Paragon Connect - Quick Start Guide

Welcome to Paragon Connect

Paragon Connect is the new mobile version of Paragon. All of the basic functionality of Paragon is now accessible from any mobile device.

About Paragon Connect

- It's Web-based. You access it with your web browser. There's no app to install.
- It's meant for mobile devices, but can also be used on computers.
- It's responsive, meaning it adapts to your device and its screen size.
- It's client-centric. Your buyers' and sellers' recent Collab Center activity is displayed right on the home page.
- It accesses the same data and settings as Paragon. Any changes made in one Paragon version will be reflected in the other. Note that certain settings can only be adjusted in the traditional Paragon interface.

Table of Contents

Click or tap on a topic listed below to jump directly to that topic.

Welcome to Paragon Connect 1
About Paragon Connect 1
How to access Paragon Connect 2
How to access Paragon Connect on computer 4
The Home Page 6
The Settings menu 7
Main menu (“Hamburger menu”) 8
How to run a “Power” Search 9
How to run a Property Search 10
Working with Search Results 14
How to Save a Search 18
How to Load a Saved Search 20
My Location Search 23
Accessing Help Resources 26

How to access Paragon Connect

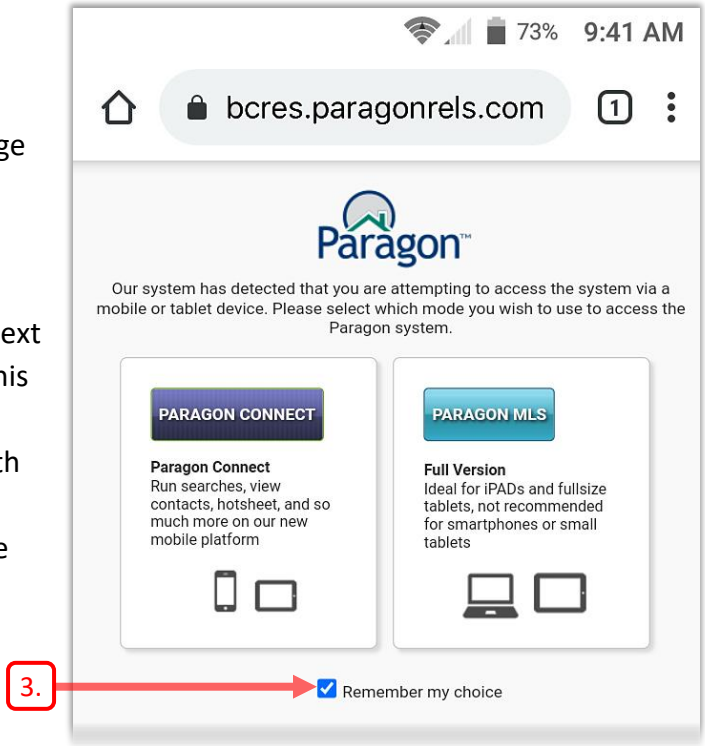
1. Open the web browser on your mobile device and go to the desired version of Paragon:

   Paragon Residential: bcres.paragonrels.com

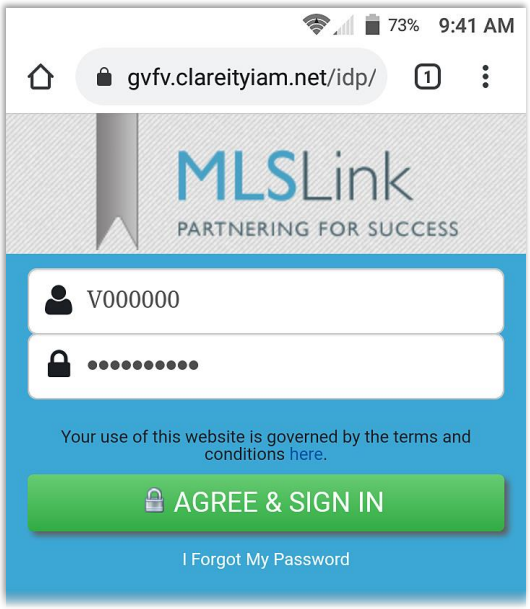
   Paragon Commercial: bccls.paragonrels.com

2. The system will detect your mobile device and ask you if you'd like to use Paragon Connect, as shown in the image at the right.

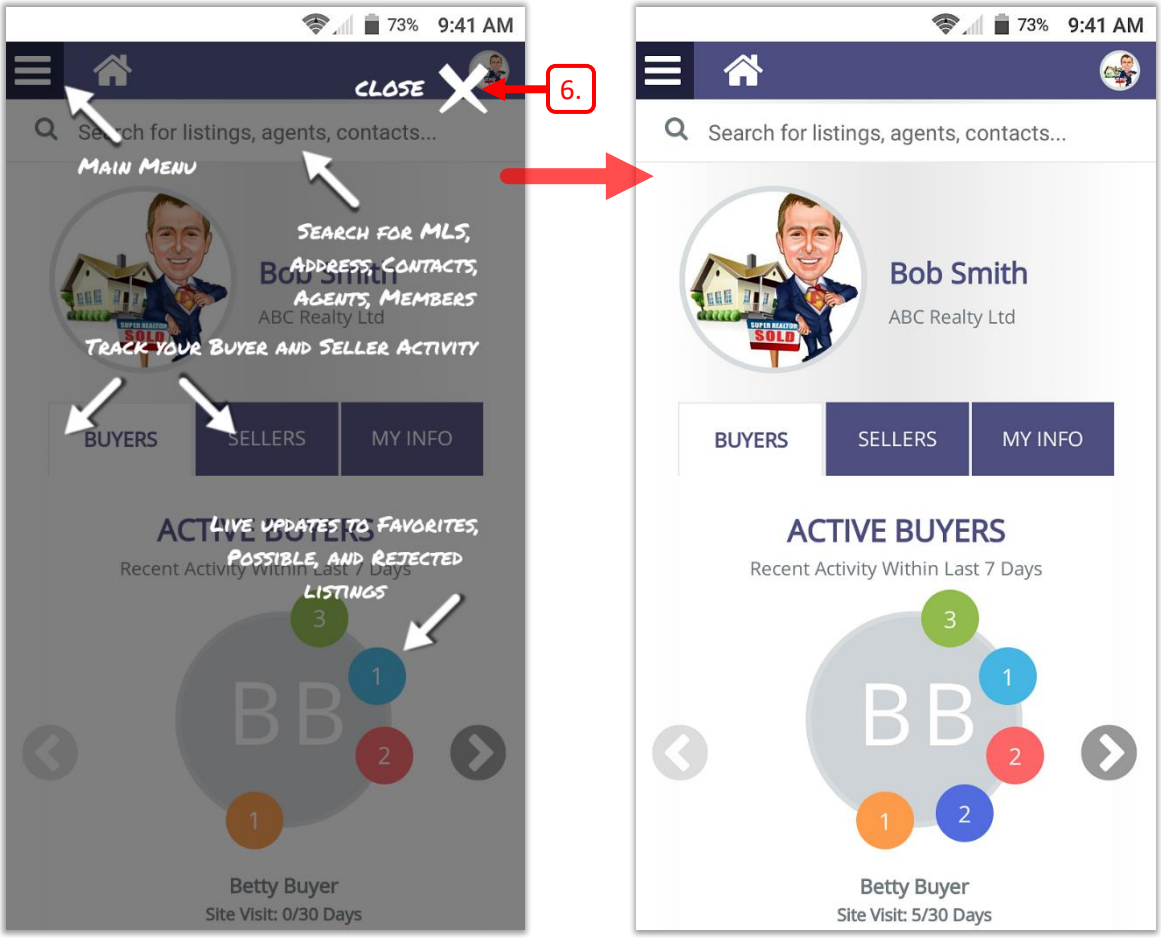
3. If you select the option to **Remember my choice**, you'll default to that selection the next time you access Paragon on this device.
   If you would like to access both versions of Paragon on this device, make sure to leave the checkbox unchecked.



