Paragon 5 Getting Started Guide: P 4 to P 5

This guide is to help you get started on Paragon 5. It is designed to give you, at a glance, the new navigation, enhanced tools, and new functionality that you have with this upgrade. This is not an indepth Quick Start Guide. A QSG is a short, to the point navigation to get a specific result guide. Those guides are available on your P 5 Help Site. As we move forward with this release, additional QSG’s will be added to the Help Site. This guide will help you get started seeing what is now Paragon 5. Please note that as we continue to work on Paragon 5, changes may be made to the Paragon System after this guide was created. So there may be some slight differences between this guide and what you see on your Paragon 5. If you print this guide out, if your printer allows two sided print, print it as a 2 sided document.

Paragon 5 is compatible with the five most common browsers used today. IE, Firefox, Google Chrome, Mac Safari and Opera.
New System Controls

**Multi-Tasking**

New tabbed controls allow users to multi-task easily. Users can open a system module along with an individual listing class easily navigating between tabs. All activity is retained within each tab. You can move among tabs and not lose any work.

**Modal Windows**

In order to accommodate cross operating system and cross browser compatibility, the P5 system will replace pop-up menus and fly-in menus throughout the system with new “Modal” windows for key customization and additional menu controls. These new modal windows will float above the Paragon page overlaying a tinted background which draws attention to vital controls and information.

Here is an example of the new Print + dialogue box in use. Here you can see how the new interface will look and the control will be prominent as the background system is tinted. In most cases these modal windows will have additional enhancements which bring improved workflow to the system as well as improved readability.

**Tool Tips**

New Tool Tips are now easier to see and read. These are available throughout P5 wherever the question mark icon or Info icons are displayed.

**Session Time**

Paragon 5 now displays a countdown timer of your remaining Session Time at the bottom left of the screen within the Task Bar. Each time an action is taken (i.e. opening a Search or Module, executing a search, etc.) the Session Time is reset to the default.

Session: 40:47
Expanded Paragon Help Module

Along with the Paragon 5 release we have updated the Help section with Training Videos, Quick Start Guides, and new help files. You can also find the latest information regarding upcoming online webinars as well as access to recorded webinar sessions! You can still find all of our Support Contact information within the site too! This site will be a project in the works over the next couple of months, so check back to it often.

Follow the link below to access a wealth of information regarding Paragon 5!

http://producthelp.lpsreg.com/p5/user/

Did You Know? – Paragon now uses a screen called a “modal”. A modal screen is used instead of pop up screens. A modal screen is not a pop up, but a screen that is layered right on top of Paragon. Customizing tools, email composing, features all use the new modal screen. One of the best things about modal screens is that they do not trigger pop up blockers. You will see all of the training documents, videos, webinars use the term modal.
The Home Page has been updated to utilize “Widgets” for the various elements on the page. Widgets are interactive, informational “boxes” on the Home Page and by clicking and holding the left mouse button on a widget it can be dragged to positions on the left or right (depending on space available) of the homepage message allowing users to customize the layout of the homepage to suit their workflow. At first, Widgets will be limited to expand and collapse and positioning within the left or right columns next to the homepage message. A future release will bring expanded customizability for the home page Widgets.
**MLS Message Widget**

The MLS Messaging Widget allows your MLS to directly communicate with you. This widget is slightly larger than the former Paragon 4 static MLS Home Page message. This home page widget will remain locked in place in the center of the screen. Additional web functionality will be added to the MLS Home Page as part of future releases.

**Quick Search**

A new Search by Map field is available within the Quick Search widget. Click the globe to display the Bing Map Search controls. Values for Shape searches can easily be removed from the field by selecting the “x”. The Search by Map field is static and does not count in the limitation of 5 fields for customization to the widget.

Users may now type progressively to show values in the Area, Type, Agent, Listing Office and Status fields.

During the phased release of Paragon 5, the same fields will be available for customization in Quick Search. Once the full Paragon 5 release is complete and Paragon 4 is turned off, a full set of most database fields will be added in a subsequent release.
Market Monitor

My Info, Market, Office, Firm, Team (Where Used)

The Market Monitor has been redesigned to separate out each category with color coding. Each numeric value in the column correlates to the listings in that set. Clicking the links at the bottom will display the data for each category.

