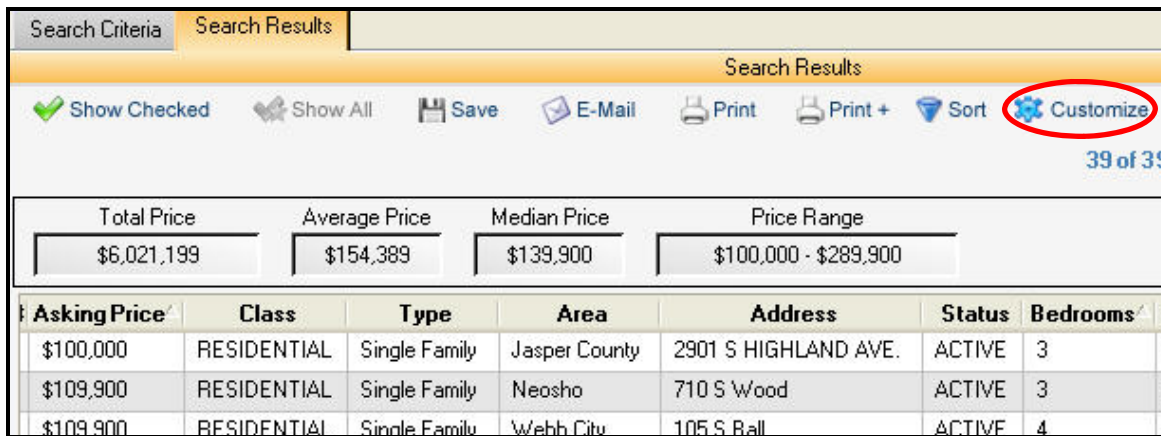


Paragon Desktop 4 allows you to customize most of your Views & Reports. The procedure to customize is the same for all customizations within Paragon 4 and Paragon Desktop 4. Using any Search method, have some listings in a spreadsheet.

When you Synchronize in Paragon Desktop 4, the customization of Views & Reports common between Paragon Desktop 4 and Paragon 4 will be updated to the other allowing you to work with the same Views & Reports in both programs.

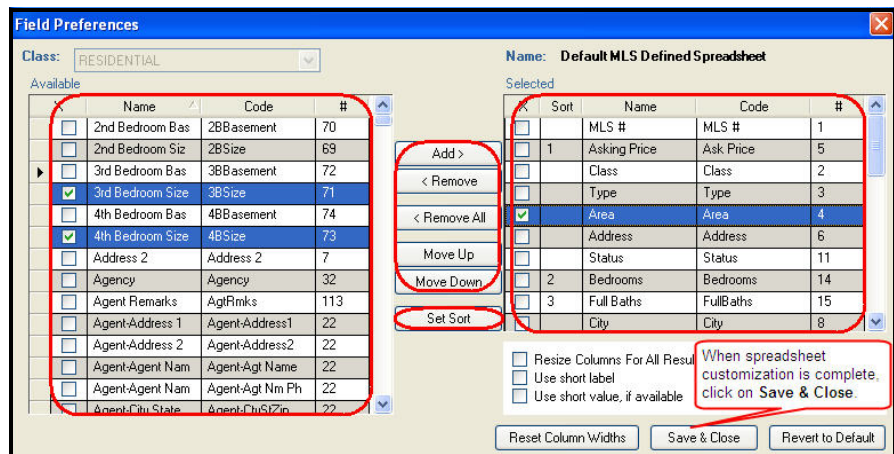
Customizing Spreadsheets



Click on **Customize**

Adding Fields

If you want to add fields, find and click on the field on the left in the Available box. Click on **Add** in the center box. Field will be added at the bottom of the list on the right in the Selected box. Click on **Move Up** or **Move Down** to move it left or right in the spreadsheet.



Removing Fields

If you want to remove fields, find and click on the fields on the right. Click on **Remove** in the center box.

