LAWRENCE MULTIPLE LISTING SERVICE
PARAGON FIELD ENHANCEMENTS—MAY 2023

Overview of Paragon Enhancements

The MLS & Rules Committee and the Board of Directors of the Lawrence MLS are excited to roll out newly updated fields in Paragon that will make your Paragon experience more efficient, intuitive, and productive. Leadership of the LBOR & LMLS do recognize that May 1st is a busy time for our MLS members, however this work is the result of many months of work evaluating every bit of Paragon, and is just too important to delay.

Key Changes—many of which are captured in additional tutorials specific to each topic.

The following fields have been expanded, offering more space to include information about your listing.

- **Showing Instructions**—Now with 500 Characters (was 100).
- **Legal**—Now with 2,000 Characters (was 100).
- **Directions**—Now with 500 Characters (was 100).
- **Public Remarks**—Now with 2,000 Characters (was 512).
- **Private Remarks**—Now with 2,000 Characters (was 512).
- **Escrow Account**—Expanded to 50 characters.

Range Fields are no longer input or maintained. These fields are automatically calculated by the Paragon System. Range fields do remain available for searches in Paragon.

- **Age Range** (NC, 1-5 years, 6-10 years, etc.) is automatically calculated based on year built.
- **Approx Ttl Fin SqFt Range** (under 1000, 1000-1200, 1200-1500, etc.) is automatically calculated based on Total Finished Square Feet.
- **Approx Acres Range** (less than 1, 1.1 to 5, 5.1 to 10, etc.) is automatically calculated based on the input of Total Acres or Lot Size.

Other Changes:

- **1st Floor Square Feet** is now a required field.
- **Total Finished Square Feet** must be equal or greater to the sum of 1st, 2nd, 3rd, 4th, 5th, and basement amounts. If less than the sum of amounts entered, an error message with result.
- The **Commission Based On** field will be expanded to read: “Percentage Based on (net or gross)” and a 3rd option will be labeled as a “Fixed Dollar Amount.”
- The **General Taxes Field** was converted to a currency field and now has 2 decimal points for exact amounts.
- Two instances of **Showing Instructions** (one a field and the other a feature) were reduced to just one field.
- Utility Room Dimensions changed to **Laundry Dimensions** – this is an optional field.
- **Laundry Level** to become a required field with drop down menu options: Basement, Level 1, Level 2, Level 3, Level 4, Level 5.

HOA and **Special Assessment** fields updated with conditional logic.

- If HOA field is selected as Yes, and Special Assessments as Yes, then fields that need to be completed will display for input.
- If the fields are selected as No, then no fields display for input.

Three (3) new **Sold Statuses** are added for Listing SOLD while in a Limited Visibility Type.

- **Sold Agent—Exclusive**
- **Sold Office—Exclusive**
- **Sold Firm—Exclusive**

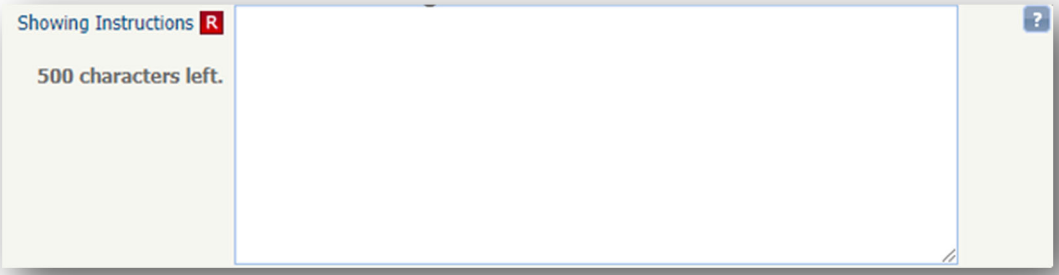
LAWRENCE MULTIPLE LISTING SERVICE

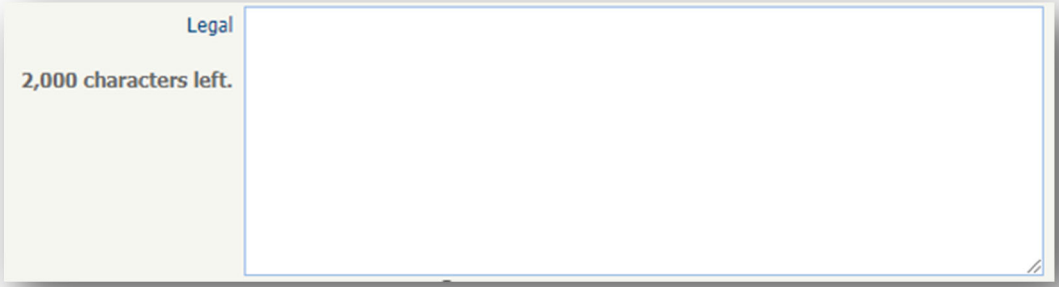
PARAGON FIELD ENHANCEMENTS—MAY 2023

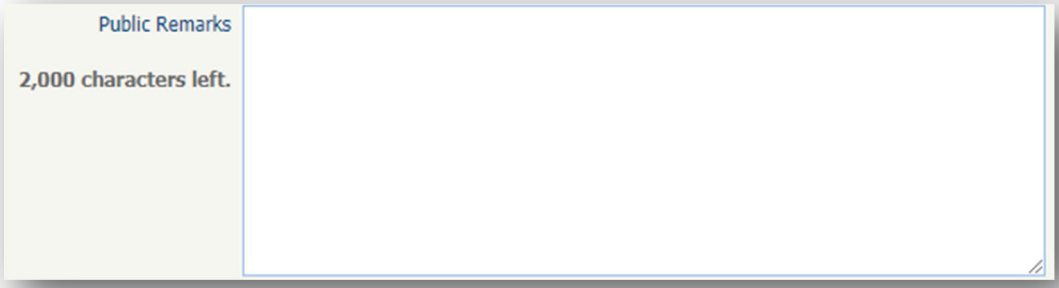
Expanded Fields Provide More Space/Characters

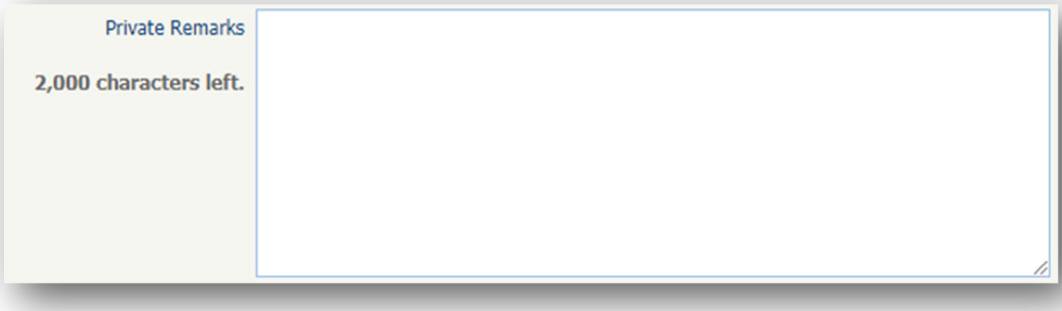
The Following fields have been expanded, offering more space to include information about your listing.

