



Paragon Customer Toolkit - Release 5.94

Communications Plan Overview

Welcome to the Paragon release communication Toolkit. The intention of this kit is to help you with communicating the release information to your membership.

In this kit you will find the following:

- Link to Release Notes for Paragon 5.94: the notes include any configurations and administration items that you will need to know about.
- Administration Configuration Options: What changes you may need to decide on
- Agent level Communication Plan: a link to an editable Customer Communication, and homepage notifications.
- Social Media: a post that you can use for Facebook, Instagram, or other sites with a video of the release features.
- Example Home Page Announcements: You can cut and paste into your Homepage.

The goal is to make everyone aware of all the great Paragon enhancements to boost the way Members do Business!

Release Notes for Paragon 5.94

Listed below is a link to the full release notes for the MLS. These release notes are for the Association/MLS. The Agent Level changes in this document are included in the e-mail template that you will want to send out to your members.

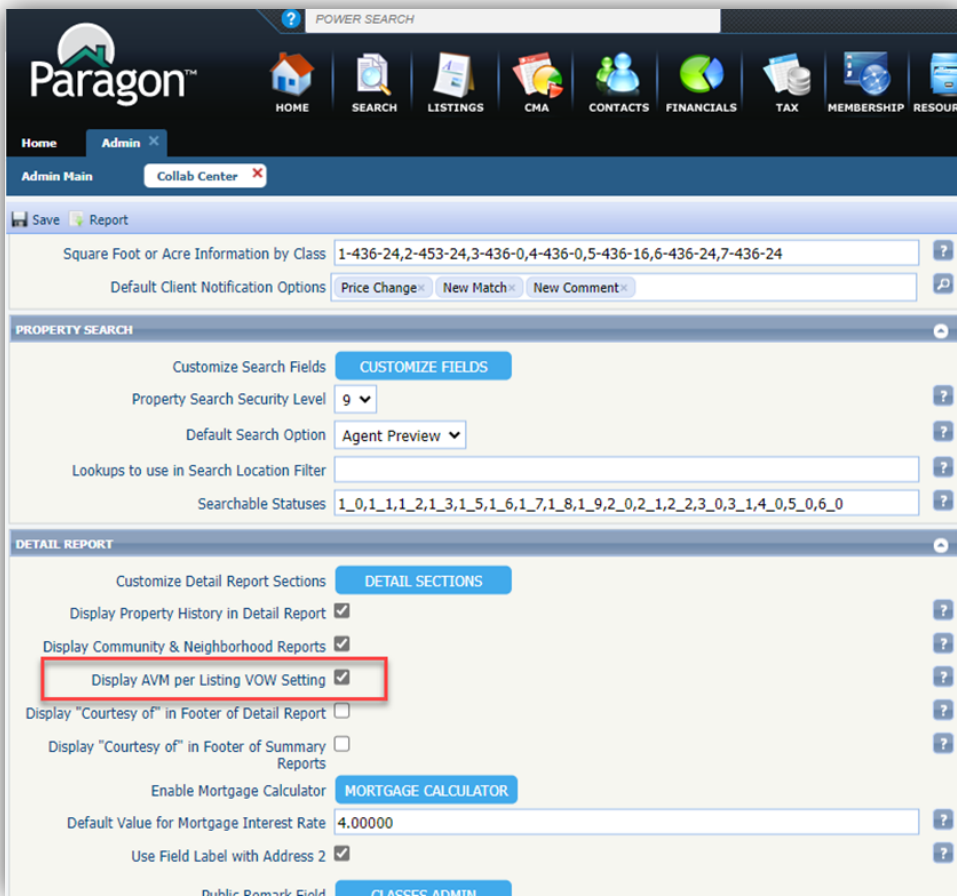
Link: [Release Notes](#)

Administration Configuration Options

Admin – Allow Agents to control the Display of AVMs in Collaboration Center and CollabLink

Action Item: Contact your SSM to Enabled the new Admin Field

An Admin field has been added to allow MLSs to establish whether they want to permit agents to determine if AVMs display on their listings in Collaboration Center and CollabLink based on the existing VOW AVM listing field value. The new Admin feature, “Display AVM per Listing VOW Setting” can be found in Admin > Collab Center under the Detail Report section.



