

# Paragon Mobile Quick Start Guide

## Overview

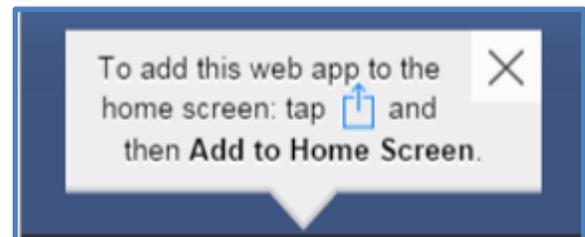
The purpose of this document is to provide an overview of the features in Paragon Mobile. This document will review the process to access Paragon Mobile, perform Quick and Property Searches, access Contacts, Email listings, and set up Preferences. Due to the variety of devices in the marketplace, this document will include general references to controls such as “select the enter option” or “tap the specified action” to refer to the control that performs that command.

## Accessing Paragon Mobile

When accessing Paragon from a mobile or tablet device the system will prompt the user with two options.

- **Paragon MLS** will provide the user with the full version of Paragon. This option works best on a tablet or iPad.
- **Paragon Mobile** will provide the user quick access on smartphones and small tablets.

A dialogue box will appear for first time Paragon Mobile or Tablet users explaining how to add Paragon Mobile to their Home Screen.



## Logging into Paragon Mobile

Use the following steps to access the Paragon Mobile MLS site:

1. Enter the Mobile URL that was provided by your MLS into your browser.
2. Select the enter option to go to the URL.
3. Enter your Paragon Username and Password at the login screen.(same as used for Paragon Online)
4. Tap the **Login** button.

## Remember Login

The system can be configured to display an option for the user to allow Paragon Mobile to remember their username and password. A “**Remember Login**” checkbox will appear below the Password field when configured. It will automatically attempt to log them in when they come to the page.



## Help

Tapping the Help button will display the MLS’s Support Contact Information.

**Note:** The help settings can be configured by the MLS.

<b>Support Information</b>
<b>Phone Number</b> <a href="tel:208-376-4657">208-376-4657</a>
<b>E-mail</b> <a href="mailto:support@intermountainmls.com">support@intermountainmls.com</a>
<b>Support Call Center Hours</b> All Hours Mountain Time Mon-Fri: 8:30AM - 5:00PM

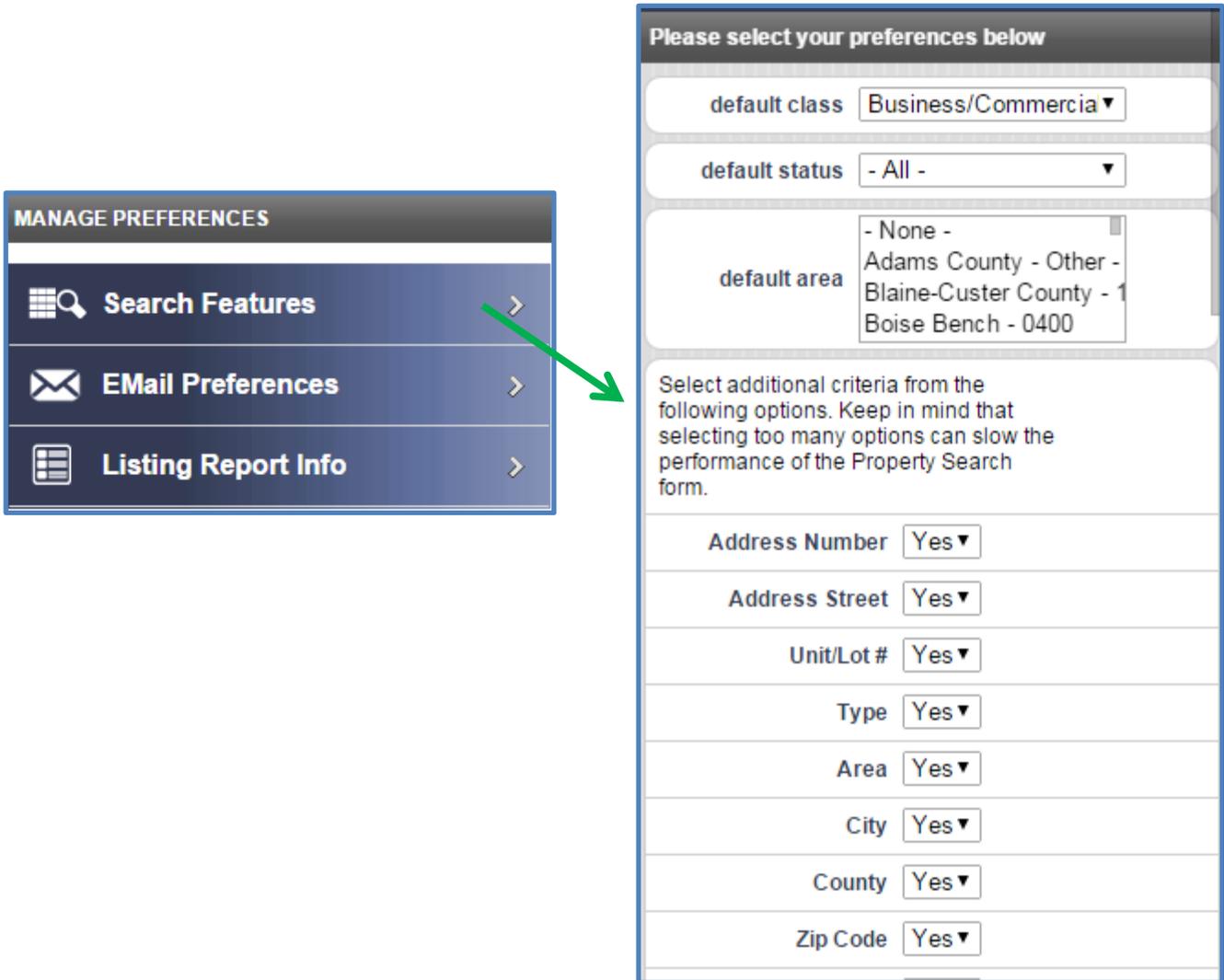
## Preferences

Paragon Mobile provides the ability for Agents to set up defaults for their preferred search fields in the Search Features option, email preferences for emails sent from Paragon Mobile, and the contact information that appears on the Listing Report. This can be done from a mobile device or any web browser. It will be easier to initially set up preferences from I.E., Firefox or Safari on a computer using the full qwerty keyboard. Users may want to set up preferences before using the application.