- Showing Instructions—Now with 500 Characters (was 100).
- Directions—Now with 500 Characters (was 100).
- Legal—Now with 2,000 Characters (was 100).
- Public Remarks—Now with 2,000 Characters (was 512).
- Private Remarks—Now with 2,000 Characters (was 512).
- Escrow Account—Now with 50 Characters.





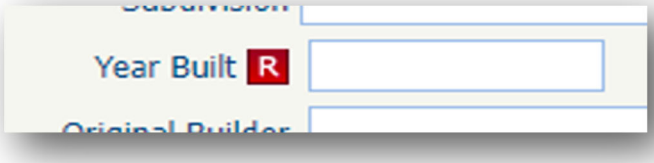




New Field for New Construction

At input of a new listing, the listing agent will now determine if they are entering a New Construction property. Selecting a value of Yes or No will allow for the property to be classified as New Construction, while separately recording the year built.

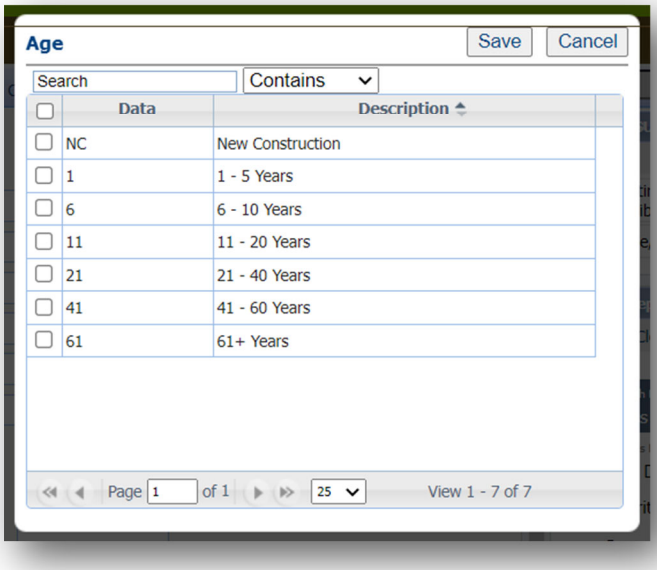
At Listing Input, select a value of Yes or No for **New Construction (Y/N)**.



At Listing Input, enter Year Built.

NC	New Construction
1	1 - 5 Years
6	6 - 10 Years
11	11 - 20 Years
21	21 - 40 Years
41	41 - 60 Years
61	61+ Years

A value for the **Age Range** field will no longer be input by the listing agent. Rather, the value will be automatically determined based on the input of **Year Built** (above).



When doing a Property Search, agents may continue to search by the **Age Range** field.

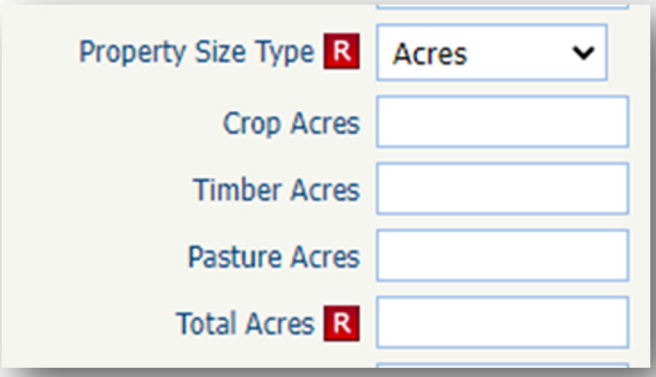
When searching for New Construction listings, an agent may prefer to search by the newly added New Construction (Y/N) field displayed at the top of this page.

(For additional information, please see the handout for Conversion of Range Fields)

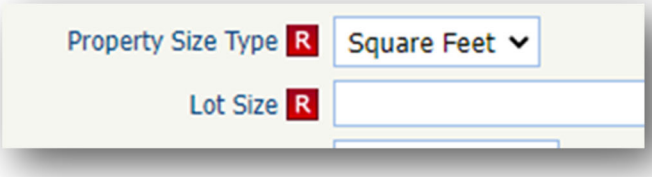
Property Size Type: Acres or Square Feet

At input of a new listing, or in listing maintenance, the listing agent will now determine if they are entering the **Property Size Type** as **Acres** or **Square Feet**.

At Listing Input, or in Listing Maintenance, select whether the Property Size Type is measured in **Acres** or **Square Feet** (this is the size of the land or lot).



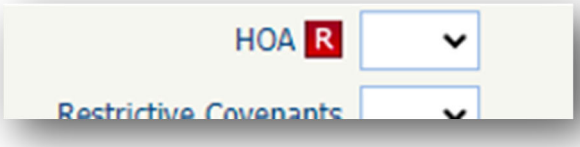
If **Acres** is selected for Property Size Type, the following fields for **Crop Acres**, **Timber Acres**, **Pasture Acres**, and **Total Acres** will display for input.



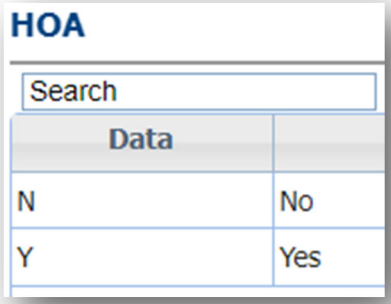
If **Square Feet** is selected for **Property Size Type**, a field for **Lot Size** is displayed for input.

HOA Fields Enhanced

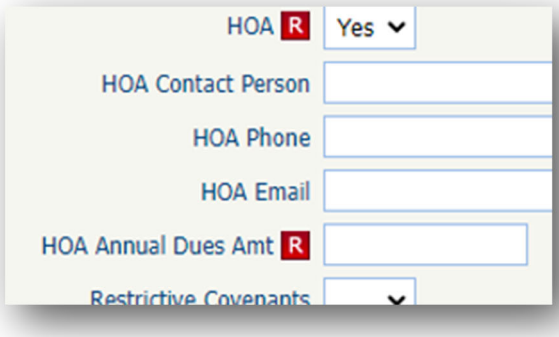
At input of a new listing, or in listing maintenance, the listing agent will indicate whether an **HOA** exists for the listing, and fields for input only display if there is an **HOA**.



