

Date: November 3, 2010

The following items are posted on the [Paragon 4 Help site](#) and [Paragon 5 Help Site](#). These items are for the general use of our MLS customers and users.

**Twelve (12) new Quick Start Guides** have been added to the Paragon 5 Help Site. They are included in the list of Paragon 5 Quick Start Guides found on page 6 of this document and marked as **New**.

**Three (3) new Recorded Webinars** have been added to the Paragon 5 Help Site. They are included in the list of Recorded Webinars found on page 5 of this document and marked as **New**.

**One (1) new Did You Know...** has been added to the Paragon Help Site. It is included in the list of *Did You Know...* found on page 4 and marked as **New**

[Click here](#) to view the *Paragon 5 Getting Started Quick Start Guide* available on the Paragon 5 Help site.

For the months of November and December, there will be **End User Webinars** held on **Tuesday, Wednesday and Thursday**. See the list of webinars below for topics, dates and times. **Please note the Wednesday early webinar begins at 12 Noon Central Time (instead of 10 AM like Tuesdays and Thursdays).**

<b>Paragon 4 End User Help Site</b>	<a href="#">Click here</a> for the Paragon 4 End User Help Site <a href="#">Click here</a> to register for End User webinars
<b>Paragon 5 End User Help Site</b>	<a href="#">Click here</a> for the General Help Website for End Users.

The **End User Webinars**, for the month of November, will be held on Tuesdays and Thursdays at 10 AM and 3 PM Central Time and on Wednesdays at 12 PM and 3 PM Central Time. Below is the class schedule for the next six (6) weeks.

Date	Time	Topic
Tues Nov 2	10 AM CT	Paragon 5 Listing Input and Maintenance
	3 PM CT	Paragon 5 Mapping – How to GeoCode properties & mapping functions
Wed Nov 3	<b>12 PM CT</b>	Paragon 5 Custom Searches & Custom Reports
	3 PM CT	Paragon 5 Contact Manager & Client Connect
Thurs Nov 4	10 AM CT	Paragon 5 CMA
	3 PM CT	Paragon 5 Paragon 5 Essentials
Tues Nov 9	10 AM CT	Paragon 5 Preferences Wizards – standard, Client Connect and CMA
	3 PM CT	Paragon 5 Listing Input and Maintenance
Wed Nov 10	<b>12 PM CT</b>	Paragon 5 Mapping – How to GeoCode properties & mapping functions

	3 PM CT	Paragon 5	Custom Searches & Custom Reports
Thurs Nov 11	10 AM CT	Paragon 5	Contact Manager & Client Connect
	3 PM CT	Paragon 5	CMA
Tues Nov 16	10 AM CT	Paragon 5	Paragon 5 Essentials
	3 PM CT	Paragon 5	Preferences Wizards – standard, Client Connect and CMA
Wed Nov 17	<b>12 PM CT</b>	Paragon 5	Listing Input and Maintenance
	3 PM CT	Paragon 5	Mapping – How to GeoCode properties & mapping functions
Thurs Nov 18	10 AM CT	Paragon 5	Custom Searches & Custom Reports
	3 PM CT	Paragon 5	Contact Manager & Client Connect
Tues Nov 23	10 AM CT	No Webinars the week of Thanksgiving	
	3 PM CT	No Webinars the week of Thanksgiving	
Wed Nov 24	<b>12 PM CT</b>	No Webinars the week of Thanksgiving	
	3 PM CT	No Webinars the week of Thanksgiving	
Thurs Nov 25	10 AM CT	No Webinars the week of Thanksgiving	
	3 PM CT	No Webinars the week of Thanksgiving	
Tues Nov 30	10 AM CT	Paragon 5	CMA
	3 PM CT	Paragon 5	Paragon 5 Essentials
Wed Dec 1	<b>12 PM CT</b>	Paragon 5	Preferences Wizards – standard, Client Connect and CMA
	3 PM CT	Paragon 5	Listing Input and Maintenance

Thurs Dec 2	10 AM CT	Paragon 5	Mapping – How to GeoCode properties & mapping functions
	3 PM CT	Paragon 5	Custom Searches & Custom Reports
Tues Dec 7	10 AM CT	Paragon 5	Contact Manager & Client Connect
	3 PM CT	Paragon 5	CMA
Wed Dec 8	<b>12 PM CT</b>	Paragon 5	Paragon 5 Essentials
	3 PM CT	Paragon 5	Preferences Wizards – standard, Client Connect and CMA
Thurs Dec 9	10 AM CT	Paragon 5	Listing Input and Maintenance
	3 PM CT	Paragon 5	Mapping – How to GeoCode properties & mapping functions

**Currently Posted, Recorded Paragon 4 End User Webinars:**

Topic
CMA Overview
Mapping
Getting Started with Paragon
Contact Manager
Customizing Spreadsheet Reports
User Preferences
Listing Input and Maintenance
reInsight Mobile and Paragon WiFi

