



# Listing Maintenance Update

*February 2020*

# Paragon Listing Maintenance Update

A new update to Paragon is scheduled for February 2020. This update brings significant improvements to listing entry and maintenance procedures, but will require you to familiarize yourself with a slightly different user interface.

## Listing Entry and Maintenance

You use Paragon's INPUT MAINTENANCE page to post your new listings to the MLS®, or to modify your existing listings. This page includes many *required* fields, which must be properly filled in before the listing can be saved and posted on the MLS®.



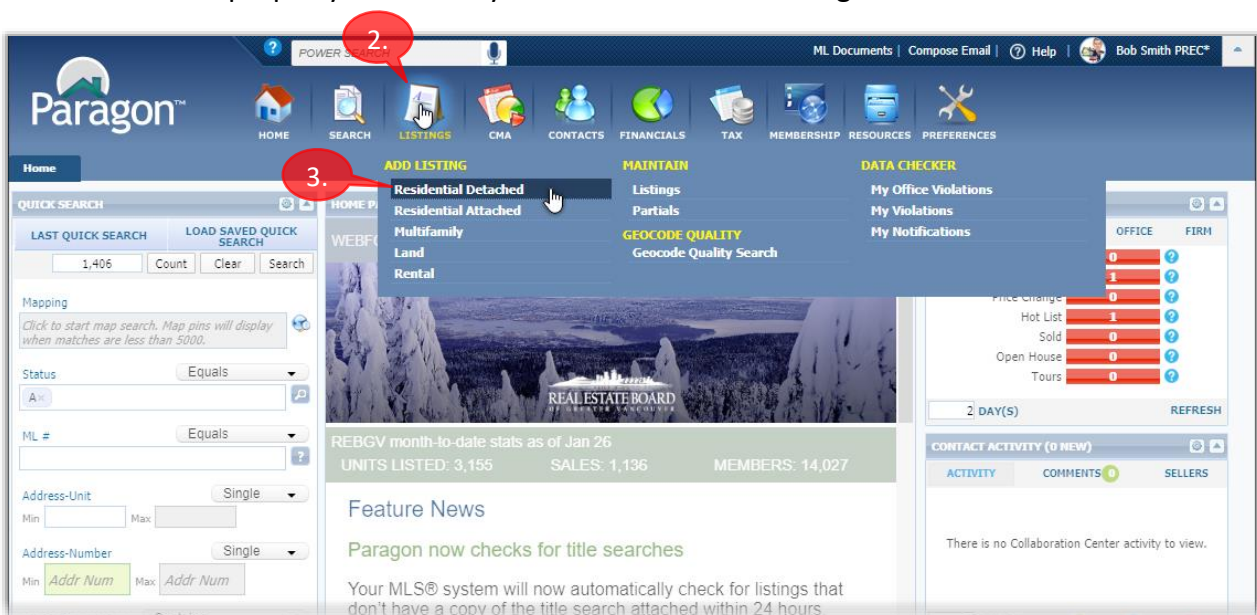
Note that you must have *Agent Load* or *Broker Load* privileges in order use this feature.

### Posting a New Listing on the MLS®



► To post a new listing on the MLS®:

1. Sign in to Paragon in the usual manner.
2. Click **LISTINGS** in the Navigation Bar.
3. Make sure to choose the correct property class (e.g. **Residential Detached**) from the menu that appears. Note that you won't be able to change the property class once you start to enter the listing.



Before you start to enter the new listing, make sure that you have all the required documents available, such as the *Multiple Listing Contract* and the *Data Input Form*. You should also perform an *Address Search* for the property, to confirm that it is not currently listed as *Active* or *Cancel Protected* with another brokerage.

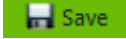
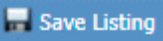
The listing opens in the **INPUT MAINTENANCE** page.