4. When the **MLSLink** page opens, sign in in the usual manner.



5. The Paragon Connect home page opens in your browser.

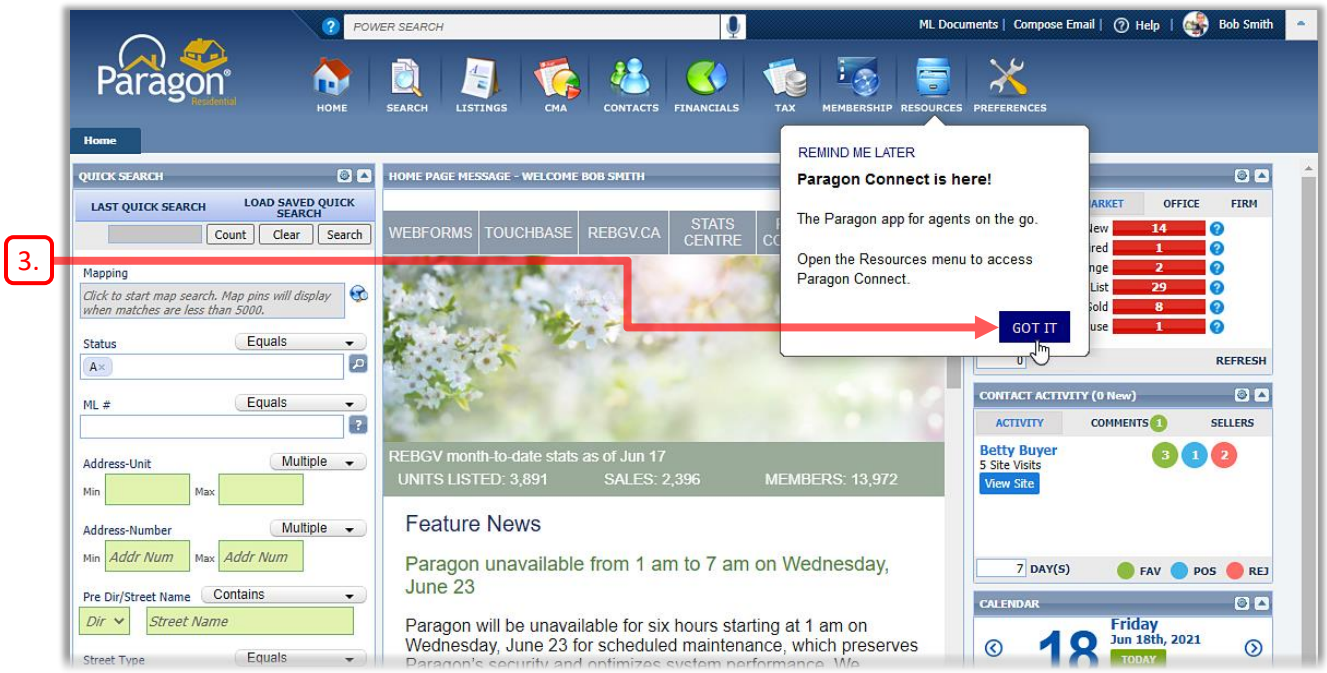


Home page with help overlay *Home page without help overlay*

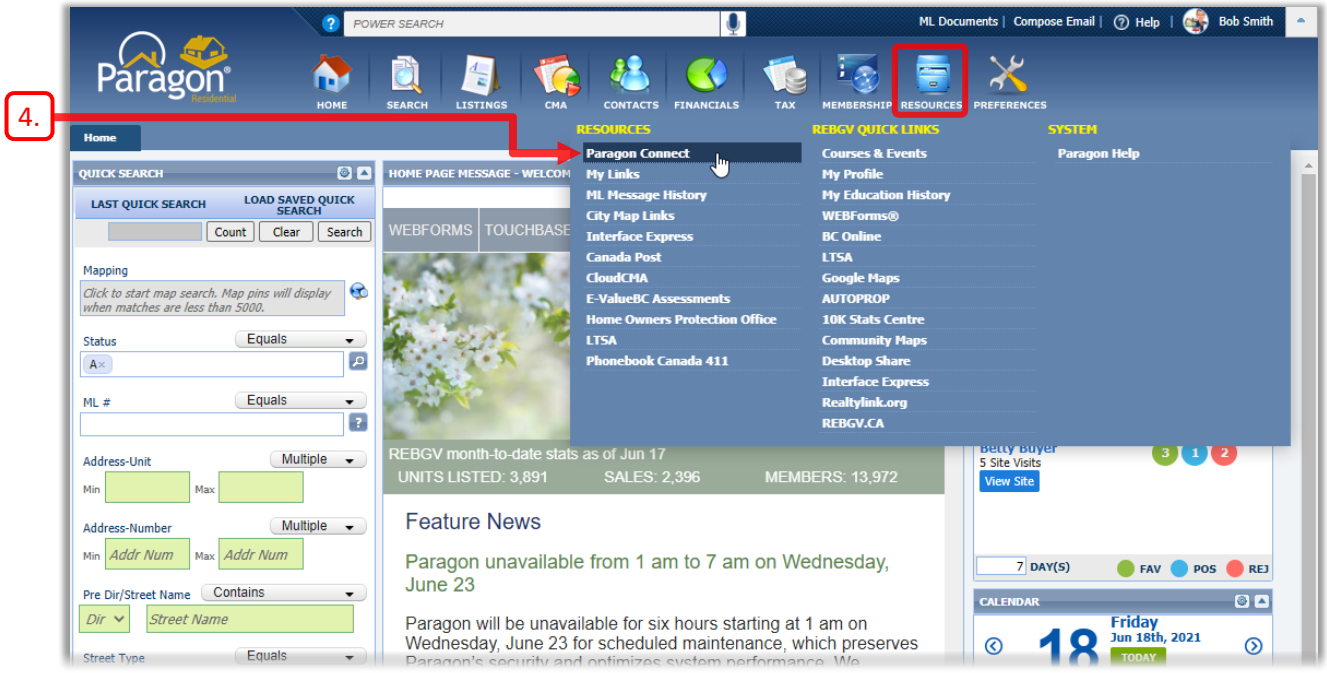
6. The first time you sign in, you'll see a help overlay that shows you how to navigate the mobile interface. Tap ✕ to hide the overlay.
7. You are advised to create a shortcut to Paragon Connect on your device's home screen. See this help video for instructions: https://vimeo.com/442190879

How to access Paragon Connect on computer

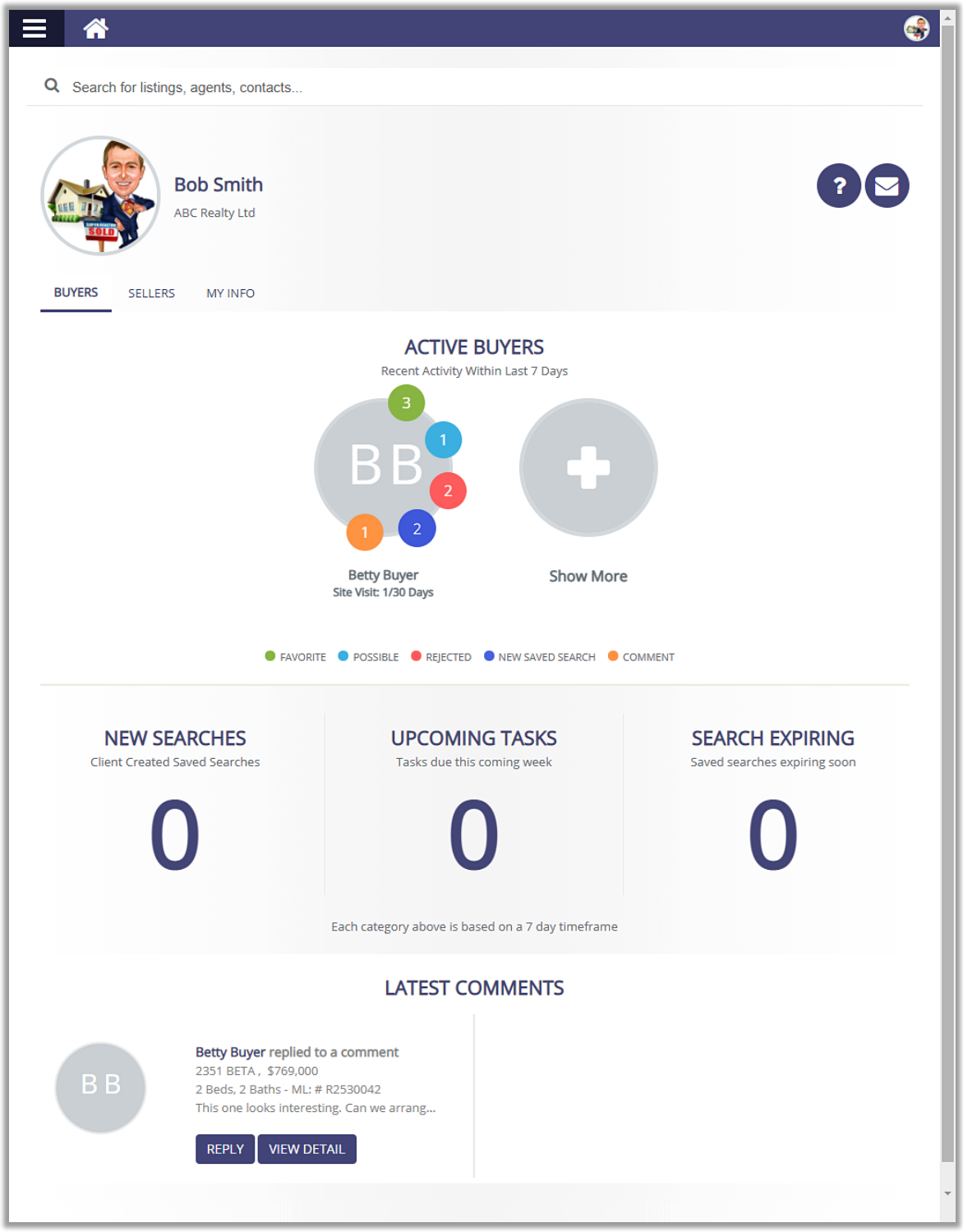
1. Open Paragon in the usual manner on your laptop or desktop computer.
2. You may see a message reminding you how to access Paragon Connect on your computer, as shown below.



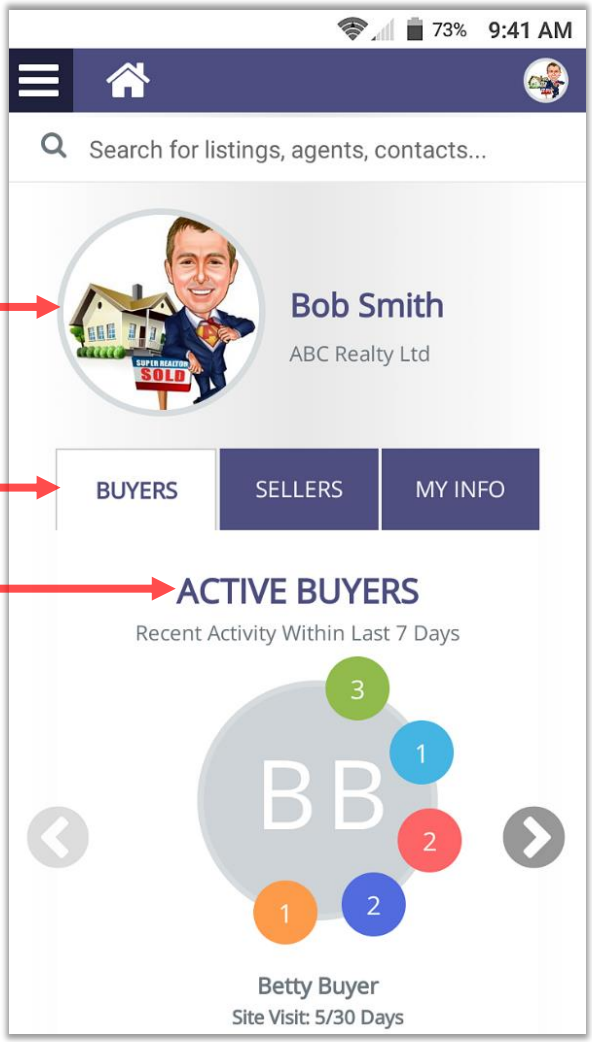
3. Click GOT IT to dismiss the reminder message.
4. Click **RESOURCES** on the Navigation Bar, and then click **Paragon Connect** in the menu that appears.



5. The Paragon Connect home page opens on your computer, as shown below. You might need to scroll down to see the entire page.



The Home Page



A. **Main menu** (aka Hamburger menu): Displays a menu of frequently-used functions.

B. **Home** icon: Return to the home page.

C. **Settings** menu: Access *Settings*, *Help* resources or *Log Out* of Paragon.

D. **Search:** Behaves like Power Search in Paragon. Finds listings, saved searches, contacts, members and offices.

E. **Agent Image:** Add or change your Agent Image.

F. **BUYERS / SELLERS** tabs: Display info on recent buyer/seller activity on Collab Center. **MY INFO** provides data on your listings.

G. **ACTIVE BUYERS:** Displays info about recent Buyer activity on Collab Center. Tap the coloured circles to view corresponding listings. Swipe to view other buyers.

The following icons may appear on the home page, depending on your screen resolution.

H. **Help** icon: Go to the Paragon Connect Help Site.

I. **Email** icon: Compose an email message without leaving the home page.

The Settings menu

Tap the agent icon at the upper-right to display the *Settings* menu.

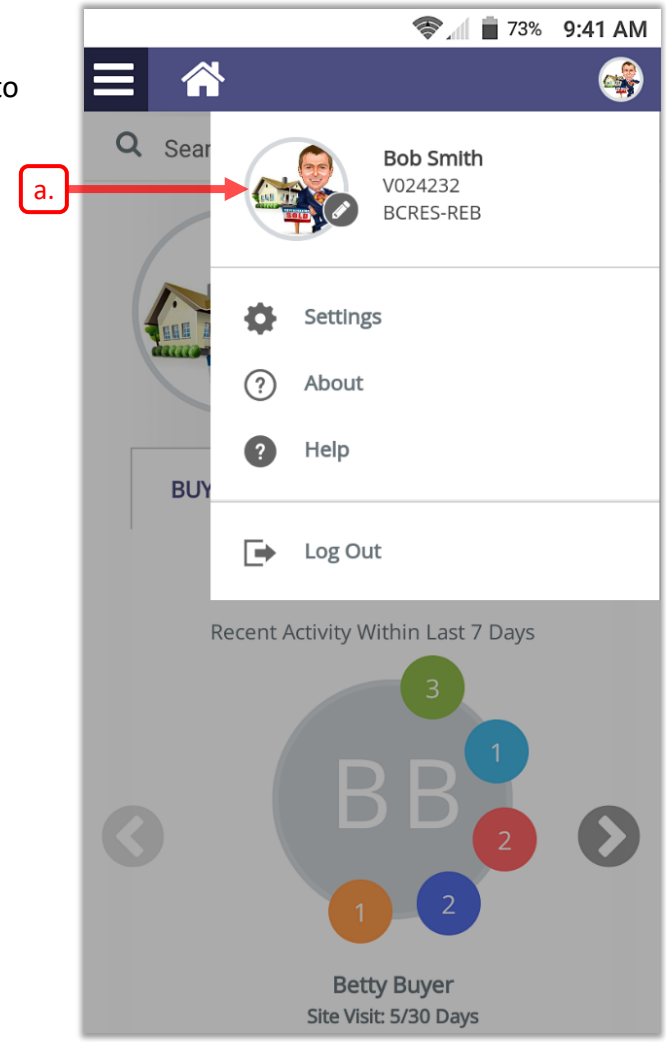
a. **Agent Photo**:
Add/change your photo.

b. **Settings**:
- choose your *Theme* colour
- *Reset Help Tips* (overlays).

c. **About:**
Display info about this version of Paragon Connect.

