EasyCMA from the Results Screen

1   In Paragon Professional- choose the listings you want to include

2 Click " More"

3 Choose create an EasyCMA

4 choose either "address Search or Listing ID or Manually Enter Address" for the subject Property and then click "CONTINUE"
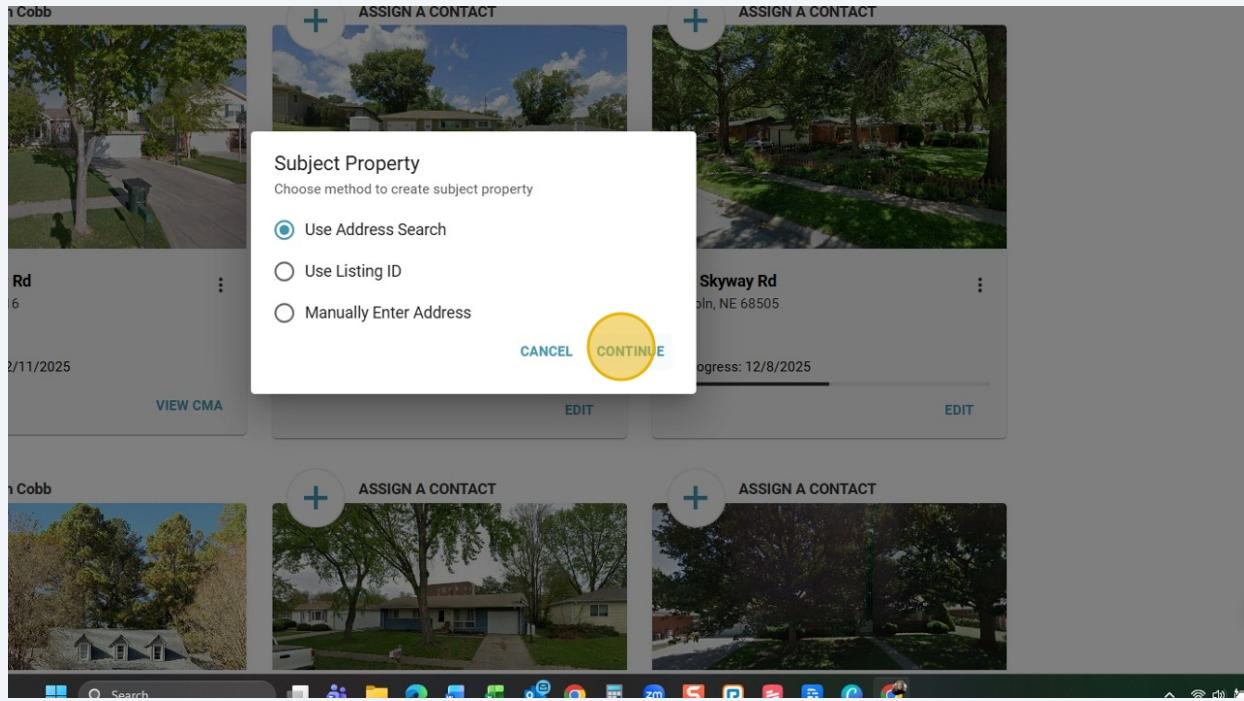
5 I choose Address search for my example so I would click "Subject Property Address" and enter the property address
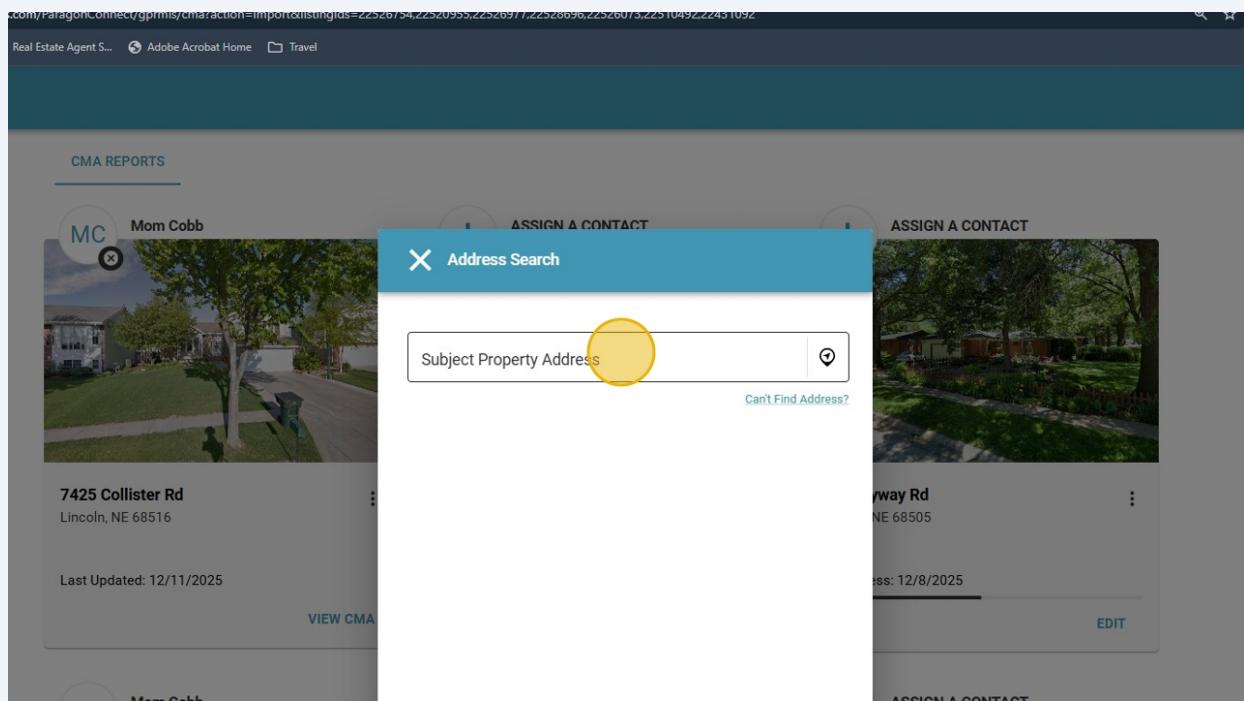
6 Click on the address I want
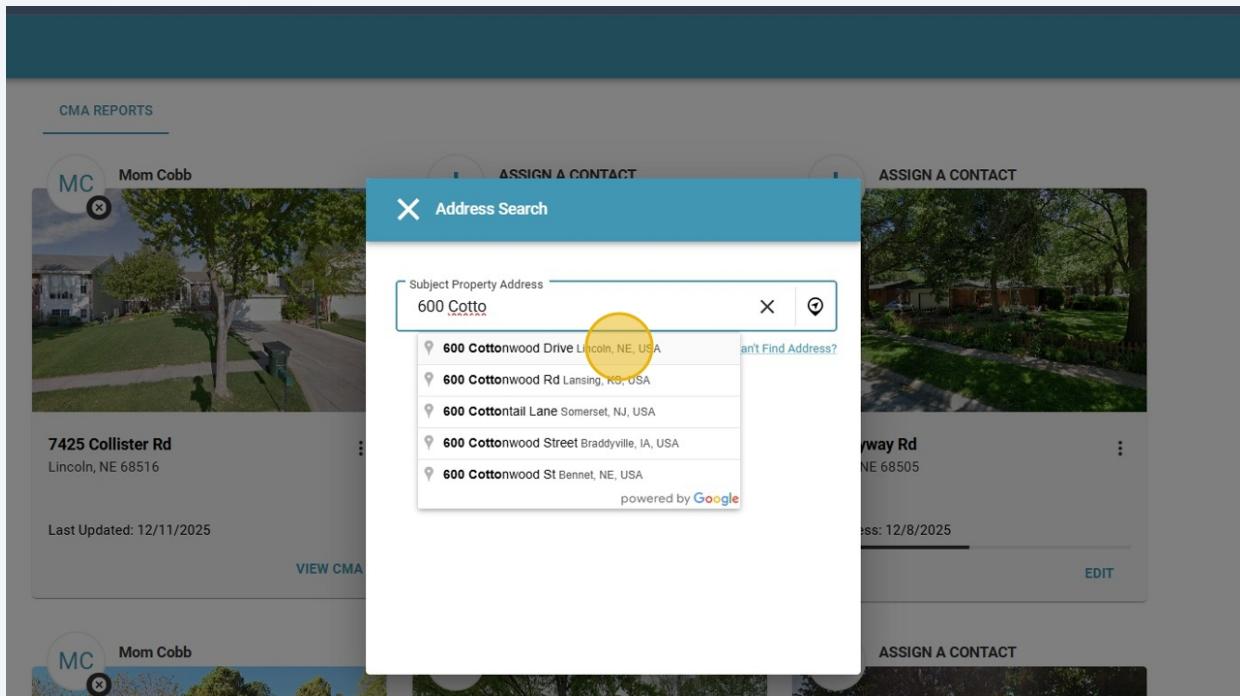
7 Click "CONFIRM"
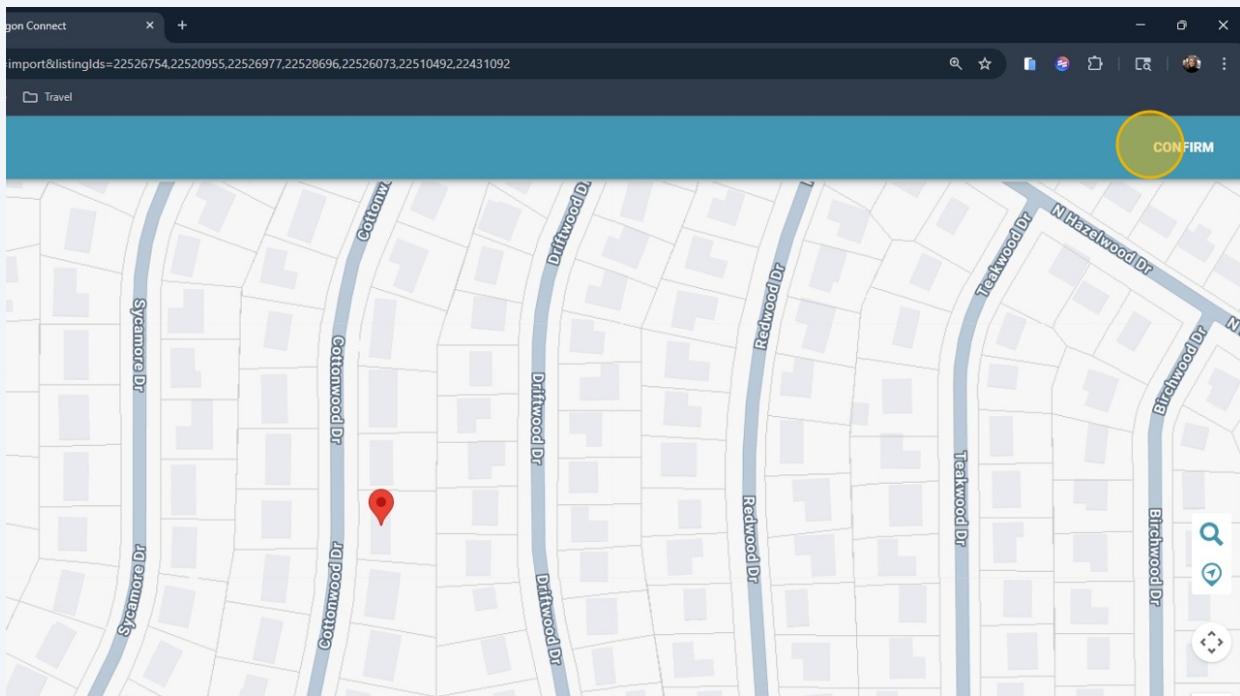
8 enter any information needed and click "NEXT". The properties that I added from my search previously, should be found on the next screen after clicking "NEXT"
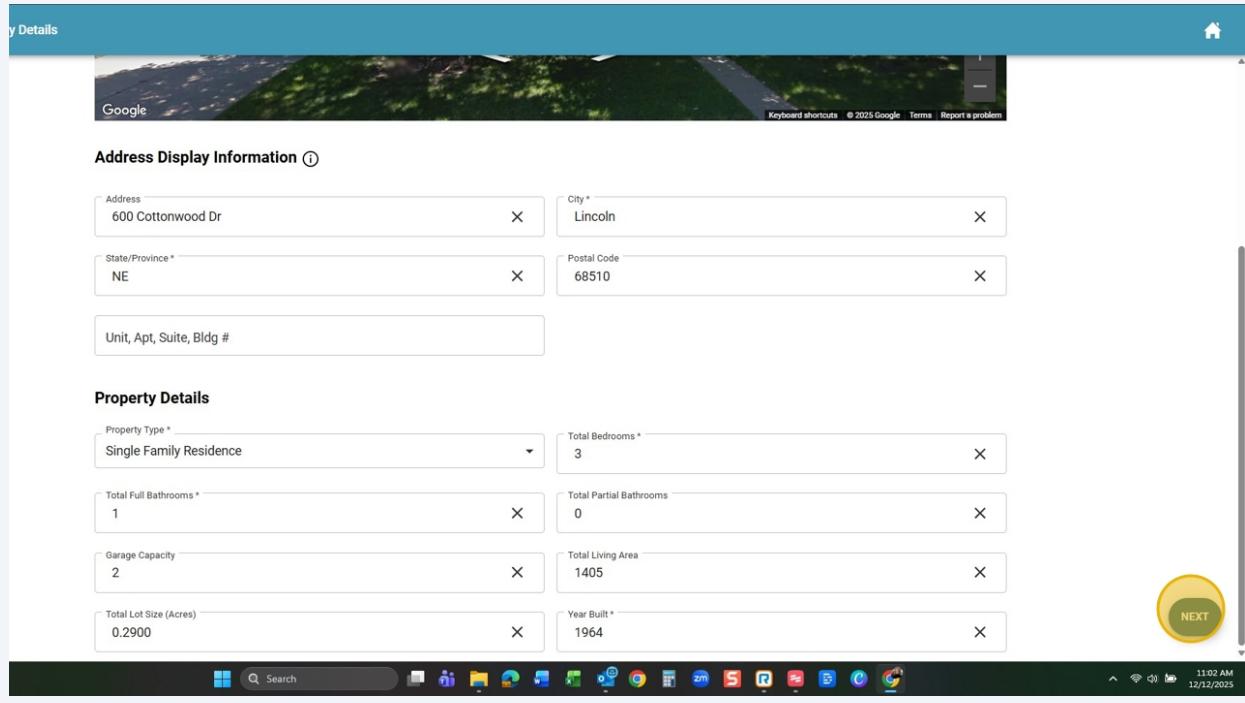
9 From Paragon Connect Search Results view, choose the listings you want to add to an EasyCMA
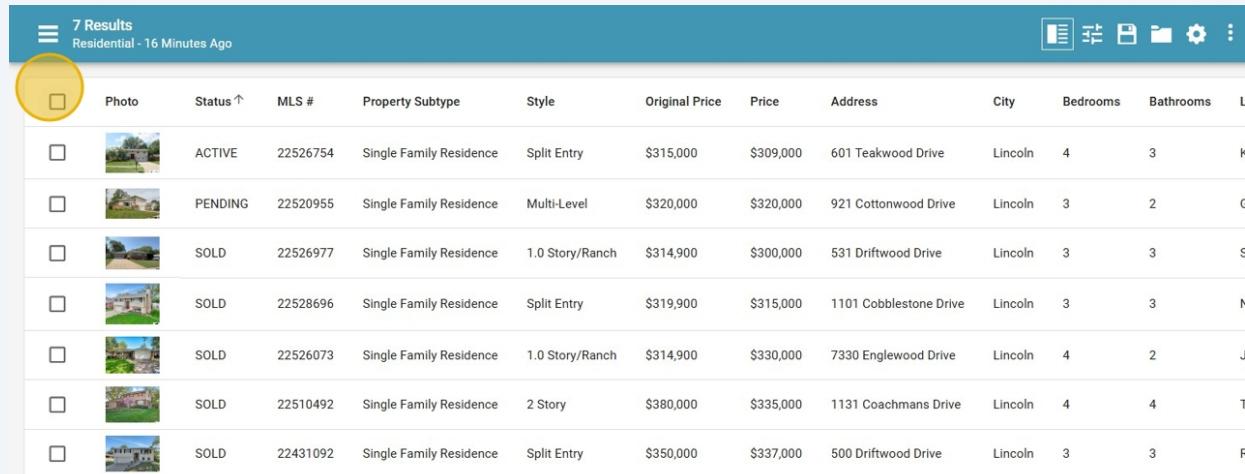
|	Photo	Status ↑	MLS #	Property Subtype	Style	Original Price	Price	Address	City	Bedrooms	Bathrooms	L
☐		ACTIVE	22526754	Single Family Residence	Split Entry	$315,000	$309,000	601 Teakwood Drive	Lincoln	4	3	K
☐		PENDING	22520955	Single Family Residence	Multi-Level	$320,000	$320,000	921 Cottonwood Drive	Lincoln	3	2	G
☐		SOLD	22526977	Single Family Residence	1.0 Story/Ranch	$314,900	$300,000	531 Driftwood Drive	Lincoln	3	3	S
☐		SOLD	22528696	Single Family Residence	Split Entry	$319,900	$315,000	1101 Cobblestone Drive	Lincoln	3	3	N
☐		SOLD	22526073	Single Family Residence	1.0 Story/Ranch	$314,900	$330,000	7330 Englewood Drive	Lincoln	4	2	J
☐		SOLD	22510492	Single Family Residence	2 Story	$380,000	$335,000	1131 Coachmans Drive	Lincoln	4	4	T
☐		SOLD	22431092	Single Family Residence	Split Entry	$350,000	$337,000	500 Driftwood Drive	Lincoln	3	3	R

