

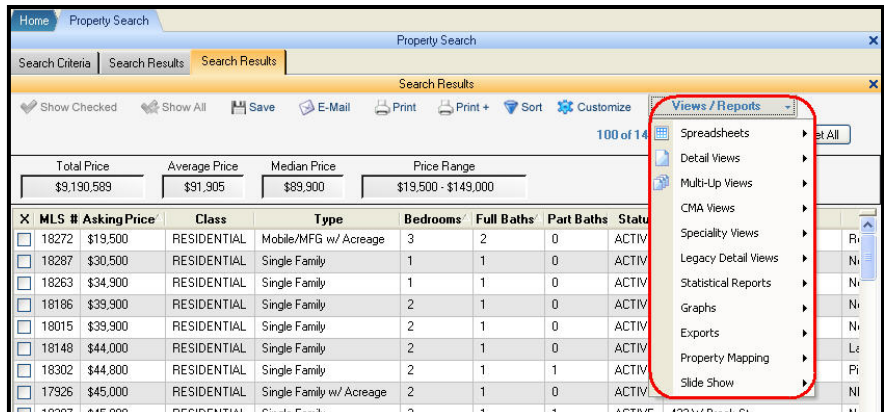
Paragon Desktop 4 has a large array of views and reports under the Views and Reports dropdown box.

The number of reports available is dependant on the number of reports your MLS, your office and you have created. Reports can be created in Paragon 4 and synchronized to Desktop.

Using any Search method, have some listings in a spreadsheet.

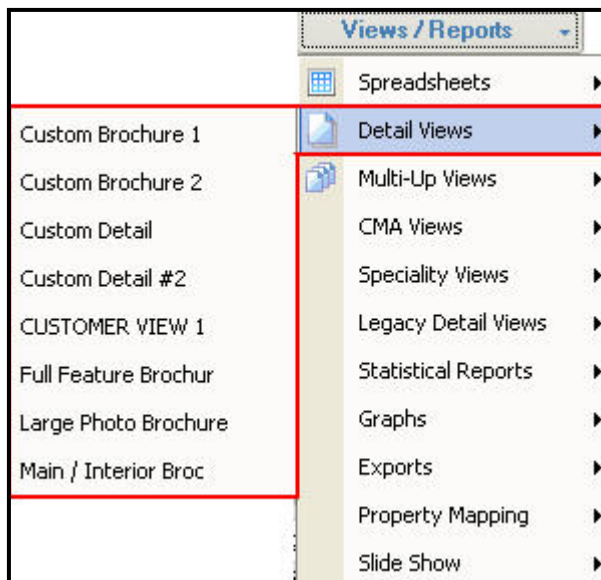
When you click on **Views / Reports** you receive a dropdown box with the general categories of Spreadsheets, Detail Views, Multi-up Views, CMA Views, Specialty Views, Legacy Views, Statistical Reports, Graphs, Exports, Property Mapping and Slide Show.

Inside each category there are multiple views that you can use to present listing data to yourself and your clients.

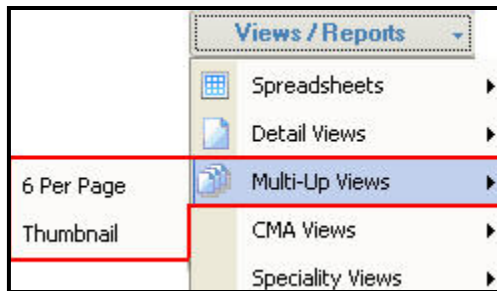


**Detail Views** - Typically, these are the reports you will see when you click on Detail Views.

**Note:** Clicking on a specific report, brochure or listing detail sheet will load the listings from the spreadsheet into the selected report, brochure or listing detail sheet showing the data values for the fields in the selected report, brochure or listing detail sheet.

