

April 2005



# Tips & Tricks

## Paragon 3 Input and Maintenance Shortcuts

This guide is designed to show you the most time efficient ways of entering new listings. In the Real Estate business time can be crucial and the less time it takes to input new listings, the more time you can spend out with your clients!

When inputting a new listing there are several keyboard shortcuts you can utilize to save time!





The highlighted keys are the Keys we will be working in this edition of Tips and Tricks. In many cases two keys need to be pressed at once in order to perform the task. These key combinations will look like "Ctrl + C".


### Paragon Keyboard Shortcuts:

- **Tab** – Allows you to move to the next field
- **Shift + Tab** – Allows you to go back a field
- **Ctrl + C** – Copies selected information
- **Ctrl + X** – "Cuts" selected information (allows you to copy and remove information from one location to paste into a new location)
- **Ctrl + V** – Pastes selected information
- **Alt + Tab** – Allows you to toggle between Windows applications


## Paragon Symbol Definitions:

A  symbol next to a field means that it is a required field. You must input data into this field to save the listing.


In some cases you will see a  symbol next to the field. This is an information box and will provide explanation for what information needs to be entered into the field.

(100) Approximate Pasture Acres  

This is a Land Measurement

You may also see  symbol next to a field. This indicates that the field is required in order to complete a Partial Save.

## Paragon Symbol Definitions (continued):

A  symbol next to a field means that a Calendar is available. Clicking on this symbol will bring up an interactive calendar window:



Note: It is recommended that you use the calendar window to choose dates instead of typing in the date manually. This ensures consistent date data throughout the application.

## Input Toolbar:

At the top of your screen you will see the Input toolbar:

[Save](#) | [Save/Print](#) | [Partial Save](#) | [Partial Save/Print](#) | [Tax Autofill](#) | [Reset](#) | [Required Only](#)

- You can use the “Required Only” link to show only required fields.
- You can use the “Partial Save” link to save a partial listing which you can finish at a later date!

## Input Error Messages:

Your MLS may have opted to setup Input Rules (also known as conditional logic). These rules will display an error message if certain data requirements are not met. These rules are in place to ensure data integrity on all listings.

You may also receive errors if you have not filled in all required fields:

	Severity	Error / Warning Description(s)--Double Click to View (F8 for Next)
<input type="button" value="Modify"/>	Error	(3) Type is a required field and must have value.
<input type="button" value="Modify"/>	Error	(4) Area is a required field and must have value.
<input type="button" value="Modify"/>	Error	(5) Asking Price is a required field and must have value.
<input type="button" value="Modify"/>	Error	(6) Address is a required field and must have value.

Click the “Modify” button and Paragon will tell you where the error exists!

Type	<input type="button" value="P"/> <input type="button" value="R"/>	<input type="text" value=""/>
Area	<input type="button" value="P"/> <input type="button" value="R"/>	(3) Type is a required field and must have value.

Select or enter information for the field. Make sure to do this for each error listing in the error messages box. When you are done filling in the required fields make sure to click “Save”.

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## FNIS MLS Systems Division

If you have a suggestion for Tips & Tricks, please email [mlsinfo@fnis.com](mailto:mlsinfo@fnis.com) or call 800.468.6221.