The screenshot shows the Paragon Admin interface. The top navigation bar includes links for HOME, SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, TAX, MEMBERSHIP, and RESOURCES. The 'Admin' tab is selected, and the 'Collab Center' sub-tab is active. The 'DETAIL REPORT' section is expanded, showing various configuration options. The 'Display AVM per Listing VOW Setting' checkbox is checked and highlighted with a red box. Other options include 'Display Property History in Detail Report', 'Display Community & Neighborhood Reports', 'Display "Courtesy of" in Footer of Detail Report', 'Display "Courtesy of" in Footer of Summary Reports', 'Enable Mortgage Calculator', 'Default Value for Mortgage Interest Rate', and 'Use Field Label with Address 2'.

Figure 1: Admin > Collab Center Feature

Admin Feature is OFF

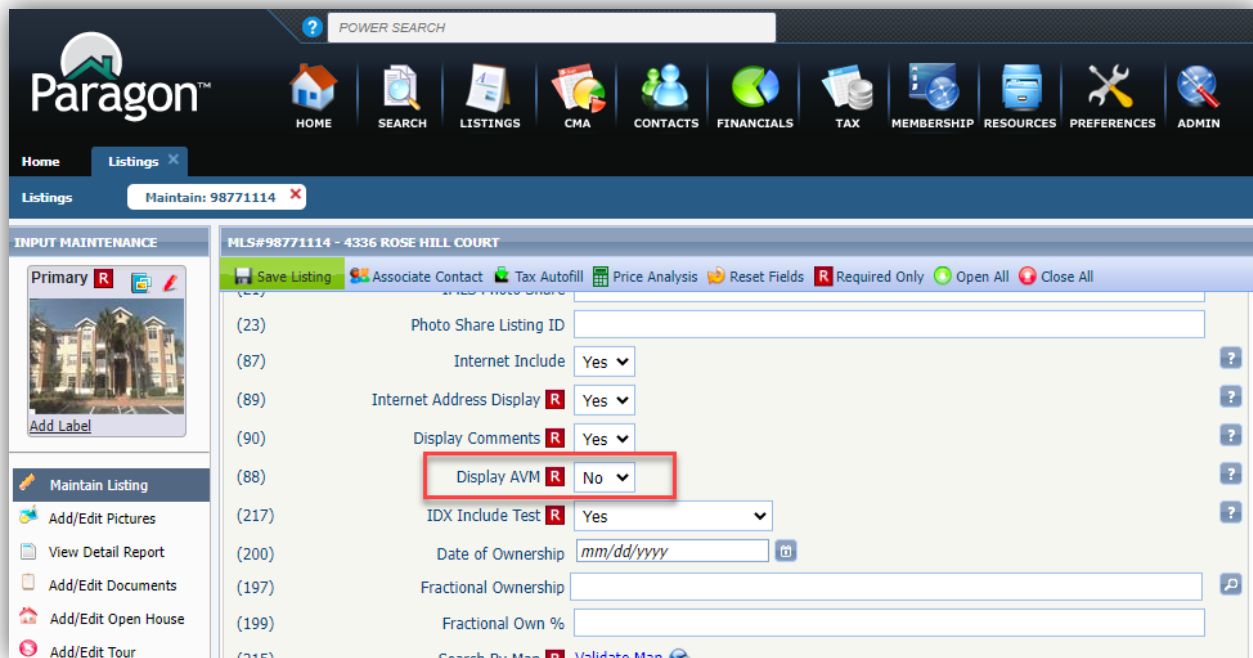
If **Display AVM per Listing VOW Setting = OFF (unchecked)**, AVMs in Collaboration Center/CollabLink will function as they do today.

Admin Feature is ON

Display AVM per Listing VOW Setting works with the VOW AVM listing field (phys # 638) and the settings in Preferences > Collab Center > Automated Valuations.

This feature only controls whether the AVMs display in Collaboration Center and CollabLink for a particular listing, NOT whether the listing itself displays.

- If **Display AVM per Listing VOW Setting = On (checked)**, and **VOW AVM = Yes**, the AVMs specified in Preferences > Collab Center > Automated Valuations will display in Collaboration Center and CollabLink for that listing. If no AVMs are selected in Preferences, no AVMs will display for that listing.
- If **Display AVM per Listing VOW Setting = On (checked)**, and **VOW AVM = No**, no AVMs will display for that listing, even if AVMs are selected in Preferences.



