

Export to Excel

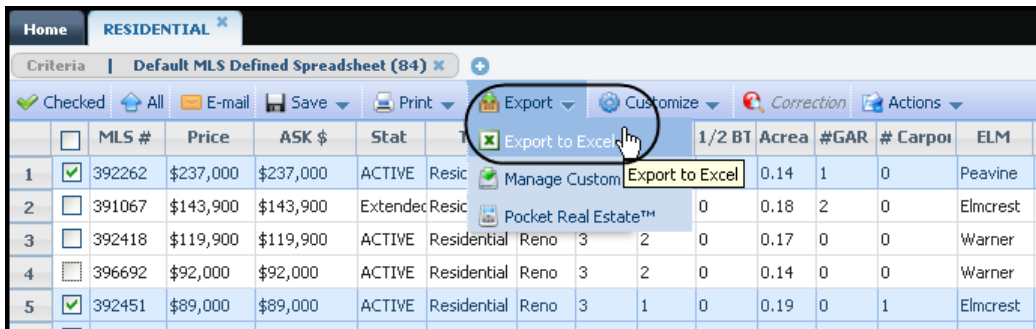
It is possible to export property search results out of Paragon in a variety of formats. Excel is a highly requested and used format. This Quick Start Guide shows the step-by-step process to export property search results out of Paragon in the Excel format.

The starting point for this Quick Start Guide is:

- You have already run a property search.
- You have customized the spreadsheet with all of the desired fields you want to export.

Note: You can only export the field data in the spreadsheet you are exporting.

Click the **Export** icon on the action bar and click **Excel**.



The following steps for completing the export of your property search results will differ based on the browser you use.

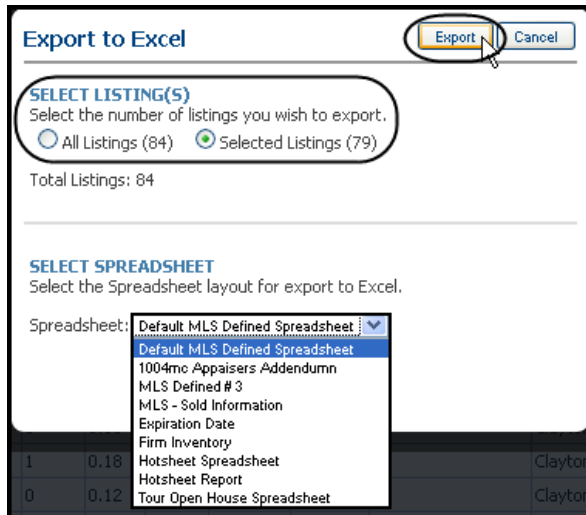
You have two (2) options as you export your property search results data:

1. Open the data in an Excel spreadsheet and starting working the data like other Excel spreadsheets.
2. Save the data to your computer in a CSV (comma-separated value) Excel spreadsheet.

Note: Many programs and applications use a CSV file for their data.

A modal opens asking what to export. After making your selections, click **Export**.

- All listings in the spreadsheet or just the selected listings
- Which spreadsheet of data for the listing you chose (above)



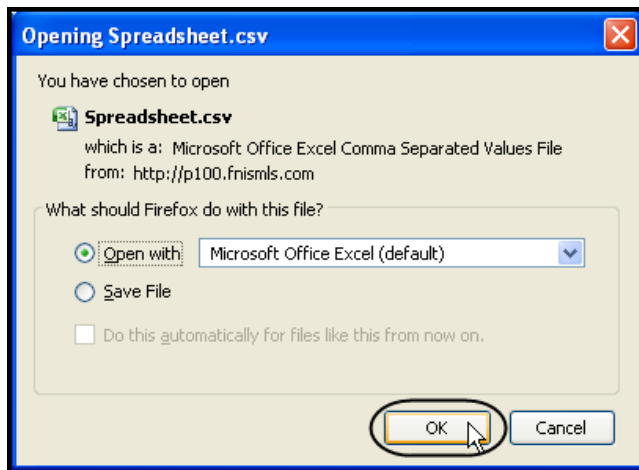
Each browser handles the export of Paragon a little bit differently. The following pages have browser specific export details.

If you are using Firefox:

Your browser will display a dialog box asking what to do.

You can:

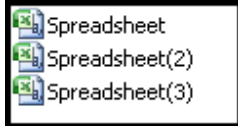
- Open the spreadsheet using the Excel you have installed on your computer
- Save the file to your computer to use later or open with a different program.



