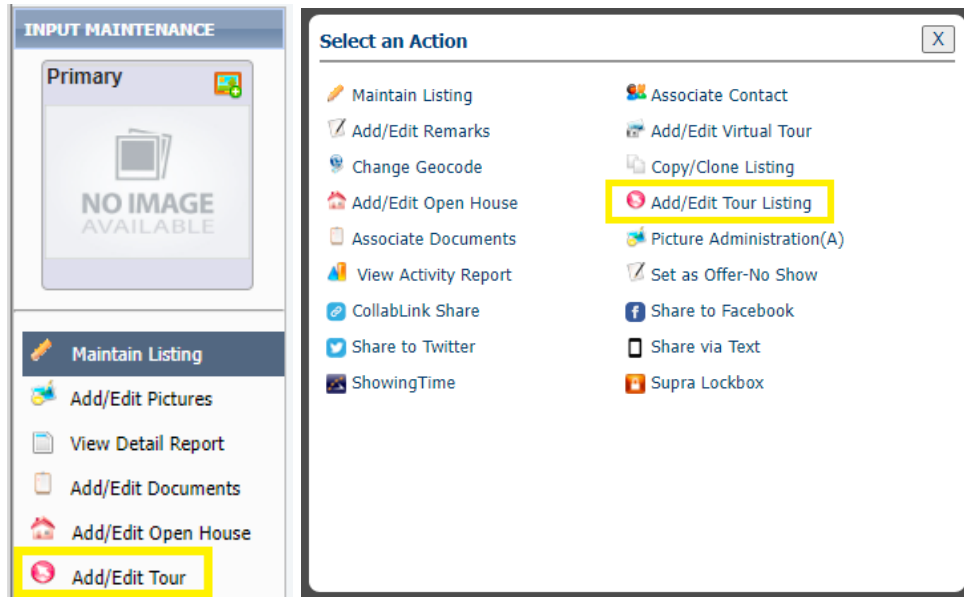
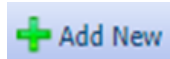


## Adding a Broker Open/Tour in Paragon

The **Add/Edit Tour** module is where broker opens can be added. This can be accessed from either the listing input maintenance screen or from the Select an Action Menu:



From there, click the green **Add New** button

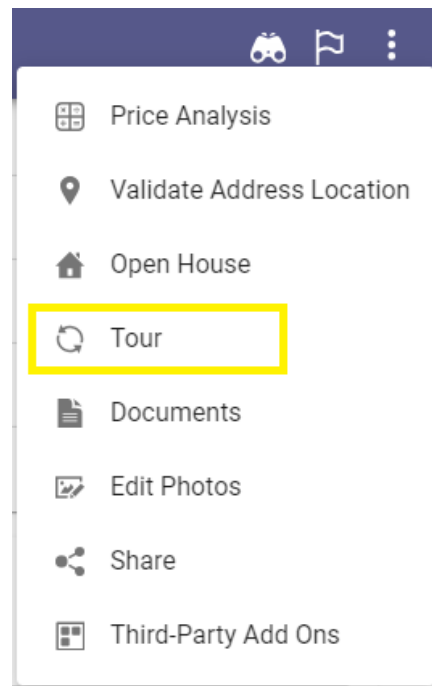


In the popup that appears, choose the broker open date, start time, end time, and click Save. The Time zone will default to Central Time. To add multiple broker open dates with the same start/end time, click multiple dates on the calendar. To add multiple broker open dates with different start/end times, click save between each one.

