

Check Membership Roster on Paragon

Step 1: Go to Paragon website <http://ccar.fnismls.com>

Click on heading “Membership” and on Drop Down Box Click “Membership Roster” (Middle Heading at Top of Page)

The screenshot shows the Paragon website interface in Internet Explorer. The browser address bar displays <http://ccar.fnismls.com/Paragon/Default.asp>. The website header includes the Paragon 4 logo and navigation tabs: Home, Search, Listings, CMA, Contacts, Tax, Financials, Membership, Resources, Preferences, and Admin. The Membership tab is selected, and a dropdown menu is open, showing options: Agent Mailing Labels, Agent Roster, and Membership Roster. The Membership Roster option is highlighted.

The main content area displays the Coastal Carolinas Association of REALTORS logo and a list of links:

- Remote Support
- Update User Info
- Register for Class
- Pay bills online
- CCAR Calendar
- Association FAQs
- MLS Rules & Regs
- System Checker
- PROP Tools
- Microsoft VM
- Code of Ethics
- Fidelity National Univ.

Support for You Paragon: 1-877-657-4357
Paragon Basics
Training Guides

Zip Form: 1-866-693-6767
How-To Videos
User Guides

REIS / Prop Tools: 1-800-633-6708
User Guide

CCAR
843-626-3638

The right sidebar contains a table with the following data:

Market	193	Expired	66
Price Change	210	Hot List	680
Sold	52	Pending	258

My Inventory

New	0	Expire Alert	0
My Listings	0	My Pending	0
My Sales	0		

Prospecting - Number of Clients with:

New Matches	0
Price Changes on Saved Searches	0
Price Changes on Favorites	0

Quick Action Links

- Hotsheet
- View / Manage Contacts
- Listings
- Saved Property Searches
- Favorite Listings
- Saved CMA Searches

The bottom of the page shows a calendar for July 2008, with the 24th highlighted. The footer contains the text: Tenney, Heather : COASTAL CAROLINAS AOR © 1998-2008.

Step 2: Type Office Name (Bottom Left Corner) and click “Search” (Right Upper Corner)

The screenshot displays the Paragon 4 online MLS interface within a Windows Internet Explorer browser window. The address bar shows the URL <http://ccar.fnismis.com/Paragon/Default.asp>. The browser's taskbar includes several open tabs: Paragon -- Online..., GE Security - SupraNET, Real Estate Commission, NRDS Online, South Carolina Associ..., and Coastal Carolinas Ass... The Paragon 4 logo is prominently displayed in the top left corner. A navigation menu below the logo contains icons for Home, Search, Listings, CMA, Contacts, Tax, Financials, Membership, Resources, Preferences, and Admin. The main content area is titled "Membership Roster" and "Membership Roster by Office".

The "Primary Criteria" section is active and contains the following search options:

- Agent Active/Inactive: Active Only, Inactive Only, All
- Agent Status: (Open)
- Agent Type: (Open)
- Agent Name:
- Name Match Position: Match Anywhere, Match Beginning
- Office Active/Inactive: Active Only, Inactive Only, All
- Office City: (Open)
- Office Name:

The "Additional Criteria" section is currently empty and has an "Open" button.

The "Available Reports" section features a "Search" button.

The "Criteria Summary" section shows a single entry: Office Name: bratcher. A "Clear Criteria" link is located at the top right of this section.

The bottom of the browser window shows the Windows taskbar with the Start button and several open applications: Inboxes - Microsof..., Need Word Doc..., Main Menu, Paragon -- Onl..., Maint: Member F..., Maint: Member F..., Membership, and Document2 - Mic... The system tray on the right indicates the time as 3:33 PM and the battery level as 100%.