

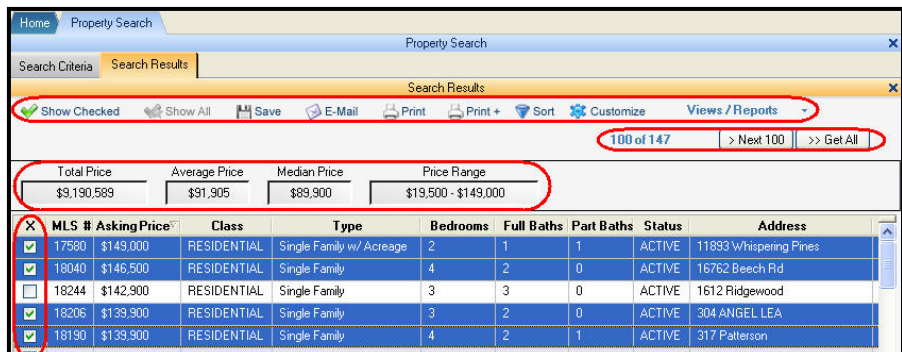
Paragon Desktop 4 has a large array of views and reports including spreadsheets. The number of spreadsheets available in Paragon Desktop 4 is determined by the number of spreadsheets the MLS has chosen to have in Paragon 4, the online system.

In most cases, when you move from the Search Criteria screen, the initial search results are displayed in a spreadsheet. You can choose a different initial view. See Quick Start Guide User Preferences.

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

This is the initial spreadsheet view after doing a search.


Areas of function are circled. Each area will be reviewed working left to right and top to bottom based on the image to the right.



MLS #	Asking Price	Class	Type	Bedrooms	Full Baths	Part Baths	Status	Address
17580	\$149,000	RESIDENTIAL	Single Family w/ Acreage	2	1	1	ACTIVE	11893 Whispering Pines
18040	\$146,500	RESIDENTIAL	Single Family	4	2	0	ACTIVE	16762 Beech Rd
18244	\$142,900	RESIDENTIAL	Single Family	3	3	0	ACTIVE	1612 Ridgewood
18206	\$139,900	RESIDENTIAL	Single Family	3	2	0	ACTIVE	304 ANGEL LEA
18190	\$139,900	RESIDENTIAL	Single Family	4	2	1	ACTIVE	317 Patterson

Results Filtering

Next to each listing in the spreadsheet is a check-box. After the first box is checked, the **Show Checked** button becomes functional. Clicking the **Show Checked** button will filter the results to show just the checked boxes. Multiple filtering may be done to narrow down the number of listings.

MLS #	Asking Price	Class
17580	\$149,000	RESIDENTIAL
18040	\$146,500	RESIDENTIAL
18206	\$139,900	RESIDENTIAL
18190	\$139,900	RESIDENTIAL
18256	\$139,500	RESIDENTIAL

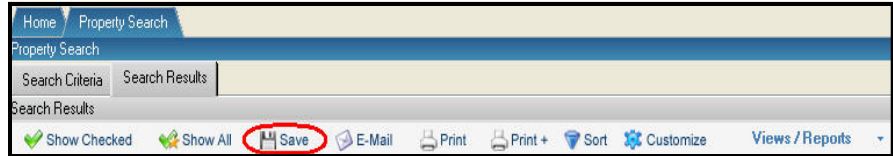
Results Unfiltering
Once a filtering has occurred, the **Show All** button becomes functional (next to Show Checked).
Clicking **Show All** removes ALL filtering and the original results are displayed.

Views & Reports - Spreadsheets

Quick Start Guide Paragon Desktop 4.0

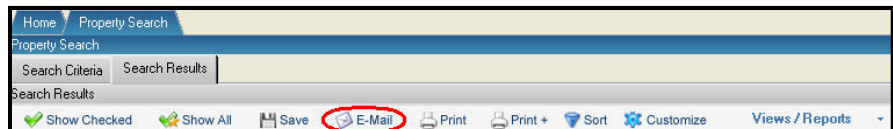
When you click on **Save**, a Save Options window pops up. You have two options:

1. **Save Listings to Favorites** - Save listings for yourself or a contact.
2. **Save Search** saves the search criteria that produced the current results.



