

# Input & Maintenance in Paragon Connect

## Add Listing in Paragon Connect

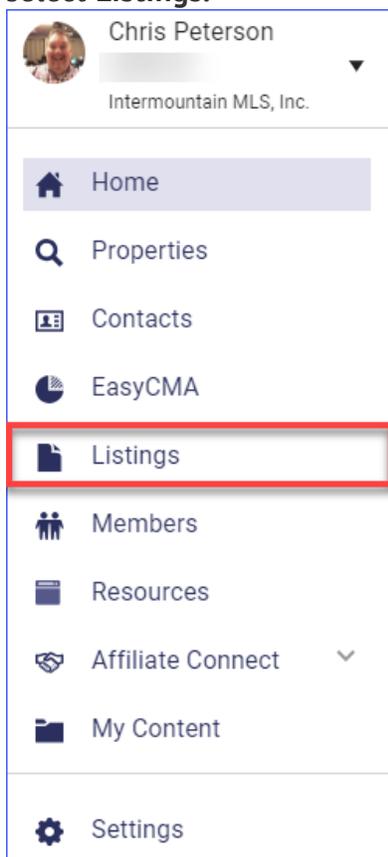
The Add Listing module in Paragon Connect enables you to input a new listing from any device, wherever you are. Enjoy the same tools and capabilities you have on Paragon desktop, such as Tax Autofill and copying listings, photos, documents, contacts, and more.

### Key Features

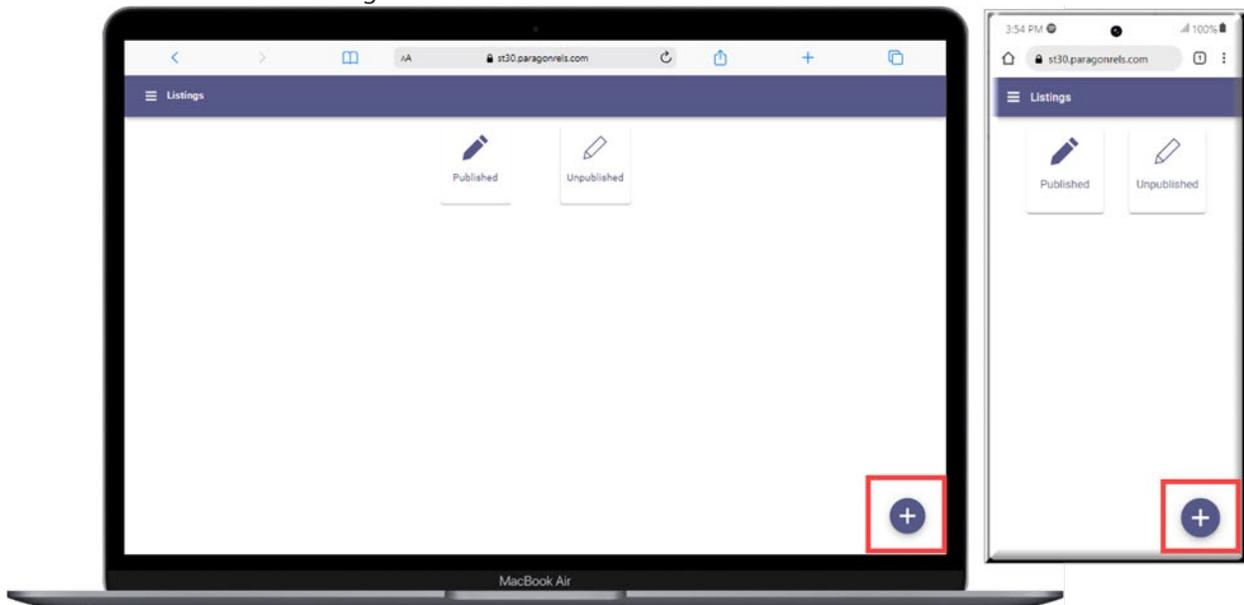
- Full listing form with all fields and features
- Ability to look up fields
- Save your progress and finish later
- Upload documents
- Price analysis tool for determining optimal listing price
- Address location validation
- Add, edit, or delete upcoming tours or open houses

