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 2nd will need to be manually added/modified in Paragon.

April 18, 2019

(Not available until the week of April 22nd)

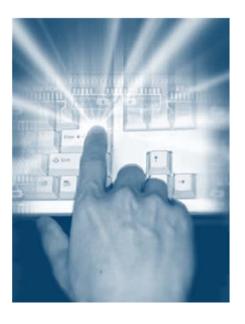
Paragon is available for member access running parallel with InnoVia. All listing maintenance will be completed in InnoVia. New listings & listing modifications will be sent to Paragon via RETS during parallel mode.

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.





Registration form		Call: 217-698-7000 Fax: 217-698-7009 Email: admin@caaronline.com
(Name)		Member Portal: https://mdweb.mmsi2.com/caar/
(Office)		A
(Phone)		BLACK KNIGHT PARAGON
(E-Mail Address)		
PARAGON TRAINING CLASSES	<u>8</u>	Collaboration Center
(select those desired):	Z	□ May 7 1:30-3:00 p.m.
Core Class	TRAINING	☐ May 8, 3:30-5:00 p.m.
☐ May 7 8:30-10 00 a.m.	O	☐ May 9, 1:30-3:00 p.m.
□ May 7 3:3 <mark>0-5:00</mark> p.m.	Sa	☐ May 21, 1:30-3:00 p.m.
☐ May 8, 10:30 a.mNoon	¥	☐ May 22, 8:30-10:00 a.m.
☐ May 8, 1:30-3:00 p.m.	5	☐ May 22, 6:00-7:30 p.m.
☐ May 8, 6:00-7:30 p.m.	ž	☐ May 23, 8:30-10:00 a.m.
☐ May 9, 3:30-5:00 p.m.	WO C	☐ May 23, 1:30-3:00 p.m.
☐ May 22, 1:30-3:00 p.m.	SSRC	<u>CMA</u>
☐ May 23, 3:30-5:00 p.m.	CLASSROOM - NOT HANDS ON	☐ May 9, 10:30 a.mNoon
Listing Input & Maintenance		☐ May 21, 10:30 a.mNoon
☐ M ay 7 10 30 a mNoon	¥.	☐ May 22, 3:30-5:00 p.m.
□ May 9 8:3 <mark>0-10 0</mark> 0 a.m.	RE 1	☐ May 23, 10:30 a.mNoon
☐ May 14, 6:00-7:30 p.m.	SA	
☐ May 21, 8:30-10:00 a.m.	SSE	Commercial
☐ May 22, 10:30 a.mNoon	HESE CLASSES ARE LIVE IN	☐ May 21, 3:30 –5:00 p.m.
PLEASE NOTE:	SE	<u>Appraiser</u>
Classroom space is limited and	王	☐ May 8, 8:30-10:00 a.m.

registrations will be accepted on a first come first serve basis.

SIGN UP TODAY!

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

APPRASISER CLASS

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