

# BAREIS MLS®

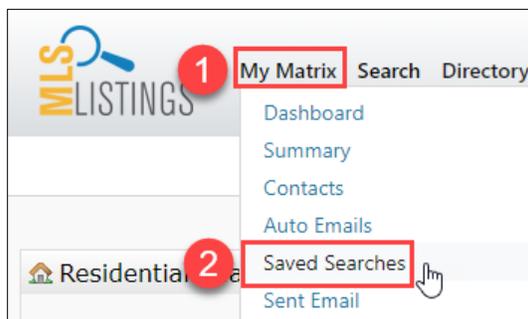
## Capture Saved Searches in MLSListings (Matrix)

### Capture Saved Searches

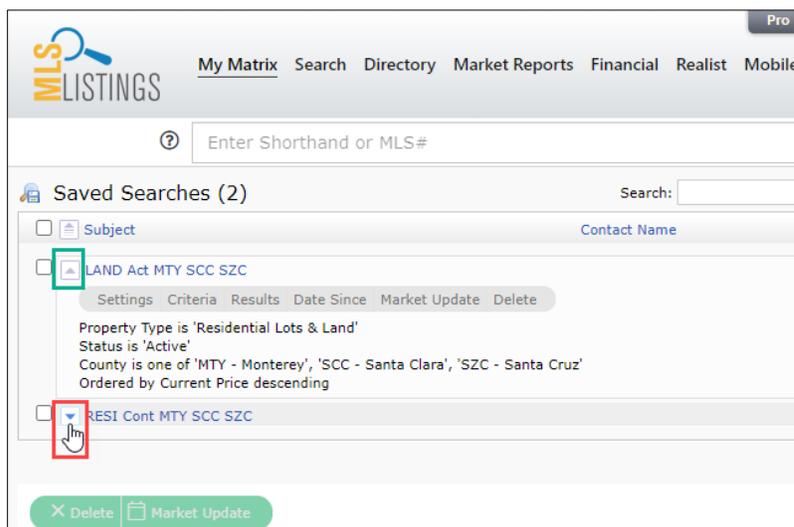
1. From the Clarity dashboard, click on the **MLSListings (Matrix)** icon. 
2. From the **MLSListings Home** tab, click on the **Matrix Search** button on the right.



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



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**.



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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.
  - b. **Snipping Tool** 
    - 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.