

Associated Documents

Within Paragon, you have the option of attaching documents to your listings. Quick access to documents such as addendums, the property condition report, floor plans, plat maps, etc. can be very helpful, especially during non-office hours. Below you will find directions for adding associated documents as well as accessing associated documents. *Please do not attach documents containing confidential information.*

Adding Associated Documents

In order to attach a document to a listing, you must have access to that document in an electronic format. Acceptable file types are Microsoft Word (.doc), Adobe PDF (.pdf), JPEG (.jpg), TIFF (.tif) or eFax (.efx) files.

1. From the blue Paragon menu bar, click on Listings and then Maintain Listings.
2. Locate the listing you would like to add documents for, and select Associate Documents from the drop down “Select an Action” box located to the right of the listing.
3. Within the Associated Docs dialog box that pops up, browse your computer for the document(s) you would like to attach. Once you have selected the file, type in a Description for the document and click Upload. The description you type will be the name of the document as others see it, so please be clear.
4. When you see the File Name, Size, and Date information, you can browse for more documents to add or click Close.

Accessing Associated Documents

Listings that have documents associated with them, can be identified by the green “D” icon on the **Agent Full reports**. Simply click on this icon to bring up the list of documents. From the list you can select the document to print, or click on the document hyperlink to view.