5

10 Click the "More Options"
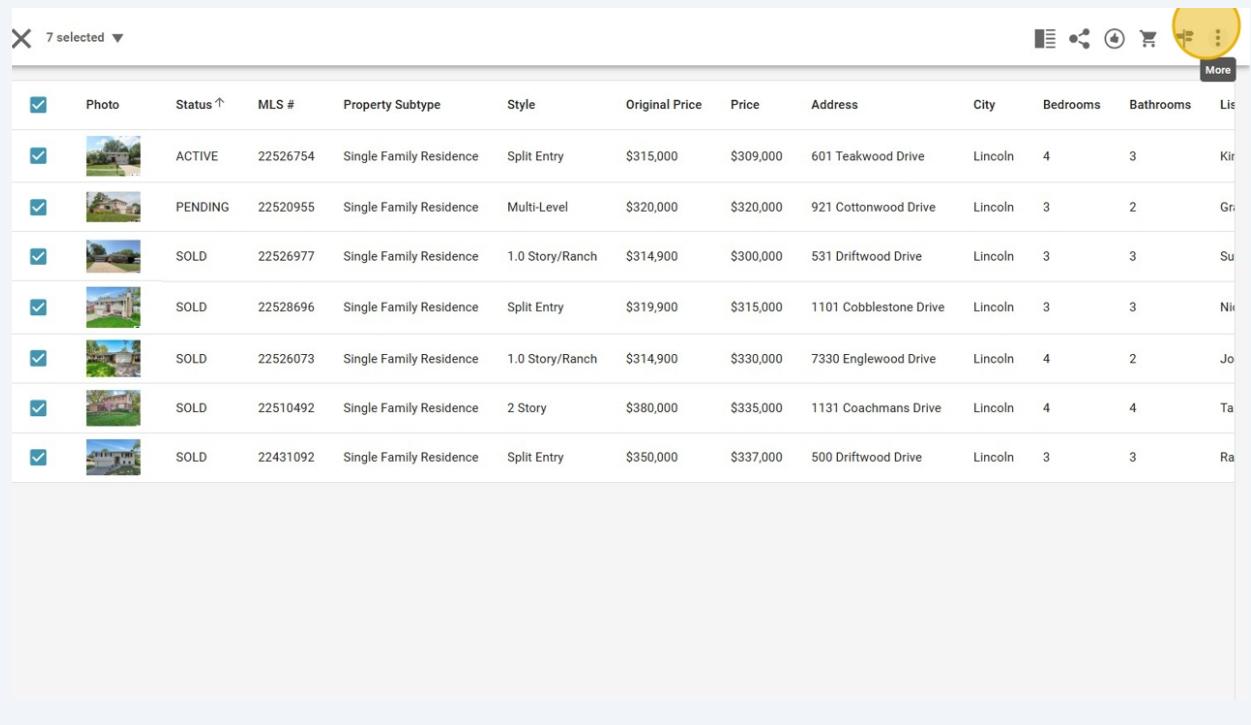
	Photo	Status ↑	MLS #	Property Subtype	Style	Original Price	Price	Address	City	Bedrooms	Bathrooms	Lis
☑		ACTIVE	22526754	Single Family Residence	Split Entry	$315,000	$309,000	601 Teakwood Drive	Lincoln	4	3	Kir
☑		PENDING	22520955	Single Family Residence	Multi-Level	$320,000	$320,000	921 Cottonwood Drive	Lincoln	3	2	Gr
☑		SOLD	22526977	Single Family Residence	1.0 Story/Ranch	$314,900	$300,000	531 Driftwood Drive	Lincoln	3	3	Su
☑		SOLD	22528696	Single Family Residence	Split Entry	$319,900	$315,000	1101 Cobblestone Drive	Lincoln	3	3	Ni
☑		SOLD	22526073	Single Family Residence	1.0 Story/Ranch	$314,900	$330,000	7330 Englewood Drive	Lincoln	4	2	Jo
☑		SOLD	22510492	Single Family Residence	2 Story	$380,000	$335,000	1131 Coachmans Drive	Lincoln	4	4	Ta
☑		SOLD	22431092	Single Family Residence	Split Entry	$350,000	$337,000	500 Driftwood Drive	Lincoln	3	3	Ra

11 Click "Add to CMA"

Print
Add to CMA
Third Party Integrations
Export

	Photo	Status ↑	MLS #	Property Subtype	Style	Original Price	Price	Address	City		
☑		ACTIVE	22526754	Single Family Residence	Split Entry	$315,000	$309,000	601 Teakwood Drive	Lincoln		
☑		PENDING	22520955	Single Family Residence	Multi-Level	$320,000	$320,000	921 Cottonwood Drive	Lincoln	3	2	Gr
☑		SOLD	22526977	Single Family Residence	1.0 Story/Ranch	$314,900	$300,000	531 Driftwood Drive	Lincoln	3	3	Su
☑		SOLD	22528696	Single Family Residence	Split Entry	$319,900	$315,000	1101 Cobblestone Drive	Lincoln	3	3	Ni
☑		SOLD	22526073	Single Family Residence	1.0 Story/Ranch	$314,900	$330,000	7330 Englewood Drive	Lincoln	4	2	Jo
☑		SOLD	22510492	Single Family Residence	2 Story	$380,000	$335,000	1131 Coachmans Drive	Lincoln	4	4	Ta
☑		SOLD	22431092	Single Family Residence	Split Entry	$350,000	$337,000	500 Driftwood Drive	Lincoln	3	3	Ra