Saving Customization: When you are finished customizing the spreadsheet, click on **Save & Close**.

Set Sort

If you want your spreadsheet sorted by up to 3 different fields, click on **Set Sort** in the center column. (see page 1)

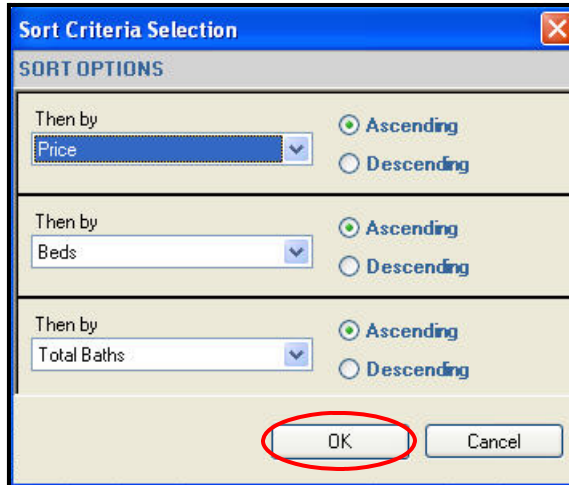
Use the dropdown boxes to select the field for sorting the spreadsheet data.

For each field you sort by, choose whether the field will be sorted in ascending or descending sequence.

When your sorting setup is complete, click **OK**

Click on **Save and Close**.

Set Sort

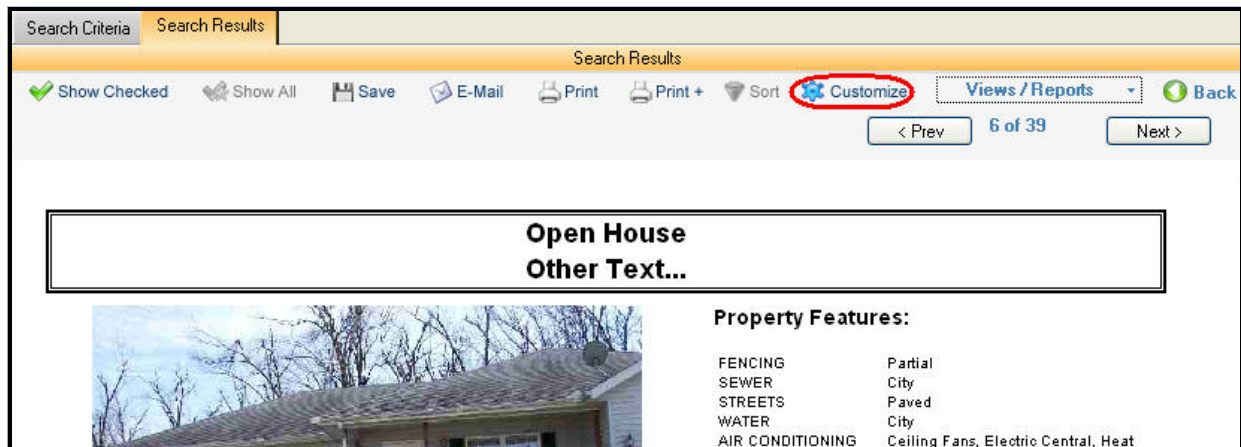


1st field data is sorted by

2nd field data is sorted by

3rd field data is sorted by

Customizing Listing Detail Sheet




Search Criteria Search Results

Search Results

Show Checked Show All Save E-Mail Print Print + Sort **Customize** Views/Reports Back

< Prev 6 of 39 Next >

Open House
Other Text...



Property Features:

FENCING	Partial
SEWER	City
STREETS	Paved
WATER	City
AIR CONDITIONING	Ceiling Fans, Electric Central, Heat

Click on **Customize** to see the detail sheet template or layout.

The template has several different zones of information that clarify how they are used.