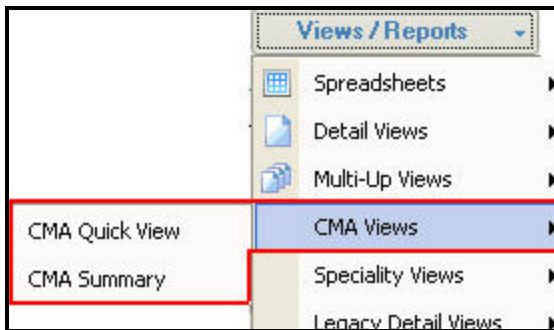


**Multi-Up Views** offer multiple properties on the same page using the same report layout.

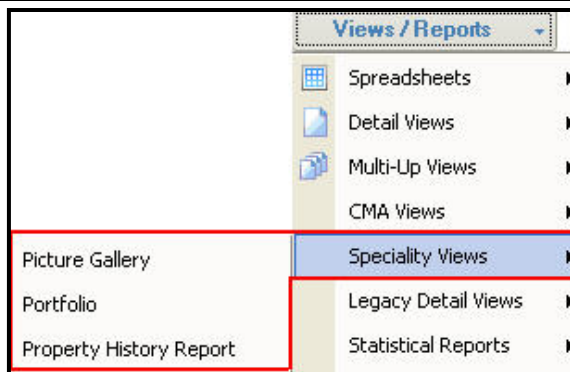


**CMA Views** offer you different views of listings that you want to compare side-by-side.

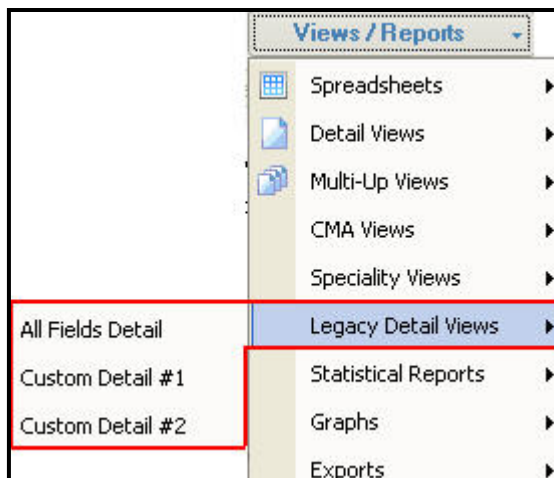
CMA Summary allows you to choose 3 additional fields over and above Area, Sq Ft, Listing Price and \$/Sq Ft.



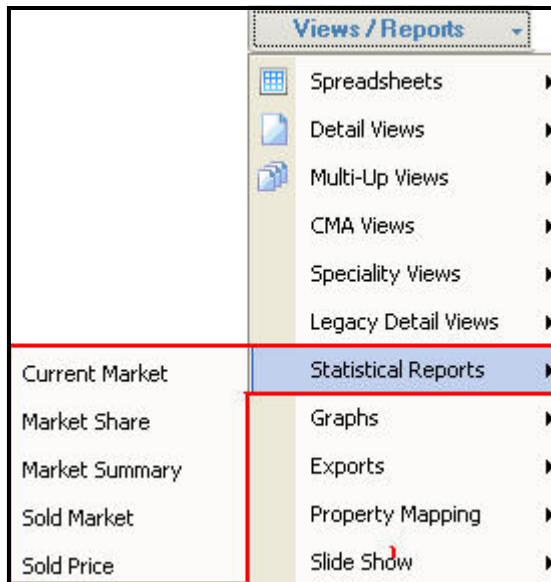
**Specialty Views** retains some of the popular views from previous versions of Desktop like Picture Gallery, Portfolio and Property History Report. These 3 reports do not allow you to customize the displayed fields.



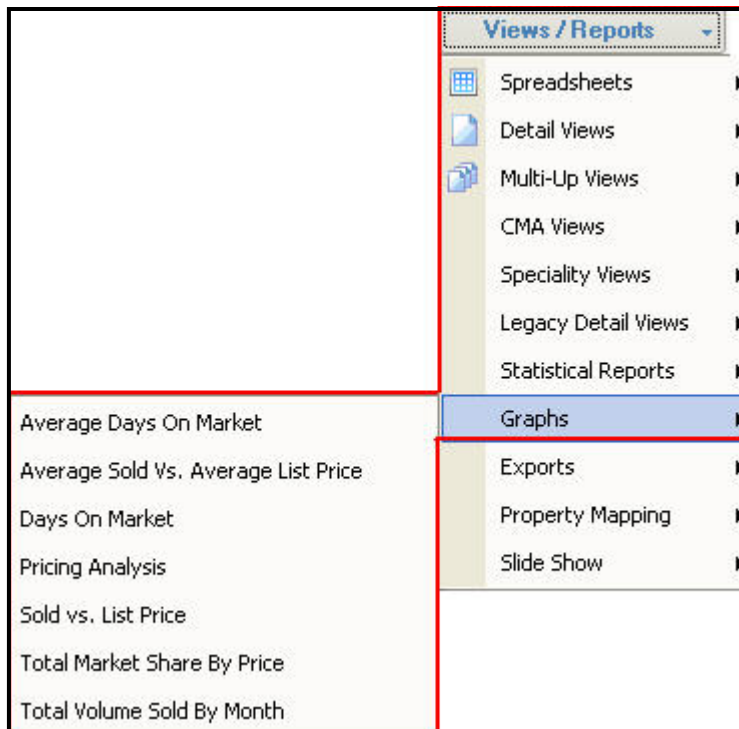
**Legacy Views** retains some of the popular views from previous versions of Desktop like All Fields Details (aka Full Detail), Custom Detail #1 and Custom Detail #2,



**Statistical Reports** retains some of the popular reports from previous versions of Desktop and provides numerical values in the Current Market, Market Share, Market Summary, Sold Market and Sold Price reports.