- My Info: Displays in Blue
- Market: Display’s Red
- Office: Displays Green
- Firm: Display’s Purple
- Team: Displays in Orange (Where available)

Contact Activity

The former Prospecting section of the Market Monitor has been moved to the new Contact Activity Widget.
Calendar
The calendar is now available in its own Widget and can be moved to the left or right columns of the homepage message. Click on a day to add an event.

- Use the «, » buttons to select year
- Use the ‹, › buttons to select month

Selecting the day brings the focus for that day to the first column of the calendar

Events are highlighted in green

Quick display of Day, Week or Month of the full calendar view

Hold the mouse button down to display a drop down list for quick selection.

<,> Displays the Month

<<,>> Displays Year

Larger, easy to read current date display

Displays calendar help instructions
Quick Links Task Bar

Removed from the main home page display, the Quick Action Links now appear at the bottom of the Home Page in a Task bar. Users can access all areas of the system that they formerly did via this control. The same menu options that were available in Paragon 4 are available for customization to this display.

Multi-Tasking via Tabs

Multi Tasking
Users can now open tabbed displays for each system menu item. For property search, this means the user can search multiple classes via each tab per Listing Class which enables users to move quickly between several tasks.

Important: Only one tab can be open for an individual listing class. However, different criteria can be used up to 3 times per tabbed class search with 3 different listing results posted on screen in sub tabs. See next page.
Multiple Search Results
Within a single tab for a search Class users can open up to 3 separate sets of search criteria/results. Each ‘sub tab’ will display the number of results in that set and the currently displayed set will be highlighted. Users can simply click “Add Tab” to conduct another search. You can click on any sub tab of criteria or results to navigate back to that screen to edit a search or look at results.

Inline Auto Completion
Typing directly into a lookup field will open a drop down list that will automatically filter according to what is being typed into the field. You can click a value, tab key a value, or hit enter. Entered values can be easily removed by clicking the “x” in the value or by using the backspace button.

Users may simply progressively type characters and the system will display the corresponding data value for the field. This feature is available throughout Search Criteria fields in “Lookup” list fields specific to your MLS Database.

Examples of fields available with Inline Auto-Complete: Status, Type, Area, Subdivision, etc.

Criteria Summary Field Edit
Selecting the Edit option next to a field listed in the Criteria Summary will highlight and automatically focus on the corresponding field in the search container for easy editing.
Available Reports

The Available Reports menu that appears on the Search Criteria screen will now utilize the same tree menu that is available in results. This makes all system reports available for selection before executing the search.

Multiple Address

The Multiple Address search has been updated and streamlined with the new modal window. Along with this update users may now enter an unlimited number of addresses.

Word Search

The interface used for Word Search has been updated and streamlined.
Features

Users may quickly and directly enter Feature Codes (for MLS that utilize codes) or by Feature Description via inline auto-completion. Select the magnifying glass icon to open the modal display of the feature categories.

Open and close Feature Categories via Expand and Collapse All.

Additional filters to display selected features for quick access.
Search Customization Controls

The Search Customization control will now display as a modal view. Users may double click to add fields to the right selection box or utilize the center buttons to add and remove fields.

The Primary, Secondary and Advanced sections now display as a drop down menu at the top of the right selection box. Save your work to apply your changes to the search template you are on.
Search Results

Action Bar Enhancements

The Action Bar has been updated with improvements to the interfaces as well as the workflow. Commonly used functions display by default and via Users Preferences (Preferences>User Interface) and users can elect to display the icons with labels or disable them.

The icons for Checked and All still retain the same information as they do in Paragon 4

- Checked: Will filter down selected listings from the spreadsheet and other reports.
- All: Will return all listings from a returned results set, if listings are filtered.

Save: Search / Save Favorites

The Save control in the Action bar retains the same functionality as in Paragon 4.