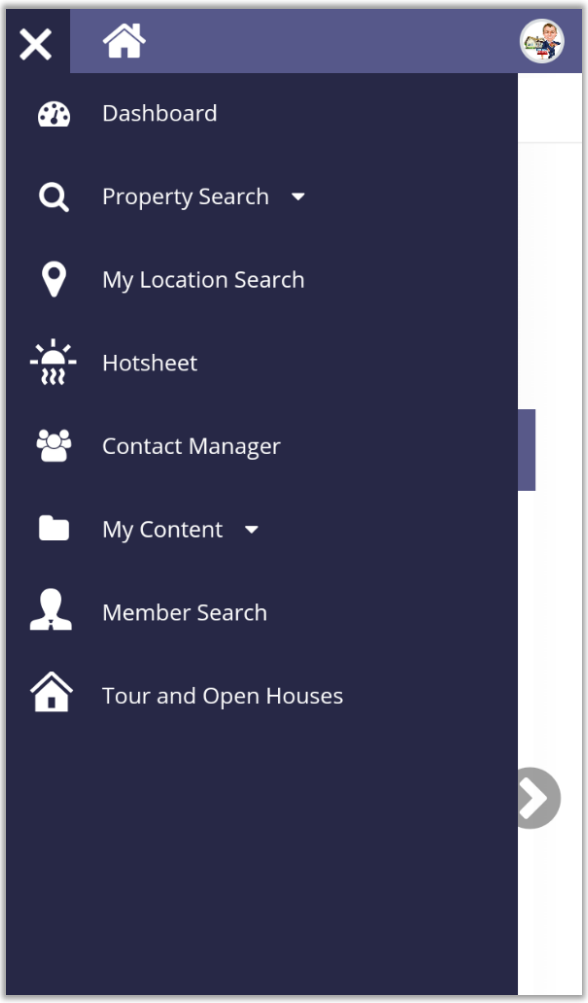
d. **Help:**
Access Help resources (videos).

e. **Log Out**
Log out of Paragon Connect.



Main menu (“Hamburger menu”)

Tap ☰ at the upper-left to display the Main menu.



A. ✕ (Close)**:**
Close the Main menu.

B. **Dashboard:**
- return to the Home page
- refresh with current data

C. **Property Search:**
- search by property Class
- load a saved search.

D. **My Location Search:**
Run a search based on your current location or on a custom address.

E. **Hotsheet:**
Search for recent activity in your market area.

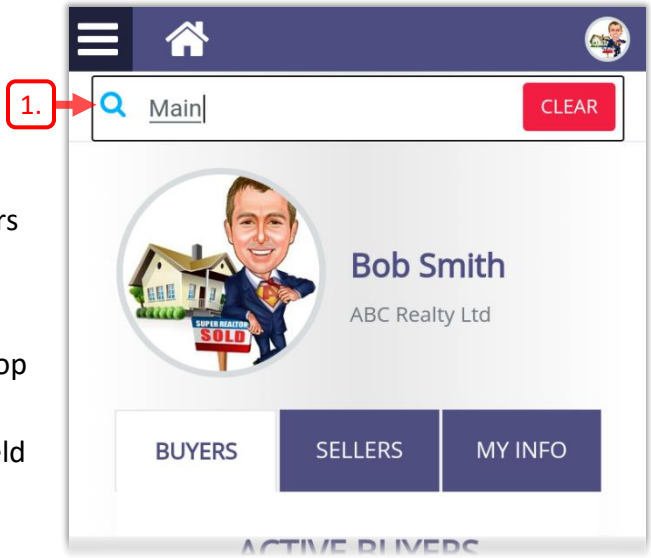
F. **Contact Manager:**
- create a new contact
- add/edit basic contact info
- view contacts’ Collab Center activity
- visit contacts’ Collab Center site

G. **My Content:**
Work with your Listing Carts.

H. **Member Search:**
Search for member agents and offices.

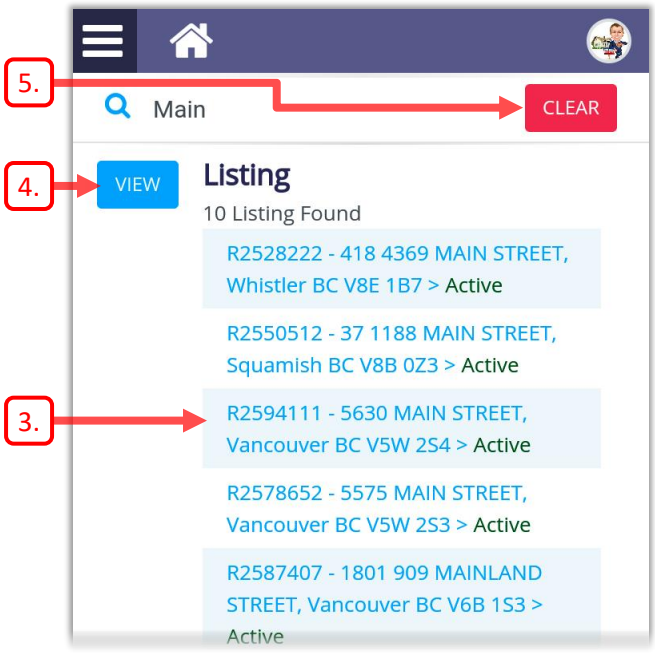
I. **Tour and Open Houses:**
Search for open houses and agent tours.

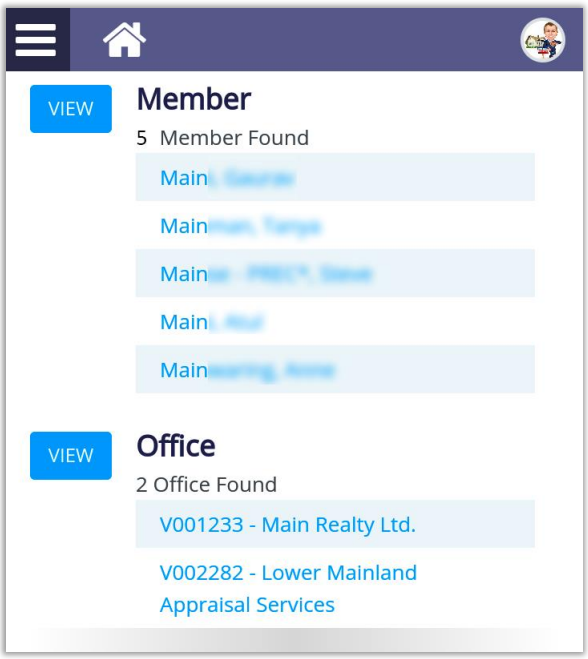
How to run a “Power” Search



The Search field near the top of the home page behaves like the Power Search in Paragon. It searches listings, saved searches, contacts, members and offices, displaying a maximum of ten items per category.

1. Tap on the **Search** field near the top of the page.
   Enter your criterion into the Search field and tap *Enter/Return/Go* to start the search.
2. The search results are displayed, as shown below.
   You may need to scroll down to view all the results.



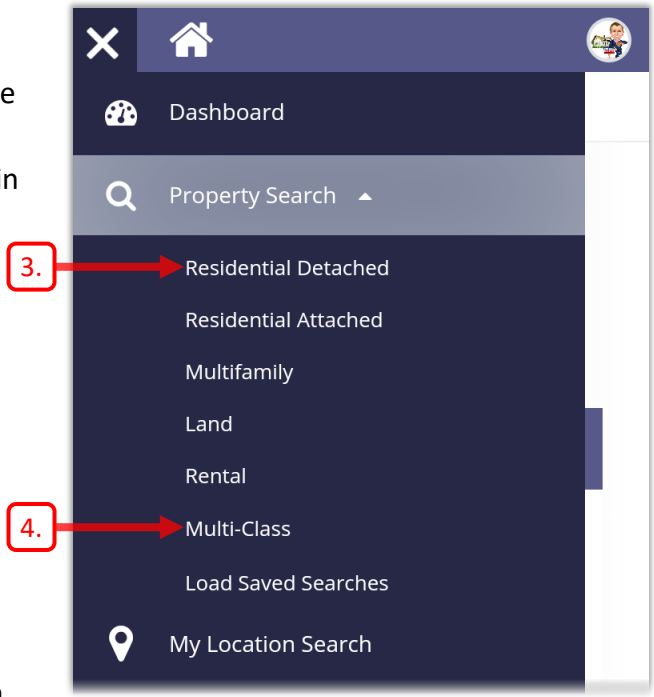


3. Tap on any individual item to view its details.
4. Or tap VIEW to view all matching items in that category.
5. Tap CLEAR to clear the Search field and return to the Home page.

How to run a Property Search

You can search by property *Class*, using the full range of available criteria. This is equivalent to the regular Search function in Paragon.

1. Tap ☰ to display the Main menu, which is shown at the right.
2. Tap **Property Search** to display a sub-menu of available property Classes, as shown.
3. Then select the desired property Class from the sub-menu (e.g. *Residential Detached*).
4. Note that the *Multi-Class* option was recently added, allowing you to search across all property types.
5. The first time you start a search, a help overlay is displayed, as shown at the right. Tap ✕ to hide the overlay. Note that you can restore the help overlay via the *Reset Help Tips* option in the *Settings* menu.

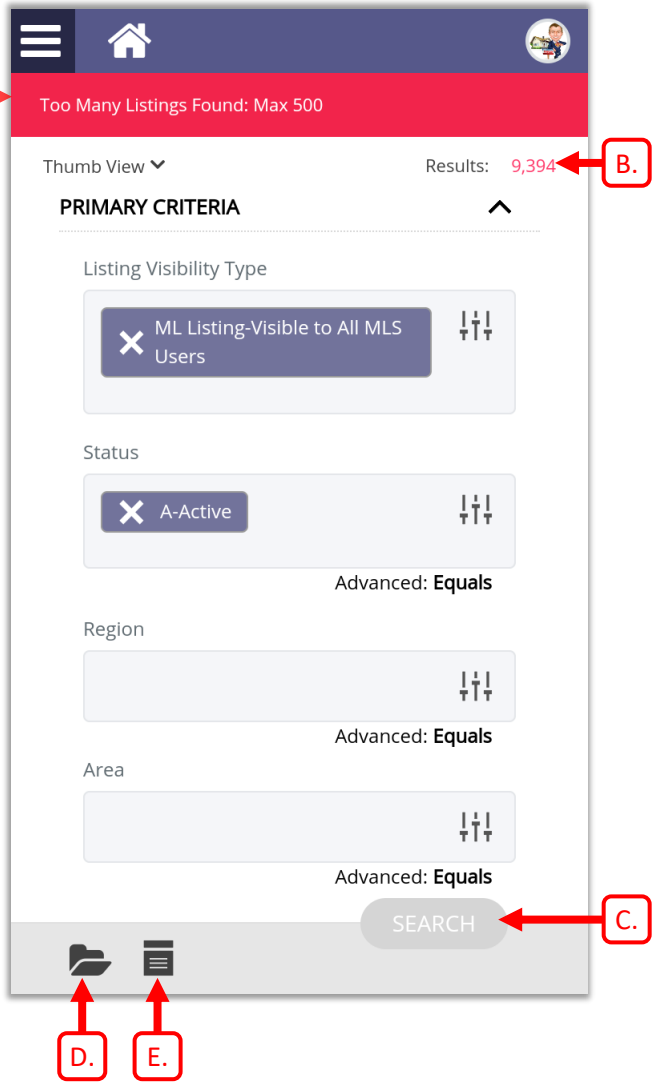


About the Search Form

Your default search form opens, as shown on the right.

