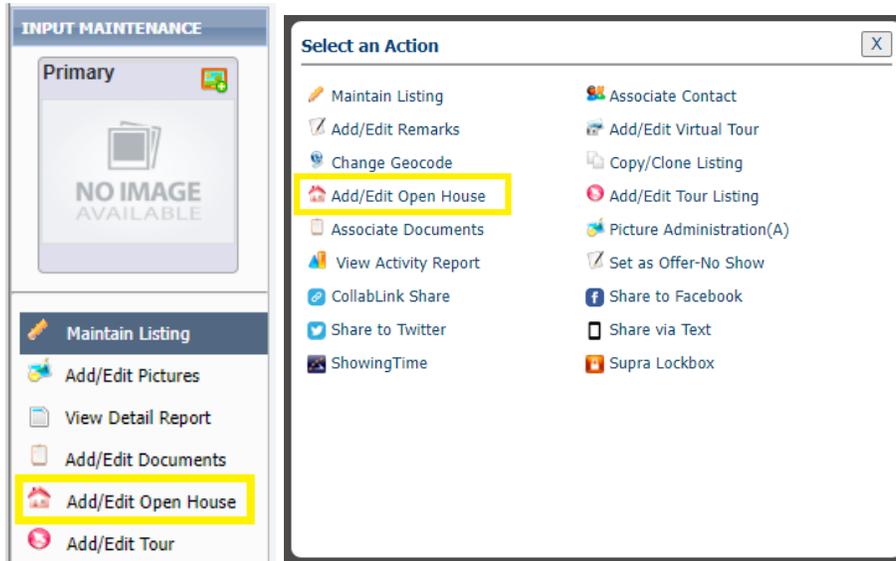


Adding an Open House in Paragon

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 image shows the 'Add New' popup form. It has a 'Live Stream' checkbox and a 'Live Stream URL' text field. Below these is a 'Dates' section with a red 'R' icon, a '<Prev' button, 'Today', and a 'Next>' button. A calendar is displayed for October and November 2024. The date '9' in November is highlighted with a blue box. Below the calendar are three time selection fields: 'Time Start' with a red 'R' icon, 'Time End' with a red 'R' icon, and 'Time Zone' with a red 'R' icon. The 'Time Start' is set to 1:00 PM, 'Time End' is set to 3:00 PM, and 'Time Zone' is set to 'Central Time'. 'Save' and 'Cancel' buttons are at the top right.

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

Bedrooms: 3	Finished Above Grade SqFt: 1,234
Full Baths: 2	Fin Part/All Below Grd SqFt: 0
Half Baths: 0	Total Finished SqFt: 1,234 Assessor
Year Built: 2000 <i>Assessor</i>	Upcoming Open Houses November 09, 2024 01:00 PM - 03:00 PM November 10, 2024 02:00 PM - 04:00 PM
Est. Acres: 0.01 <i>Other</i>	
Lot Dim:	
Show Date:	

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:

The screenshot shows the upper right corner of a listing maintenance screen. A dark blue header bar contains three icons: a binoculars icon, a flag icon, and a three-dot menu icon. The three-dot menu is highlighted with a yellow box. Below the header, a white dropdown menu is open, listing several options with icons: Price Analysis (grid icon), Validate Address Location (location pin icon), Open House (house icon, highlighted with a yellow box), Tour (refresh icon), Documents (document icon), Edit Photos (photo icon with pencil), Share (share icon), and Third-Party Add Ons (grid icon).

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

Add Open House SAVE

Live Stream

Live Stream URL

November 2024

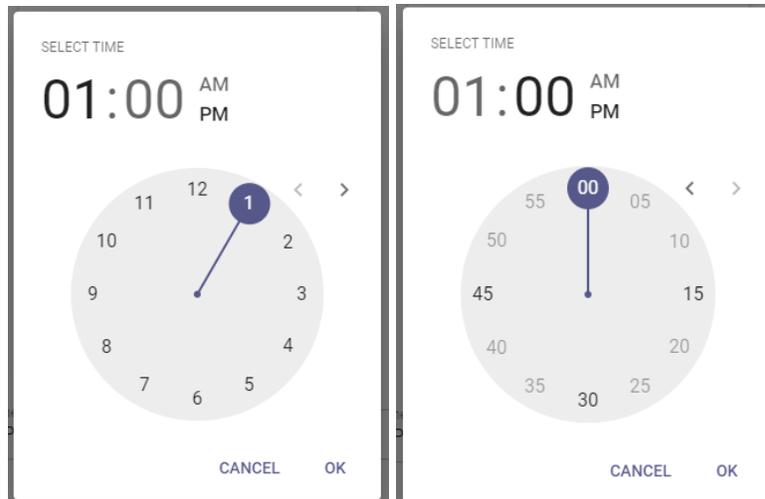
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Start Time
01:00 PM

End Time
03:00 PM

Time Zone
Central 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