12 Choose New CMA or existing CMA, I chose New CMA for this example- click "NEXT"

13 Choose how you want to find the address and then "NEXT"

14 I chose "Subject Property Search"- Click the "Subject Property Address" field and begin typing in the address
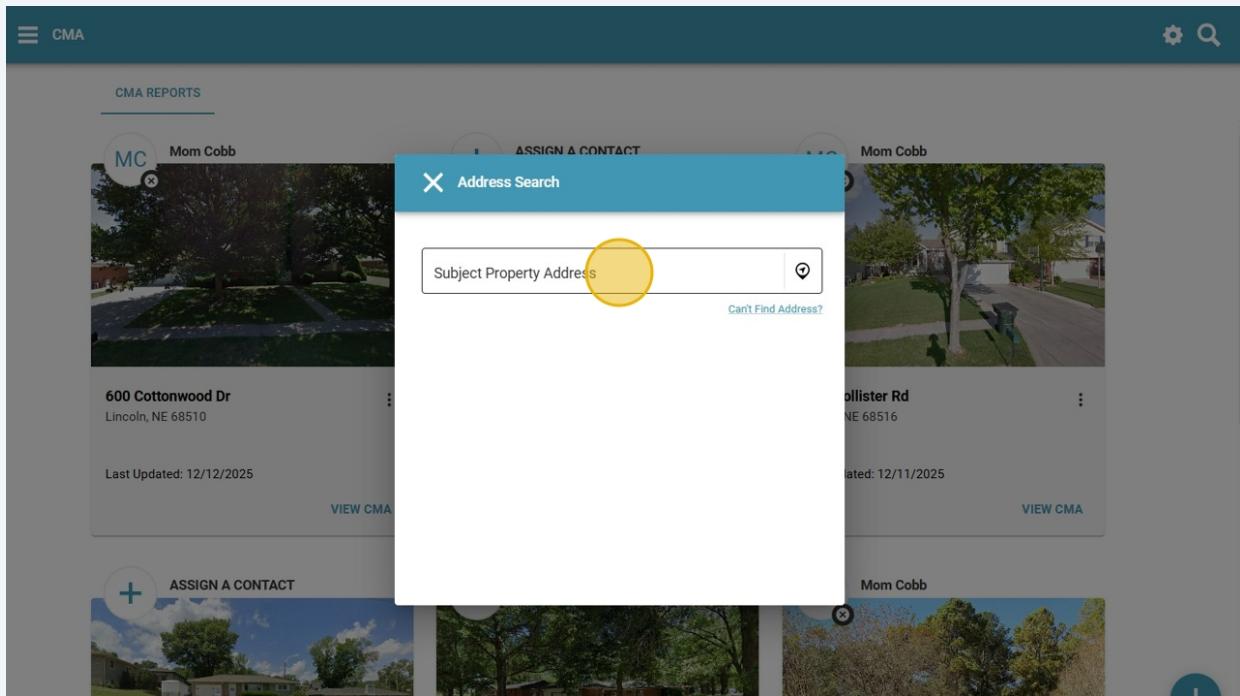
15
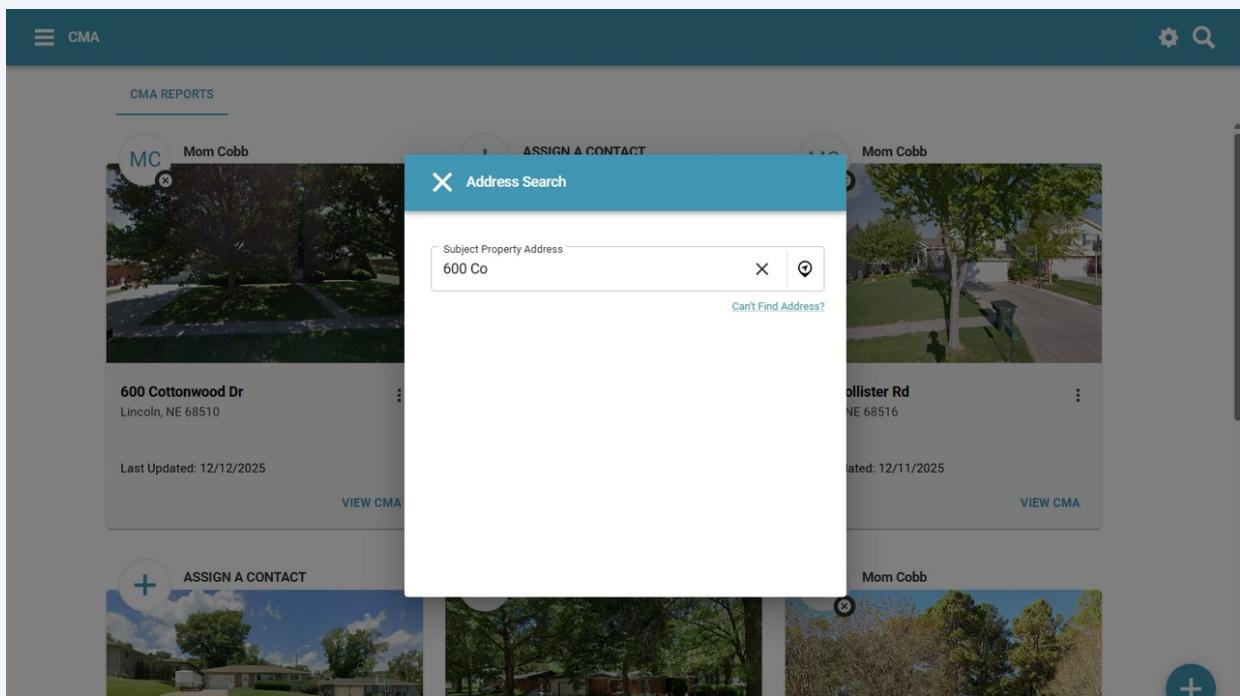
16 Choose the address you want when it pops up
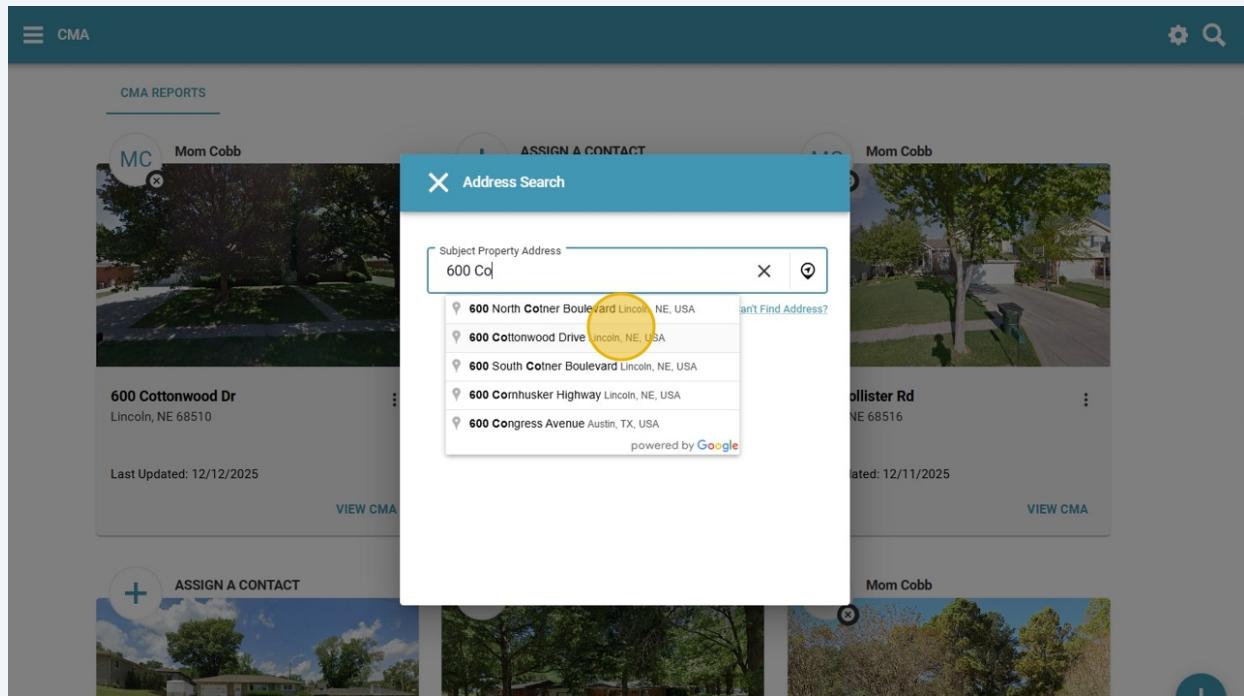
17 Click "Confirm"
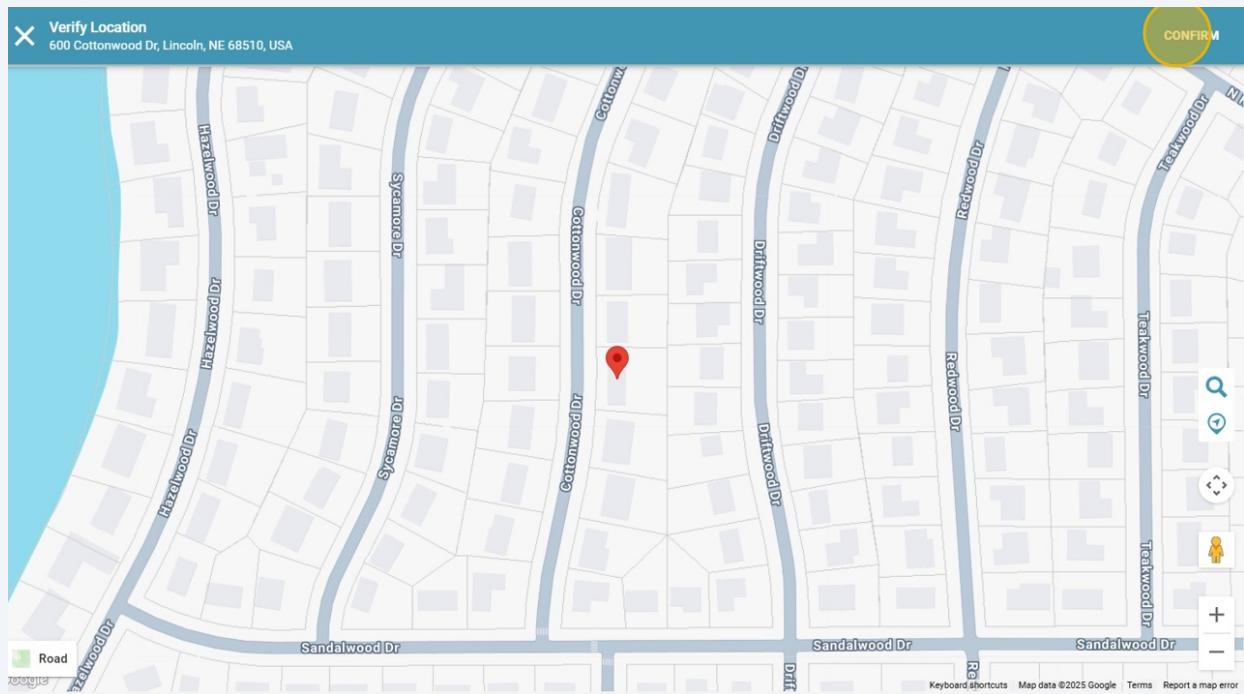
18 Click "EDIT COMP ORDER" if you want to change the order of your comps

19 Choose the listing to move and click and drag to the spot you want

20 You can do this for as many properties as you want
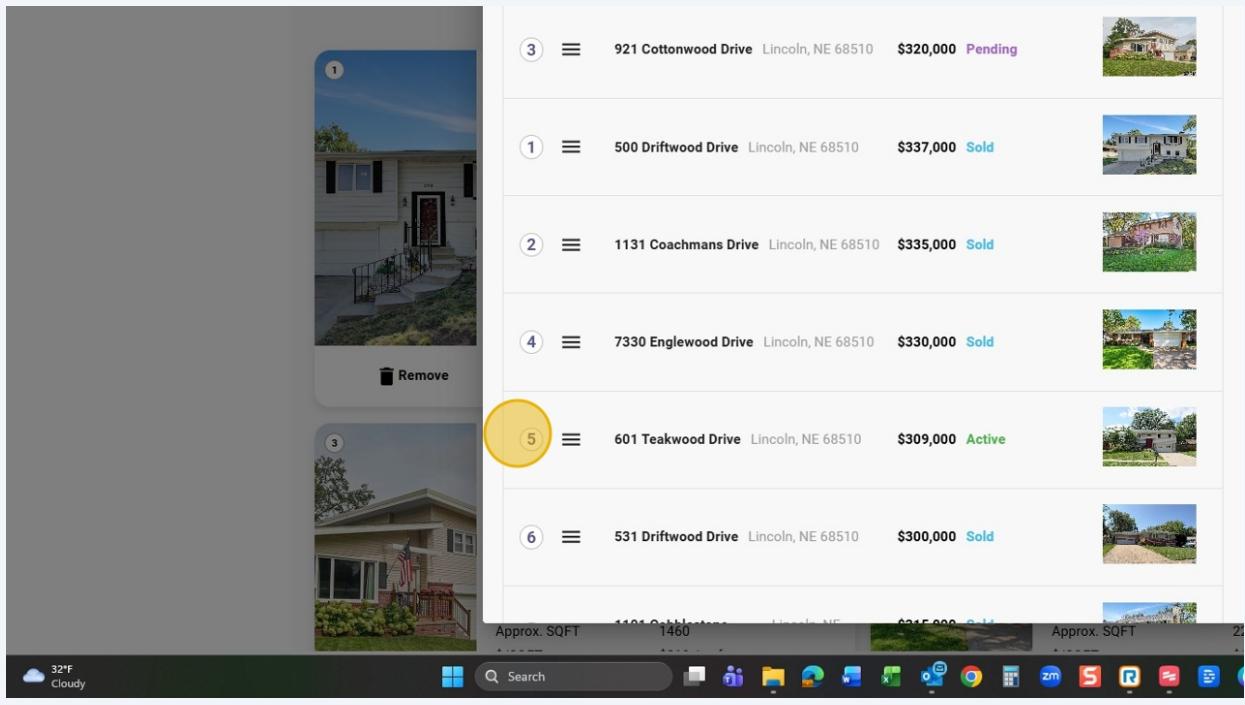
21 Click "SAVE" when you are finished

22 Click "GENERATE CMA"

23 Click "EDIT INTRODUCTION" to edit

24   type in your introduction
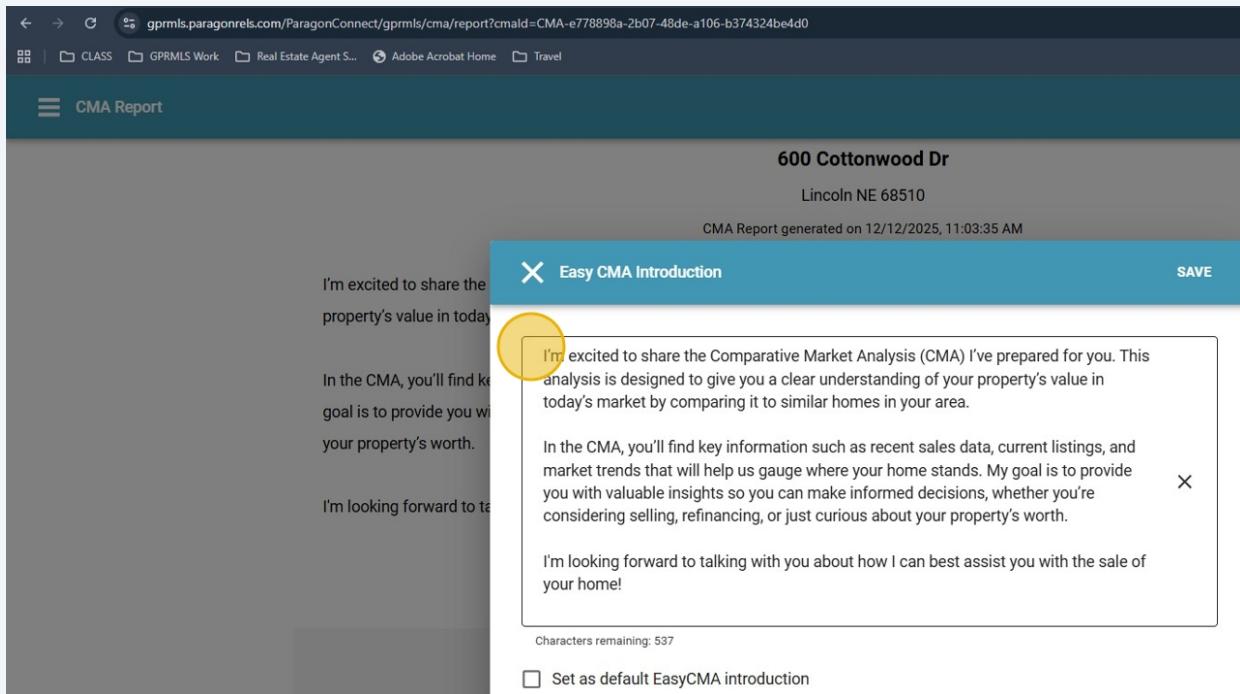
25   Click "SAVE"
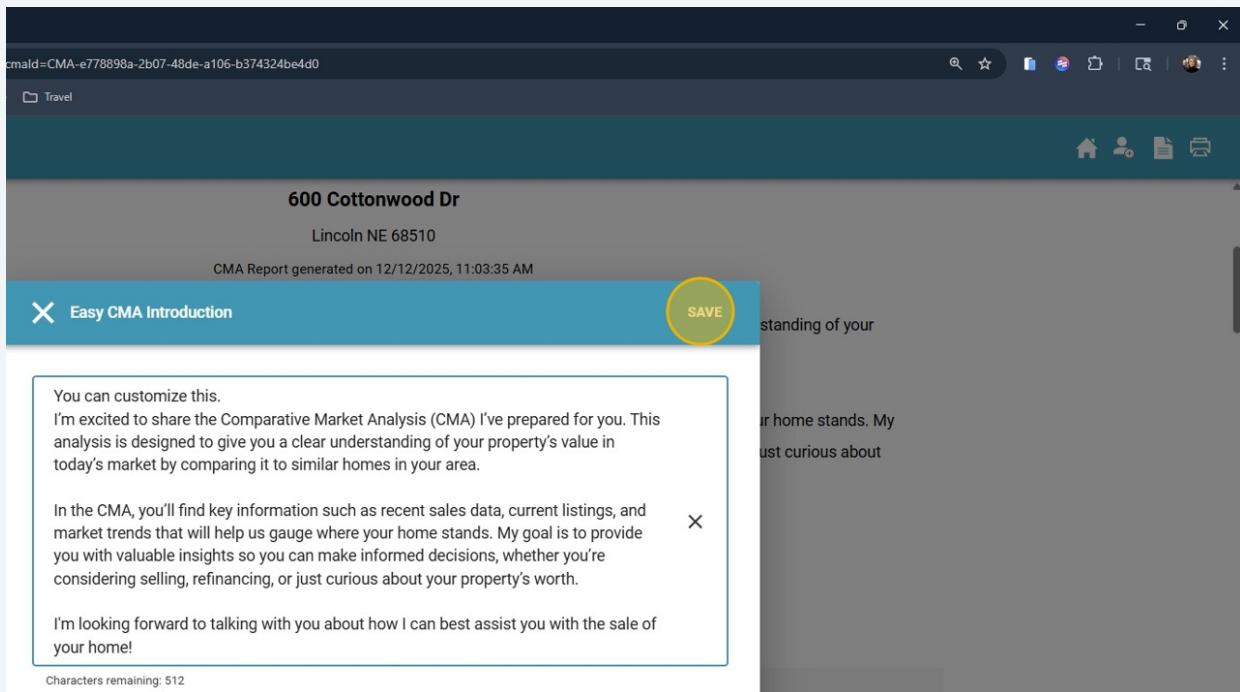
26   Click "EDIT PRICE" to edit the price

