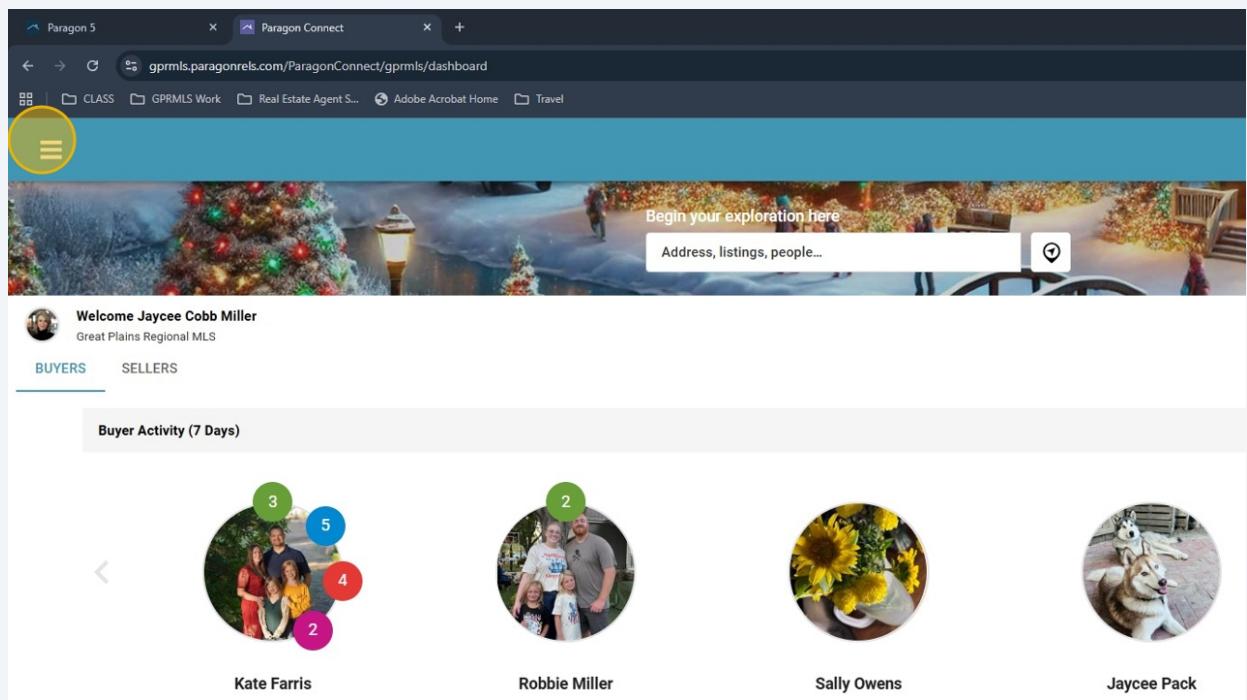


For the latest version of this document, [click here](#)

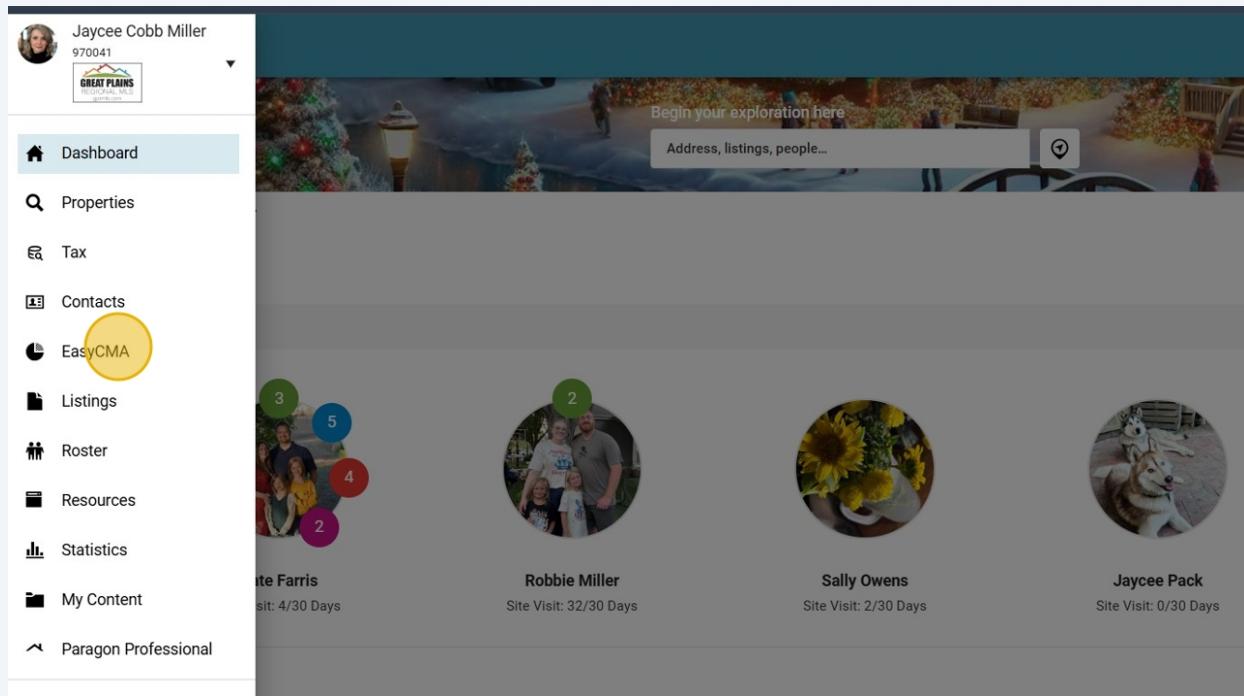
# EasyCMA - Starting From EasyCMA Page



- 1 Click "Menu."

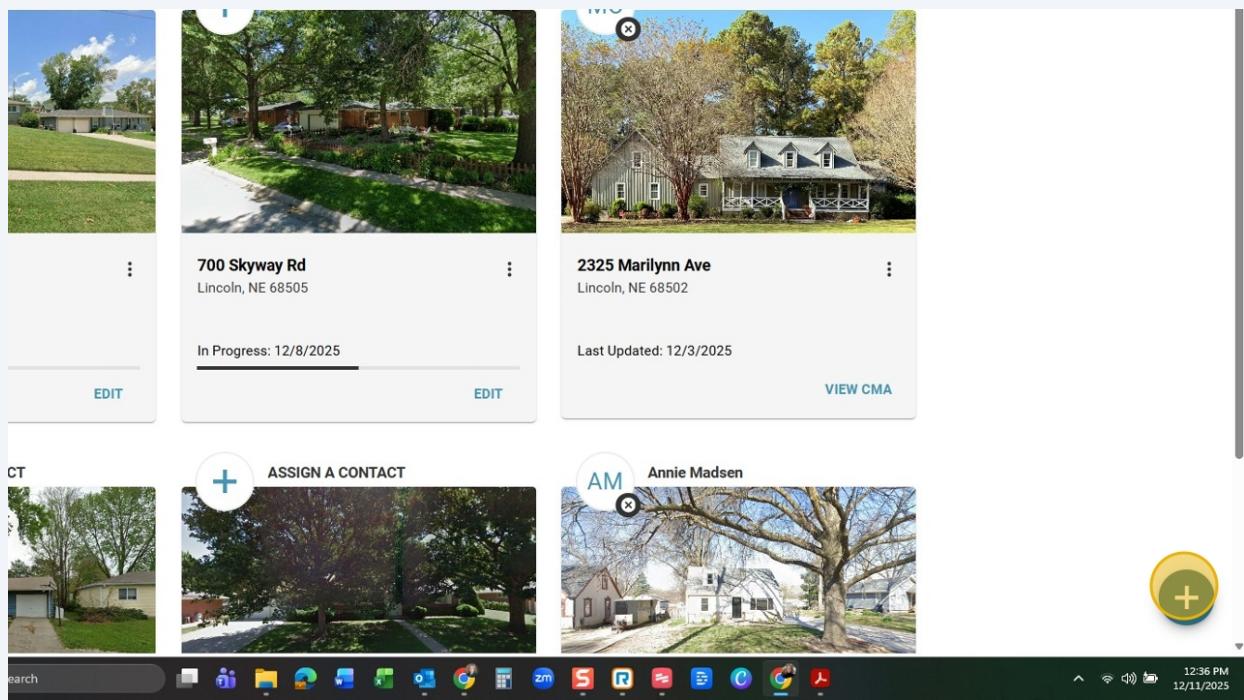
A screenshot of a web browser showing the Paragon Connect dashboard. The browser tabs are "Paragon 5" and "Paragon Connect". The address bar shows "gprmls.paragonreals.com/ParagonConnect/gprmls/dashboard". The dashboard has a blue header with a "Menu" icon (three horizontal lines) highlighted with a yellow circle. The main area features a Christmas-themed background image of a snow-covered landscape with a lit-up Christmas tree. A search bar at the top right says "Begin your exploration here" and "Address, listings, people...". Below the search bar is a "Buyer Activity (7 Days)" section. It shows four circular profile pictures with activity counts: "Kate Farris" (5), "Robbie Miller" (2), "Sally Owens" (0), and "Jaycee Pack" (0). Each profile picture is accompanied by a small description below it. The top navigation bar also includes links for "CLASS", "GPRMLS Work", "Real Estate Agent S...", "Adobe Acrobat Home", and "Travel". The user profile at the top left says "Welcome Jaycee Cobb Miller" and "Great Plains Regional MLS". The "BUYERS" tab is underlined, indicating it is the active category.

2 Click "EasyCMA"



The screenshot shows the Great Plains software interface. On the left, a sidebar menu lists various options: Dashboard, Properties, Tax, Contacts, EasyCMA (which is highlighted with a yellow circle), Listings, Roster, Resources, Statistics, My Content, and Paragon Professional. The main area displays a "Begin your exploration here" banner with a search bar and a map. Below the banner are four circular profiles: "3" (a family photo), "2" (a couple with two children), "Sally Owens" (a vase of sunflowers), and "Jaycee Pack" (two dogs). At the bottom, there are four cards for "Shane Farris" (Site Visit: 4/30 Days), "Robbie Miller" (Site Visit: 32/30 Days), "Sally Owens" (Site Visit: 2/30 Days), and "Jaycee Pack" (Site Visit: 0/30 Days).

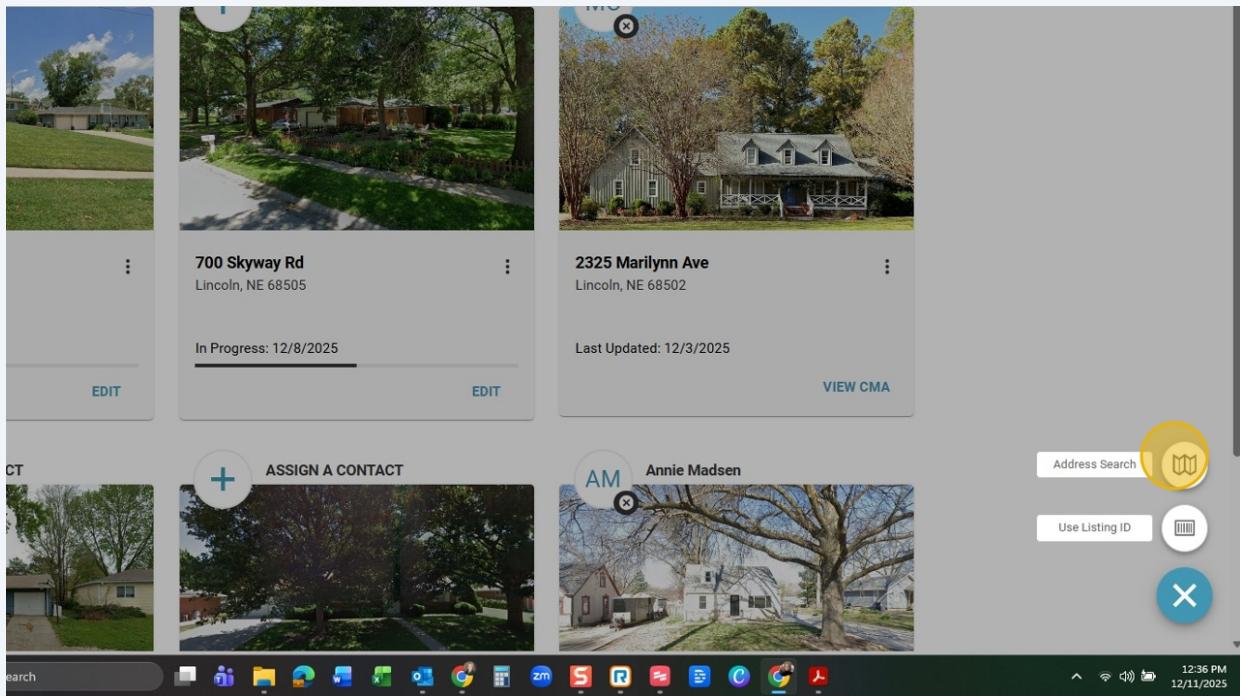
3 Click "Add"



The screenshot shows the Great Plains software interface displaying two property listings and a modal for assigning a contact. The top section shows two property cards: "700 Skyway Rd, Lincoln, NE 68505" (In Progress: 12/8/2025) and "2325 Marilyn Ave, Lincoln, NE 68502" (Last Updated: 12/3/2025). Below these is a modal titled "ASSIGN A CONTACT" with a "CT" icon and a "+" icon. The modal shows a photo of a house and the name "Annie Madsen" with an "AM" icon. The bottom of the screen shows a taskbar with various application icons and the system tray.