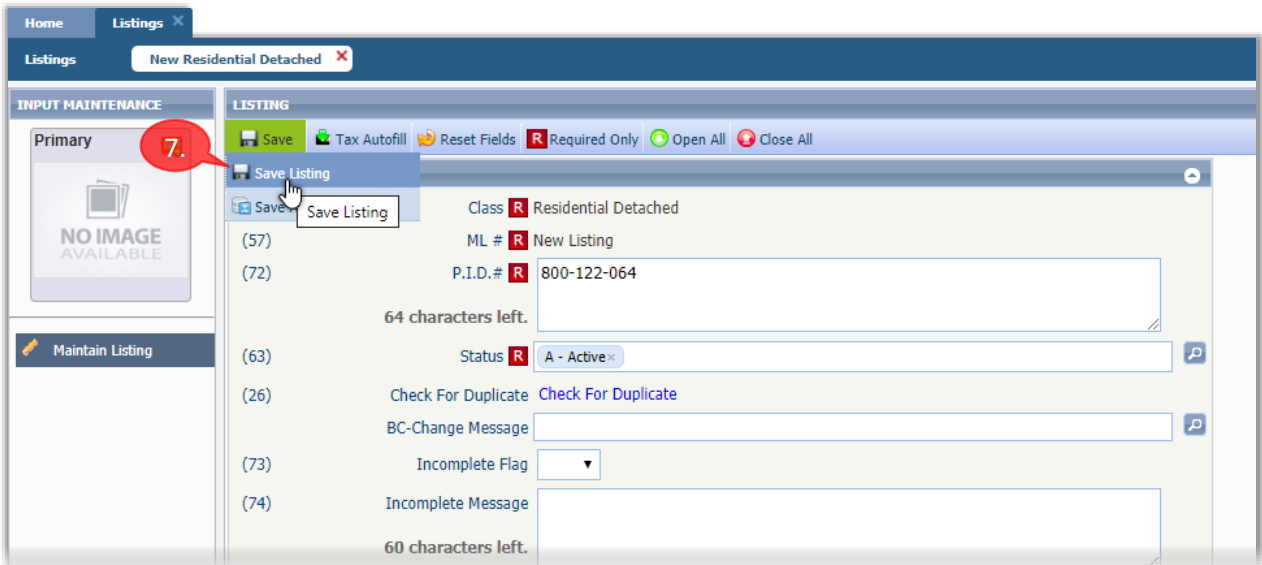
The screenshot shows the 'INPUT MAINTENANCE' page for a 'New Residential Detached' listing. The left sidebar has a 'Primary' image placeholder and a 'Maintain Listing' button. The main area is titled 'LISTING' and contains a toolbar with buttons: 'Save', 'Tax Autofill', 'Reset Fields', 'Required Only' (highlighted with a red callout bubble labeled '4.'), 'Open All', and 'Close All'. Below the toolbar, the 'Contract & Location' section includes fields for Class (Residential Detached), ML # (New Listing), P.I.D.# (75 characters left), Status, Check For Duplicate, BC-Change Message, Incomplete Flag, Incomplete Message (60 characters left), and Unit.

4. You can click **R Required Only** to display only the *Required* fields, as shown below, to help ensure that you fill in all the necessary fields to save the listing.

The screenshot shows the 'LISTING' page with the 'Display All' button highlighted in the toolbar (red callout bubble labeled '5.'). The 'Contract & Location' section now displays additional required fields: Address (Address Number, Dir, Street Name), Postal Code, Legal Description (512 characters left), Area, Sub-Area/Community, City, and Owner Name (100 characters left). There are also 'Show All' checkboxes for Area and Sub-Area/Community.

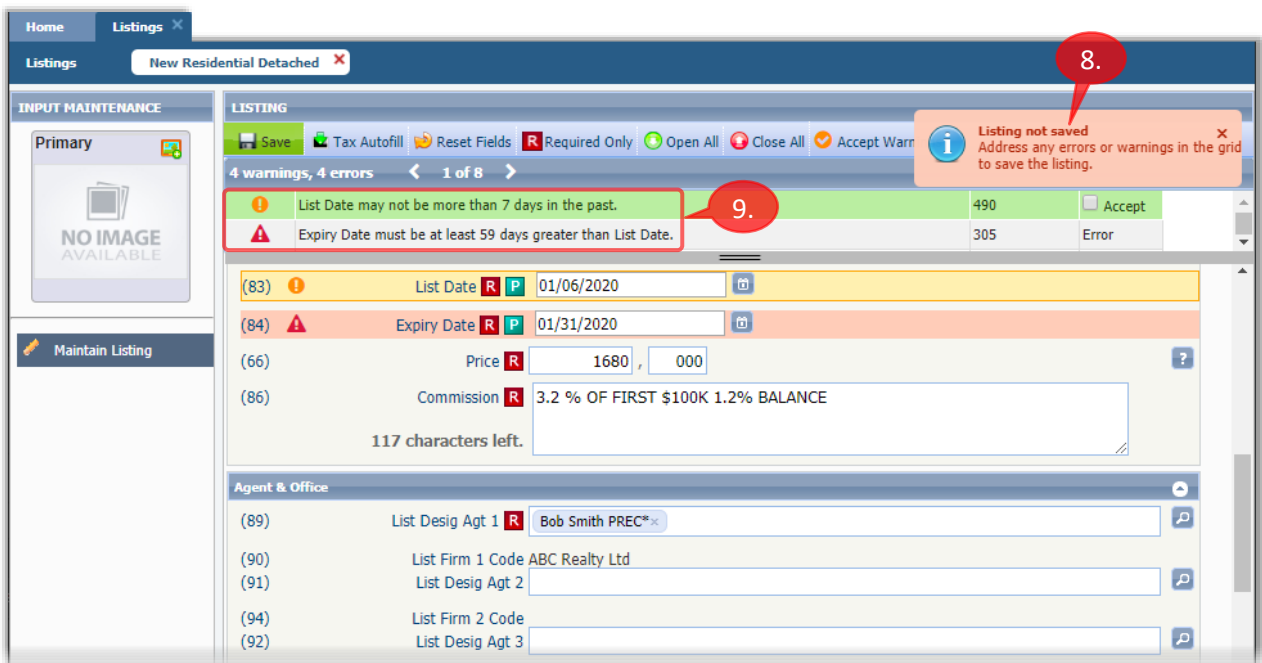
5. Click **R Display All** if you wish to display all the fields again.  
 6. Make sure to fill in all the necessary fields on this page.