### Add Listing

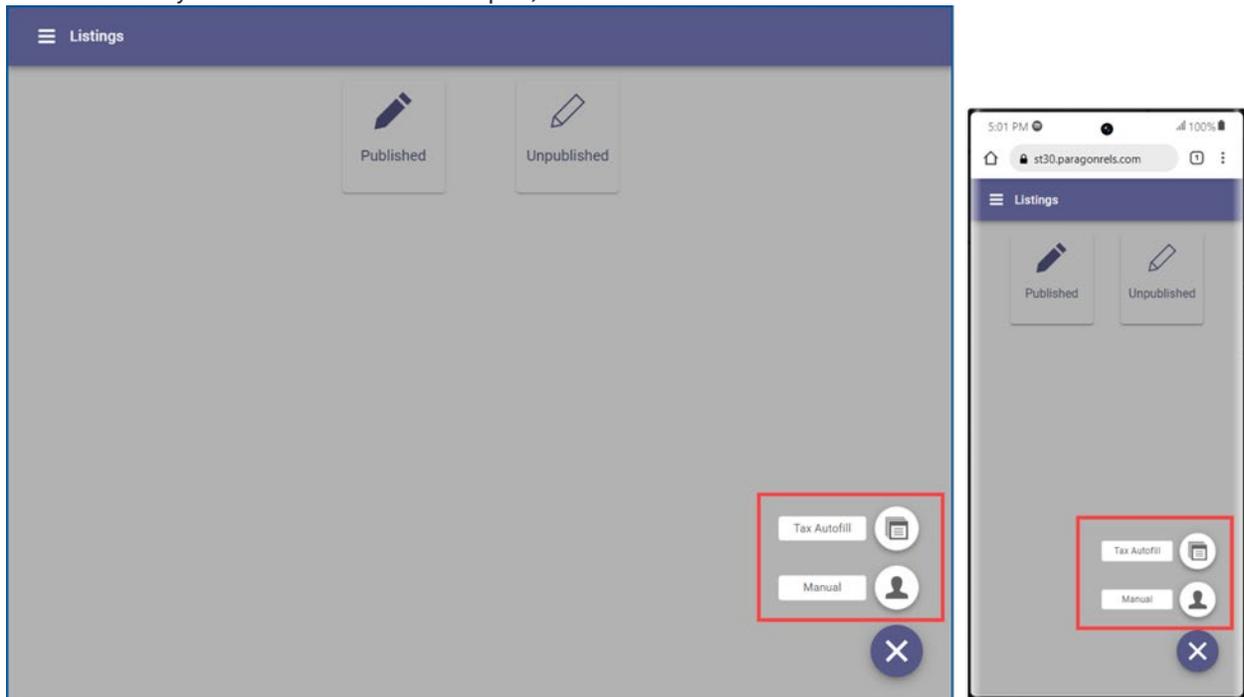
From the Paragon Connect Home page, click the **Menu** in the upper left corner and select **Listings**.



**Note:** To view or edit Published and Unpublished (or Partial) Listings, click on the appropriate icon. [Click here](#) for more information on editing listings in Paragon Connect. Click + to add a new listing



Click **Tax Autofill** to import the tax data into your new listing, or **Manual** to add the information yourself. For this example, we have selected **Tax Autofill**.



In “Required Criteria,” enter the **County**.

In the “Additional” section, enter the property’s APN (Assessor Parcel Number) or **Tax Id**, or its **Street Number** and **Street Name**, then click **Search**.

☰ Autfill

**Required Criteria** ^

County\*  
Ada

At least one of the fields below must have data

**Additional** v

**Additional** ^

Tax Id	Street Number
Street Pre Dir	Street Name
Street Type	City
Owner First Name	Owner Last Name

SEARCH

**Note:** When searching for tax data by a property's Street Number and Street Name, do not include a street direction (North, South, East, or West) or suffix (Ave., Blvd., etc.). For example, if the property is located at 225 Main St., enter "225" and "Main" in the respective search fields.

Confirm the results are correct, then click **Autfill**.

Select the **property type**, then click **Create**. For this example, we have selected "Residential."

