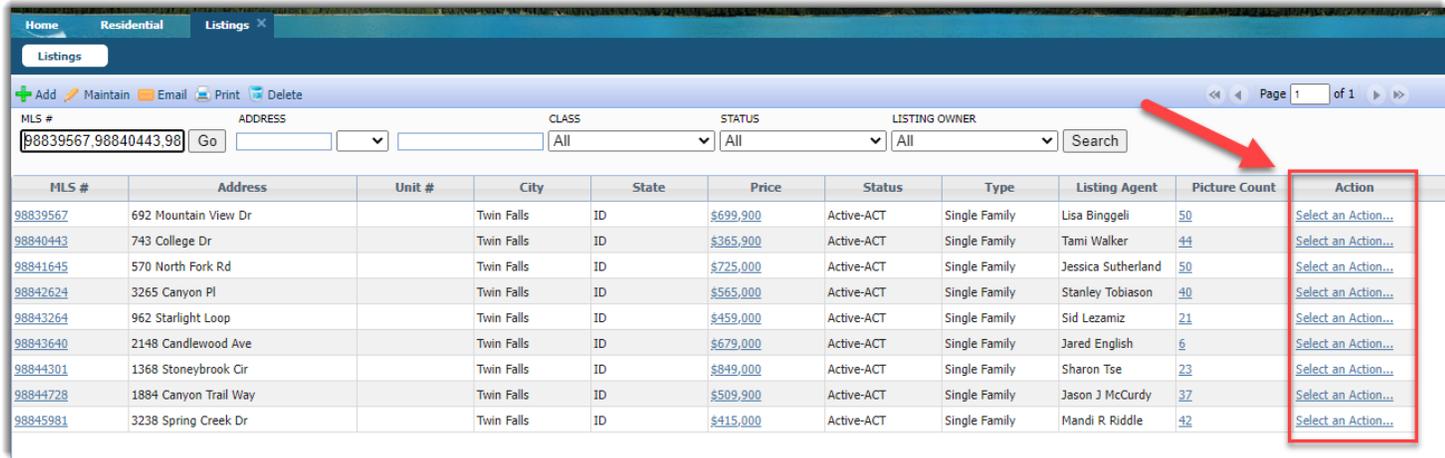
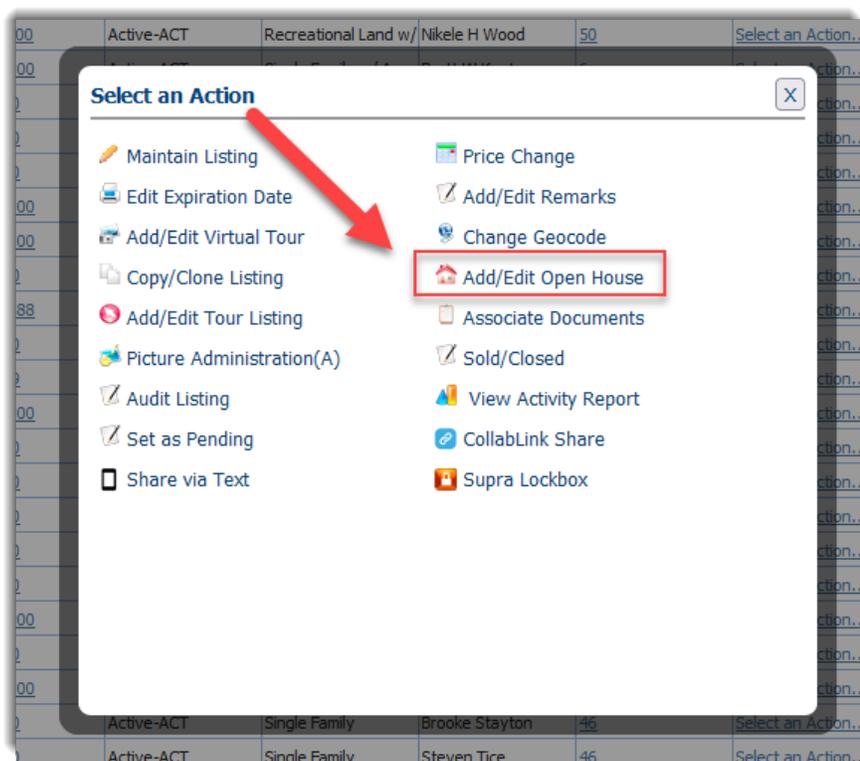