- Save Search: Will display controls allowing you to save a set of search criteria – this segment of the menu only functions within the Search Criteria.
- Save Favorite Listings: Displays controls that allow users to save a set of listing results to their Favorites.
The Print menu items retain the same functions as in Paragon 4.

- Print: Only prints out the web frame on the screen
- Print +: Triggers the controls for multiple report selection and printing. No change from P 4.

Export

Export now directly exports data to Excel from results views. Users will be given the option to refine the group of listings by either All Listings from the results set or number of currently selected listings. By clicking the Export link the data will be exported to CSV format mostly opened by Excel located on a User’s PC. Users must have Excel installed for this functionality to be opened in Excel.

Customize Modal

The Field Customize modal now has more onscreen space to display additional data rows. All current Paragon 4 functionality has not been modified in these windows.

Formerly in Paragon 4 users had to click and hold on the checkbox to drag and drop the fields within the “Selected” container. Now the whole field can be selected (Click + Left Mouse button hold) and dragged and dropped for ease of organization.
Actions
In order to make the best use of space in the Action Bar, less commonly used items have been moved to the “Actions” drop down menu.

- **Criteria:** Displays a floating box which contains a summary of the search criteria utilized for the results set.
- **Toggle Stats:** Will toggle the display of the Spreadsheet Summary Statistics.
- **PDF/HTML:** Select PDF to convert a view into the PDF format. When a view is in PDF, HTML will display in order to toggle back to that format.

Paging Controls: Page and Listing
To improve the performance of returned results, they are now returned within grouped pages which follow the current results display configuration per your MLS (most are set to 100 per page). This replaces the “Get All” functionality from Paragon 4 as all results are returned at once and broken down by page.

The “Page” paging control will allow the user to progress either forward or backward by paged result set within any spreadsheet view. Double arrows progress by single page and arrow with line progresses to either the beginning or the end of the results set.

In this example the spreadsheet is displaying page 1 of 279 pages of results (or 27,000+ listings). This will follow the current configured amount of results per page your MLS defined for display.

The “Listing” Paging control will display when single report views are selected. The same paging functionality as outlined above remains. Here the first listing of 27894 results is displayed.
Available Reports Menu
Several improvements have been made to the Available Reports menu to gain additional on screen area for viewing the spreadsheet view and reports. The available reports box will be closed to start with so as not to cover over the results returned in a spreadsheet. Click on “Available Reports” or the name of the report showing to open/close the box.

- The “Available Reports” menu displays on the right side of the Action bar and will display the name of the current report or view on display.
- To modify the report selection users click the field to display the Available reports menu tree.
- Reports now show in a tree structure and reports can be dragged to the Favorites menu which still displays for selection in Search Criteria screens.
- Users select the red X to return report views from the Favorites folder to their previous location.
Spreadsheet Enhancements

Due to limitations with Java and to allow for cross browser compatibility, the Spreadsheet Grid has been replaced with a new grid control that DOES NOT require the use of Microsoft Java or Sun Java for its functionality. This brings more flexibility in how the data is managed and helps mitigate the need for support calls due to issues with Java functionality.

<table>
<thead>
<tr>
<th>MLS #</th>
<th>Class</th>
<th>Status</th>
<th>Area</th>
<th>Address</th>
<th>City</th>
<th>List Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Residential</td>
<td>Rented</td>
<td>010</td>
<td>805 Stallings Rd</td>
<td>Taylors</td>
<td>$89,900</td>
</tr>
<tr>
<td>2</td>
<td>Residential</td>
<td>Rented</td>
<td>062</td>
<td>14 Yemassee</td>
<td>Manetta</td>
<td>$119,887</td>
</tr>
<tr>
<td>3</td>
<td>Residential</td>
<td>Rented</td>
<td>060</td>
<td>107 Marbelle Circle</td>
<td>Greenville</td>
<td>$89,900</td>
</tr>
<tr>
<td>4</td>
<td>Residential</td>
<td>Rented</td>
<td>054</td>
<td>211 Sherman Rd</td>
<td>Easley</td>
<td>$219,900</td>
</tr>
<tr>
<td>5</td>
<td>Residential</td>
<td>Rented</td>
<td>020</td>
<td>501 FALLING ROCK</td>
<td>GREENVILLE</td>
<td>$1,600</td>
</tr>
</tbody>
</table>

Check All

A checkbox is now available at the top of the checkbox column that when selected will automatically select all results on the displayed spreadsheet page.

