



## Views & Reports—Spreadsheet Views

### Quick Start Guide Paragon 4.0

The Spreadsheet is the default search results view in Paragon. It gives a view of all the listings for a particular search. It can be sorted, filtered and customized to display the property information that is relevant to you. The spreadsheet functions are outlined below.

The summary information is displayed directly above the spreadsheet. Your MLS may choose not to display this information.

	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE	LISTING COUNT
LIST PRICE:	\$289,900	\$201,900	\$243,308	\$243,700	\$24,330,819	100
SOLD PRICE:	\$0	\$0	\$0	\$0	\$0	

To sort the spreadsheet click on the column header that you want to sort. The default sort order is by price from low to high. To change the order from ascending to descending click again. If you have more than 100 listings in your search results only the first 100 will sort. Click **Get All** in the upper right to sort your entire search results.

Show Checked
  Show All
 Unr

	PIC	MLS #	Type	1) S..	Address	3) A..	2) Pri..	Beds	Full Baths	
1	<input type="checkbox"/>	1	10137611	SF	ACT	222 Mine Road	Met	\$350,000	5	2
2	<input type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met	\$350,000	5	3
3	<input type="checkbox"/>	9	10147512	SF	ACT	6508 Windmere Road	Met	\$350,000	4	2
4	<input type="checkbox"/>	9	10147514	SF	ACT	276 E Canal St	Met	\$357,900	4	3
5	<input type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met	\$359,300	4	4
6	<input type="checkbox"/>	6	10139551	SF	ACT	505 COLONY DRIVE	Met	\$359,900	4	2
7	<input type="checkbox"/>	9	10150249	SF	ACT	10 Harvey Road	Met	\$359,900	5	2

Showing Listings 100 of 113

To filter the spreadsheet click the checkbox of the listings you want to keep and then click **Show Checked**.

Show Checked
  Show All
 Unr

	PIC	MLS #	Type	1) S..	Address	3) A..	2) Pri..	Beds	Full Baths	
1	<input type="checkbox"/>	1	10137611	SF	ACT	222 Mine Road	Met	\$350,000	5	2
2	<input checked="" type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met	\$350,000	5	3
3	<input type="checkbox"/>	9	10147512	SF	ACT	6508 Windmere Road	Met	\$350,000	4	2
4	<input type="checkbox"/>	9	10147514	SF	ACT	276 E Canal St	Met	\$357,900	4	3
5	<input checked="" type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met	\$359,300	4	4
6	<input type="checkbox"/>	6	10139551	SF	ACT	505 COLONY DRIVE	Met	\$359,900	4	2
7	<input type="checkbox"/>	9	10150249	SF	ACT	10 Harvey Road	Met	\$359,900	5	2
8	<input type="checkbox"/>	3	10144256	SF	ACT	7335 Main Street	Met	\$359,900	4	2

Only the listings that were checked will remain. To revert back to your original list click **Show All**.

Show Checked
  Show All
 Unr

	PIC	MLS #	Type	1) S..	Address	3) A..	2) Pri..	Beds	Full Baths	
1	<input type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met	\$350,000	5	3
2	<input type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met	\$359,300	4	4
3	<input type="checkbox"/>	3	10144256	SF	ACT	7335 Main Street	Met	\$359,900	4	2



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If you want to display your search criteria after you have already gone to search results, click **Criteria Summary** on the action toolbar and the criteria will fly in on the right side of the screen.

The screenshot shows the 'Criteria Summary' button highlighted in the toolbar. Below it is a table with columns: HIGH, LOW, AVERAGE, and MEDIAN. The values are: LIST PRICE: \$497,000, \$350,000, \$410,832, \$399,900; SOLD PRICE: \$0, \$0, \$0, \$0. To the right, the 'Available Reports' panel shows the 'Criteria Summary' report with fields: Class (RF), Status (ACT,BOM), Type (SF), Price (350000-550000), and Area (Met).

To view a listing in detail, double click on the row number of the spreadsheet. This will open the view of that listing either in the All Fields Detail report, or in a default report that your MLS has set up. To have Paragon open a listing in a format of your preference. See the User Preferences Quick Start Guide.