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

EDIT INTRODUCTION

Suggested Price

$320,857

$305K - $337K Price Range

EDIT PRICE

Property Details
Update any detail not properly updated

perty Sub Type	Bedrooms Total
gle Family Residence	3
throoms Full	Bathrooms Partial
	0
rage Capacity	Approx. Living SQFT
	1,405

Q Search

27   Click into the fields you want to edit and type in what you want

CMA Report

In the CMA, you'll find key information such as recent sales data, current listings, and market trends that will help us gauge where yo
goal is to provide you with valuable insights so you can make informed decisions, whether you're considering selling, refinancing, or
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 Price   SAVE

Suggested Price

Price *
$320,857   ✕

Range

Min Price *
$304,814   ✕   -   Max Price *
$336,900   ✕

$305K - $337K Price Range

Property Details
Update any detail not properly updated

Property Sub Type	Bedrooms Total
Single Family Residence	3
Bathrooms Full	Bathrooms Partial

28 Click "Min Price"

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

Edit Price

SAVE

Suggested Price

Price *
$315,857   ✕

Range

Min Price
$304,814   ✕   -   Max Price *
$336,900   ✕

$305K - $337K Price Range

Property Details
Update any detail not properly updated

Property Sub Type	Bedrooms Total
Single Family Residence	3
Bathrooms Full	Bathrooms Partial
1	0
Garage Capacity	Approx. Living SQFT
2	1,405

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29 Click "Max Price"

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

Edit Price

SAVE

Suggested Price

Price *
$315,857   ✕

Range

Min Price *
$314,814   ✕   -   Max Price *
$336,900   ✕

$305K - $337K Price Range

Property Details
Update any detail not properly updated

rty Sub Type	Bedrooms Total
Family Residence	3
oms Full	Bathrooms Partial
	0
e Capacity	Approx. Living SQFT
	1,405

30 Click "SAVE"
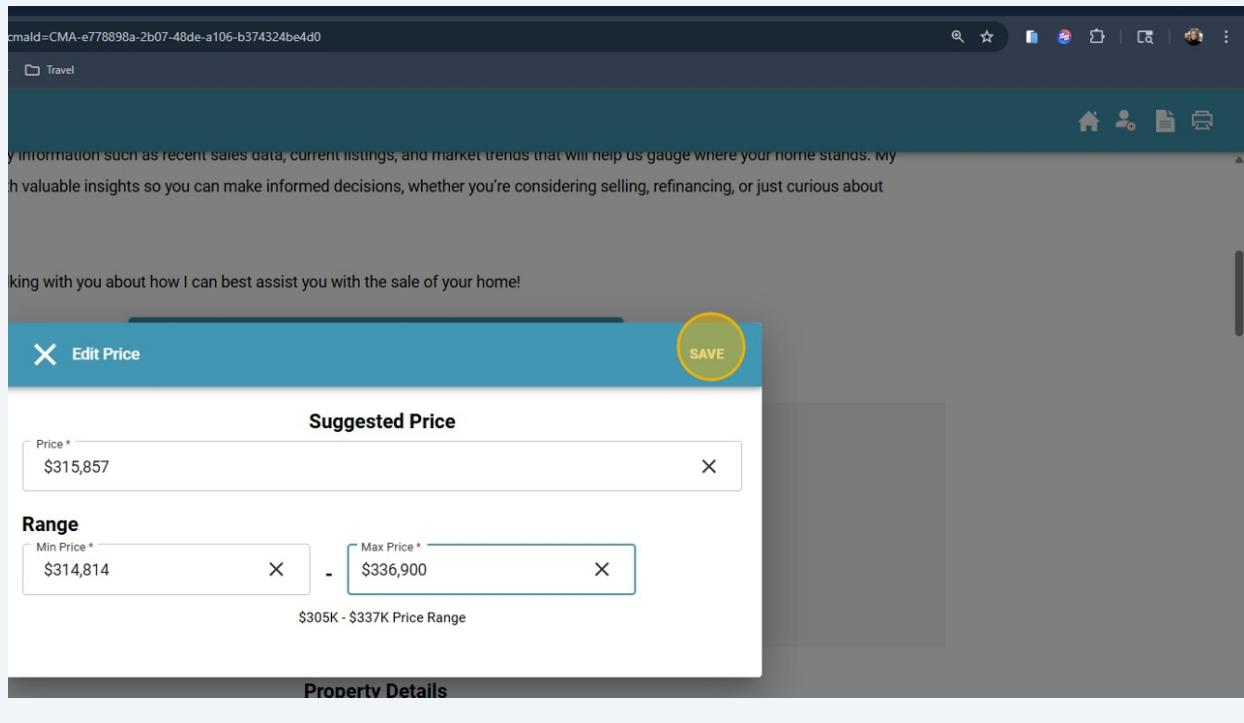
31 Click "EDIT PROPERTY" to edit any property details of the subject property
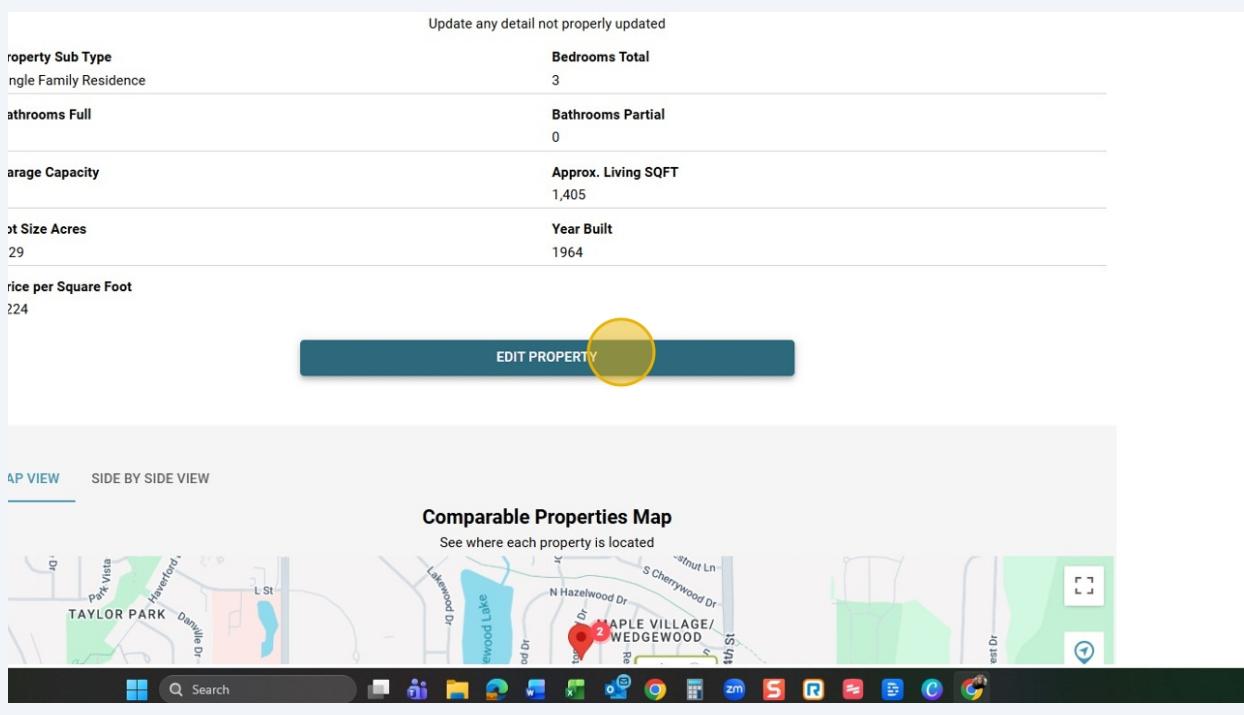
32 Click "SAVE" once you have made your changes

nation ⓘ
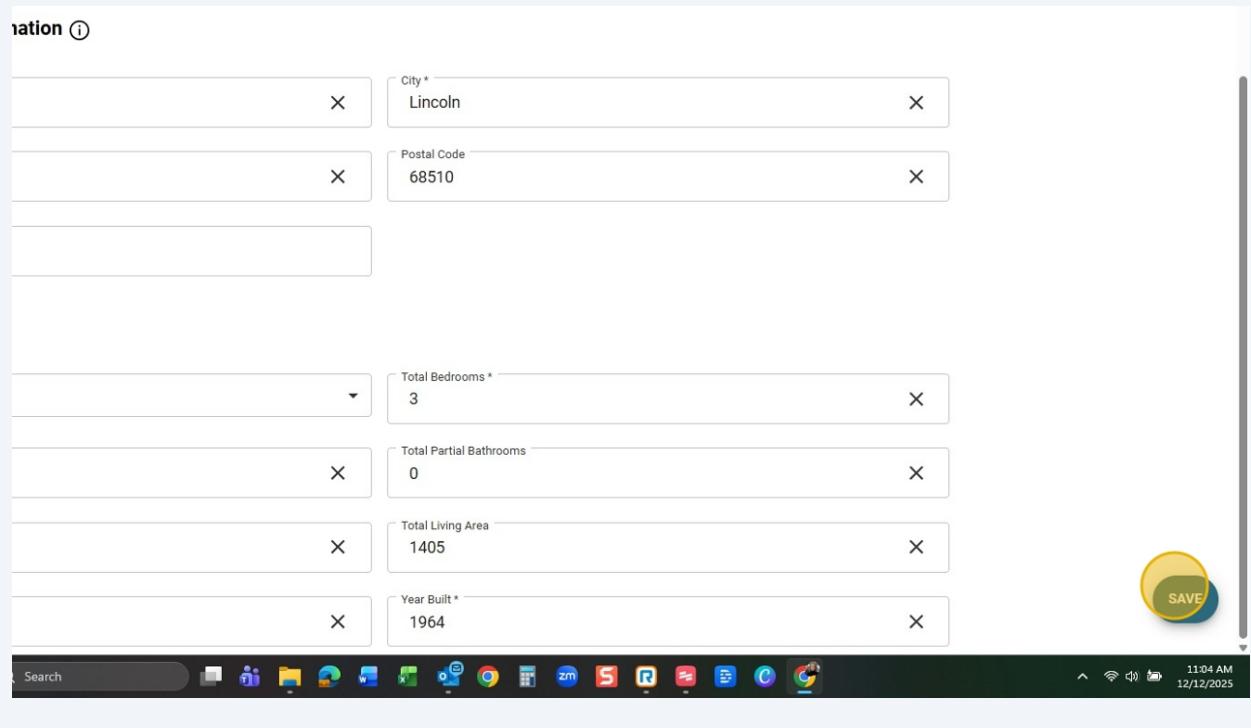
			City *	
	×		Lincoln	×

Postal Code
68510 ×

Total Bedrooms *
3 ×

Total Partial Bathrooms
0 ×

Total Living Area
1405 ×

SAVE

Year Built *
1964 ×

Search

11:04 AM
12/12/2025

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33 Click "EDIT COMPARABLES" to edit any comps

Close Date	2025-11-14	Sold
Sold Price	**$315,000**	
Bed	3	
Bathrooms-Full	2	
Bathrooms-Partial	1	
Approx. SQFT	1600	
$/SQFT	$196 / sqft	
Garage	2	
Lot Size (ac)	0.21	

