Adding an Open House in Paragon

The **Add/Edit Open House** module can be accessed from either the listing input maintenance screen or from the Select an Action Menu:
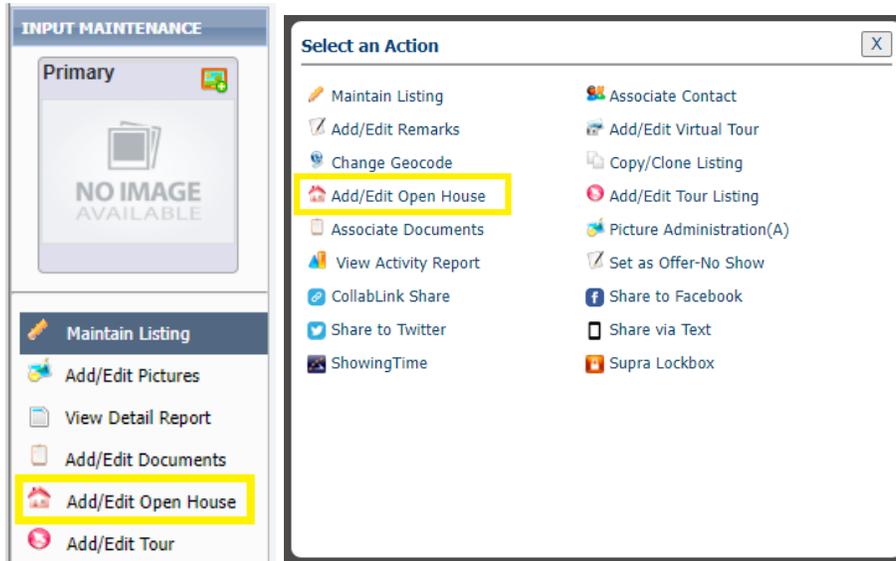
From there, click the green **Add New** button

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

The upcoming open house information will display in red on the property detail view:

Adding an Open House in Paragon Connect

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

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

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. Open houses can be scheduled in 15 minute increments. Once done, click Save.
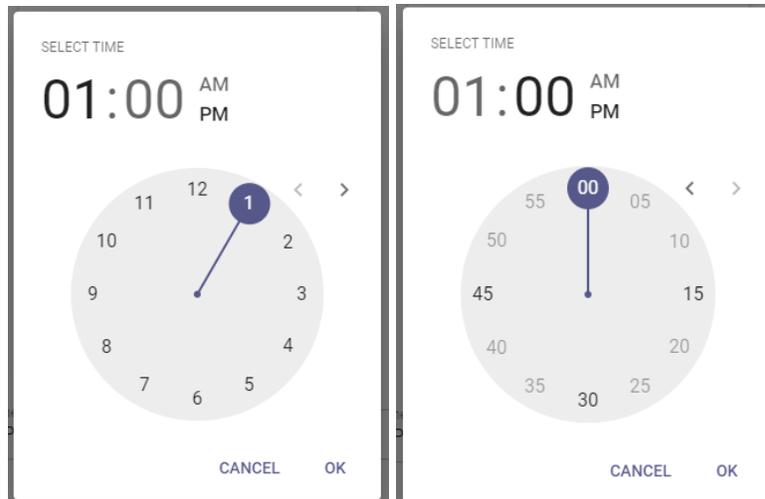
Open houses will display under the **Tour and Open House** section of the listing in Paragon Connect, and will have the Open House label:

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