# Checklist: What to do on 9/21

1. **Login to the upgraded Paragon system**

   The upgrades to your Paragon system should be live on the morning of Monday, 9/21.

2. **Update your Preference (Personal) settings**

   a. Preference Settings that will carry over are:
      i. Office logo
      ii. Agent photo
      iii. Assume Identity settings
      iv. Email Signature
      v. Message Body

   b. IMPORTANT: Not all of your Preference settings will carry over. Make sure to visit the Preferences Wizard to maintain the remaining items in your settings. If you'd like to update your photo, logo, email signature or your Message Body, you should do so now.
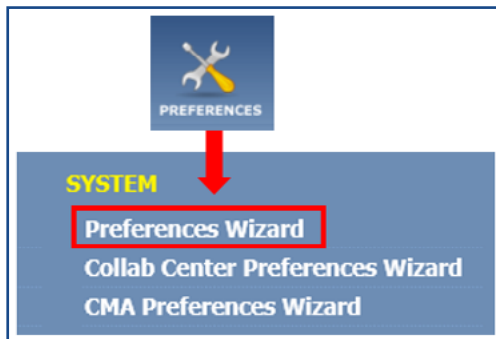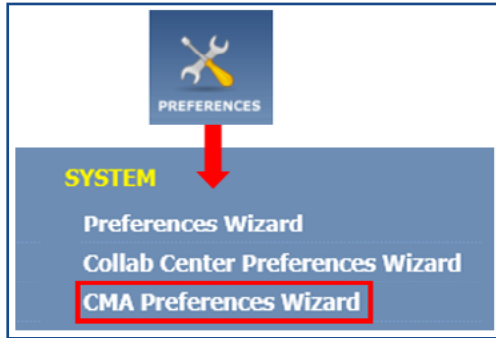

3. **Update your Collab Center Preferences**

   a. Collab Center Preferences
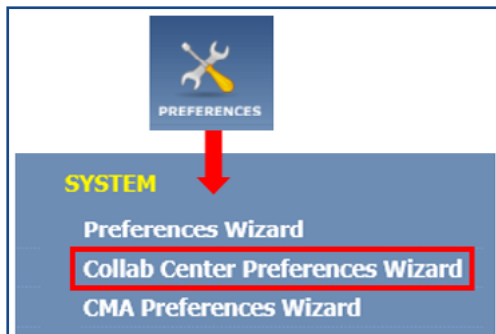
4. Update your CMA Preferences

5. Activate your Saved Searches

Your Saved Searches will not be active due to the updated fields. We suggest that you review each Saved Search and update as needed due to the field changes. Any Saved Searches that use fields that have changed or have been retired will have the name of the Saved Search modified so that you can easily identify them. (Saved Searches that do not completely carry over will have the prefix "ZZ" added to the beginning of their names.) You will need to go into each Saved Search, update/edit and save it, and verify that your Saved Searches are tied to the correct Contact.

6. Review and update listings

If you have any Active (Coming Soon, Active, and Active Under Contract [old Contingent Status]), or Pending and Withdrawn listings:

a. Go to the Edit function, review your listings, and update your listing(s) with the new fields

b. Review the Listing Input Form to see the updated and/or new fields you now have available

Please remember that updating your listings will provide consumers and agents with better, more accurate descriptions. This will assist them in finding your listings.

7. Recreate other items that were not carried over

a. Search options
b. Results options (everything will be set to MLS default)
c. Customized Reports
d. Custom Exports
e. Partial / Incomplete Listings
f. Anything that you created or modified during the READ-ONLY window
(Thursday 9/17 12 pm – Monday 9/21 8 am)