Paragon Customer Toolkit - Release 5.960-5.963

## **Communications Plan Overview**

Welcome to the Paragon release communication Toolkit. The intention of this kit is to help you with communicating the release information to your membership.

In this kit you will find the following:

* Link to Release Notes for Paragon 5.960-5.963: the notes include any configurations and administration items that you will need to know about.
* Administration Configuration Options: What changes you may need to decide on
* Agent level Communication Plan: a link to an editable Customer Communication, and homepage notifications.
* Social Media: a post that you can use for Facebook, Instagram, or other sites with a video of the release features.
* Example Home Page Announcements: You can cut and paste into your Homepage.

The goal is to make everyone aware of all the great Paragon enhancements to boost the way Members do Business!

## **Release Notes for Paragon 5.960-5.963**

Listed below is a link to the full release notes for the MLS. These release notes are for the Association/MLS. The Agent Level changes in this document are included in the e-mail template that you will want to send out to your members.

**Link:** [Release Notes](https://pahelp.paragonrels.com/ReleaseNotes/WordDocs/5.96/5_963_Release_Notes.docx)

## **Administration Configuration Options**

**Admin – No admin Configurations this time**

**Action Item:** None

## **Agent Level Changes Communication Plan**

The following link is to the e-mail template that you can copy and paste from to send out to your members keeping them informed on the release.[Paragon Release 5.960-5.963 Member Email](https://pahelp.paragonrels.com/ReleaseNotes/WordDocs/5.96/5_96_Email_to_agents.docx)

This is a word document that you can edit so if you **do not** have certain functionality, for example in this release there are three optional items, Statistical Reporting – Year-to-Year Report and the Month End Report and for Paragon Connect the Listing Add, you can remove those sections first before sending. Also, in the first sentence you will want to add **your MLS name** (it is in red), so that it is being sent from **your** organization to **your** members.

To ensure that your members are always informed about the latest and greatest enhancement to their MLS System, please announce the enhancements to your membership, post to Social Media sites, include them in your newsletters and post notices to your homepage and login messages.

## **Social Media Post**

Copy and paste the following into your social media and the picture below will display with the video. Encourage your membership to like our Facebook page @ParagonMLS. Check out the exciting new features of the Paragon 5.960-5.963 release! If clicking on the image does not open the video, please [click here](https://vimeo.com/846670207) to open the video.

[](https://player.vimeo.com/video/846670207?app_id=122963)

## **Example Home Page Announcements**

Paragon Connect now allows users to modify the fields used on the property class search forms. Users may choose to customize the Containers and the Fields within each container making it easy to search for any and all kinds of listing data. You can also drag and drop fields from one container to another!

After making any adjustments to the form containers and fields be sure to save as a custom search or use the Update Default Template option if you want access to the new additions going forward.

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Paragon Connect now allows when viewing the Listing Detail View to combine all PDF documents into a single file and allow you to print them all at once. This new Print PDF option does not include any other document types. A screenshot of a computer

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