## BAREIS MLS® Capture Saved Searches in MLSListings (Matrix)

## Capture Saved Searches

1. From the Clarity dashboard, click on the MLSListings (Matrix) icon.



$\frown$				Pro	Matrix	News	Training	Pro Support	Help	Sign Out
MLSLISTINGS-	🖉 Aculis	st Weekly	Market Up	odate 🜖		SI	GNED IN	: Kelly Koppi	mann (E	3ARE0061)
Home My Listings	My Products	Store	News	My Info	Pay	My Bill				
Combined CA Listings	Matrix Agent Dashboard Search		Agent Search	Office Search		Cl⊱ Coi Sc	ming bon	Matrix 3	Search	
Paragon								Manag	stin	gs
Reciprocal Access	WILS ANN	ounceme	nus		sages			0	T	
BayEast / CCAR / BridgeMLS	Videos: Find Prospects by			No Current Messages.				Realist		

3. Select My Matrix (1) and then Saved Searches (2).

	My Matrix	Search	Directory			
STI211M22	Dashboa	rd				
	Summary	/				
	Contacts					
	Auto Em	ails				
	Saved Se	Searches Im				
-	Sent Ema	ail	)			

4. By default, **Saved Search criteria** detail is collapsed. Click the **down arrow** to the left of each of your saved search names to expand and display the search criteria detail.

	My Matrix	Search	Directory	Market Reports	Financial	Realist	Pro Mobile
0	Enter Sh	orthand	or MLS#				
🛵 Saved Search	ies (2)				Search		
Subject					Contact Nam	ie	
Property Type is Status is 'Active County is one o Ordered by Cur	s 'Residential Lo e' f 'MTY - Monter rent Price desc	ots & Land rey', 'SCC ending	l' - Santa Clara	a', 'SZC - Santa Cruz			
	r SCC SZC						
X Delete 🗄 Mark	et Update						
B E Y O N D T H E M L S			in		s? Conta	act us a $707-5$	at: 75-800



LISTINGS

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- 5. Capture the Saved Search criteria detail using one of the two methods below. If you need to scroll to view all your saved searches, you will have to generate multiple screenshots.
  - a. **Print Screen** (PrtSc or PrtScr key on your keyboard)
    - Press the **Print Screen** key on your keyboard and paste the screenshot into the application of your choice, such as MS Word.
    - Save the file for future reference following the BAREIS Plus launch.



- This application may already be added to the toolbar across the bottom of your screen. If not:
  - In the search box in the lower left corner of your screen, enter Snipping Tool.
  - Click on the **Snipping Tool** link in the upper right of the best match window.
- Click on the **New** icon, select your saved searches and paste the screenshot into the application of your choice, such as MS Word.
- Save the file for future reference following the BAREIS Plus launch.
- 6. No additional action is necessary to capture **Saved Hot Sheets**. In MLSListings, Saved Hot Sheets are built into **Saved Searches** and do not need to be captured separately.

