

Agent Tours & Public Open Houses

Entering a Tour or Open House:

1. Click Listings Menu Item > Maintain > Listings
2. From the List of your listings (or My Office Listings if Broker) > Find the Listing > Choose Select an Action for that listing. **It is very important to choose the right type of event. Do not enter a Tour and an Open house for the same event.**
3. For Agent/Broker Tour > Choose Tour Listing
 - a. To create a Tour > Add New > Enter Date, Time Start, Time End, Time Zone, Comments > Save
 - b. Can also Edit a Tour or Delete a Tour > Must highlight the tour first by clicking on it
4. For Public Open House > Choose Open House
 - a. To create an Open House > Add new > Enter date, Time Start & End, Time Zone, Comments > Save
 - b. Can also Edit an Open House or Delete an Open House > Must highlight the open house first by clicking on it.

Keep comments short. Depending on length, the full comments may not show on all reports. See below

Open House (not tour) information is displayed on: Zillow, Trulia, Realtor.com, ListHub (confirmed publishers: Century 21, ColdwellBanker, DreamHome List, FindAPlace4Me, LeadingRE.com, Point2 Homes, Property Shark, RE/MAX) and can be displayed on Firm and Agent sites via RETS Feed

Searching & Reports

1. Click Search Menu Item > Specialty Search > Tour and Open House. Save clicks by adding Tour/Open House Search to Quick Links Action Bar (bottom toolbar of Paragon) using the blue customize cog.
2. Choose Date Range, Choose Tour or Open House. **Do not leave field blank or choose both. Search results that include both types will cause the reports to display comments incorrectly.** Choose County/Incorporated City and any other criteria to narrow results > Search
3. Results will display as report chosen in preferences. To choose a different result report: Preferences Menu Item > System Preferences > Result Options > scroll down to Default Tour/Open House Search Result > Choose Report > Save
4. Report Types: Click Reports > TourOH File – All include Picture, MLS#, Address, Price, Tour Date, Start Time & End Time
 - a. Tour/Open House Spreadsheet-Can Customize, OK for result report, not good for reading tour comments or directions
 - b. Tour/Open House Thumbnail-Can Customize (add directions, #Bed, #Bath, Finished SF). Good for result report, **full comments.**
 - c. Broker Report- Good report to print (4 fit to a page). Limited Comment space, Directions, Area, Subdivision, Property Type, #Beds, #Full Baths, TotFinSF, Year Built, #ofAcres. List Agent & #, List Office & # (room permitting). Can customize two sections but not recommended
 - d. Broker Report D- Very Similar to Broker Report
 - e. T/OH Detail- Flyer, larger photo & map, limited comments, one tour/open house per page/view
 - f. Tour/Open House View- Good Report to print (5 fit to a page), **full comments,** directions, agent name, agent phone, office name, office phone. No Listing details.

Printing Tip: To Print only the open houses you plan to attend > Check the Select boxes > Print> Print+ > Make sure “Selected” listings are chosen > Print Preview > Print Using PDF Controls