Clicking on the **E-mail** button initiates the E-mail tool to E-mail listings to your contacts/prospects.

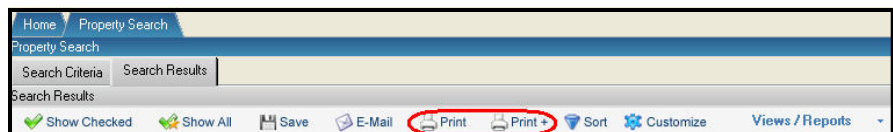
See Quick Start Guide **E-mailing** for more details on this function.



There are two Printing options. Clicking on **Print** or **Print+** opens their printing tool.

1. **Print** - prints the listings in the current view.
2. **Print+** - prints the listings in multiple reports that you select in a single print job.

See the Quick Start Guide **Printing** for more details on this function.

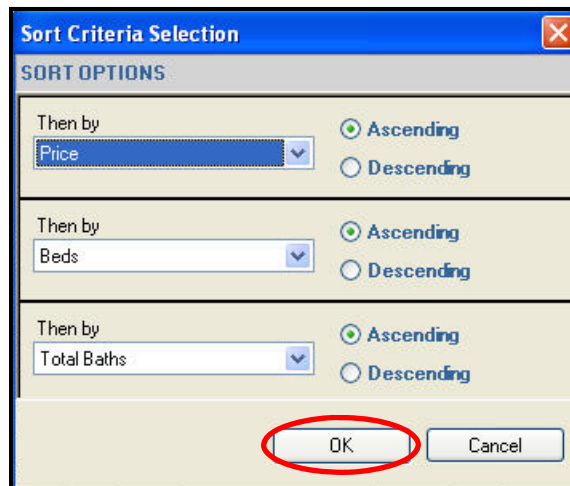
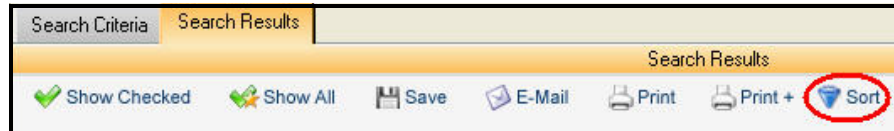


Sorting

Note: This sort is a **temporary** arrangement of spreadsheet data. (See pages 7 in this Quick Start Guide or Quick Start Guide Views & Reports Customization to make sorting permanent.)

For 3 fields of data displayed on the spreadsheet you choose 1st, 2nd and 3rd sorting order (fields selected using drop-down box) and if each field is sorted in ascending or descending sequence.

Click **OK** to save this sort.



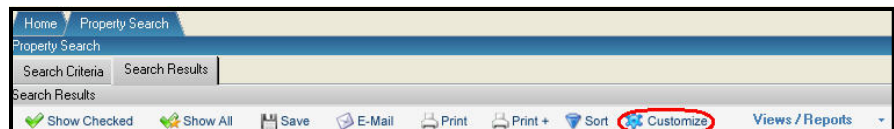
1st field data is sorted by, then...

2nd field data is sorted by, then...

3rd field data is sorted by

Clicking on **Customize** allows you to **semi-permanently** organize the order of fields (left to right) and the sorting of data in the spreadsheet each time the spreadsheet is opened.