## Search Features

Agents can configure their default class, status and area(s) for the main search page and enable or disable additional search criteria fields on the Search Features page within Preferences. This gives Agents the ability to customize the search screen and display the fields that they most commonly use. The fields that appear in this section are determined by the MLS.



## Email Preferences

Paragon Mobile includes the ability for Agents to set up a default Mobile greeting, signature and select whether to automatically receive a CC or BCC of each email message sent from Paragon Mobile.

The “From Address” is automatically populated with the e-mail address from the Agent Record in Paragon.

The default greeting and signature will automatically populate above and below the property information for an emailed listing. Agents have the option to “Use Default Greeting & Signature” when they are setting up the listing to be emailed. See the Email Listing section for more information.

**Please enter your default e-mail preferences**

from name Christina Osberg

from address christina.osberg@bkfs.com

always CC me

always BCC me

default email greeting text

default email signature

<< Back Save

**Home Help Logout**

Please enter your contact preferences

This information will display at the top of the e-mailed Listing Report

organization

address

city

state

zip

Phone 1 Desc Phone 1

Phone 1

Phone 2 Desc Phone 2

Phone 2

Website

<< Back Save

## Listing Report Info Preferences

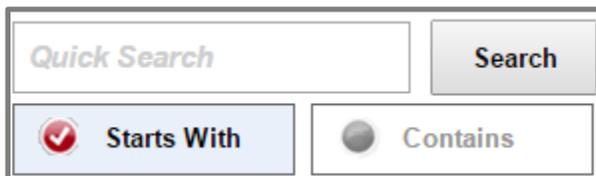
Users can configure the contact information that will appear above the Property Listing PDF Report sent from Paragon Mobile. This is the report that is attached to an email when a listing is sent to a client. The system defaults to the Agent contact information (or blank, based on MLS settings).

## Paragon Mobile Home Page

After the preferences are set up, the application is ready for the Agent to use. From the Home screen, Agents can access the following options:

### Quick Search

The Quick Search works similar to Paragon Online allowing the Agent to search by MLS #, Address, Zip Code, Price and Listing Agent Last Name. Please note that on the Paragon Mobile Quick Search form, only ONE MLS # can be searched by at a time. The Quick Search section is configurable by the MLS to appear either at the top or the bottom of the main landing page.



The image shows a desktop-style Quick Search form. It features a text input field labeled "Quick Search" and a "Search" button. Below the input field are two radio button options: "Starts With" (which is selected) and "Contains".

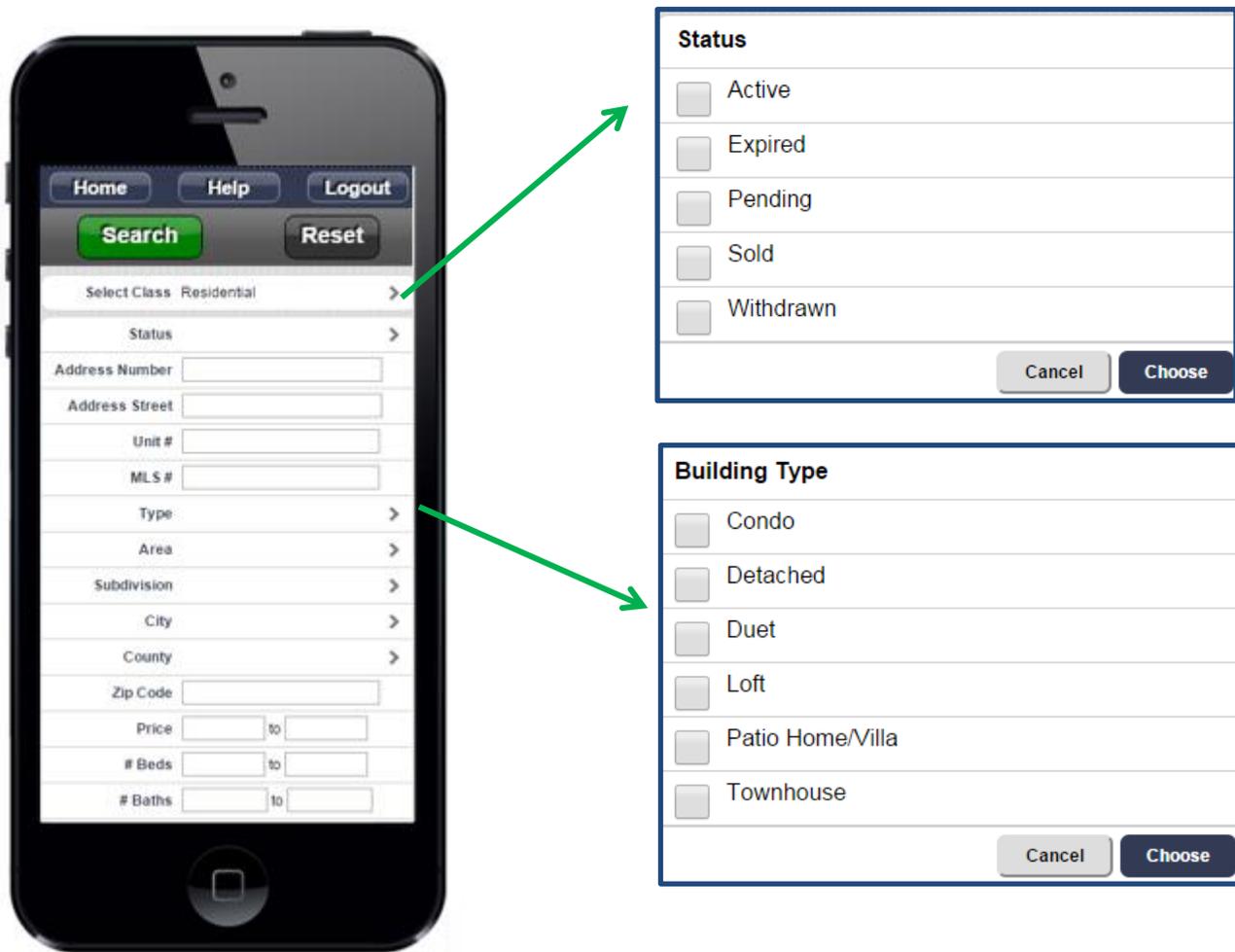
When using the Quick Search form, the system includes the option to use either "Starts With" search format or a "Contains" search format. The "Start With" search option is helpful when the Agent knows that the street name their client mentioned was "Park something" as they know the street name begins with "Park". The Contains search format allows the Agent to search for a specific word or phrase anywhere within the name. Using the Contains option for "Park" will return results for both "Park Place" as well as "Castle Park".



