


Quick Guide - View Comments

1. Click the **Contacts** icon, then Click on **View/Manage Contacts**

- A blue  symbol displays when the contact has made a new comment

2. Click the symbol under the Favorite, Possible or Rejected category

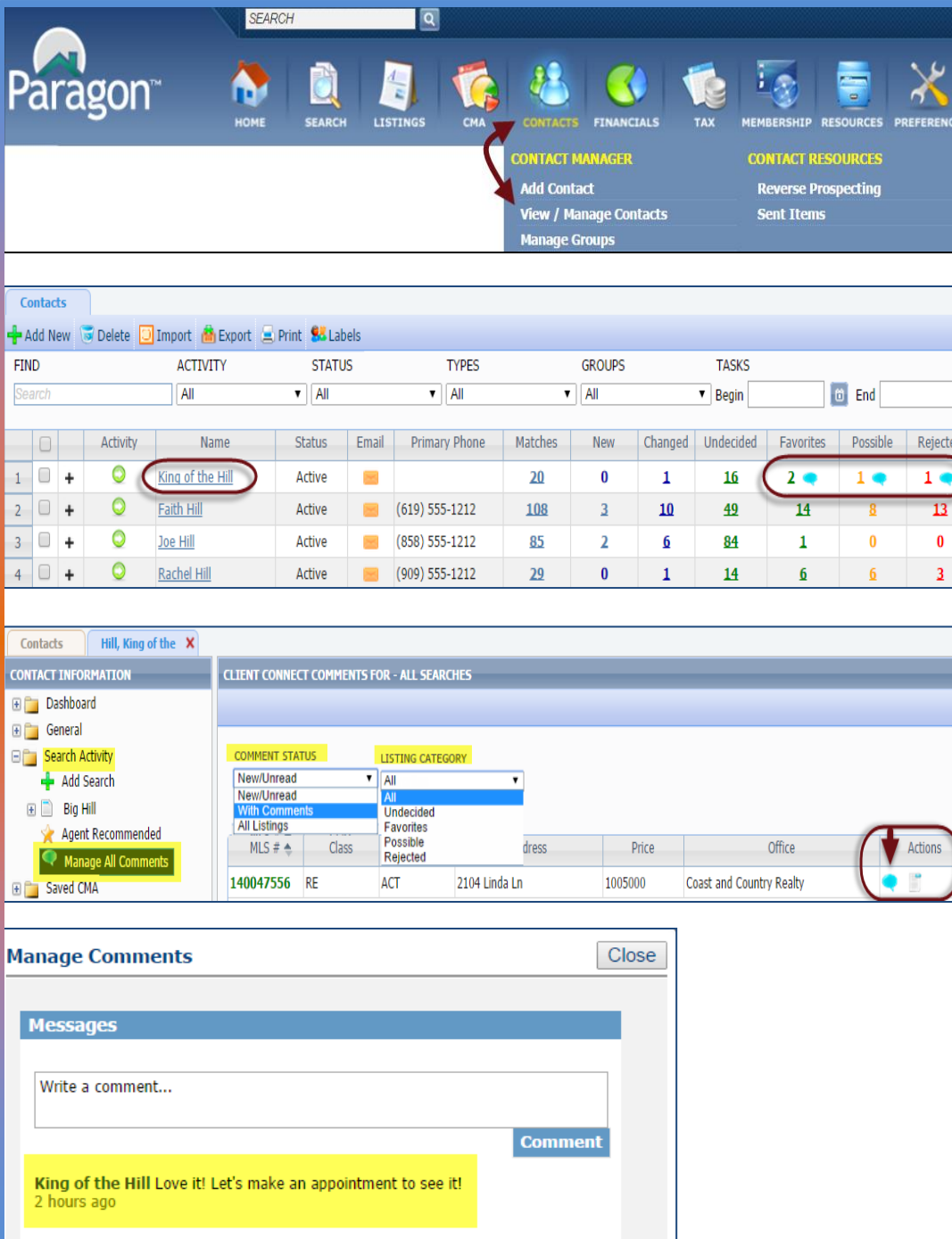
- You can also view comments by Comment Status & Listing Category

3. Click on the symbol under **Actions** to view the comment

- Reply to your contact by writing a comment in the message box, then select Comment to send.

Client Connect Notification Options must be checked & saved, to send comments to a contact. To verify, go to:

- Preferences > Preferences (on left side)*
- Notification Options*
- Client Notification Options*
- Notify on comment added by the agent*
- Save*



The screenshot displays the Paragon CRM interface. At the top, there is a navigation bar with icons for HOME, SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, TAX, MEMBERSHIP, RESOURCES, and PREFERENCES. A red arrow points from the CONTACTS icon to the CONTACT MANAGER dropdown menu, which includes options like Add Contact, View / Manage Contacts, and Manage Groups. Below this is a table of contacts with columns for FIND, ACTIVITY, STATUS, TYPES, GROUPS, and TASKS. The 'King of the Hill' contact is highlighted with a red circle, and its comment status (2) and listing category (1) are also circled. Below the table, the 'CONTACT INFORMATION' sidebar is visible, and the 'CLIENT CONNECT COMMENTS FOR - ALL SEARCHES' section shows a list of comments with filters for COMMENT STATUS and LISTING CATEGORY. A red arrow points to the 'Actions' column in the comments table, which contains a comment icon. At the bottom, the 'Manage Comments' window is open, showing a text input field for writing a comment and a 'Comment' button. A yellow box highlights a sample comment: 'King of the Hill Love it! Let's make an appointment to see it! 2 hours ago'.