



Tips & Tricks

Paragon 3 Firm Inventory Tool RUNNING A FIRM INVENTORY SEARCH

The **Firm Inventory** search creates a list of your listings. Brokers may also have the option of also searching your Office and Firm Listings.

Running a Firm Inventory

To run a Firm Inventory search, click on **Firm Inventory** under the **SEARCH** menu.



The Firm Inventory search options will appear. Select the criteria you would like to search. Click **SEARCH**. The results will be displayed in the Spreadsheet View.

Firm Inventory Search

FIRM INVENTORY	
Class	<input type="text"/> open
Status	<input type="text"/> open
Price	Low <input type="text"/> ,000 High <input type="text"/> ,000
Type	<input type="text"/> open
List Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Exp Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Status Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
HotSheet Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Price Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Update Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Input Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Closed Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Pending Date	Begin <input type="text"/> calendar End <input type="text"/> calendar
Areas/Grid	<input type="text"/> open

Count	<input type="text"/>	<input type="button" value="Count"/>
Select View	<input type="text" value="Firm Inventory Report"/>	<input type="button" value="Search"/>
CRITERIA SUMMARY Clear Criteria		

Note: Brokers may have more search options than shown.

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Viewing a Firm Inventory Report

From the Spreadsheet view, click **VIEW/REPORTS** to select the **Statistical Reporting** Menu, then **Firm Inventory**.



The **Firm Inventory Report** will display all listings within the specified search criteria. Subtotals are available by status and the Grand Total for all listings is displayed at the bottom of the report. The Expiration Dates will be displayed for Active, Expired and Under Contract Statuses.

Active Listings									
Price	Status	Address	Class	Type	DOM	Agent	MLS #	Exp. Date	
\$55,000	ACT	017 Route A	LA	1+ Acres	31	John Smith	2300058	12/31/2003	
\$182,000	ACT	10246 Cypress Drive	RA	Residential/Site Built	45	John Smith	2301595	2/6/2004	
\$179,900	PCH	16524 Green Grove Cir	RS	Residential/Site Built	45	John Smith	2301593	2/6/2004	
Agent total for JOHN SMITH:					3 Listings	Total: \$416,900.00			
Office total for JOHN SMITH REALTY					3 Listings	Total: \$416,900.00			
Active totals:					3 Listings	Total: \$416,900.00			

Good luck with this tool!

Fidelity MLS Systems Division

If you have a suggestion for Tips & Tricks, please email mlsinfo@fnis.com or call 877.657.4357.

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