

BAREIS MLS®

Export Contact to CSV from MLSSL (Matrix) MLS

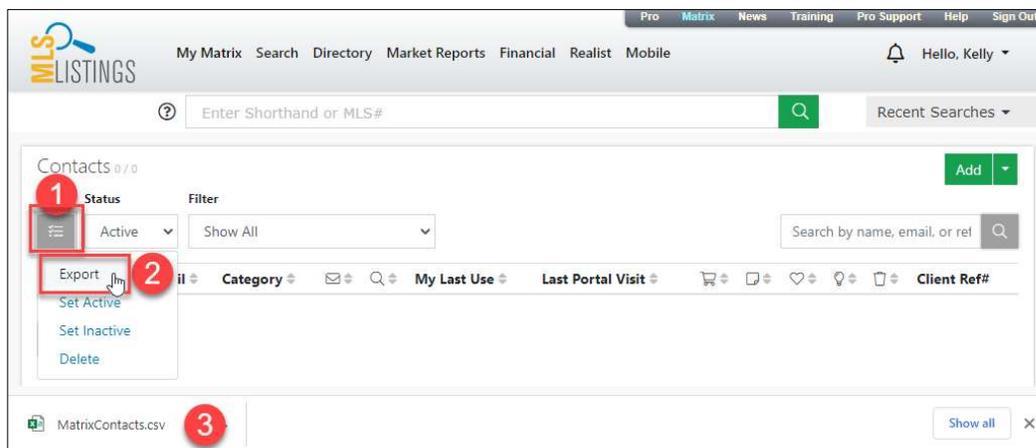
1. On the Clarity dashboard, click on the **MLSListings** (Matrix) icon. 
2. From the **MLSListings Home** screen, click on the **Matrix Dashboard** button.



3. Select **My Matrix** (1), and then **Contacts** (2).



4. To the left of the Status dropdown, click the gray **Bulk Actions** button (1) and select **Export** (2).



5. Contacts will be downloaded automatically to your Downloads folder as **MatrixContacts.csv** (3).
6. Navigate to your **Downloads** folder, locate the .csv file and rename it so it is consistent with how you've renamed your other contact export files.
 - o Example: CSV_MLSSL