**Currently Posted Did You Know...:**

Products	Topic
Paragon	Creating a Paragon 5 Desktop Shortcut – <b>NEW</b>
	Quick Access to Brochures, Views or Reports
	Opting In for Paragon E-mails
	Listing Maintenance Shortcuts
	How to Search for Open Houses in Paragon
	How to Add an Open House to your listing in Paragon
	Avoid Timing-Out while using Paragon
	System Checker

**Currently Posted Paragon 4 Quick Start Guides**

General Topic	Specific Topic
Getting Started	System Checker
	Homepage Overview
	MLS Docs
	New Member Orientation Packet
Listing Distribution	E-Mail / Print Listings
Contact Management	Adding a Contact
	View Contacts and Prospects
	Add Listings to Favorites
	Assigning a Search to a Prospect
	Auto E-mail Notification
	Print Mailing Labels
	Reverse Prospecting
Property Search	Basic Search
	Customizing a Search
	Saving Searches
	Map Search

	Hotsheet Search
	Firm Inventory Search
	Property History Search
Listing Input and Maintenance	Input a New Listing
	Maintaining a Listing
	Add or Rearrange Listing Photos
	Map or GeoCode Your Listings
	Copy Clone Listings
	Associated Docs
	Tour / Open House
	Listing Hit Counts
IDX Smart Framing	IDX SmartFraming Guide
Views and Reports	Favorite Views
	Spreadsheet Views
	Detail Views
	CMA Views
	Associated Documents
	Map View / Driving Directions
	Excel View
	Property History Report
	Listing Photo Gallery
	1004 MC Report (Fannie Mae and Freddie Mac Form 71)
Preferences	User Preferences
	Voice / Text Alerts
CMA	Add a Subject Property and Client
	Search for Comps and Add to CMA
	Add Adjustments
	CMA Page Layout
	CMA Presentation Setup

**Currently Posted Paragon 4 Training Videos**

General Topic	Specific Topic
Getting Started	System Requirements
	System Checker
Home Page	Home Page Overview
	Navigation Bar
	Alerts & Messages
	Quick Search
	Calendar
	Market Monitor
	Quick Action Links
Search	Search Screen
	Basic Search
	Customizing Searches
	Saving and Loading Searches

	Hotsheet
Results	E-mail Listings
	Things you should know
	Spreadsheet
	Print+
	Other Views
Listing Input and Maintenance	Basic Input
	Shortcuts
	Add/Maintain Pictures
	GeoCode Search
	Validate Map
	Associated Documents

**Paragon 5 Currently Posted User Quick Start Guides:**

Product	Topic
Getting Started	System Requirements Browser Support Paragon 5 Getting Started Guide Clearing Browser Cache – <b>NEW</b>
Home Page	Home Page Navigation
Contact Manager	Contact Manager – <b>NEW</b> Auto Notification Client Connect – <b>NEW</b> Client Connect Customer Side – <b>NEW</b>
Property Search	Basic Search Customizing Searches Saving Searches Mapping Search Property History Search – <b>NEW</b>
Views and Reports	Reports Spreadsheets Driving Directions Export to Excel – <b>NEW</b> Mailing Labels – <b>NEW</b>
Listing Distribution	Emailing Listings Printing
IDX SmartFraming	IDX SmartFraming Guide – <b>NEW</b>
Listing Input and Maintenance	Listing Overview – <b>NEW</b> Tour and Open House Input Manually GeoCoding Listings Uploading Listing Images – <b>NEW</b> Listing Maintenance – <b>NEW</b> Listing Input – <b>NEW</b> Associated Documents
Preferences	User Preferences
CMA	CMA Overview

	CMA – Step 1: Subject Property CMA – Step 2: Comparables CMA – Step 3: Adjustments CMA – Step 4: Page Layout CMA – Step 5: Presentation Setup CMA – Step 6: View Presentation
Financial Calculators	Financial Calculators

**Paragon 5 Currently Posted End User Training Videos:**

Product	Topic
Home Page	Home Page Navigation
Property Search	Property Search Customize Search Save Search
Views and Reports	Results Grid/Spreadsheets Additional Reports and Printing

**Currently Posted, Recorded Paragon 5 End User Webinars:**

Product	Topic
Getting Started	Essentials – <b>NEW</b>
Contact Manager	Contact Manager Overview – <b>NEW</b>
Listing Input and Maintenance	Listing Input and Maintenance – <b>NEW</b>

**Paragon 5 Currently Posted Release Documentation:**

Product	Topic
Release Documentation	Paragon 5 Phase 1.2 Release Notes Paragon 5 Phase 2.1 Release Notes Paragon 5 Phase 2.2 Release Notes Paragon 5 Phase 2.3 Release Notes Paragon 5 Phase1-2.3 Enhancements and Design Notes
System Compatibility	System Requirements Browser Support
FAQ	Frequently Asked Questions
User Guides	Custom Layout Editor CMA Client Connect Setup Market Conditions Report