

# Paragon Online MLS—Associated Documents

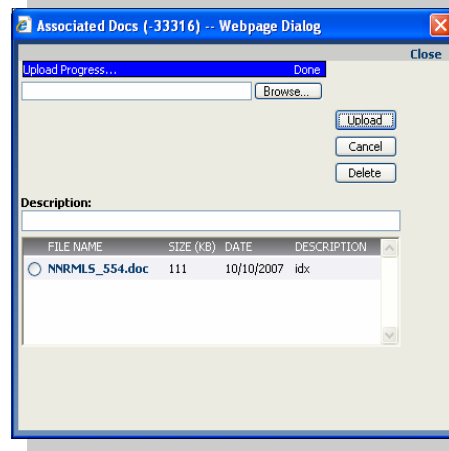
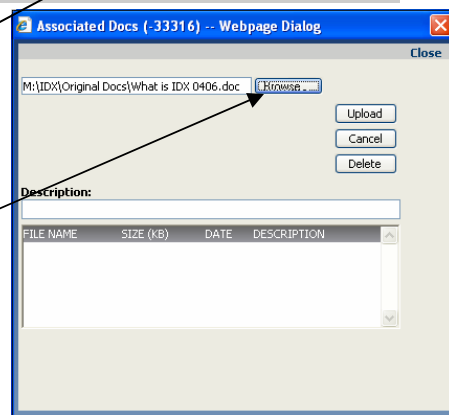
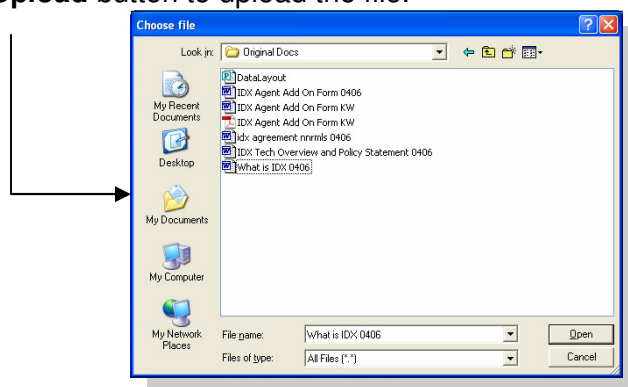
The associated documents is a storage spot for important documents regarding a specific listing, such as inspection reports, building permits, or appraisals. Associated documents are available to all agents who have access to the Paragon MLS system. Associated documents must be either PDF files, Text documents, Word Documents or Excel Documents.

MLS #	Address	Address 2	Price	Status	Type	Listing Agent	# Pics	
<input checked="" type="radio"/> Confidential-3311785	Lone Desert		\$275,000	Active-ACT	Residential	All Rivera	0	--Select an Action--
<input type="radio"/> Confidential-332442	Hunt Circle		\$549,000	Active-ACT	Residential	SCOTT KINSEY	9	--Select an Action--
<input type="radio"/> Confidential-338010	Highland Flume		\$399,900	Active-ACT	Residential	Jonathan Wornardt	0	Maintain Listing
<input type="radio"/> Confidential-314907	Lakeridge Terrace...		\$390,000	Active-ACT	Residential	Shirley Smith	0	Price Change
<input type="radio"/> Confidential-31290	River Road		\$899,000	Active-REDC	Residential	AVIS CHERRY	0	Expiration Date
<input type="radio"/> Confidential-291841	San Joaquin Drive		\$349,900	Active-ACT	Residential	Angelica Alix	0	Remarks
<input type="radio"/> 30004251 (RE)	1758 Highway 50		\$2,995,...	Active-ACT	Residential	SHARI CHASE	7	Virtual Tour
<input type="radio"/> 40000887 (RE)	2137 The Back Road		\$2,500,...	Active-ACT	Residential	JEAN MERKELBACH	7	Change GeoCode
<input type="radio"/> 40008989 (RE)	996 Skyland Dr.		\$4,500,...	Active-ACT	Residential	JEAN MERKELBACH	9	Copy/Clone Listing
<input type="radio"/> 50009269 (RE)	3915 Granite		\$145,000	Active-APL	Residential	STEVEN BOHLER	1	Open House
								Tour Listing
								Associate Documents
								Picture Administration(A)
								Sold/Closed
								Supra Keybox

## Uploading Documents

From the **Listings** menu, select **Maintain Listing**. Place a dot in the radio button next to the appropriate listing. Choose **Associated Docs** from the **Select An Action** dialog box.

On the **Associated Docs** dialog box, click the **Browse** button. Select the appropriate file from your computer to upload. You have a maximum 5MB per file and 20MB per listing. Click **Open** to select that file. Finally, click the **Upload** button to upload the file.



Once all files have been uploaded, click on the **Close** button to return to the Listing Maintenance screen.

## Viewing Associated Docs

To view the associated docs, you may select **Associated Docs** from Available Reports/Specialty Views. You may also use the **D icon** from MLS All Fields or Summary One Line views.

MLS #	70012956	Asking Price	\$155,900
Status	ACTIVE	Bedrooms #	3
Class	RESIDENTIAL	Baths #Full or 3/4	2
Type	Site/Stick Built	# Garage	2
Address	506 St. Louis Rd	# Half Baths	0
Unit #		# Carport	0
City	Fernley	Total Parking Cap.	2
State	NV	Acreage	0.14
Zip	89408	Zoning Actual	NR1
Area	455 Fernley	Year Built	2001
County	Lyon	Total Living Space	1096
		Price per SQFT	\$142.24
		Stories	1 Story