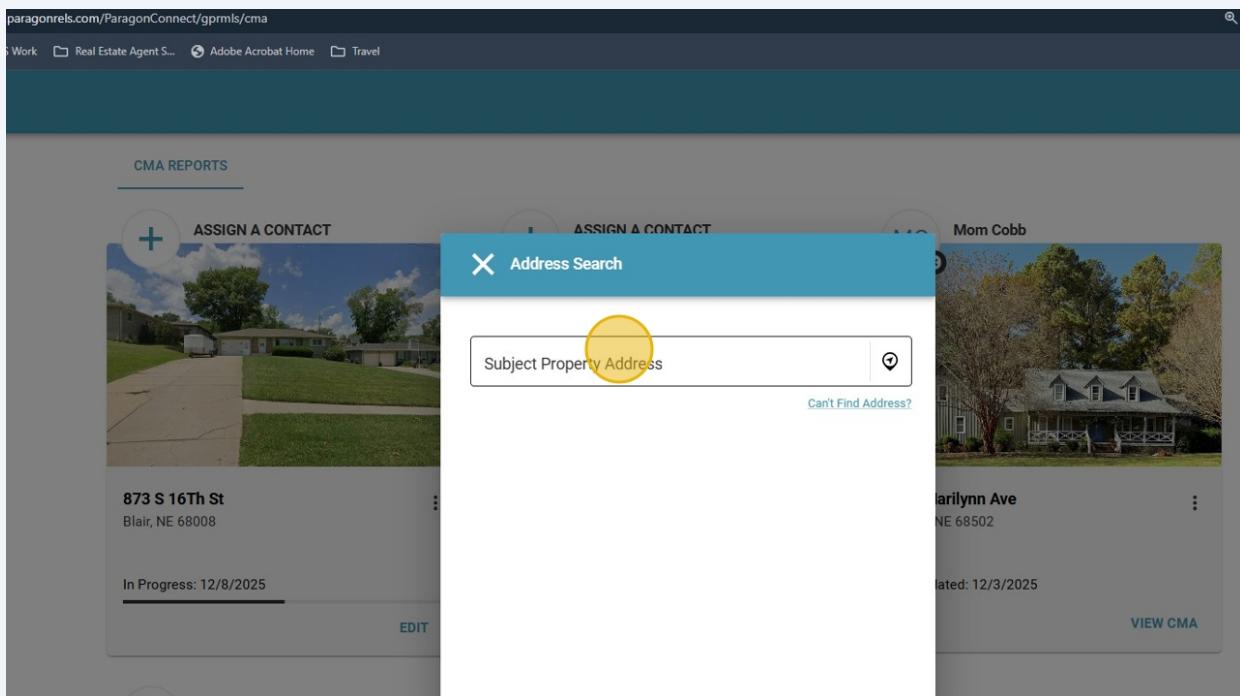
4

You may choose "Listing ID" or Address Search as I did here

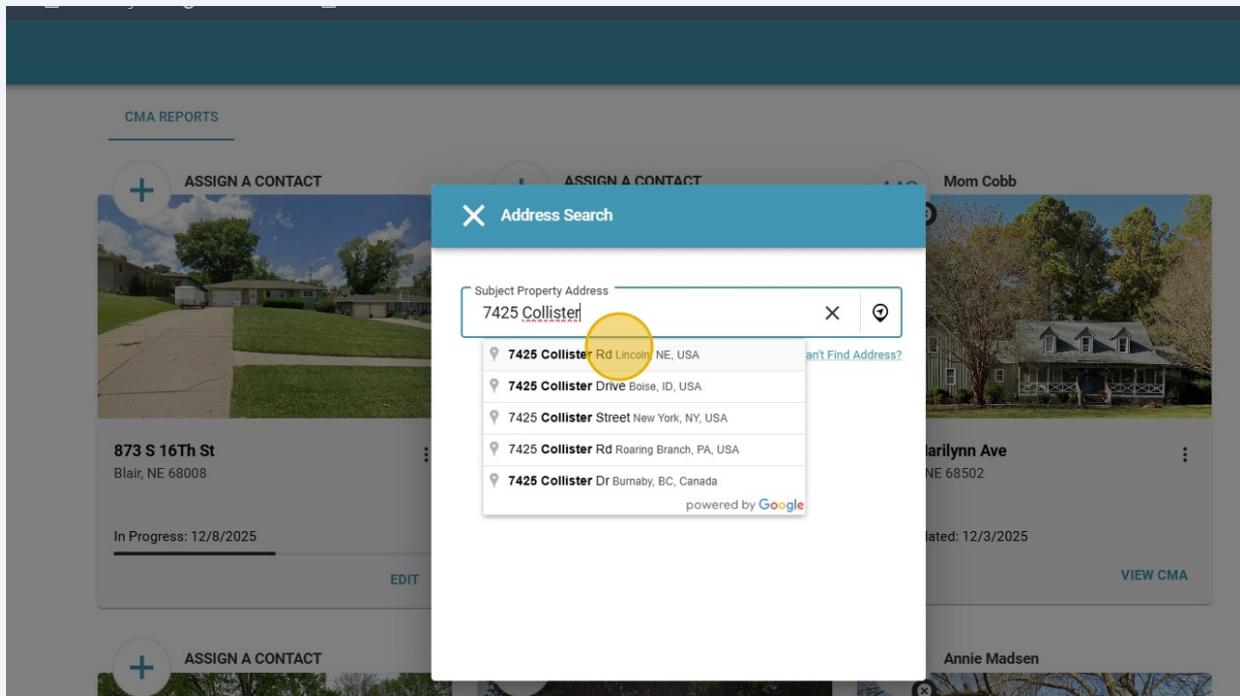


5

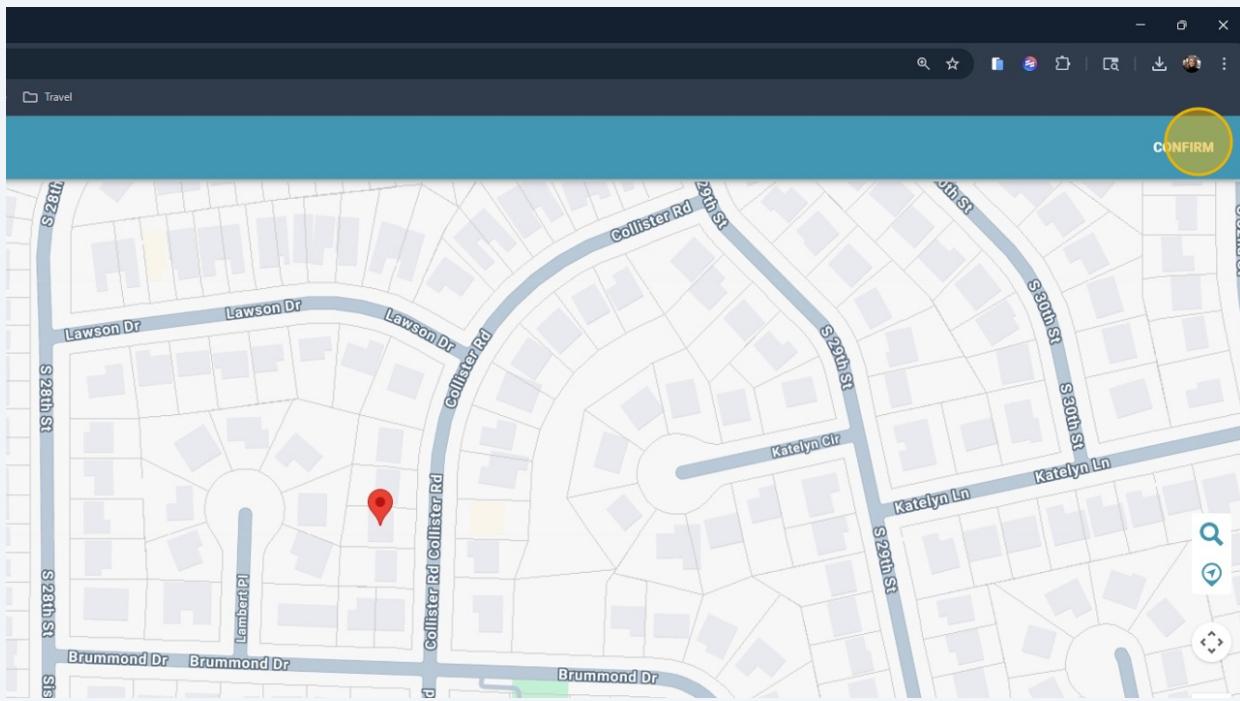
Input the address of the property



6 It will pull it from Google Maps- when the address pops up, choose it

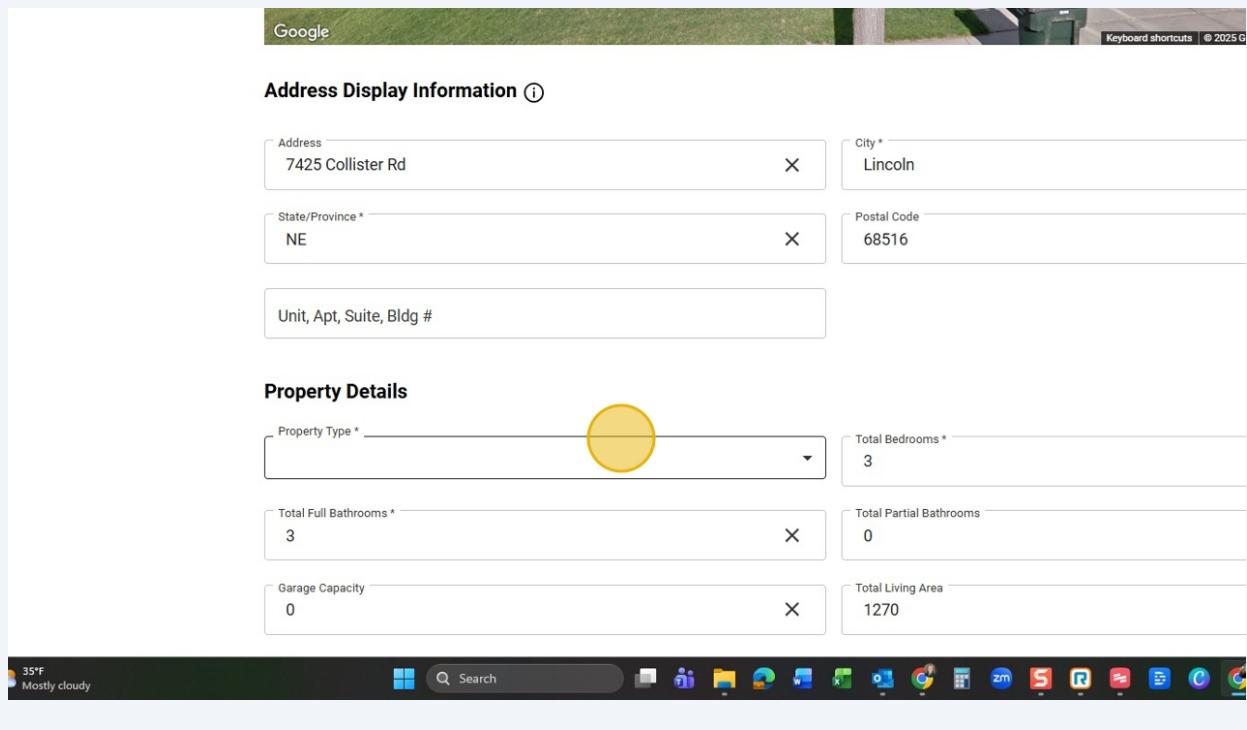


7 Click "CONFIRM"



8

Correct or add any property details. The next few slides are for the property I am working with



Address Display Information ⓘ

Address: 7425 Collister Rd

City\*: Lincoln

State/Province\*: NE

Postal Code: 68516

Unit, Apt, Suite, Bldg #

**Property Details**

Property Type \* (dropdown menu)

Total Bedrooms\*: 3

Total Full Bathrooms\*: 3

Total Partial Bathrooms: 0

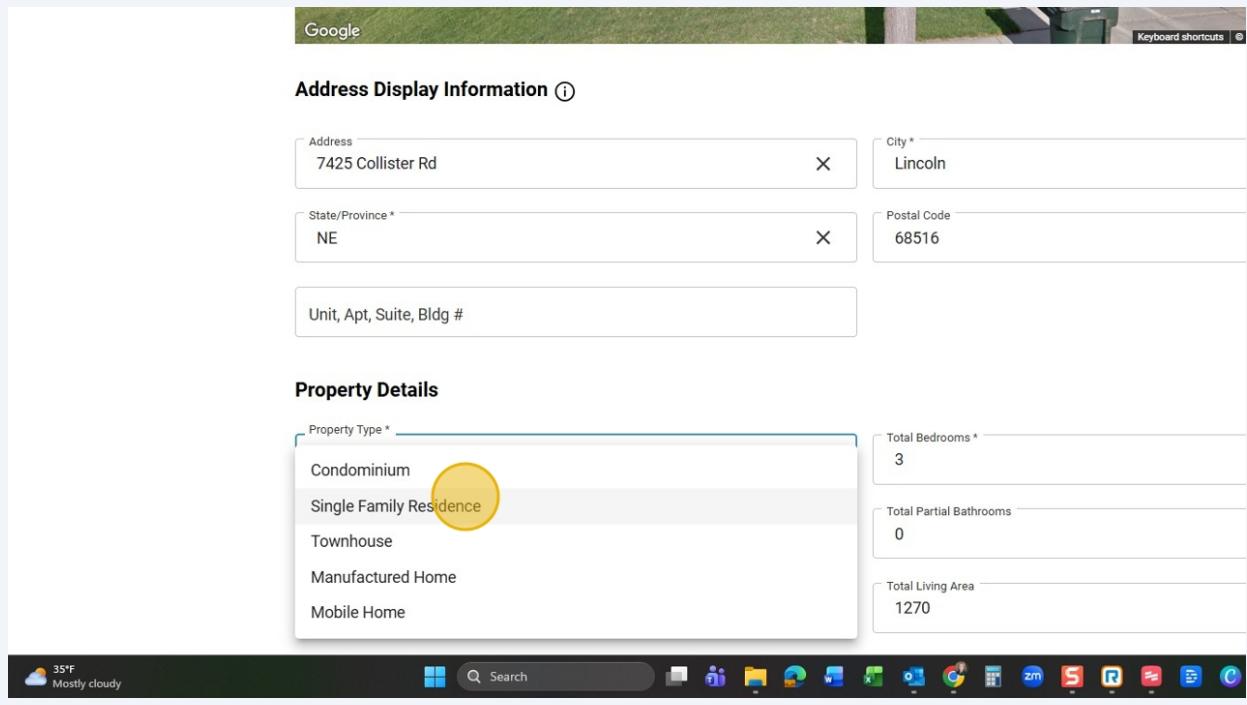
Garage Capacity: 0

Total Living Area: 1270

35°F Mostly cloudy

9

Choose the Property type "Single Family Residence"



Address Display Information ⓘ

Address: 7425 Collister Rd

City\*: Lincoln

State/Province\*: NE

Postal Code: 68516

Unit, Apt, Suite, Bldg #

**Property Details**

Property Type \* (dropdown menu)

Condominium

**Single Family Residence** (highlighted)

Townhouse

Manufactured Home

Mobile Home

Total Bedrooms\*: 3

Total Partial Bathrooms: 0

Total Living Area: 1270

35°F Mostly cloudy

## 10 Input "Total Full Bathrooms"

**Address Display Information**

Address	7425 Collister Rd	X	City *	Lincoln
State/Province *	NE	X	Postal Code	68516
Unit, Apt, Suite, Bldg #				

**Property Details**

Property Type *	Single Family Residence	X	Total Bedrooms *	3
Total Full Bathrooms *	3	X	Total Partial Bathrooms	0
Garage Capacity	0	X	Total Living Area	1270
Total Lot Size (Acres)	0.1500	X	Year Built *	1997

35°F Mostly cloudy 

## 11 Click "Total Partial Bathrooms".

**Address Display Information**

Address	125 Collister Rd	X	City *	Lincoln
State/Province *	NE	X	Postal Code	68516
Unit, Apt, Suite, Bldg #				

**Property Details**

Property Type *	Single Family Residence	X	Total Bedrooms *	3
Total Full Bathrooms *	0	X	Total Partial Bathrooms	0
Garage Capacity	0	X	Total Living Area	1270
Total Lot Size (Acres)	0.1500	X	Year Built *	1997



**12** Click "Garage Capacity"

**Address Display Information**

Address 7425 Collister Rd	X	City * Lincoln
State/Province * NE	X	Postal Code 68516
Unit, Apt, Suite, Bldg #		

**Property Details**

Property Type * Single Family Residence	X	Total Bedrooms * 3
Total Full Bathrooms * 2	X	Total Partial Bathrooms 1
Garage Capacity 0	X	Total Living Area 1270
Total Lot Size (Acres) 0.1500	X	Year Built * 1997

35°F Mostly cloudy 

**13** Click "NEXT" when you have added the information you want and are ready to move forward

**Address Display Information**

Address 7425 Collister Rd	X	City * Lincoln
State/Province * NE	X	Postal Code 68516
Unit, Apt, Suite, Bldg #		

**Property Details**

Property Type * Single Family Residence	X	Total Bedrooms * 3
Total Full Bathrooms * 2	X	Total Partial Bathrooms 1
Garage Capacity 2	X	Total Living Area 1270
Total Lot Size (Acres) 0.1500	X	Year Built * 1997

14

You will see the Pin on the map for the property and you will see the comps that it found as well

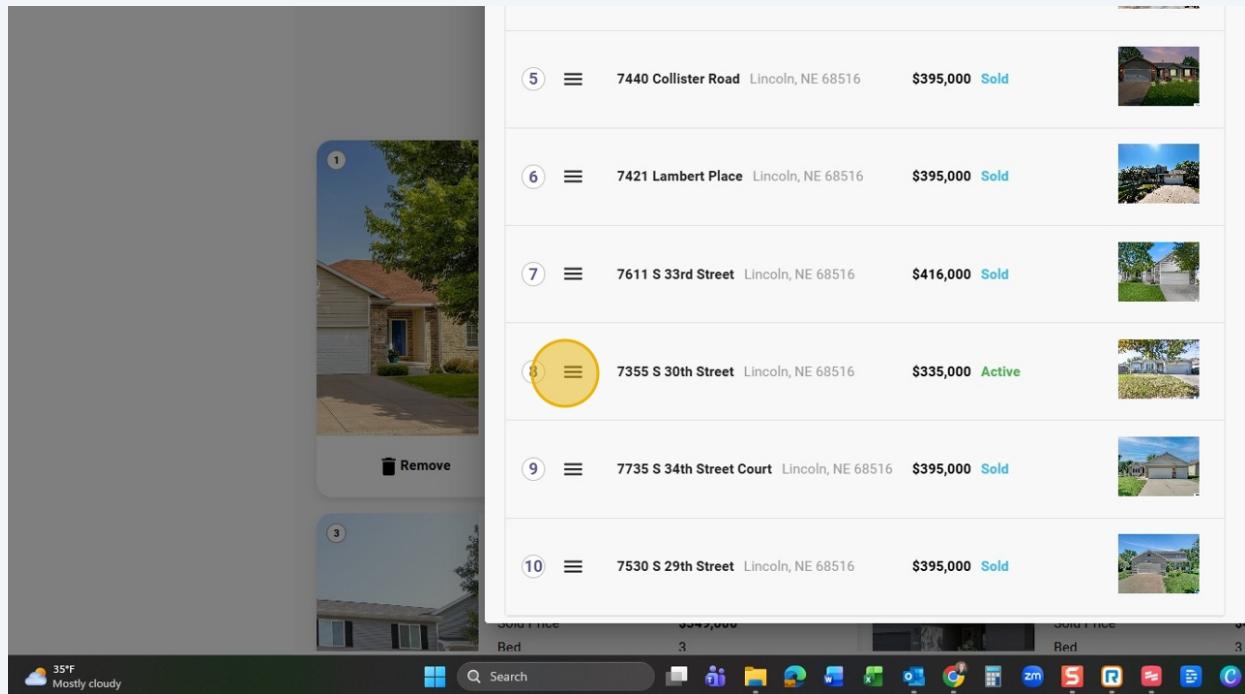
The screenshot shows a map of a residential area with several streets labeled. A red pin is placed on a property on S 28th St. Red arrows point from the text 'Property Pin' and 'Comps' to this pin and the surrounding properties respectively. The properties are labeled with their addresses and prices: \$39516, \$39515, \$40911, \$39510, and \$41617. Below the map, a section titled 'Comparable Properties' shows a count of 10. There are three buttons: 'EDIT COMP ORDER', 'MANUALLY ENTER COMP', and 'GENERATE NEW COMPS'. Below these buttons are two property cards: one for '7360 Collister Road' and one for '7346 S 29th Street'.

