

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 a search bar with 'MLS #' and 'Address' fields, and a 'Search' button. Below the search bar are two dropdown menus: 'Status' set to 'All' and 'Listing Owner' set to 'My Team Listings'. A dropdown menu is open under 'Listing Owner', showing 'My Listings' and 'My Team Listings' options.

Spokane Association of REALTORS® Team Setup Form

Office Name _____

Fax form to (509)326-1544

Team Name _____

If you have any questions,
please contact Denise Ware
at (509)326-9222 or
dware@spokanerealtor.com.

Team Leader _____

Team Leader MLS # _____

Member Number	Member Name	Edit Listings (Y/N)*	Transfer all Active Listings to Team (Y/N)

*In order to input listings, agents are required to have taken a Listing Input Class.

If only certain active listings are to be transferred to the team, please list the MLS number, Address and Listing Agent of each listing to be transferred on a separate page.

Designated Broker Name (Print) _____

Company Name _____

Designated Broker Signature _____

Date _____

When a member leaves a team, even if they are remaining active with the company, the SAR must be notified in writing before the member will be removed from the team.