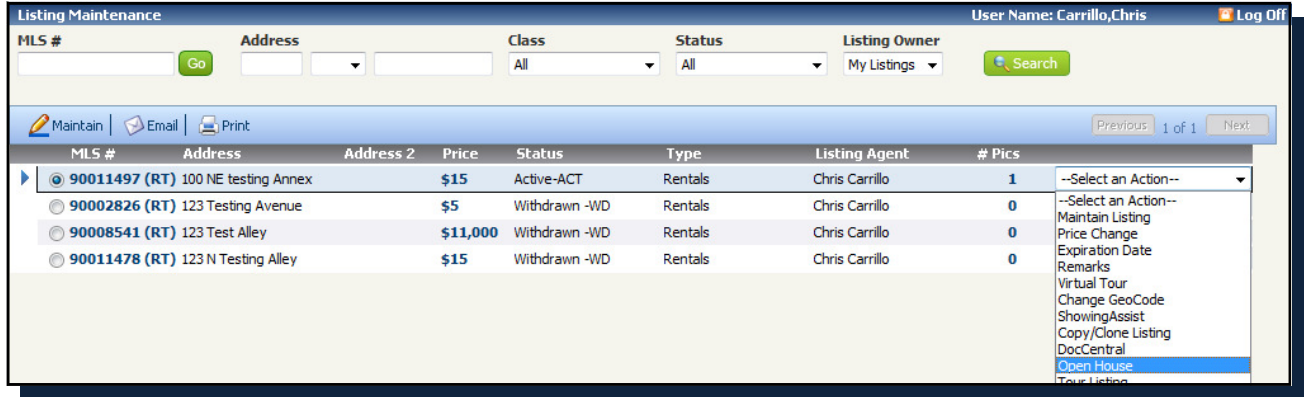


How To Register Your Property for We Open doors Area Wide Open House Event Sunday, August 8, 2010

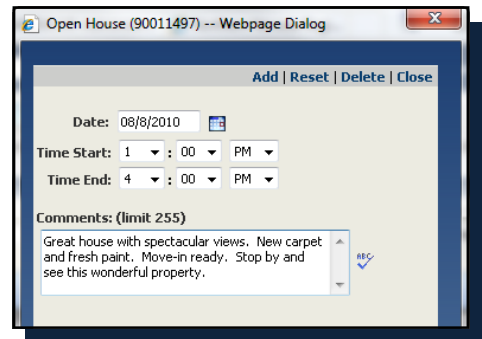
Paragon has an Open House module attached to Listing Maintenance. The Open House will be distributed to our We Open Doors area wide open house search site. The Open House will also be searchable to all members using an Open House search in Paragon.

From the Listings menu, select Maintain Listing. When your current inventory is displayed, select Open House from the Select an Action drop down list of the corresponding listing.



On the Open House dialog box, enter the date and time for your open house. The We Open Doors event is on August 8, 2010 from 1-4 pm. Enter any additional comments you may want the public to know.

Click Add on the action toolbar to add your Open House.



To make any modifications to your open house entry after it has been saved, return to the Open House dialog from the Select an Action drop down list.

Click the open house entry from the bottom of the Open House dialog box. Make any necessary changes and click Update.

To remove your open house from the list, click Delete.