## Property Search

After tapping the MLS Property Search option from the Home screen, users will land on the search criteria page. The available search options are determined by the MLS. Some fields are displayed by default, and additional fields can be enabled or disabled by the Agent (please see the Search Features Preference section for additional information).

Once the search criteria has been selected, tap the “Search” button. The search criteria can be cleared by tapping the “Reset” button. The “Search” and “Reset” buttons appear at both the top and bottom of the form for your convenience. **Note: Multiple Selections are allowed in list boxes. Ex: Status, Area, Type of Property, etc.**

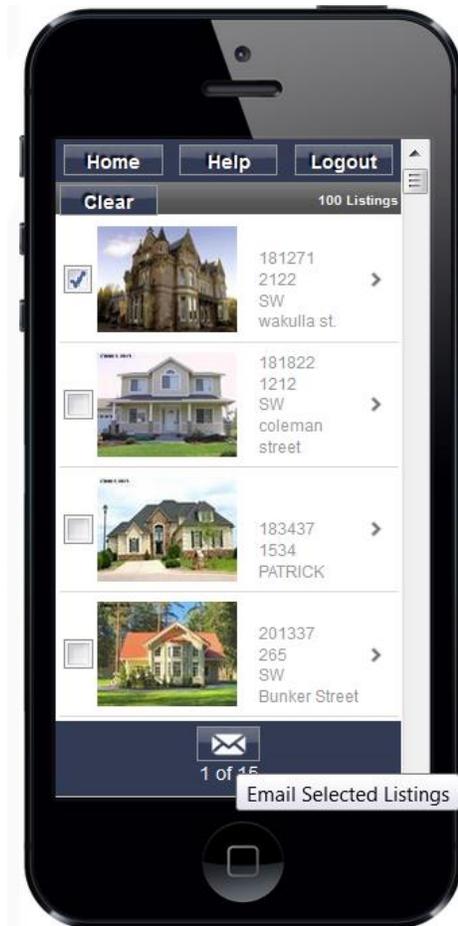


## Search Results

Paragon Mobile will display the matching listings that are found in search along with a brief summary of the property. The MLS will be able to select the fields that will be displayed on the Search Summary Page. The default fields are the MLS #, the Street Address and the List Price.

Tapping the MLS # link/right arrow row will take the Agent to the Listing Details page.

**Note:** The maximum number of listings to display is 100 listings.

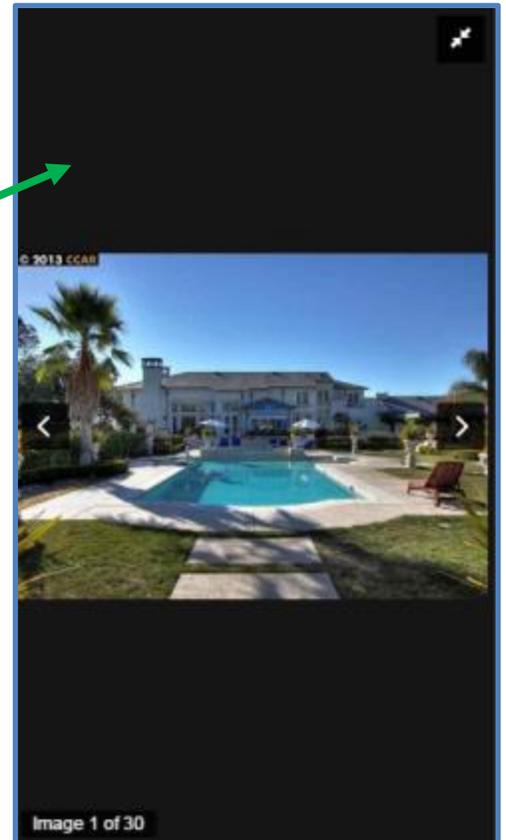
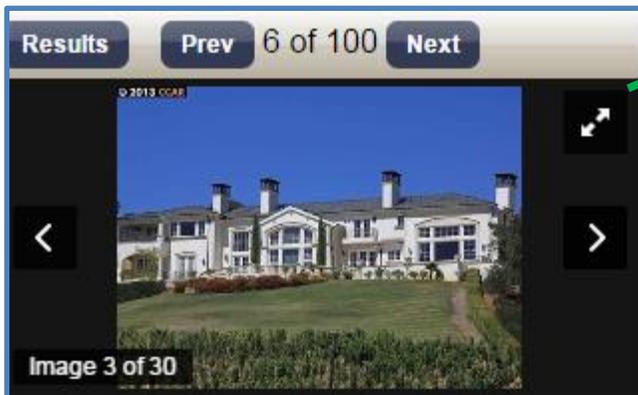


## Listing Details

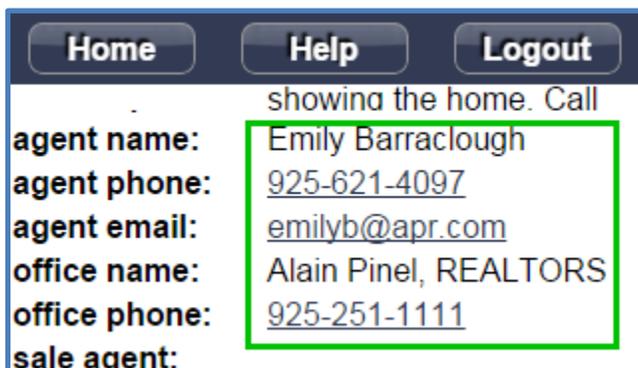
The data displayed in the Listing Details is determined by the MLS. From the Listing Detail, Agents can access listing photos, additional listing data, and a view of the property on the map.