15

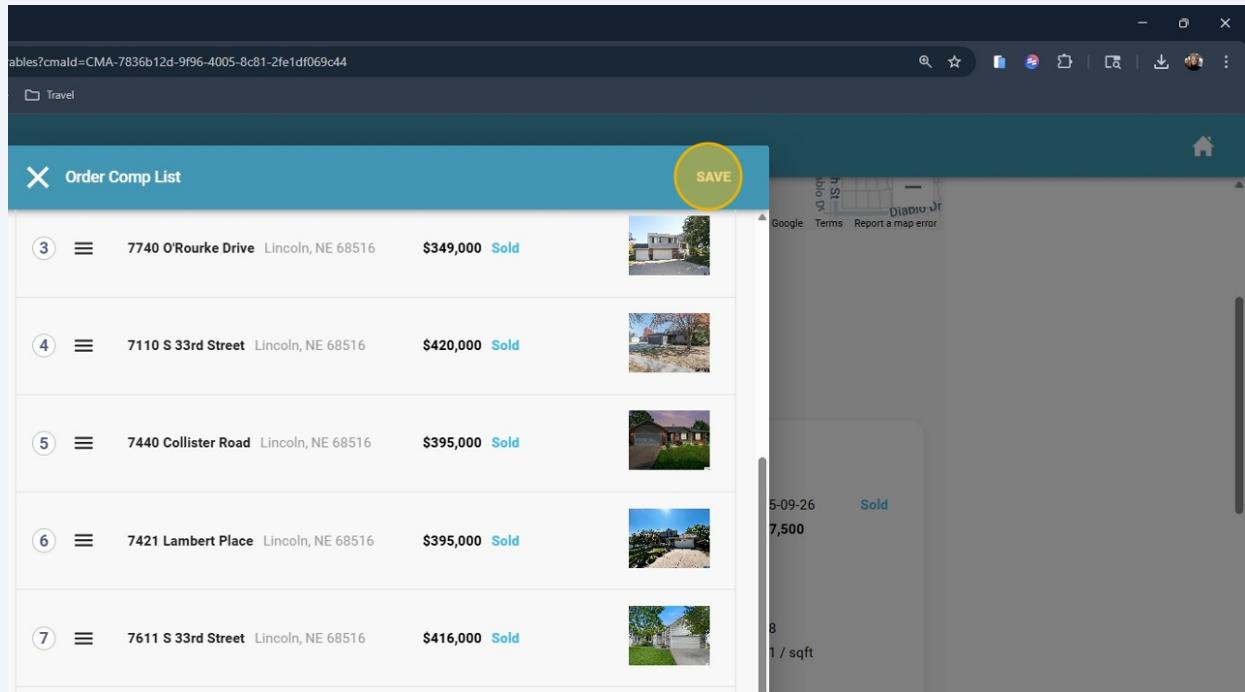
You can change the order of your comps by clicking on "EDIT COMP ORDER"

The screenshot shows a browser window with a tab for 'Paragon 5' and 'Paragon Connect'. The main content is a 'Comparables' section. A red circle highlights the 'EDIT COMP ORDER' button. Below it are two property cards: one for '7360 Collister Road' and one for '7346 S 29th Street'. The '7360 Collister Road' card includes details like Close Date (2025-08-01), Sold Price (\$408,797), and Approx. SQFT (2558). The '7346 S 29th Street' card includes details like Close Date (2025-08-01), Sold Price (\$357,500), and Approx. SQFT (2528).

16 Click on the property you want to move and "pull" it to the place you want it in



17 Click "SAVE"



18

You can remove comps you don't want - it will place the comp in the "removed listings" section. Click on "Remove"

The screenshot shows a list of comparable properties. The listing highlighted by a red arrow is for 7735 S 34th Street Court, Lincoln, NE 68516. The 'Remove' button for this listing is circled in yellow. The property details include:

	Value
Bathrooms-Full	3
Bathrooms-Partial	1
Approx. SQFT	2476
\$/SQFT	\$159 / sqft
Garage	2
Lot Size (ac)	0.19

Below the property details are 'Remove' and 'Adjustments & Notes' buttons. The 'Remove' button for this listing is circled in yellow. The 'Adjustments & Notes' button is also present.

Other properties listed are 7530 S 29th Street, Lincoln, NE 68516, and 7735 S 34th Street Court, Lincoln, NE 68516.

19

To enter a comp you specifically want, click "MANUALLY ENTER COMP"

The screenshot shows a map of the area around 7735 S 34th Street Court, Lincoln, NE 68516. The map displays several streets and properties. Two specific properties are highlighted with price tags: \$395,000 and \$416,177.

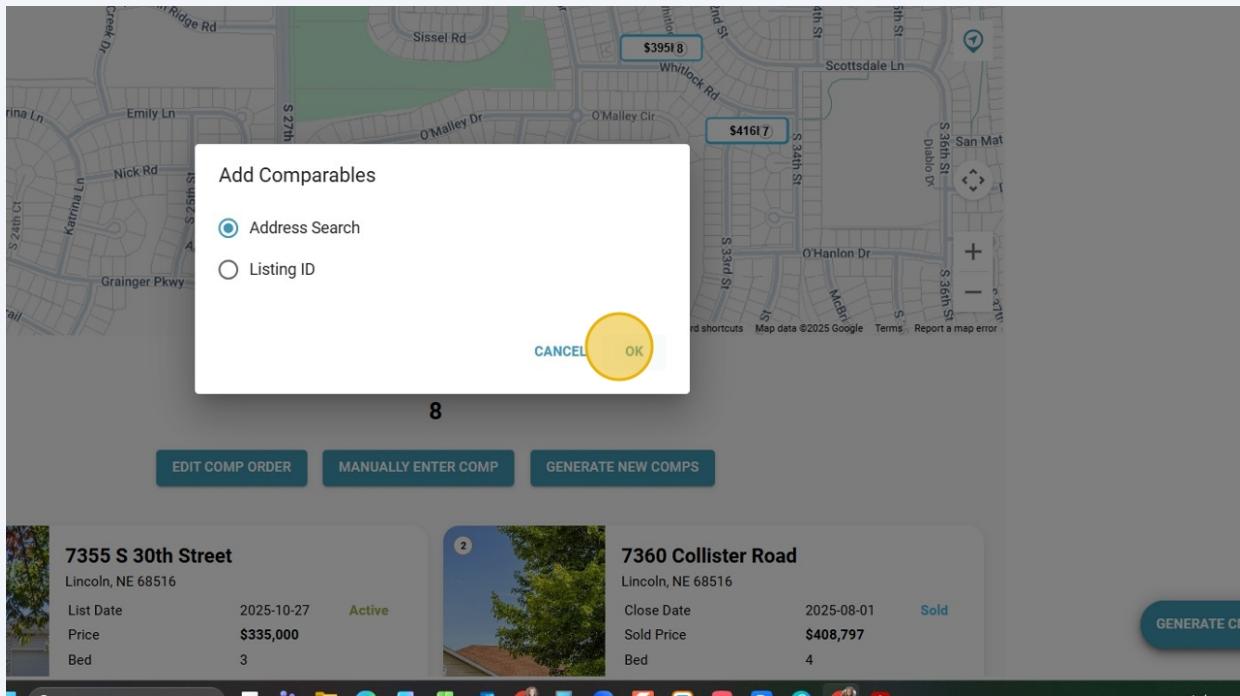
Below the map is a section titled "Comparable Properties" with a count of 8. The "MANUALLY ENTER COMP" button is circled in yellow.

The comparable properties listed are:

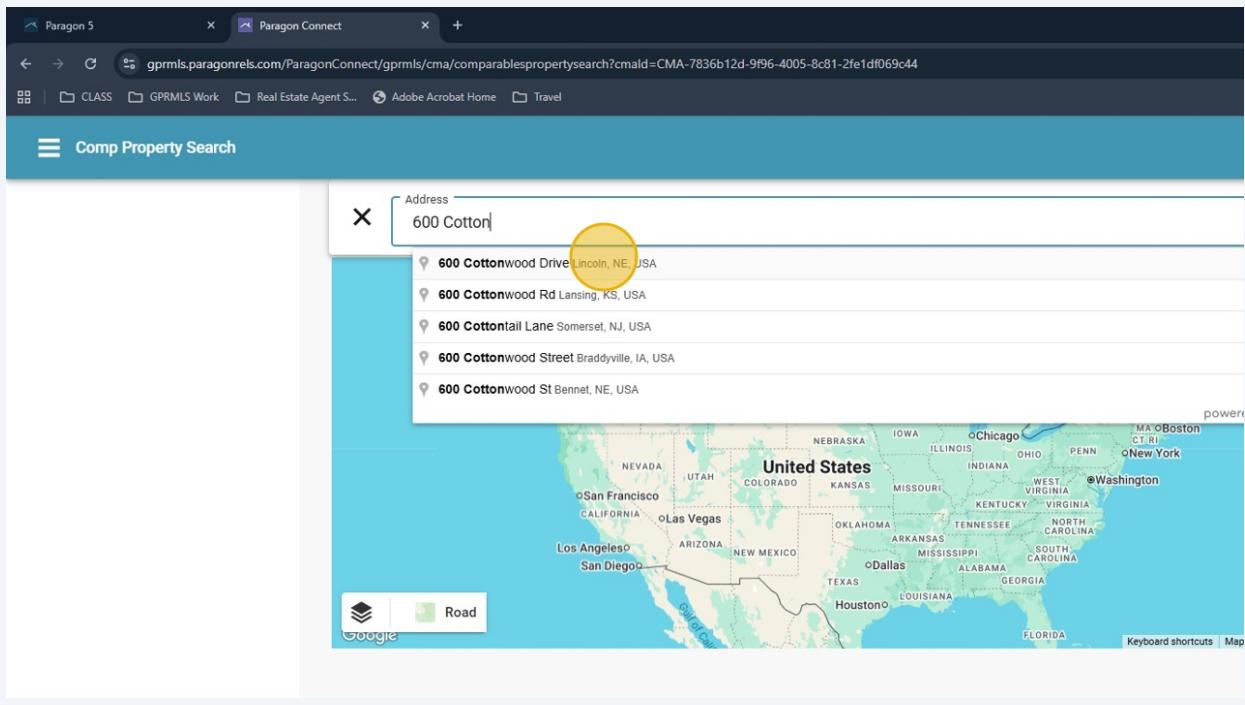
- 1 7355 S 30th Street, Lincoln, NE 68516 (List Date: 2025-10-27, Price: \$335,000, Bed: 3)
- 2 7360 Collister Road, Lincoln, NE 68516 (Close Date: 2025-08-01, Sold Price: \$408,797, Bed: 4)

At the bottom of the screen is a taskbar with various icons.

20 choose address search or listing ID and then click "OK"



21 I chose address search- when the address pops up choose it



22

Click "Select Comp" to add it to your CMA. (I later decided I didn't want that comp and removed it)

The screenshot shows a map of a residential area with streets like Lakewood Dr, Hazelwood Dr, Sandalwood Dr, and Redwood Dr. A red pin marks the location of the property. Below the map is a property detail card for **600 Cottonwood Drive**, Lincoln, NE 68510. The card includes a photo of a two-story house with a large tree in front. The property details are as follows:

List Date	2025-08-21	Withdrawn
Price	<b>\$359,000</b>	
Bed	3	
Bathrooms-Full	1	
Bathrooms-Partial	0	
Approx. SQFT	1405	
\$/SQFT	\$255 / sqft	
Garage	2	
Lot Size (ac)	0.29	

At the bottom of the card is a yellow button labeled **+ Select Comp**.

The system status bar at the bottom shows: 35°F Mostly cloudy, Search, and various application icons.

23

Once you have the comps you want, click "GENERATE CMA"

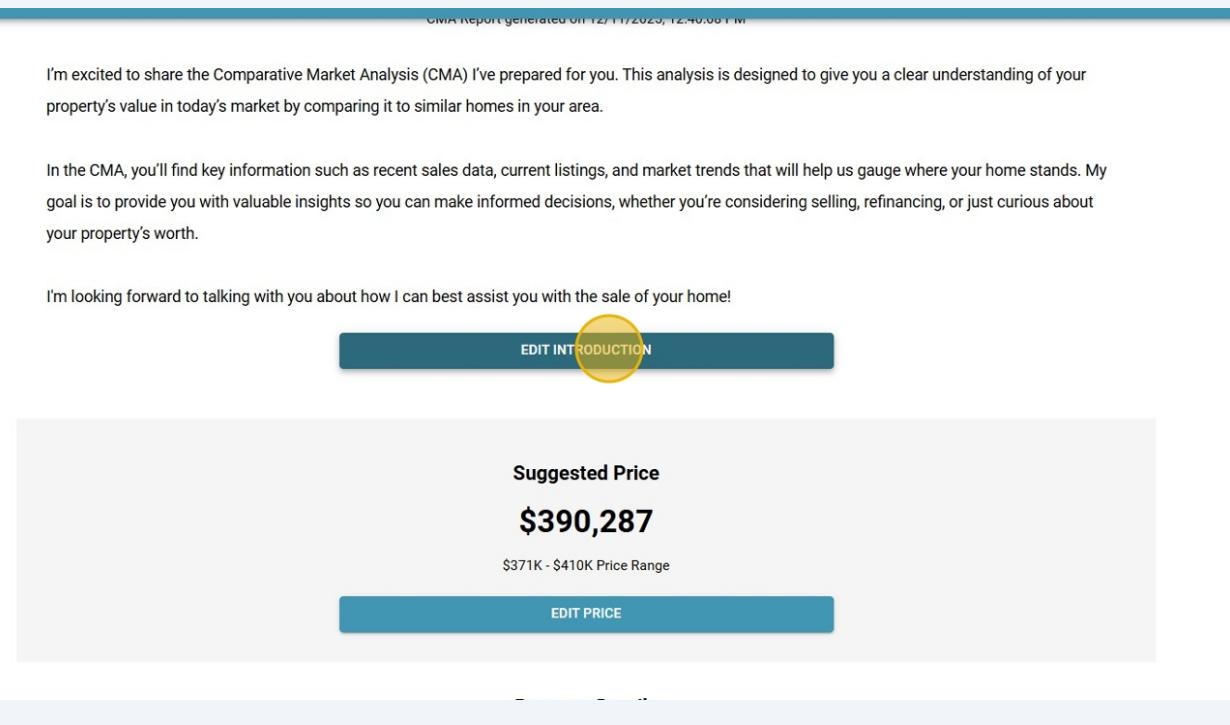
The screenshot shows three property cards selected for comparison:

- 7740 O'Rourke Drive**, Lincoln, NE 68516: Sold Date 2025-12-02, Sold Price **\$349,000**. The card includes a photo of a house with a garage and a "✓ Select" button.
- 7735 S 34th Street Court**, Lincoln, NE 68516: Sold Date 2025-07-25, Sold Price **\$395,000**. The card includes a photo of a house with a garage and a "✓ Select" button.
- 600 Cottonwood Drive**, Lincoln, NE 68510: List Date 2025-08-21, Withdrawn, Price **\$359,000**, Bed 3, Bathrooms-Full 1, Bathrooms-Partial 0, Approx. SQFT 1405, \$/SQFT \$255 / sqft, Garage 2, Lot Size (ac) 0.29. The card includes a photo of a house with a garage and a "✓ Select" button.

