



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: [Empty]

Bcc: trainer@fnres.com Bcc me

Subject: Link to Listings

Address Book **Send**

Click Here to View Listings

Type a message here



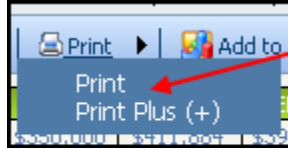
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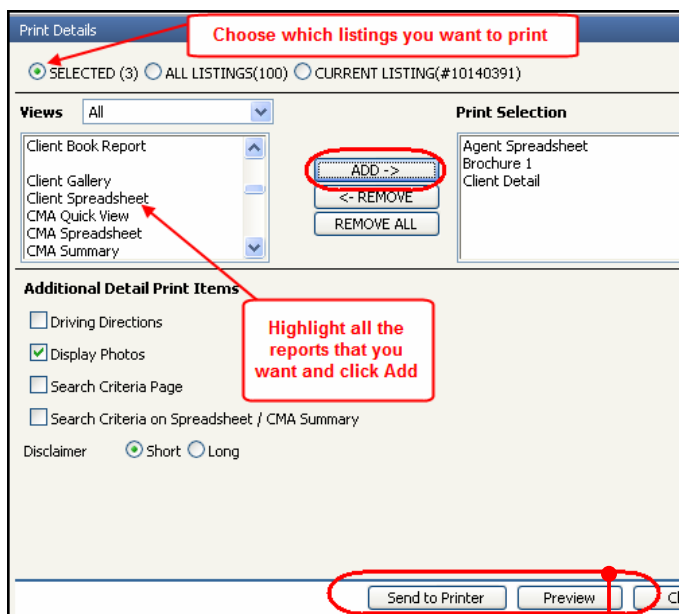
There are two options to print listing reports, **Print** and **Print +**. Print will just print the view that you are currently on. Print + allows you to combine a group of reports for one or more listings at the same time.



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.



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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