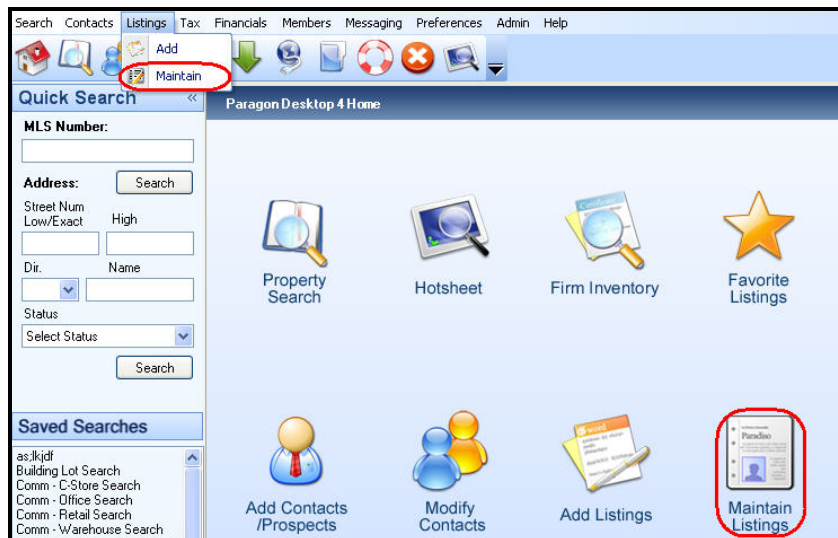


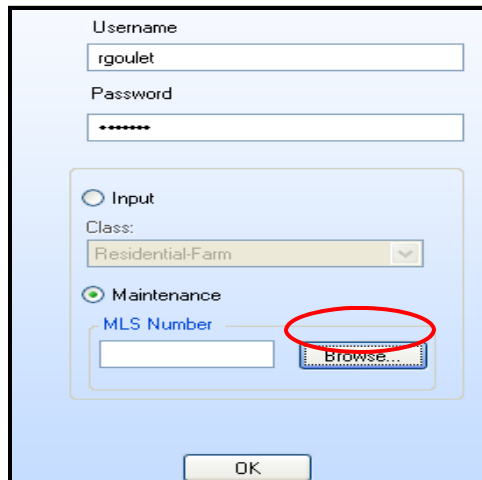
Listing Maintenance allows the user to add or update listing information after it has been saved in the MLS. Price Changes, Expiration Dates, Virtual Tours, Picture Administration, Remarks, Pictures, etc. Look for quick change shortcuts such as the MLS #, Price Change, and Pictures as described below. **Please note:** What elements of Listing Input and Maintenance functions, if any, that are available to you are determined by MLS rules and Broker policies and procedures.

To reach listing maintenance click on **Maintain Listings**.

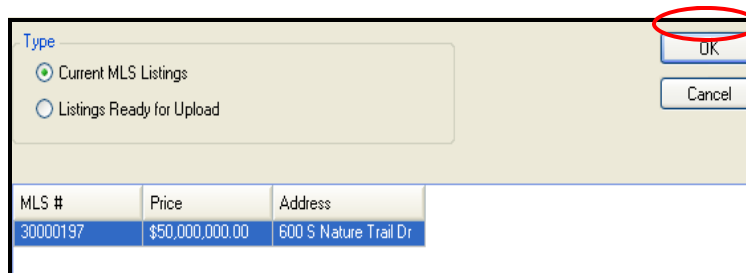


Enter the same login and password used to get on Paragon Desktop.

To see a list of your listings click on **Browse**.

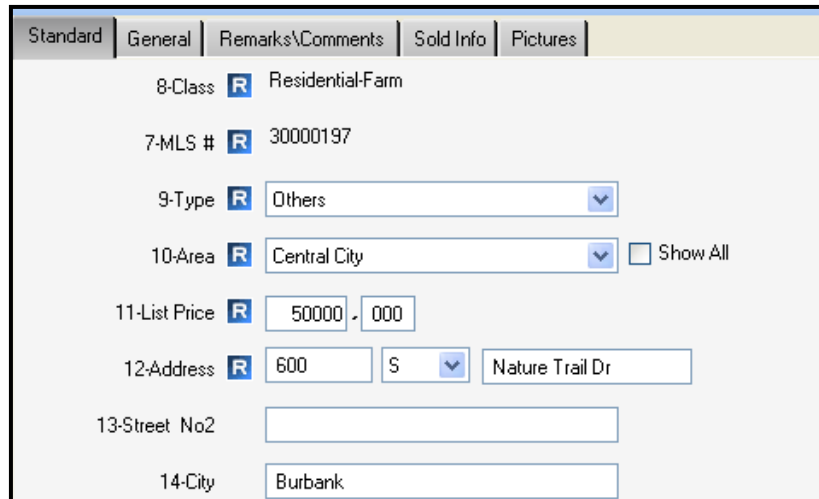


All your listings will display. Highlight the one to be worked on and click **OK**.