The primary property photo will appear on both the search results summary page as well as on the listing details page. The user can view all of the associated images for the listing by tapping the **Prev** and **Next** buttons or by using their finger to swipe left to right.

Tapping on the Full-Screen View button located on the upper right corner of each photo will expand the photo to its full size.

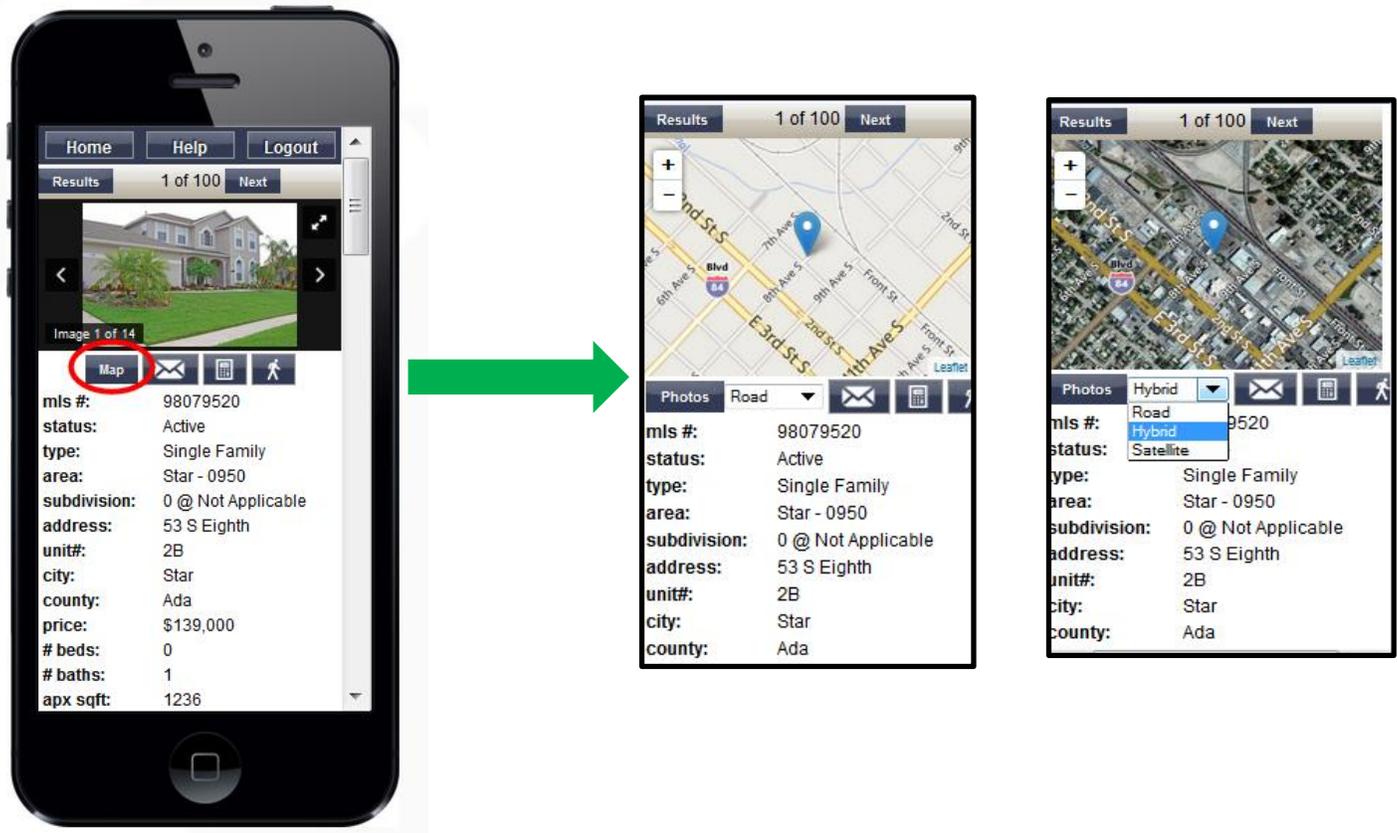


Depending upon the mobile device, email addresses and phone numbers will appear as interactive links.



## Mapping

To access a map showing the location of the property, users can tap the Map button located below the thumbnail photo. The map provides three different views that are available to the Agent. The “Road” map view displays the name of roads and streets nearby. The “Hybrid” view shows the property location, nearby road names, over a satellite image of the area. The “Satellite” view shows the property location on a satellite view of the area.



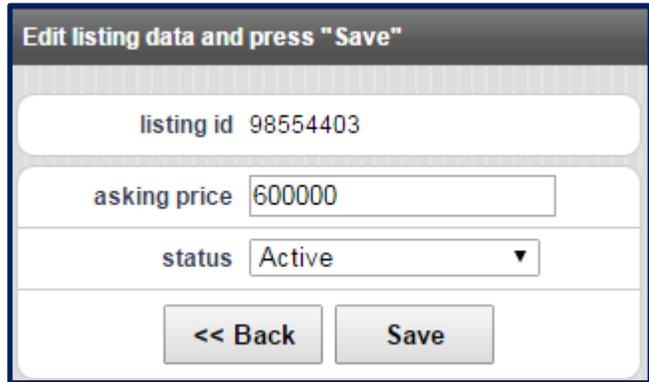
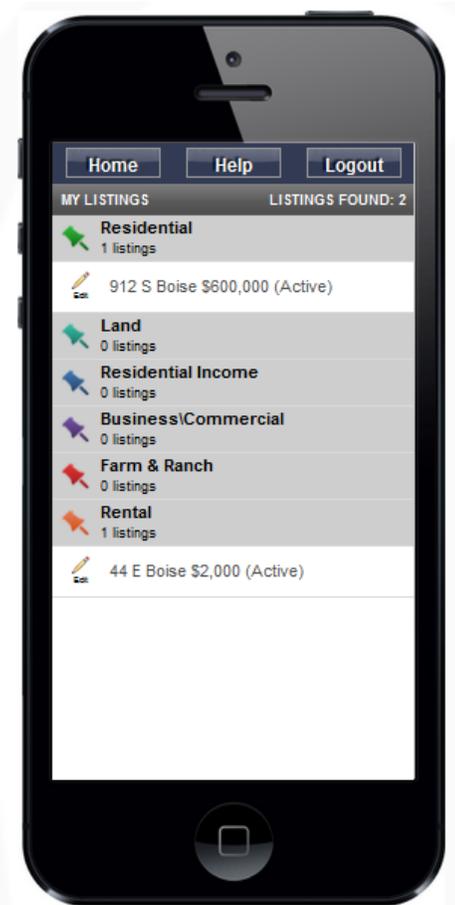
## Last Viewed