Any search settings that you configured in Paragon will also be in effect here.

Many familiar functions from Paragon are available, as explained below.



A. Note that Paragon Connect can display a maximum of 500 listings.
The red bar appears when there are too many listings.

B. The **Results** number at the upper-right indicates the number of listings found. As you start to enter criteria, that number will decrease.

C. When fewer than 500 matches are found, the **SEARCH** button near the lower-right will be enabled, allowing you to run the search.

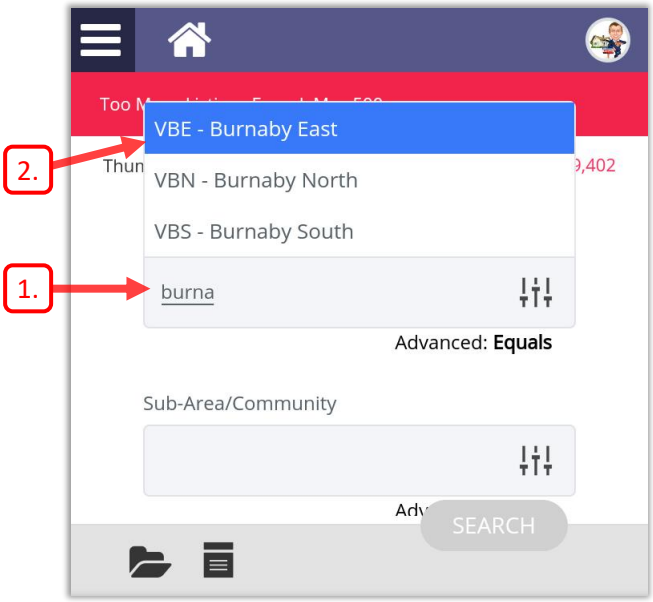
D. You can use the **Saved Searches** icon to load a previously saved search or load one of your last five searches.

E. You would tap the **Criteria Summary** icon to display only fields that contain criteria. Any blank fields will be hidden.

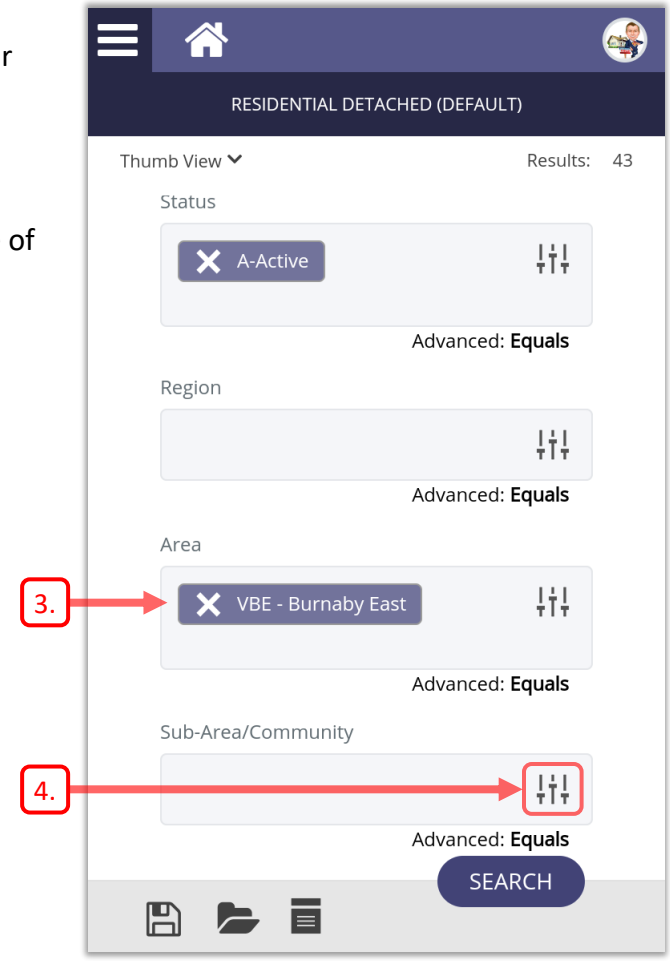
Entering Search Criteria

As with Paragon, you can enter your criteria using the *Autocomplete* function or choose criteria from a *Pick List* of options.

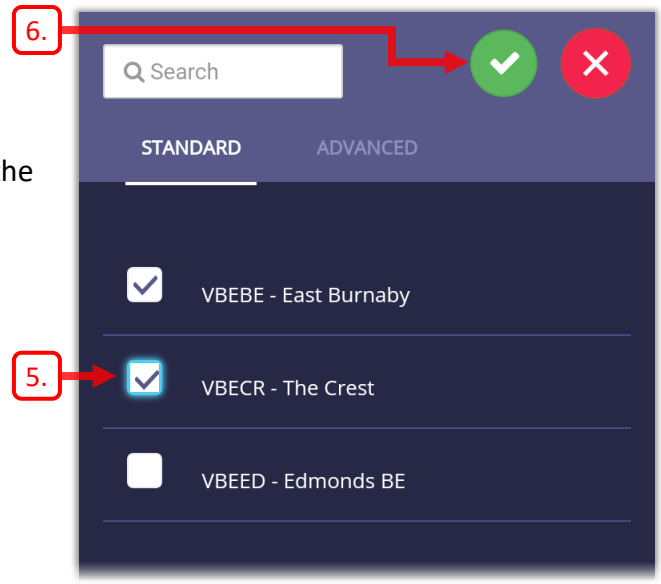
1. To use the Autocomplete function, tap in a field and start to type your criterion.
   As you start to type, a list of matching criteria will be displayed.
2. Tap the desired criterion to select it.



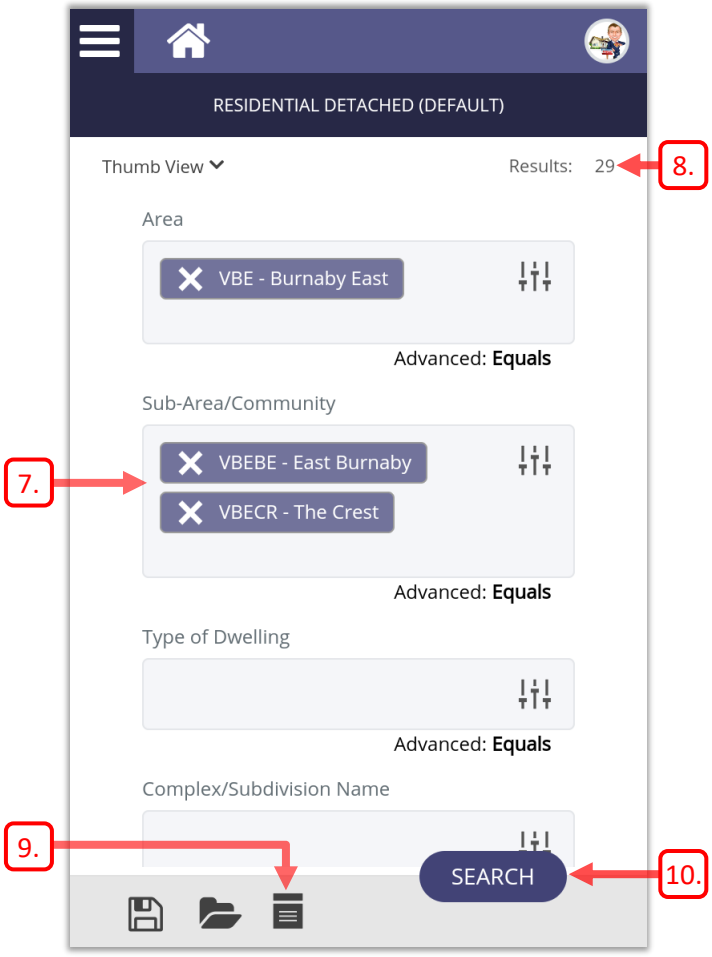
3. The selected criterion will now appear in the field.
4. You can also specify criteria via a *Pick List*.
   Tap the "sliders" ⚙ at the right side of a field to display the Pick List for that field.



5. The Pick List is displayed.
   Tap one or more checkboxes to select the desired criteria.
6. Then tap ✓ to add those criteria to the field.



7. The criteria you selected will now appear in the field.
8. The number of matching listings is displayed in the **Results** field at the upper-right.
9. Reminder: you can tap ☰ to view the Criteria Summary. Tap it again to hide the summary.
10. Once you've entered all the desired criteria, tap SEARCH to display the search results.

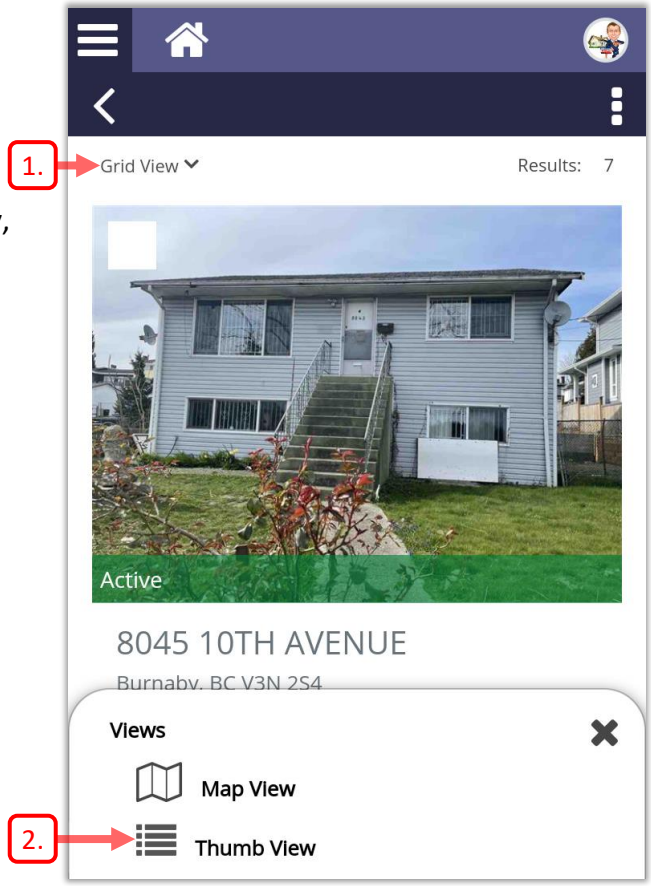


Working with Search Results

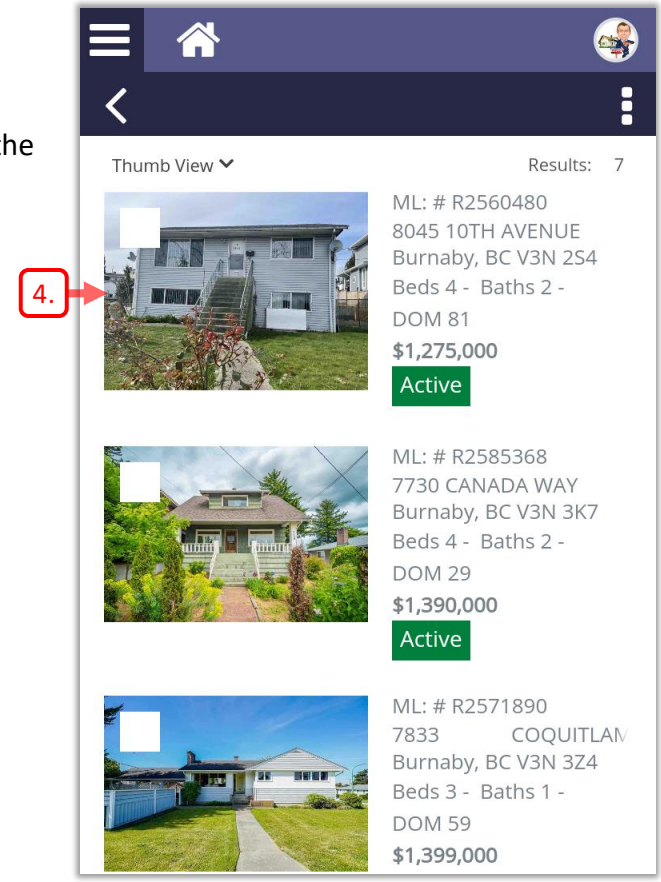
Selecting your View

You can display the search results in one of three available views: *Grid View*, *Thumb View* or *Map View*.