The screen that displays is the same as when a listing is added. The fields are under one of the tabs at the top and the listing data for that MLS # will be displayed

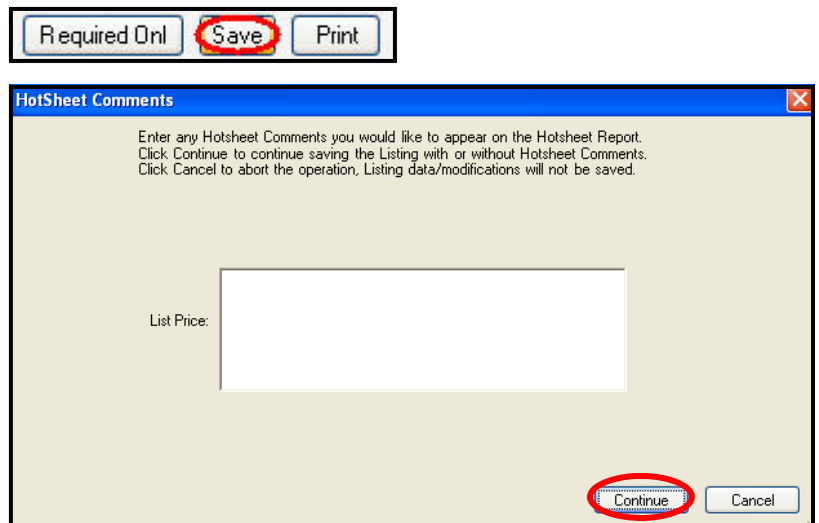
Make the changes to the desired fields.



When done, select **Save**.

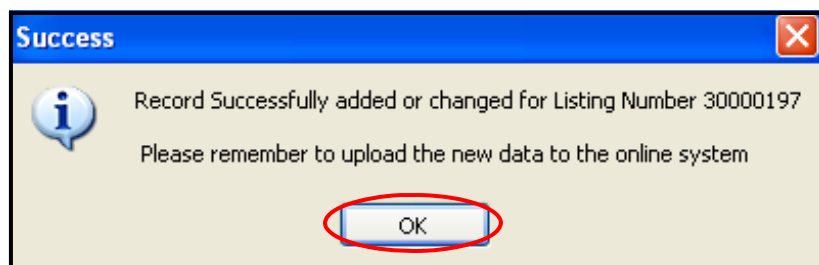
After saving, you will see the Hotsheet Comments field. Add any comments you want displayed on the Hotsheet about the changes to the listing. This can be left blank. Click **Continue**.

Note: Only certain fields determined by your MLS will allow a comment.



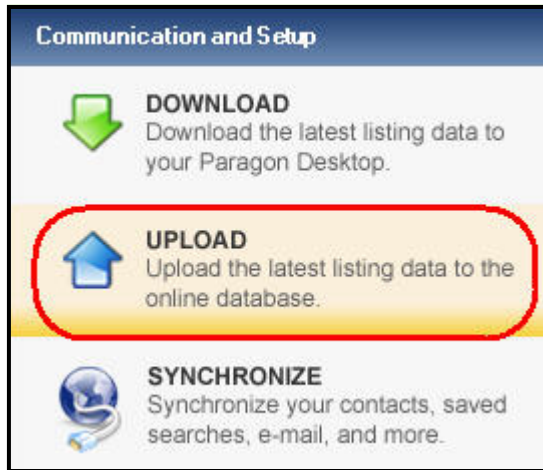
The listing is changed, but it still needs to be uploaded. Several listings can be changed or added and then uploaded all at the same time.

Click **OK** to make additional changes or move to another Paragon Desktop 4 function.



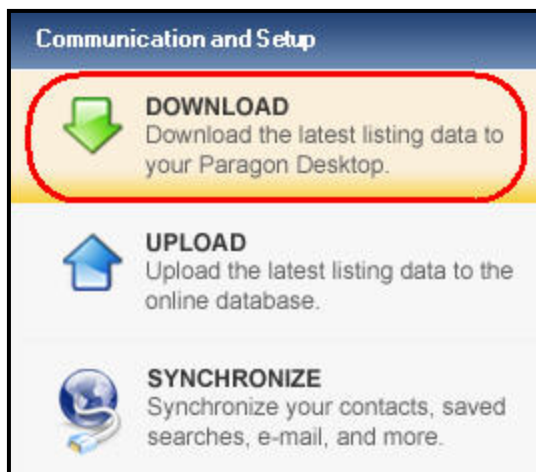
On the Home Page, click **Upload** to send the listings you have added or maintained to the online system.

Your listing additions and changes need to be processed by the online system so all users will have your listings.



Wait 15 minutes from the time the upload completed.

On the Home Page, click **Download** to bring the listings you have just added or maintained down to your searchable Paragon Desktop 4 database.



The Transfer Results screen tells you your desktop database has been updated with the most current data as of the time of your download.

Click **OK** to close this screen.