At Listing Input, or in Listing Maintenance, select whether an HOA exists for the listing.



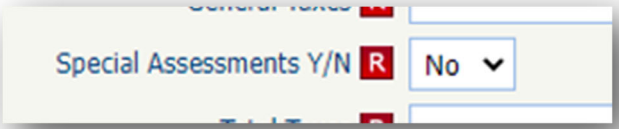
Select Yes or No.



If the value if Yes, then additional fields will display for input; HOA Contact Person, HOA Phone, HOA Email, and HOA Annual Dues Amount.

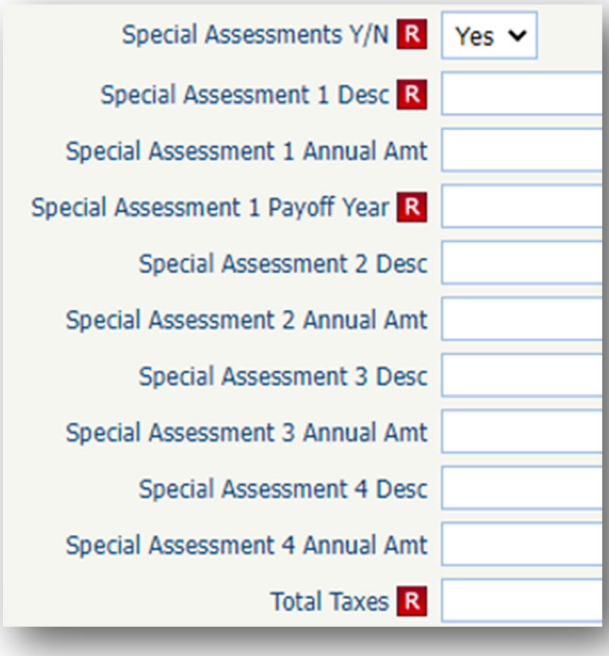
Special Assessment Fields Enhanced

At input of a new listing, or in listing maintenance, the listing agent will indicate whether **Special Assessments** exists for the listing. Additional **Special Assessment** fields will only display if there are **Special Assessments**.



At Listing Input, or in Listing Maintenance, select whether Special Assessments exist for the listing. Select Y or N.

If No is selected, continue input with next field—Total Taxes.



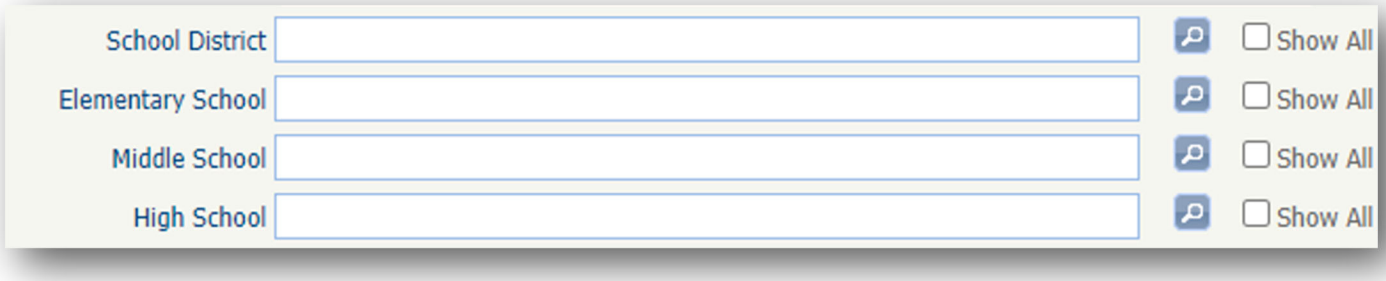
If the value if Yes, then additional fields will display for input;

Special Assessment 1 Desc
Special Assessment 1 Annual Amount
Special Assessment 1 Payoff Year

Repeat for Assessment 2, 3, and 4.

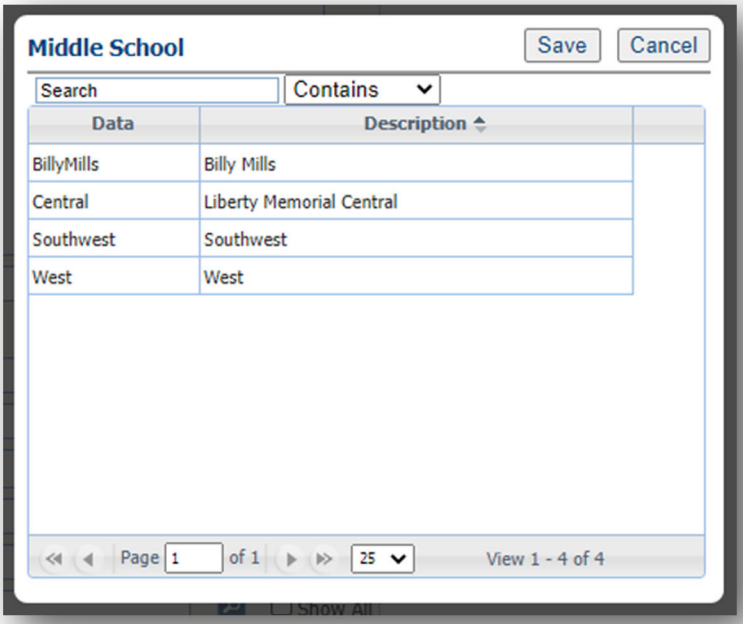
New Field for School District

At input of a new listing, the listing agent will now enter the School District for the location of the listing.



At Listing Input, select the School District, based on the location of the listing.

For Example: Select USD 497—Lawrence



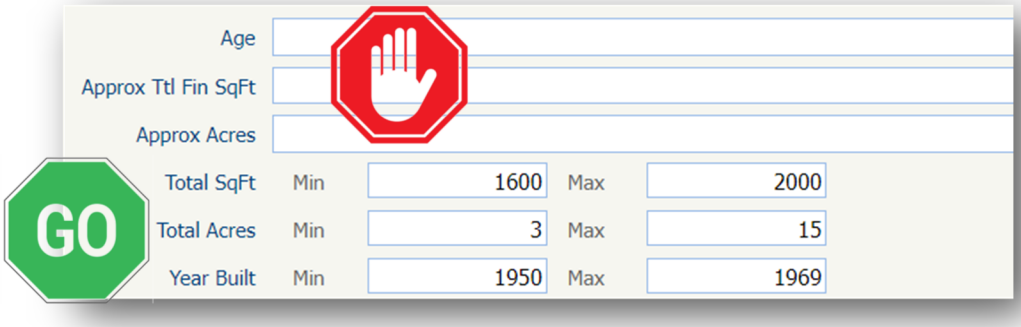
If USD 497—Lawrence has been input, then Paragon will only display the Elementary, Middle, or High Schools that are in USD 497.