At the bottom right is a large yellow button labeled **GENERATE CMA**.

The system status bar at the bottom shows: Search, various application icons, and the date 12/11/2025.

## 24 You can edit your introduction by clicking on "EDIT INTRODUCTION"



I'm excited to share the Comparative Market Analysis (CMA) I've prepared for you. This analysis is designed to give you a clear understanding of your property's value in today's market by comparing it to similar homes in your area.

In the CMA, you'll find key information such as recent sales data, current listings, and market trends that will help us gauge where your home stands. My goal is to provide you with valuable insights so you can make informed decisions, whether you're considering selling, refinancing, or just curious about your property's worth.

I'm looking forward to talking with you about how I can best assist you with the sale of your home!

**EDIT INTRODUCTION**

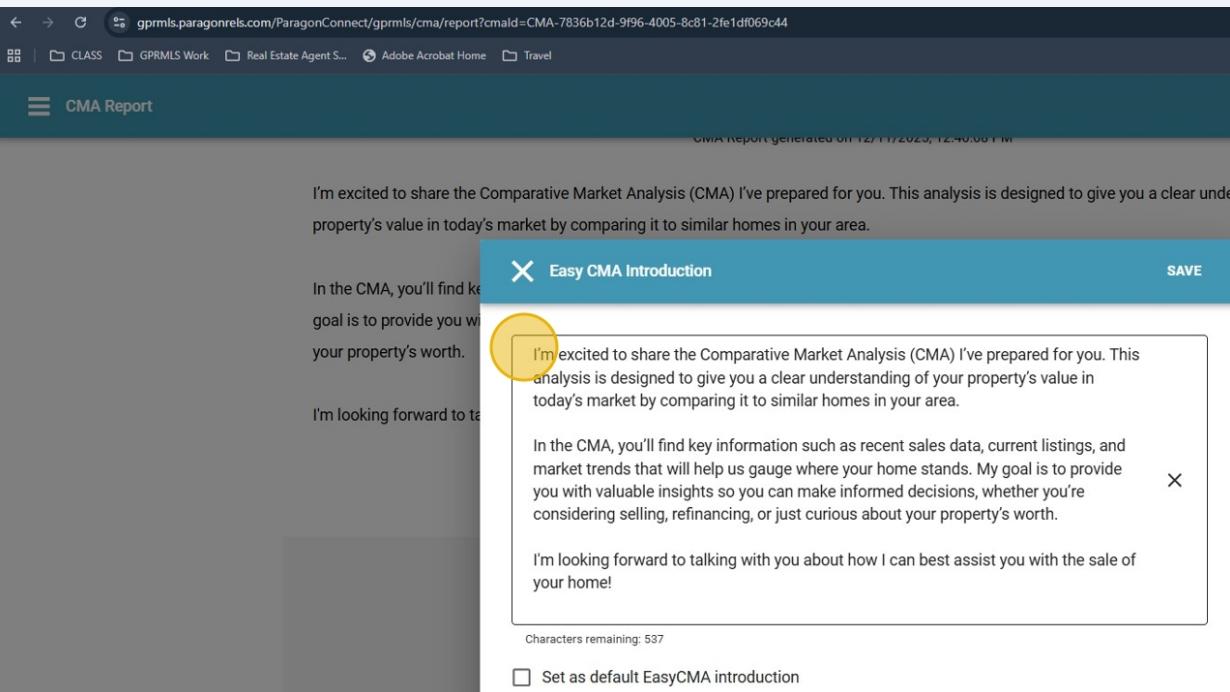
### Suggested Price

**\$390,287**

\$371K - \$410K Price Range

**EDIT PRICE**

## 25 Click into the body of the introduction and type in your intro



I'm excited to share the Comparative Market Analysis (CMA) I've prepared for you. This analysis is designed to give you a clear understanding of your property's value in today's market by comparing it to similar homes in your area.

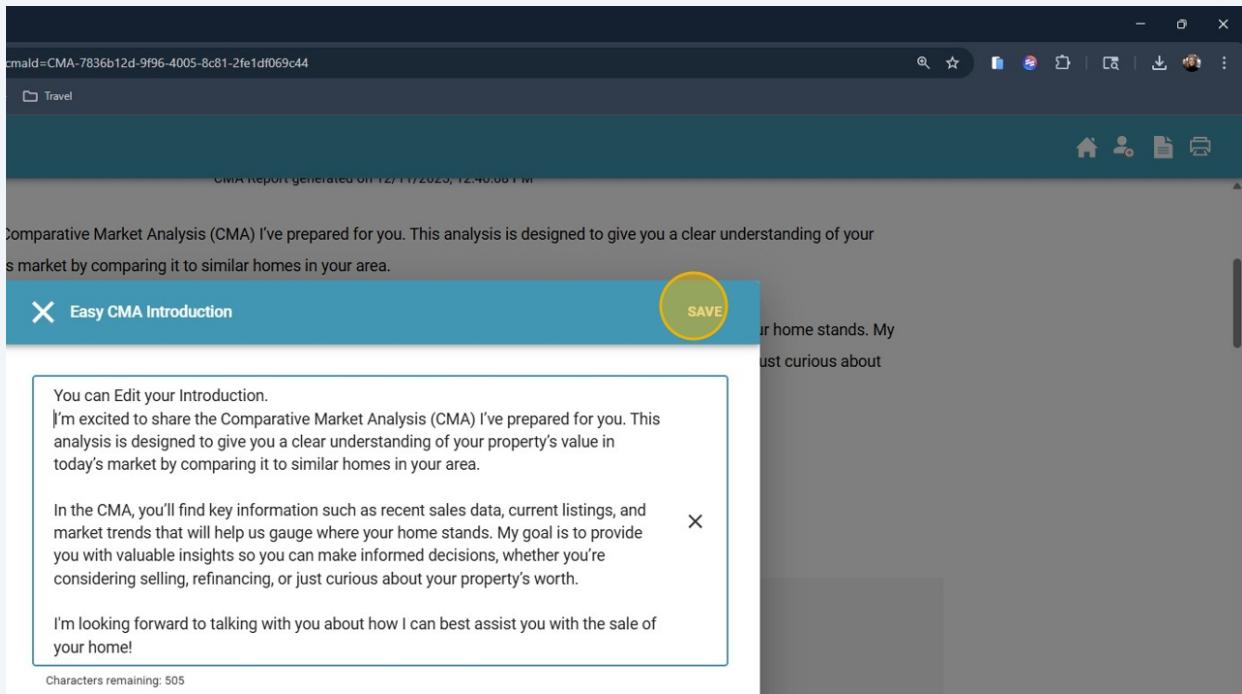
In the CMA, you'll find key information such as recent sales data, current listings, and market trends that will help us gauge where your home stands. My goal is to provide you with valuable insights so you can make informed decisions, whether you're considering selling, refinancing, or just curious about your property's worth.

I'm looking forward to talking with you about how I can best assist you with the sale of your home!

**Easy CMA Introduction**

Set as default EasyCMA introduction

## 26 Click "SAVE" when finished



## 27 You can edit the Price by clicking "EDIT PRICE"

I'm looking forward to talking with you about how I can best assist you with the sale of your home!

[EDIT INTRODUCTION](#)

### Suggested Price

**\$390,287**

\$371K - \$410K Price Range

[EDIT PRICE](#)

### Property Details

Update any detail not properly updated

#### Property Sub Type

Single Family Residence

#### Bedrooms Total

3

#### Bathrooms Full

2

#### Bathrooms Partial

1

#### Garage Capacity

2

#### Approx. Living SQFT

1,270

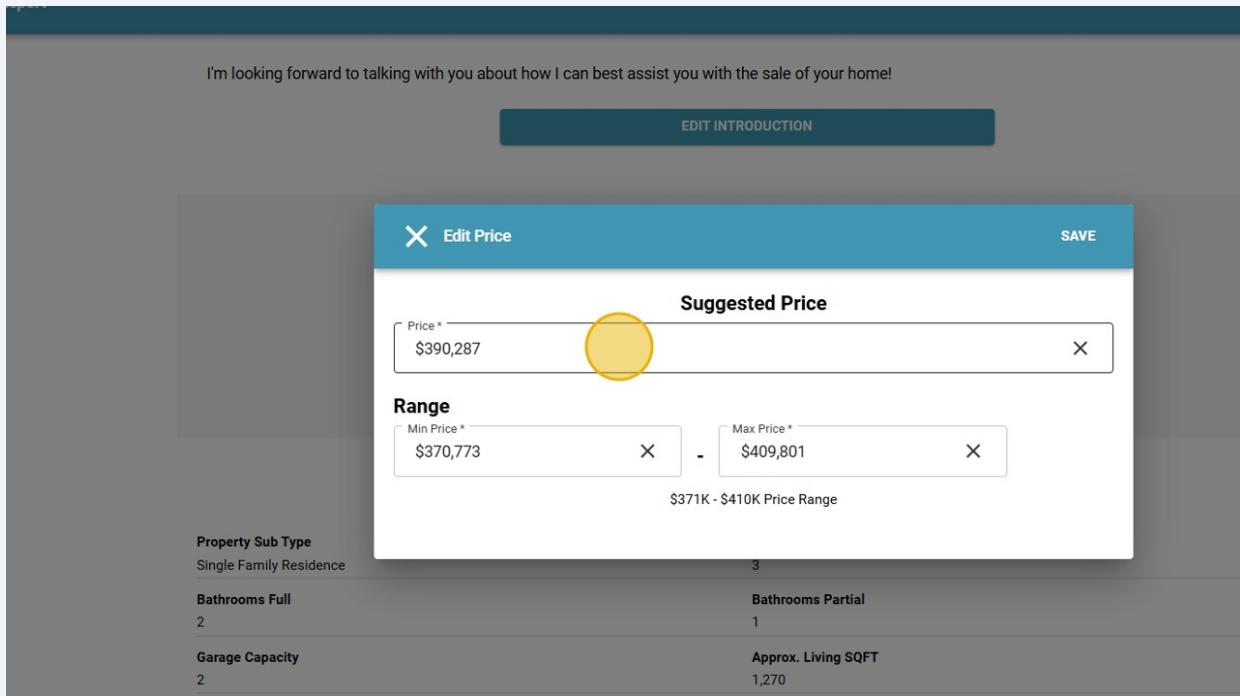
#### Lot Size Acres

0.15

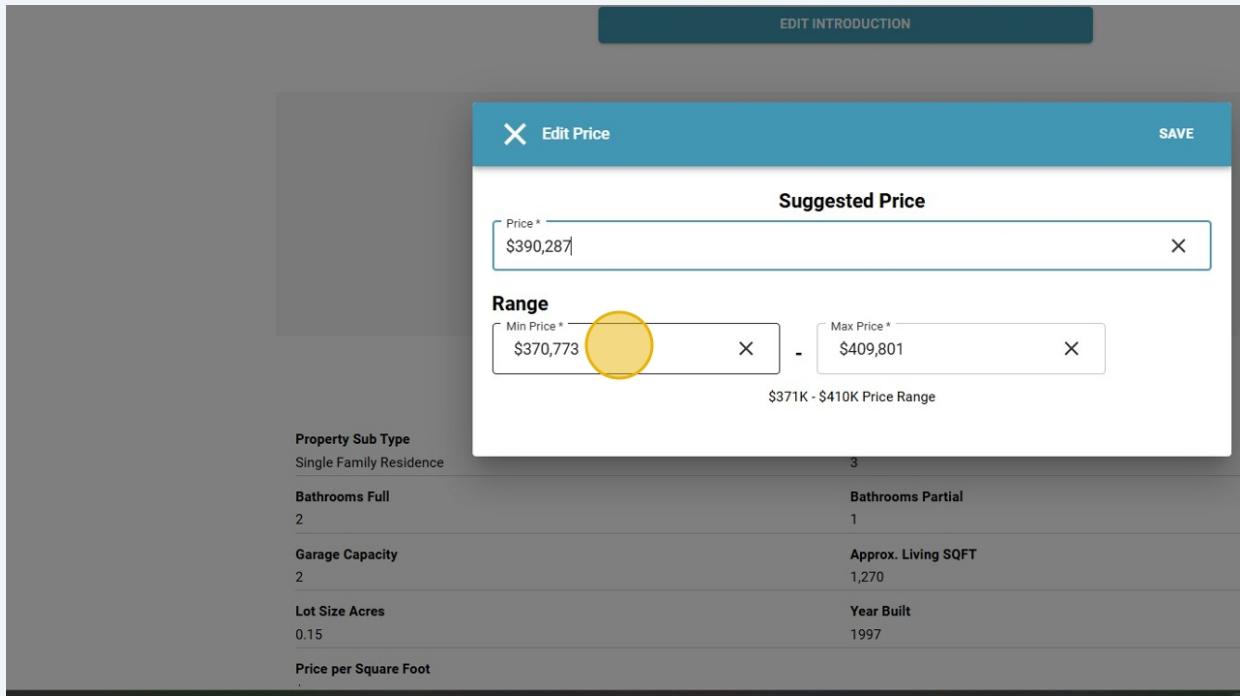
#### Year Built

1997

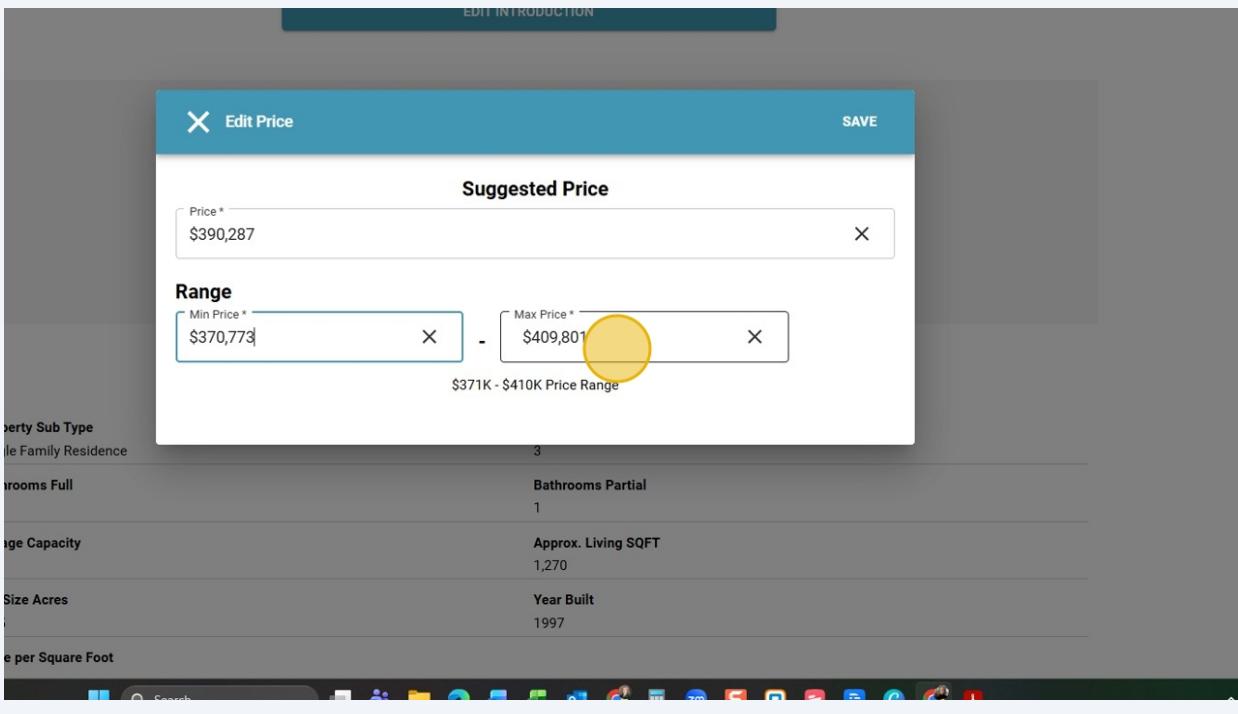
28 Click in the "Price" field and make your changes



