary | E-Mail | Save | Print | Add to CMA | Export | Sort | Customize | Maintain | Correction

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE	LISTING COUNT
LIST PRICE:	\$259,000	\$64,900	\$180,002	\$187,000	\$18,000,248	100
SOLD PRICE:	\$250,000	\$70,000	\$193,280	\$205,000	\$2,512,650	
DOM:	233	0	35	19		

Showing Listings 100 of 293 [Next 100](#) [Get All](#)

[Show Checked](#) [Show All](#) Default MLS Defined Spreadsheet (Default) PDF HTML Available Reports

	MLS Number	Class	Building Type	Area	Price	Address	City	State	Zip	
1	40493180	RESIDENTIAL	Detached	Pittsburg	\$64,900	89 HARBOR DR	BAY POINT	CA	94565-1414	1
2	40487002	RESIDENTIAL	Detached	Pittsburg	\$70,000	350 W 12TH ST	PITTSBURG	CA	94565-2463	9
3	40493134	RESIDENTIAL	Detached	Pittsburg	\$77,000	213 E 15TH ST	PITTSBURG	CA	94565-3804	5
4	40491741	RESIDENTIAL	Detached	Pittsburg	\$79,000	255 DIANE AVE	PITTSBURG	CA	94565-4104	1
5	40489288	RESIDENTIAL	Detached	Pittsburg	\$80,000	234 JIMMO AVE	PITTSBURG	CA	94565-3729	1
6	40494175	RESIDENTIAL	Detached	Pittsburg	\$90,000	118 ATHERTON AVE	PITTSBURG	CA	94565-4821	9
7	40488652	RESIDENTIAL	Detached	Pittsburg	\$95,000	2211 DOVER WAY	PITTSBURG	CA	94565-4764	1
8	40490184	RESIDENTIAL	Detached	Pittsburg	\$97,000	13 LOU ANN PL	PITTSBURG	CA	94565-3511	5
9	40493982	RESIDENTIAL	Detached	Pittsburg	\$110,000	64 ALVARADO AVE	PITTSBURG	CA	94565-4815	0
10	40483361	RESIDENTIAL	Detached	Pittsburg	\$110,000	267 W LELAND RD	PITTSBURG	CA	94565-4744	9
11	40488866	RESIDENTIAL	Detached	Pittsburg	\$119,900	115 MARKS BLVD	PITTSBURG	CA	94565-6515	4
12	40492978	RESIDENTIAL	Detached	Pittsburg	\$120,000	2114 BURTON AVE	PITTSBURG	CA	94565-4720	1
13	40492592	RESIDENTIAL	Detached	Pittsburg	\$124,000	45 Alvarado Ave.	PITTSBURG	CA	94565	9
14	40493106	RESIDENTIAL	Detached	Pittsburg	\$129,000	42 PARKSIDE LN	PITTSBURG	CA	94565-2640	7
15	40480334	RESIDENTIAL	Detached	Pittsburg	\$129,000	3886 SAN JUAN DR	PITTSBURG	CA	94565-5933	9
16	40490207	RESIDENTIAL	Detached	Pittsburg	\$129,900	1345 JENSEN DR	PITTSBURG	CA	94565-6349	4
17	40490002	RESIDENTIAL	Detached	Pittsburg	\$130,000	1032 MEPHAM DRIVE	PITTSBURG	CA	94565	5

Available Reports: Open All | Close All

Favorites: All Fields Detail, Bing Map

Spreadsheets: Summary One Line, Default MLS Defined Spreadsheet, MLS Listing Summary Spreadsheet, MLS Defined Spreadsheet 3, MLS Defined Spread Sheet 4, Tour Area Sort Spreadsheet, MLS Defined Spreadsheet 6, MLS Defined Spreadsheet 7, MLS Defined Spreadsheet 8, MLS Defined Spreadsheet 9, MLS Defined Spreadsheet 10, Firm Inventory

Details, MultiUps



5.4 Saving Searches

- Most of the different type of searches in Paragon 4 will allow you to save the search. This can be a template with or without field criteria, or a search for a buyer. Saving and naming the search means you do not have to re-input the search criteria. You can load the saved search by its name, change it, or run it as is. You can also make a "Default" search for each class to fit your specific needs.
- **To Save a Search:**
 - After you have entered a search template or added criteria, hold your cursor over **Save** button and a drop down menu will open allowing you to **Save Search**.
 - Select **Save Search**.

