Add Open House (Public) or Tour (Broker Open) to Listing

How to Maintain a Listing

Click on the **LISTINGS** button on the main menu Under the **Maintain** column click on **Listings** *Available actions may differ based on access level



The Listings window will appear showing your Active listings.

Listings											
🥖 Maintain 📃 E	-mail 🚊 Print										
MLS #	ADDRESS			CLASS			STATUS		LISTING OWNER		
	Go	iber	Street	All		▼ A	Active .	•	My Firm L	istings 🔹 🔻	Search
							7				
ID	Address	Address2	Price	St	atus	Туре	Listing Agent		Pics	Action	
⁹ Search ⁹ by MLS ⁹ # or ⁹ address	16441 N Putting Court	Click on	<u>\$133,900</u>	Active-A	Sort by Class and or Status	nily	Click on the number in the 'Pics' column to edit photos		10	Select an Action.	
	8770 W Chaparral Rd	the price	\$279,900	Active-E		mily w/		n	<u>10</u>	Select an Action	A VICE
	11492 W Netherland Ct	to	\$173,900	Active-0		mily		Ð	10	Select an Action.	
	3481 Collister	change	\$158,000	Active-A		se			<u>19</u>	Select an Action.	
	4725 N Vin Santo Ave	the price	\$219,900	Active-A		nily			10	Select an Action.	
	2892 W Los Flores Street	and price	\$159,900	Active-A		nily		1	Select an Action.		
9001303	11479 W Hercules		\$189,000	Active-A		mily	L		4	Select an Action.	

Click on Select an Action

The Select an Action modal will open. Items may appear in different order than pictured.



Open House (Public)

Click the Add/Edit Open House option

✓ Street	CLASS	ST TUS		✓ Search	
Add2/Upt#	Select an Action		Cancel Sub-Type	Listing Agent Dir	Count Action
rudzjont#	G Main Actions Maintain Listing Add/Edit Remarks		Res/Site Blt	Annette McAlister-Mu 20	Select an Action
		Add/Edit Virtual Tour	Res/Site Blt	Annette McAlister-Mu 20	Select an Action
	Change Geocode	Add/Edit Open House	Res/Site Blt	Annette McAlister-Mu 20	Select an Action
	View Activity Report		Add/Edit Open House	Annette McAlister-Mu 20	Select an Action
	Integrations	Postal	Land	Annette McAlister-Mu 12	Select an Action
	Share Listing on Facebook	Supra Lockbox			

Click Add New, Enter Information, Click Save

	HOME	Add New	Save Cancel
lome Listings ×	019170 <mark>0</mark> ×	Quick Action	
PUT MAINTENANCE	OPEN HOUSE - MLS	Time Start R 1 V : 00 V PM V	
 Maintain Listing Add/Edit Pictures 	P Add New Mo	Time End R 1 v : 00 v PM v	
 View Detail Report Add/Edit Documents 		Time Zone R Pacific Time	
Add/Edit Open House View Activity Report Share Listing on Facebo Supra Lockbox		1,024 characters left.	
-			

Click the Add/Edit Tour Listing option

	CLASS	STATUS	LISTING OWNER		
✓ Street		ula ino	→ My Listings →	Search	
	Select an Action		Cancel		
Add2/Unt#			Sub-Type	Listing Agent PicCount	Action
	G Main Actions		Res/Site Blt	Annette McAlister-Mu 20	Select an Action
	S / Maintain Listing	Sa A. ate Contact	Res/Site Blt	Annette McAlister-Mu 20	Select an Action
	Add/Edit Remarks	Add Edit Virtual Tour	Res/Site Blt	Annette McAlister-Mu 20	Select an Action
	S Change Geocode	Add/Edit Tour Listing	Res/Site Blt	Annette McAlister-Mu 20	Select an Action
	S View Activity Report			Annette McAlister Mu 20	Select an Action
	Integrations			Annette Mediater Mu 10	Calaction Action
	f Share Listing on Facebook	🔁 Supra Lockbox	cano	Anniette MCAlister MU 12	Select an Action

Click Add New, Enter Information, Click Save



Congratulations! You now know how to Add/Edit an Open House or Tour Listing in Paragon!

Please call us at 509-326-9222 or email <u>Denise@SpokaneRealtor.com</u> if you have any questions.