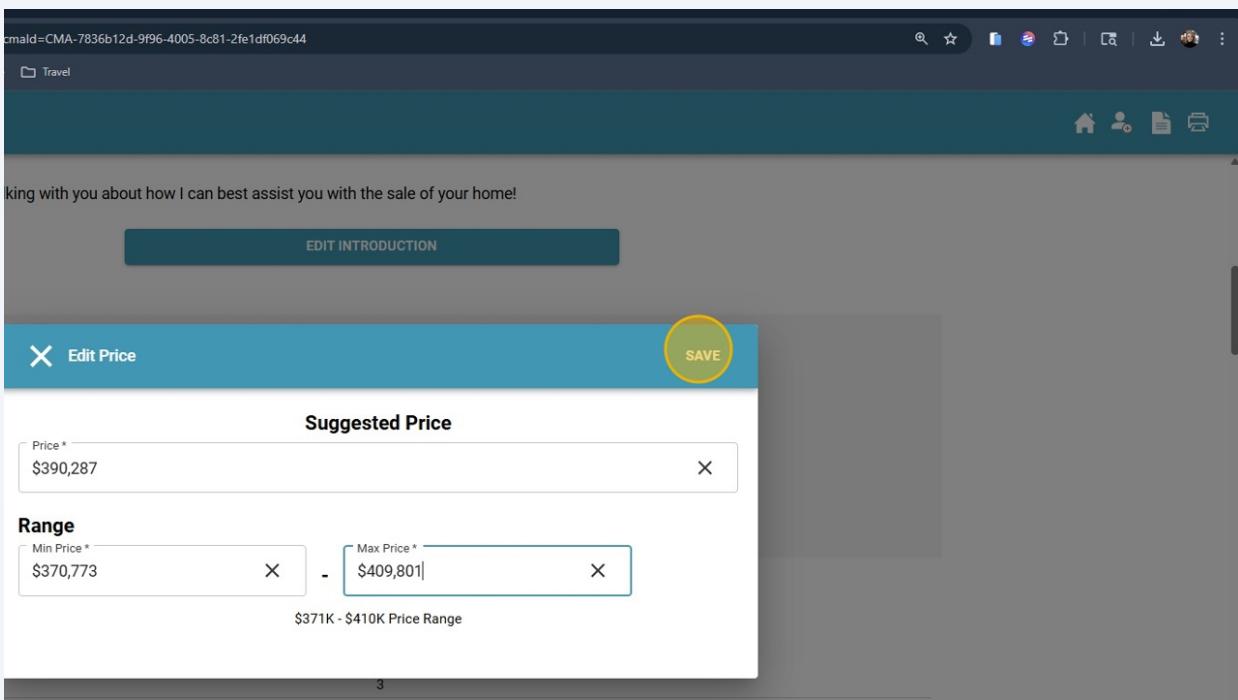
29 You can also edit the price range by clicking in the "Min Price" field and the "New Price" field and then entering the range you want



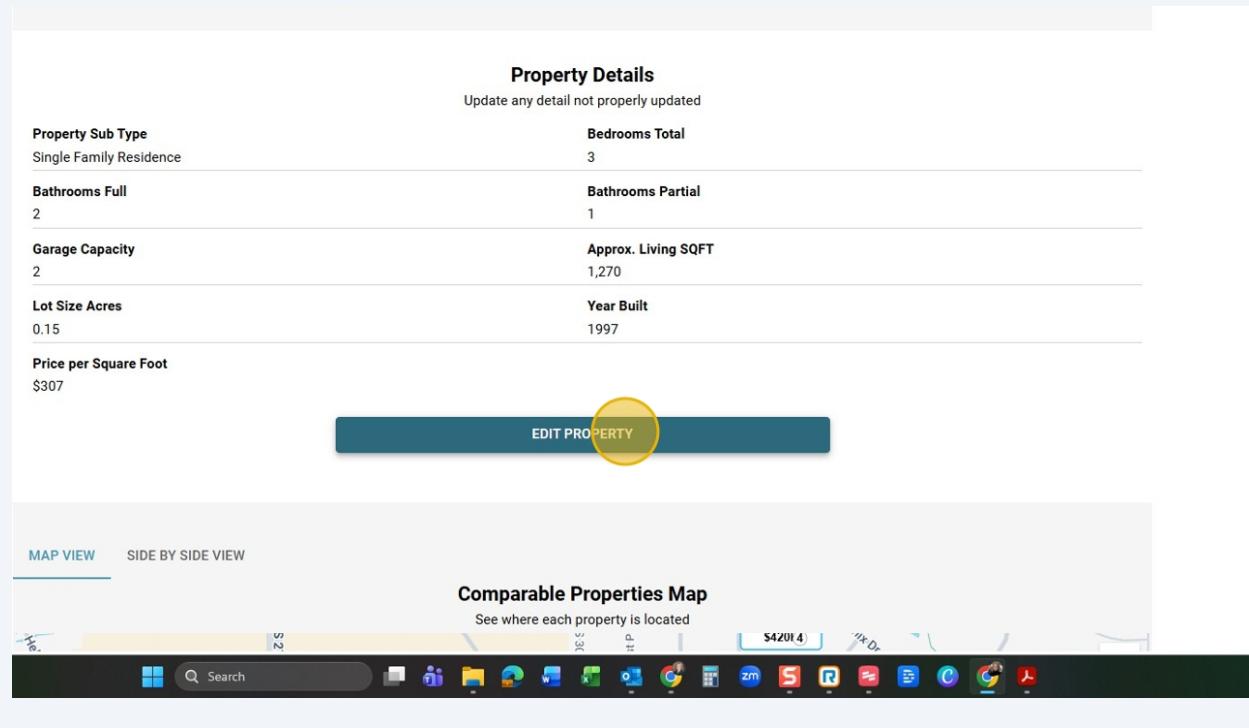
30 Click "Max Price"



31 Click "SAVE"



32 Click "EDIT PROPERTY" to edit any details you may want to change



Property Details  
Update any detail not properly updated

Property Sub Type Single Family Residence	Bedrooms Total 3
Bathrooms Full 2	Bathrooms Partial 1
Garage Capacity 2	Approx. Living SQFT 1,270
Lot Size Acres 0.15	Year Built 1997
Price per Square Foot \$307	

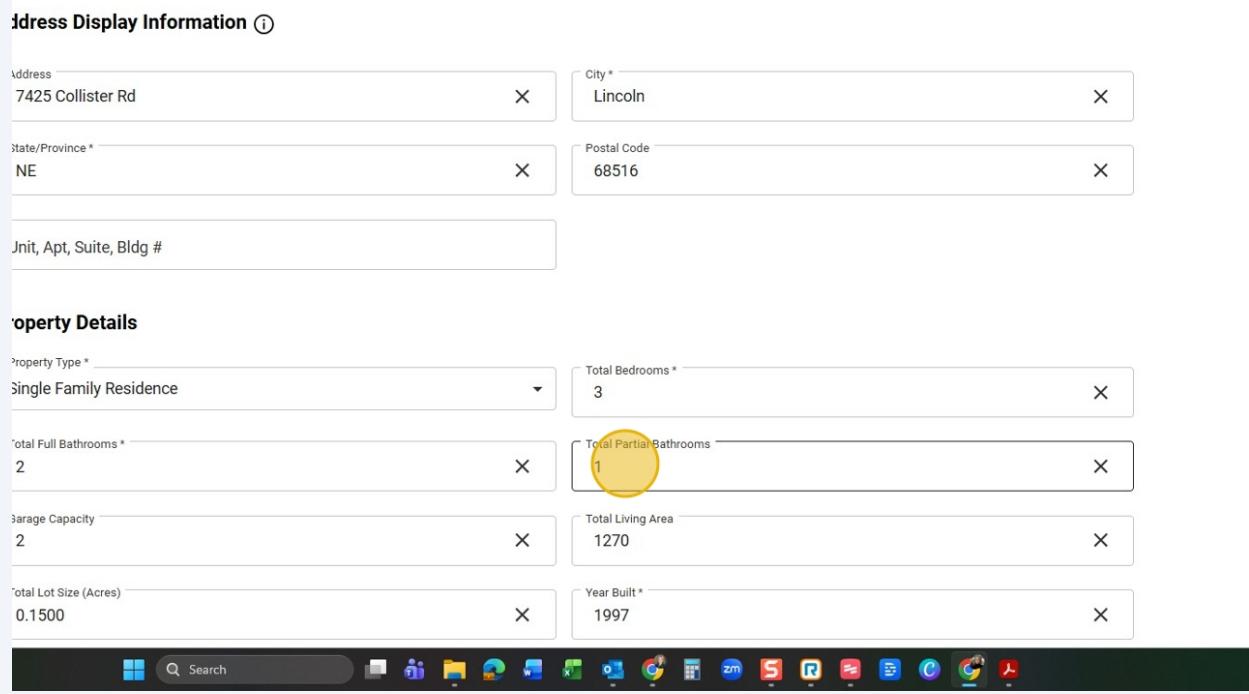
**EDIT PROPERTY**

MAP VIEW SIDE BY SIDE VIEW

Comparable Properties Map  
See where each property is located

S4ZUI 4

33 Make your changes by clicking into the fields you want to edit



Address Display Information i

Address 7425 Collister Rd	City * Lincoln
State/Province * NE	Postal Code 68516
Unit, Apt, Suite, Bldg #	

Property Details

Property Type * Single Family Residence	Total Bedrooms * 3
Total Full Bathrooms * 2	Total Partial Bathrooms 1
Garage Capacity 2	Total Living Area 1270
Total Lot Size (Acres) 0.1500	Year Built * 1997

Search

**34** Click "Total Full Bathrooms"

**Address Display Information** ⓘ

Address 7425 Collister Rd	X	City * Lincoln
State/Province * NE	X	Postal Code 68516
Unit, Apt, Suite, Bldg #		

**Property Details**

Property Type * Single Family Residence	X	Total Bedrooms * 3
Total Full Bathrooms 2	X	Total Partial Bathrooms 1
Garage Capacity 2	X	Total Living Area 1270
Total Lot Size (Acres) 0.1500	X	Year Built * 1997

35°F Mostly cloudy

**35** Click "SAVE" when you are finished making any changes

**Address Display Information** ⓘ

X	City * Lincoln	X
X	Postal Code 68516	X
Unit, Apt, Suite, Bldg #		

**Property Details**

X	Total Bedrooms * 3	X
X	Total Partial Bathrooms 1	X
X	Total Living Area 1270	X
X	Year Built * 1997	X

## 36 Click "GENERATE CMA"

The screenshot shows a map of a residential area with several properties marked. Four properties are highlighted with price tags: \$395k 1, \$395k 7, \$440k 10, and \$439k 8. Below the map is a section titled "Comparable Properties" with a count of 10. Three buttons are available: "EDIT COMP ORDER", "MANUALLY ENTER COMP", and "GENERATE NEW COMPS".

Property ID	Address	Close Date	Sold Price	Bed
1	7360 Collister Road	2025-08-01	\$408,797	4
2	7421 Lambert Place	2025-09-25	\$395,000	4
7	3016 O'Neil Place	2025-11-18	\$439,900	4
8	7355 S 30th Street	2025-10-27	\$335,000	3
10	7360 Collister Road	2025-08-01	\$408,797	4

At the bottom of the screen, there is a taskbar with various icons and a system tray showing the date and time (12/11/2025) and battery level.

## 37 To share the CMA, click the "Share" icon

The screenshot shows a list of properties with their details and a "Share" icon. The properties are arranged in a grid:

Address	Close Date	Sold Price	Bed
7360 Collister Road	2025-08-01	\$408,797	4
7421 Lambert Place	2025-09-25	\$395,000	4
7355 S 30th Street	2025-10-27	\$335,000	3
3016 O'Neil Place	2025-11-18	\$439,900	4

At the bottom of the screen, there is a taskbar with various icons and a system tray showing the date and time (12/11/2025) and battery level.

**38** Choose the method you want to share by clicking on it

The screenshot shows a real estate software interface with two property cards and a sharing menu.

**Property 1 (Left):**  
Lincoln, NE 68516  
Close Date: 2025-09-05 **Sold**  
Sold Price: \$395,000  
Bed: 4  
Bathrooms-Full: 3  
Bathrooms-Partial: 1  
Approx. SQFT: 2828  
\$/SQFT: \$139 / sqft  
Garage: 2  
Lot Size (ac): 0.24

**Property 2 (Right):**  
Lincoln, NE 68512  
Close Date: 2025-11-05 **Sold**  
Sold Price: \$439,000  
Bed: 4  
Bathrooms-Full: 4  
Bathrooms-Partial: 0  
Approx. SQFT: 3462  
\$/SQFT: \$126 / sqft  
Garage: 2  
Lot Size (ac): 0.23

**Sharing Options (Bottom Right):**  
Email CMA (highlighted with a yellow circle)  
X

At the bottom, there is a taskbar with various icons and the system clock showing 12:41 PM on 12/11/2025.

**39** enter the email address and a message to email it

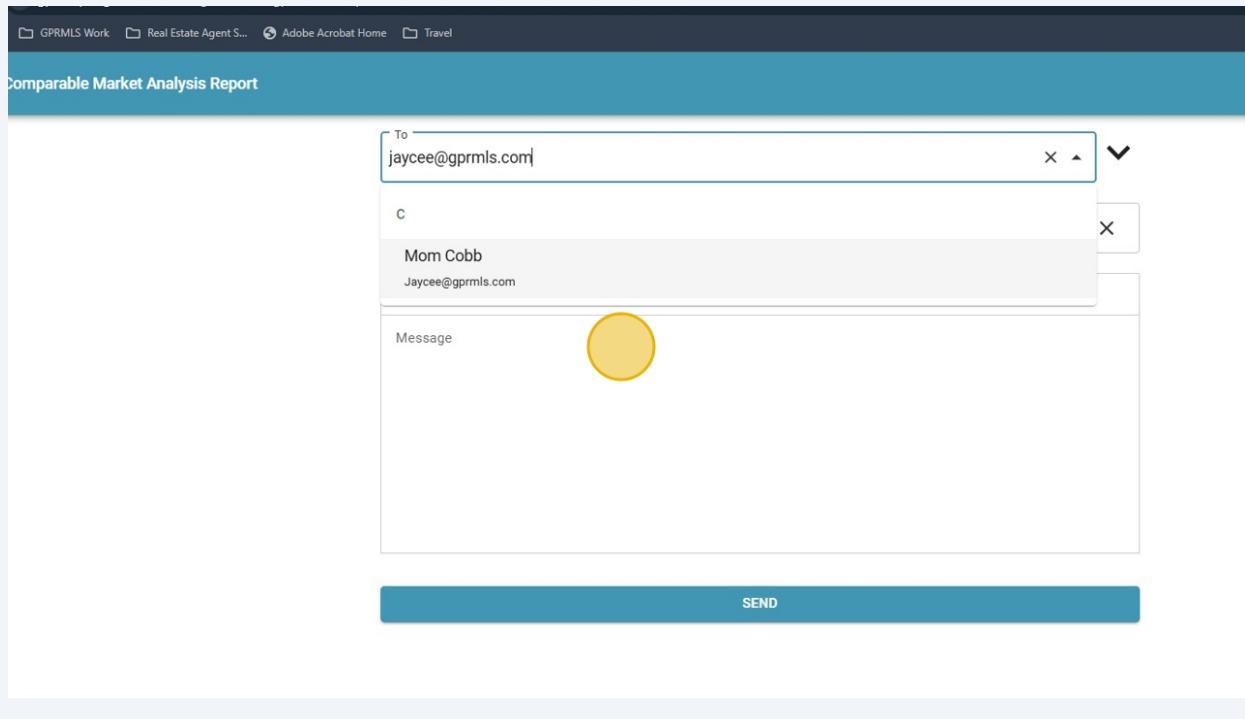
The screenshot shows an email composition window in a web browser.

