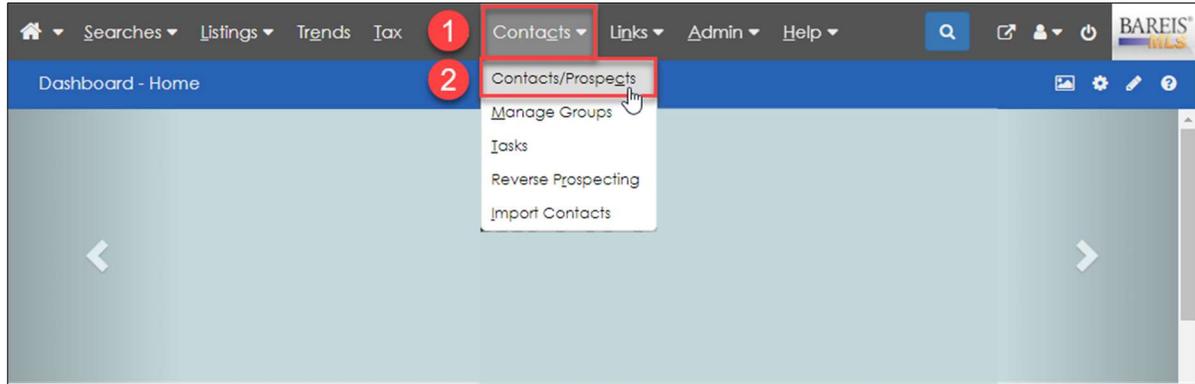


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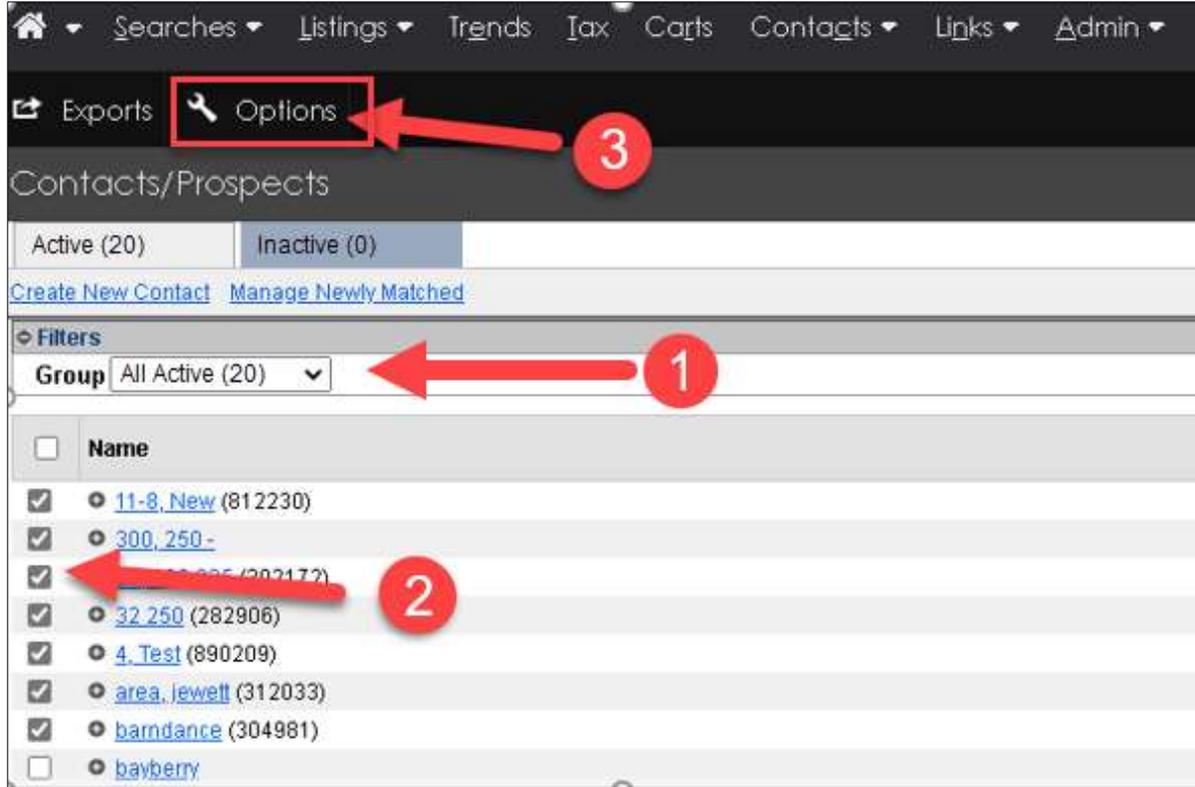
Capture Contact and Contact Search Criteria from SFAR MLS



1. From the Clarity dashboard, click on the **San Francisco (SFAR)** icon.
2. From the top menu bar, click **Contacts** (1) and then select **Contacts / Prospects** (2) from the drop down.



