

Did You Know? No More Summary One Line!

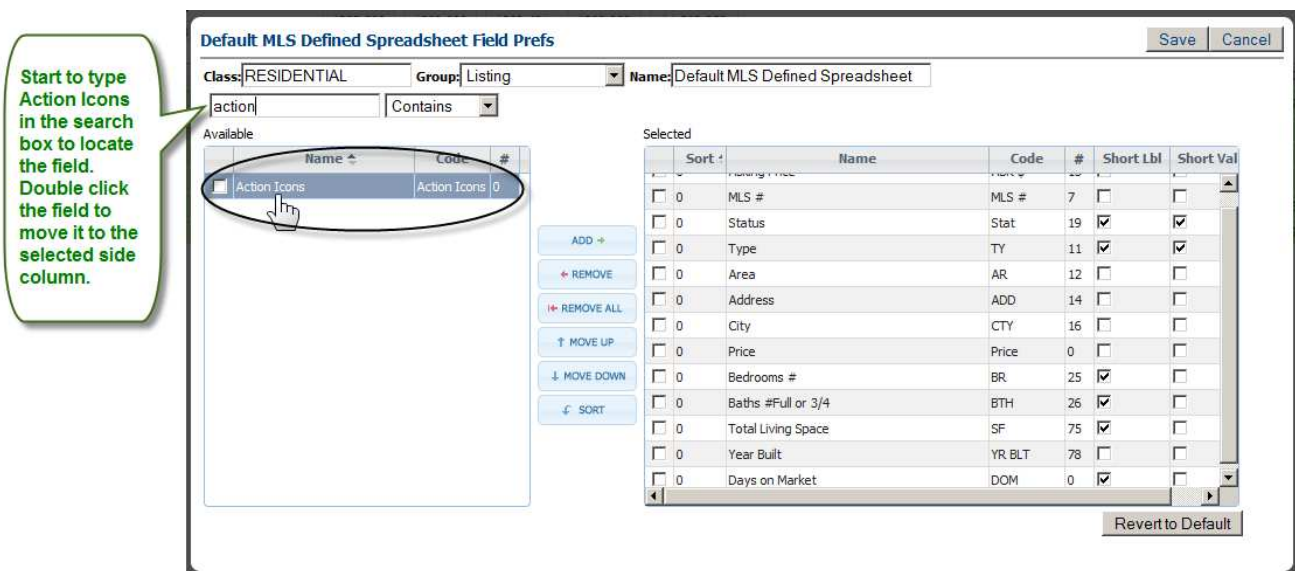
Action Icons for every Spreadsheet.

Every spreadsheet in Paragon can be a Summary One Line report. The links in a Summary One Line spreadsheet report are now called **Action Icons** and they are a field that can be added to every spreadsheet. You can customize any spreadsheet and add the field Action Icons to that spreadsheet.

We will start with a spreadsheet of listings on the screen. Hold your cursor over the **Customize** tool and in the menu click on **Fields**.



This will open the modal screen with the customizing tool for this spreadsheet.



Once you have the field in place, always save your work.

Default MLS Defined Spreadsheet Field Prefs

Class: RESIDENTIAL Group: Listing Name: Default MLS Defined Spreadsheet

action Contains

Available

Name	Code	#

Selected

Sort	Name	Code	#	Short Lbl	Short Val
<input type="checkbox"/>	Status	Stat	19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Type	TY	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Area	AR	12	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Action Icons	Action Icons	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Address	ADD	14	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	City	CTY	16	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Price	Price	0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bedrooms #	BR	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Baths #Full or 3/4	BTH	26	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Total Living Space	SF	75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Year Built	YR BLT	78	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Days on Market	DOM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: ADD, REMOVE ALL, MOVE UP, MOVE DOWN, SORT, Revert to Default

Save **Cancel**

Once the field is on the selected side, you can move it into the place of the spreadsheet you want. Click, drag, drop or highlight and move up or down. Always Save your changes.

Saving will refresh your spreadsheet with the new field in place.

Home RESIDENTIAL MULTI-FAMILY

Default MLS Defined Spreadsheet (12)

Checked All E-mail Save Print Export Customize Connection Actions

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TOTAL	HIGH	LOW	AVG	MED	HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LISTING COUNT: 6	DAYS ON MARKET: 259	82	139	113	LIST PRICE: \$262,000	\$260,000	\$260,491	\$260,000	\$1,562,950
					SOLD PRICE: \$0	\$0	\$0	\$0	\$0

?	Asking Price	MLS #	Stat	TY	Area	Action Icons	Address	City	Price	BR	BTH	SF	Year Built	DOM
1	\$260,000	407546	ACT	RES	Reno-Old Southeast		2800 Glenwood Court	Reno	\$260,000	4	2	2374	1976	177
2	\$260,000	407545	ACT	RES	Out of Area		682 Them Way	Reno	\$260,000	4	2	2364	1993	82
3	\$260,000	407164	ACT	RES	G/M Johnson Ln		2849 Hot Springs Road	Minden	\$260,000	3	2	2148	2001	93
4	\$260,000	406983	ACT	RES	Ferley		1250 FARM LANE	Ferley	\$260,000	4	2	2631	1993	93
5	\$260,950	405322	ACT	RES	Reno-Red Rock		1500 Destiny Ct.	Reno	\$260,950	3	2	1476	1999	133
6	\$262,000	400583	ACT	RES	Reno-Hidden Valley		3360 Cypress Point Dr	Reno	\$262,000	3	2	1985	1977	259

Note: You can customize all your spreadsheets with the Action Icons field. This spreadsheet is the RESIDENTIAL spreadsheet. Other classes have their own spreadsheets.