

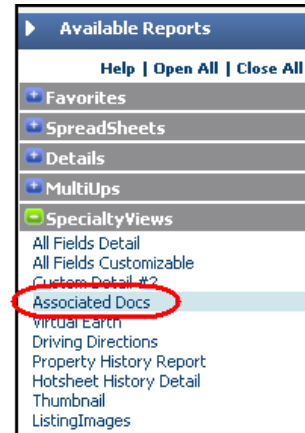


# Specialty Views-Associated Documents

## Quick Start Guide Paragon 4.0

Associated Documents View allows you to view, email\*, print and/or save any documents that are attached to a listing. These could include Disclosures, Inspection Reports or any other document relevant to that listing. These documents must be uploaded through the Listing Maintenance Module (see Listing Maintenance - Associated Documents Quick Start Guide for instructions) and therefore can not be changed in the Associated Docs View.

To view the Associated Docs you must first have search results. From your default search results view click **Specialty Views** under the **Available Reports** and then click **Associated Docs**.



The list of documents will be displayed. Click the name of the document to open it.

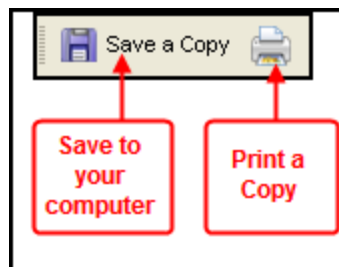
Some MLS's do not allow Public Documents. The listing agent may not have that option when uploading the document. Check with your MLS Administrator if you have questions about this option.

Select	Document	File type	File Size	File date	Public
<input type="checkbox"/>	<a href="#">Lead Paint Disclosure</a>	doc	20 KB	8/8/2007 10:19:00 AM	No

Click here to open the document

If the document is not a Public document it can not be emailed. Only MLS members have access to non-public docs

You will need the Adobe PDF Reader to open the most of the documents. Once you open the document you can save or print it using the PDF toolbar.



\*Depending on whether a document is made public or non-public.