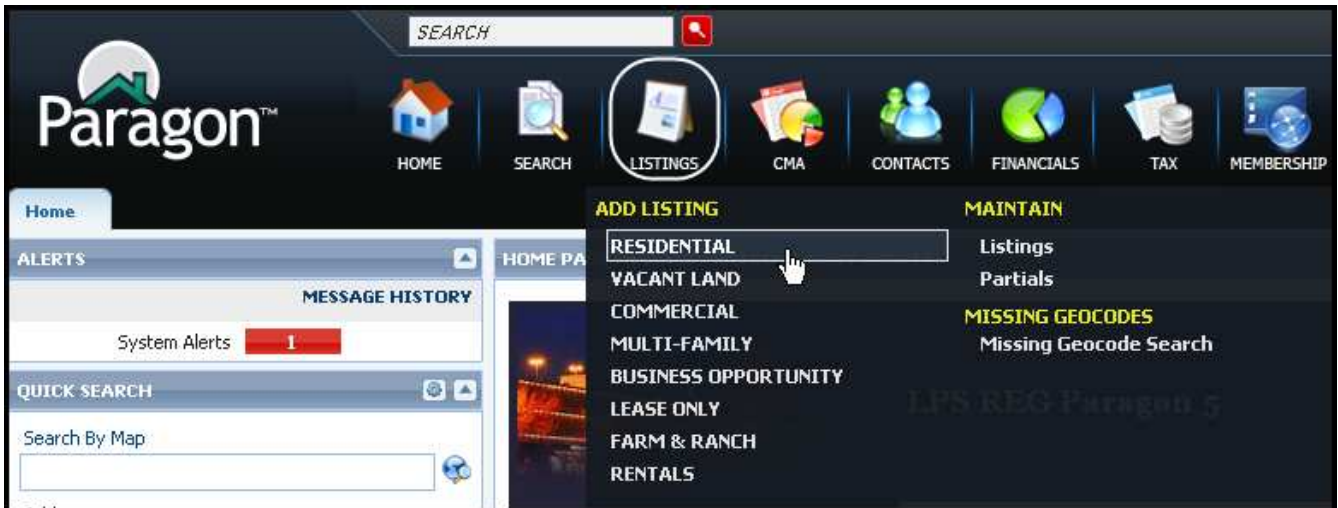


Listing Input and Maintenance Overview

Listing Input and Maintenance is the process to add listings to Paragon and update them as they progress through their on-market life cycle. Click **Listings** to view the actions you can perform on your listings.



When adding a listing, click the property class for your listing to open the appropriate input form.

When maintaining a listing, you have two (2) options:

- **Maintain Listings** – update listings with an MLS # that are searchable by other agents. In addition to editing all listings, there are quick links to edit specific fields (I.E. asking price and expiration date) without opening the entire listing form when you maintain your listings.
- **Maintain Partials** – continue adding data to the listing input form to complete the listing and receive an MLS # so other agents can search for your listing in the MLS.

Missing GeoCode Search allows you to search your listings for properties without a valid GeoCode or mapping solution. GeoCoding your listing enables enhanced Paragon functionality.

Note: For detailed information about listing input and maintenance functions, see the Quick Start Guides on these topics by click on **Help** in the top right corner of the Paragon window.

