

Team Listings Overview

The first phase of team functionality is designed to include team representation on listing views and reports, and to give team members access to team assets through listing input and maintenance. This document will instruct users on how to input listings as team assets, and maintaining team listings in Paragon Online.

Listing Input

When a listing is being added to the Paragon system, you will notice a new line on the input form for Team Name. If you would like the listing to be a team asset, select your team name from the list. If the listing will be a personal listing, do not select your team name. Depending on the setup of your team and its members, making a listing a team asset will allow other members of the team to maintain the listing.

Adding a listing to a team must be done at the time of input into Paragon. If a listing has been saved, an SAR staff member will need to add the listing to a team.

The link between team members and listings is only available in Listing Maintenance and Views and Reports.

The screenshot shows a web form for listing input. At the top, there are three rows of information: (22) Agent R 4, Level; (24) Listing Agent 2 Select a User; and (26) List Team. Below the 'List Team' label is a dropdown menu. To the right of the dropdown are 'close' and 'Remove Team' links. Below the dropdown is a search bar with a 'Search' button, a 'Filter By' dropdown set to 'All', and a 'Page Size' dropdown set to '25'. Below the search bar is a navigation bar with 'ALL' selected and letters A through Z. At the bottom, there is a table with columns: Team Name, Active, Team Lead, and Office. The table contains one row: FNS Team, Y, 4, Level, FNS.

Team Name	Active	Team Lead	Office
FNS Team	Y	4, Level	FNS

Listing Maintenance

When loading listing maintenance, the first noticeable change will be the addition of a My Listings and My Team Listings criteria box. This will easily separate individual listings from those of the team. If you do not have the privilege of maintaining team listings, this option will not be available.

The screenshot shows the 'LISTING MAINTENANCE' form. It has fields for 'MLS #' and 'Address', a 'Search' button, a 'Status' dropdown set to 'All', and a 'Listing Owner' dropdown set to 'My Team Listings'. A dropdown menu is open below 'My Team Listings', showing options: 'My Listings' and 'My Team Listings'.