The Last Viewed option allows you to quickly return to any of the last twenty listings you’ve viewed within Paragon Mobile.



## My Listings

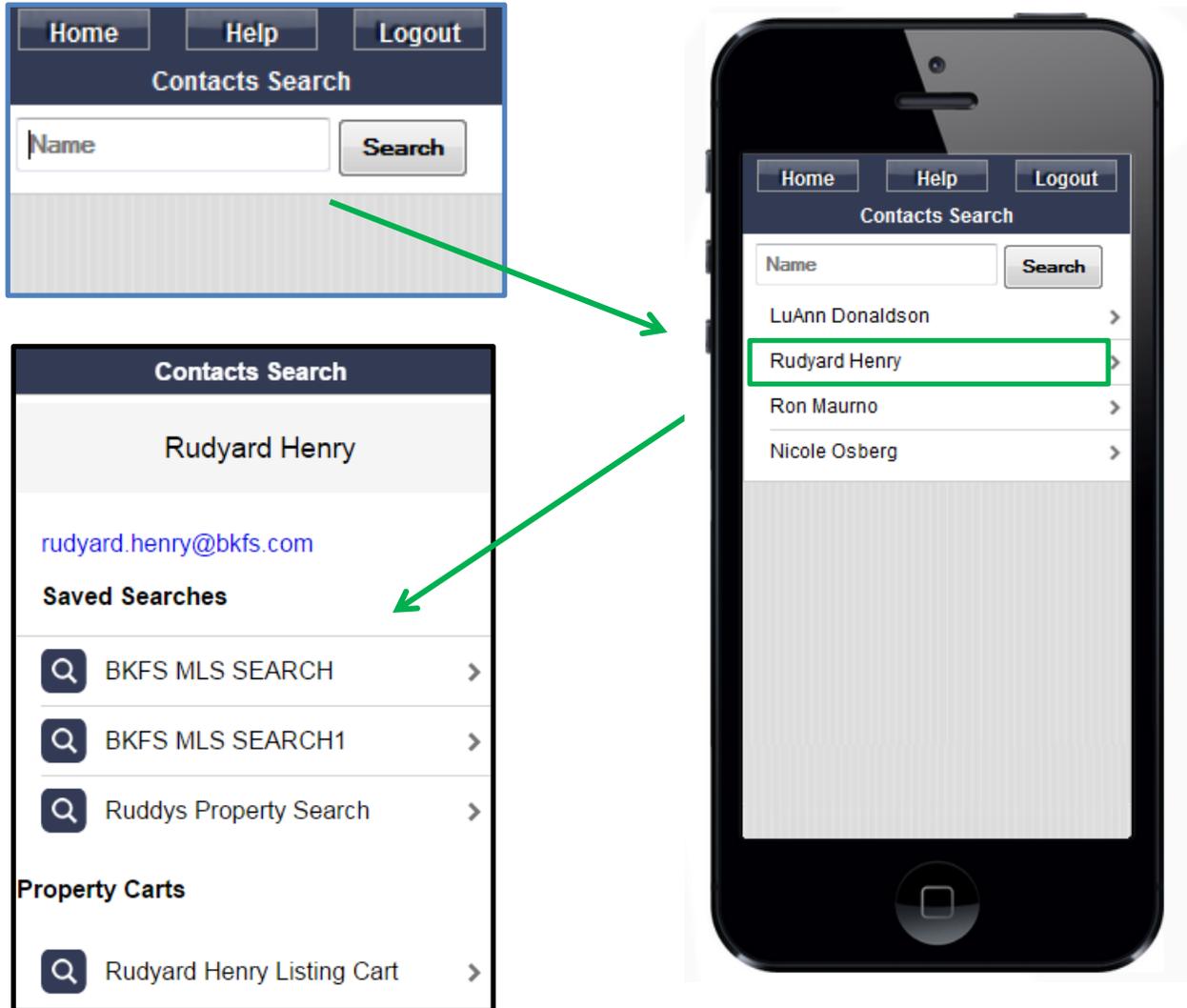
My Listings displays the Agent's current inventory grouped by class. The user can easily edit listing data by tapping on (  ) located to the left of each listing. Among other MLS directed fields, the user can update the Asking Price and change the status of that listing.



## Contacts Search

Contact Search allows users to access their contacts along with the contacts' associated Saved Searches and Listing Carts. Users can search for Contacts in two ways: To search for a specific contact, they can enter the contacts name in the search field at the top of the page, or they access all of their contacts by leaving the search form blank and tapping the search button.

### 1. Type in Contact's Name then tap Search.



## Membership Search

Membership Search allows users to search by Agent or Office name using either the “Starts With” and “Contains” functionality. The results are returned sorted by Last Name then First Name.

Membership Search also allows filtering by Member Type or Office Type. Phone numbers and e-mail addresses are hyperlinked for easy tap access.

**Note:** Function Availability is determined by your MLS.



## Mortgage Loan Calculator

To calculate the estimated monthly loan payment of a listing the user can tap on the calculator found below the listing photo. The List Price of the property will auto-populate the mortgage amount.



