

## Associated Documents

Within Paragon, you have the option of attaching documents to your listings. Quick access to documents such as property condition reports, floor plans, plat maps, etc. can be very helpful, especially during non-office hours. **Please do not attach documents containing confidential information (ex: listing contracts).**

### 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 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 “Select an Action” link located to the right of the listing.
3. Click the green “Add New” button, then “Choose File” to browse your computer for the document you would like to attach. Once you have selected the file, enter a Description for the document. The description you type will be the name of the document that others see, so please be clear.
4. Your document will be set as private unless you select the “Public (E-Mailable)” check box. Private documents are only visible to SCWMLS members via the Documents link on a listing. Public documents are available for the public via e-mailed listing links sent to clients. We do not send private documents to other MLSs, as some other MLSs do not distinguish between public and private and include all documents with e-mailed listing links to the public. Please mark your public type documents (i.e. condition reports) as public so agents in other MLSs have access to them. **PLEASE NOTE: public documents may not contain any personal data, names, contact information, websites, etc.**
5. Click “Save” when finished. From here, you can add another document or close the tab if finished.

### Accessing Associated Documents

Listings that have documents associated with them can be identified by the green “D” icon on the **Agent Full report**. Simply click on this icon to bring up the list of documents. If the document is flagged as public, you will have the option to view, print or email it. To print or email, check the “Select” box next to the document & choose either “Print” or “Email”. If the document is private, you will only be able to click on the document hyperlink to view it, but can print or save the document once opened.