

Tips & Tricks: Broker Tour with Driving Directions

Application: Paragon

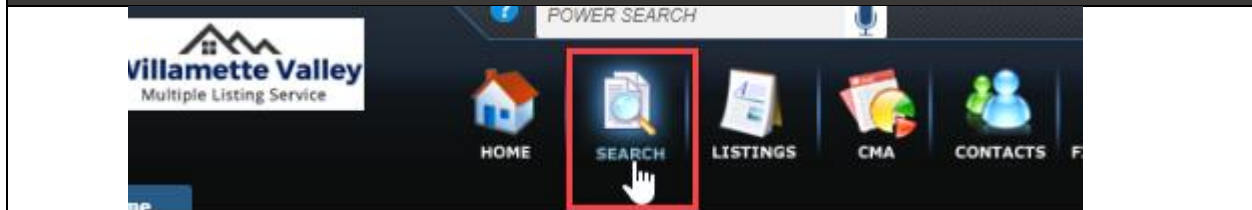
Useful For: Touring (or Just Showing Property!)

WHY YOU WILL LOVE THIS!

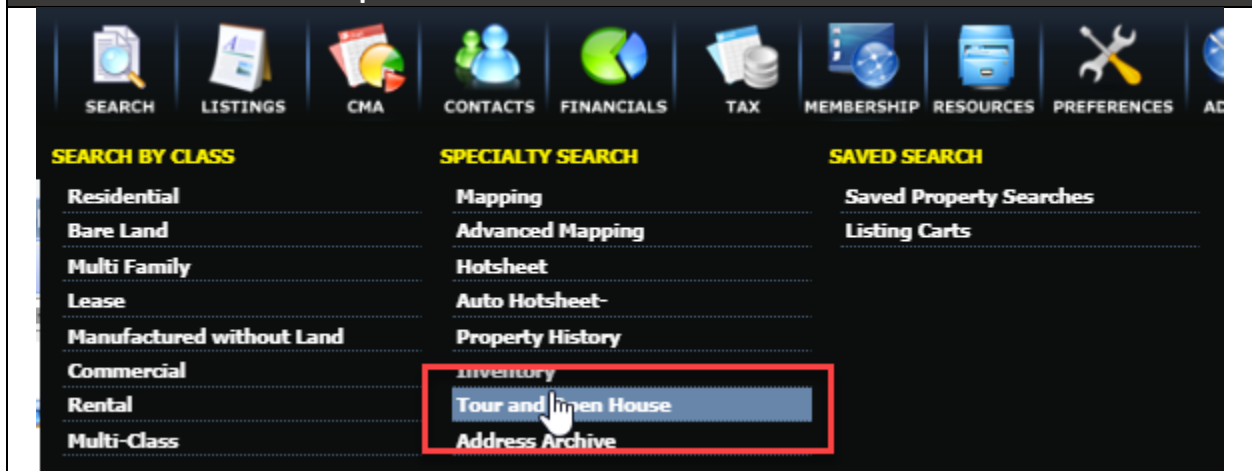
- Easily organize your Tour route
- Get turn-by-turn directions to speed you on your way
- Creates a **Google Map** that can be printed, emailed or sent to your phone

How To:

STEP 1: From the main menu bar click on the SEARCH button



STEP 2: Select Tour and Open House from SPECIALTY SEARCH



STEP 3: Enter desired date range, then verify Tour Status is "T" for Tour.

Tour/Open House - MLS Default

Date Range Begin End

Or Days Forward

Tour/Open House Status

CRITERIA SUMMARY

Tour/Open House Status	T
Date Range	01/19/2020 - 01/26/2020

STEP 4: Enter Additional Criteria as Desired

Additional Criteria

Class

Type

Area

City

Zip

List Broker Name

List Office

Price Low , High ,

Listing Visibility Type

STEP 5: Click Search

Load Search Save Search Open All Close All

6 Count Search

Tour/Open House - MLS Default

Date Range Begin End

Or Days Forward

Tour/Open House Status

Additional Criteria

Class

Type

Area

City

Zip

List Broker Name

List Office

Price Low , High ,

Listing Visibility Type

CRITERIA SUMMARY

Tour/Open House Status	T
Date Range	01/19/2020 - 01/26/2020
Area	70

Available Reports

Open All | Close All

- Default View
 - Tour/Open House Thumbnail
- Favorites
 - All Fields Detail
 - Google Map
 - Full Detail
- TourOH
- Details
- MultiUps
- Specialty Views





STEP 6: Select up to nine (9) homes to Tour using check boxes - Nine is the maximum.

