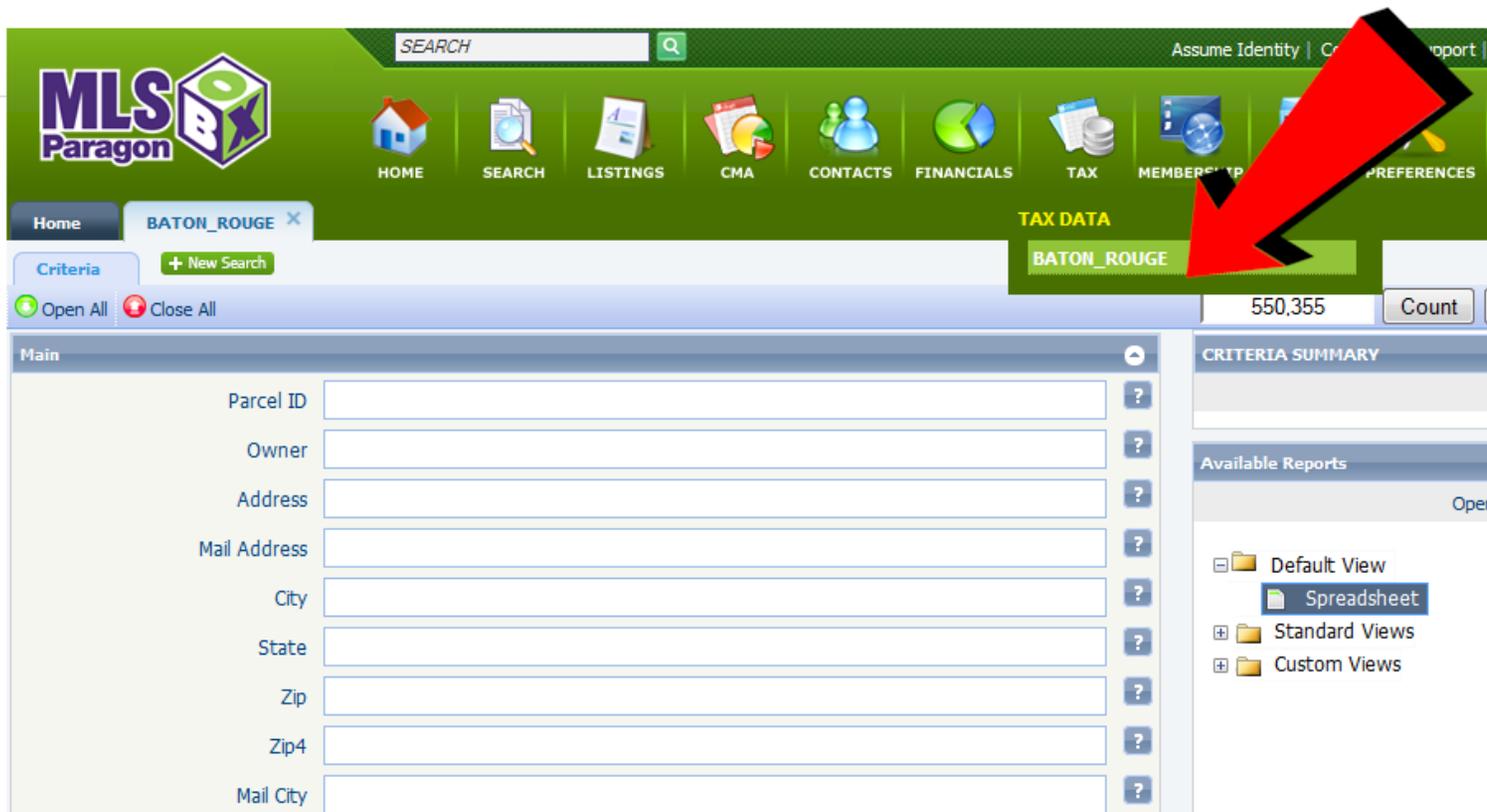
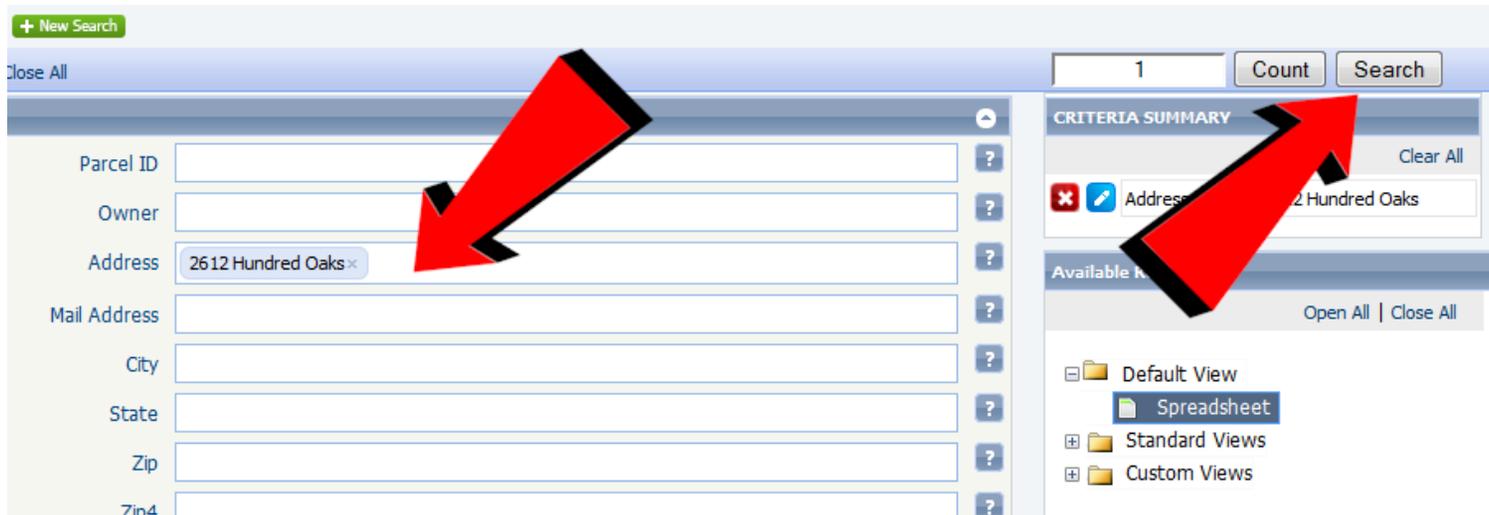


