

## How to Upload a Partial Listing from TransactionDesk

1. Create a Transaction
2. From the Forms section in your transaction, add an applicable property data form for your listing (Residential, Land, Rental Income or Commercial).

	<a href="#">SAR/MLS Property Data Form - Commercial (4106) (Rev.03/2019)</a>
	<a href="#">SAR/MLS Property Data Form - Land (4106) (Rev.03/2019)</a>
	<a href="#">SAR/MLS Property Data Form - Rental Income (4106) (Rev.03/2019)</a>
	<a href="#">SAR/MLS Property Data Form - Residential (4106) (Rev.03/2019)</a>

3. Fill out the property data form. **Note: Sub-Type, Area/Grid and Expiration Date fields are required for the upload.**
4. Once you are ready to upload, click the 'Upload Listing' button in the top right of the property form.

**Note: The Upload tool will only work if you have listing input authorization.**



You will then get a box like this when the partial listing is uploaded to Paragon.

**Note: The “Upload Listing” button should only be used once per transaction to avoid a duplicate listing.**

### How to Access your Partial Listing

From Paragon, click on Listings, then click ‘Partials’.