EDIT COMPARABLES

Comparable Pricing Summary

$380,000 ↑ $309,000 ↓

Highest Property Value   Lowest Property Value

$323,400 AVG $328,371 AVG

34   Click "MANUALLY ENTER COMP" to manually add a comp

**35**   search by address or listing # click "OK".

**36** Click the "Address" field.

37 Type "cotto"
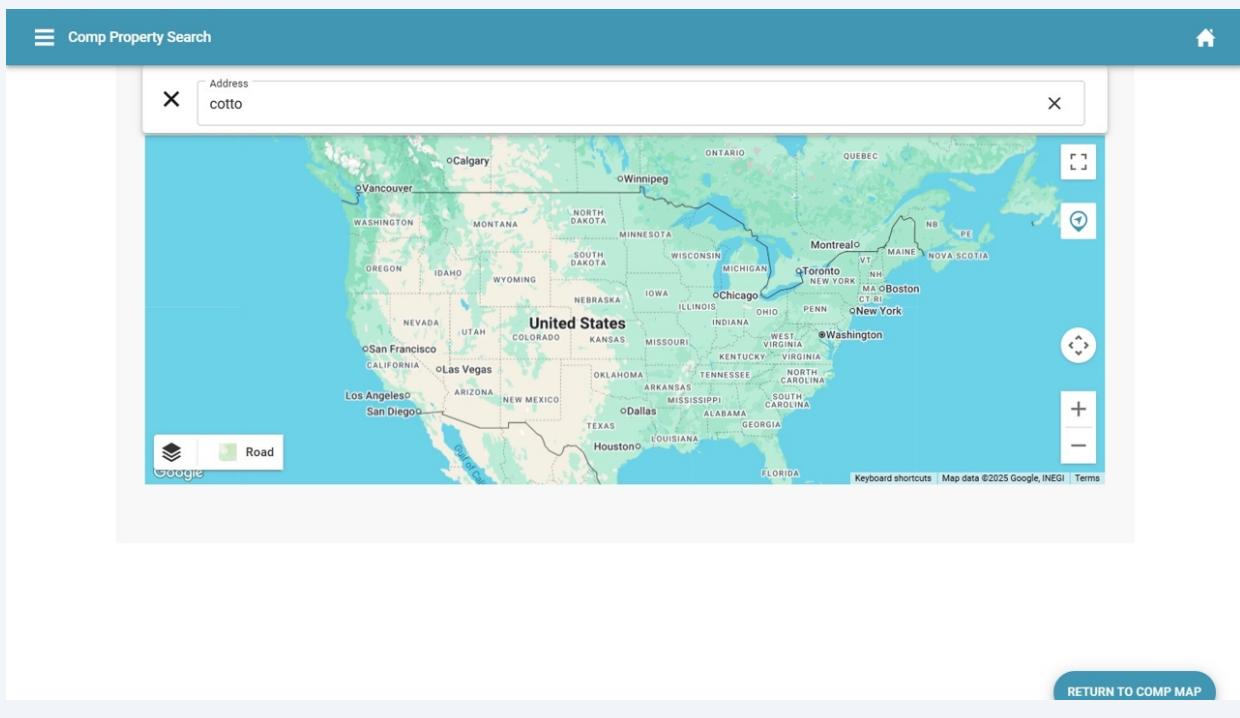
38 Click "Cottonwood Drive"
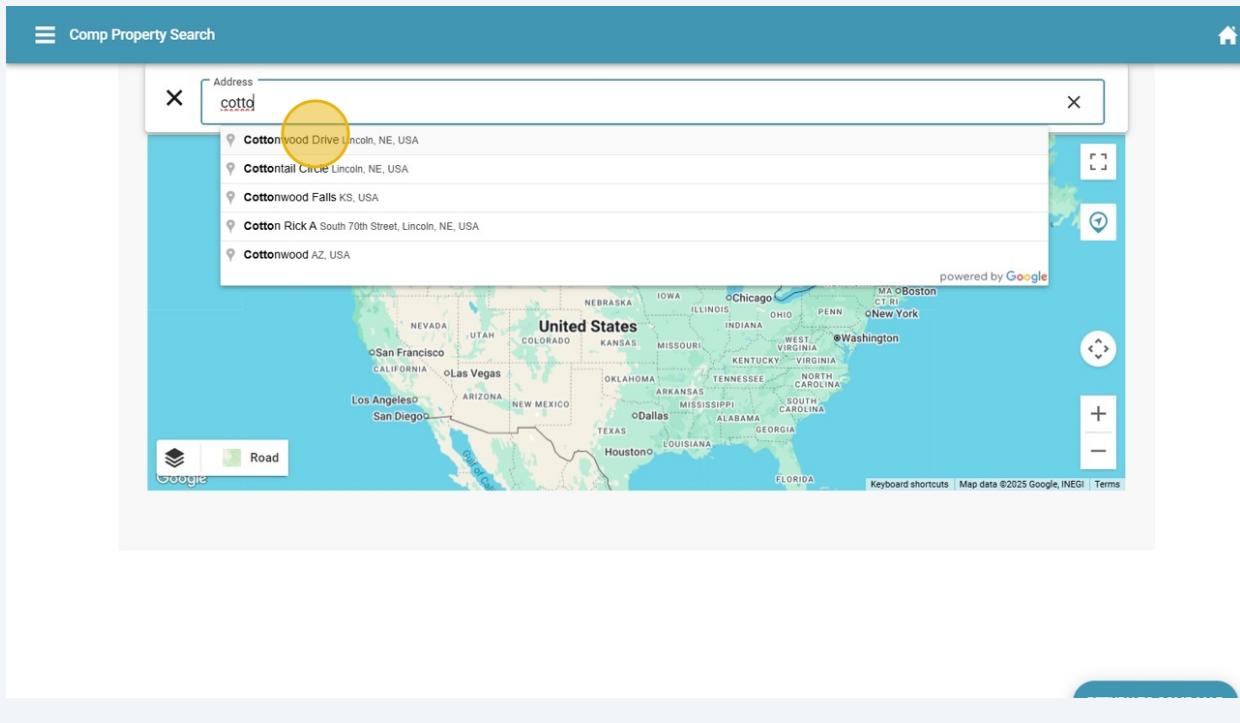
39 Click the "Address" field and type in the address you want to add
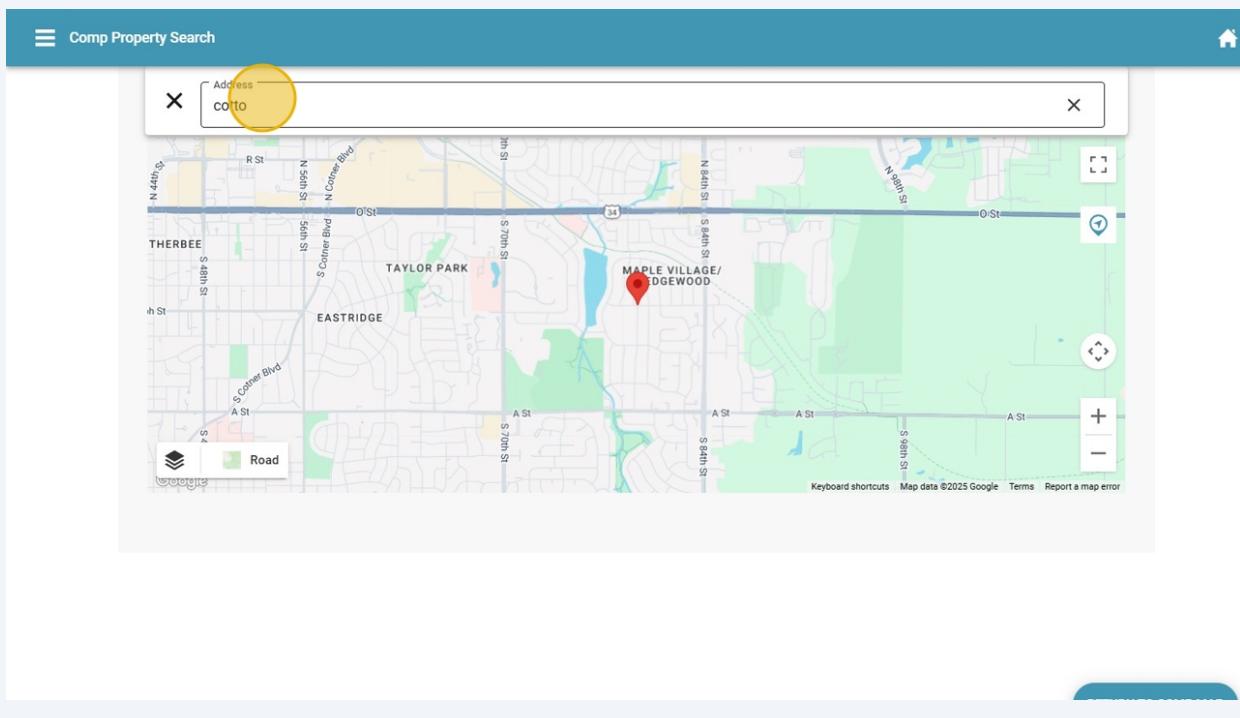
40 Select the address you are looking for
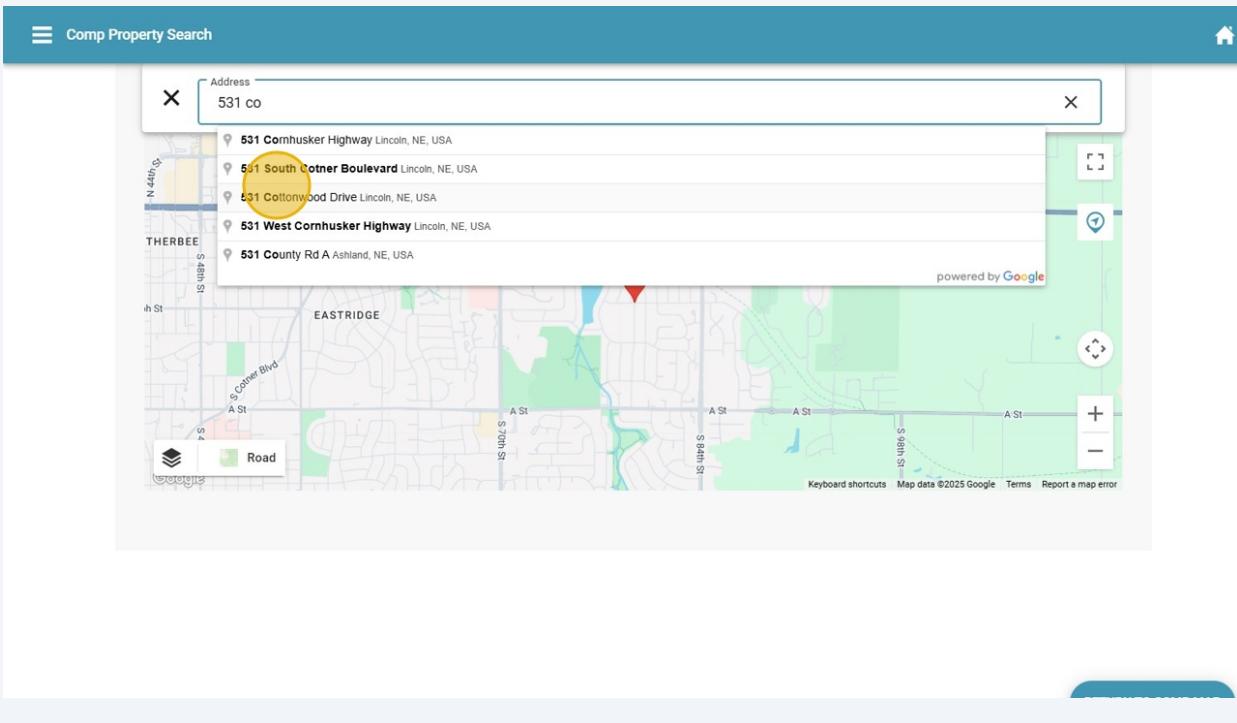
41 Click "Select Comp"