☰ Autfill

**Required Criteria** ^

**Additional** v

**Additional** ^

Tax Id	Street Number
Street Pre Dir	Street Name
Street Type	City
Owner First Name	Owner Last Name

✕ Results

Owner: Broken Back Minnow Llc  
 2872 S Pine Flats Way  
 Meridian ID 83642  
 R8441950060

AUFILL

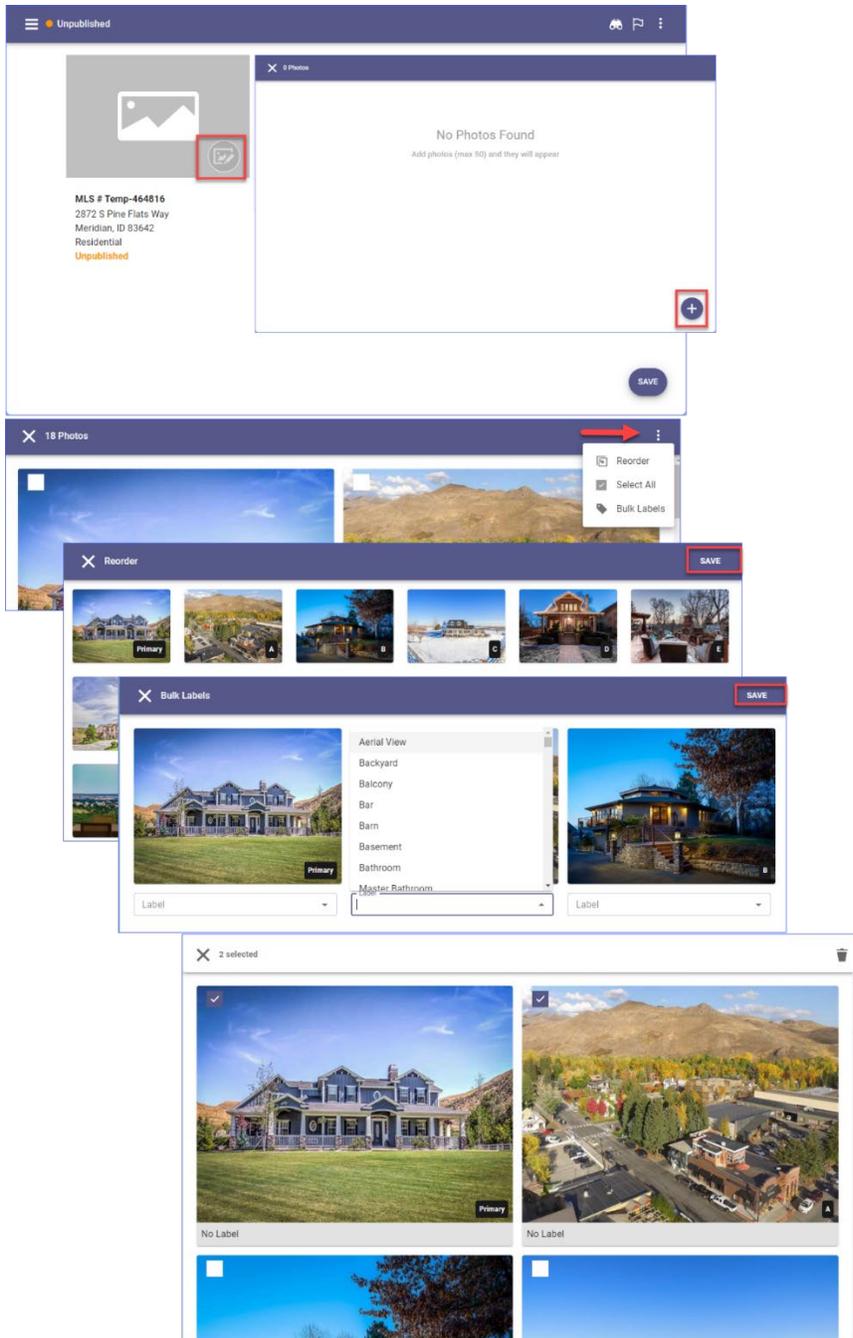
**New Listing**

- Residential
- Land
- Residential Income
- Business/Commercial
- Farm & Ranch
- Rental
- Office Exclusives