If you choose Open with Microsoft Office Excel (default) and click **OK**, Excel opens displaying your results. You manipulate the spreadsheet and save it just as you would any other Excel spreadsheet.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------|-------------|-------------|-----------|-----------|------|----|-----|---------|---------|------|-----------|----------|
| 1 | MLS # | Price | ASK \$ | Stat | TY | City | BR | BTH | 1/2 BTH | Acreage | #GAR | # Carport | ELM |
| 2 | 380989 | \$1,650,000 | \$1,650,000 | ACTIVE | Residenti | Reno | 4 | 6 | 0 | 1.32 | 5 | 4 | Towles |
| 3 | 392734 | \$309,900 | \$309,900 | ACTIVE | Residenti | Reno | 4 | 2 | 1 | 0.24 | 2 | 0 | Peavine |
| 4 | 372212 | \$280,000 | \$280,000 | ACTIVE | Residenti | Reno | 3 | 2 | 1 | 0.2 | 2 | 0 | Peavine |
| 5 | 393246 | \$275,000 | \$275,000 | ACTIVE | Residenti | Reno | 4 | 2 | 1 | 0.27 | 2 | 0 | Peavine |
| 6 | 392577 | \$239,000 | \$239,000 | Active/Pe | Residenti | Reno | 3 | 2 | 0 | 0.24 | 2 | 0 | Peavine |
| 7 | 392262 | \$237,000 | \$237,000 | ACTIVE | Residenti | Reno | 4 | 2 | 0 | 0.14 | 1 | 0 | Peavine |
| 8 | 395851 | \$225,000 | \$225,000 | ACTIVE | Residenti | Reno | 2 | 1 | 1 | 0.22 | 2 | 0 | Peavine |
| 9 | 396053 | \$225,000 | \$225,000 | ACTIVE | Residenti | Reno | 3 | 2 | 0 | 0.15 | 2 | 0 | Peavine |
| 10 | 392210 | \$225,000 | \$225,000 | ACTIVE | Residenti | Reno | 5 | 2 | 0 | 0.2 | 2 | 0 | Elmcrest |
| 11 | 396144 | \$220,000 | \$220,000 | Active/Pe | Residenti | Reno | 3 | 1 | 0 | 0.19 | 0 | 0 | Peavine |
| 12 | 391233 | \$219,900 | \$219,900 | Active/Pe | Residenti | Reno | 3 | 2 | 1 | 0.15 | 2 | 0 | Warner |
| 13 | 395591 | \$219,900 | \$219,900 | ACTIVE | Residenti | Reno | 4 | 2 | 0 | 0.29 | 2 | 0 | Peavine |
| 14 | 385804 | \$219,900 | \$219,900 | ACTIVE | Residenti | Reno | 5 | 3 | 0 | 0.16 | 2 | 0 | Peavine |

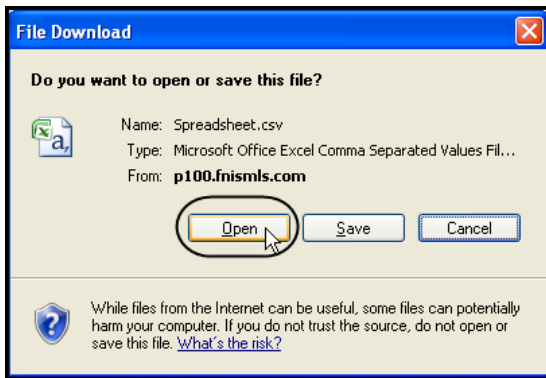
If you choose **Save File** and clicked **OK**, Firefox saves the file to your Downloads folder inside My Documents and names the file Spreadsheet, Spreadsheet(2), Spreadsheet(3), You can rename these files.



If you are using Internet Explorer:

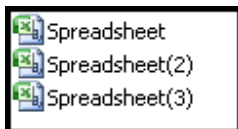
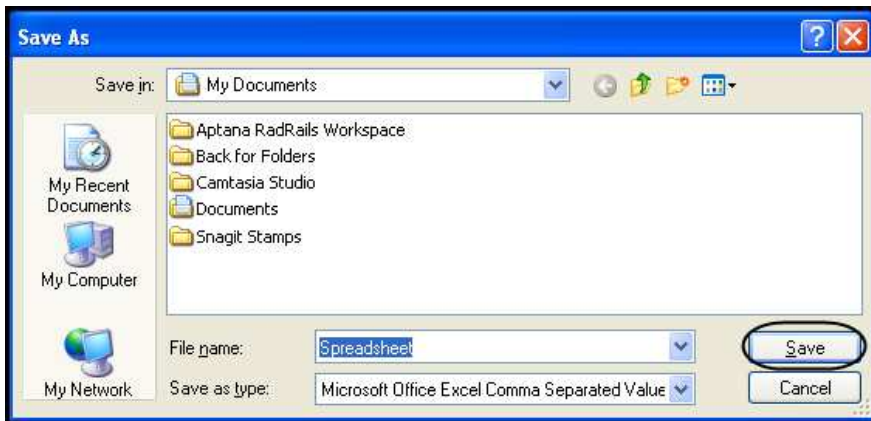
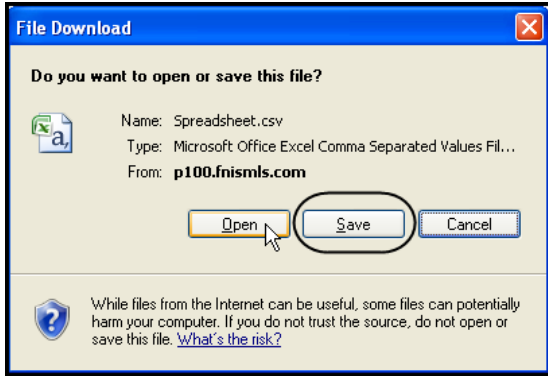
A dialog box opens asking if you want to Open or Save the file.

