

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 More and select Maintain listing and select listing

The screenshot shows a real estate listing interface. At the top, there are navigation tabs: Home, Power Search, Listings, and Quick Search. Below this is a search filter for 'Agent Preferred 1 (53)'. A toolbar contains various actions: Checked, All, Email, Share, Save, Print, Export, Customize, Correction, Actions, and More. The 'More' dropdown menu is open, showing options: Criteria, Toggle Stats, PDF, HTML, Add to CMA, Maintain Listing (highlighted with a red box), Driving Directions, and Listing Slideshow. The listing details for 'COMMERCIAL-OFF/RTL/IND' are visible, including MLS #: 210006768, APN: 229-180-59-00, and address: 135 W MISSION, ESCONDIDO, CA. A 'Virtual Tour' link is also present.

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

The screenshot shows the 'Maintain Listing' interface for MLS# 210006768. The page title is 'Listings Maintain: 210006768'. On the left, there is a sidebar menu with options: Maintain Listing, Add/Edit Pictures, View Detail Report, Add/Edit Documents, Add/Edit Open House (highlighted with a red box), and Add/Edit Tour. The main content area is titled 'OPEN HOUSE - MLS#210006768 - 135 W MIS'. At the top of this area, there are buttons for '+ Add New' (highlighted with a red box), Modify, and Delete. Below these buttons is a table with columns for 'Open House ID' and 'Date'.

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