7. When you are ready to save the listing, click  **Save** and then click  **Save Listing** in the menu that appears.



The screenshot shows the 'New Residential Detached' listing form. On the left, under 'INPUT MAINTENANCE', the 'Primary' image placeholder is highlighted with a red circle containing the number 7. In the center, the 'LISTING' section has a 'Save' button highlighted with a red circle containing the number 7. A dropdown menu is open from the 'Save' button, showing 'Save Listing' as the selected option. The form fields include 'Class' (Residential Detached), 'ML #' (New Listing), 'P.I.D.#' (800-122-064), 'Status' (A - Active), 'Check For Duplicate', 'BC-Change Message', 'Incomplete Flag', and 'Incomplete Message'.

8. If any fields are missing or improperly filled in, a **“Listing not saved”** message will appear near the upper-right corner of the page.



The screenshot shows the 'New Residential Detached' listing form with a 'Listing not saved' message in the upper right corner, highlighted with a red circle and the number 8. The message reads: 'Listing not saved. Address any errors or warnings in the grid to save the listing.' Below the message, a table displays 4 warnings and 4 errors. The first error is highlighted with a red circle and the number 9.


Warning/Error	Count	Action
List Date may not be more than 7 days in the past.	490	Accept
Expiry Date must be at least 59 days greater than List Date.	305	Error

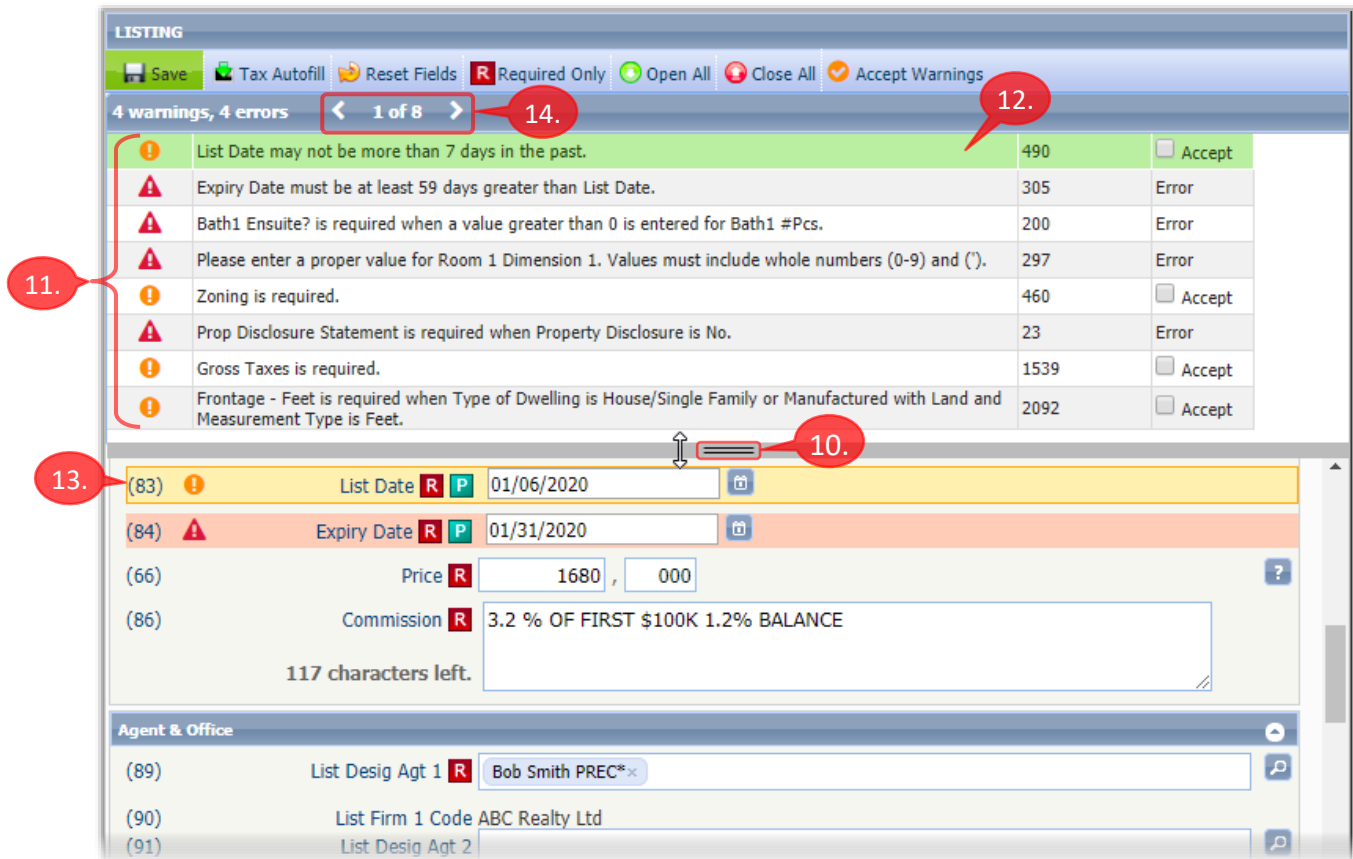
The form fields include 'List Date' (01/06/2020), 'Expiry Date' (01/31/2020), 'Price' (1680,000), 'Commission' (3.2 % OF FIRST \$100K 1.2% BALANCE), 'List Desig Agt 1' (Bob Smith PREC\*), 'List Firm 1 Code' (ABC Realty Ltd), 'List Desig Agt 2', 'List Firm 2 Code', and 'List Desig Agt 3'.