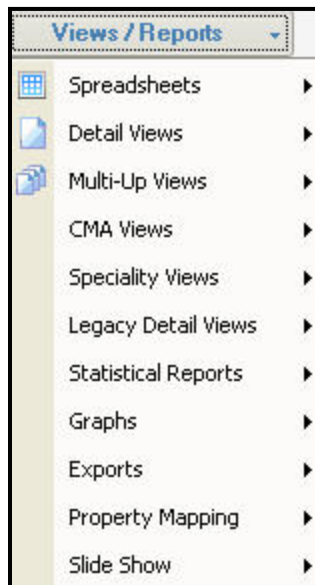
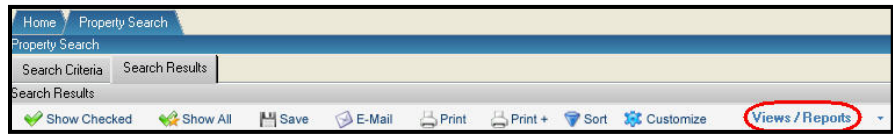
See **page 7** in this Quick Start Guide or Quick Start Guide **Views & Reports Customizing** for more details on this tool.



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.

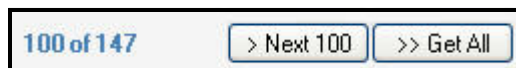
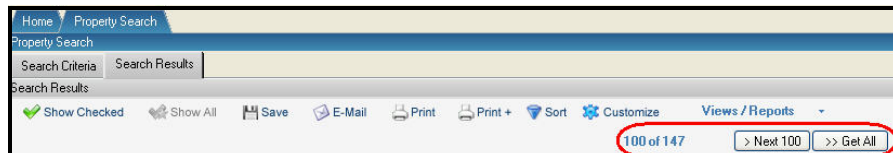
Inside each category there are multiple views that you can use to present listing data to yourself and your clients.

Many of these Views & Reports are customizable.



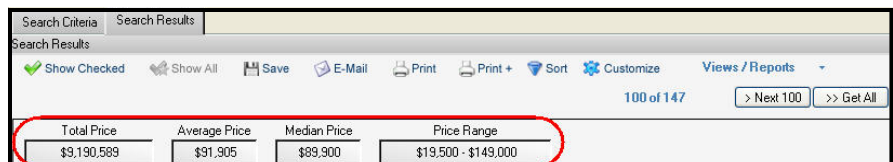
Paragon Desktop 4 tells you the number of listings in the results and how many of the total you are seeing. **I.E. seeing 100 of 147 listings.**

If there are more listings than can be displayed you can get the **next 100** or **Get All** to add more listings to the spreadsheet until you have all of the results.



The maximum number of listings that return in a search at one time is set by your MLS. Your results may vary from our example here.

Paragon Desktop 4 calculates **statistics** about the listings display in the spreadsheet. As you filter, the values will change reflecting the new set of listings displayed.



Spreadsheet body

X	Price	MLS #	Type	Status	Address	Zip	Area	Municipality	Beds	Total Baths	Subdivision	Square Feet
<input checked="" type="checkbox"/>	\$250,000	10156526	SF	ACT	140 Regal View	17013	Hyd	North Middleton	4	3	North Ridge	2216
<input type="checkbox"/>	\$250,000	10152921	SF	ACT	218 Beaver Drive	17050	Unh	Hampden	4	3	Indian Creek	2354
<input checked="" type="checkbox"/>	\$250,000	10152488	SF	ACT	30 W MAIN ST	17023	Met	Elizabethville	8	9		2988
<input checked="" type="checkbox"/>	\$253,900	10158302	SF	ACT	779 S Humer Street	17025	Unh	East Pennsboro	5	3		2728
<input type="checkbox"/>	\$254,900	10155003	SF	ACT	212 Cresthaven Drive	17222	Hyd	Greene	4	3	Orchard Estates	2272
<input type="checkbox"/>	\$255,000	10155000	SF	ACT	212 Cresthaven Drive	17222	Hyd	Greene	4	3	Orchard Estates	2272

Column Manipulation

Note: the following are temporary spreadsheet & data changes. If you leave the spreadsheet and come back, the default values will be restored.

