

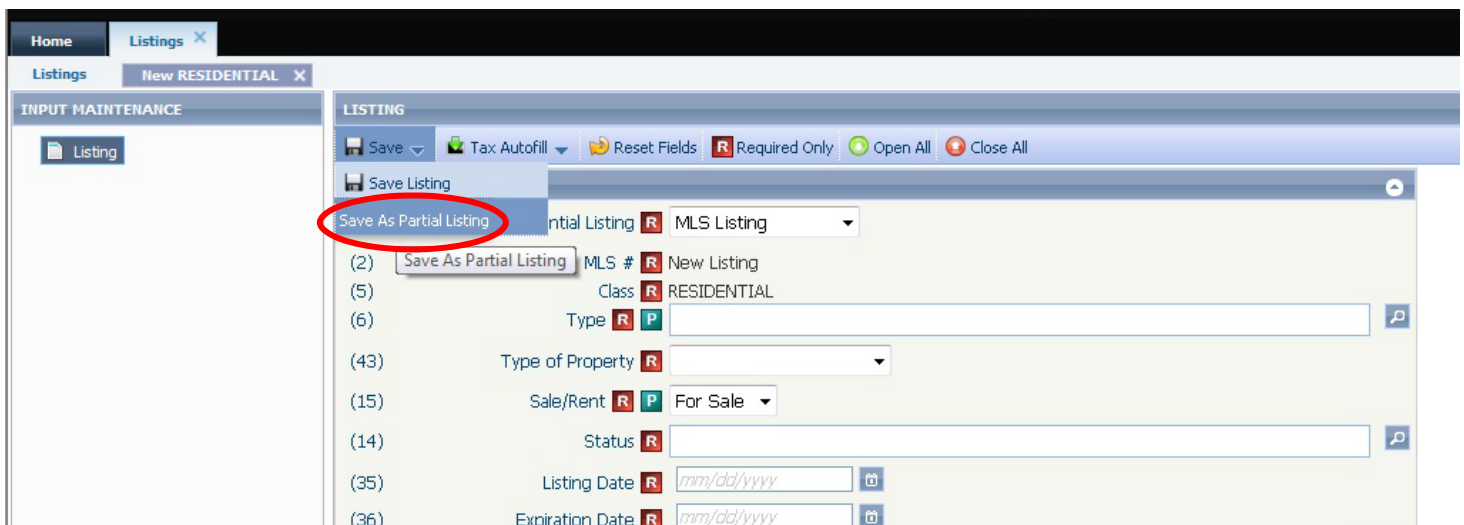
Listing Input & Maintenance

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 **Save -> Save as Partial Listing** link at the top of the listing input form.

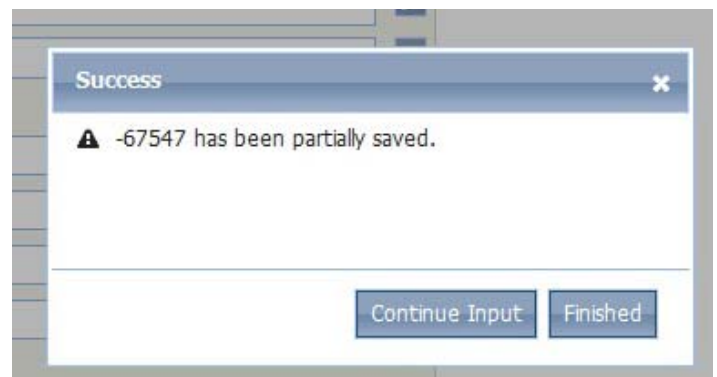


The screenshot shows the 'LISTING' input form in the Paragon Online MLS system. The form is titled 'LISTING' and has a 'Save' dropdown menu at the top left. The 'Save' dropdown is open, and the 'Save As Partial Listing' option is highlighted with a red circle. The form contains several fields, each with a red 'R' icon indicating it is required. The fields are: 'Type' (with a green 'P' icon), 'Type of Property', 'Sale/Rent' (with a green 'P' icon), 'Status', 'Listing Date', and 'Expiration Date'. The 'Type' field is currently empty, and the 'Type of Property' field is set to 'For Sale'. The 'Sale/Rent' field is set to 'For Sale'. The 'Status' field is empty. The 'Listing Date' and 'Expiration Date' fields are empty and have calendar icons next to them.

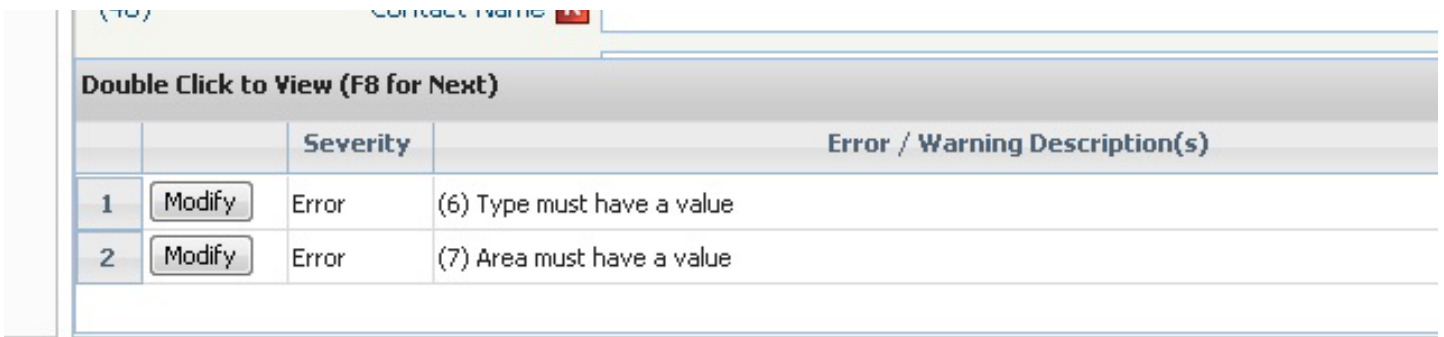
If there is nothing wrong within the listing, it will partially save at this point and you will get the window to the left. You will receive a **Partial Save Number**. Please make note of this number for future reference.