1. Tap the **View** item near the upper-left.
2. Then select the desired option at the bottom of the page.
   Note that the system will remember your selection until you change it.

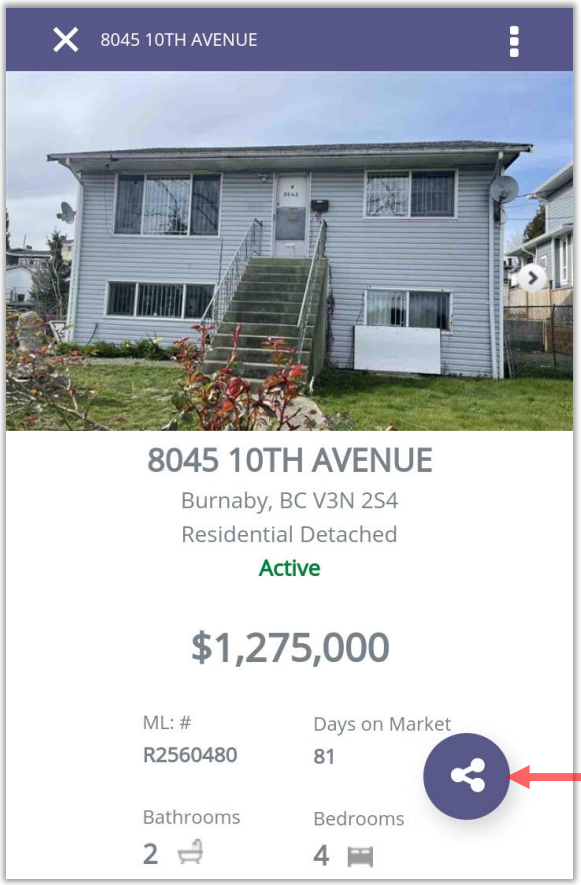


3. The results are displayed using the selected View.
4. Tap on a photo to view the details of the listing.



Viewing Listing Details

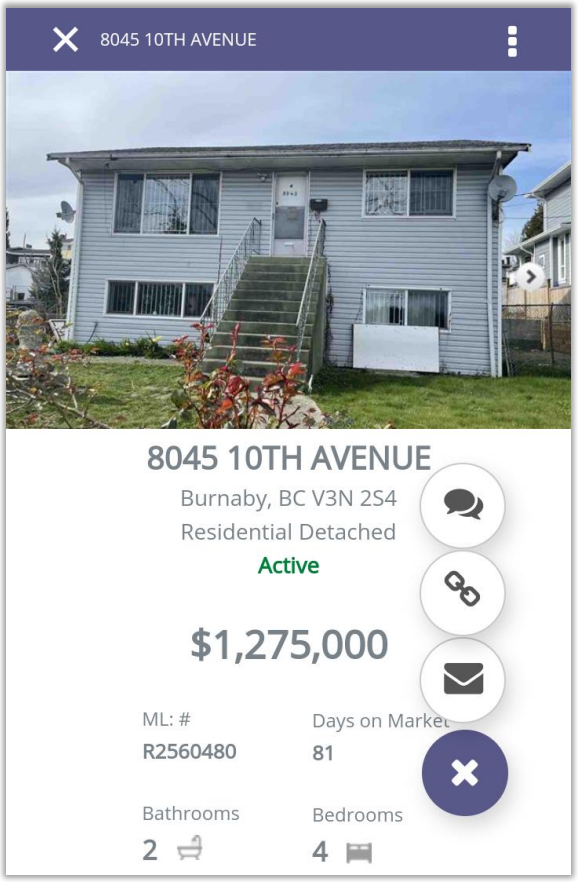
5. The details for the selected listing are displayed. You'll need to scroll down to see all the information.



Sharing a Listing Report

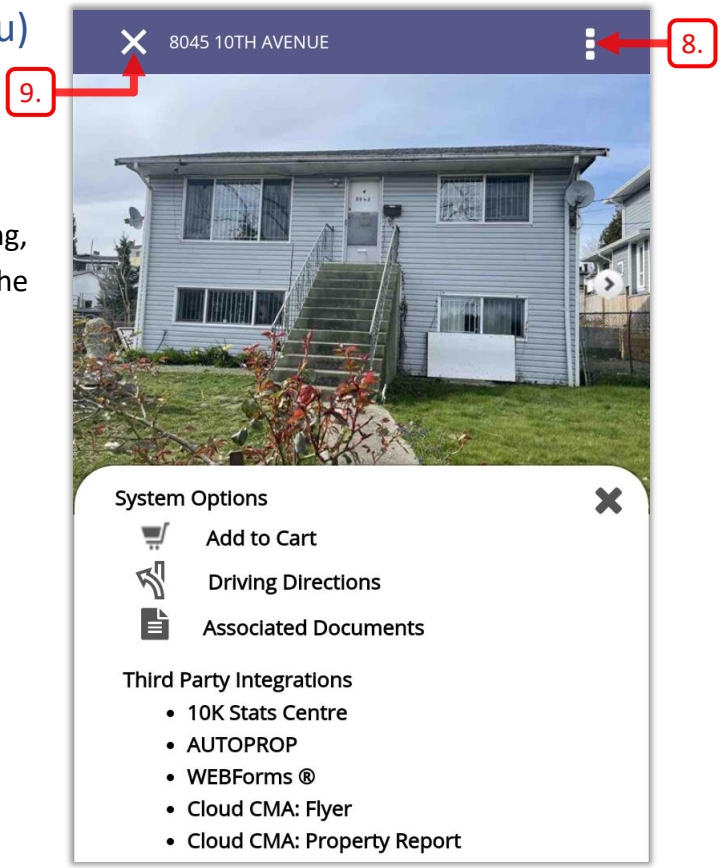
6. Tap the **Share** icon to display the options for sharing the listing with your contacts.
7. Three options for sharing the listing report are offered:

   - share via text message.
     - available only on phones
   - copy a link to the listing report to the device's clipboard.
   - share via email.



System Options (Overflow menu)

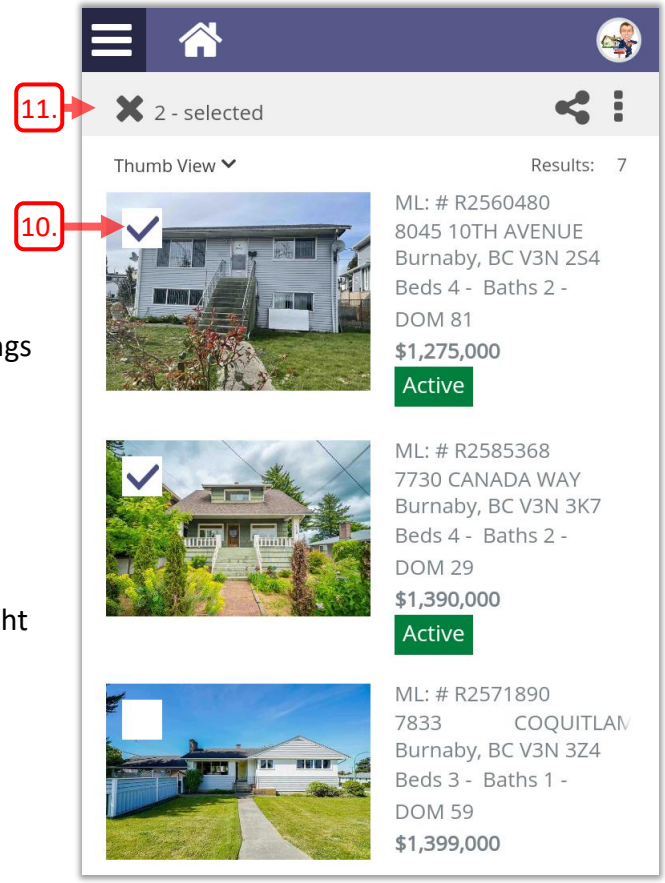
8. Tap the *Overflow* menu icon to display the **System Options** at the bottom of the page.
9. When you have finished with this listing, tap at the upper-left to return to the previous view.



Selecting Listings

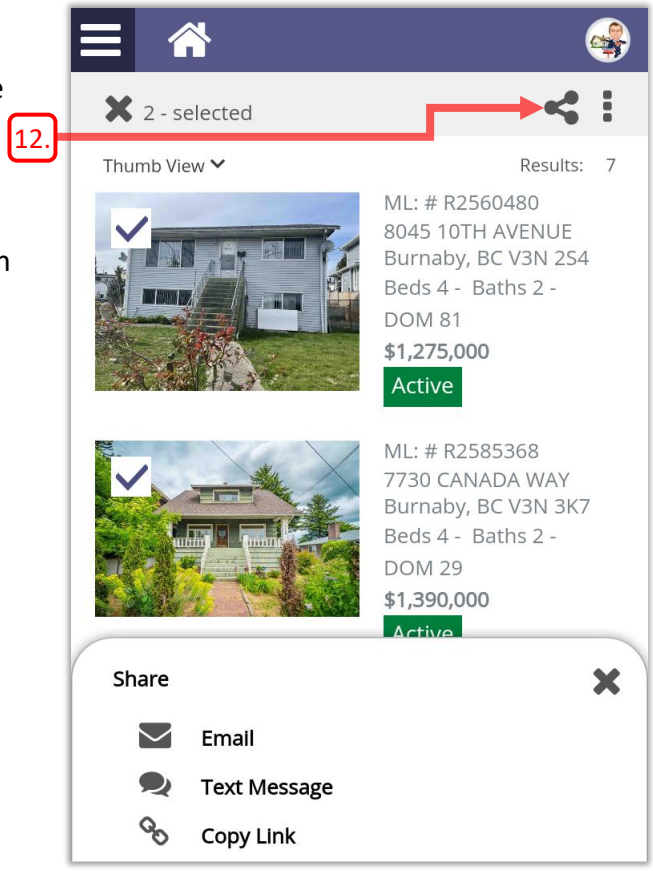
You can work with several listings at once by checking the checkboxes associated with each listing.
You are advised to choose the *Thumb View* when selecting listings.

10. Tap the checkboxes to select the listings that you wish to work with.
11. Once you have selected some listings, a grey bar will appear, indicating the number of listings selected.
A *Sharing* icon and an *Overflow* menu icon will also appear at the right end of the grey bar.