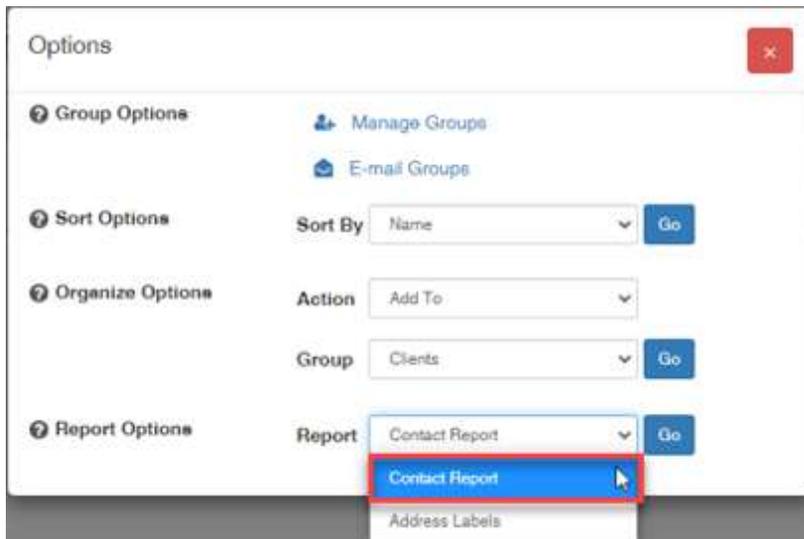
3. On the **Contacts / Prospects** screen, in the **Filters** section, choose **All Active** (1) from the **Group** drop down. Select the contacts you want to export (2) by checking the boxes to the left of the name. Next, click **Options** (wrench icon) in the upper left on the second menu bar (3).



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Capture Contact and Contact Search Criteria from SFAR MLS

4. In the **Options** pop-up window, in the **Report Options** section, select **Contact Report** from the **Report** drop down and click the **Go** button.



The screenshot shows the 'Options' pop-up window with a red close button in the top right. It is divided into four sections: 'Group Options' with 'Manage Groups' and 'E-mail Groups' links; 'Sort Options' with a 'Sort By' dropdown set to 'Name' and a 'Go' button; 'Organize Options' with an 'Action' dropdown set to 'Add To' and a 'Group' dropdown set to 'Clients', with a 'Go' button; and 'Report Options' with a 'Report' dropdown menu open, showing 'Contact Report' selected and highlighted in blue, with a 'Go' button below it. A red box highlights the 'Contact Report' option in the dropdown menu.

5. A PDF report of your contacts and their search criteria is generated.



The screenshot shows a PDF report titled 'Contact Report' with 'Page 1' in the top right. The report content is as follows:

Prospects as of 10/07/20 at 7:21am

Contact Name:	New 11-8 (812230)	Type:	Buyer	Status:	Active
Company Name:		Groups:	Prospects		
Street Address:		E-Mail Address:	beldon@norcalmls.com		
Contact Phone:	999-	CC:			
Business Phone:		Web Page:			
Addl Phone 1:		Alt E-Mail:			
Addl Phone 2:		Closing Date:			
Birth Date:					

Search Criteria: Property Types: Business Opportunity, Commercial, Lots & Land, Multi Unit 2-4, Multi Unit 5+, Mobile/Floating Home, Residential
Transaction Type: Sale Status: Active (11/8/2016 or after)

Search Criteria: Property Type RESI Statuses Active, Sold (5/30/2017 or after) Transaction Type Sale

Search Criteria: Property Types: Business Opportunity, Commercial, Lots & Land, Multi Unit 2-4, Multi Unit 5+, Mobile/Floating Home, Residential
Transaction Type: Sale Status: Active (11/8/2016 or after)

Search Criteria: Map Draw 1 Shape Property Type RESI Statuses Active, Sold (6/25/2019 or after) Transaction Type Sale

6. Save this file for future reference (post-BAREIS Plus launch).
7. Locate the .pdf file on your system and rename it to include, for example, the **name of the system from which you generated the Contact report**.
 - Example: ContactReport_SFAR.pdf