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

Continue Input—Select this option to save your progress and return to the listing input screen to fill more of the fields.



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.

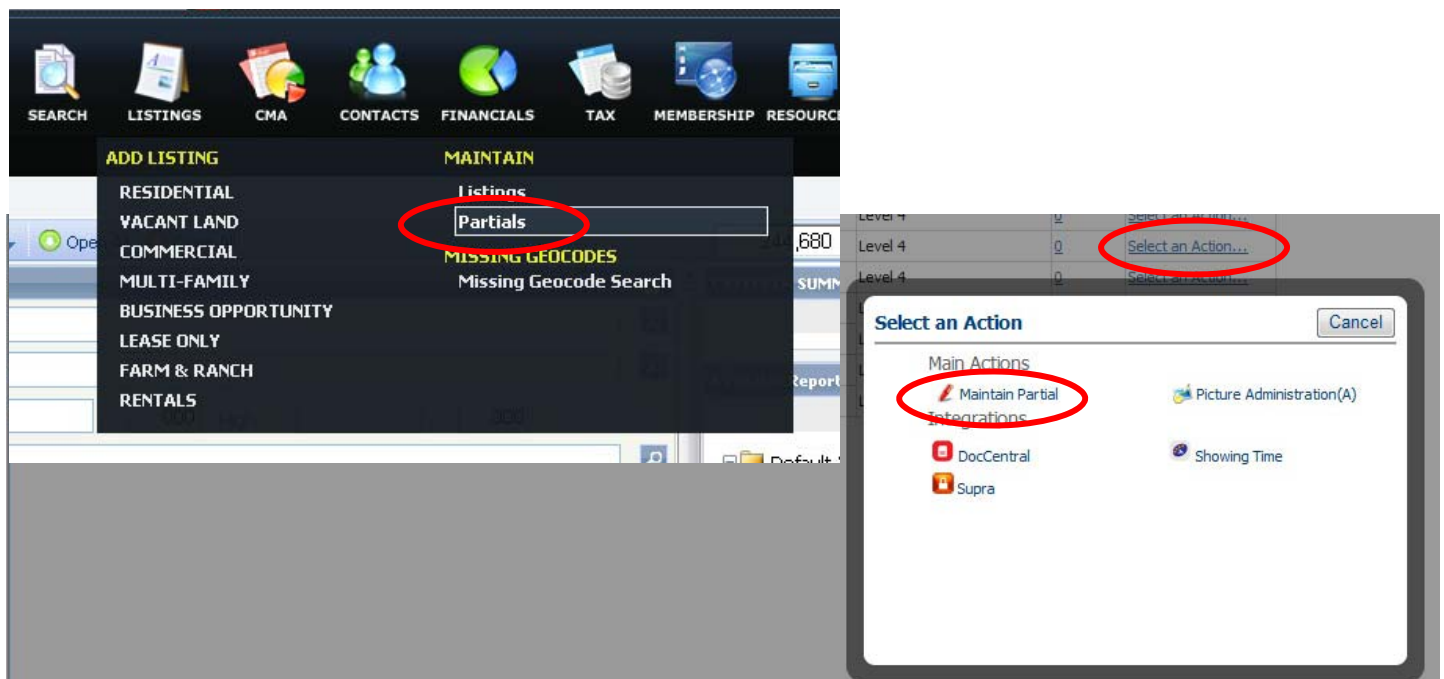


Double Click to View (F8 for Next)			
		Severity	Error / Warning Description(s)
1	<input type="button" value="Modify"/>	Error	(6) Type must have a value
2	<input type="button" value="Modify"/>	Error	(7) Area must have a value

This particular error is telling us that **there are no entries for those fields**. Click on **Modify** and it will take you to the first field with a problem and highlight the field for you.

To Retrieve Your Partial Listing

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.



The screenshot shows a software interface with a top navigation bar containing icons for SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, TAX, MEMBERSHIP, and RESOURCE. Below this, a 'Listings' menu is open, showing options under 'ADD LISTING' (RESIDENTIAL, VACANT LAND, COMMERCIAL, MULTI-FAMILY, BUSINESS OPPORTUNITY, LEASE ONLY, FARM & RANCH, RENTALS) and 'MAINTAIN' (Listings, Partials, MISSING GEOCODES, Missing Geocode Search). The 'Partials' option is circled in red. In the background, a table of listings is visible, with a 'Select an Action...' dropdown menu open for one of the entries, also circled in red. The 'Select an Action' dialog box is in the foreground, showing 'Main Actions' with 'Maintain Partial' circled in red, and other options like 'Picture Administration(A)', 'DocCentral', and 'Supra'.

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.