Entering an Open House in Paragon

- 1. In Paragon go to Listings \rightarrow Maintain Listings
- 2. Click on "Select an Action" on the right of the line of the listing

Home R	esidential Listings ×	and the second se	SUBJECT AND A STREET AND A DESCRIPTION OF A	and the second se						
Listings										
🕂 Add 🥖 Mair	ıtain 😑 Email 🚊 Print 🥃 Delete								🔍 🌒 Page	1 of 1 🕨
MLS #	ILS # ADDRESS		CLASS		STATUS	LISTI	LISTING OWNER			
98839567,98	840443,98 Go	~	All		✓ All	✓ All		✓ Search		
MLS #	Address	Unit #	City	State	Price	Status	Туре	Listing Agent	Picture Count	Action
98839567	692 Mountain View Dr		Twin Falls	ID	\$699,900	Active-ACT	Single Family	Lisa Binggeli	<u>50</u>	Select an Action
8840443	743 College Dr		Twin Falls	ID	\$365,900	Active-ACT	Single Family	Tami Walker	<u>44</u>	Select an Action
8841645	570 North Fork Rd		Twin Falls	ID	\$725,000	Active-ACT	Single Family	Jessica Sutherland	<u>50</u>	Select an Action
8842624	3265 Canyon Pl		Twin Falls	ID	\$565,000	Active-ACT	Single Family	Stanley Tobiason	<u>40</u>	Select an Action
8843264	962 Starlight Loop		Twin Falls	ID	<u>\$459,000</u>	Active-ACT	Single Family	Sid Lezamiz	21	Select an Action
8843640	2148 Candlewood Ave		Twin Falls	ID	\$679,000	Active-ACT	Single Family	Jared English	<u>6</u>	Select an Action
8844301	1368 Stoneybrook Cir		Twin Falls	ID	\$849,000	Active-ACT	Single Family	Sharon Tse	23	Select an Action
8844728	1884 Canyon Trail Way		Twin Falls	ID	\$509,900	Active-ACT	Single Family	Jason J McCurdy	37	Select an Action
98845981	3238 Spring Creek Dr		Twin Falls	ID	\$415,000	Active-ACT	Single Family	Mandi R Riddle	<u>42</u>	Select an Action

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 \rightarrow 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"

Home Tour and (Open House ×				
Criteria Run Search	+ New Search				
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Tour/Open House - Crite	ria (Default)	٥	CRITERIA SUMMARY		
Date Range	Begin 02/28/2023 0 End 03/31/2023 0	Date Range 👻	Clear All		
			Tour/Open House Status		
	Or Days Forward		X Date Range 02/28/2023 -		
Tour/Open House	O×	P	City Lewiston		
Open House - Display	1	🔎 Equals 🔶			
Agent Tour/Open House			Available Reports		
Live Stream			Open All Close All		
Additional Criteria		•			
Class		P Equals 🗸	Tour/Open House Thumbnail		
Туре		P Equals 🚽	Default Tour/Open House Details Report		
Area		🔎 Equals 🗸	T-OH MLS Full Detail		
City	Lewiston×	🔎 Equals 🗸	ravonces		
Zin		Contains -	All Fields Detail		
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Agent			MLS Full Detail		
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Home Tour a	nd Open House X				
Criteria Tour/O	pen House Thumbnail (3 Records for 3 Listings) + New Search	h			
🛩 Checked 🔶 All 🧧	🖥 Email 🔹 Share 🗸 🔚 Save 🗸 🚍 Print 🗸 🎒 Export 🗸 🎯 Customize 🗸 📢	🕻 Correction 🏺 Actions 📑 N	4ore -		
		HIGH LOW A	VERAGE MEDIAN TOTAL PRICE		
	AL HIGH LOW AVG MED	\$799,000 \$339,000 \$	\$493,500 \$342,500 \$1,480,500		
LISTING COUNT: 3	DATS ON MARKET: 189 0 77 42 SOLD PRICE:	\$0 \$0	\$0 \$0 \$0		
	Picture Count: 22 MLS #: 9887	70006 Event Date:	03/05/2023 1:00:00 PM		



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!

Type:

Price:

City:

Zip:

Residential

ID

New

Lewiston - 2135

403 Warner Ave

Class:

Area:

State:

Status:

Address:

	Picture Count: Class:	20 Residential	MLS #: <u>98866829</u> Type: Single Family		Event Date:	03/05/2023 1:00:00 PM
	Area:	Lewiston - 2135	Price:	\$342,500	Event Start Time:	1:00 PM PST
▲ 1 of 20 ▶	Address:	627 7th Ave	City:	Lewiston	Event End Time:	3:00 PM PST
	State:	ID	Zip:	83501	Event Type:	Open House
	Status:	Active			Live Stream:	No

Comments:

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



10200 EMERALD ST, SUITE 104 | BOISE, IDAHO 83704 | 208.376.4657

Single Family

\$339,000

Lewiston

83501

Event Start Time: 1:00 PM PST

Event End Time: 3:00 PM PST

Open House

No

Event Type:

Live Stream: