

Listing Input & Maintenance

Partial Saves

Paragon Online MLS has a feature of listing input and maintenance that will allow users to save an incomplete listing. The **Partial Save** function will save an incomplete listing so that users may leave Paragon and come back and finish inputting the listing at a later time. The Partial Save also allows users to have a fail safe point if something were to go wrong, such as a power failure or loss of Internet connectivity. The partial save will only check the listing for properly formatted entries (such as putting "none" in the assessments box when a "0" is expected) and not for completeness.

There are only two fields required to save a partial listing, **Type** and **Area**. Both fields are labeled with a **P** symbol to indicate they are required for a Partial Save.

When at least **Type** and **Area** have been filled out, you will be able to partially save your listing by clicking on the **Partial Save** link at the top of the listing input form.

Save | Save and... | **Partial Save** | Partial Save and... | Tax Autofill | Reset Fields | Required Only

General Open All | Close

(101)	Confidential Listing R	MLS Listing
(3)	MLS # R	Input
(6)	Class R	RESIDENTIAL
(7)	Type P R	Residential
(40)	Type of Property R	
(15)	Status R	New

Users will have two options
Continue entering data—
select this option to create a
fail safe point on your listing.
You will be able to continue
the input process.

Close listing Input/Maint—
Select this option to save
your progress and exit the listing
input screen to come back at a
later time.

-- Web Page Dialog

Partial Listing Save

Save Action: Continue Entering Data Close Listing Input/Maint

Apply Cancel

After your selection has been made, click the **Apply** button to continue.

If your listing does not have the **Type** or **Area** fields filled out, or there is a formatting problem with one of your entries, you will receive the error at the bottom of your screen. **YOU DO NOT HAVE A PARTIAL SAVE AT THIS TIME!** Make the necessary corrections and try the **Partial Save** again.

(41)	Showing Instructions	R	Call Listing Office	▼
(9)	Asking Price	R	199,900	
(42)	CBB \$ or %	R	\$	▼
(43)	Comm to BB	R	3.0%	
(44)	Variable Rate	R	No	▼
(45)	Sliding Scale	R	No	▼
(8)	Area	P R	999	Open

Severity	Error / Warning Description(s)--Double Click to View (F8 for Next)
Error	Comm to BB must be no more than 15 digits to the left of the decimal and 2 digits to the right of the decimal.

This particular error is telling us that **3.0%** is an incorrect entry. The correct value should be **3.0**.

Once your listing has been partially saved, you will receive a **Partial Save Number**. Please make note of this number for future reference. Remember until you receive this number, you do not have a successful Partial Save.



To retrieve your partial listing, select **Partials** from the **Maintain** column of the **Listings** menu. When your list of partial listings appears, select **Maintain Partial** from the **Select An Action** drop down box of the corresponding listing.

NNRMLS highly recommends that users use the **Partial Save** function several times throughout the listing input process. The partial save is the only backup if something were to go wrong during the listing input process. If there is a loss of internet connection, or a user is inadvertently taken to another web page, users will not be able to resume the listing input process without a partial save. Partially saved listings will only stay in the system for 5 days. After 5 days, they will be deleted. Partial saves will also be deleted when the listing is saved as a full listing in the MLS.