Home **Tour and Open House** Adv Mapping

Criteria Run Search Criteria **Tour/Open House Thumbnail (12 Records for 12 Listings)** + New Search

Checked All E-mail Share Save Print Export Customize Correction Actions

Show Checked

 1 of 36	MLS #: 758256 Type: Residence Full Address: 720 Airport Rd SE State: OR Status: ACTIVE	Class: Residential Area: 80 LINN COUNTY City: Albany Zip: 97322	Event Date: 01/22/2020 9:00:00 AM Event Start Time: 9:00 AM PST Event End Time: 5:00 PM PST Event Type: Tour Event Group:
Comments: Come tour this home with lots of living space and on a large lot.			
 1 of 42	MLS #: 759113 Type: Residence Full Address: 1859 Lyon St SE State: OR Status: ACTIVE	Class: Residential Area: 80 LINN COUNTY City: Albany Zip: 97322	Event Date: 01/22/2020 9:00:00 AM Event Start Time: 9:00 AM PST Event End Time: 12:00 PM PST Event Type: Tour Event Group:
Comments: 25 gift card for feedback:) leave your card onsite and we'll follow up.			
 1 of 26	MLS #: 757881 Type: Residence Full Address: 758 SE Gleann Creek Ln State: OR Status: ACTIVE	Class: Residential Area: 95 POLK COUNTY City: Dallas Zip: 97338	Event Date: 01/19/2020 1:00:00 PM Event Start Time: 1:00 PM PST Event End Time: 3:00 PM PST Event Type: Tour Event Group:
Comments: Come visit this beautiful 2 bedroom/2 bath home. Lots of lovely touches such as oak hardwood floors, gas fireplace with an open floor plan.			
 1 of 30	MLS #: 757785 Type: Residence Full Address: 425 NE Sherwood Wy State: OR Status: ACTIVE	Class: Residential Area: 70 BENTON COUNTY City: Corvallis Zip: 97330-4129	Event Date: 01/22/2020 10:00:00 AM Event Start Time: 10:00 AM PST Event End Time: 3:00 PM PST Event Type: Tour Event Group:


STEP 7: Click Actions and choose Driving Directions

Home | Tour and Open House | Adv Mapping

Criteria | Run Search | Criteria | Tour/Open House Thumbnail (4 of 12) | + New Search

Checked | All | E-mail | Share | Save | Print | Export | Customize | Correction | Actions


Listing 1:

 1 of 36

MLS #: [758255](#) Class: Residential Event Date: 01/19/2020 1:00:00 PM
Type: Residence Area: 80 LINN COUNTY Event Start Time: 1:00 PM PST
Full Address: 720 Airport Rd SE City: Albany Event End Time: 3:00 PM PST
State: OR Zip: 97322 Event Type: Tour
Status: ACTIVE Event Group:

Comments:
Come tour this home with lots of living space and on a large lot.


Listing 2:

 1 of 42

MLS #: [759113](#) Class: Residential Event Date: 01/19/2020 1:00:00 PM
Type: Residence Area: 80 LINN COUNTY Event Start Time: 1:00 PM PST
Full Address: 1859 Lyon St SE City: Albany Event End Time: 3:00 PM PST
State: OR Zip: 97322 Event Type: Tour
Status: ACTIVE Event Group:

Comments:
25 gift card for feedback:) leave your card onsite and we'll follow up.