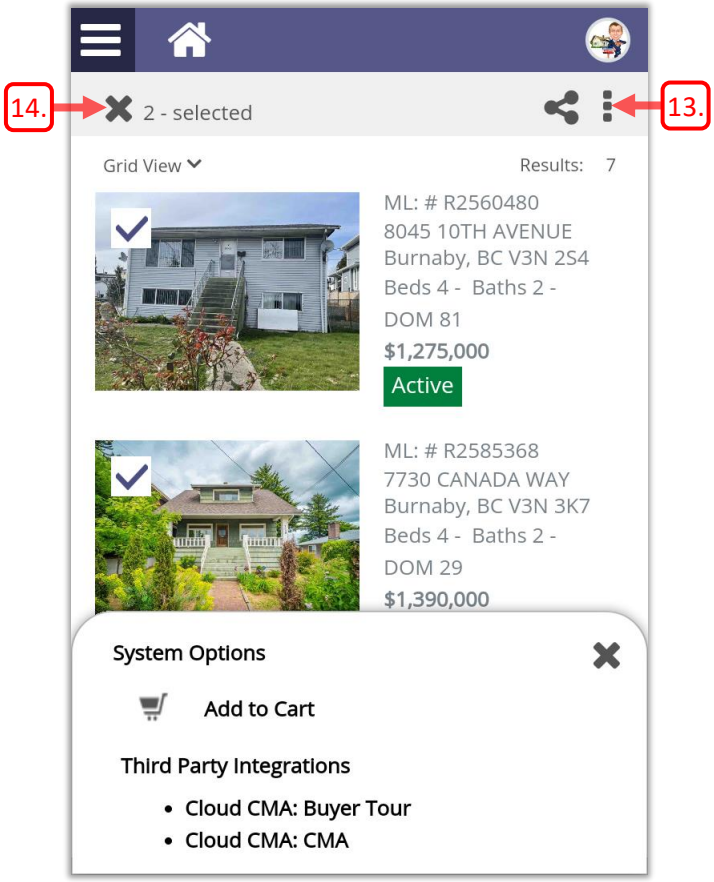


Sharing Listings

12. Tap the **Sharing** icon to display the *Share* options at the bottom of the page.
    You can share the listings via *Email*, *Text Message* or via a *Link* that you can paste into any desired destination.

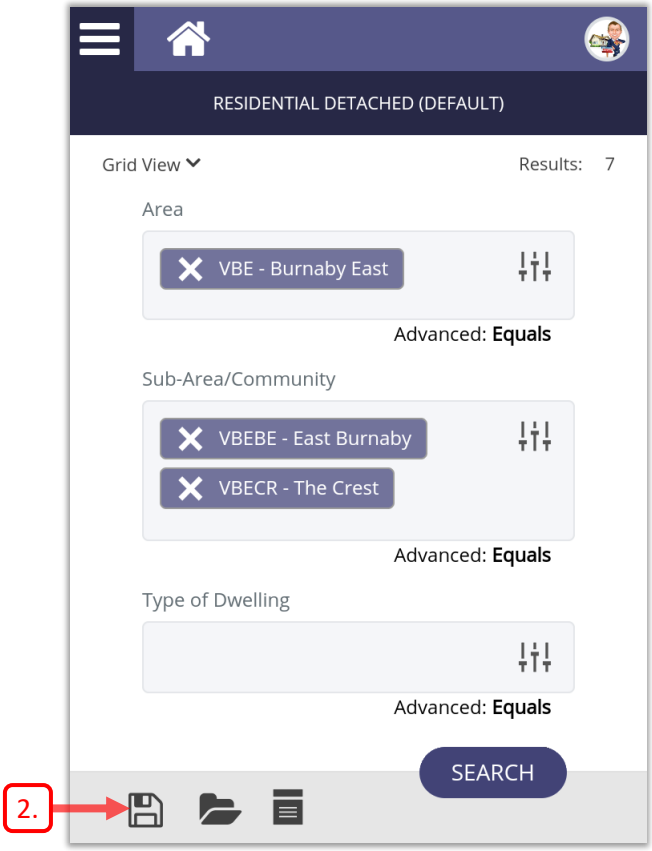


13. Tap the **Overflow** menu icon to display the **System Options** at the bottom of the page.
14. Tap to deselect the listings.
15. Then tap to return to the Criteria page for your search.

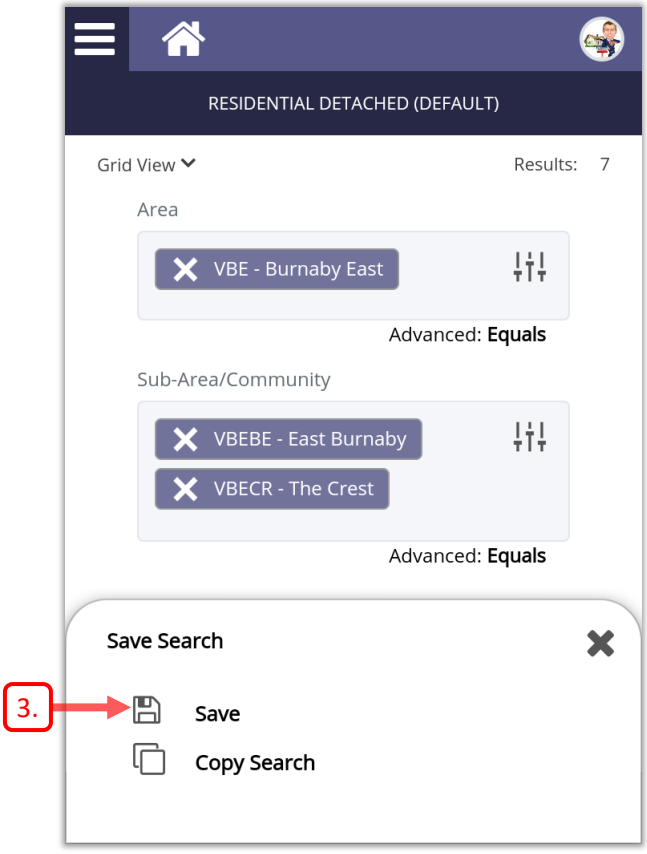


How to Save a Search

1. Make sure that you are on the Criteria page for your search.
2. Tap the **Save** icon .

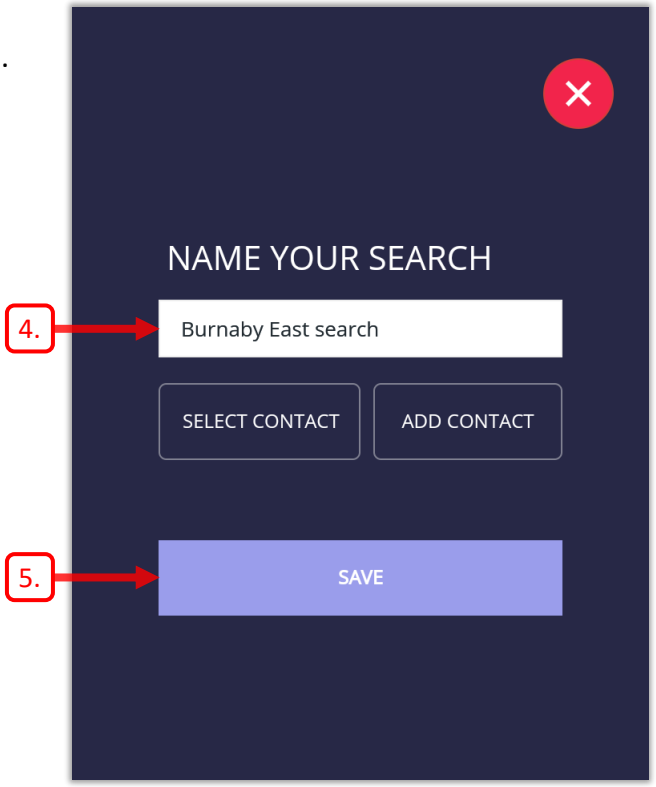


3. Then tap **Save** near the bottom of the page.

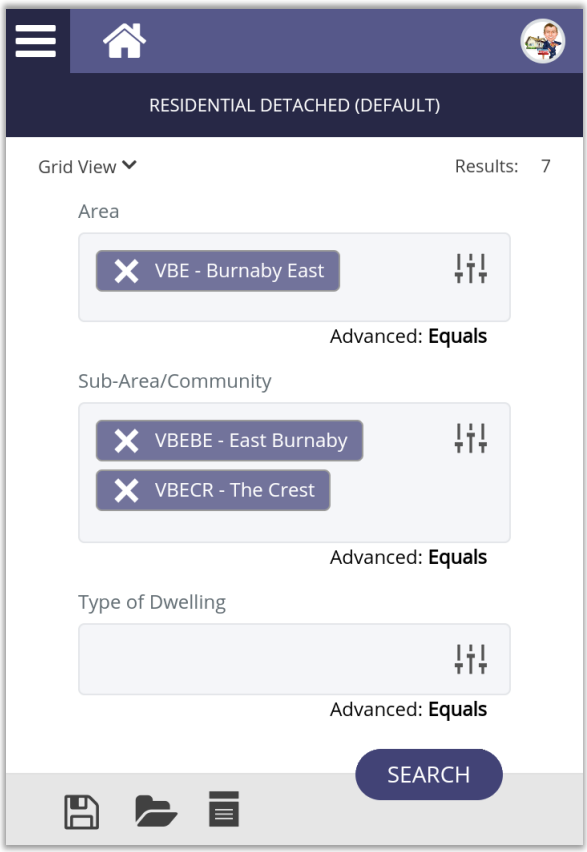


4. Enter a meaningful name for your search, to help you find it in the future.
5. Tap **SAVE** to continue.

   Note that you could optionally assign the search to a contact at this point.
6. A message will appear briefly at the upper-right, confirming that the search was saved.



7. You'll return to the Criteria page for the search.



How to Load a Saved Search

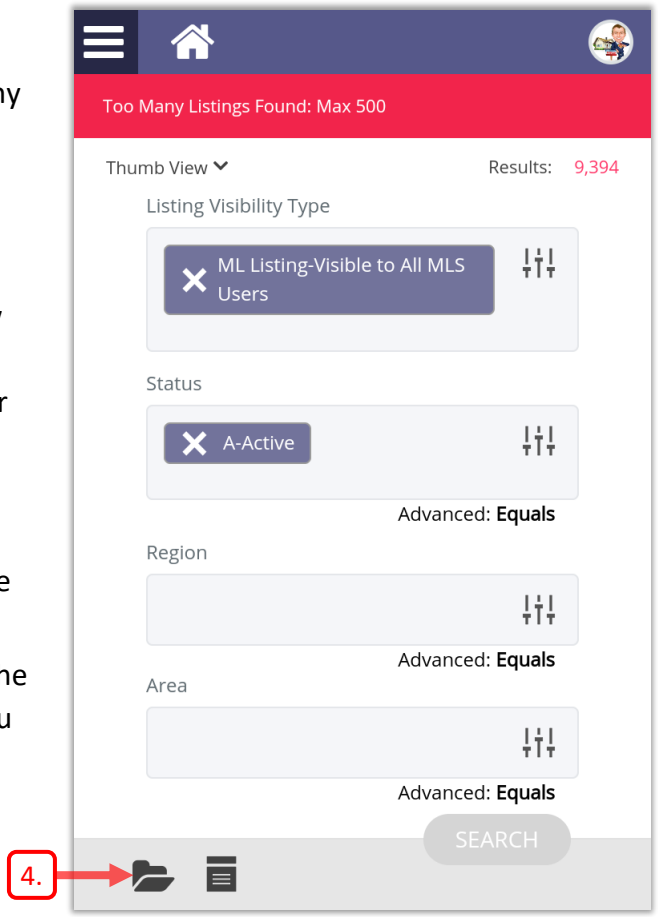
Paragon Connect allows you to load any of your previously saved searches. It also allows you to recall any of your last five searches, even if you didn't save them, just like in Paragon.

