

# Tips & Tricks

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## Paragon™ 3 Adding Links

Adding Links to Paragon 3; did you know that you can add links to your most frequently visited websites to Paragon?

First you will need to log into Paragon.

Once logged in, from the MENU BAR, click on 'RESOURCES', then 'MY LINKS'.



Depending on your security level, you can make the link available in Paragon for yourself, or you and your officemates as well.

When the 'LINKS' page appears, it will default to showing 'ALL' links, but this can be changed to filter out the links down to MLS, Board, Office or Agent levels.

A screenshot of the 'LINKS' page in Paragon 3. At the top left, there is a 'LINKS' header and a dropdown menu currently set to 'All'. Below this is a table with columns for 'Link Name' and 'Link Type'. There are 'Add' and 'Print' links at the top right of the table area.

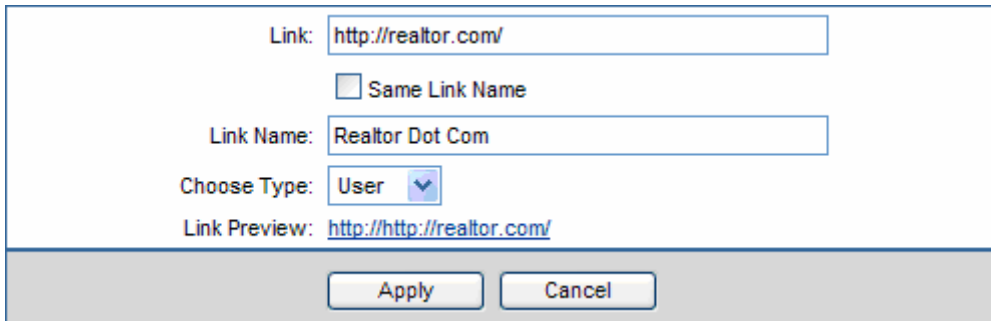
| LINKS | Link Name | Link Type |
|-------|-----------|-----------|
|-------|-----------|-----------|

Clicking on 'ADD' will allow you to add a new link.

A screenshot of the 'LINKS' page in Paragon 3, showing a list of links. The filter dropdown is set to 'All'. The table lists several links with their names and types.

| Link  | Link Name           | Link Type |
|---|---------------------|-----------|
| <a href="http://www.fnis.com">http://www.fnis.com</a>       | http://www.fnis.com | user      |
| <a href="http://www.ebay.com">http://www.ebay.com</a>       | http://www.ebay.com | user      |
| <a href="http://espn.com">http://espn.com</a>               | http://espn.com     | user      |
| <a href="http://www.realtor.com">http://www.realtor.com</a> | Realtor.com         | user      |
| <a href="http://www.fnismls.com">http://www.fnismls.com</a> | FNIS Help Docs      | org       |

When the window appears to add a link, type the URL in after 'http://'  
By un-checking 'Same link Name' you can have the link display something besides the URL for the link Name.



The image shows a dialog box for adding a link. It contains the following fields and controls:

- Link:** A text input field containing the URL `http://realtor.com/`.
- Same Link Name:** An unchecked checkbox.
- Link Name:** A text input field containing the text `Realtor Dot Com`.
- Choose Type:** A dropdown menu currently set to `User`.
- Link Preview:** A text field displaying the preview `http://http://realtor.com/`.
- Buttons:** Two buttons at the bottom, `Apply` and `Cancel`.

Clicking 'Apply' will add the link.

Hope this helps!

**FNIS MLS Systems & Solutions**

*If you have a suggestion for Tips & Tricks, please email [mlsinfo@fnis.com](mailto:mlsinfo@fnis.com) or call 800.468.6221.*

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