### Mortgage Loan Calculator

Use this calculator to generate an estimated amortization schedule for your current mortgage. Quickly see how much interest you could pay and your estimated principal balances. You can even determine the impact of any principal prepayments! Press the "Report" button for a full yearly or monthly amortization schedule.

Calculate
View Report

**Monthly payment is \$1,063.34**

**Loan information:** ✎ [-]

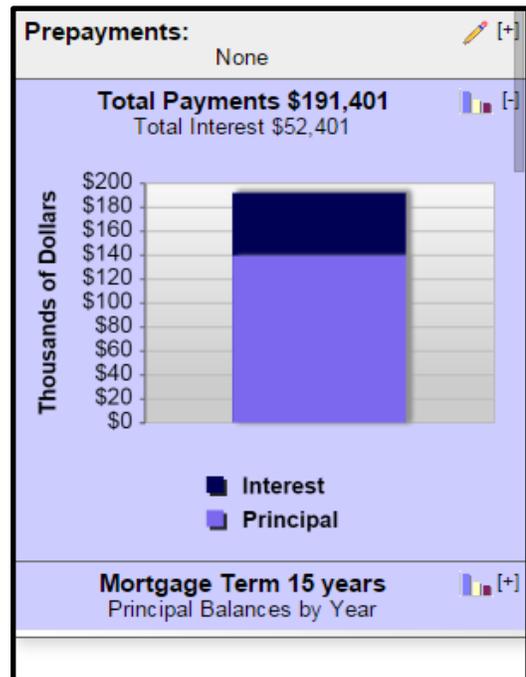
Mortgage amount: \$139,000

Term in years: 15 years ▾

Interest rate: %4.5

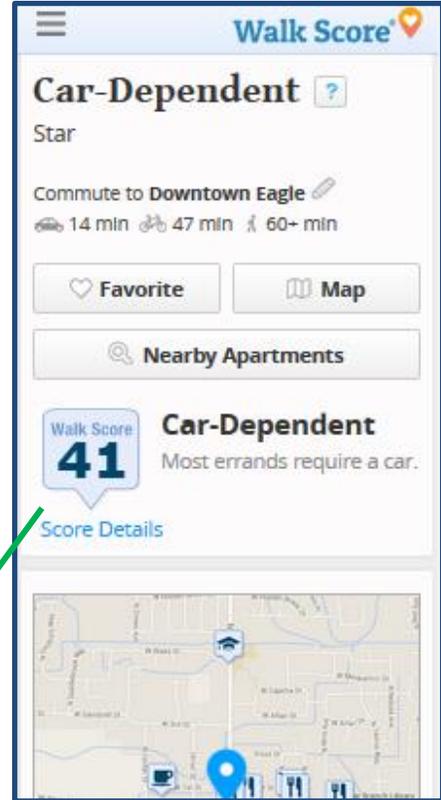
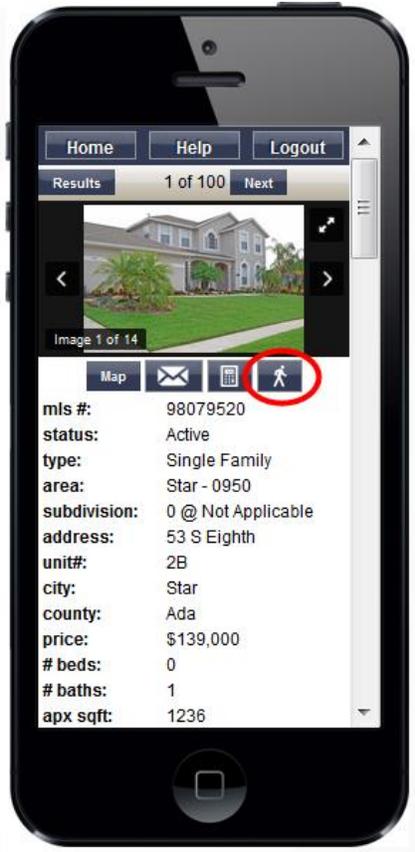
**Monthly payment: \$1,063.34**

Report amortization:  Annually  
 Monthly



## Walk Score

Tapping on the Walk Score action icon will instantly provide the user the measures of property walkability based on the distance to nearby places and pedestrian friendliness from that address. It also includes access to a Google street view of the property.



## Mobile Listing Maintenance

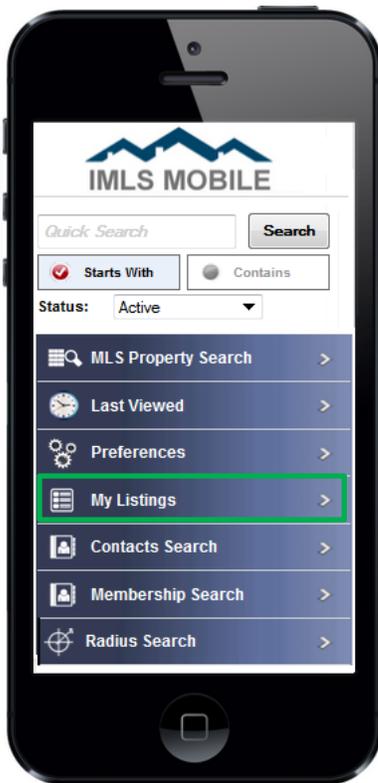
Paragon Mobile allows users to perform quick edits to maintain a subset of listing fields on their listings via their mobile phone. This option is configurable per MLS Association.

When listings are updated via mobile a hotsheet comment will be generated on Paragon Online that denotes the change was made from their mobile device.

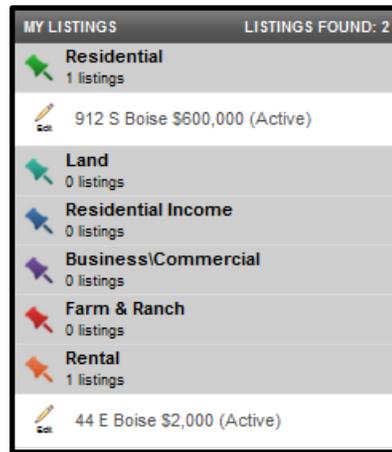
The system can be configured so Users can update List Price, Status fields and an appropriate showing remarks field

To maintain listings in Mobile:

### 1. Select My Listings



### 2. Click the Edit button



### 3. Modify Listing & Save



When modifying a Status (Pending) you may be prompted to enter additional date information as required by your MLS.