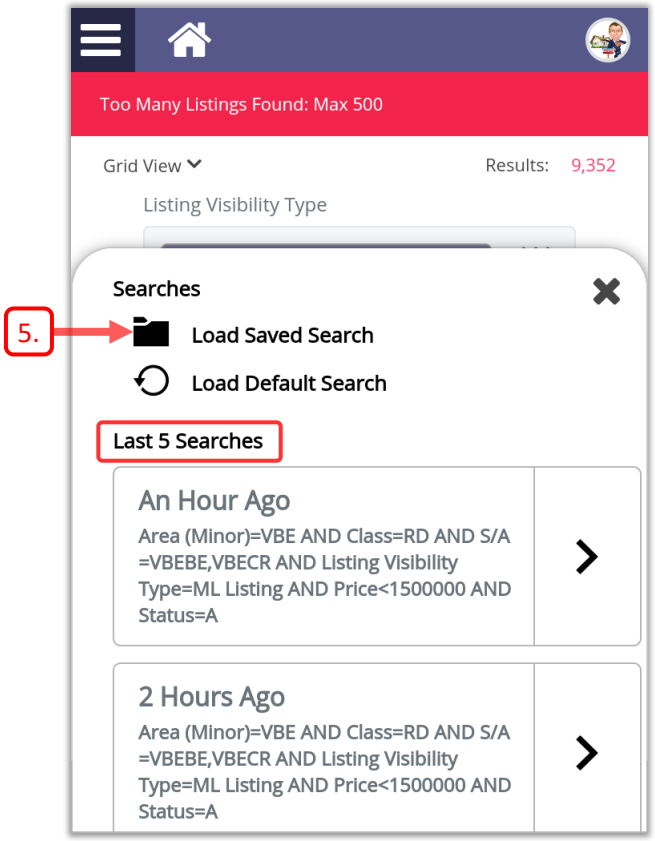
The following instructions explain how to access saved searches of a specific property Class, and how to access your **Last 5 Searches** of that Class.

Loading a Property Class Search

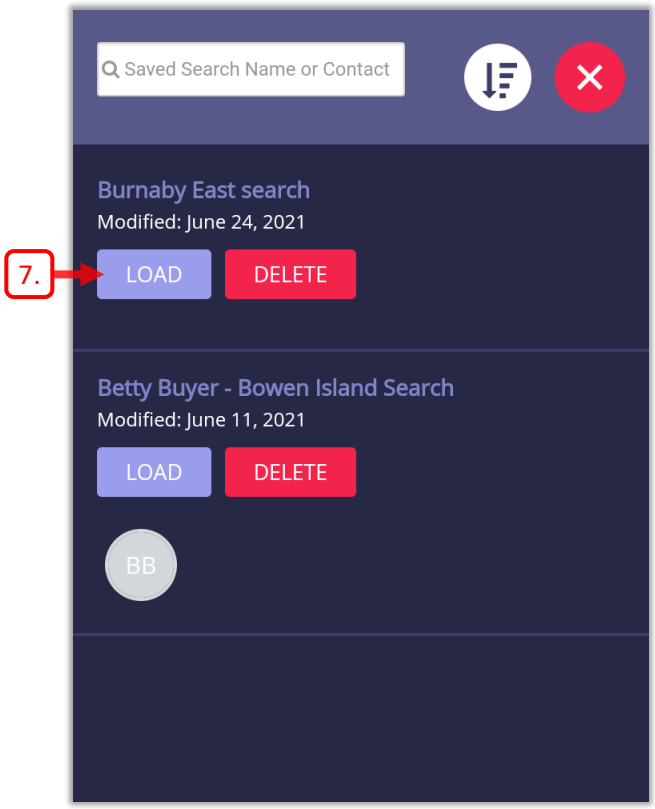
1. Tap ☰ at the upper-left to display the Main menu.
2. Then tap **Property Search** and select the desired property Class in the sub-menu that appears.
3. A search form for that property Class opens, as shown at the right.
4. Tap 📂 **Saved Searches** to continue.
5. Next, tap **Load Saved Search** to continue.

   Note that you can also access your **Last 5 Searches** from this page.

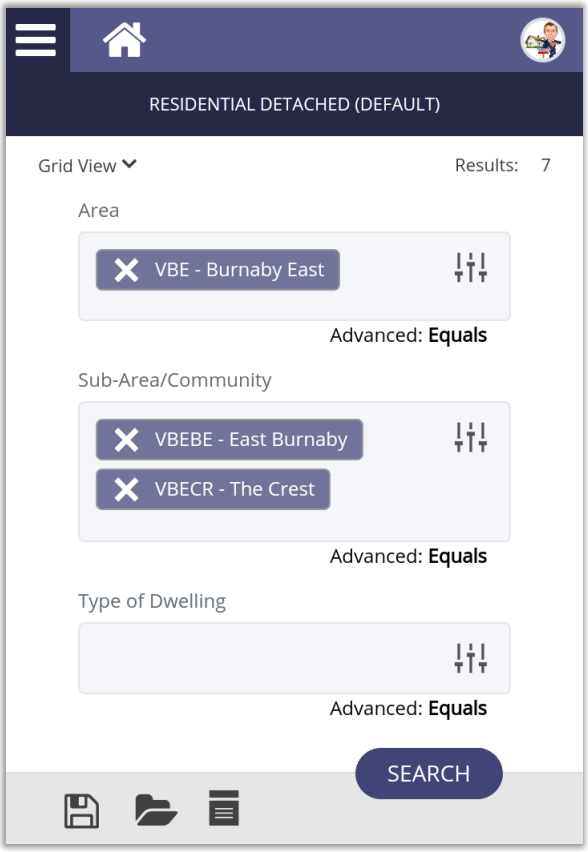




6. A list of searches for the selected property Class is displayed.
7. Tap the **LOAD** button to load the corresponding search.



8. The Criteria page for the selected search will open, as shown at the right.
   You can optionally edit and run your search, as usual.

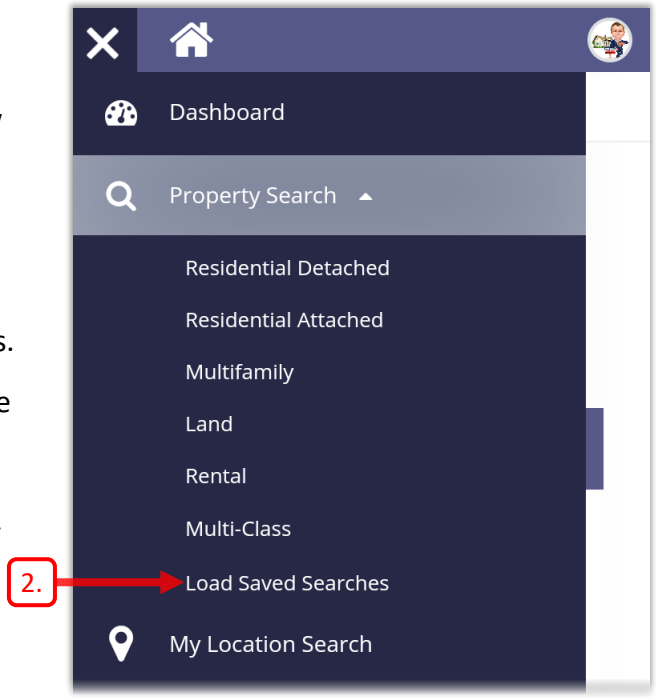


Loading a Saved Search

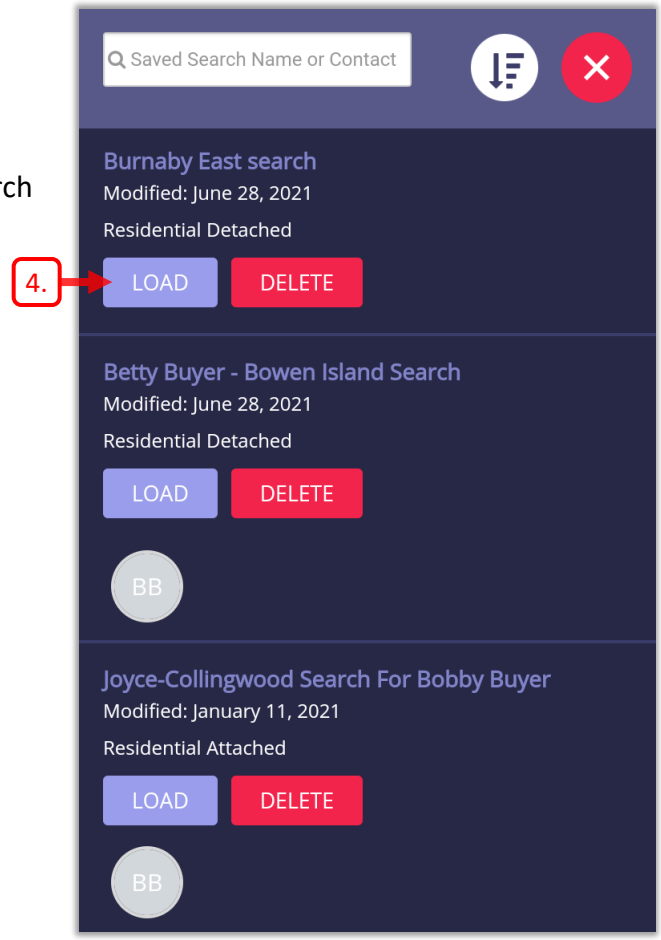
The following instructions explain how to load a saved search of any property Class.

Note that you can also use the "*Power Search*" option in Paragon Connect to search your saved searches.

1. Tap ☰ at the upper-left to display the Main menu.
2. Then tap **Property Search** and select **Load Saved Searches** at the bottom of the sub-menu that appears.



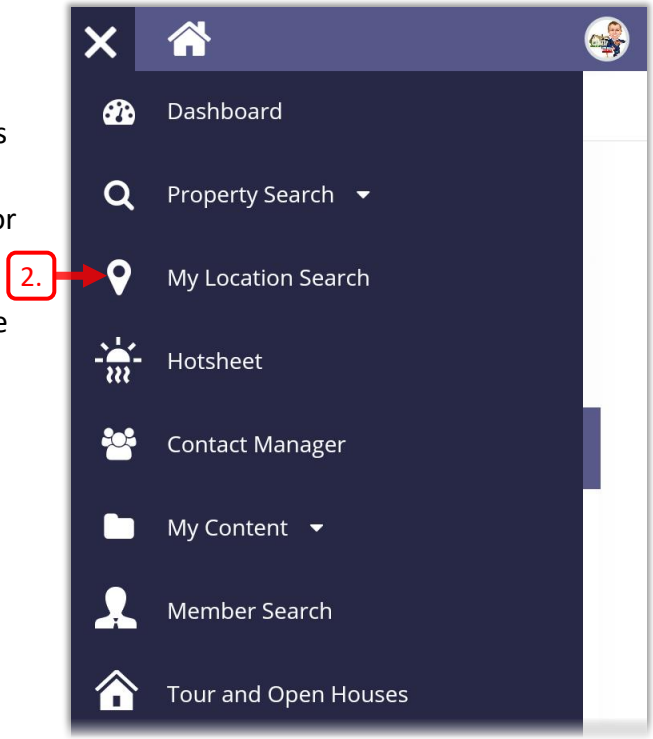
3. A list of all your saved searches is displayed.
4. Tap **LOAD** to load the desired search.
5. The Criteria page for the selected search will open, as previously explained.



