

# PARAGON MLS

## Important Dates and Training Schedule

### RMLS Implementation Timeline:

#### **April 2, 2019**

Prospect Contacts pulled from InnoVia into Paragon. Prospect Contacts added /modified after April 2<sup>nd</sup> will need to be manually added/modified in Paragon.

#### **April 18, 2019**

*(Not available until the week of April 22nd)*

Paragon is available for member access running parallel with InnoVia. All listing maintenance will be completed in InnoVia. New listings & listing modifications will be sent to Paragon via RETS during parallel mode.

#### **May 20, 2019**

RMLS Paragon goes live. InnoVia will go into Read Only mode. All listings maintenance will begin in Paragon.

#### **June 20, 2019**

InnoVia goes off-line and will no longer be available.



#### **IMPORTANT NOTE**

Please note that during the time of Paragon classroom training (May 7th - May 23rd) staff will be focusing their efforts on the training classes and responding to questions of those who have already completed the Paragon training.

If you have a questions about the new system and have NOT attended the classroom training staff may not be able to respond to your questions until those who have attended the training have been helped.

**RMLS**  
**ALLIANCE**

CAPITAL AREA REALTORS®  
EGYPTIAN BOARD OF REALTORS  
PEORIA AREA ASSOCIATION OF I  
QUAD CITY AREA REALTORS®



**CAPITAL**  
**AREA REALTORS®**

3149 Robbins Road  
Springfield, IL 62704

Registration form....

(Name)

(Office)

(Phone)

(E-Mail Address)

**PARAGON TRAINING CLASSES**

*(select those desired):*

**Core Class**

**FULL** May 7, 8:30-10:00 a.m.

**FULL** May 7, 3:30-5:00 p.m.

May 8, 10:30 a.m.-Noon

May 8, 1:30-3:00 p.m.

May 8, 6:00-7:30 p.m.

May 9, 3:30-5:00 p.m.

May 22, 1:30-3:00 p.m.

May 23, 3:30-5:00 p.m.

**Listing Input & Maintenance**

**FULL** May 7, 10:30 a.m.-Noon

**FULL** May 9, 8:30-10:00 a.m.

May 14, 6:00-7:30 p.m.

May 21, 8:30-10:00 a.m.

May 22, 10:30 a.m.-Noon

**PLEASE NOTE:**

Classroom space is limited and registrations will be accepted on a first come first serve basis.

**[THESE CLASSES ARE LIVE IN CLASSROOM - NOT HANDS ON TRAINING]**

**SIGN UP TODAY!**

Call: 217-698-7000

Fax: 217-698-7009

Email: [admin@caaronline.com](mailto:admin@caaronline.com)

Member Portal:

<https://mdweb.mmsi2.com/caar/>



**Collaboration Center**

**FULL** May 7, 1:30-3:00 p.m.

May 8, 3:30-5:00 p.m.

May 9, 1:30-3:00 p.m.

May 21, 1:30-3:00 p.m.

May 22, 8:30-10:00 a.m.

May 22, 6:00-7:30 p.m.

May 23, 8:30-10:00 a.m.

May 23, 1:30-3:00 p.m.

**CMA**

May 9, 10:30 a.m.-Noon

May 21, 10:30 a.m.-Noon

May 22, 3:30-5:00 p.m.

May 23, 10:30 a.m.-Noon

**Commercial**

May 21, 3:30 -5:00 p.m.

**Appraiser**

May 8, 8:30-10:00 a.m.

## **CORE CLASS**

- Moving to Paragon and the Conversion Process.
- Searching-Entering Data, Map Searches, Advanced searches and Saved Searches.
- Search Results-Working with Spreadsheets, Filtering, Sorting, Customizing and Saving.
- Preference Settings for Searches and Results.

## **LISTING INPUT & MAINTENANCE**

- Where to find Listing Input Forms.
- Add a New Listing and Finding new listing in CRS tax data system.
- Save a Partial Listing.
- Adding Property Photos and Associated Documents.

## **COLLABORATION CENTER**

- Buyer Side Portal - What will your Buyers see in Their Portal
- Setting up a Prospect from Innovia in Paragon
- Setting up a New Prospect
- Running the Preference Wizard
- Seller Side Portal

## **CMA**

- Review what a Complete CMA Package looks like.
- CMA Wizard Module.
- Generate and Review Completed CMA Presentation Packet.
- CMA Preference Wizard

## **APPRAISER CLASS**

- How Appraisers Use Paragon
- Property Searches & Reports for Appraisers
- Appraiser Default, Saved, Map & Advanced Searches
- Appraiser Default Spreadsheet
- Market Conditions Report