**Subject:** Your Comparable Market Analysis Report

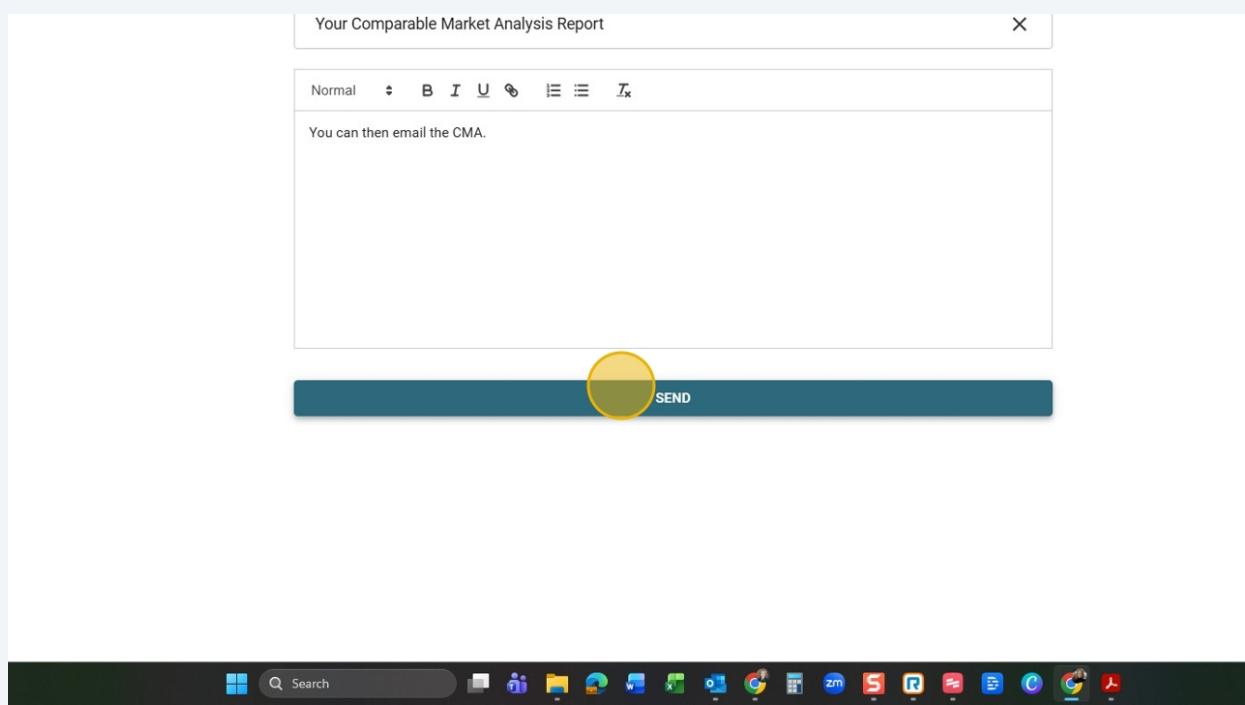
**Message Body:** (Empty)

**Buttons:**  
SEND

**40** Click "Message"

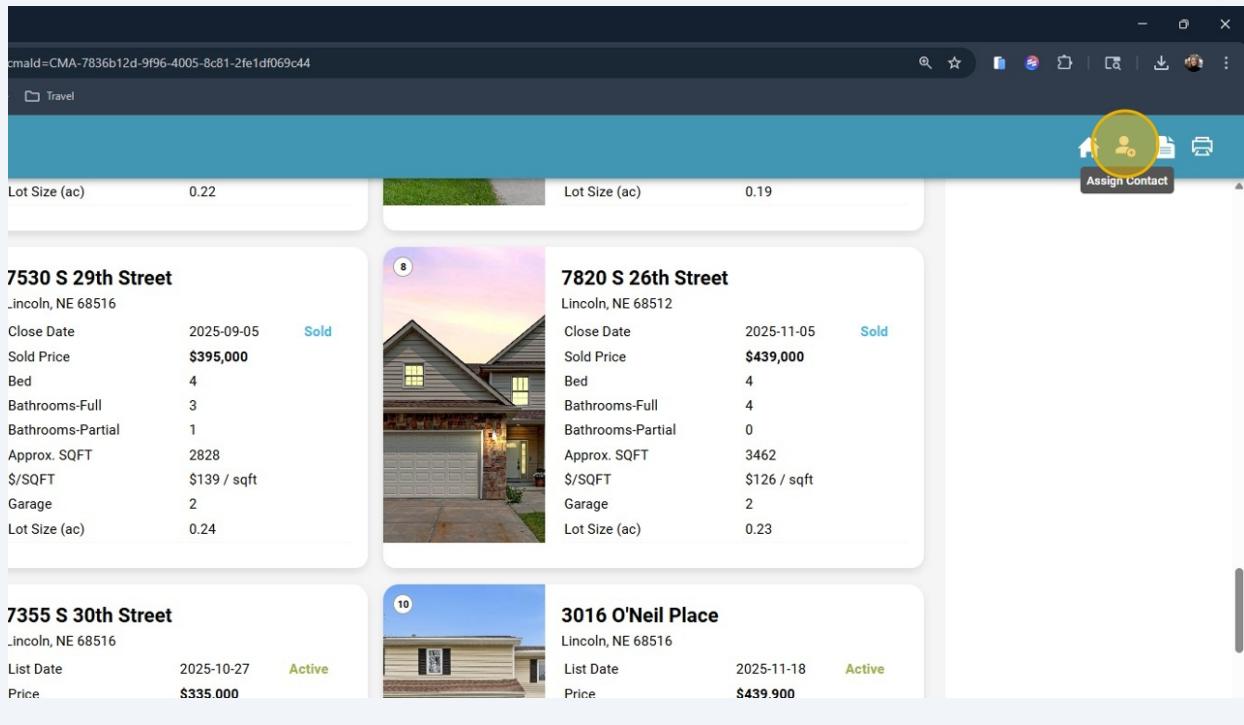


**41** Click "SEND"



42

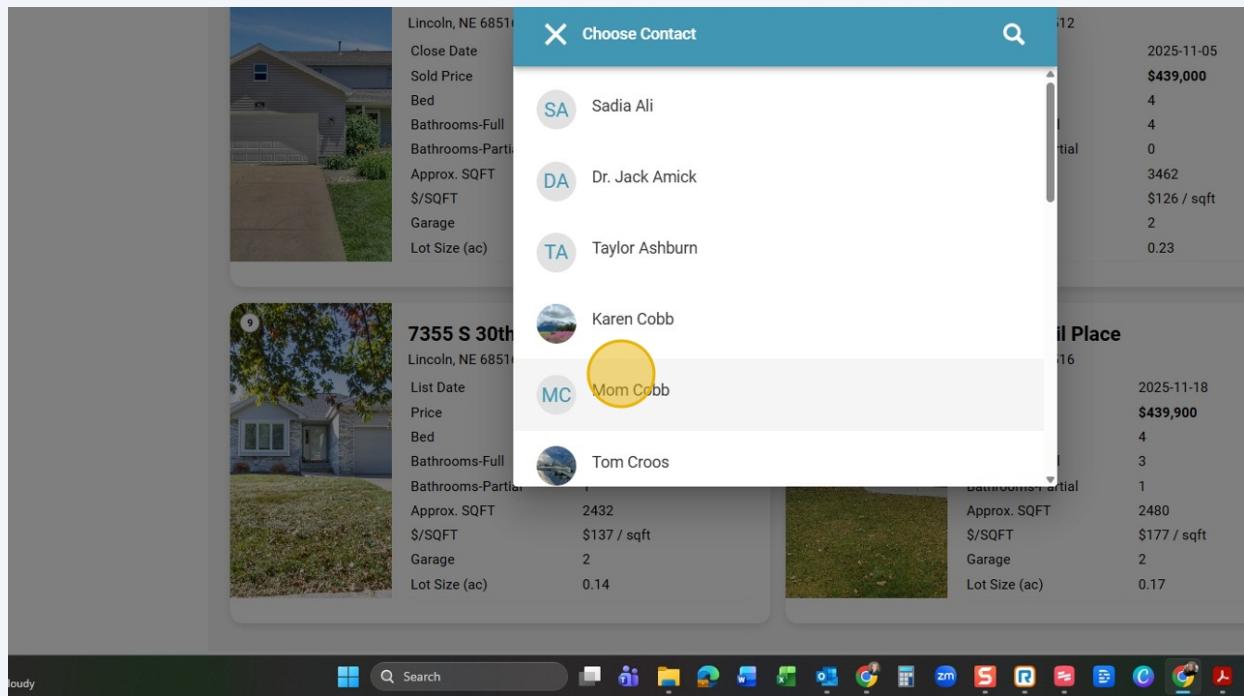
You may assign a contact to your CMA by clicking on "Assign Contact."



The screenshot shows a software interface for managing real estate listings. At the top, there is a toolbar with various icons. Below the toolbar, there are four property cards displayed in a grid. The first two cards are for sold properties: '7530 S 29th Street' (Lincoln, NE 68516) and '7820 S 26th Street' (Lincoln, NE 68512). The third card is for an active listing: '7355 S 30th Street' (Lincoln, NE 68516). The fourth card is for another active listing: '3016 O'Neil Place' (Lincoln, NE 68516). In the top right corner of the interface, there is a button labeled 'Assign Contact' with a person icon. This button is highlighted with a yellow circle.

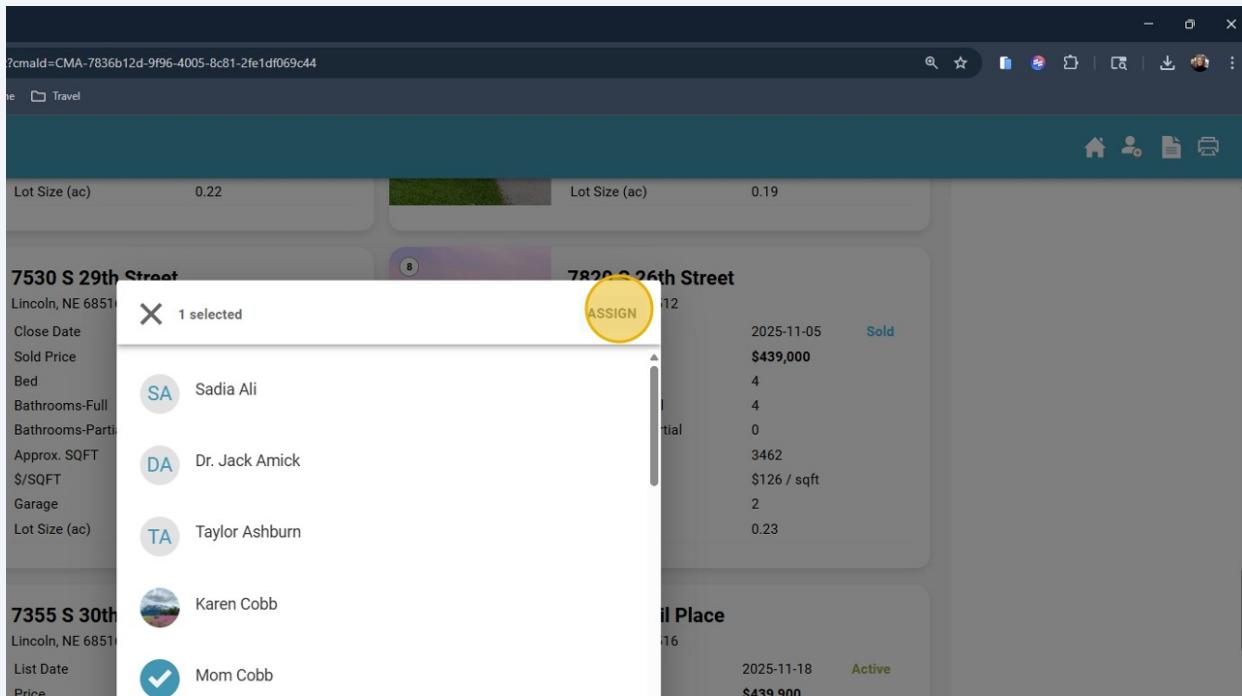
43

Choose the contact you want to assign

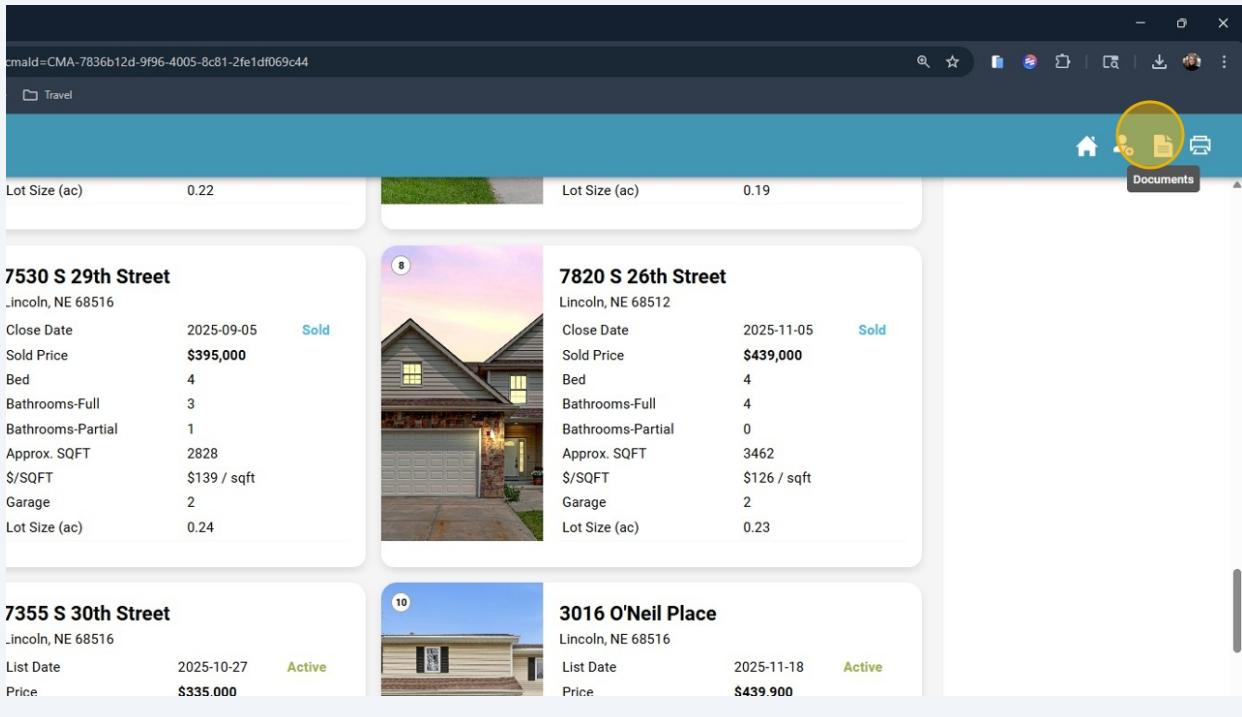


The screenshot shows a 'Choose Contact' dialog box overlaid on a real estate software interface. The dialog box is titled 'Choose Contact' and contains a list of contacts with their initials and names: Sadia Ali (SA), Dr. Jack Amick (DA), Taylor Ashburn (TA), Karen Cobb (KC), Mom Cobb (MC), and Tom Croos (TC). The contact 'Mom Cobb' is highlighted with a yellow circle. In the background, the software interface shows a list of properties. On the left, there is a card for '7355 S 30th Street' (Lincoln, NE 68516) with details like List Date 2025-10-27, Price \$335,000, and Active status. On the right, there is a card for '3016 O'Neil Place' (Lincoln, NE 68516) with details like List Date 2025-11-18, Price \$439,900, and Active status. The bottom of the screen shows a Windows taskbar with various icons.

