Webinar Orientation

This class provides an overview of the member site XL Paragon, Listing Maintenance, and the NJMLS Rules/Regulations and policies.

Introduction to NJMLS

- Overview of Member Site
- NJMLS Member Tools
- Mobile Options
- Rules and Policies

Listing Maintenance

- Creating Listing Agreements for signature
- Using Block and Lot Autofill
- Review fields in Listing Load Form
- Publishing a Listing
- Managing Photos
- Adding Documents
- Status Changes

Login to XL Paragon

User Preferences

- Update Agent Information
- Setting system defaults

MLS # Search

- Review Search Results
- Review Hotlinks

Property Search

- Using Property Search Form
- Revising Search
- Selecting Listings
- Report Options
- Emailing / Text message Listings
- Communications Log

Roster

- Look up Member
- View all agents in office