Shift + Click

The Shift + Click functionality has been retained from Paragon 4. Users can select a field, then holding down the Shift Key select a subsequent field within the results set and the rows between the two fields will be highlighted for ease of sorting and organizing the results.

Ctrl + Click

Users may select multiple varying listing rows by holding down the Ctrl key while selecting listings.

Sort

On each column when hovering over a column label ascending or descending arrows will display that when clicked will sort the data according to the column.

Display of Quick Link Icons

With the new enhancements to the spreadsheet the Summary One-Line report has been removed from the system. Via spreadsheet customization the quick link icons now can be customized to display within the spreadsheet rows. When customizing a spreadsheet, look for “Quick Link Icons” in the available field list.
Printing: Convert Spreadsheet to PDF

In the Spreadsheet view when user’s select Print + the spreadsheet will be converted to a PDF format. This new formatting change will ensure an accurate printable version of the spreadsheet view columns and rows and the column headers will not repeat on each page.

Refer to PDF Help for step-by-step instructions for PDF Features.

Note: Now when you drag and drop to move a column in the standard spreadsheet, when you release the column header in the position you want, Paragon will automatically save that change permanently in that position. You do not have to go to the spreadsheet customization tool to move and set that column position as a default. Column widths will also “save on the fly” as a default change.
Printing

Enhancements to Print +

Several improvements have been made to the workflow of the Print controls in Paragon 5. Printing will now utilize PDF as the print engine. This change has been implemented in order for Paragon to be cross browser compliant. The most important benefit is that the spreadsheet view can now be printed directly to PDF format!

Print + modal and PDF Print Preview

Print + will now display as a modal view retaining all previous Paragon 4 functionality. When Print/Preview is selected the report views will be converted to PDF for preview and printing.
User Preferences

To retain consistency with menu structure updates throughout Paragon 5, the User Preferences module has been updated with a tree menu structure. Minor verbage and interface improvements have been made throughout this module while retaining previous Paragon 4 menu items and functionality.

**Important!** While most preferences that you set up in P 5 will show up in P 4, the opposite will occur too. If you change a preference in P 4, you should see that change in P 5. There are some new preferences that are only found in P 5, such as the new Client Connect preferences, of course won’t really matter to P 4.

Paragon 5 will start up a User Preference “Wizard” when you log in to Paragon or click the “Home” button. This is to bring attention to the possible customizing capabilities for someone new to Paragon. The wizard can be run at any time though from the Preferences control panel on the main menu. You can set preferences then, or skip an item and return to it later, or close it out..
Driving Directions

Formerly included in Available Reports, the option to generate Driving Directions is now available under the Actions Menu option from Search Results. When selected, users are taken to a full Bing Map view of the results set where they can quickly select from Listing Results.

Driving Directions Display
Within the output of Driving Directions, users may easily Print or Refresh the display of the Route. Users may also switch from Text Only, Overview with Text or Turn-by-Turn Maps with Text rather than having to generate a new set of directions.

Please note that the Driving Directions has been integrated into the Bing Map View. The Report will always show Bing Map while in Driving Directions.

Listing Results Statistical Reports

All general listing result statistical reports will be available under ‘Reports’ within the Available Reports menu. These reports retain existing functionality currently available in Paragon 4. No significant enhancements have been made to this set of report views. The following reports have been added to the Report group with the 2.1 release.

- Sold Market Analysis
- Hotsheet Report
- Hotsheet History Detail
- Market Conditions Addendum

Hotsheet Report

All original Paragon 4 Hotsheet functionality has been added to P5. Users can run Hotsheet searches and display the Hotsheet report. See next page for an example of the results spreadsheet.
Membership Module

Agent Mailing Labels

The new Agent Mailing labels functionality includes a new user friendly interface that supplies a full preview of the labels that are to be printed. After ‘Print’ is selected, the labels display in a PDF format from which the user is able to review the label contents in detail. Labels are now limited to the following Avery Formats: 5260/5160, 5261/5161, 5261. Please note that the 5267 template has been removed as it was a return address label format.