The screenshot shows the Paragon MLS interface. The top navigation bar includes icons for HOME, SEARCH, LISTINGS, CMA, CONTACTS, FINANCIALS, TAX, MEMBERSHIP, RESOURCES, PREFERENCES, and ADMIN. The main header displays the Paragon logo and a 'POWER SEARCH' button. Below the header, the 'Listings' tab is active, showing a search bar with 'Maintain: 98771114'. The 'INPUT MAINTENANCE' section for listing 'MLS#98771114 - 4336 ROSE HILL COURT' is visible. On the left, there's a sidebar with options like 'Primary', 'Add Label', 'Maintain Listing', 'Add/Edit Pictures', 'View Detail Report', 'Add/Edit Documents', 'Add/Edit Open House', and 'Add/Edit Tour'. The main form area contains various fields for listing details. The 'Display AVM' field, located at (88), is highlighted with a red box and shows a dropdown menu with 'No' selected. Other fields include 'Photo Share Listing ID', 'Internet Include', 'Internet Address Display', 'Display Comments', 'IDX Include Test', 'Date of Ownership', 'Fractional Ownership', and 'Fractional Own %'.

Figure 2: VOW AVM Listing Field

Note: The VOW AVM field display name is determined by the MLS and may not actually display as “VOW AVM” for your MLS, but its physical number will be 638 in Admin > Fields.

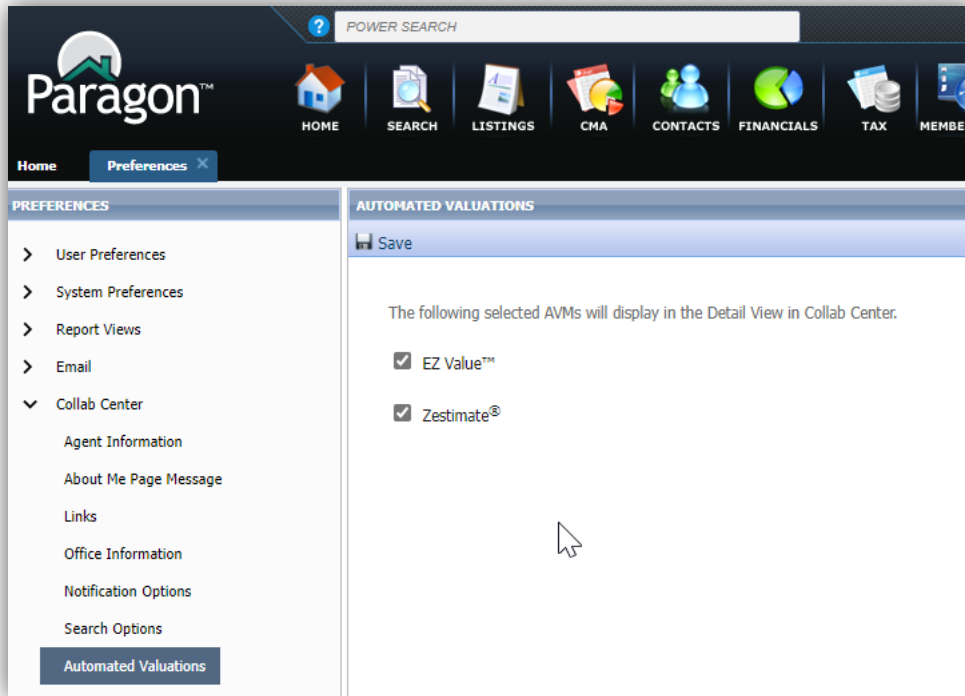


Figure 3: Preferences > Collab Center > Automated Valuations

Agent Level Changes Communication Plan

The following link is to the e-mail template that you can copy and paste from to send out to your members keeping them informed on the release. [Paragon Release 5.94 Member Email](#)

This is a word document that you can edit so if you **do not** have certain functionality, for example in this release there are three optional items, Statistical Reporting – Year-to-Year Report and the Month End Report and for Paragon Connect the Listing Add, you can remove those sections first before sending. Also, in the first sentence you will want to add your MLS name (it is in red), so that it is being sent from **your** organization to **your** members.

To ensure that your members are always informed about the latest and greatest enhancement to their MLS System, please announce the enhancements to your membership, post to Social Media sites, include them in your newsletters and post notices to your homepage and login messages.

Social Media Post

Copy and paste the following into your social media and the picture below will display with the video. Encourage your membership to like our Facebook page @ParagonMLS. Check out the exciting new features of the Paragon 5.94 release! If clicking on the image does not open the video, please [click here](#) to open the video.



Example Home Page Announcements

While viewing your published listings with the listing maintenance module, you can now use the overflow menu on each listing to pull up the full listing detail report. This allows you to quickly examine the listing information.