RESIDENTIAL > Search Results > Default MLS Defined Spreadsheet (Default)

mary | E-Mail | Save | Print | Add to CMA | Export | Sort | C

	HIGH	LOW	MEAN	TOTAL PRICE	LISTING COUNT
E:	\$575,000	\$400,000	\$487,500	\$50,828,273	100
E:	\$510,000	\$300,000	\$405,000	\$49,798,470	
M:	449	0	37	14	

Show All Default MLS Defined

to	2) S..	DOM	Address	Unit	City	1)..	3) LP	SI
19	ACTV	69	76 BYRON DR		PLEASAHILL	5400	\$510,000	
12	SLD	11	34 JIB COURT		PLEASAHILL	5400	\$402,950	\$507,
03	SLD	3	18 JIB COURT		PLEASAHILL	5400	\$469,950	\$506,
61	SLD	7	2153 Morello Ave		PLEASAHILL	5400	\$470,000	\$500,
31	SLD	6	156 Marian Place		PLEASAHILL	5400	\$475,000	\$500,
51	SLD	5	1749 RUTH DR		PLEASAHILL	5400	\$479,000	\$500,
00	SLD	9	47 DUBLIN DR		PLEASAHILL	5400	\$479,000	\$500,
50	SLD	4	206 GREENWICH DR		PLEASAHILL	5400	\$480,000	\$500,
47	SLD	26	235 GOLF LINKS ST		PLEASAHILL	5400	\$481,990	\$507,
36	SLD	11	87 BRANDON RD		PLEASAHILL	5400	\$485,000	\$500,
47	SLD	9	52 CELIA DR		PLEASAHILL	5400	\$485,000	\$510,



Paragon 4 Essentials: Getting Started with Paragon 4

- The **Save Search Menu** will appear on the right side of the screen.
- **Step 1: Name Your Search:** You can enter the name of your search in this box.
- **Step 2: Assign as Default (Optional):** Making a search your **Default** means that the fields and/or criteria that you have chosen for that saved search will come up every time you run a search for that class. For example, if you always use the same fields to search in the **Residential Class** you would want to save those as your **Residential Default** to avoid having to customize your fields every time you run a search.
- **Step 3: Save Search with Criteria Values:** Choose if your template needs to be saved **With**, or **Without** criteria values by clicking the appropriate option button. Criteria values are the data that has been put into the fields for your search.
- **Step 4: Assign Search to a Prospect (Optional):** Assign the **Saved Search** to a prospect is a required step for **Auto Email Notification**.

YrBlt	TB Map	Acres	Lot SqFt	HOA \$
1948	592B7	0.21	9350	
1980	592B1	0.14	0	33
1979	592B1	0.13	5880	120
1963	592A3	0.22	9417	
1950	592D6	18.90	8250	
1950	592C4	0.14	6300	0
1969	591J5	0.19	8400	0
1957	592A6	0.22	9600	0
1998	000	0.00	0	
1960	592A6	0.24	10875	0
1951	592D5	0.15	6660	
1960	592A6	0.25	10875	
1950	592C5	0.19	8100	
1988	592B6	0.17	7500	45
1951	592C5	0.16	7300	
1950	592D6	0.15	6660	
1950	592C5	0.15	6600	
1954	592D5	0.16	7000	
1950	592C5	0.16	6900	
1950	592D6	0.16	6750	

Available Reports

Save Search

OK Cancel

Step 1: Name Your Search

Step 2: Assign as Default (Optional)

Make this your **DEFAULT** for **RESIDENTIAL** searches.