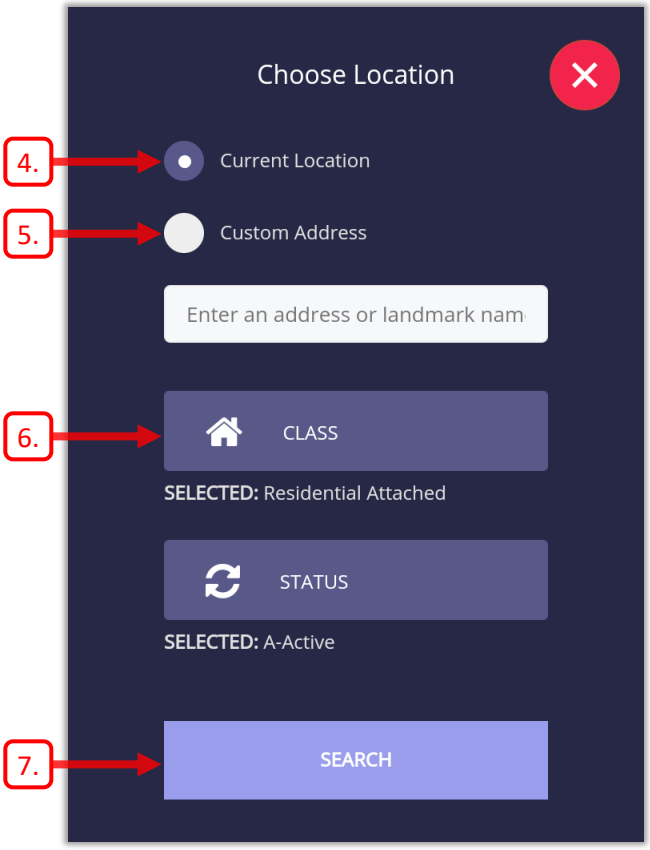
My Location Search

This is a type of map search that allows you to use your current location or a custom address as the starting point for your search.

1. Tap ☰ at the upper-left to display the Main menu.
2. Then tap **My Location Search** to continue.

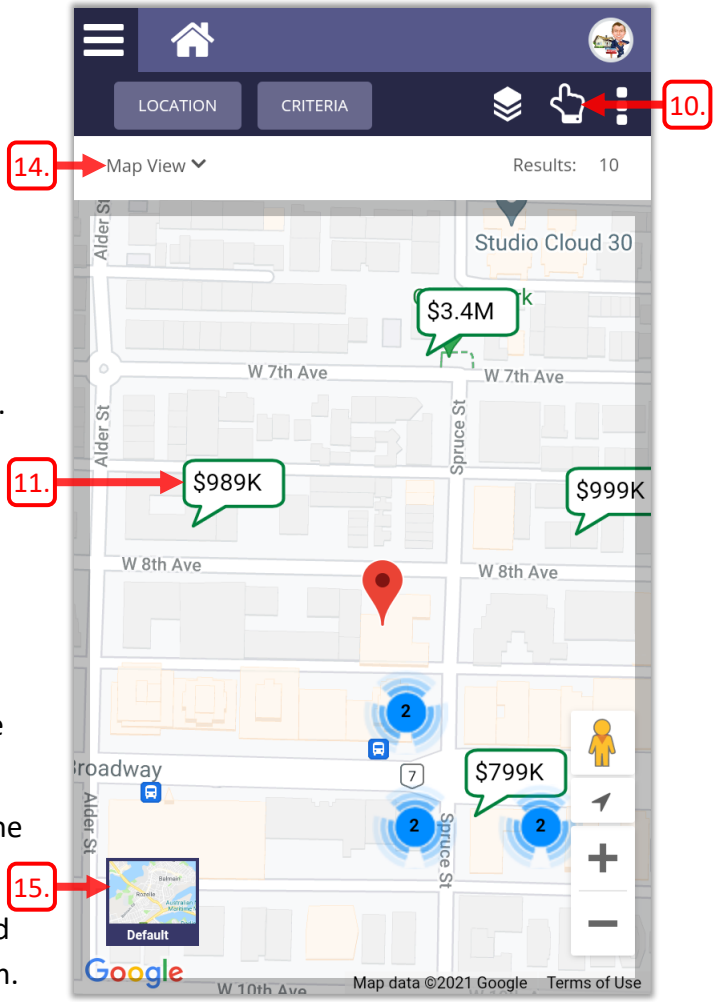


3. The **Choose Location** page appears, as shown on the right.
4. By default, your **Current Location** will be used as the starting point for the search. (Note that you must allow Paragon Connect to use your current location when requested, in order for this feature to work.)
5. Alternatively, you can select **Custom Address** and then enter an address or the name of a landmark as the starting point for the search.
6. Select the desired **CLASS** and **STATUS** for your search.
7. Tap **SEARCH** to start the search.



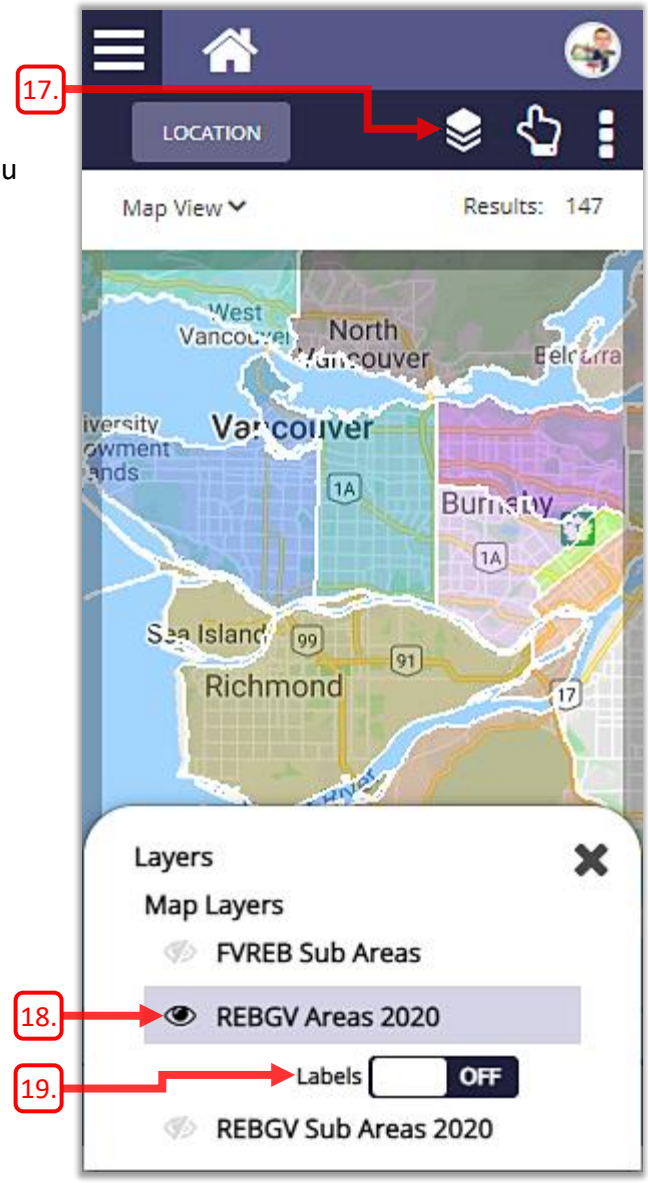
Map Search

8. A map is displayed, centered on the location you specified.
9. Zoom and scroll the map to specify the area to search.
   Only listings within the current map boundary (the grey border) will be displayed on the map.
   Different listings will be found as you change the area that the map displays. Zoom out to see more listings; zoom in to see fewer.
10. You can optionally tap the Hand icon to draw a shape to search for listings. Only listings within the shape are considered to be matches.
    Unlike Paragon, only one shape can be drawn on the map.
11. Tap on a listing icon $989K to display the details for that listing.
12. You would tap LOCATION if you wanted to specify a different location to search.
13. You can optionally tap CRITERIA to open the Criteria page and enter additional criteria for your search.
14. Note that you can also change the view from *Map View* to *Grid View*, or *Thumb View*, according to your preferences.
15. Use the icon at the lower-left corner of the page to select from several map views, including an *Aerial* view.



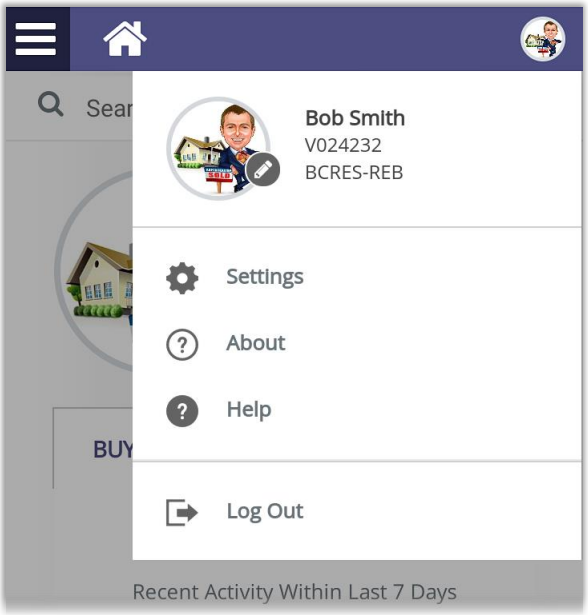
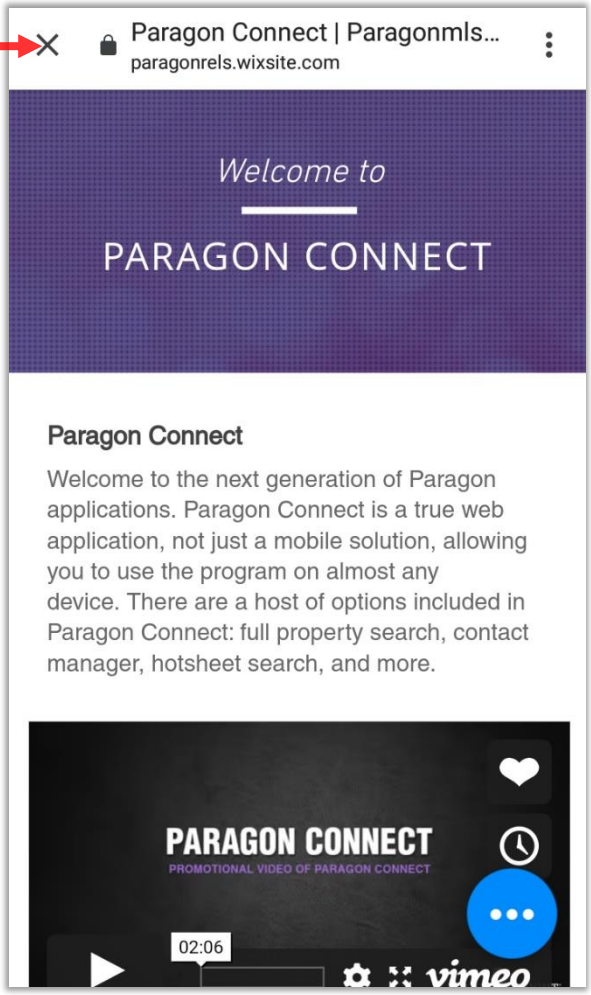
Map Layers

16. The *Map Layers* function was recently added to Paragon Connect, allowing you to view *REBGV Areas* and *Sub Areas* on the map (as well as *FVREB Sub Areas*).
17. Tap the **Layers** icon to display the *Layers* options at the bottom of the page.
18. Tap the "eye" icon to display the corresponding layer on the map. You would tap to hide the layer again.
19. Note that you can optionally display **Labels** that identify the *Areas* and *Sub Areas* on the map.



Accessing Help Resources

1. Tap the agent icon at the upper-right corner of the page to display the **Settings** menu.
2. Tap **Help** in the menu.



3. The Paragon Connect Help site opens in your browser, as shown on the right.
4. Scroll down to view the long list of available resources and videos.
5. Tap to close the Help site and return to Paragon Connect.