**Graphs** uses predefined values from your listing results and plots them in graphs. In many cases, you can choose additional values to organize the data from the search result listings and generate a customized graph.

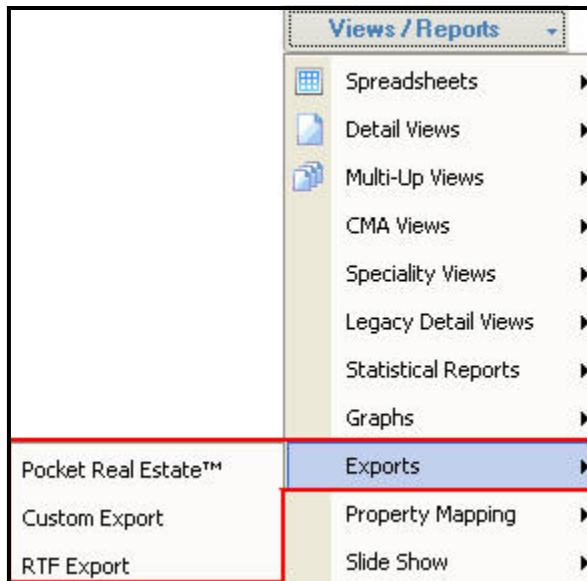


**Exports** have 3 exports already setup for your use.

Pocket Real Estate (requires the purchase of additional software),

Custom Export you set up (see Preferences> Property Export for a data mapping tool to set up a customized export) and

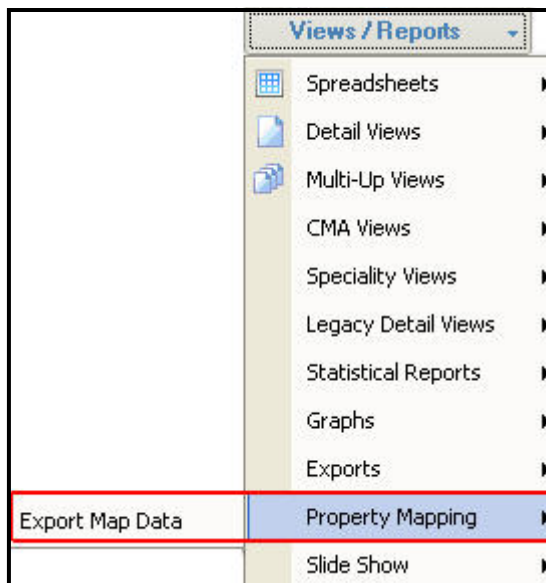
RTF Export.



Property Mapping has an option called Export Map Data.

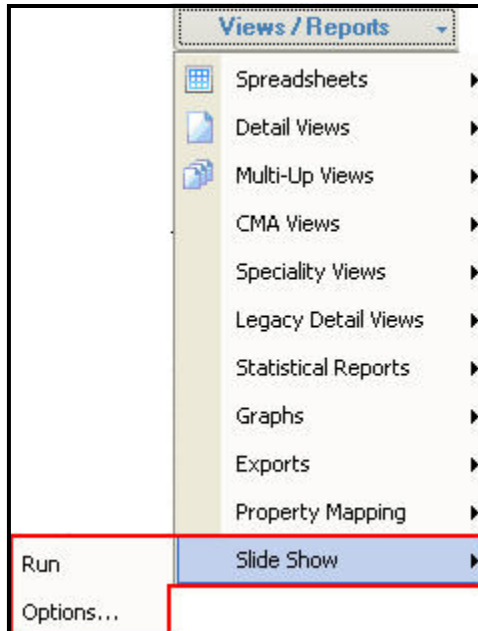
To use this function you must set up the export by clicking on Preferences on the Toolbar then clicking Export Property Setup.

In the Export Property Setup window you will find multiple tabs for several different types of exports. Click on the tab for the export desired and then add your preferences for the export.



**Slide Show** retains a previous version of Desktop functionality. From the search results, select properties and **Run** your slide show.

**Options** allows you to set up the slide show features.



### Customization of Views and Reports

See the Quick Start Guide for Views & Reports Customization.