Step 3: Save Search

template **WITH** criteria values

template **WITHOUT** criteria values

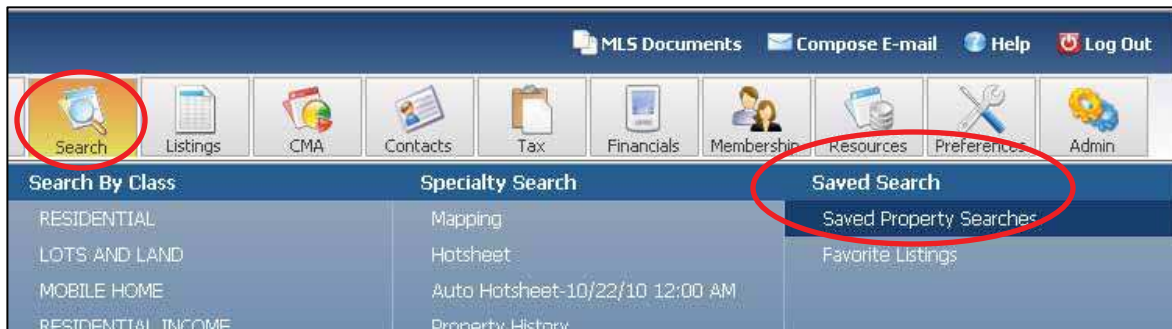
Step 4: Assign to a Prospect (Optional)

Browse



5.5 Loading A Saved Search

- There are several ways to load a **Saved Search**. One is from the **Search Control Panel**.
 - Click on the **Search** button on the navigation toolbar.
 - Under **Saved Search**, select **Saved Property Searches**.



- A list of your named **Saved Searches** will display.
- The **Drop Down Menu** on the right will give you actions that you can make with that search. You can select **Load**, **Delete** and **Run** from the list.

Class	Description	Default	Prospects	
<input type="checkbox"/> MUB-CLASS	MLS Defined Multi-Class	Use MLS	0	-- Select --
<input type="checkbox"/> RESIDENTIAL	Default	Use MLS	0	-- Select --
<input type="checkbox"/> RESIDENTIAL	Email Notification-Natalie	No	0	-- Select --
<input type="checkbox"/> RESIDENTIAL	Saved Search for Kent, Natalie	No	0	-- Select -- Load Delete Run
<input type="checkbox"/> LOTS AND LAND	MLS DEFINED LOTS AND LAND	Use MLS	0	-- Select --
<input type="checkbox"/> MOBILE HOME	MLS DEFINED MOBILE HOME	Use MLS	0	-- Select --
<input type="checkbox"/> RESIDENTIAL INCOME	MLS DEFINED RESIDENTIAL INCOME	Use MLS	0	-- Select --
<input type="checkbox"/> LEASE RENTAL	MLS DEFINED LEASE RENTAL	Use MLS	0	-- Select --
<input type="checkbox"/> COMM RI MULTI-UNITS 5+	MLS DEFINED COMM RI MULTI-UNIT	Use MLS	0	-- Select --
<input type="checkbox"/> COMM BUSINESS OPPORTUNITY	MLS DEFINED COMM BUSINESS OPPO	Use MLS	0	-- Select --
<input type="checkbox"/> COMM INDUSTRIAL FOR SALE	MLS DEFINED COMM/IND FOR SALE	Use MLS	0	-- Select --
<input type="checkbox"/> COMM INDUSTRIAL FOR LEASE	MLS DEFINED COMM/IND FOR LEASE	Use MLS	0	-- Select --
<input type="checkbox"/> COMM LOTS AND LAND	MLS Defined Comm Lots and Land	Use MLS	0	-- Select --

5.6 Print Listings

- There are two options to print listings, **Print** and **Print +**. **Print** will just print the view that you are currently on. **Print +** allows you to combine a group of reports for one or more listings at the same time.
- **To Print Listings:**
 - Select the listing or group of listings you want to print and click **Print**.
 - Select **Print Plus (+)**