Listing 3:

 1 of 26

MLS #: [757881](#) Class: Residential Event Date: 01/22/2020 10:00:00 AM
Type: Residence Area: 95 POLK COUNTY Event Start Time: 10:00 AM PST
Full Address: 758 SE Gleann Creek Ln City: Dallas Event End Time: 3:00 PM PST
State: OR Zip: 97338 Event Type: Tour
Status: ACTIVE Event Group:

Comments:
Come visit this beautiful 2 bedroom/2 bath home. Lots of lovely touches such as oak hardwood floors, gas fireplace with an open floor plan.

Listing 4:

 1 of 30

MLS #: [757785](#) Class: Residential Event Date: 01/22/2020 10:00:00 AM
Type: Residence Area: 70 BENTON COUNTY Event Start Time: 10:00 AM PST
Full Address: 425 NE Sherwood Wy City: Corvallis Event End Time: 3:00 PM PST
State: OR Zip: 97330-4129 Event Type: Tour
Status: ACTIVE Event Group:

Actions menu:

- Criteria
- Toggle Stats
- PDF
- HTML
- Add to CMA
- Maintain Listing
- Driving Directions**
- Listing Slideshow
- Cloud CMA: Buyer Tour
- Cloud CMA: CMA

Click to get Driving Directions.

STEP 8: Select desired starting location and click Get Directions, Paragon will open a Google Map, in a new browser tab, containing your Tour.

Driving Directions [Get Directions] [Cancel]

OPTION

SELECT STARTING LOCATION

- Choose a Contact
- Agent Home
- Agent Office
- Other

Address: 3421 25th St SE
 City: Salem
 State: OR
 Zip: 97302

ID	Addresses
758255	720 Airport Rd
759113	1859 Lyon St
757881	758 SE Gleann Creek Ln
757785	425 NE Sherwood Wy

Rearrange the order of listings and much more in Google Maps by clicking 'Get Directions'.

STEP 9: REORDER TOUR – In Google Maps hover your cursor over any circle, to the left of each address, then simply drag to reposition. To print your Tour, select menu in top left, then Print.

Work (3421 25th St SE)
 Ceres Gleann, 711 SE St Andrews Ln, De
 425 NE Sherwood Way, Corvallis, OR 97322
 1859 SE Lyon St, Albany, OR 97322
 720 Airport Rd SE, Albany, OR 97322