For Example, when selecting a Middle School, only those Middle Schools in USD 497 will be available for selection.

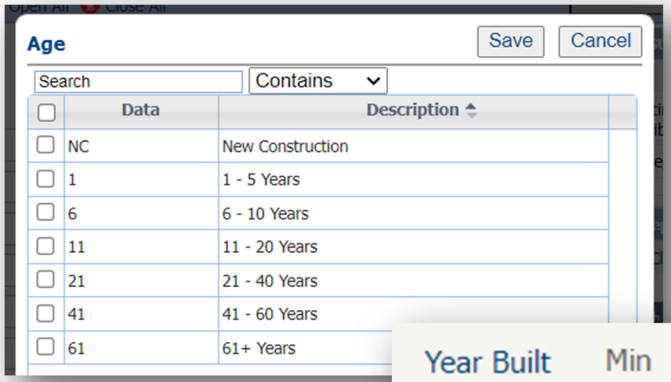
Searches can now be completed by School District.

RANGE FIELDS—Out with the OLD, and in with the NEW.

Historically, Range Fields for **Age, Approx Ttl Fin SqFt**, and **Approximate Acres have been a popular default to use in searches.** However, we now have the ability to specify your own range in your searches. We recommend migrating away from use of pre-determined Range Fields, and that you utilize a more precise way to search.

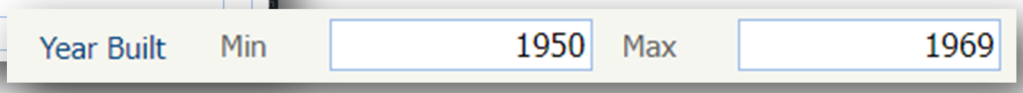


Age Range Field vs Year Built Field



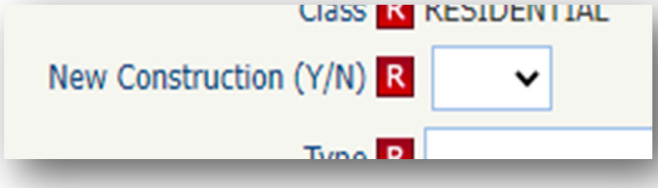
For example, to the left is the **Age Range** Field, grouping listings by pre-determined ranges.

Instead of using the **Age Range** field to the left, try using the **Year Built** field (below).



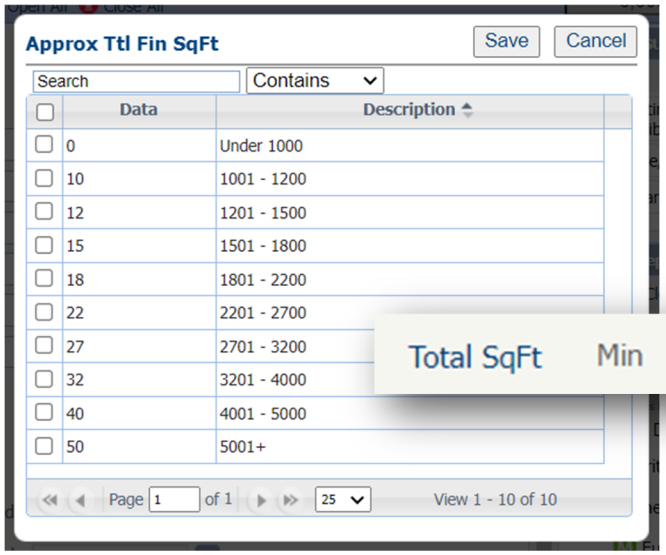
For example when searching for a Mid-Century Modern home, you can input your own range of 1950 to 1969 in the field for **Year Built**. This search includes homes that are from 54 to 73 Years Old. Doing this with the Range Field would **NOT** be easy. You would have to include both the 41-60 and 61+ ranges in the **Age Range** Fields, and then filter your spread-sheet.

For **New Construction**, use the newly added New Construction Y/N field to return New Construction results.

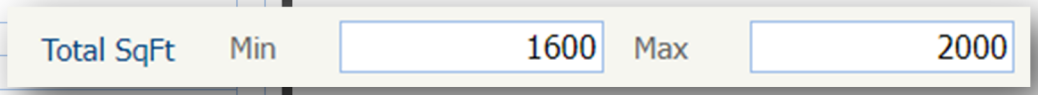


RANGE FIELDS—Out with the OLD, and in with the NEW.

Approx Ttl SqFt Range Field vs Total SqFt

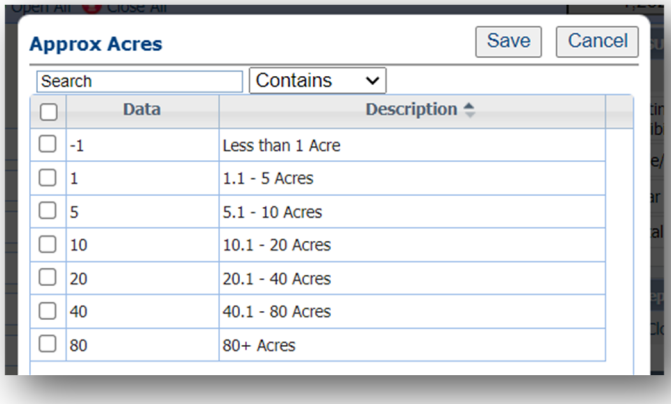


The same is true for the **Approx Ttl Fin SqFt Range** field. Rather than search the predetermined values in the Range Field (to the left), enter your own range in the **Total SqFt** field to do a precise search (below).



In this example, searching for 1600 to 2000 square feet is both precise and easy!

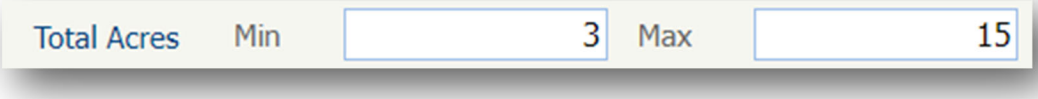
Approx Acres Range Field vs Total Acres



Last, the Approx Acres Range Field 3rd range field that can be discontinued.

In this example, to the left is the Approx Acres Range Field.

