The Complete Paragon Connection
Great Plains Regional MLS
October 30 & 31
Ashland, NE

GREAT PLAINS REGIONAL MLS
gprmls.com

Paragon®
BLACK KNIGHT MLS SOLUTIONS

<u>Wednesday - October 30</u> *8:30 AM to 10:00 AM*	*Preference Wizard – General Member Branding and Functionality Settings* • *Add Agent Image and Office Logo – display on Property Reports, Emails, CMA and more* • *Setup Market Monitor – Home Page Quick Hotsheet* • *Setup Search options – Set Default Search as starting search, Map Search centered location, Boundary Map Selection, Parcel Lines & IDs – Y/N, Default Map View, Save Search Page size* • *Results – Default view for Hotsheet Searches, Property Searches, Open House/Tour Searches, MLS # Click – Secondary Reports, Display Agent Phone #, Show Stats, # of Listings per Page* • *User Interface – Theme of Big Buttons, Font Family, Font Size and Font Color for composing* • *Contact Manager – # of contacts per Page and Contact Activity Widget Days Back setting* • *Time Zone and Calendar – Display: Listing Expiration Date, Contact Tasks and Tour/Open House Date*
10:30 AM to 12:00 PM	*Searches, Mapping and Results* *Searches:* • *How to add criteria into each field type (Range, Lookup, Free Form Text, Features & Map)* • *Specialty Fields – Multiple Address, Feature Search, Map Search* • *How to Customize a Search, Saved Search Tips, How to Find a Saved Search* *Results* • *Spreadsheet Functionality – Filter, Sort, Top of the Column Sort, Customize, Email, Print, Collab Share Link, Export and More* • *Property Reports – Review the different folders and report types and how to Customize a Property Report.*
12:00 PM to 1:30 PM	*Break*
1:30 PM to 3:00 PM	*Collab Center – Buyer Side* • *Explore Collab Center Functionality – Buyer and Agent* • *UPGRADE and Email Notifications* • *Add New Prospect to Collab Center* • *Collaboration Center Preference Wizard*

3:30 PM to 5:00 PM	*CMA – How to Create a CMA Presentation Packet*
	• *See a Completed CMA Presentation Packet*
	• *Create a CMA Presentation from beginning to End*
	   o *Add a Subject Property with Auto Tax fill*
	   o *Add a Seller*
	   o *Add Comps*
	   o *Add Adjustments – Calculated and Manual Adjustments*
	   o *Page Layout Settings and Presentation Setup*
	   o *View/Generate Presentation with Output via Print and Email as a Hyper-link*

Thursday - October 31 *8:30 AM to 9:30 AM*	***Paragon Connect** – Paragon's NEW Mobile tool for Smart Phones and Tablets This is an Agent–Only tool. This is not a Client tool.* • *New Home Page – Consolidated display of Client Actions.* • *Settings Button functionality.* • *Property Searches* • *Hotsheet Searches* • *Contact Manager* • *Member Search* • *Tours and Open House Searches*
10:00 AM to Noon	***Collab Center – Buyer Side & Seller Side*** • *Explore Collab Center Functionality – Buyer and Agent* • *UPGRADE and Email Notifications* • *Add New Prospect to Collab Center* • *Collaboration Center Preference Wizard*
Noon to 1:30 PM	*Break*
1:30 PM to 3:00 PM	***Listing Input & Maintenance*** • *Tax Auto Fill Demonstration* • *Add Listing Details* • *Map / GeoCode* • *Associated Documents/Disclosures* • *Save as a Partially Saved Listing* • *Add an Open House/Tour* • *Apply 3rd Party Integrations to the Listing* • *Associate a Property to the Seller for Collaboration Center*
3:30 PM to 5:00 PM	***Appraisers and Paragon*** • *Customize the Search Criteria Screen to be Appraiser facing rather than agent facing.* • *How to add criteria into each field type (Range, Lookup, Free Form Text, Features & Map).* • *How to Save and Find their Saved Searches.* • *How to Create their own Default Saved Search.* • *Spreadsheet – How to Customize Spreadsheets for their Appraisal work.* • *How to use the Market Conditions Addendum report.* • *How to get the results out of Paragon via Print, Email and Export as a .CSV spreadsheet* • *Other reports that may be of interest.*