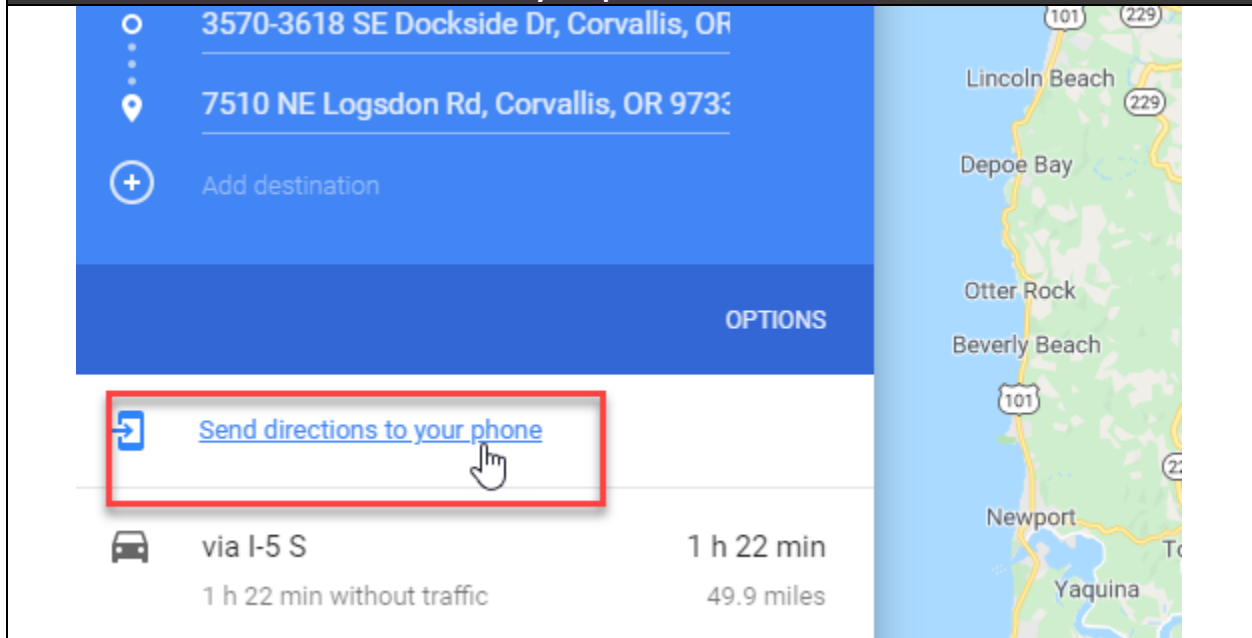
Drag to reorder your tour

A Google Map is generated of your tour

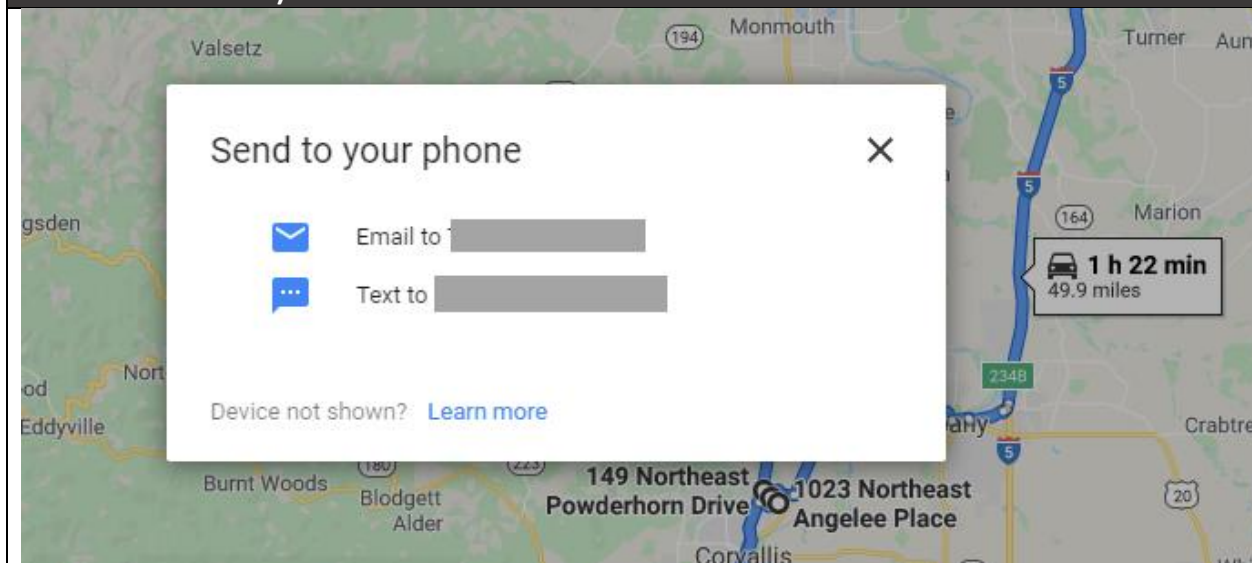
1 h 29 min
56.5 miles

Restaurants Hotels Gas stations Parking Lots More

OPTIONAL STEP 10: Send directions to your phone



OPTIONAL STEP 11: Choose Email or Text to send driving instructions to your device (Note: you may have to set up your device's phone number in Google Account Settings. Simply choose Learn More)



CONGRATULATIONS, you've built your first home Tour. If you chose to receive an email or text, you will receive a message from Google containing a link to the driving instructions you created in Google Maps.

For Additional Support email us at Support@WVMLS.com
Follow us on [FACEBOOK](#) – Willamette Valley MLS