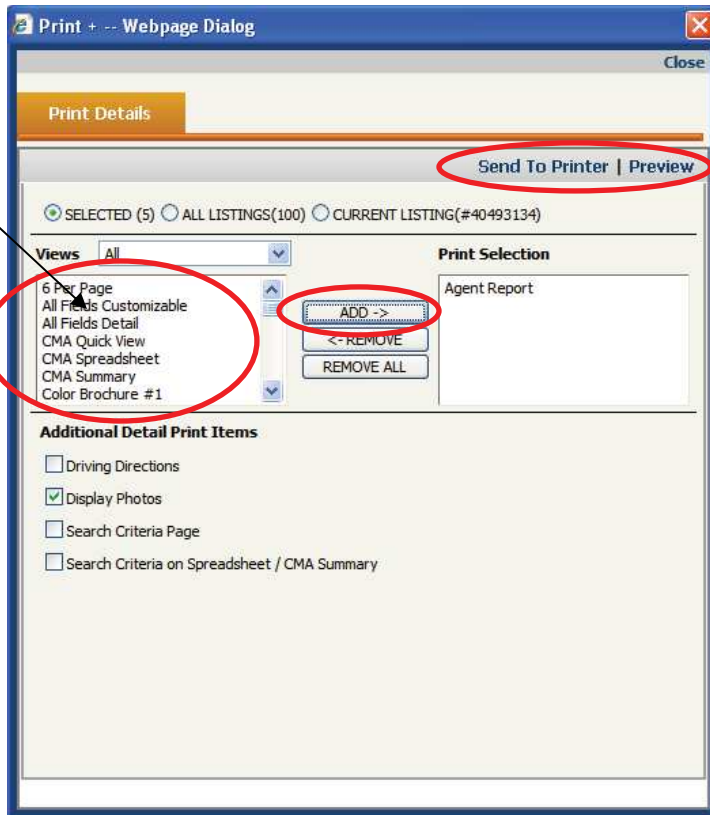
The screenshot shows the Paragon 4 software interface. At the top, there is a menu bar with options like 'Criteria Summary', 'E-Mail', 'Save', 'Print', 'Add to CMA', 'Export', 'Sort', 'Customize', 'Maintain', and 'Correction'. Below the menu bar is a summary table with columns: HIGH, LOW, AVERAGE, PRICE, and LISTING COUNT. The 'Print' and 'Print Plus (+)' buttons are circled in red. Below the summary table is a spreadsheet titled 'Default MLS Defined Spreadsheet (Default)'. The spreadsheet has columns: MLS Number, Class, Building Type, Area, Price, Address, City, State, Zip, and P. The first three rows are highlighted with a red box, and a callout points to the 'Action Toolbar'.

MLS Number	Class	Building Type	Area	Price	Address	City	State	Zip	P
0493180	RESIDENTIAL	Detached	Pittsburg	\$64,900	89 HARBOR DR	PITTSBURG	CA	94565-1414	1
0487002	RESIDENTIAL	Detached	Pittsburg	\$70,000	350 W 12TH ST	PITTSBURG	CA	94565-2463	9
0493134	RESIDENTIAL	Detached	Pittsburg	\$77,000	213 E 15TH ST	PITTSBURG	CA	94565-3804	5
0491741	RESIDENTIAL	Detached	Pittsburg	\$79,000	255 DIANE AVE	PITTSBURG	CA	94565-4104	1
0489288	RESIDENTIAL	Detached	Pittsburg	\$80,000	234 JIMMO AVE	PITTSBURG	CA	94565-3729	1
0494175	RESIDENTIAL	Detached	Pittsburg	\$90,000	118 ATHERTON AVE	PITTSBURG	CA	94565-4821	9
0488652	RESIDENTIAL	Detached	Pittsburg	\$95,000	2211 DOVER WAY	PITTSBURG	CA	94565-4764	1
0490184	RESIDENTIAL	Detached	Pittsburg	\$97,000	13 LOU ANN PL	PITTSBURG	CA	94565-3511	5
0493982	RESIDENTIAL	Detached	Pittsburg	\$110,000	64 ALVARADO AVE	PITTSBURG	CA	94565-4815	0
40483361	RESIDENTIAL	Detached	Pittsburg	\$110,000	267 W LELAND RD	PITTSBURG	CA	94565-4744	9
40488866	RESIDENTIAL	Detached	Pittsburg	\$110,000	115 MARKS BLVD	PITTSBURG	CA	94565-6515	4



- The **Print Details** dialog launches and allows you to make selections of the listings and reports you want to include in the print job.
- Select the reports you want on the left side of the screen and click **Add** to put them in the **Print Selection** box on the right side.
- Click **Preview** to see the results first or **Send to Printer** to start the print job.

Highlight the types of reports that you want to add and click Add.



5.7 Email Listings

- The **Email** function in Paragon 4 allows you to get listing information to your clients in a timely manner. The **Auto Email Notification** within Paragon 4 allows you to set it up to have the emails automatically sent by Paragon 4 when there are new listing matches for your client's search.
- **To Email Listings:**
 - Run any type of **Search** and the **Action Toolbar** will appear at the top of your search results screen.
 - Select the listing or group of listings you want to send and click **Email**.

