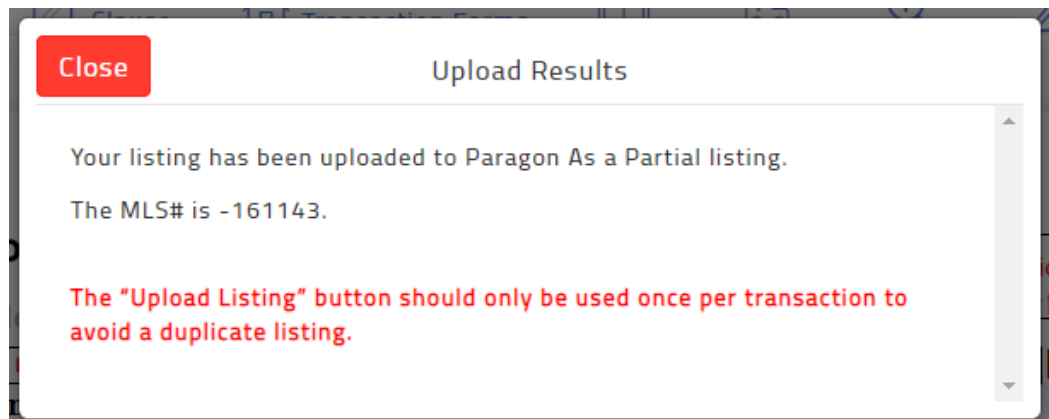


## How to Upload a Partial Listing from TransactionDesk

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).



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'.