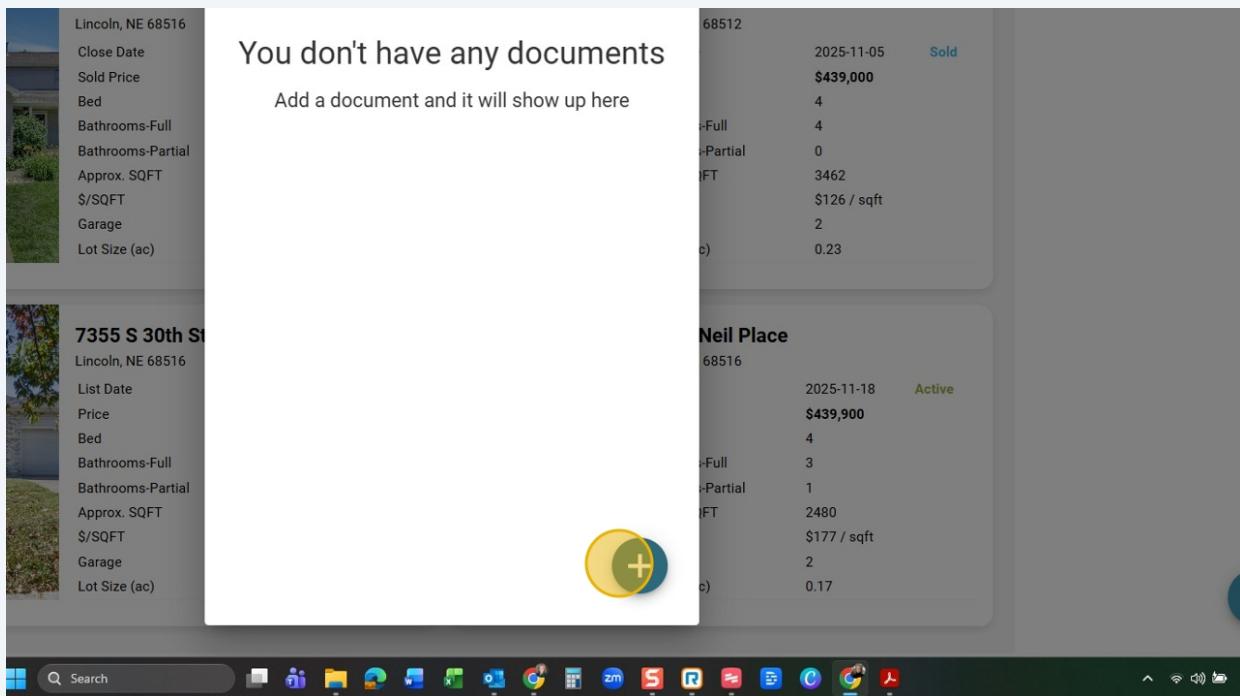
#### 44 Click "ASSIGN"



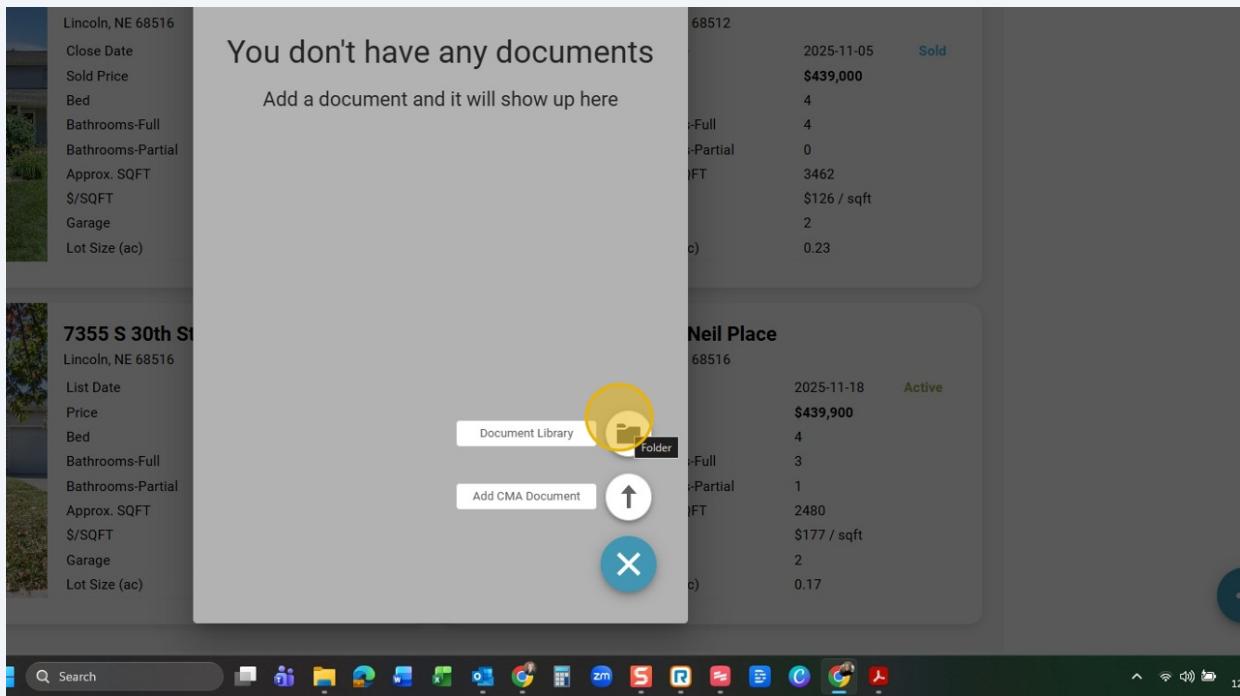
#### 45 You can add documents by clicking on "Documents."



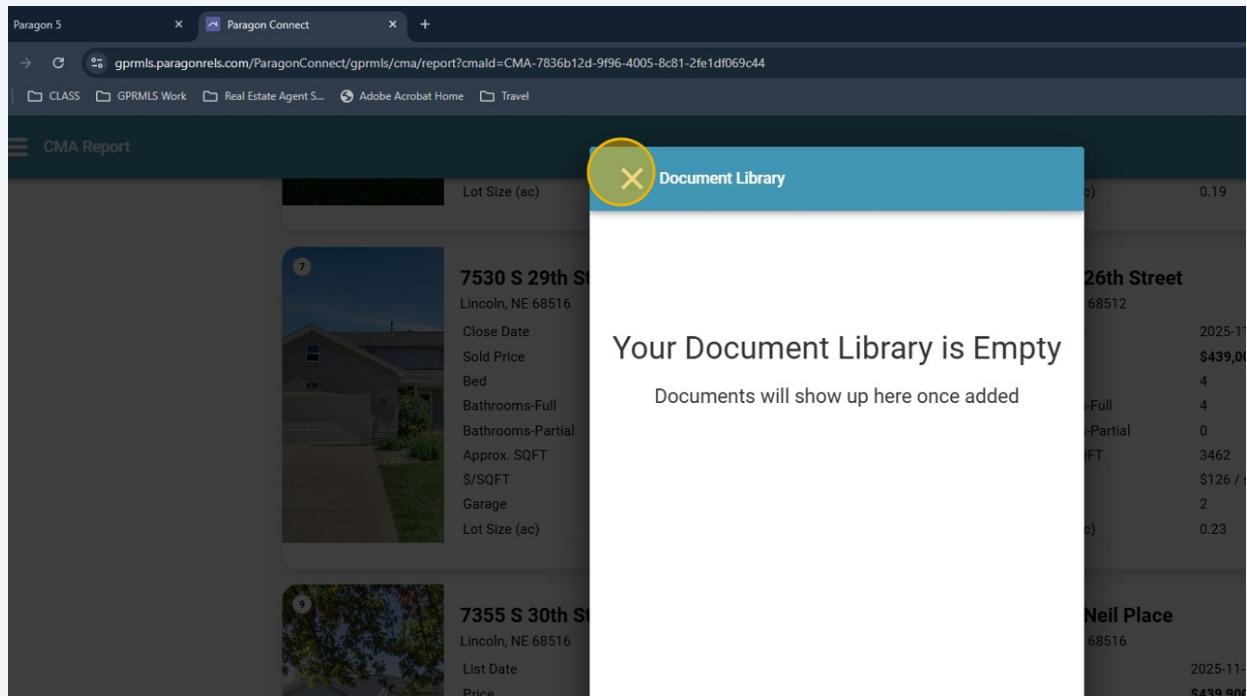
## 46 Click "Add"



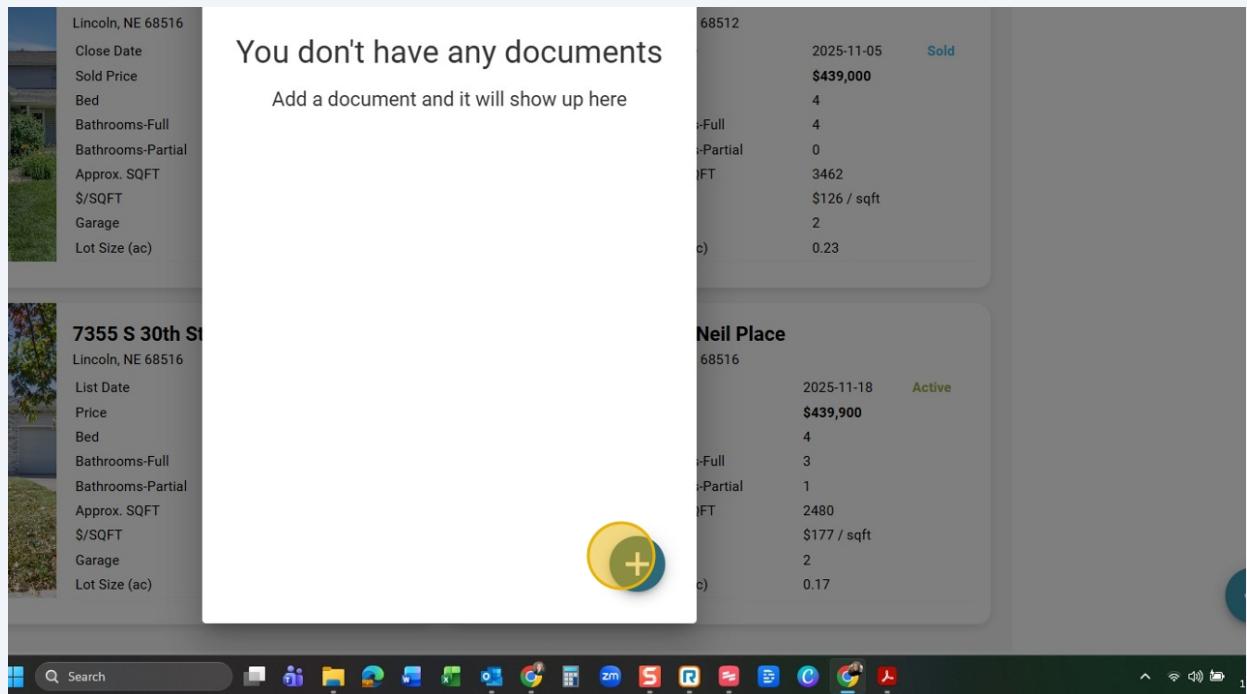
## 47 Choose from your Document Library or add CMA document.



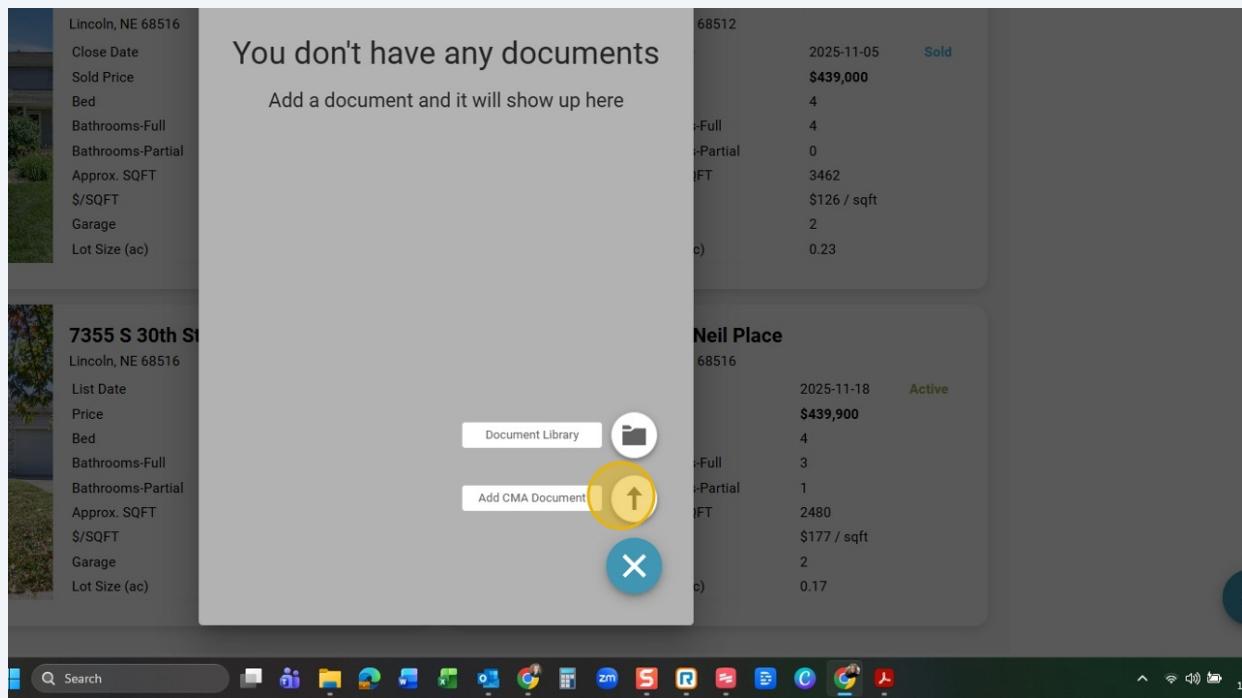
48 My document library was empty so I clicked "close."



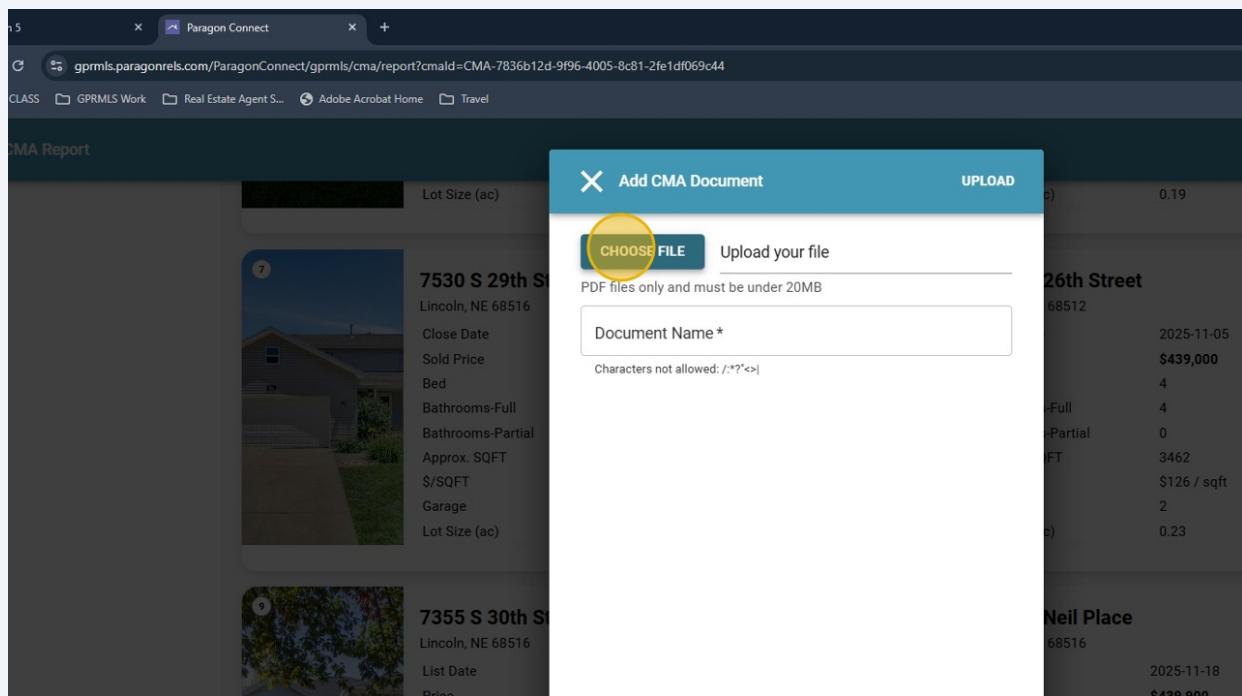
49 You can add documents to your library by clicking "Add" instead



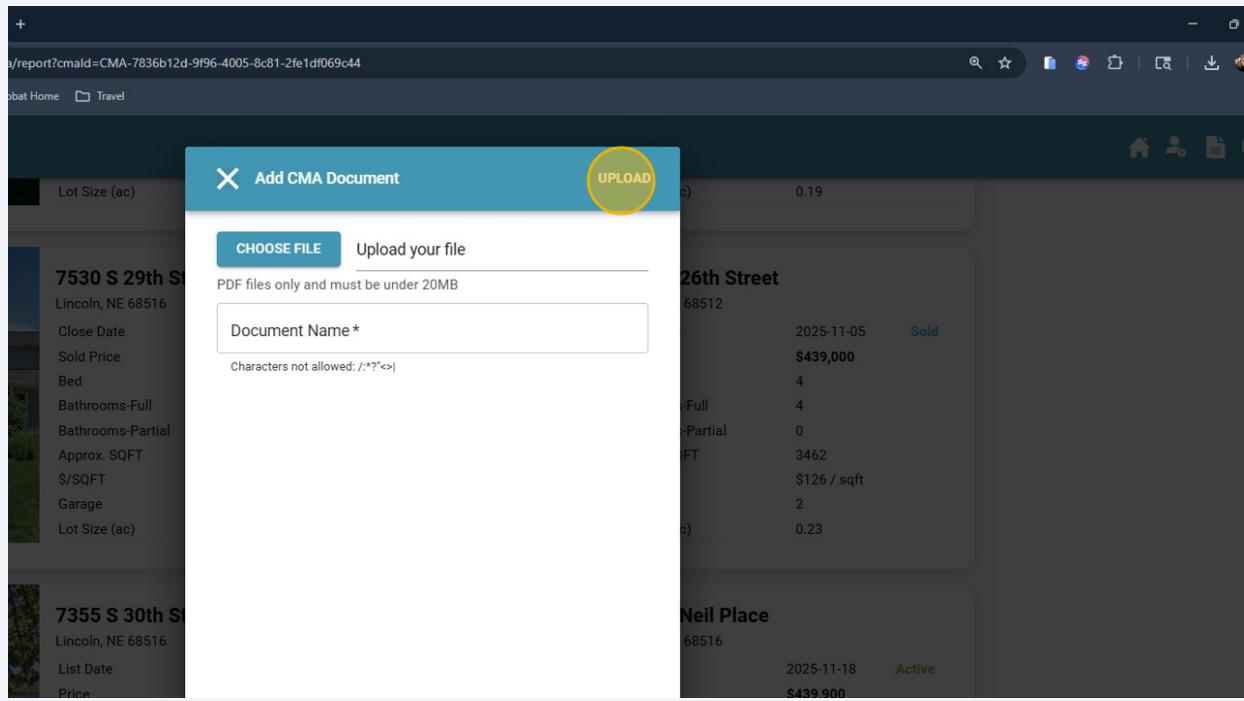
50 To add a CMA Document, click "Add CMA Document"