Home Page > Search Results > Default MLS Defined Spreadsheet (Default)

Criteria Summary | **E-Mail** | Save | Print | Add to CMA | Export | Sort | Customize | Maintain | Correct

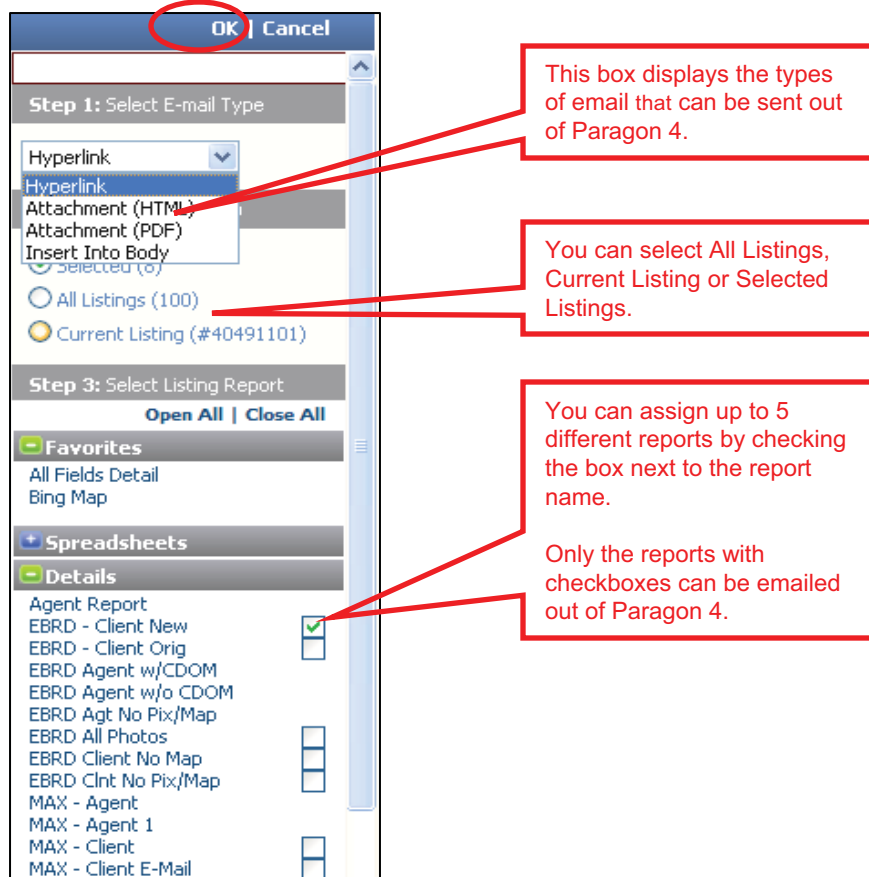
	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE	LISTING COUNT
LIST PRICE:	\$279,000	\$64,900	\$183,968	\$187,000	\$18,396,847	100
SOLD PRICE:	\$260,000	\$165,000	\$220,393	\$234,950	\$1,763,150	
DOM:	234	1	36	20		

Show Checked Show All Default MLS Defined Spreadsheet (Default)