The screenshot shows a spreadsheet view with columns: PIC, Area, MLS #, Type, Virtual Tour, 1) S., and Sold Price. Row 2 is selected, showing: 2, 9, Hyde Park, 10139533, SF, No, ACT. Above the spreadsheet is a table with columns: HIGH, LOW, AVERAGE, MEDIAN. The values are: LIST PRICE: \$998,900, \$515,000, \$632,855, \$599,900; SOLD PRICE: \$0, \$0, \$0, \$0.

Several types of spreadsheets are available in Paragon. Your MLS determines which ones are available. Some of the typical ones are displayed here. To expand the list to see the available options click **Spreadsheets** under the **Available Reports**.

The screenshot shows the 'Available Reports' panel with 'Spreadsheets' selected. A list of spreadsheet options is shown: Summary One Line, Showing Spreadsheet, Agent Spreadsheet 4, Agent Spreadsheet 5, Agent Spreadsheet 6, Agent Spreadsheet 7, MLS Defined Spreadsheet 7, Firm Inventory, and HotSheet Spreadsheet. A red callout box points to this list with the text: 'Once the list of spreadsheets are displayed you can click any of them to switch to that view.'

To customize any spreadsheet click **Customize** on the action toolbar from that view. The fields on the left are the available fields and the fields on the right are selected for that view. Highlight the field and click **Add** or **Remove** to change the selected fields.

The screenshot shows the 'Customize' dialog box. On the left, under 'Available', there is a list of fields including Fee Frequency, Fireplaces, Full Baths 2nd Floor, Full Baths 3rd Floor, Full Baths Basement, Full Baths Main, General Date, Half Baths, Half Baths 2nd Floor, Half Baths 3rd Floor, Half Baths Basement, Half Baths Main, Handicap Modified (Y/N), and Home Assn/Pmt/Dark Fee. On the right, under 'Selected', there is a list of fields including Picture, MLS #, Type, Status - Ascending, Address, Area - Ascending, Price - Ascending, Beds, Full Baths, Associated Docu., and Subdivision. The 'Add >' button is highlighted with a red circle. At the bottom, there are checkboxes for 'Use short label' and 'Use short value, if available', and buttons for 'Save & Close' and 'Revert to Default'.



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Arrange the order of the columns in your spreadsheet by highlighting the line and then clicking either the **Move Up** or **Move Down** buttons. Remember that UP equals left on your spreadsheet and DOWN equals right.

Class: Residential-Farm      Name: Agent Spreadsheet  
Group: Listing

Available

	Name	Code	#
<input type="checkbox"/>	# Stories	Stories	11
<input type="checkbox"/>	Acres	Acres	43
<input type="checkbox"/>	Addendum	Adden..	12
<input type="checkbox"/>	Adult Community (Y/N)	Adult ..	11
<input type="checkbox"/>	Approximate Pasture Acres	AppPA..	10
<input type="checkbox"/>	Approximate Tillable Acre	AppTA..	10
<input type="checkbox"/>	Assessment Value	Assmn..	13
<input type="checkbox"/>	Assumption Payment Amo...	AssmP..	12
<input type="checkbox"/>	Bedroom 1 Desc	Bed 1 ..	78
<input type="checkbox"/>	Bedroom 1 Dim	Bed 1 ..	77
<input type="checkbox"/>	Bedroom 1 Level	Bed 1 ..	78
<input type="checkbox"/>	Bedroom 2 Desc	Bed 2 ..	82
<input type="checkbox"/>	Bedroom 2 Dim	Bed 2 ..	80
<input type="checkbox"/>	Bedroom 2 Level	Bed 2 ..	81

Selected

	Sort	Name	Code	#
<input type="checkbox"/>		Picture	PIC	500
<input type="checkbox"/>		MLS #	MLS #	5
<input type="checkbox"/>		Type	Type	7
<input type="checkbox"/>	1	Status - Ascendi...	Status	15
<input type="checkbox"/>		Address	Addre..	10
<input type="checkbox"/>	3	Area - Ascending	Area	8
<input checked="" type="checkbox"/>	2	Price - Ascending	Price	0
<input type="checkbox"/>		Beds	BR	47
<input type="checkbox"/>		Full Baths	FB	48
<input type="checkbox"/>		Associated Docu...	Assoc..	133
<input type="checkbox"/>		Subdivision	Subdiv	23

Buttons: Add >, < Remove, < Remove All, Move Up, Move Down, Set Sort

Options:  Use short label,  Use short value, if available

Buttons: Save & Close, Revert to Default