42 Click "GENERATE CMA"

43 You can assign to a contact click "Assign Contact."

44 Scroll to the contact you want and click on it
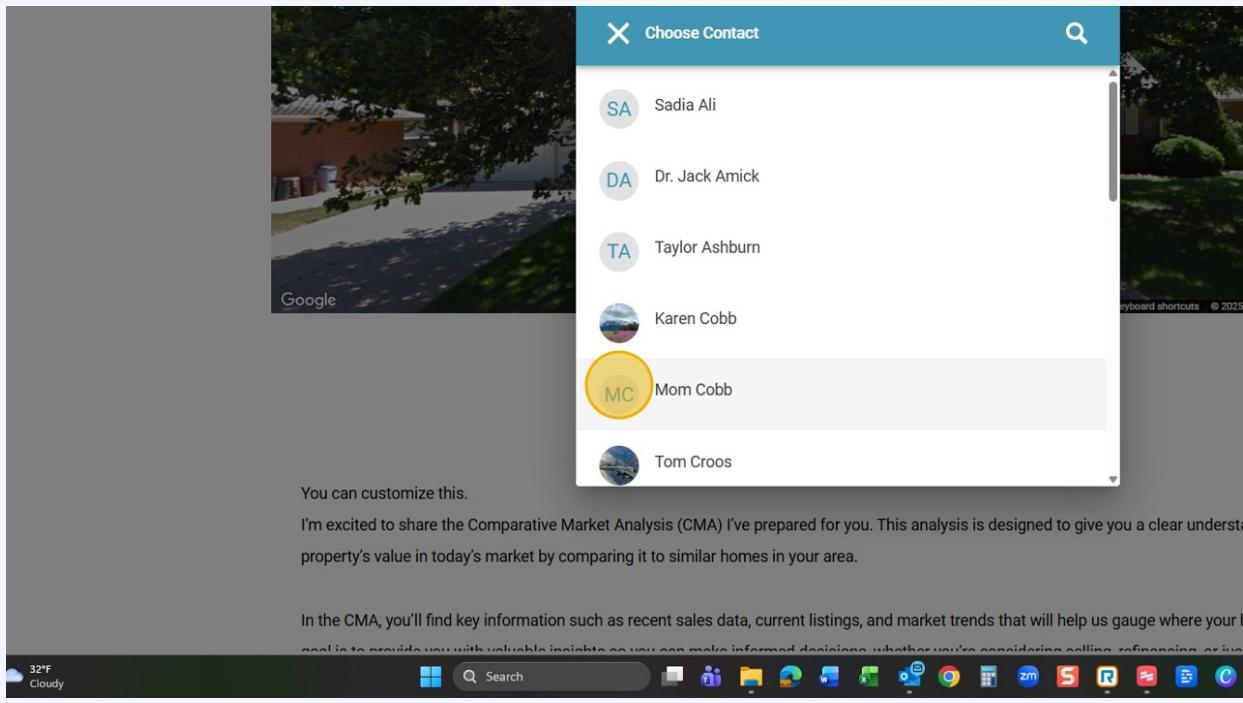
45 Click "ASSIGN"
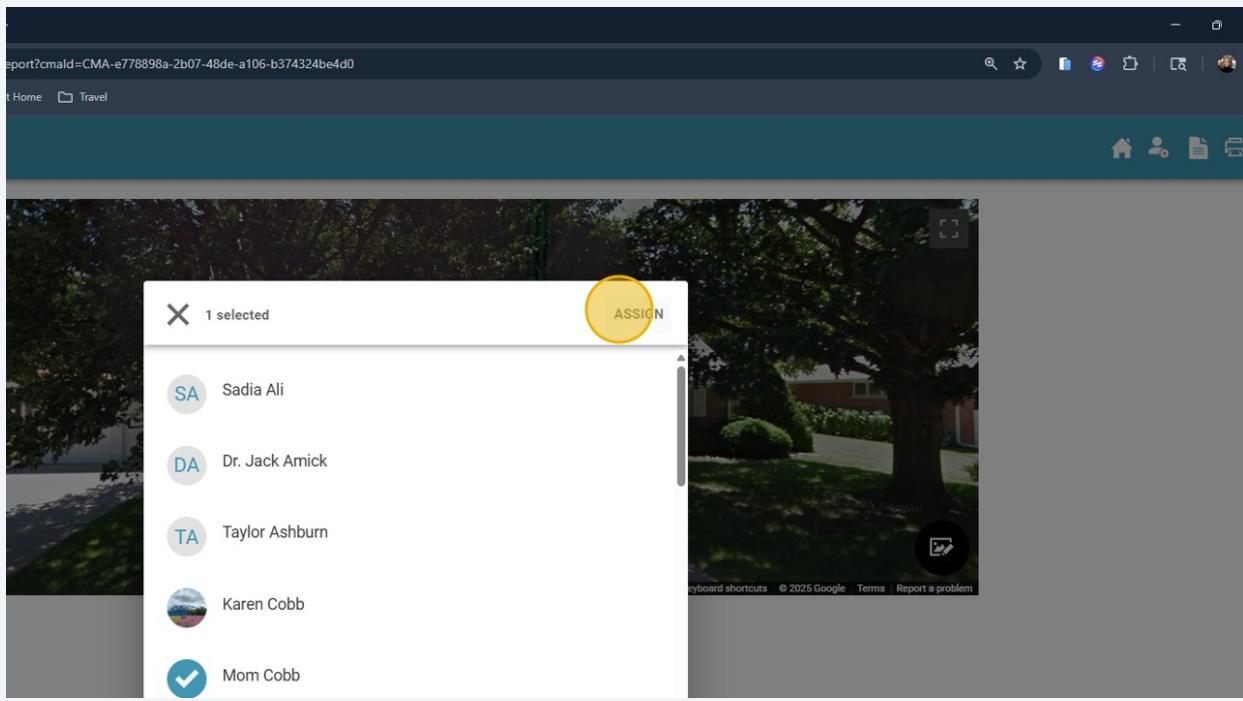
46 TO add documents to your CMA click "Documents."

47 Click "Add"

You don't have any documents

Add a document and it will show up here
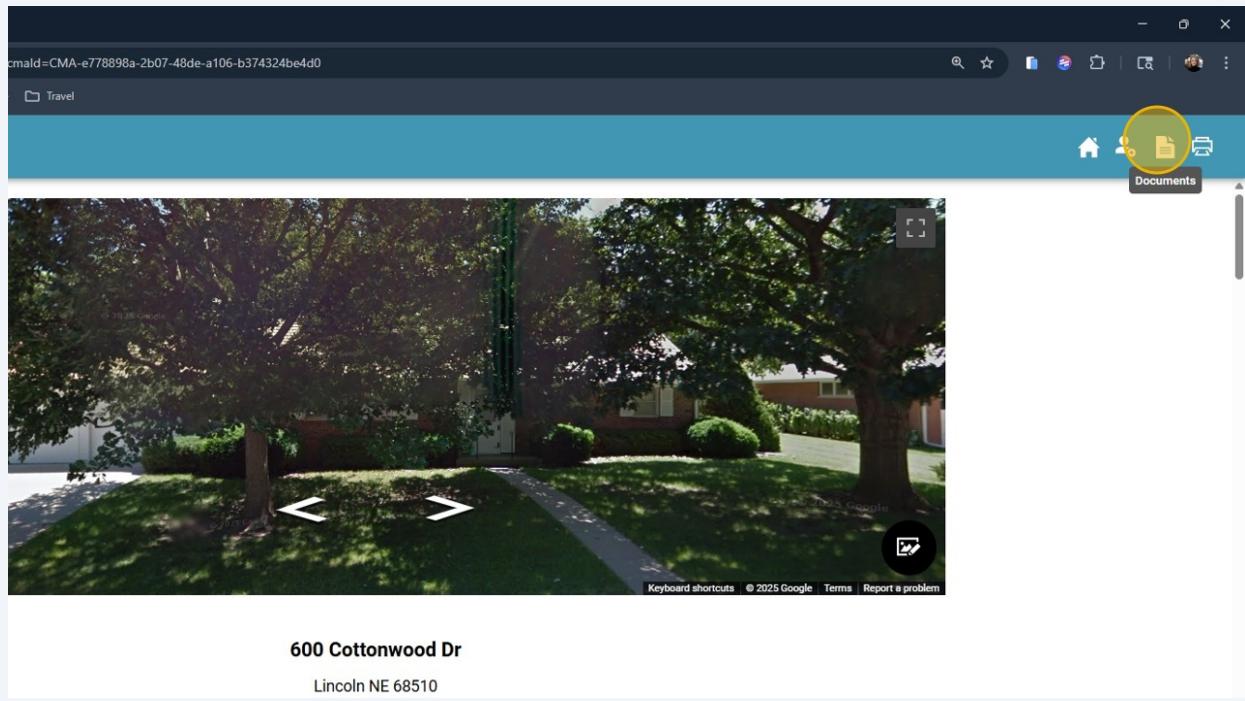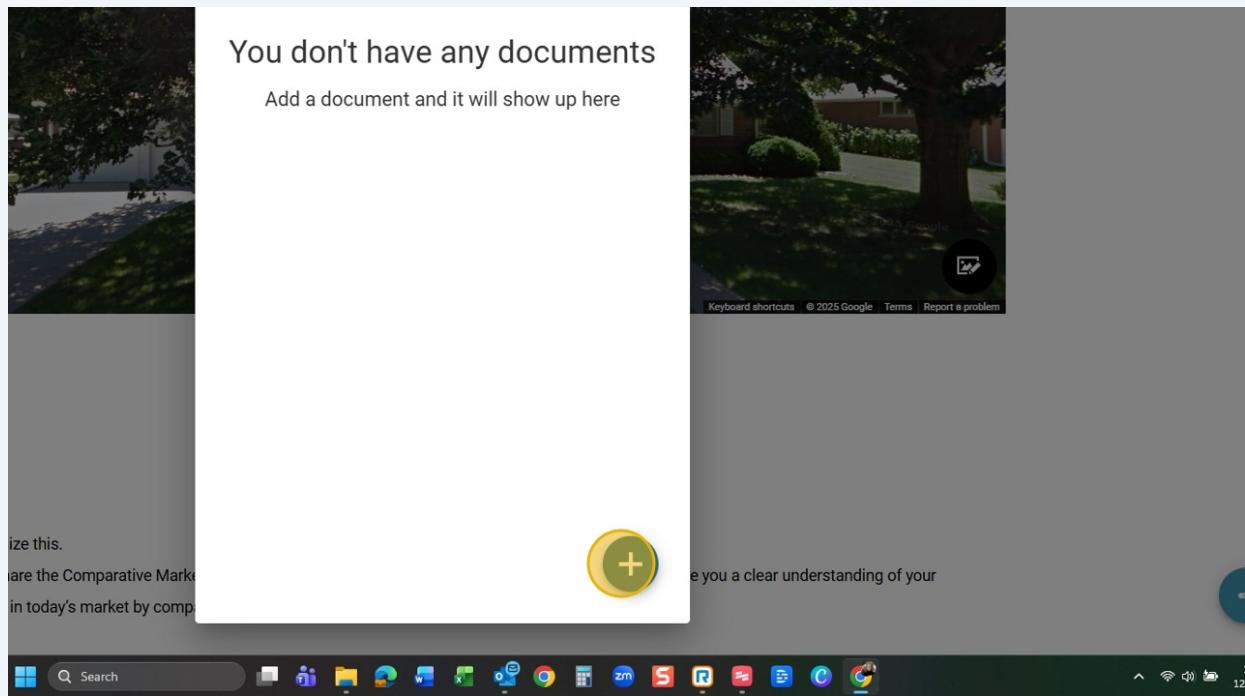
48 Click Document Library OR add CMA Document. If you Add CMA document, it will walk you through adding a doc just like if you were searching for a document in Word
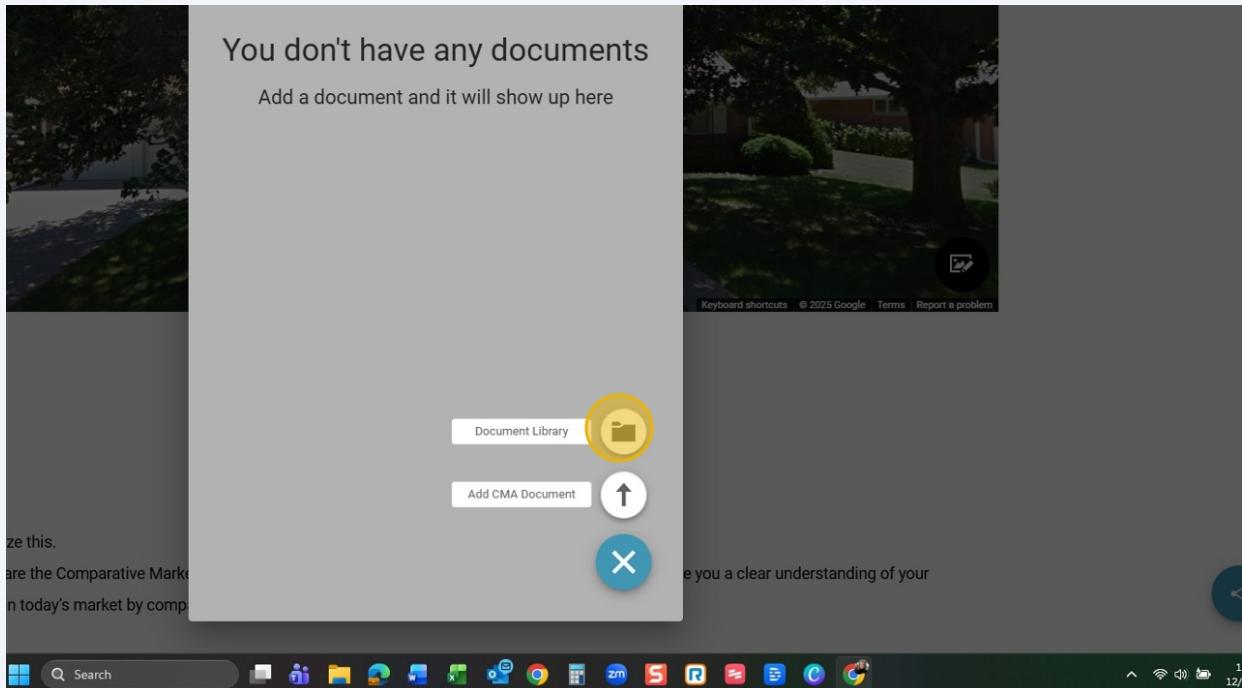
49 Choose the document you want- I added my "Agent Resume"
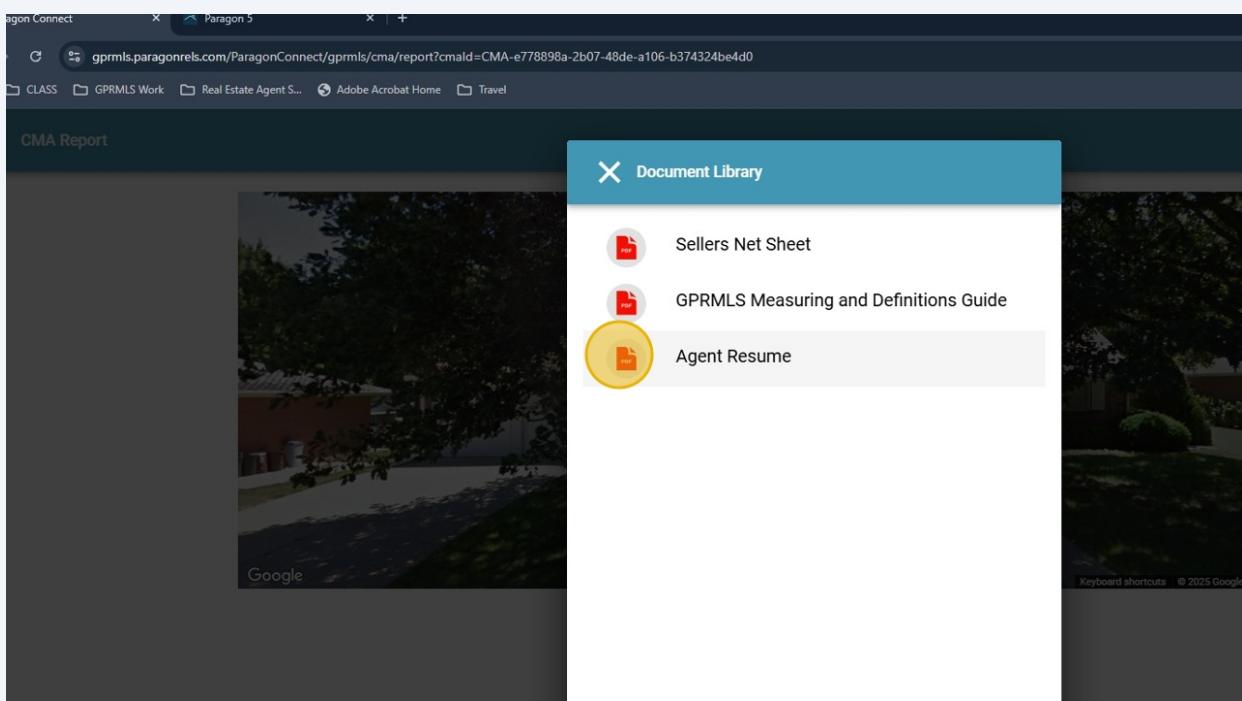
50 Click "ADD"
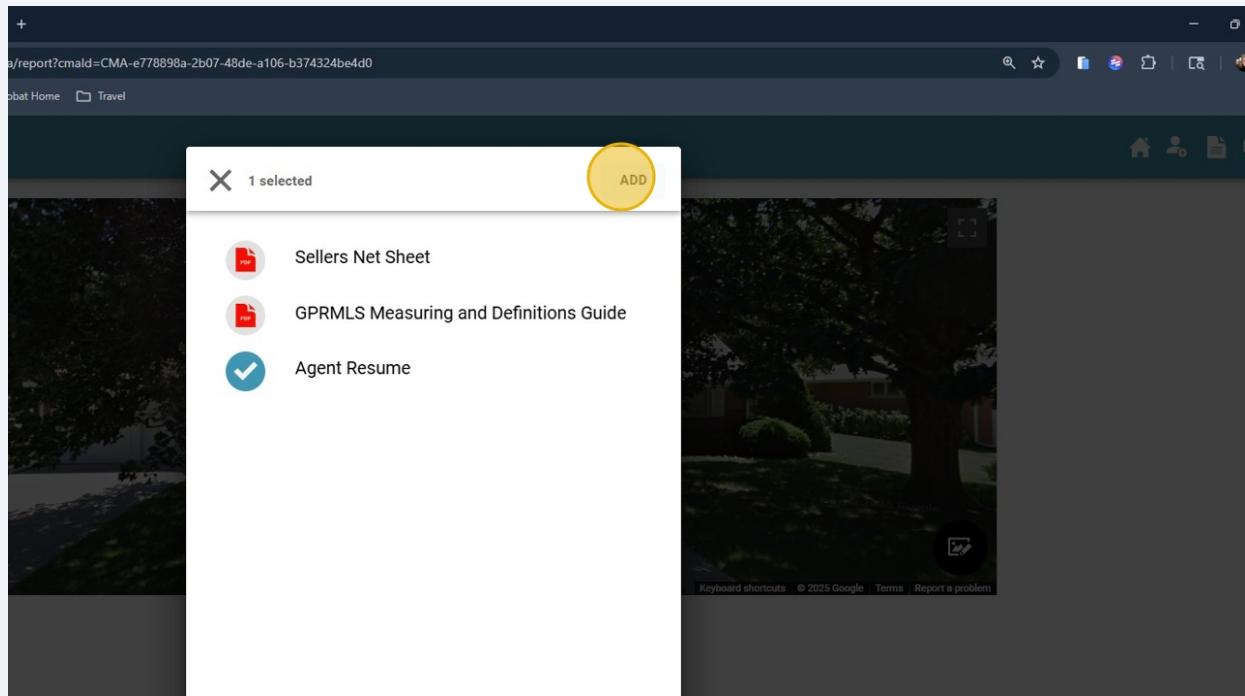
51 Click "close."
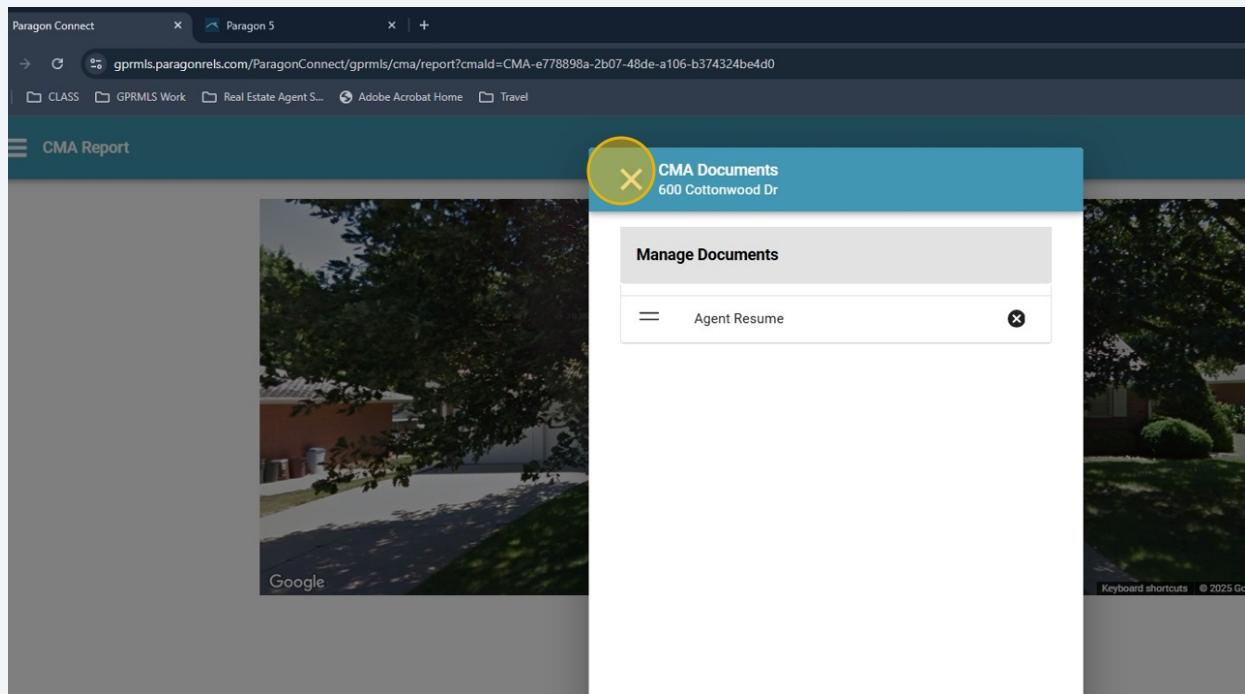
52 To share your CMA, click the "Share" icon