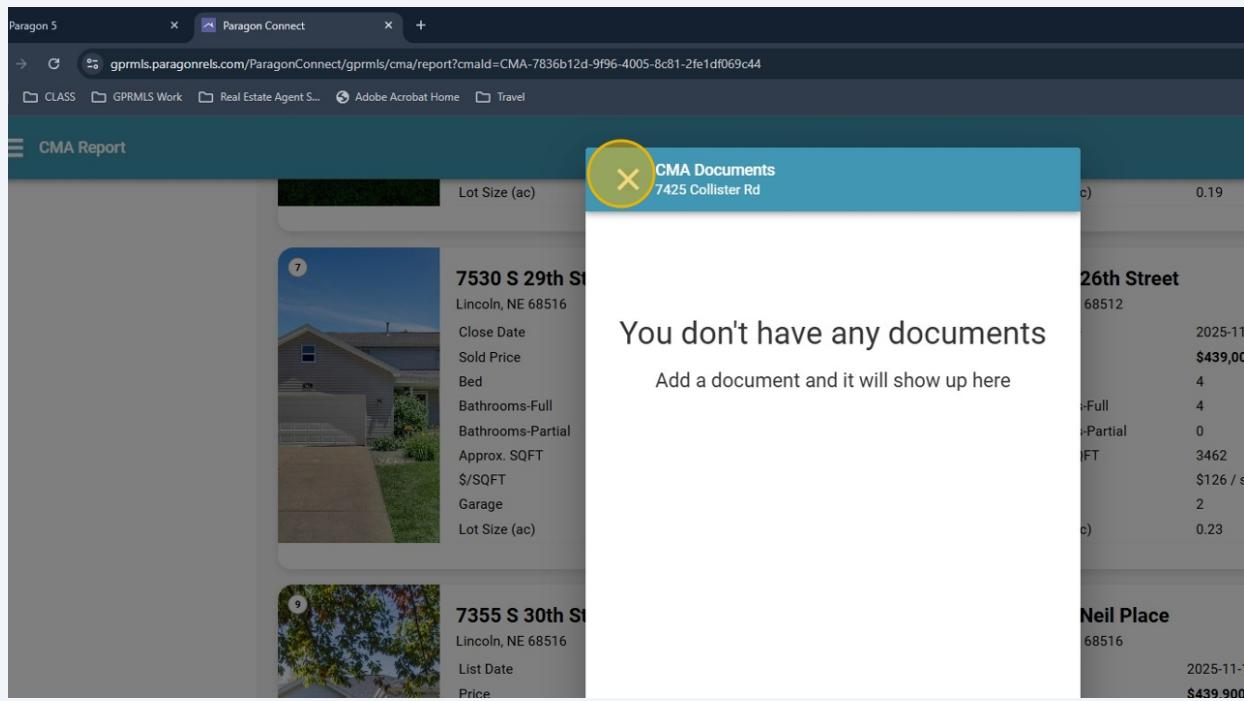
51 Click "CHOOSE FILE". This will bring up files from your computer and you add them as you would add documents to anything else



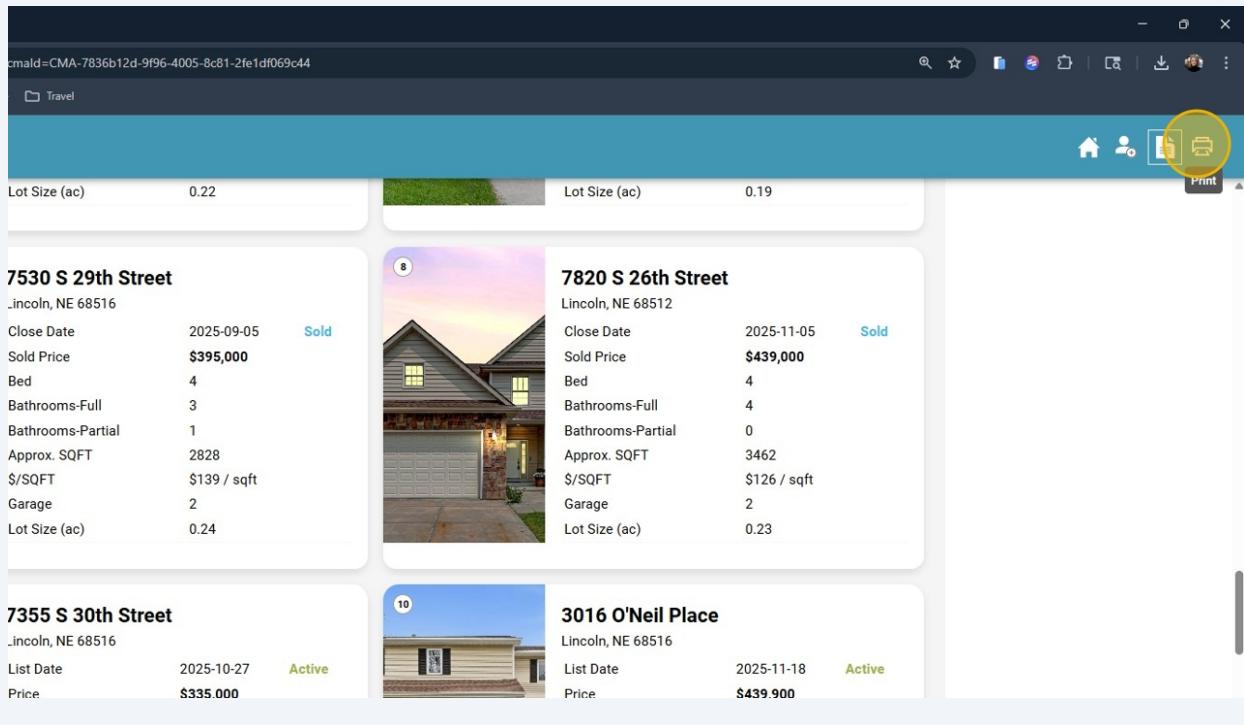
52 Once chosen, click "Upload your File"



53 Click "close."



## 54 You can print your CMA - just click on "Print."



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Travel

Lot Size (ac) 0.22

7530 S 29th Street Lincoln, NE 68516

Close Date 2025-09-05 **Sold**

Sold Price \$395,000

Bed 4

Bathrooms-Full 3

Bathrooms-Partial 1

Approx. SQFT 2828

\$/SQFT \$139 / sqft

Garage 2

Lot Size (ac) 0.24

Lot Size (ac) 0.19

7820 S 26th Street Lincoln, NE 68512

Close Date 2025-11-05 **Sold**

Sold Price \$439,000

Bed 4

Bathrooms-Full 4

Bathrooms-Partial 0

Approx. SQFT 3462

\$/SQFT \$126 / sqft

Garage 2

Lot Size (ac) 0.23

7355 S 30th Street Lincoln, NE 68516

List Date 2025-10-27 **Active**

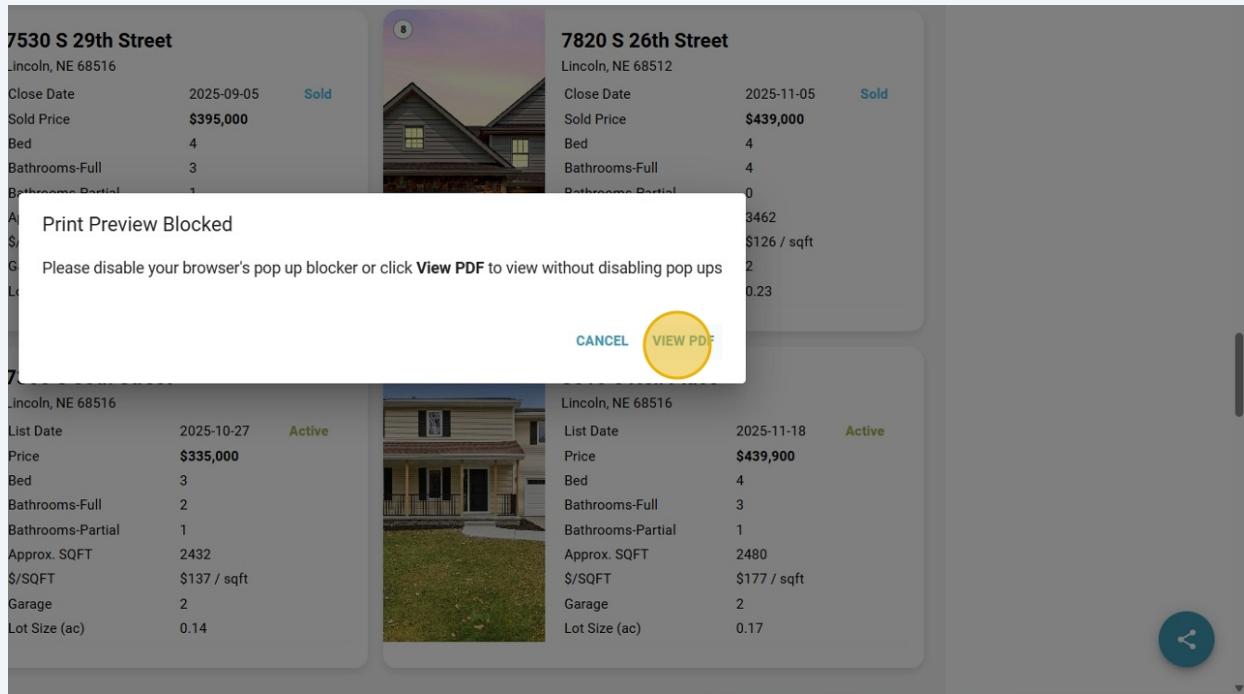
Price \$335,000

3016 O'Neil Place Lincoln, NE 68516

List Date 2025-11-18 **Active**

Price \$439,900

## 55 It will take a few seconds or a minute or two to generate your PDF, when it's ready click on "VIEW PDF"



7530 S 29th Street Lincoln, NE 68516

Close Date 2025-09-05 **Sold**

Sold Price \$395,000

Bed 4

Bathrooms-Full 3

Bathrooms-Partial 1

A Print Preview Blocked

G Please disable your browser's pop up blocker or click **View PDF** to view without disabling pop ups

L

7820 S 26th Street Lincoln, NE 68512

Close Date 2025-11-05 **Sold**

Sold Price \$439,000

Bed 4

Bathrooms-Full 4

Bathrooms-Partial 0

3462

\$126 / sqft

2

0.23

CANCEL **VIEW PDF**

7355 S 30th Street Lincoln, NE 68516

List Date 2025-10-27 **Active**

Price \$335,000

3016 O'Neil Place Lincoln, NE 68516

List Date 2025-11-18 **Active**

Price \$439,900

Bed 4

Bathrooms-Full 3

Bathrooms-Partial 1

Approx. SQFT 2480

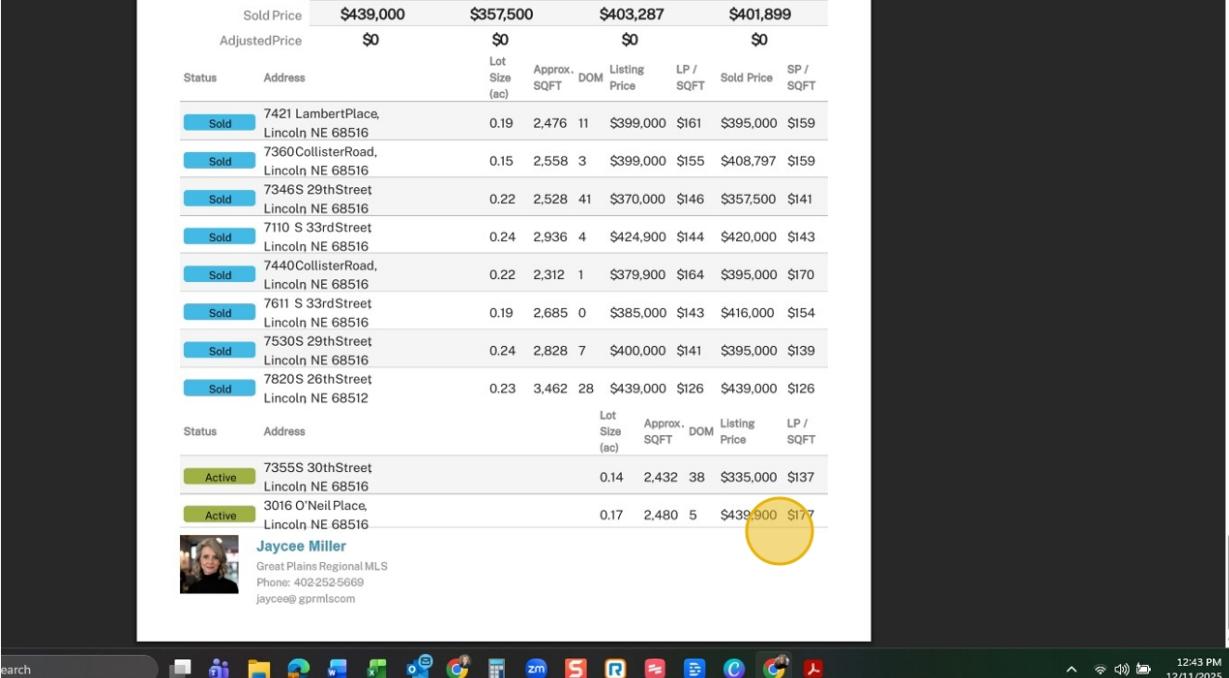
\$/SQFT \$177 / sqft

Garage 2

Lot Size (ac) 0.17

56

In this example I scrolled through the CMA pages to the end. You can download or print using your PDF controls located at the top.



Sold Price      \$439,000      \$357,500      \$403,287      \$401,899  
Adjusted Price      \$0      \$0      \$0      \$0

Status	Address	Lot Size (ac)	Approx. SQFT	DOM	Listing Price	LP / SQFT	Sold Price	SP / SQFT
Sold	7421 LambertPlace, Lincoln NE 68516	0.19	2,476	11	\$399,000	\$161	\$395,000	\$159
Sold	7360 CollisterRoad, Lincoln NE 68516	0.15	2,558	3	\$399,000	\$155	\$408,797	\$159
Sold	7346S 29thStreet Lincoln NE 68516	0.22	2,528	41	\$370,000	\$146	\$357,500	\$141
Sold	7110 S 33rdStreet Lincoln NE 68516	0.24	2,936	4	\$424,900	\$144	\$420,000	\$143
Sold	7440 CollisterRoad, Lincoln NE 68516	0.22	2,312	1	\$379,900	\$164	\$395,000	\$170
Sold	7611 S 33rdStreet Lincoln NE 68516	0.19	2,685	0	\$385,000	\$143	\$416,000	\$154
Sold	7530S 29thStreet Lincoln NE 68516	0.24	2,828	7	\$400,000	\$141	\$395,000	\$139
Sold	7820S 26thStreet Lincoln NE 68512	0.23	3,462	28	\$439,000	\$126	\$439,000	\$126
Status	Address	Lot Size (ac)	Approx. SQFT	DOM	Listing Price	LP / SQFT		
Active	7355S 30thStreet Lincoln NE 68516	0.14	2,432	38	\$335,000	\$137		
Active	3016 O'Neil Place, Lincoln NE 68516	0.17	2,480	5	\$439,000	\$177		

 **Jaycee Miller**  
Great Plains Regional MLS  
Phone: 402-252-5669  
jaycee@gprmls.com

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12/11/2025