Capture Saved Searches (Refer to Page 3 for Capture Saved Hotsheets instructions)

- 1. On the Clarity dashboard, click on the **Paragon** icon.
- 2. On the Home screen, click Search (1), then select Saved Property Searches (2).



3. On the **Saved Property Searches** tab, all searches created by you have a checkbox to the left of the Class column. To display **Saved Property Search detail**, one at a time, click on the **Saved Property Search link** in the **Description** column.

Home Saved Property Searches X RESIDENTIAL										
🕂 Crea	+ Create New 🕃 Delete									
Search Contains V Filter All Searches V										
	Class	Description 🜲					Defa	ult	Contacts	
Mu	lti-Class	Multi-C	Multi-Class					MLS		0
E RES	SIDENTIAL	REB vs PAR Act Pend Closed 1-1-19 to 6-25-20 ContraC				N		0		
E RES	SIDENTIAL	RESIDE	NTIAL			¢	Clic	k to main	tain sav	ed search.
RES	SIDENTIAL IN	RESIDE	NTIAL INCOM	E				MLS		U

4. The **Saved Property Search** detail (also known as Primary Criteria), for your selected search is now displayed. Capture the **Criteria Summary** in the upper right using one of the two methods on Page 2.

CRITERIA SUMMARY							
		Clear All					
× 💋	Status	ALL ACTIVE, PEND, ALL SOLD					
🗙 💋	County	Contra Cos					
🗙 💋	Closing Date	01/01/2019 - 06/25/2020					
🗙 💋	Listing Visibility Type	Market Listing, Coming Soon					
🛛 💋	Year Built	>= 2000					
🛛 💋	Area	21101					



- 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.
- 5. Repeat Steps 3 and 4 for each of your Saved Property Searches.



Capture Saved Hotsheets

- 1. On the Clarity dashboard, click on the **Paragon** icon.
- 2. On the Home screen, click **Search** (1), then select **Hotsheet** (2).

	? POWY RCH				
Paragon	Номе	SEARCH LISTINGS CMA	CONTACTS FINANCIALS	TAX MEMBERSHIP RESOURCES PREFERENCES	
Home Saved Property Searches	RES	SEARCH BY CLASS	SPECIALTY SEARCH	SAVED SEARCH	
		RESIDENTIAL	Mapping Saved Property Searches		
PARAGON NEWS		LOTS AND LAND	Hotsheet	2 Listing Carts	
Oct 04, 2020		MOBILE HOME	Auto Hotsh	D 2:18 PM	
New Contact View Shows Listing	Detail	RESIDENTIAL INCOME	Property History		
and Comments		LEASE RENTAL	Inventory		

- 3. On the **Hotsheet** tab, in the upper left, select **Load Search** and then **Load Saved Search**.
 - If Load Saved Search does not appear in the Load Search dropdown menu, you have no Saved Hotsheets. No further action is necessary.

	POWER SEAR	сн	
Paragon	HOME SEARCH		CONTACTS FINANCIALS
Home Saved Property Searches	RESIDENTIAL	Hotsheet ×	
Criteria Run Search Criteria I	Run Search Criteria	Run Search 🗙	
🖥 Load Search 📙 Save Search 🕓 Ope	en All Close All		
J Load Saved Search			
Load Last Search 💟 Begin 12/	/01/2020 🔯	End 12/08/2020	Date Rang
Load Default Search		Days Back	

4. In the Load Saved Search window, all of your Saved Hotsheets are listed. To display Saved Hotsheet detail, one at a time, click on the Saved Hotsheet link in the Description column.