	MLS Number	Class	Building Type	Area	Price	Address	City	State	Zip
1	<input checked="" type="checkbox"/>	40493021	RESIDENTIAL	Detached	Pittsburg	\$245,000	47 MERCURY CT	PITTSBURG	CA 94565
2	<input checked="" type="checkbox"/>	40494195	RESIDENTIAL	Detached	Pittsburg	\$239,000	1113 BROOKTRAIL DR	PITTSBURG	CA 94565-7636
3	<input checked="" type="checkbox"/>	40493406	RESIDENTIAL	Detached	Brentwood	\$130,000	191 Sunrise Dr	BRENTWOOD	CA 94513
4	<input checked="" type="checkbox"/>	40479370	RESIDENTIAL	Detached	Brentwood	\$258,000	1244 picadilly lane	BRENTWOOD	CA 94513
5	<input checked="" type="checkbox"/>	40488888	RESIDENTIAL	Detached	Brentwood	\$244,900	420 WINESAP DR	BRENTWOOD	CA 94513-2667
6	<input type="checkbox"/>	40494270	RESIDENTIAL	Detached	Brentwood	\$135,000	319 BIRCH ST	BRENTWOOD	CA 94513-1652
7	<input type="checkbox"/>	40491707	RESIDENTIAL	Detached	Pittsburg	\$239,000	1755 PEACHWILLOW ST	PITTSBURG	CA 94565-7305
8	<input type="checkbox"/>	40482779	RESIDENTIAL	Detached	Pittsburg	\$129,900	3972 MEADOWBROOK CIR	PITTSBURG	CA 94565-5545
9	<input type="checkbox"/>	40489288	RESIDENTIAL	Detached	Pittsburg	\$80,000	234 JIMNO AVE	PITTSBURG	CA 94565-3729
10	<input type="checkbox"/>	40468089	RESIDENTIAL	Detached	Brentwood	\$236,900	557 Young Drive	BRENTWOOD	CA 94513
11	<input type="checkbox"/>	40461560	RESIDENTIAL	Townhouse	Pittsburg	\$74,900	19 MEADOWBROOK AVE	PITTSBURG	CA 94565-5557
12	<input checked="" type="checkbox"/>	40491101	RESIDENTIAL	Detached	Pittsburg	\$219,000	2267 OAK HILLS DR	PITTSBURG	CA 94565-4230
13	<input checked="" type="checkbox"/>	40488652	RESIDENTIAL	Detached	Pittsburg	\$95,000	2211 DOVER WAY	PITTSBURG	CA 94565-4764
14	<input checked="" type="checkbox"/>	40494076	RESIDENTIAL	Detached	Pittsburg	\$165,000	2211 ACKERMAN DR	PITTSBURG	CA 94565-4661
16	<input type="checkbox"/>	40493180	RESIDENTIAL	Detached	Pittsburg	\$64,900	89 HARBOR DR	BAY POINT	CA 94565-1414



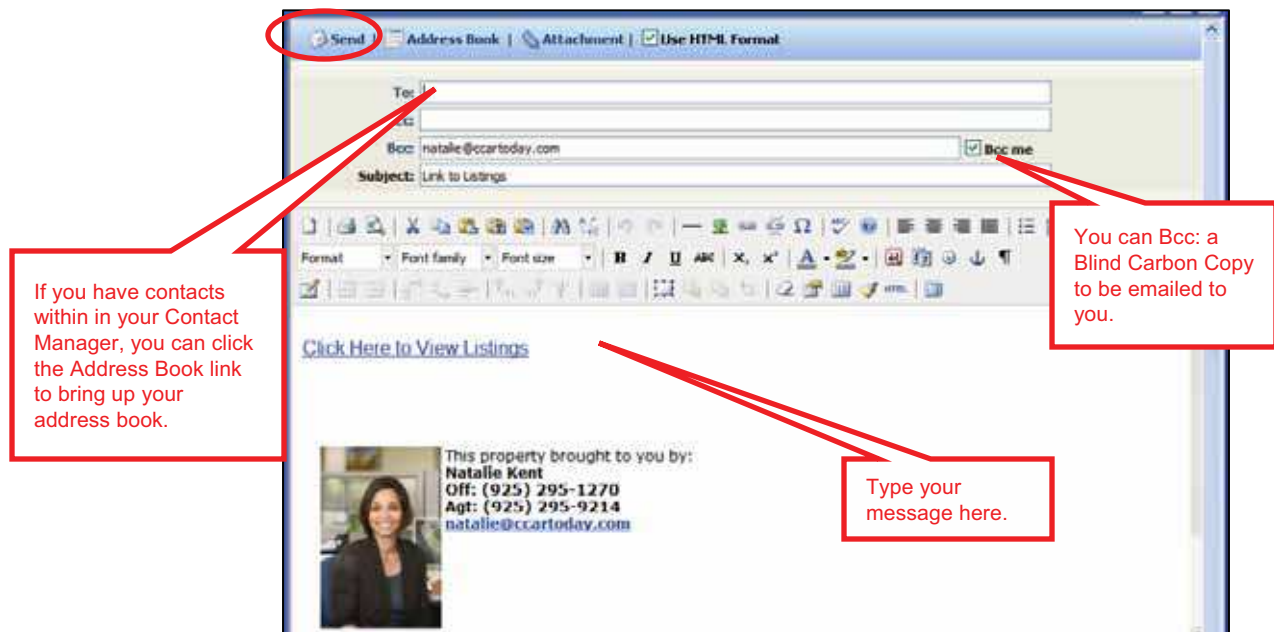
- When you have clicked on the **Email** button, the **Email Listings Menu** will appear on the right side of the screen.
- Click on **OK**.