Classes - Pick the class you are customizing

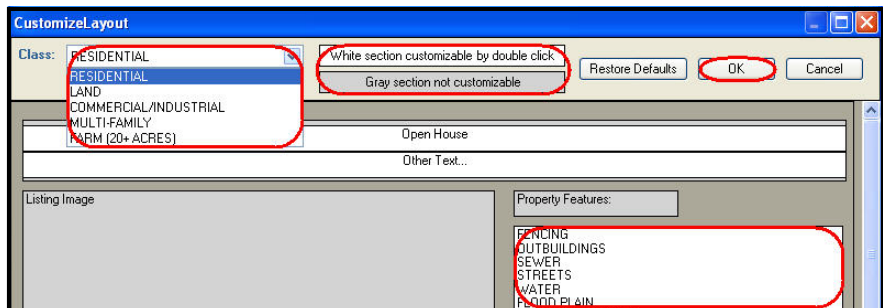
White Fields -

Customizable fields.

Gray Fields - Hard coded values, you can not customize these areas.

Restore Defaults - resets the template to MLS default settings.

OK - Saves and closes the template.



When you double click in a White cell, the Customizing Tool will be displayed.

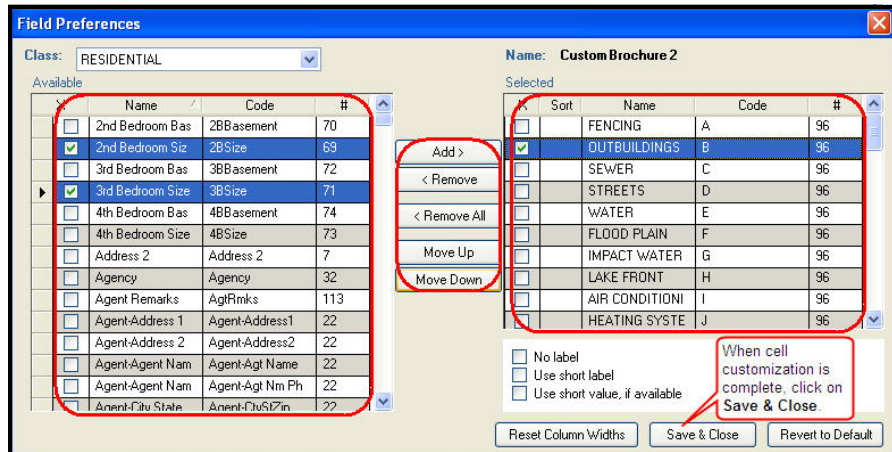
Adding Fields

To add fields, find and click on the field on the left in the Available box. Click on **Add** in the center box.

Field will be added at the bottom of the list on the right in the Selected box. Click on **Move Up** or **Move Down** to move fields to the correct location.

Removing Fields

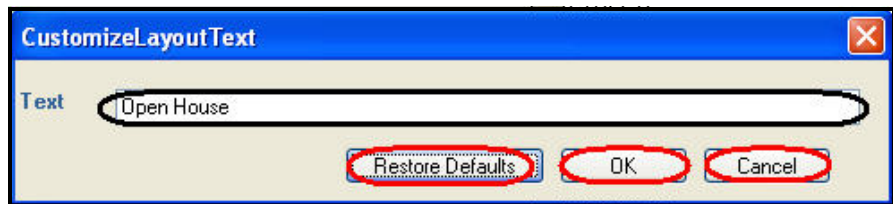
If you want to remove fields, find and click on the fields on the right. Click on **Remove** in the center box



To change text (typically above and below pictures), double click in the text field and type in the new text you want.

Click **OK** to save the new text you just inserted.

Restore Defaults removes your text and restores the Default entry.



Note: Any text that you place here and save will appear on all listings that you display or send in this view/report. Change text per house if desired.

When you have finished customizing the entire listing detail sheet, click on **OK** in upper right corner to Save and Close the template.

Clicking on **Cancel** will close the customization without saving any of your customizing.