Load Saved Search			Cancel		
Search	Contains 🗸 Filter	All Searches	~		
Desc	ription 🔶	Default	Delete		
RESI Alameda 01-01-2020 t	o 12-8-2020 Hotsheet	N	Delete		
RESI CCosta New 11-01-202	20 to 11-30-2020 Hots et	N	Delete		
A Page 1 of	1 🕨 🔊 100 🗸				
BEYOND THE MLS	Questions? Contact us at: info@norcalmls.com or 707-575-8000			Page 3 of 4 Updated 12/8/20	

5. The detail for your selected **Saved Hotsheet** is now displayed.

Hotsheet - RESI Alameda 01-01-2020 to 12-8-2020 Hotsheet C CRITERIA SUMMARY Date Range Begin 01/01/2020 Image Date Range Clear All Or Days Back Or Days Back 200, 2301, 2302, 2305, 2306, 2307, 2308, 2305, 2306, 2307, 2308, 2305, 2306, 2307, 2308, 2500, 2601, 2602, 2603, 2607, 2508, 2607, 2508, 2607, 2508, 2607, 2608, 2607, 2608, 2607, 2608, 2607, 2608, 2609, 2610, 2601, 2602, 2603, 2609, 2610, 2601, 2602, 2604, 2003, 2905, 2600, 2601, 2602, 2904, 2903, 2905, 2600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 3600, 4000, 4100 Sort (Hotsheet Report Only) S is cond Sort None S is dot 10/01/0200 - 11/01/0200 - 11/01/0200 - 11/01/0200 - 11/01/0200 - 11/01/0200 - 11/01/0200 - 11/01/	😼 Load Search 🔚 Save	Search 🔘 Open All 😡 Close All	18,114	Count Search
Date Range Begin 01/01/2020 Image	Hotsheet - RESI Alameda	01-01-2020 to 12-8-2020 Hotsheet O	CRITERIA SUMMARY	
Or Days Back 2200, 2301, 2302, 2302, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2303, 2304, 2309, 2310, 2501, 26	Date Range	Begin 01/01/2020 0 End 12/10/2020 0 Date Range -		Clear All
Or Days Back 2200, 2301, 2302, 2302, 2303, 2304, 2304, 23			🔀 💋 Class	RE
Or From Last Run Date: 12/08/2020 14:18 2305, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2307, 2308, 2407, 2408, 2607, 2608, 2609, 2601, 2607, 2608, 2609, 2601, 2607, 2608, 2608, 2609, 2601, 2603, 3600, 3800,		Or Days Back		2200, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308,
Hotsheet Type New Price Change Misc. Change 2009, 2310, 2500, 2601, 2603, 2601, 2605, 2607, 2609, 2610, 2605, 2605, 2609, 2610, 2605, 2605, 2605, 2609, 2610, 2605, 2605, 2609, 2610, 2605, 260		Or From Last Run Date: 12/08/2020 14:18		
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Hotsheet Status Back on Market Status to Sold Status to Pending Status to Expired Additional Criteria Image:	Hotsheet Type	New Derice Change Misc. Change		2605, 2606, 2607, 2608, 2609, 2610
Additional Criteria C 2019, 2621, 2619, 2609, 33100, 3300, 3000, 4000, 4100 Sort (Hotsheet Report Only) First Sort Hotsheet Type Sort Sort (Hotsheet Report Only) Sort Sort (Hotsheet Type Sort Sort None Sort Contract Sort Sort Sort Sort Sort Sort Sort Sor	Hotsheet Status	□ Back on Market □ Status to Sold □ Status to Pending □ Status to Expired	🔀 💋 Area	2611, 2612, 2618,
Additional Criteria O 2901, 2902, 2906, 2906, 2906, 2905, 2906, 3100, 3200, 3300, 300, 4000, 4100 Sort (Hotsheet Report Only) If is is sort Hotsheet Type Image: Sort (Hotsheet Report Only) Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Report Only) Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type) Image: Sort (Hotsheet Type)		Status to withdrawn		2810, 2811, 2818,
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3700, 3800, 3900, 3900, 400 400, 410 410, 100 410, 100	Sort (Hotsheet Report On	iv) o		3100, 3200, 3300, 3400, 3500, 3600,
William William				3700, 3800, 3900,
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Image: State Control of the state of t			Third Sort	None
🗙 🗾 Hotsheet Type			🔀 💋 Date Range	01/01/2020 - 12/10/2020
			Hotsheet Type	New

- 6. Capture both the **Hotsheet detail** in the upper left and the **Criteria Summary** in the upper right using one of the two methods below.
 - 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.
- 7. Repeat Steps 4 through 6 for each of your **Saved Hotsheets**.