Complete listing data and press "Save"

The following field(s) are required to change to the requested Listing Status:

Closing Date (yyyy-mm-dd)

Date Pended (yyyy-mm-dd)

Save

If the Listing is missing information or requires an update that is not available via Mobile, an error will display directing you to complete the listing update in the MLS System.

**Note:** Function availability is determined by your MLS.

mls # 98554403

address 912 S

city Boise

Maintenance error. This listing requires updates that must be made in the MLS system. Please login to your MLS system to maintain this listing.

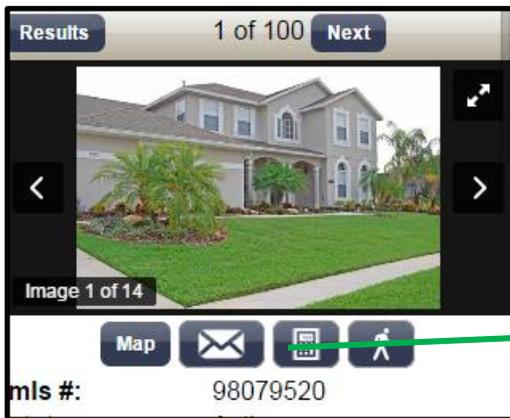
OK

## Email Listing

To email a listing, tap on the “Email” button at the bottom of the Listings Details page. This will launch the email feature.

From here, Agents can enter the “To” address, change the Subject Line (Address Info Defaults), select whether to receive CC or BCC, whether to use the Default Greeting and Signature, or type in their own message.

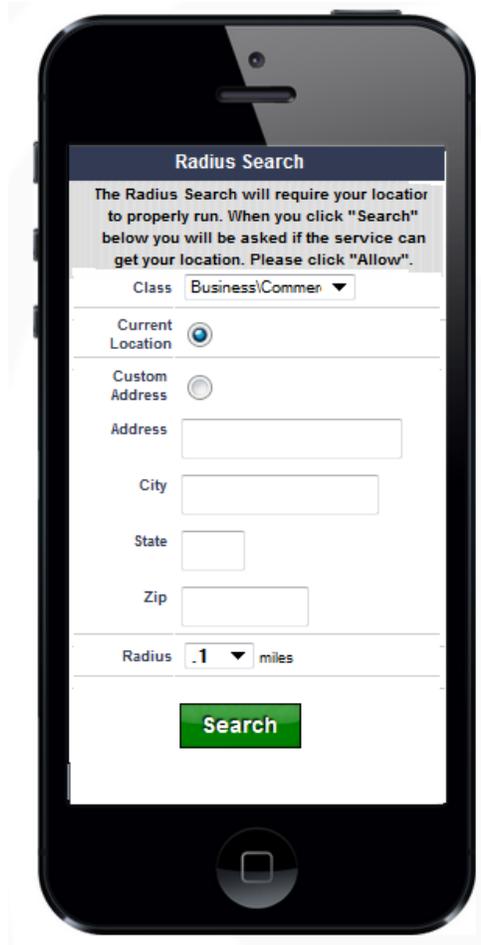
After making all necessary changes, scroll to the bottom of the page and tap the Send button. Upon completion, the following message will appear. “Email sent successfully!”

A screenshot of an "E-mail Listing" form. The form has the following fields and options:

- To:** A text input field.
- From:** christina.osberg@bkfs.com
- CC me
- BCC me
- Subject:** 53 S Eighth - Property Listing
- use default greeting and signature
- Message:** A large text area for composing the message.
- At the bottom, there are two buttons: "<< Back" and "Send".

## Radius Search

Radius Search will allow Mobile users to search a defined radius distance based on either their current location or a specific property address.

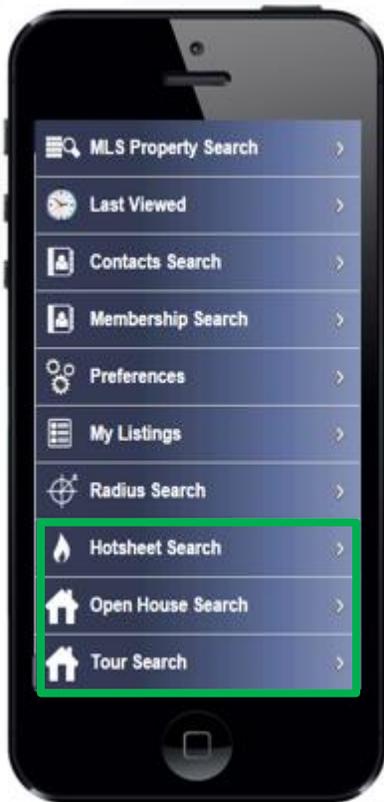


## Hotsheet, Open House and Tour Search

Paragon Mobile provides users with the ability to perform Hotsheet, Open House and Tour Searches.

