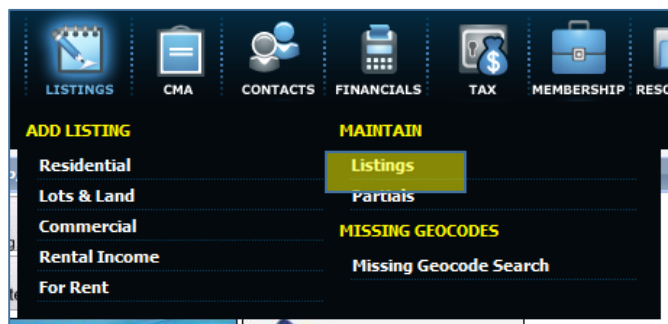


Get your Open on SpokaneOpen!

SpokaneOpen gets open house information direct from Paragon every hour. However, it can't use Paragon's Open House module. The MLS added Open House fields directly on the listing so that your open house can be sent to SpokaneOpen as well as your office, broker, and third party websites.

To schedule opens in Paragon:

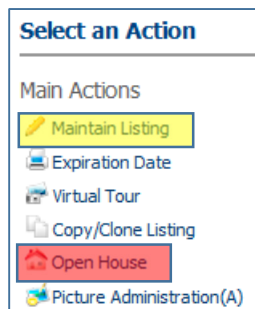
In Paragon, go to the **Listings** menu and select **Maintain Listings**.



To the right of the listing you want to schedule for, choose **Select an Action**.

CLASS	STATUS	LISTING OWNER		
All	Active	My Listings	Search	
Status	Type	Listing Agent	Pics	Action
Active-NEW	Res/Site Blt	Mike Bentson/SAR Staff	1	Select an Action...
Active-NEW	Res/Site Blt	Mike Bentson/SAR Staff	0	Select an Action...

From the list of actions, choose **Maintain Listing**, *not Open House*.



Once in the listing, use the **Open House fields** on the right, *not the Open House module on the left*. **Save** and your listing will be picked up when SpokaneOpen next refreshes!