Entering an Open House in Paragon

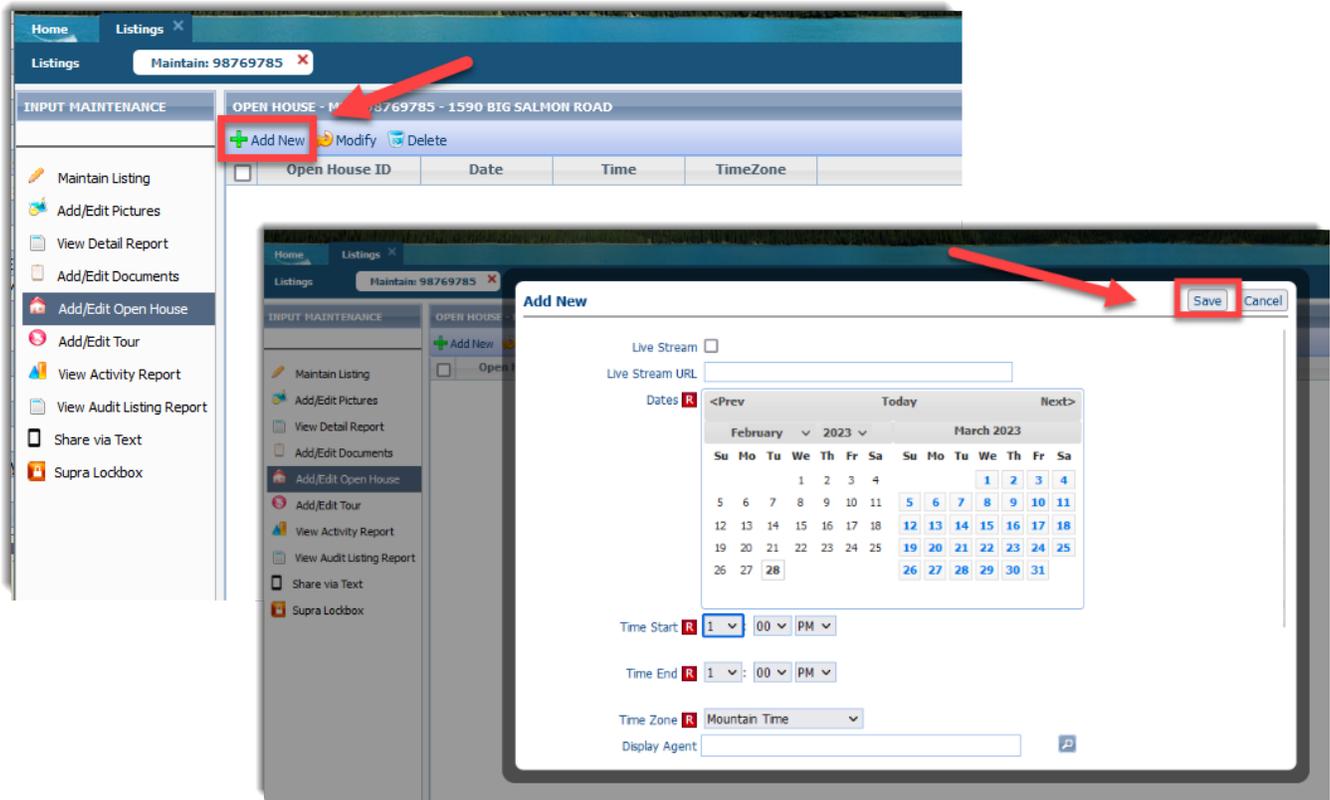
1. In Paragon go to Listings → Maintain Listings
2. Click on “Select an Action” on the right of the line of the listing



3. Click on “Add / Edit Open House”



4. Click “Add New” and then enter the Open House date, time and comment and click “Save”



5. To delete an Open House: repeat the steps and instead of clicking “Add New” – select the Open House to be deleted and click “Delete”

Searching for an Open House in Paragon

1. In Paragon go to Search → Tour and Open House
2. Enter the desired date range or number of days forward
3. Add “Open House” in the Tour/Open House Status field.
4. Enter City or Area (or other criteria)
5. Click “Search”

The screenshot shows the search criteria page in Paragon. The search is for 'Tour and Open House' with the following criteria:

- Date Range: Begin 02/28/2023, End 03/31/2023
- Tour/Open House Status: O
- City: Lewiston

The 'CRITERIA SUMMARY' on the right shows 3 results. Available reports include 'Tour/Open House Thumbnail', 'T-OH MLS Full Detail', and 'Favorites'.

The screenshot shows the search results page for 'Tour/Open House Thumbnail (3 Records for 3 Listings)'. The results are summarized in the following table:

TOTAL	HIGH	LOW	AVG	MED	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LISTING COUNT: 3	DAYS ON MARKET: 189	0	77	42	LIST PRICE: \$799,000	\$339,000	\$493,500	\$342,500	\$1,480,500
					SOLD PRICE: \$0	\$0	\$0	\$0	\$0

Two listings are shown in detail:

- Listing 1:** MLS #: 98870006, Price: \$339,000, Address: 403 Warner Ave, Lewiston, ID 83501. Event Date: 03/05/2023 1:00:00 PM. Event Type: Open House.
- Listing 2:** MLS #: 98866829, Price: \$342,500, Address: 627 7th Ave, Lewiston, ID 83501. Event Date: 03/05/2023 1:00:00 PM. Event Type: Open House.

Comments for Listing 1: OPEN HOUSE Sunday 5th from 1:00-3:00! This 3 bedroom, 1.5 bathroom on a corner lot has so much to offer. With 2,034 square feet of living space, a two car garage on a corner lot in the Lewiston Orchards. This home is centrally located, close to walker field and the airport, with plenty of room to build a shop!

Comments for Listing 2: OPEN HOUSE SUNDAY MARCH 5TH 1 TO 3 Adorable Craftsman located near Lewis-Clark State College. Features main house with 3 bedrooms. 2