- Clicking with your mouse on the top center of the column header**
 - Clicking on the top of the column will sort the spreadsheet by the data in that column in ascending sequence. Click again and the data is now sorted in descending sequence. Continued clicking will toggle the data between ascending or descending.
 - Clicking and holding you can drag the column to another location in the spreadsheet
- Clicking and holding your mouse on the column header field dividing lines**
 - Clicking and holding on the fields dividing line in the column header will allow you to change the width of the column. You can make the column wider or narrower.
- Clicking the "X" in the far left column**
 - Clicking on the "X" at the top of the far left column will select all rows in the spreadsheet. This is helpful if your are filtering and keeping more data than you want to filter out.
- Clicking the left column checkboxes**
 - Simply click the checkboxes in the left column to select properties for filtering, printing or E-mailing.
- Holding the Control Key and clicking anywhere on a row**
 - Holding the Control Key while clicking anywhere on the will select/check the checkbox in the left column for filtering, printing or E-mailing.

Spreadsheet Manipulation (semi-permanent)

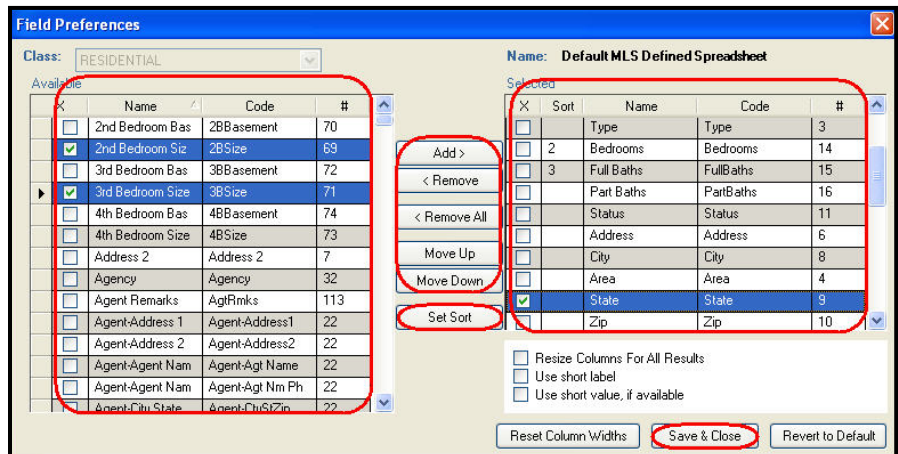
Note: the following are semi-permanent spreadsheet & data changes. Leave the spreadsheet and come back and these will be your default values.

Click on Customize

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.

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

When you are finished, click on **Save & Close**.



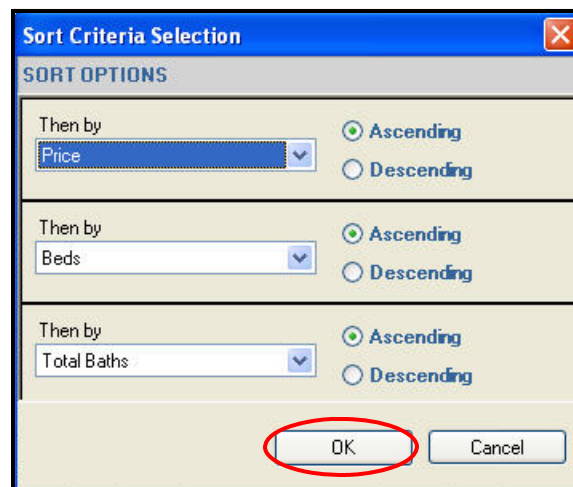
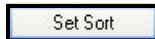
Set Sort

If you want your spreadsheet sorted by up to 3 different fields click on **Set Sort** in the center column.

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

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

When your sorting setup is complete click OK



1st field data is sorted by

2nd field data is sorted by

3rd field data is sorted by