9. A list of errors and warnings will be displayed near the top of the page, as shown in the image above.



Note that previous versions of Paragon displayed the list of errors and warnings at the bottom of this page. Paragon now permits you to expand the list, so that you can see all errors and warnings at once (previous versions required you to scroll the list).

10. Drag the  handle down to expand the list, so that you can see all the errors and warnings.





**LISTING**

Save Tax Autofill Reset Fields Required Only Open All Close All Accept Warnings

4 warnings, 4 errors < 1 of 8 >

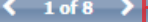
Symbol	Message	Count	Action
Warning (yellow exclamation mark)	List Date may not be more than 7 days in the past.	490	<input type="checkbox"/> Accept
Error (red exclamation mark)	Expiry Date must be at least 59 days greater than List Date.	305	Error
Error (red exclamation mark)	Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	200	Error
Error (red exclamation mark)	Please enter a proper value for Room 1 Dimension 1. Values must include whole numbers (0-9) and ('').	297	Error
Warning (yellow exclamation mark)	Zoning is required.	460	<input type="checkbox"/> Accept
Error (red exclamation mark)	Prop Disclosure Statement is required when Property Disclosure is No.	23	Error
Warning (yellow exclamation mark)	Gross Taxes is required.	1539	<input type="checkbox"/> Accept
Warning (yellow exclamation mark)	Frontage - Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	2092	<input type="checkbox"/> Accept

11. Problematic fields will be flagged with an error symbol  or a warning symbol . You can ignore a warning by choosing to *Accept* it, but you must correct any errors before you can save the listing.

12. The first error/warning in the list will be highlighted in green, as shown, to indicate that it is currently selected.



13. The corresponding input field will be highlighted and selected for editing, to help you resolve the problem with that field.

Note that errors are highlighted with a red colour, and warnings are highlighted with orange.

14. You can use the navigation controls  to step sequentially through the errors and warnings in the list.




Or you can click directly on an error/warning to select it.

**Agent & Office**

(89) List Desig Agt 1  Bob Smith PREC\*

(90) List Firm 1 Code ABC Realty Ltd

(91) List Desig Agt 2

11. Problematic fields will be flagged with an error symbol  or a warning symbol . You can ignore a warning by choosing to *Accept* it, but you must correct any errors before you can save the listing.
12. The first error/warning in the list will be highlighted in green, as shown, to indicate that it is currently selected.
13. The corresponding input field will be highlighted and selected for editing, to help you resolve the problem with that field.
- Note that errors are highlighted with a red colour, and warnings are highlighted with orange.
14. You can use the navigation controls  to step sequentially through the errors and warnings in the list.
- Or you can click directly on an error/warning to select it.

15. You can choose to accept a warning, without making any changes to the corresponding input field, by checking its **Accept** checkbox on the right.

**LISTING**

Save Tax Autofill Reset Fields Required Only Open All Close All Accept Warnings

4 warnings, 4 errors 5 of 8

!	List Date may not be more than 7 days in the past.	490	<input type="checkbox"/> Accept
!	Expiry Date must be at least 59 days greater than List Date.	305	Error
!	Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	200	Error
!	Please enter a proper value for Room 1 Dimension 1. Values must include whole numbers (0-9) and (').	297	Error
!	<b>Zoning is required.</b>	460	<input checked="" type="checkbox"/> Accept
!	Prop Disclosure Statement is required when Property Disclosure is No.	23	Error
!	Gross Taxes is required.	1539	<input type="checkbox"/> Accept
!	Frontage - Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	2092	<input type="checkbox"/> Accept

(141) Zoning

(142) Complex/Subdivision Name

AI-Directional Exp Rear Yard

AJ-Construction AJ6 - Frame - Wood

(143) Foundation Concrete Slab

16. A “strikethrough” is drawn through the warning, to indicate it was accepted.

17. Note that some fields require you to enter data in a particular format.

For example, **Room Dimensions** must be entered in feet, followed by an apostrophe (’), optionally followed by inches.

- If a room dimension is *12 feet*, you would enter it as **12’**.
- If a room dimension is *10 feet 6 inches*, you would enter it as **10’6** (don’t enter any spaces and don’t enter ” to indicate inches).