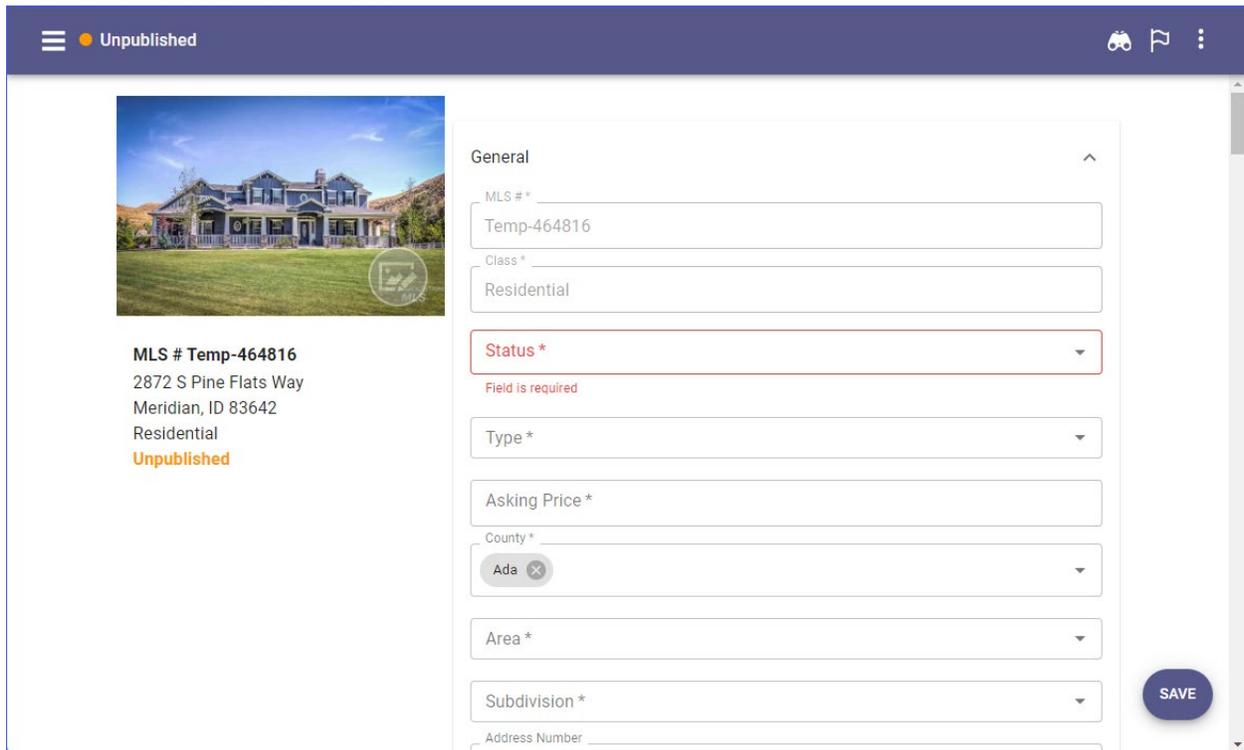
CANCEL
CREATE

Click the **photo icon** and then click the **+** to add up to 50 photos.

- Click on the 3-dot menu to **Reorder**, **Select All**, and/or apply **Bulk Labels**.
- To delete photos, check the box at the top left of each one you want to get rid of and click the **trash can icon**.
- You can select several photos and then click the 3-dot menu to **Add Labels** to the selected photos, edit them with **Image Editor**, or **Replace Photo**.
- Click **Save** before proceeding to the next option.

