



Tips & Tricks

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Steps for setting up a Multi Class Spreadsheet in Paragon Online.

There are many spreadsheet views available within Paragon Online. A spreadsheet can be set up for each available class, as well as having a multi-class view, capable of displaying listings of all classes in one spreadsheet. Any time a search is run that includes listings for more than one class, the spreadsheet will default to the 'Multi-Class' View.

This view is flexible and can be customized to display most fields for all classes within the MLS.

Here is an example of a multi-class spreadsheet:

	Picture	MLS #	Class	Type	Status	Price	Beds	Acres	Frontage Feet	Percent Leased
1	<input type="checkbox"/>	0	10129272	Commercial-Industrial	Industrial	Active	\$0			
2	<input type="checkbox"/>	1	10102340	Commercial-Industrial	Industrial	Expired	\$0			
3	<input type="checkbox"/>	1	10090617	Commercial-Industrial	Industrial	Expired	\$0			0.60
4	<input type="checkbox"/>	1	10090612	Commercial-Industrial	Industrial	Expired	\$0			
5	<input type="checkbox"/>	0	10081700	Vacant Land	Agriculture	Sold	\$0	80.770000	300	
6	<input type="checkbox"/>	1	10077247	Commercial-Industrial	Industrial	Withdrawn	\$0			0.00
7	<input type="checkbox"/>	0	10063675	Vacant Land	Residential	Sold	\$0	1.200000	0	
8	<input type="checkbox"/>	0	10061277	Vacant Land	Residential	Sold	\$0	0.340000	150	
9	<input type="checkbox"/>	0	10059317	Vacant Land	Residential	Sold	\$0	0.000000	0	
10	<input type="checkbox"/>	1	10054094	Residential-Farm	Detached	Sold	\$0	3	18.500	
11	<input type="checkbox"/>	0	10045565	Vacant Land	Residential	Sold	\$0	0.400000	0	
12	<input type="checkbox"/>	0	10092855	Residential-Farm	Detached	Sold	\$1	4	0.110	
13	<input type="checkbox"/>	0	10090138	Residential-Farm	Detached	Sold	\$1	3	0.110	
14	<input type="checkbox"/>	0	10075920	Residential-Farm	Detached	Sold	\$1	2	0.480	
15	<input type="checkbox"/>	1	10055199	Residential-Farm	Detached	Sold	\$2	4	0.380	
16	<input type="checkbox"/>	1	10079760	Commercial-Industrial	Offices	Withdrawn	\$9			0.55
17	<input type="checkbox"/>	1	10046637	Commercial-Industrial	Retail	Withdrawn	\$16			80.00
18	<input type="checkbox"/>	1	10060499	Commercial-Industrial	Offices	Expired	\$1,150			30.00
19	<input type="checkbox"/>	0	10093373	Vacant Land	Residential	Sold	\$2,000	0.490000	56	
20	<input type="checkbox"/>	1	10108233	Commercial-Industrial	Services	Withdrawn	\$2,917			50.00
21	<input type="checkbox"/>	0	10039188	Vacant Land	Residential	Sold	\$4,500	0.000000	100	
22	<input type="checkbox"/>	1	10125501	Residential-Farm	Semi-Detached	Sold	\$5,000	3	0.040	
23	<input type="checkbox"/>	1	10123858	Residential-Farm	Semi-Detached	Withdrawn	\$5,000	5	0.040	
24	<input type="checkbox"/>	0	10043828	Vacant Land	Residential	Sold	\$5,000	2.000000	100	
25	<input type="checkbox"/>	0	10098456	Vacant Land	Commercial	Sold	\$5,500	0.530000	108	

Vacant Land listings do not have a BEDROOMS field, so there is no information in the column where this field is displayed.

-- Webpage Dialog

Class: Multi Class Name: Agent Spreadsheet

Group: Listing

Available Selected

	Name	Class Abbrs	Code		Class Abbrs	Code	#
<input type="checkbox"/>	Area	RF, MF, LA, CI	Area	<input type="checkbox"/>	RF, MF, LA, CI	PIC	500
<input type="checkbox"/>	List Price	RF, MF, LA, CI	List S	<input type="checkbox"/>	RF, MF, LA, CI	MLS #	5
<input type="checkbox"/>	Address	RF, MF, LA, CI	Addr	<input type="checkbox"/>	RF, MF, LA, CI	Class	6
<input type="checkbox"/>	Street No2	RF	St No	<input type="checkbox"/>	RF, MF, LA, CI	Type	7
<input type="checkbox"/>	Street No2	MF, LA, CI	Stre	<input type="checkbox"/>	RF, MF, LA, CI	Status	15
<input type="checkbox"/>	City	RF, MF, LA, CI	City	<input type="checkbox"/>	RF, MF, LA, CI	Price	0
<input type="checkbox"/>	State	RF, MF, LA, CI	State	<input type="checkbox"/>	RF	BR	46
<input type="checkbox"/>	Zip	RF	Zip C	<input type="checkbox"/>	RF, LA	Acres	42
<input type="checkbox"/>	Zip Code	MF, LA, CI	Zip C	<input type="checkbox"/>	LA	Fronta..	45
<input type="checkbox"/>	Sale/Rent	RF, MF, LA, CI	Sale	<input type="checkbox"/>	CI	Percen..	54
<input type="checkbox"/>	Style	RF	Style				
<input type="checkbox"/>	Total Square Feet	CI	Total				
<input type="checkbox"/>	Number of Units	MF	Units				
<input type="checkbox"/>	List Date	RF, MF, LA, CI	List D				

When customizing a multi-class spreadsheet, the 'Class Abbrs' column will display what classes each field is available for.

Use short value, if available.

Save & Close Revert to Default

Performing the above steps should allow the user to successfully use Multi Class spreadsheet in Paragon Online.

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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