Note: This function is an MLS configuration as to whether you have access to mailing labels.
Agent/Membership Rosters
Agent and Membership Rosters are now available to users for searching and printing. Minor formatting changes have been made for increased readability.

### Agent Roster

<table>
<thead>
<tr>
<th>Agent Name</th>
<th>User Code</th>
<th>Agent Phone</th>
<th>Office Name</th>
<th>Office Code</th>
<th>Office Phone</th>
<th>Agent Email</th>
<th>Type</th>
<th>Active Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLENS</td>
<td>000011</td>
<td>(312) 478-3787</td>
<td>Edward Surgell Co RE</td>
<td>1042</td>
<td>(312) 478-3787</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEDS</td>
<td>000023</td>
<td>(312) 763-6669</td>
<td>Edward Surgell Co RE</td>
<td>1038</td>
<td>(312) 763-6669</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANDERSON A A</td>
<td>000030</td>
<td>(312) 888-8888</td>
<td>The Anderson Associates</td>
<td>1078</td>
<td>(312) 888-8888</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUGG A</td>
<td>000097</td>
<td>(312) 787-7878</td>
<td>Regional Assoc</td>
<td>1146</td>
<td>(312) 787-7878</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REHMAN LINDA</td>
<td>005161</td>
<td>(312) 400-4000</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWINGER RE</td>
<td>005169</td>
<td>(312) 843-8438</td>
<td>Swingelt Realty Co</td>
<td>1196</td>
<td>(312) 843-8438</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Membership Roster

<table>
<thead>
<tr>
<th>Agent Name</th>
<th>User Code</th>
<th>Active</th>
<th>Agent Type</th>
<th>Agent Status</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABRAHAM REALTY, INC</td>
<td>204</td>
<td>CLEMENT, WILLIAM</td>
<td>313993</td>
<td>No</td>
<td>L4</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MARTIN, GERALD</td>
<td>308399</td>
<td>No</td>
<td>L4</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ISON, KRISTEN</td>
<td>273442</td>
<td>No</td>
<td>L4</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SIMMONS, JOY</td>
<td>222096</td>
<td>No</td>
<td>L4</td>
<td>M</td>
</tr>
</tbody>
</table>

(Agent Phone and Office Phone columns have been blurred in the screen shot only for privacy)
Contact Manager

General interface updates have been made to the Contact Manager screen. Contacts are now organized in the new numbered grid format which displays basic information for each contact per row. The Email Address now displays as an envelope icon. Simply mouse over the envelope icon and the email address will appear. When new activity for saved searches is present a green arrow icon will display at the top level in the corresponding Activity contact row. New activity per the green arrow icon will bring those clients to the top of the alphabetized list no matter what the last name starts with. Paging controls and Page Size are available on the right side of the action bar to filter or display multiple pages of Contacts.

Contact Details

There are now two ways to access either Saved search and Listing Cart information or the full detail set of the Contact Record.
Contact Tree and Dashboard

Selecting the linked Contact Name opens all details for the Contact organized in a tree menu format. All Contact information is now organized within the Dashboard. Click the linked Contact name to open detailed view page.
Dashboard: Displays a general overview of Search Activity, Notes, Tasks, Documents and CMA's applied to the Contact record.

General: Displays the active Contact Record form in which details can be edited.

Search Activity: Allows for the addition of Saved Searches to be applied to the Contact record, setup of email auto-notifications and the new Client Connect feature.

- **Add Search**: Select “Add Search” which steps you through the same search process to add a Saved Search to a Contact. **A set of search criteria must be applied to the contact to setup Email Auto-notification or a Client Connect site.** Setup is covered in detail within the Client Connect Setup Guide.
  - **Saved Searches**: Up to three Saved Searches can be applied to a Contact Record.
  - **Listing Cart**: Formerly known as Favorites, this is a stored list of selected properties assigned to a Contact.