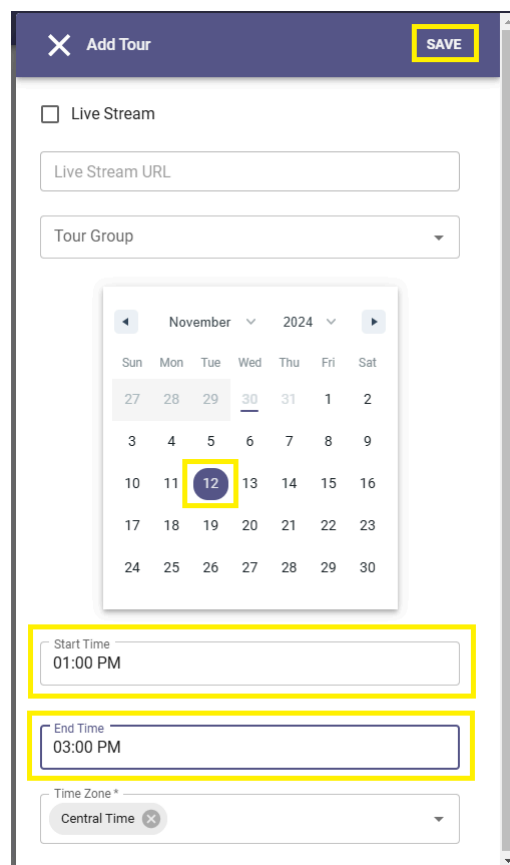
The image shows a screenshot of the 'Add New' popup form. The form has a title bar with 'Add New' and 'Save' and 'Cancel' buttons. Below the title bar, there is a 'Live Stream' checkbox and a 'Live Stream URL' text field. The 'Dates' field is highlighted with a yellow box and contains a calendar for October and November 2024. Below the calendar, there are 'Time Start' and 'Time End' dropdown menus, both highlighted with yellow boxes. The 'Time Start' dropdown is set to '1 : 00 PM' and the 'Time End' dropdown is set to '3 : 00 PM'. At the bottom, there is a 'Time Zone' dropdown set to 'Central Time'.

## Adding a Broker Open/Tour in Paragon Connect

Access the Tour module from the three-dot menu in the upper right corner of the listing maintenance screen:

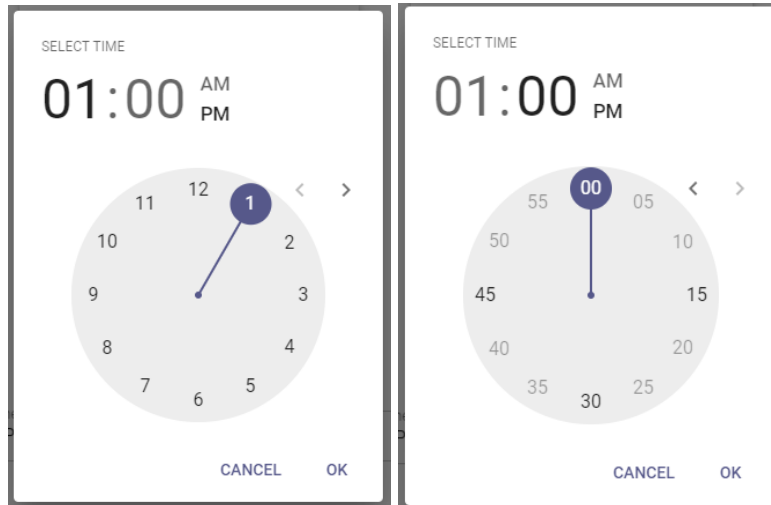


Click the plus symbol, then choose the tour date, start time, and end time:



A screenshot of the 'Add Tour' form in a mobile application. The form has a dark blue header with a close button (X) and a 'SAVE' button. Below the header, there is a checkbox for 'Live Stream' and a text input field for 'Live Stream URL'. A 'Tour Group' dropdown menu is also present. A calendar widget shows the month of November 2024, with the date '12' highlighted in a yellow box. Below the calendar, there are two time input fields: 'Start Time' with the value '01:00 PM' and 'End Time' with the value '03:00 PM', both highlighted in yellow. At the bottom, there is a 'Time Zone\*' dropdown menu with 'Central Time' selected.


When entering the start/end time, a clock will appear. Choose the hour (01:00), minute (01:00), and AM or PM, and click ok. Tours can be scheduled in 15 minute increments. Once done, click Save.



Tours will display under the **Tour and Open House** section of the listing in Paragon Connect, and will have the Tour label:

#### Tour and Open House


Open House

 **November 9** 1:00 PM - 3:00 PM CST

Open House

 **November 10** 2:00 PM - 4:00 PM CST

Tour

 **November 12** 1:00 PM - 3:00 PM CST