**LISTING**

Save Tax Autofill Reset Fields Required Only Open All Close All



4 warnings, 4 errors 4 of 8

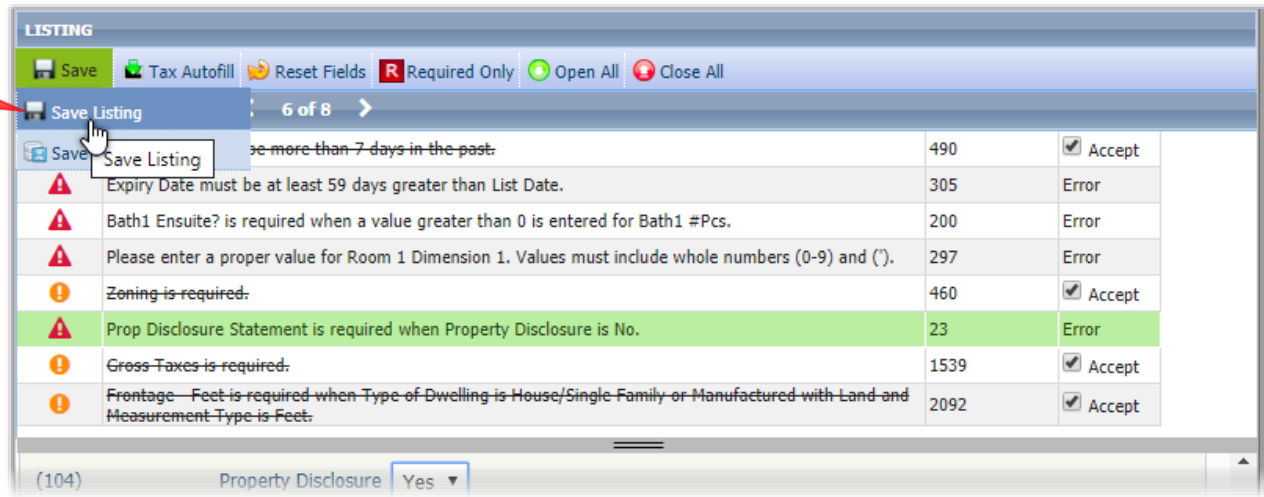
!	<del>List Date may not be more than 7 days in the past.</del>	490	<input checked="" type="checkbox"/> Accept
!	Expiry Date must be at least 59 days greater than List Date.	305	Error
!	Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	200	Error
!	Please enter a proper value for Room 1 Dimension 1. Values must include whole numbers (0-9) and (’).	297	Error
!	<del>Zoning is required.</del>	460	<input checked="" type="checkbox"/> Accept
!	Prop Disclosure Statement is required when Property Disclosure is No.	23	Error
!	<del>Gross Taxes is required.</del>	1539	<input checked="" type="checkbox"/> Accept
!	<del>Frontage - Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.</del>	2092	<input checked="" type="checkbox"/> Accept

(159) Room 1 Dimension 1 15’6’

(160) Room 1 Dimension 2 12’

(161) Room 2 Level Above

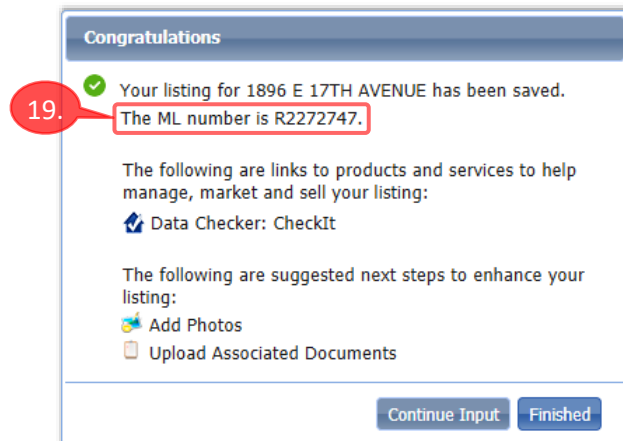
18. When you are ready to save the listing, click  **Save** .  
Then click  **Save Listing** in the menu that appears.



Message	Count	Action
Expiry Date must be at least 59 days greater than List Date.	490	<input checked="" type="checkbox"/> Accept
Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	305	Error
Please enter a proper value for Room 1 Dimension 1. Values must include whole numbers (0-9) and (").	200	Error
Zoning is required.	297	Error
Prop Disclosure Statement is required when Property Disclosure is No.	460	<input checked="" type="checkbox"/> Accept
Gross Taxes is required.	23	Error
Frontage Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	1539	<input checked="" type="checkbox"/> Accept
Frontage Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	2092	<input checked="" type="checkbox"/> Accept

(104) Property Disclosure

If you have successfully resolved all the errors and warnings, the **Congratulations** dialog box will appear, confirming that your listing has been saved.



**Congratulations**



✓ Your listing for 1896 E 17TH AVENUE has been saved.  
The ML number is R2272747.