Saved CMA: Displays a list of CMA Packages assigned to the Contact record.

More Information: Entry forms for Notes, Tasks, Documents and Financial information for the Contact. No enhancements have been made to this section and functions the same as in Paragon v4.

Email History: Displays a list of email activity for the specific Contact Record.

Summary: Displays a full summary screen of all information and activity that relates to the Contact.

**Client Connect**

Client Connect offers a site that the client of an agent can access to interact with the listings returned from the applied Saved Search setup by the agent. This will be a unique webpage which displays listings with options for the client to set them as a Favorite, Possible or Rejected. Clients will also be able to send and receive comments directly from the Agent for each individual listing. Once a Contact is setup with a Saved Search, the user will have access to the controls to setup Email Notifications or a Client Connect site.

Refer to the Client Connect Setup Guide or the Quick Start Guide for a detailed description for the setup and detailed features of Client Connect. You do not have to be a Web Master; Paragon has automatically created this site for you. You only need to tell Paragon what you want on this home page of your Client Connect site. Like your picture, phone numbers, a short bio of yourself, any links to other sites that you want them to have access to, etc. It is pretty easy stuff. Once you have done this, you can set it and forget it until you may want to change it later. Also understand that your Paragon Client Connect site does **NOT** replace your current internet website presence. This site is only a “dashboard” site for your current buyer clients to see their results and interact with you on listings.
Please Note: The first time you set up your Paragon Client Connect site, it will ask you to create your “URL”. The URL will be the web address for your Client Connect site. It will give you an example, probably using your name. Please make sure you read the Paragon instructions at this point on guidelines for the naming of this URL for your Client Connect site. At this time, once this URL has been created, it cannot be changed.

Site Configuration

- **Notification Settings**: opens options for the advanced email options that can be applied to Client Emails.
- **Client Connect Preferences**: opens options for the Preferences that affect all Client Connect Sites. Options include: Agent Name, Display Primary and Secondary Phone Number, Email Address, Webpage, Agent Image and options to select which Detail and Vertical custom reports to display.

Site Information

- **View Site**: when selected directly opens the Client Connect site. URL can be copied directly from the field.

Setup Complete

- **Send Link**: Triggers an email message populated with the Contact’s email address to send the link and password setup for the Client Connect site.
Client Connect Homepage
Below is an example of the new Client Connect homepage or “dashboard” displaying the Agent and Office information, customized links, an Agent Bio, login access and a weather widget. Tabs in the upper right navigate to Home, Your Listings and Contact Me.

- **Home**: directs back to the Client Connect homepage.
- **Your Listings**: directs to the result set of listings from Saved Searches for the Contact
- **Contact Me**: directs to a form that allows the client to directly contact the agent.

Note: Paragon 5 will also let you set up the auto-email notification as was the process in Paragon 4. Client Connect is just another way of sending listing notifications to them. A great asset of using Client Connect is that you, the Agent, can see their activity and monitor their actions to help the Agent understand the Clients preferences. With Paragon 5, you have the choice to do the Client Connect with a customer OR to have the system send the auto-email notification.

Another aspect of Client Connect to remember, there is no time limit on how long the listings will be available to the Client to view. The auto-email is still limited to 30 days for the link to be viewed by the customer.
Client Connect “Your Listings” Page
The ‘Your Listings’ page displays the listing results for that client with options for Vertical, Thumbnail, or a Full Detail view. Along with the views the Bing map will display with icons locating the properties displayed. On each listing, there are options for Favorite, Possible, and Reject. When the Client assigns the listings to the various selections the Agent will see this activity reflected in the Contact Record details. The Comments Icon allows the Client to send comments directly to the Agent regarding the individual property. All notifications are done via email.
Email

Outside of general interface improvements no major enhancements have been applied to general email functionality with this release.

Email Address Book

Within the Address Book, In-Line Auto Completion display’s existing entries from the Contact Manager, simply progressively type the email address of your Contact’s stored email address and it will display for selection and entry.