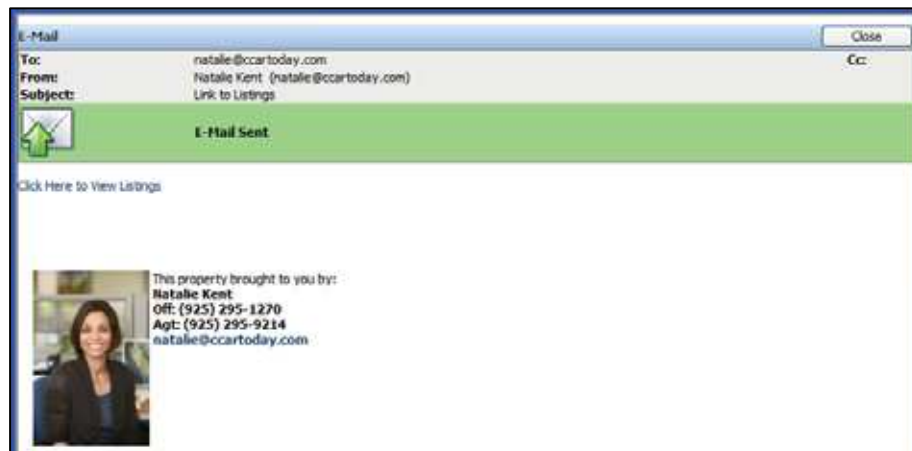
- There are 4 different types of email formats you can send:
 - **Hyperlink:** Sends the selected properties as a clickable link. Up to 5 types of reports can be sent via the link. When clicked, the link shows the current status of the properties at the time of the click. This link is good for 30 days.
 - **Attachment HTML:** You can only send the **Summary One Line (spreadsheet)** report and other non-spreadsheet report view types with selected listings or a single selected listing can be sent as an attachment.
 - **Attachment PDF:** Only a single selected listing can be sent via attachment. Spreadsheet views cannot be sent via PDF.
 - **Insert Into the Body:** This option will send each selected listing as a separate email.

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- An email window will now display. Enter the **Recipient Address** and add a **Message** to the body of the email.
- Click **Send**.
- When your prospect receives their email they can click on the link that says, "**Click Here to View Listings**" or they can copy and paste the URL for the link and see the same report(s).



- Once your email has been sent, you will see the **Confirmation** email window.
- Click **Close** in the top right corner of the dialog box.



- Once your **Contact/Prospect** receives your email, here is an example of what they will see when they activate the **"Click Here to View Listings"** link in their email.

MAXEBRDI MLS

Agent Detail
 Natalie Kent
 Tech: (925) 295-1278
 Contra Costa AOR
nk@maxebirdi.com

Views
 EBRD - Client New
 EBRD - Client New
 EBRD Client No Map

MLS	Price
40493180	\$64,900
40478538	\$71,900
40401180	\$74,900
40492134	\$77,000
40491741	\$79,000

89 HARBOR DR
RESIDENTIAL Detached

BAY POINT
Active

94565-1414 6100
40493180 SP: \$64,900

Print: 10/26/2010

Map View:

Print/Email This Listing: 10/26/2010

Complex: # of Units in Complex: TIC% Fir Unit is On: Units Ownr Occupd (%):

Unit Info:

Pets:

Street Lvl: Man Entry

Upper Lvl:

Rooms Xtr: No Additional Rooms

Kitchens: Other

Dir:
 Cross St: Pandino
 DWS: PITTSBURG
 TB Map: 5507 # Assoc Docs: 0
 Const: Existing

Beds: 3 Sqft: 955 / Public Records
 Baths: 1 / 0 Lot Acres: 0.11
 # Rms: 5 Lot Sq Ft: 8000
 Age: 56 Yr Bilt: 1992 S/SqFt: 567.96
 Story: One Story

Bldr(A):
 Model:
 Style: Traditional
 Cumulative Days On MLS: 0

Mkt: 10/18/2010
 COE:

