

Step 1: Identify listing and open (please note you can only edit this listing if it has been created in Paragon)

Step 2: Click on Additional Info and select Maintain listing and select listing

Full Detail ▾ 1/1 **Additional Info** ⌵ | 📄 | ✕

12345 SDMLS, San Diego, CA 92111 📍 Client-Friendly **\$1,000,000**

Overview Listing Showing Property Rooms Feats. Tax/HOA Sales Synd.

Active | **1 Beds** | **1/0 Baths** | **1,600 SqFt** | **Built 2015**

MLS #: SDC0000080 ● SDCM List Date: 03/15/2021
Class: Residential DOMLS / MT: 66 / 66

Additional Info ⌵ | ✕

Associated Documents

No Documents Available

Reports

- % Tax
- 📄 Tax Report
- 📄 Tax Comparables
- 📄 Map Property
- 📄 Demographics
- 🕒 Tour/Open House
- 🕒 Listing & Property History
- 📄 Community Reports
- 📄 10K InfoSparks

Tools

- 📍 Streetside View
- 🕒 Bird's Eye View
- 🗺️ Navigate with Waze
- ✏️ Edit This Listing**

Step 3: Select Add / Edit Tour or Open house and then click on 'Add New'

Edit Listing: 12345 SDMLS (MLS #: SDC0000080)

Edit Listing Status
Edit List Price
Edit Listing Details
Edit Listing Agent
Edit Fields for Administrative Purposes
Extend the listing expiration date
Re-position Property on the Map
Add/Edit Photo
Add/Edit Virtual Tour
Add/Edit Tour or Open House
SentriLock - Access Log
SentriLock - Assign

+ Add New Tour/Open House

Schedule	Live Stream URL	Type	Lunch	Refreshments	Edit	Delete
05/27/2021 from 9:00 AM to 11:00 AM	Not Applicable	Tour Only	Y	Y		
05/31/2021 from 9:00 AM to 10:00 PM	Not Applicable	Open House Only	Y	Y		

Different Comment for Open House & Tour? Yes No

Step 4: Note that 'Live Stream' is no longer set as 'Yes' and you are no longer 'required' to enter a live stream URL, proceed to saving the newly created 'Open house' or 'Tour'.

Save Cancel

* **Type:** Broker Tour Open House

* **Date:** 

* **Live Stream:** Yes No

Attention: When you select Live Stream = Yes, you will be required to enter a Live Stream URL. This URL must be a link to an online LIVE Open Houses or Broker Tour, not a pre-recorded video.