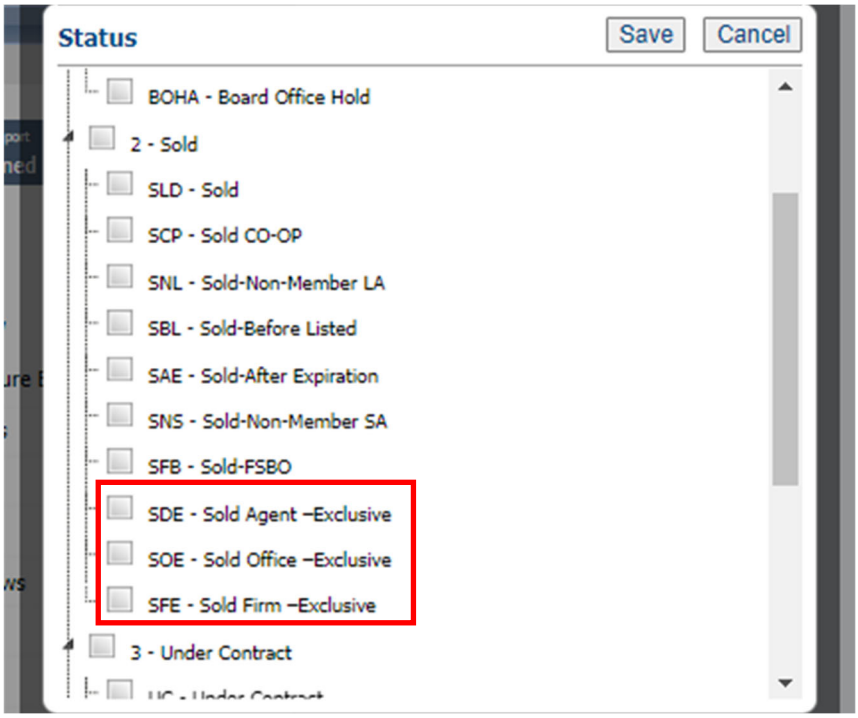
Rather than use the predetermined values in the Range Field, do your own precise search for 3 to 15 Acres (below), or any other combination.



In this example, searching for 1600 to 2000 square feet is both precise and easy!

New SOLD Statuses for Listings that have a Limited Visibility Type of Exclusive Agent, Exclusive Office, or Exclusive Firm

To accurately portray the SOLD information in Paragon, three new SOLD Statuses have been added. These are to be used when the listed property goes under contract while the listing is in a Limited Visibility Type of Agent Exclusive, Office Exclusive, or Firm Exclusive.



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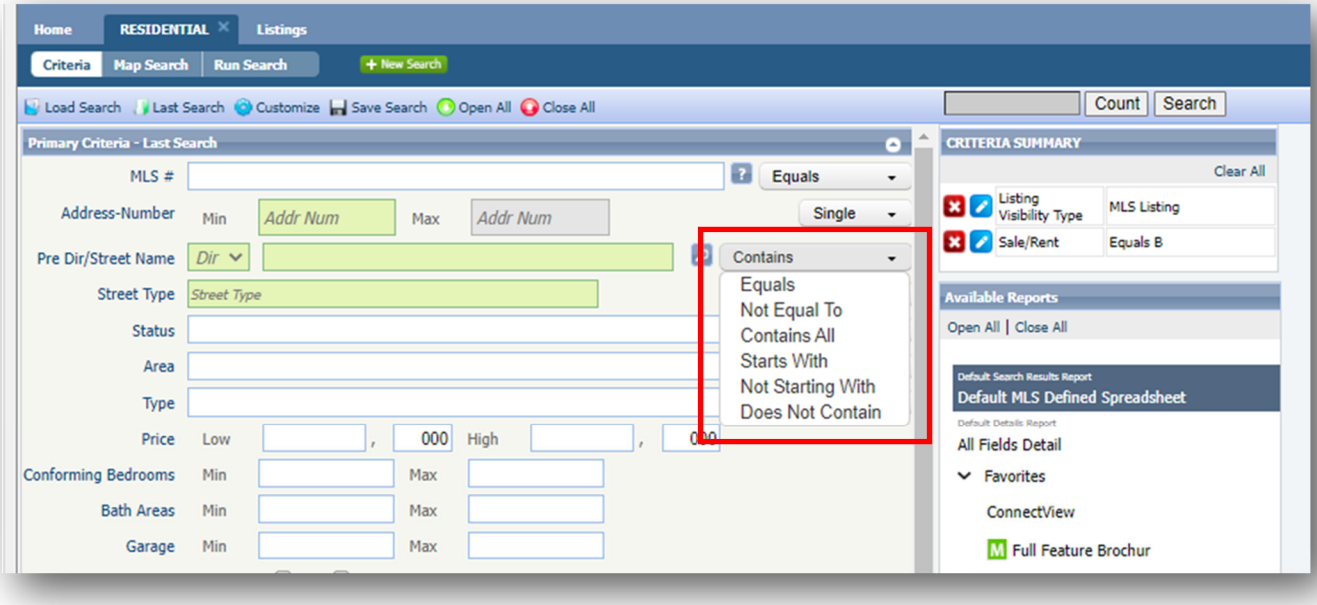
PARAGON FIELD ENHANCEMENTS—MAY 2023

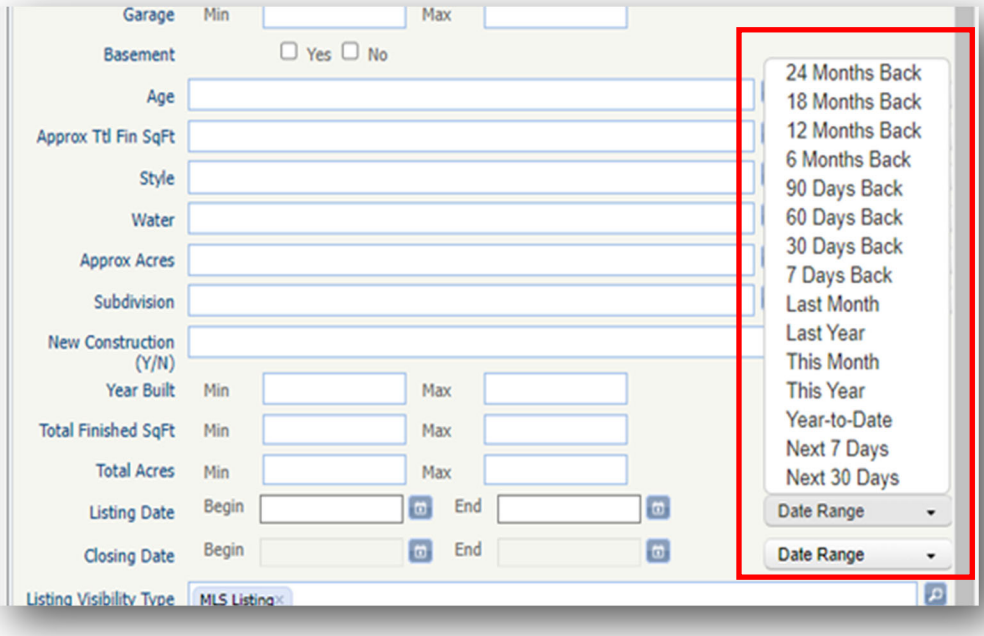
Advanced Search Functionality

Lookup Fields Contain: Equal and Not Equal To

Free Form Fields Contain: Not Equal To, Contains, Contains All, Starts With, Not Starting With, and Does Not Contain:



New Data Ranges available in Paragon:



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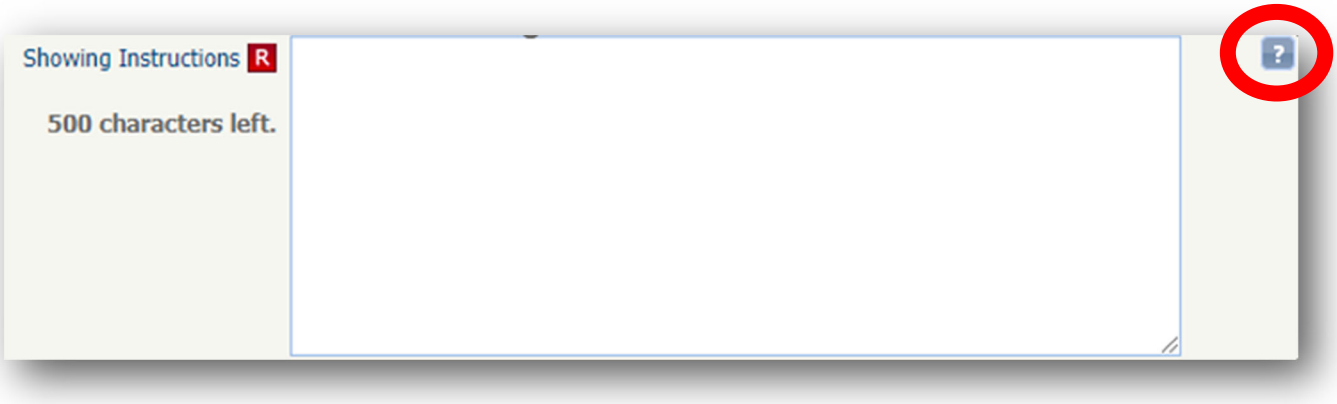
PARAGON FIELD ENHANCEMENTS—MAY 2023

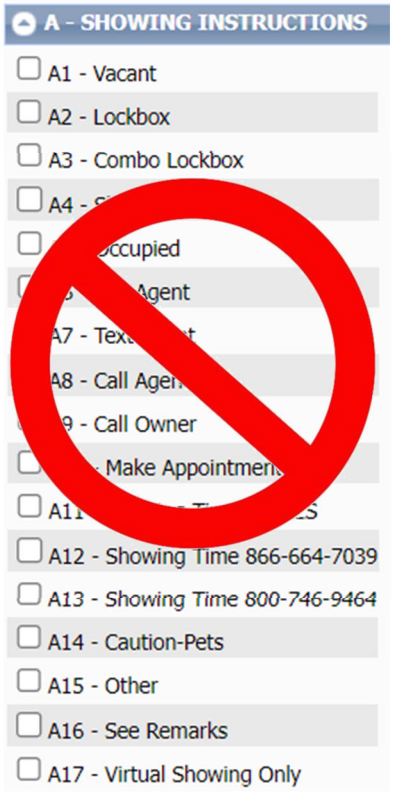
Showing Instructions Is Now Just One (1) Field

To ensure that **Showing Instructions** are displayed and searchable in one (1) field, the Features Category for Showing Instructions has been removed. Listing agents will now enter Showing Instructions in only the newly expanded **Showing Instructions** Field.

Previous Showing Instruction values in Features have been converted in all listings and now display in the **Showing Instructions** Field.

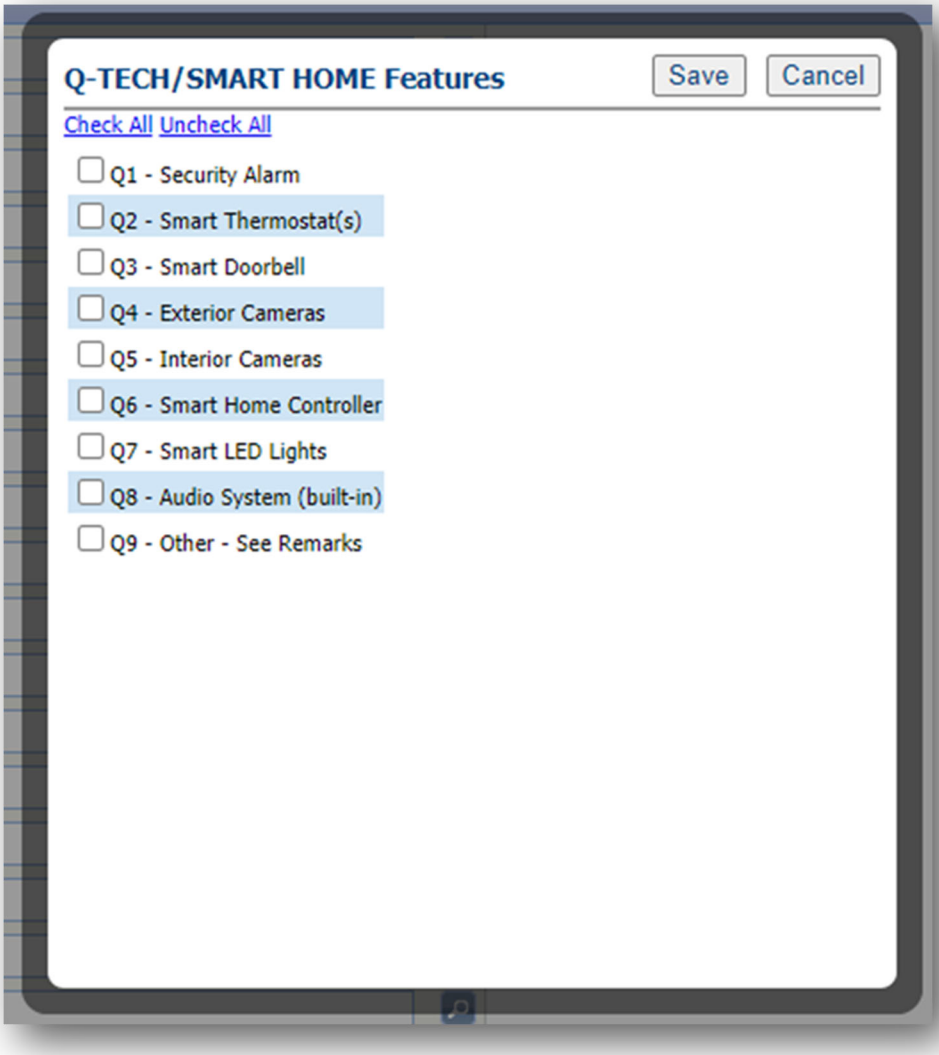
Space was expanded to 500 Characters to handle the input of any special instructions. Select the Question Mark to the right of the field for common showing terms and suggestions.





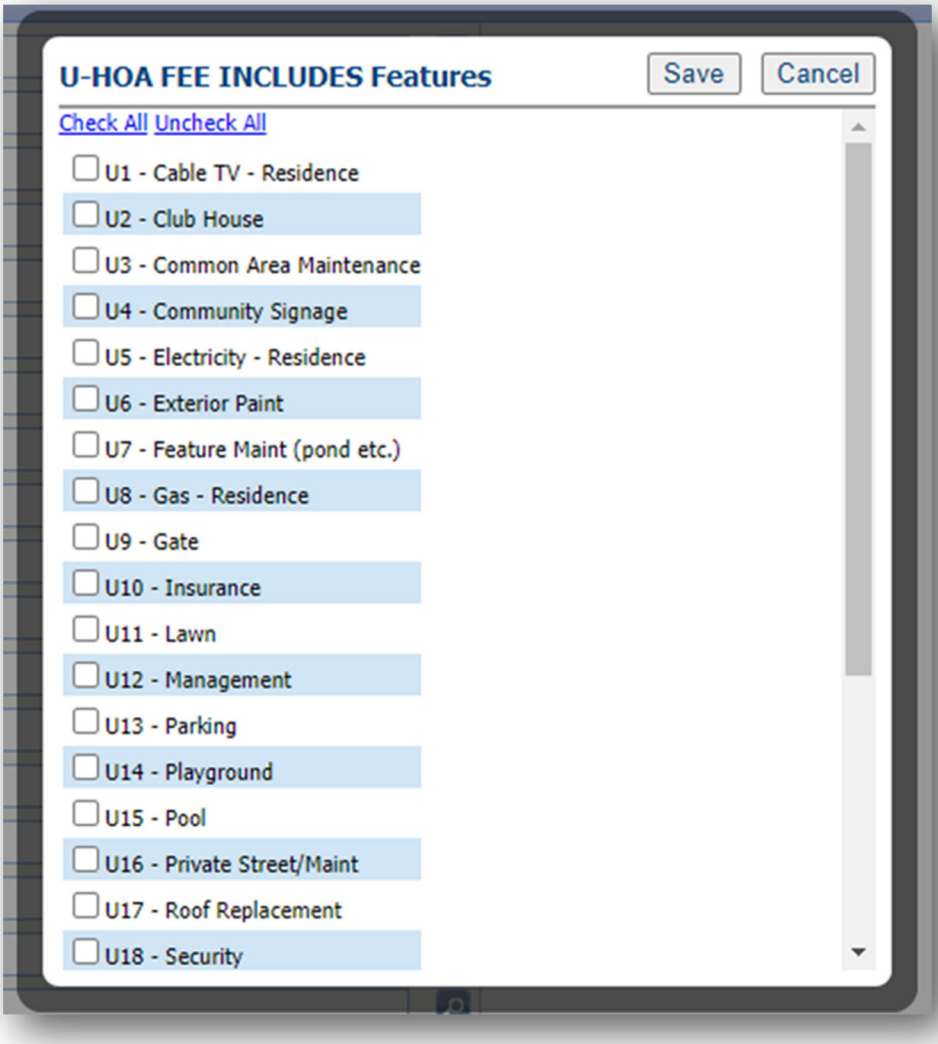
New Feature Category for TECH/SMART HOME

Features have been updated to include a new category for **TECH/SMART HOME** Features.



New Feature Category for HOA FEE INCLUDES

Features have been updated to include a new category for **HOA FEE INCLUDES** Features.



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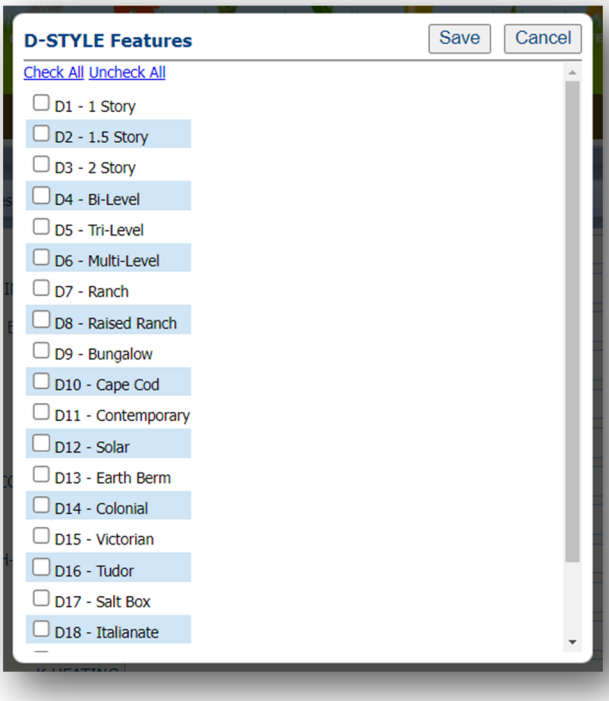
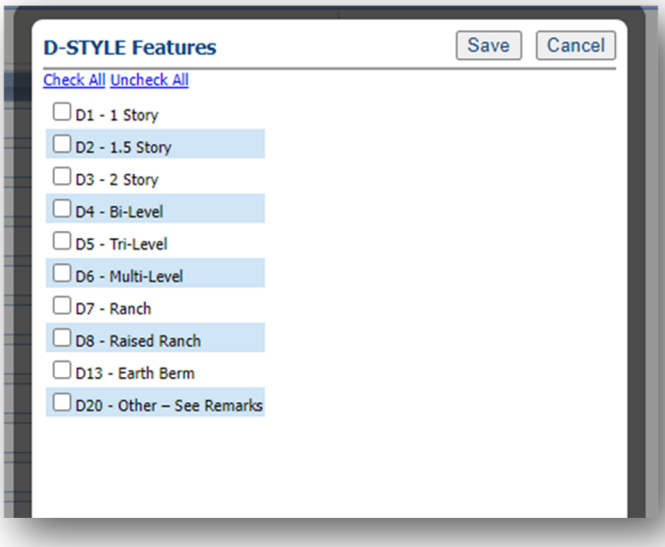
New Feature Category for STYLE and ARCHITECTURAL STYLE

The Features Category for **STYLE**, has been split into **STYLE** and **ARCHITECTURAL STYLE.**

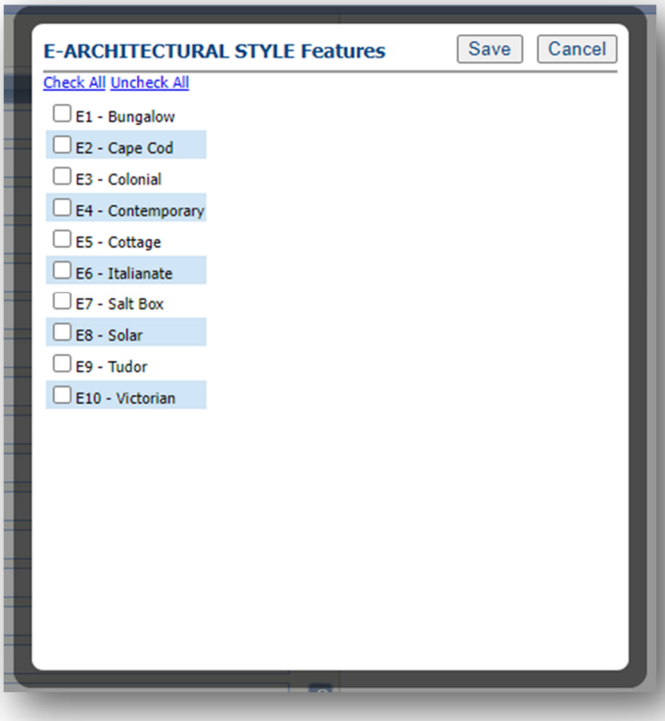
Before…



After…



And...



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PARAGON FIELD ENHANCEMENTS—MAY 2023

Overview of Paragon Enhancements

FEATURES IN PARAGON

All mentions of "Other" and "See Remarks" will be changed to "Other – See Remarks" for all Feature Categories**.**

SHOWING INSTRUCTIONS:

Remove "Showing Instructions" in Paragon's Features in entirety and expand the field for Showing Instructions to 500 characters. (Use a Paragon "Tool Tip" icon the provide common terms such as Vacant, Show at Will, Tenant's Rights, etc.… that are provided in Features > Showing Instructions).

d. STYLE

Separate Style into two Feature Categories: Style and Architectural Style

e. BASEMENT

Change "Crawl" to "Crawl Space"
Change "Day Light" to "Daylight"

f. CONSTRUCTION

Add Barndominium.

g. ROOF

Add Solar
Add Flat

h. GARAGE TYPE

Add Rear Entry
Add Side Entry
Add Tandem
Add Converted

i. WINDOWS

Add Single Hung.
Remove: 'Most Storms' and reassign/convert any listings with 'Most Storms' to 'Some Storms'

j. FLOORS

Add Hardwood–Engineered.
Add Vinyl–LVT
Rename 'Vinyl' to 'Vinyl–Sheet'
Rename 'Ceramic' to 'Tile'
Remove Marble, reassigning/convert values of Marble to Tile

k. HEATING

Add Mini-Split and Geothermal.
Spell our acronyms for FAE as Forced Air Electric, and FAP as Forced Air Propane.

l. COOLING

Add Mini-Split and Geothermal
Change Window 1 to Window Unit(s), and remove Window 2 and Window 3, reassigning/converting values for Window 2 and Window 3 to Window Unit(s).

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FEATURES IN PARAGON

M. APPLIANCES
Add: Range Hood
Add: Range – Gas
Change: Range to 'Range – Electric'
Add: Free Standing Freezer
Add: Free Standing Icemaker

N. Interior:
Remove: Security Alarm (to be placed in Tech/Smart in a later section)
Add: Sump Pump
Change: "Wheelchair Access" to "Accessibility Features" and add a rule that suggests using remarks to explain.

0: Fireplace.
Add: Blower
Change: 'three' to '3+'
Add: Electric

P: Exterior
Add: Covered porch
Add: Covered deck
Change: 'Wheelchair Access' to 'Accessibility Features'
Add: a rule to 'Accessibility Features' that suggests using remarks to explain.
Change: Sprinkler System to 'Irrigation system'

Q: Amenities
Add: Fitness Center
Move the following items (retaining historical data)
Golf Lot – Move to Exterior
Wooded Lot – Duplicated, so remove from Amenities and leave only in Exterior
Lakeside Lot – Move to Exterior

R: Outbuildings
Change 'several' to '2+"

S: Fencing
Add: PVC Fencing

T: Driveway
Move Hard Surface to be the first one on the list. Change Rock to Rock/Gravel

U: Ponds
Change: "Several" to "3+"
Remove: None
Remove: Site Available

LAWRENCE MULTIPLE LISTING SERVICE
PARAGON FIELD ENHANCEMENTS—MAY 2023

Overview of Paragon Enhancements

FEATURES IN PARAGON

V: Utilities to Property
Change the Heading for this section to Utilities at/on Property
Also - Change: 'propane/leased' to 'propane (leased)'
Change: 'propane/owned to 'propane (owned)'
Remove Fiber Optic
Remove "High Speed" from "High Speed Internet"
Reorder Sewer and Water in both V & W as follows:

- **Sewer-City**
- **Sewer-Lagoon**
- **Sewer-Septic**
- **Water-City**
- **Water-Rural**

Adding Feature Categories for:

- **TECH/SMART HOME**
- **HOA FEE UNCLUDES**
- **WATER HEATER**

Other Miscellaneous Paragon Changes

Enable Photo Labels and Descriptions in Paragon in a hybrid format with a group of pre-determined photo labels (i.e., Living Room, Kitchen, Bathroom, Master Bedroom, etc.) and free form text for photo descriptions. Photo label are to be optional and not required.

Enable the RPR Valuation Method in Paragon's Collaboration Center.
For the RPR Valuation Method in Paragon's Collaboration Center – If the possibility exists in the Collaboration Center/ Paragon Preferences to have the default value as "off," do so for all 3 AVMs.

For the Collaboration Center – Leave the display of Agent License Number as is.