53 Click email (if you are on a mobile device you will have a text option as well)

54 Since I chose "Email", I would add the email address and type in my email message
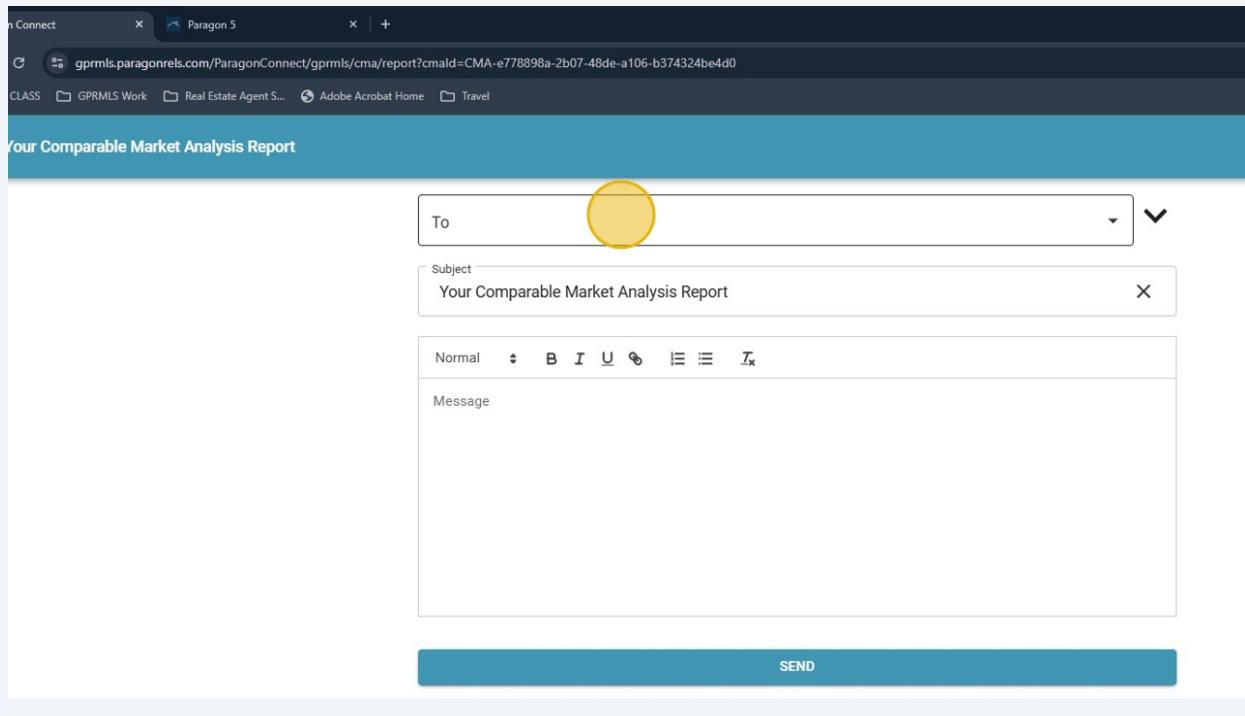
55 Click "Mom Cobb Jaycee@gprmls.com"
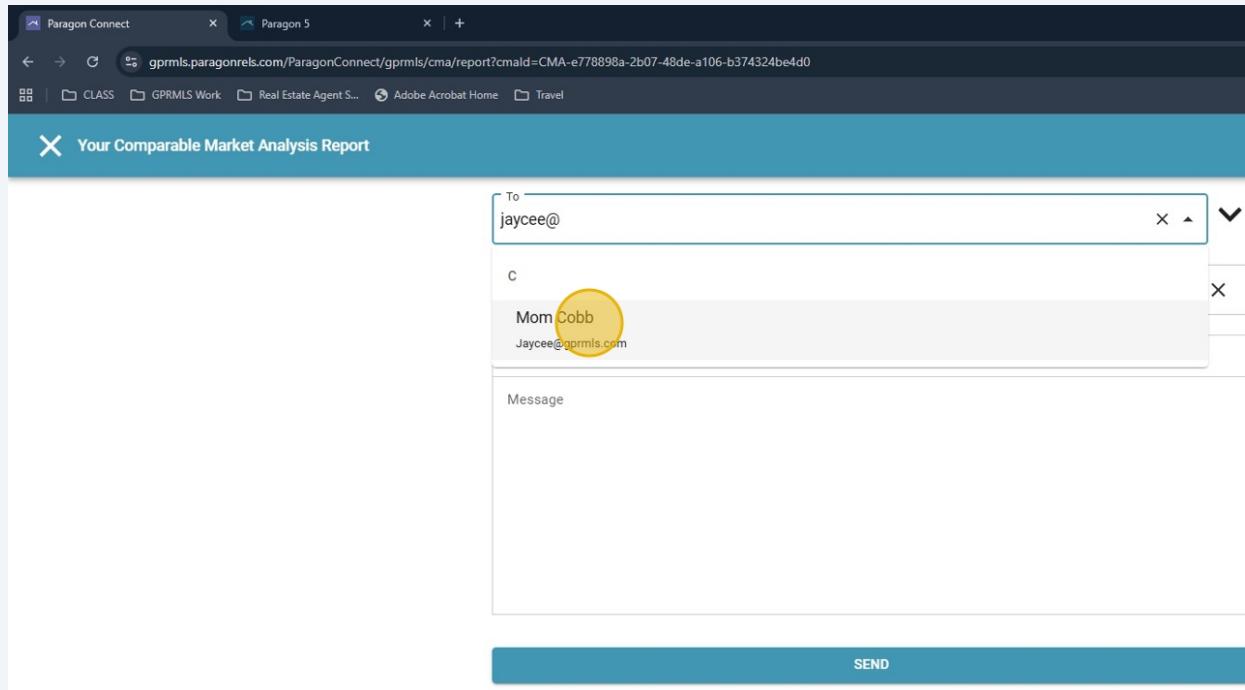
56 Click "Message"
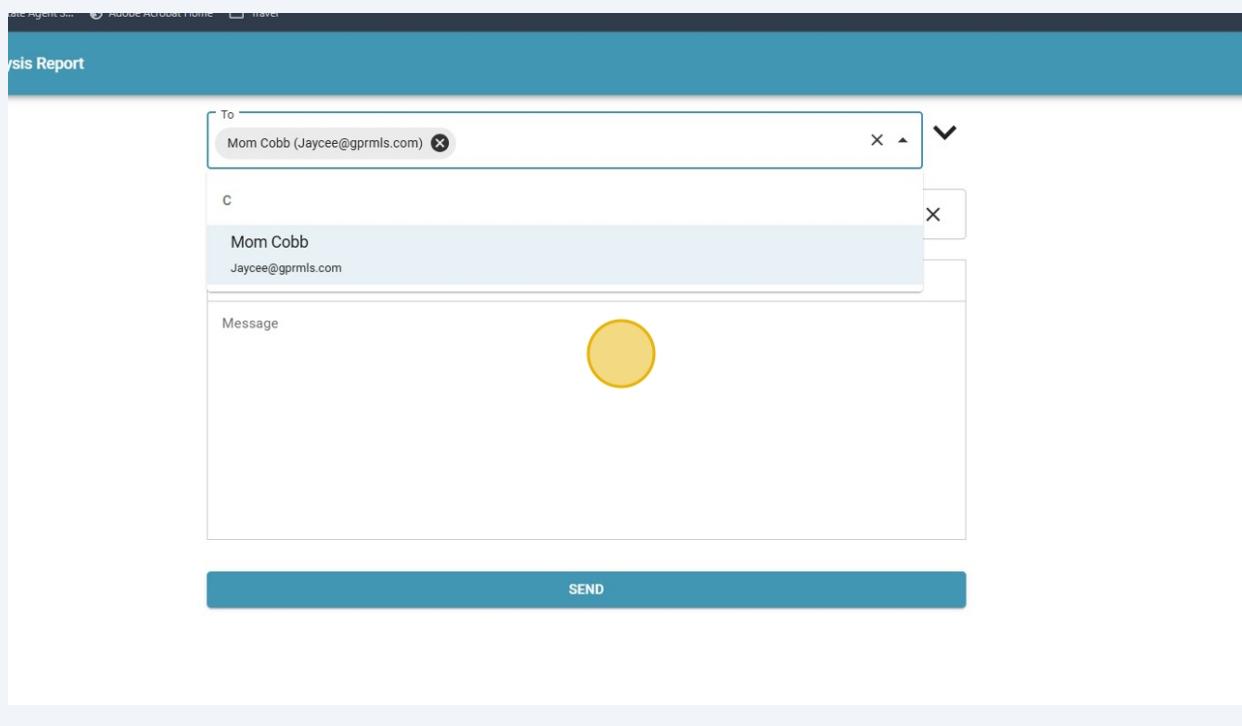
57 Click "SEND" when you are ready
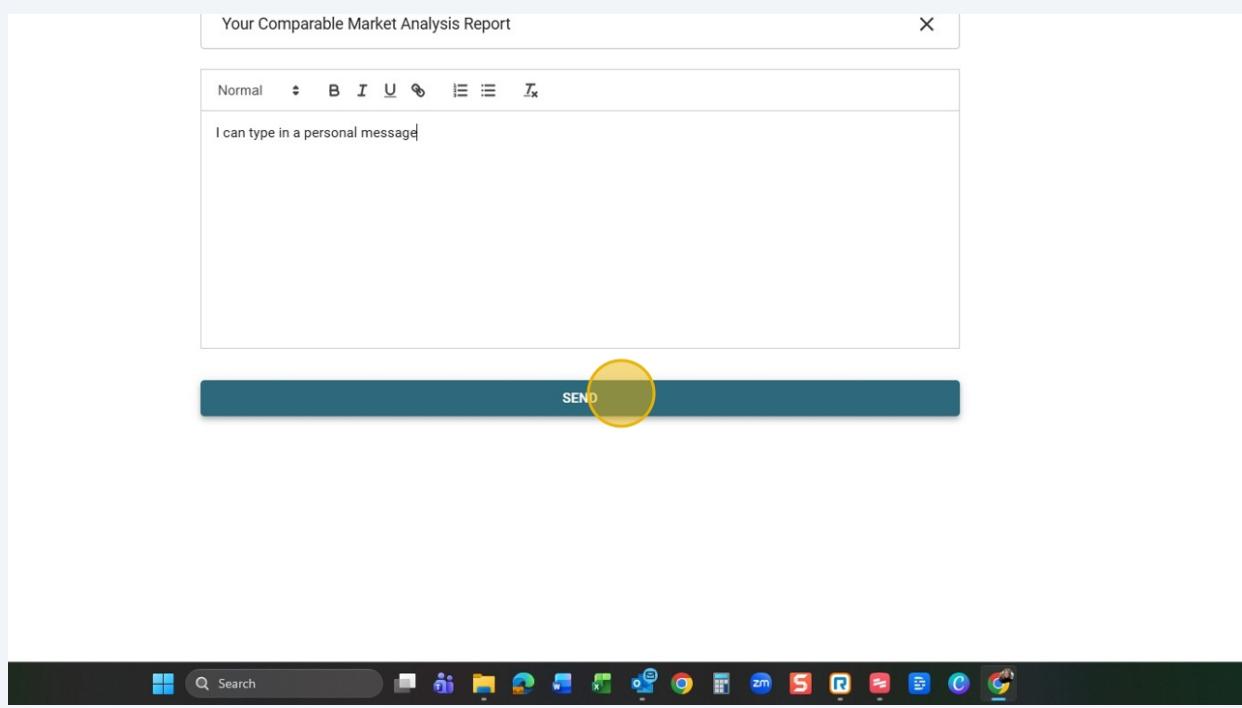
58 Click here

**59** You can print your CMA also. Click "Print."
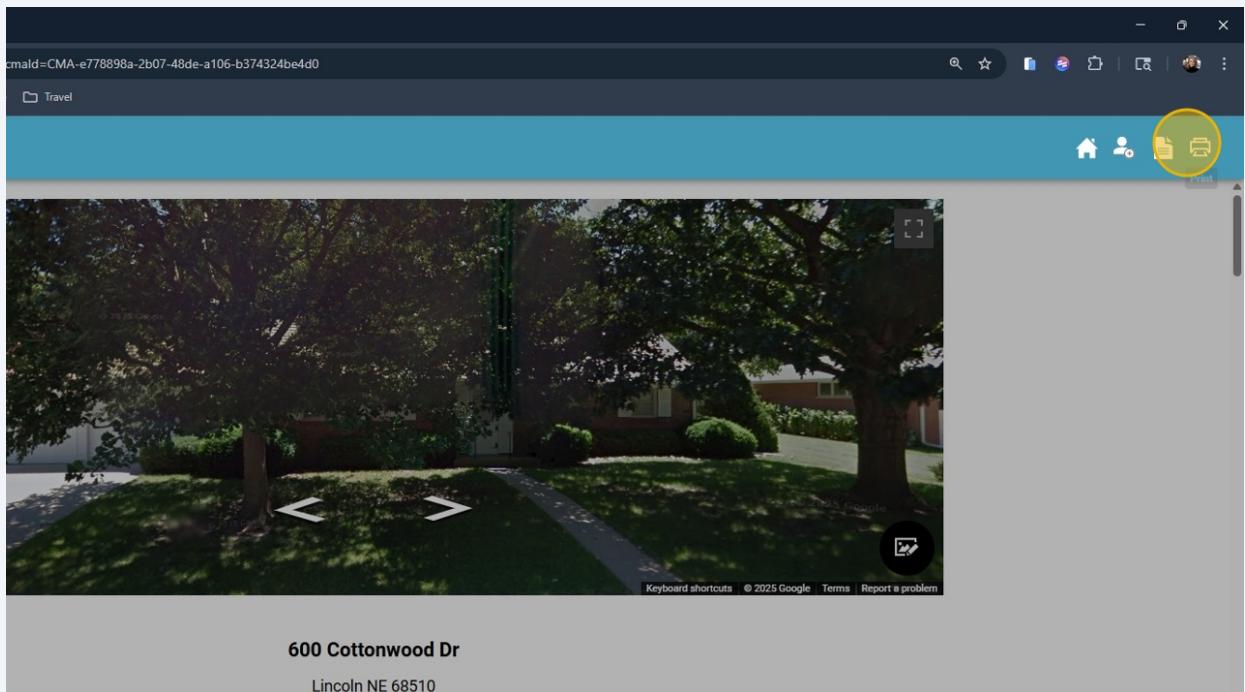
60 Click "VIEW PDF" It will take a few seconds or a couple minutes to generate your report.
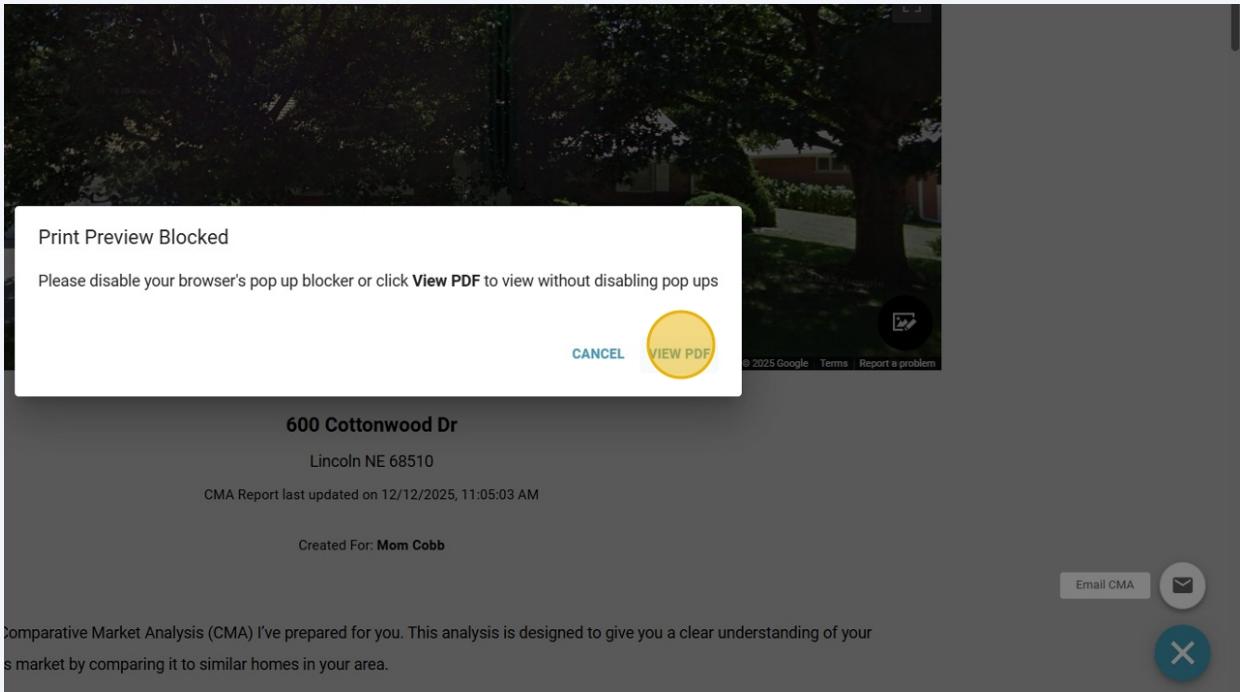
61 You may scroll through to view and then click on your "Print" icon
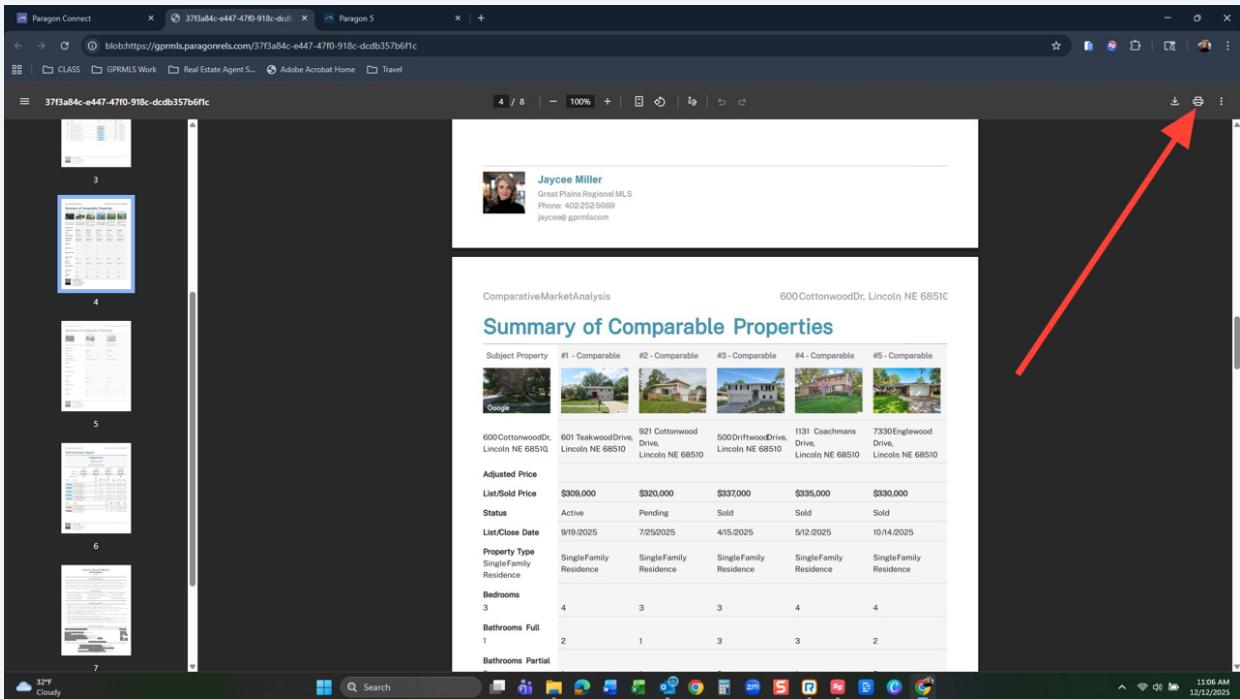
62 You have printed your CMA and have completed your EasyCMA