The following are links to products and services to help manage, market and sell your listing:

[Data Checker: CheckIt](#)

The following are suggested next steps to enhance your listing:

[Add Photos](#)  
[Upload Associated Documents](#)

19. The dialog box also displays the MLS® number that is assigned to the listing.
20. Click  **Finished** if you have finished working on this listing.
21. Or click  **Continue Input** if you wish to continue working on the listing.  
Make sure to save the listing again if you make any further changes.



## Maintaining an Existing Listing

There are two methods of selecting a listing to maintain: via the **LISTINGS** menu or from the *Full Realtor* report for the listing. Both methods are described on the following pages.

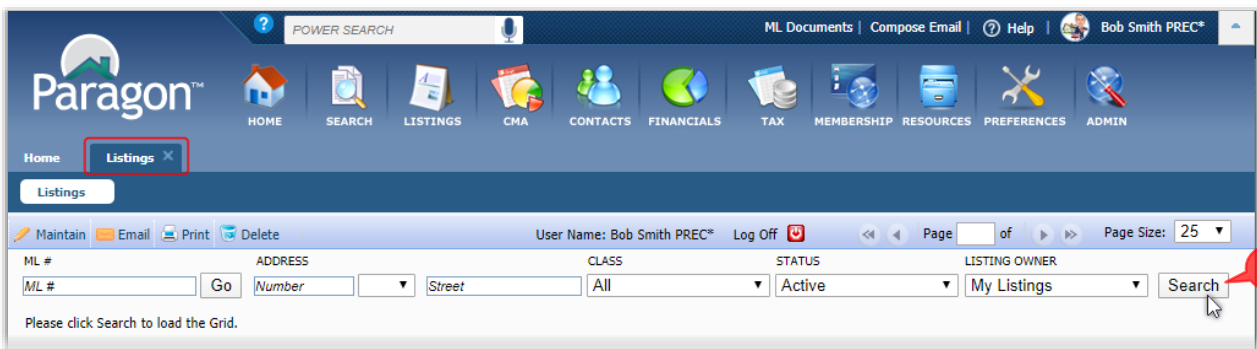


► To maintain an existing listing via the **LISTINGS** menu:

1. Click **LISTINGS** in the Navigation Bar on the Paragon home page.
2. Then click **Listings** in the menu that appears.

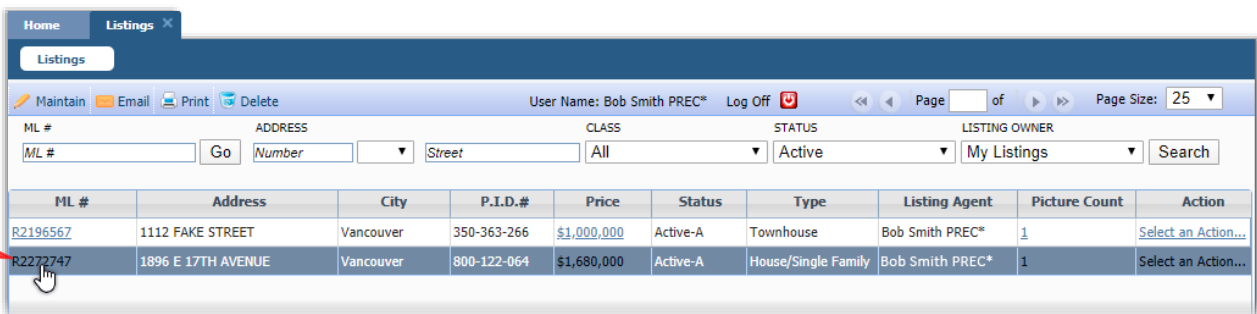


The **Listings** tab opens in Paragon.



3. Click **Search** to display a list of your *Active* listings.

Matching listings will be displayed on the lower part of the page.



4. Click on the **ML #** field of the listing you wish to maintain.  
Skip ahead to step 9 on page 9 to continue.





► To maintain an existing listing via the **Full Realtor** report:

5. In Paragon, bring up the **Full Realtor** report for the listing that you wish to maintain.

Home Inventory **Full Realtor (1)** + New Search

Criteria: **Full Realtor (1)**

Active **R2354926**  
Board: V, Detached House/Single Family

**1896 E 17TH AVENUE**  
Vancouver East  
Knight  
VOV 0V0

Days on Market: **9** List Date: **1/28/2020**  
Previous Price: **\$0** Original Price: **\$1,680,000**

Meas. Type: **Feet** Frontage (feet): **33.00**  
Depth / Size: **120** Frontage (metres): **10.06**  
Lot Area (sq.ft.): **3,960.00** Bedrooms: **1**  
Flood Plain: **No** Bathrooms: **2**  
Approval Req.?: **Full Baths: 2**  
Rear Yard Exp: **Half Baths: 0**  
If new, GST/HST inc?:  
View: **:**  
Complex / Subdiv:  
Services Connected: **Electricity, Natural Gas, Sanitary Sewer**  
Sewer Type: **City/Municipal**

