



Email and Print Listings

Paragon 4.0

Tips and Tricks

February 2008

To email or print listings you must first have search results. Run any type of search and the Action Toolbar will appear at the top of your search results screen.



To email a listing or group of listings select them and click **E-Mail**.

	HIGH	LOW	AVERAGE	MEDIAN
LIST PRICE:	\$499,500	\$350,000	\$411,884	\$399,900
SOLD PRICE:	\$0	\$0	\$0	\$0

	PIC	MLS #	Type	1) S..	Address	3) A..	
1	<input type="checkbox"/>	9	10147512	SF	ACT	6508 Windmere Road	Met
2	<input checked="" type="checkbox"/>	1	10137611	SF	ACT	222 Mine Road	Met
3	<input type="checkbox"/>	9	10149674	SF	ACT	2001 Raleigh Road	Met
4	<input checked="" type="checkbox"/>	9	10147514	SF	ACT	276 E Canal St	Met
5	<input checked="" type="checkbox"/>	8	10140391	SF	ACT	101 DOVE COURT	Met

The **Email Listings** options will fly in from the right of the screen. Choose the report you want the receiver to view the listings in. Make your selections and click **OK**.

Email Listing(s)
OK | Cancel

Step 1: Select Listing(s)

- Selected (3)
- All Listings (100)
- Current Listing (#10140391)

Step 2: Select E-mail Type

- Hyperlink
- Attachment
- Insert Into Body

Step 3: Select Listing Report

Choose Report:
Customizable Report

The **Compose E-Mail** Editor will launch. Enter the recipient address, add message body if you want one and click **Send**. For more information about the editing tools see the Paragon Help Files on the Paragon Help Home Page.

COMPOSE E-MAIL

To: customer@emailaddress.com

Cc:

Bcc: trainer@fnres.com Bcc me

Subject: Link to Listings

Click Here to View Listings

Type a message here



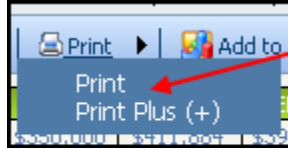
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There are two options to print listing reports, **Print** and **Print +**. Print will just print the view that you are currently on. Print + allows you to combine a group of reports for one or more listings at the same time.



When you roll your mouse over Print the two options will display click the one you want.

If you choose **Print Plus** the **Print Details** dialog launches allowing you to make selections of the listings and reports you want to include in the print job.

Click **Preview** to see the results first or **Send to Printer** to start the print job.

Choose which listings you want to print

SELECTED (3) ALL LISTINGS(100) CURRENT LISTING(#10140391)

Views: All

Client Book Report
Client Gallery
Client Spreadsheet
CMA Quick View
CMA Spreadsheet
CMA Summary

Print Selection
Agent Spreadsheet
Brochure 1
Client Detail

Additional Detail Print Items
 Driving Directions
 Display Photos
 Search Criteria Page
 Search Criteria on Spreadsheet / CMA Summary

Disclaimer Short Long

Send to Printer Preview Close

Highlight all the reports that you want and click Add



Fidelity MLS Systems Division

If you have a suggestion or Tips & Tricks, please email mlsinfo@fnis.com or call 877-657-4357.

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