If you click **Open**, the spreadsheet appears.



| | A | B | C | D | E | F | G | H | I | J | K | L | M |
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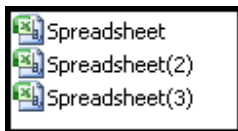
If you click **Save**, a window opens and you browse to where you want to save the file and give the file a name at the time of saving. By default, the file name is Spreadsheet. Click **Save** after you have opened the folder where you want to save the file and change the name, if desired.



If you are using Chrome:

When you select Export, an Excel spreadsheet displays and the spreadsheet is saved in your Download file in My Documents and names the file Spreadsheet, Spreadsheet(2), Spreadsheet(3), You can rename these files.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
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| 14 | 385804 | \$219,900 | \$219,900 | ACTIVE | Residenti | Reno | | 5 | 3 | 0 | 0.16 | 2 | 0 Peavine |



If you are using Safari:

When you click **Export**, a dialogue box will open with two (2) options:

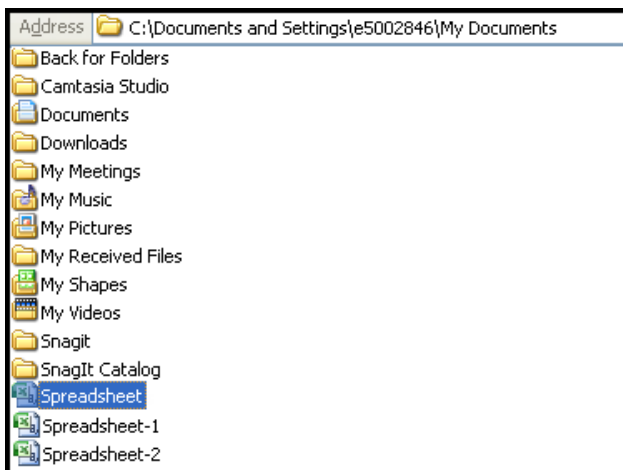
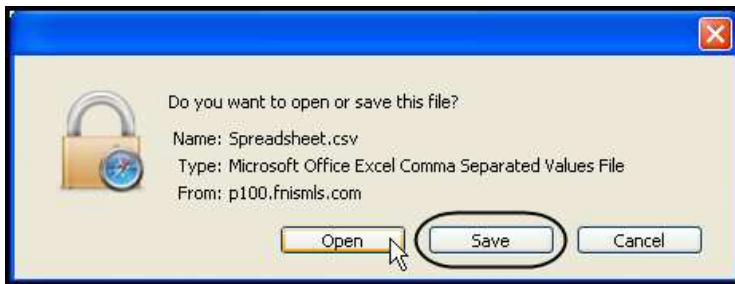
- Open the CSV spreadsheet in the Excel on your computer.
- Save the CSV spreadsheet to your computer.



When you click **Open**, the spreadsheet appears.

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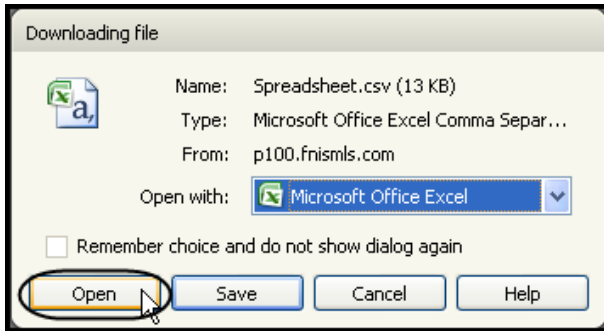
When you click **Save**, the CSV file will be save to the hard drive (typically the “C” drive) on your computer and will be named Spreadsheet, Spreadsheet-1, Spreadsheet-2... You can rename the file.



If you are using Opera:

When you click **Export**, a dialogue box will open with two (2) options:

- Open the CSV spreadsheet in the Excel on your computer.
- Save the CSV spreadsheet to your computer.



When you click **Open**, the spreadsheet appears.

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