Style of Home: **2 Storey**  
Construction: **Frame - Wood**  
Exterior: **Wood**  
Foundation: **Concrete Slab**  
Rain Screen:  
Renovations:  
# of Fireplaces: **1**  
Fireplace Fuel: **Natural Gas**  
Water Supply: **City/Municipal**  
Fuel/Heating: **Natural Gas**  
Outdoor Area: **Fenced Yard, Patio(s)**  
Type of Roof: **Asphalt**

CSA/BCE:  
Reno. Year:  
R.I. Plumbing:  
R.I. Fireplaces:

Total Parking: **1** Covered Parking: **1** Parking Access: **Lane**  
Parking: **Carport; Single**  
Dist. to Public Transit:  
Title to Land: **Freehold NonStrata**  
Seller's Interest: **Registered Owner**  
Property Disc.: **Yes**  
PAD Rental:  
Fixtures Leased: **No**  
Fixtures Rmvd: **:**  
Registered:  
Floor Finish: **Wall/Wall/Mixed**

Legal: **LOT 6 RES ZONE BTF 1956** Municipal Charges

Actions menu options: Criteria, Toggle Stats, PDF, HTML, Add to CMA, **Maintain Listing** (highlighted), Click to Maintain Listing, Listing Slideshow, Cloud CMA: Buyer Tour, Cloud CMA: CMA

6. Click **Actions** in the menu bar.

7. Then click **Maintain Listing** in the menu that appears.

The **Listings** tab opens.

Home Inventory **Listings**

Listings

Maintain Email Print

User Name: Bob Smith PREC\* Log Off

Page 1 of 1 Page Size: 25

ML # ADDRESS CLASS STATUS LISTING OWNER

**R2272747** Go [ ] [ ] All All My Listings Search

ML #	Address	City	P.I.D.#	Price	Status	Type	Listing Agent	Picture Count	Action
<b>R2272747</b>	1896 E 17TH AVENUE	Vancouver	800-122-064	\$1,680,000	Active-A	House/Single Family	Bob Smith PREC*	1	Select an Action...

The selected listing will appear on the lower part of the page.

8. Click on the **ML #** field of the listing to continue.

9. The selected listing opens in the **INPUT MAINTENANCE** page.

Home Listings

Listings Maintain: R2272747

**INPUT MAINTENANCE**

ML#R2272747 - 1896 E 17TH AVENUE

Save Listing Associate Contact Tax Autofill Reset Fields Required Only Open All Close All BACK NEXT

Primary

Add Label

Maintain Listing

Add/Edit Pictures

View Detail Report

Add/Edit Documents

Add/Edit Open House

Add/Edit Tour

View Activity Report

Share via Facebook

Share via Text

Share via Twitter

Input Fields: 295

# of Fields: 37

Remaining Fields: 0

Class Residential Detached

ML # R2272747

P.I.D. # 800-122-064

characters left.

Status Active

Check For Duplicate Check For Duplicate

BC-Change Message

Incomplete Flag

Incomplete Message

characters left.

Address 1896 E 17TH AVENUE

Jurisdiction CITY OF VANCOUVER

Municipality City of Vancouver

Postal Code V0V 0V0

Legal Description LOT 6 RES ZONE BTF 1956

characters left.

Neighborhood Code

Area Vancouver East

Sub-Area/Community Knight

City Vancouver

Owner Name ROBERT FAKER

Session Time Remaining: 1:20:45 Auto HotSheet-9/13/18 5:07 PM | Saved Property Searches | Search - Residential Detached | Saved Presentations | View / Manage Contacts Privacy

10. Make any desired additions or changes to the fields in the listing.

11. Click **Save Listing** when you have finished making all the desired changes.

12. If any fields are missing or improperly filled in, a **"Listing not saved"** message will appear near the upper-right corner of the page.

Home Listings

Listings Maintain: R2272747

**INPUT MAINTENANCE**

ML#R2272747 - 1896 E 17TH AVENUE

Save Listing Associate Contact Tax Autofill Reset Fields Required Only Open All Close All

3 warnings, 3 errors 1 of 6

Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs. 200 Error

Bath2 Ensuite? is required when a value greater than 0 is entered for Bath2 #Pcs. 201 Error

(277) Bath1 Ensuite? R

(278) Bath2 Level R Above

(279) Bath2 #Pcs 3

(280) Bath2 Ensuite? R

(281) Bath3 Level

Agent & Office

Showing/Photo

Property Details

Listing not saved. Address any errors or warnings in the grid to save the listing.

13. A list of errors and warnings will be displayed near the top of the page.



Note that previous versions of Paragon displayed the list of errors and warnings at the bottom of this page. Paragon now permits you to expand the list, so that you can see all errors and warnings at once (previous versions required you to scroll the list).

