Capture Saved Searches

1. From the Clarity dashboard, click on the MetroList icon.

2. From the top menu bar, click **Searches** (1) and then select **Saved Searches** (2) from the drop down.
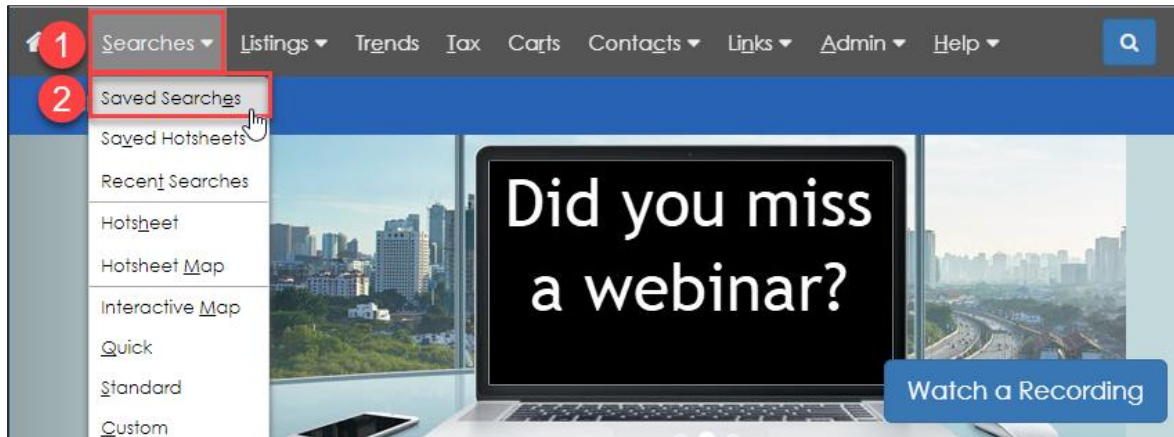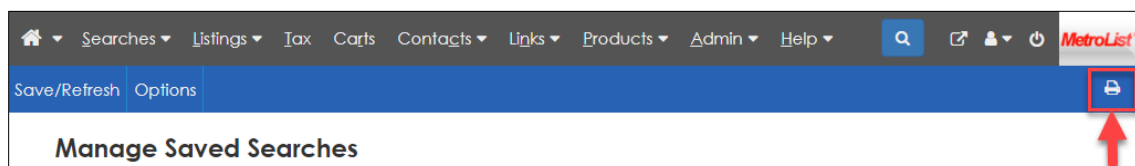

3. In the **Saved Searches** window, click on the **Manage Saved Searches** link.
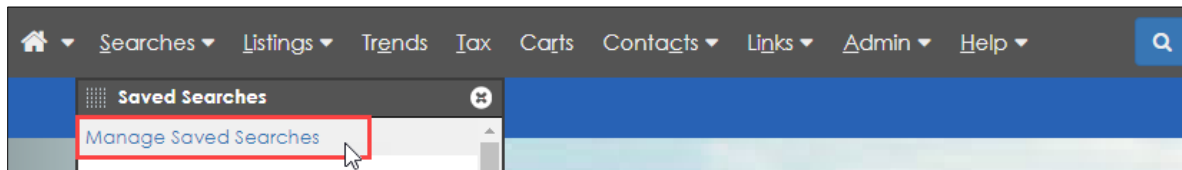
4. The **Manage Saved Searches** screen displays all your saved searches. Capture this information using one of the three methods below. If you need to scroll to view all your saved searches, the Print icon method is preferred because with the other two methods, you will have to generate multiple screenshots.

   a. **Print Icon** (pdf or hard copy)

      • Click on the print icon in the upper right, selecting pdf or the printer of your choice.

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BEYOND THE MLS
BAREISPLUS

   b. **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.

   c. **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.

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Capture Saved Hotsheets

You will follow a similar process to capture your saved Hotsheets.

1. From the Clarity dashboard, click on the MetroList icon.

2. Log in to BAREIS MLS. From the top menu bar, click **Searches** (1) and then select **Saved Hotsheets** (2) from the drop down.
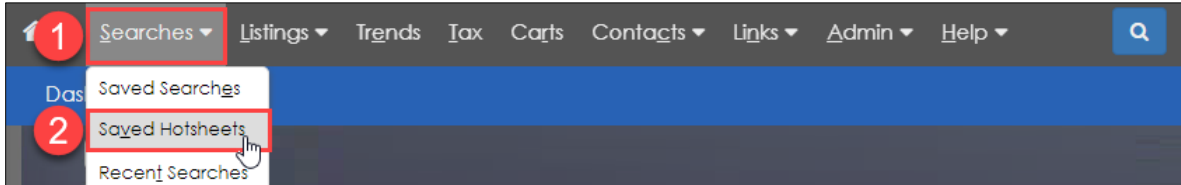

3. In the **Saved Hotsheets** window, click on the **Manage Saved Hotsheet Searches** link.
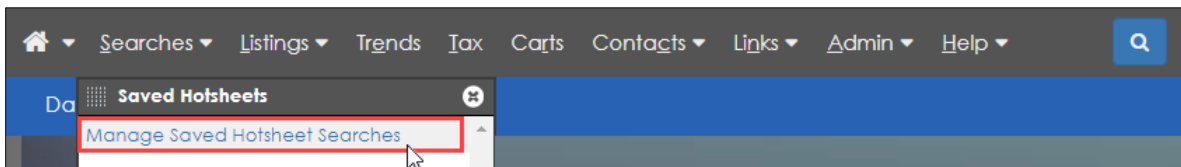
4. The **Manage Saved Hotsheets** screen displays all your saved Hotsheets. Capture this information using one of the three methods below. If you need to scroll to view all your saved Hotsheets, the Print icon method is preferred because with the other two methods, you will have to generate multiple screenshots.

   a. **Print Icon** (pdf or hard copy)

      • Click on the print icon in the upper right, selecting pdf or the printer of your choice.

      • Save the file for future reference following the BAREIS Plus launch.
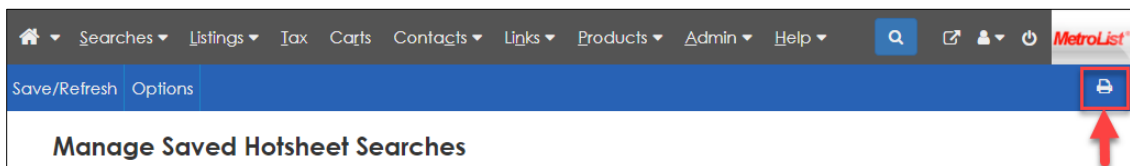
   b. **Print Screen** (PrtSc or PrtScr key on your keyboard)

      • Save the file for future reference following the BAREIS Plus launch.

   c. **Snipping Tool**

      • Save the file for future reference following the BAREIS Plus launch.

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