Financial Calculators

The financial calculators have been updated with a new suite of calculators to offer a broader range of calculations and a more consistent and user friendly interface.
Statistical Reporting Module

For MLS’s that utilize the Statistical Reporting module the interface has now been updated to align with the tree menu approach that has been implemented throughout P5. The various sections of report views are now available on the left screen organized within folders. No enhancements have been made to the reports within this module and all existing Paragon 4 functionality has been retained.

Sold Price Analysis Report

The Sold Price Analysis report now displays under Reports in the Available Reports menu.

<table>
<thead>
<tr>
<th>Sold Price Analysis</th>
<th>MLS #</th>
<th>Address</th>
<th>Original Price</th>
<th>Sold Price</th>
<th>Original Price %</th>
<th>DOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class ... Type ... Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Crestview - 1275</td>
<td>88418934</td>
<td>11741 Brickport St</td>
<td>$67,988</td>
<td>$75,000</td>
<td>77%</td>
<td>200</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
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<td>Farms - 1282</td>
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<tr>
<td>88420798</td>
<td>608 8th St</td>
<td>$81,395</td>
<td>$20,000</td>
<td>$64%</td>
<td>89</td>
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<td>Totals</td>
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<tr>
<td>Single Family w/ Acreage</td>
<td>88422681</td>
<td>16532 Virginia Lane</td>
<td>$175,000</td>
<td>$155,000</td>
<td>89%</td>
<td>30</td>
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<tr>
<td>Totals</td>
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Two major enhancements to the CMA Module include an updated Wizard workflow which simplifies the process of creating a CMA Package in a step-by-step approach along with newly designed CMA Templates.

Using the CMA Wizard the user will be able to navigate through each step using the Back and Next buttons.

The CMA Steps Menu provides another method of navigation in the CMA Wizard. Users can click on any step to navigate directly to that screen to complete their CMA manually or by following the Wizard.
A checklist can now be accessed from the top right of the CMA Steps menu allowing the user to easily track the progress of creating their CMA Package. This checklist view allows users to see which steps have been completed. The user can also click on any step in the checklist and the system will take them directly to that screen in the CMA Wizard.

The checklist comes in handy also when you have saved a CMA for some reason and have to come back to it later. Open the saved CMA for that client, click the checklist, and click on the item that you need to pick “it up from” and it will take you directly to that point.

**New CMA Templates**

CMA Templates are being updated for inclusion in the CMA Package. Following is an example of the new Vivid template.
Several screens and selections in the CMA setup have been cleaned up and improved to make completing a CMA easier. For example, with the addition of the new CMA themes the ability to choose a header for CMA Presentations was removed. The option to add Footer will remain and work as it does in Paragon 4.
Listing Input and Maintenance

Listing Input and Maintenance has been updated to a wizard based workflow. Once each section is complete, users can easily advance to the next step in the listing input or maintenance process.

Listing Input/Maintenance Data Form

The Listing Input and Maintenance module now appears in a tree/workbook format. When adding or maintaining listing data the fields are displayed within the right frame. After satisfying all of the required fields, users can progress through each step by clicking an item in the left menu or by using the “Next” button in the upper right corner. In-line auto-completion is now available on all data selection input fields within Input and Maintenance.

The Features section has been separated into individual fields for each category and the feature codes can be easily entered and added to complete the feature category fields.

You will still have the opportunity of just adding features via the one box and entering codes per feature wanted.
Multiple Listing Photo Upload
Users can now easily upload multiple images at one time to an MLS listing. On the Picture Administration action bar select Upload Photo(s). Select Browse for Photos to select photos to add to the listing.

NOTE: Adobe Flash™ is required for multiple photo upload. Flash is available free from the Adobe™ website:
http://get.adobe.com/flashplayer/

Listing Pictures
Users can now simply drag and drop listing images to arrange as desired. Each individual image can be modified by selecting “Replace”.

Individual listing pictures can be clicked and dragged to change the order of the images.
No major enhancements were made to the Listing Detail, Add Associated Documents and (if used in your MLS) Open Houses and Tours. However, these items are now organized into the wizard based workflow.