1. Select a Class
2. Enter in a Date Range
3. Select an Area
4. Enter a Price Range and tap on the Search button.

**Note:** Function availability is determined by your MLS.

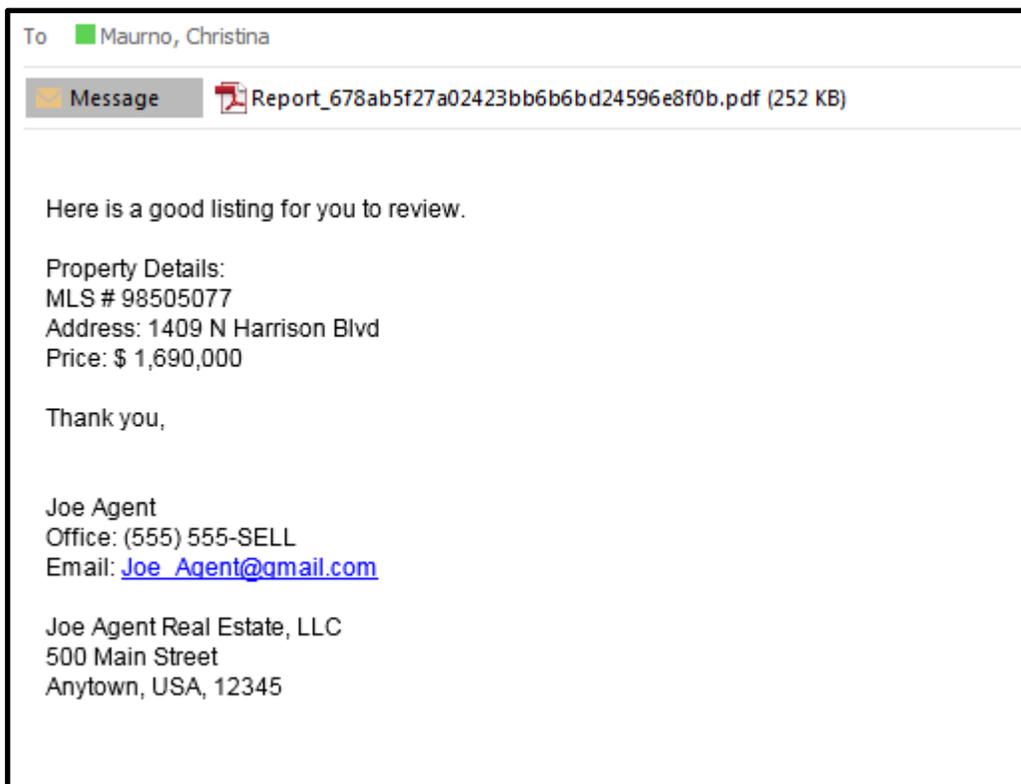
A screenshot of a search filter screen. At the top, there are two buttons: 'Search' and 'Reset'. Below them are several filter sections: 'Select Class' with 'RESIDENTIAL' selected; 'Status' with a dropdown arrow; 'Date Range' with two date pickers showing '3/17/2015' and '4/30/2015'; 'Area' with a dropdown arrow; and 'Price' with two input fields showing '150000' and '800000'. At the bottom, there are two more buttons: 'Search' and 'Reset'.

## Email & Report View

The email will contain the Property Address in the subject line (if not edited) and the property information in the body of the email to include the MLS #, the Street Address and the List Price (the same data that appears on the Search Results Page).

In addition, the email will include an attached Listing Detail Report in PDF format for their client. The fields that appear under Additional Property Information are configurable by the MLS.

The PDF Report View is displayed below.



Opening the attached PDF document will look similar to the one below:

**Property Listing Detail Report**

Joe Agent  
Office: (555) 555- SELL  
Email: joe\_agent@email.com

Joe Agent Real Estate, LLC  
500 Main St  
Anytown, USA, 12345



**Property Information**

**Price:** \$1,690,000  
**Status:** Active  
**Street Address:** 1409 N Harrison Blvd.  
**City, St, Zip:** Boise, ID 83702  
**Class:** Residential  
**Area:** Boise North - 0100  
**MLS#:** 98505077



**Additional Property Information**

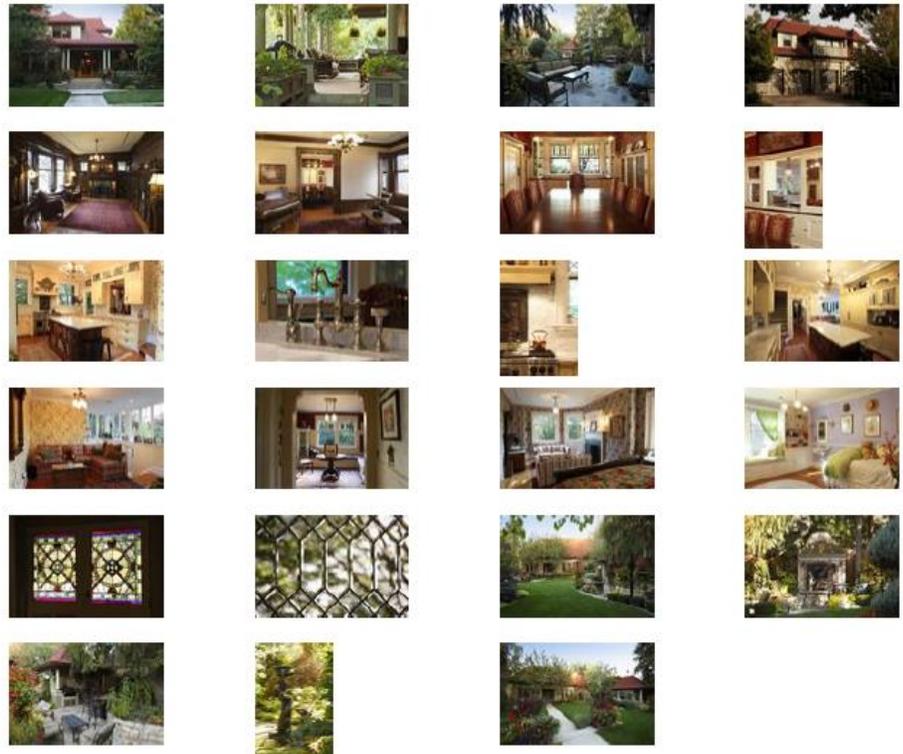
**Type:** Single Family      **Subdivision:** Locust Grove Ad

**County:** Ada  
**# Baths:** 4.5  
**Garage Capacity:** 5  
**Age:** 50+ Years  
**# Acres:** 0.49  
**Assigned Grade School:** Washington  
**Assigned Sr High:** Boise  
**Association Fees \$:** 0  
**Taxes:** 23848  
**Lot:** Fenced Part, Gar, Sidewalks, Storage  
**Construction:** Frame, Stone  
**Land Use:** Single, Historic District  
**Potential Short Sale:** No  
**REO/Bank Owned:** No

**Remarks:** A Boise Treasure situated on one of the nicest lots back from Harrison and incredible grounds landscaped grounds extend from Harrison and a spectacular 5 car garage at the rear of the property.

**Directions:** N on Harrison Blvd. between Brumback & ...

**Additional Photos**



**Disclaimer**

This information is deemed reliable but not guaranteed.