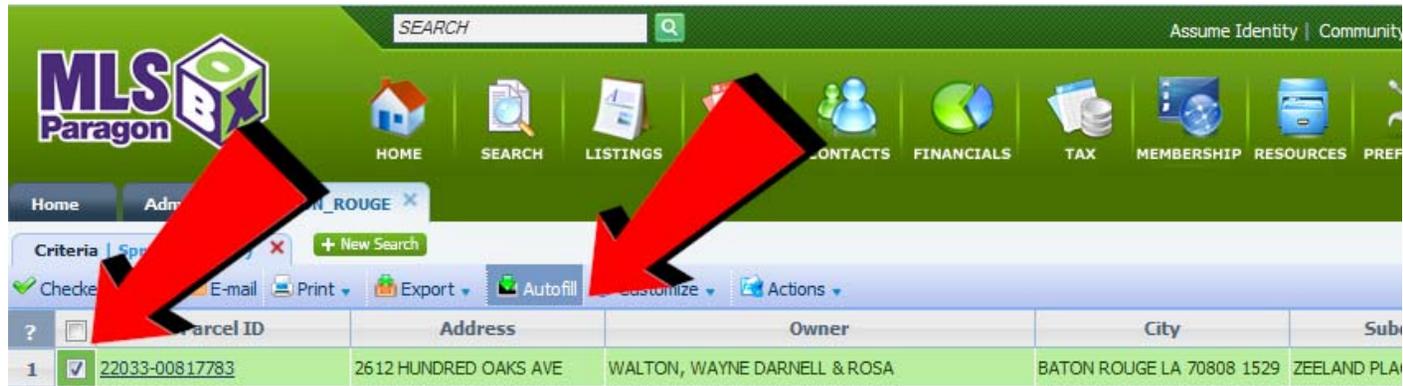
How to Autofill a Listing from Paragon Tax



From the main menu at the top of the screen, choose the “TAX” icon and select Baton_Rouge from the Tax Data Menu



Enter the search criteria (try the “Address” field) to find the property record and click on the “SEARCH” button in the upper right hand corner



Select the tax record and then click on the AUTOFILL Button

If prompted, select the class of listing you wish to add . . .



Include	#	Description	Values
<input type="checkbox"/>	(58)	Acres	0.000000
<input checked="" type="checkbox"/>	(15)	City	BATON ROUGE
<input checked="" type="checkbox"/>	(13)	Address	2612 HUNDRED OAKS AVE
<input checked="" type="checkbox"/>	(34)	Lgl Desc	WARD 1-3 #33155, LOT: 21, SQUARE: 6, SUBDIV: ZEELAND PLACE.
<input checked="" type="checkbox"/>	(30)	Parcel ID	22033-00817783
<input checked="" type="checkbox"/>	(16)	State	LA
<input checked="" type="checkbox"/>	(32)	Subdiv	ZEELAND PLACE
<input type="checkbox"/>	(46)	Year Built	0
<input checked="" type="checkbox"/>	(17)	Zip	70808

The screen will then load the input form for the selected class and give you a list of fields that it can populate into the input form such as address, city, legal description, parcel id, subdivision, zip code, etc.

Click the SAVE button in the upper right hand corner to confirm that you wish to add these values to the listing input form and they will be automatically entered into the appropriate fields!