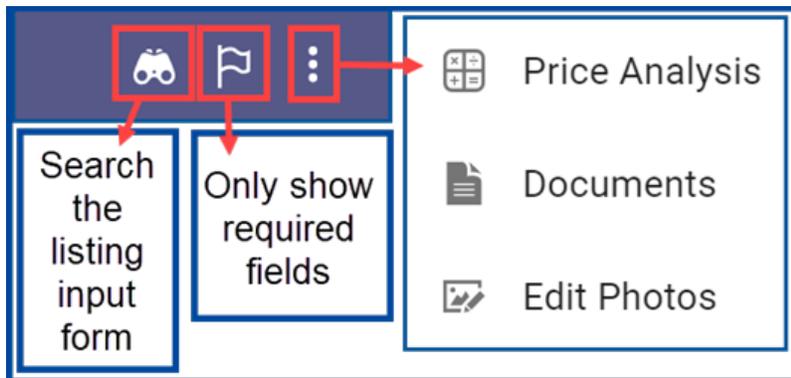


Enter information for your listing in each section. Required fields are indicated with an asterisk and outlined in red.



Tools in the upper right corner include:

- **Binoculars:** Find/search in the listing input form
- **Flag:** Only show required fields
- **3-dot menu:** Price Analysis, add/edit Documents, and Edit Photos



Select your status type – **New** or **Back On Market** or **Coming Soon**. For Coming Soon, the **Status Disclosure Form** is required to be uploaded.

**Note:** Coming Soon listings automatically change to NEW after 14 days and are not syndicated to the internet sites.

General ^

MLS # \*  
Temp-464816

Class \*  
Residential

Status \*  
NEW - New ×

Type \* ▼

Asking Price \*

County \*  
Ada × ▼

Area \* ▼

Subdivision \* ▼

Address Number  
2872

**SAVE**

Continue entering all required and applicable fields and showing information, upload additional photos and any documents, and click **Save**.

Select either:

**Publish:** Your listing will be live on the MLS

**Save Unpublished:** Save as a partial or incomplete listing and finish later.

☰ ● Unpublished 🏠 🚩 ⋮



**MLS # Temp-464816**  
2872 S Pine Flats Way  
Meridian, ID 83642  
Residential  
**Unpublished**

**General** ^

MLS # \*  
Temp-464816

Class \*  
Residential

Status \*  
NEW - New ✕

Type \*  
▼

Asking Price \*

County \*  
Ada ✕

Area \*

Subdivision \*  
▼

Address Number  
2872

Publish 🏠  
Save Unpublished 📁  
SAVE

**Note:** If any required fields are missing information, or if the listing contains warnings or errors, a red exclamation point warning symbol and/or amber caution symbol will appear in the top right corner. Click on the symbols to jump to each field and update. Click the left or right “< >” arrows to go to the next field that needs attention. All errors must be corrected before the listing can be published. If you are unsure whether you’ve completed all required fields, click **Save and Publish** again.

Issues found 5 41



**Validate Location** - Must manually place pin on exact location  
**VERIFY** Accept?

Errors to Fix < >

Residential  
**Unpublished**

NEW - New

Type \*  
Listing Property Code is invariably required

Asking Price \*  
Listing Asking Price is invariably required

County \*  
Ada

Warnings to Fix < >

Garage Capacity \*  
Class Required Field Not Populated  
 Accept?

Carport Capacity

Paved Street (Y/N)

Land Size

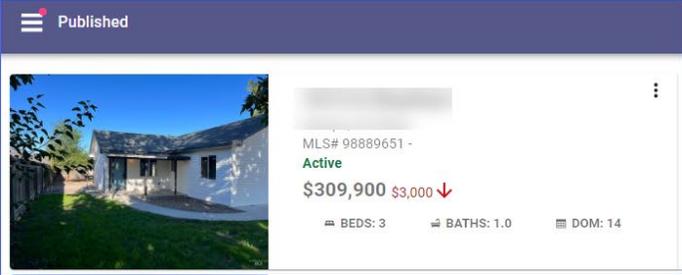
Age \*  
Class Required Field Not Populated  
 Accept?

Level \*  
Class Required Field Not Populated  
 Accept?

Directions \*

Publish   
Save Unpublished   
**SAVE**

When the listing is saved, Published listings will automatically be assigned a Multiple Listing Number. Unpublished listings will be assigned a temporary number.



When the listing is Published, you can click on the 3-dot menu to **Add Photos**, add an **Open House** or Documents, and more.