14. Drag the handle down, to display all the errors and warnings.

Home Listings ×

Listings Maintain: R2272747 ×

INPUT MAINTENANCE

Primary

Add Label

Maintain Listing

Add/Edit Pictures

View Detail Report

Add/Edit Documents

Add/Edit Open House

Add/Edit Tour

View Activity Report

Data Checker: Checks

ML#R2272747 - 1896 E 17TH AVENUE

Save Listing Associate Contact Tax Autofill Reset Fields Required Only Open All Close All Accept Warnings

3 warnings, 3 errors 1 of 6

⚠	Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	200	Error
⚠	Bath2 Ensuite? is required when a value greater than 0 is entered for Bath2 #Pcs.	201	Error
⚠	Zoning is required.	460	<input type="checkbox"/> Accept
⚠	Gross Taxes is required.	1539	<input type="checkbox"/> Accept
⚠	Frontage - Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	2092	<input type="checkbox"/> Accept
⚠	Lot Sz (Sq.Ft.) is required when Type of Dwelling is House with Acreage, House/Single Family or Manufactured with Land except where Title to Land is Freehold Strata.	786	Error

14. Drag the handle down, to display all the errors and warnings.

15. The first error/warning item in the list will be highlighted in green, as shown.

16. The corresponding field will be highlighted and selected for editing, to help you resolve the problem with that field. Note that you must correct any errors before Paragon will permit you to save the listing.

17. You can use the navigation controls ⏪ 1 of 6 ⏩ to step sequentially through the errors and warnings in the list.

Or you can click directly on an error/warning to select it.

(277) ⚠ Bath1 Ensuite? R ▼

(278) Bath2 Level R Above ▼

(279) Bath2 #Pcs

(280) ⚠ Bath2 Ensuite? R ▼

(281) Bath3 Level ▼

15. The first error/warning item in the list will be highlighted in green, as shown.

16. The corresponding field will be highlighted and selected for editing, to help you resolve the problem with that field. Note that you must correct any errors before Paragon will permit you to save the listing.

17. You can use the navigation controls ⏪ 1 of 6 ⏩ to step sequentially through the errors and warnings in the list.

Or you can click directly on an error/warning to select it.

ML#R2272747 - 1896 E 17TH AVENUE

Save Listing Associate Contact Tax Autofill Reset Fields Required Only Open All Close All Accept Warnings

3 warnings, 3 errors 1 of 6

⚠	Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	200	Error
⚠	Bath2 Ensuite? is required when a value greater than 0 is entered for Bath2 #Pcs.	201	Error
⚠	Zoning is required.	460	<input checked="" type="checkbox"/> Accept
⚠	Gross Taxes is required.	1539	<input type="checkbox"/> Accept
⚠	Frontage - Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	2092	<input type="checkbox"/> Accept
⚠	Lot Sz (Sq.Ft.) is required when Type of Dwelling is House with Acreage, House/Single Family or Manufactured with Land except where Title to Land is Freehold Strata.	786	Error

17. You can use the navigation controls ⏪ 1 of 6 ⏩ to step sequentially through the errors and warnings in the list.

18. If desired, you can choose to **Accept** a warning, without making any changes to the field, by checking its checkbox on the right.

19. A “strikethrough” is drawn through the warning, to indicate it was accepted.

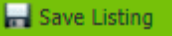
(141) ⚠ Zoning


(142) Complex/Subdivision Name

AI-Directional Exp Rear Yard





18. If desired, you can choose to **Accept** a warning, without making any changes to the field, by checking its checkbox on the right.

19. A “strikethrough” is drawn through the warning, to indicate it was accepted.







20. Click  when you have resolved all errors and warnings.


20. 

ML#R2272747 - 1896 E 17TH AVENUE

 Associate Contact  Reset Fields  Open All 

3 warnings 1 of 6

	Bath1 Ensuite? is required when a value greater than 0 is entered for Bath1 #Pcs.	200	Error
	Bath2 Ensuite? is required when a value greater than 0 is entered for Bath2 #Pcs.	201	Error
	Zoning is required.	460	<input checked="" type="checkbox"/> Accept
	Gross Taxes is required.	1539	<input checked="" type="checkbox"/> Accept
	Frontage - Feet is required when Type of Dwelling is House/Single Family or Manufactured with Land and Measurement Type is Feet.	2092	<input checked="" type="checkbox"/> Accept
	Lot Sz (Sq.Ft.) is required when Type of Dwelling is House with Acreage, House/Single Family or Manufactured with Land except where Title to Land is Freehold Strata.	786	Error


(127)  Lot Sz (Sq.Ft.) 3960

(128) Lot Sz (Acres) 0.09


AG-Services Connected AG2 - Electricity AG6 - Sanitary Sewer AG10 - Water

If you have successfully resolved all the errors and warnings, the **Congratulations** dialog box will appear, confirming that your listing has been saved.


**Congratulations**


 Your listing for 1896 E 17TH AVENUE has been saved.  
The ML number is R2272747.


The following are links to products and services to help manage, market and sell your listing:


 Data Checker: CheckIt

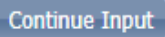
The following are suggested next steps to enhance your listing:

 Associate Contact

 Add Photos

 Upload Associated Documents

21. Click  if you have finished working on this listing.

22. Or click  if you wish to continue working on the listing.  
Make sure to save the listing again if you make any further changes.