
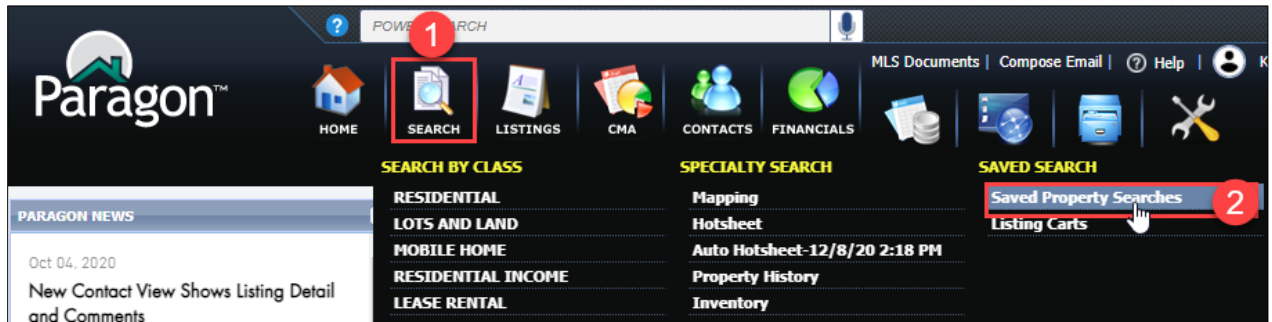


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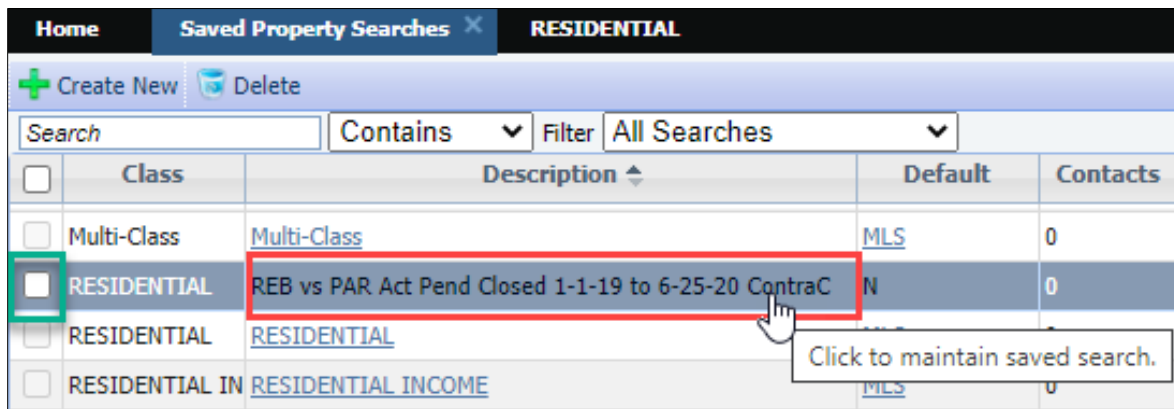
Capture Saved Searches and Hotsheets in Paragon MLS

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

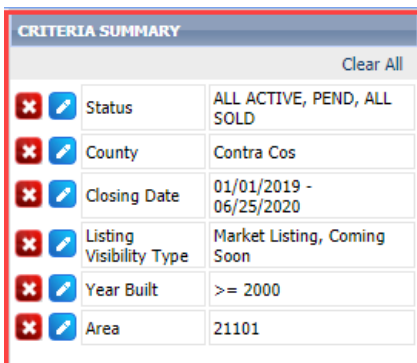
1. On the Clarity dashboard, click on the **Paragon** icon. 
2. On the Home screen, click **Search** (1), then select **Saved Property Searches** (2).



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.



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.



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Capture Saved Searches and Hotsheets in Paragon MLS

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.

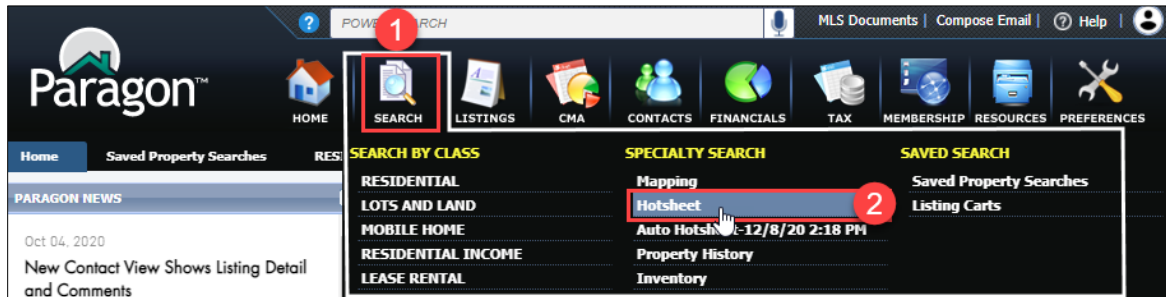
5. Repeat Steps 3 and 4 for each of your Saved Property Searches.

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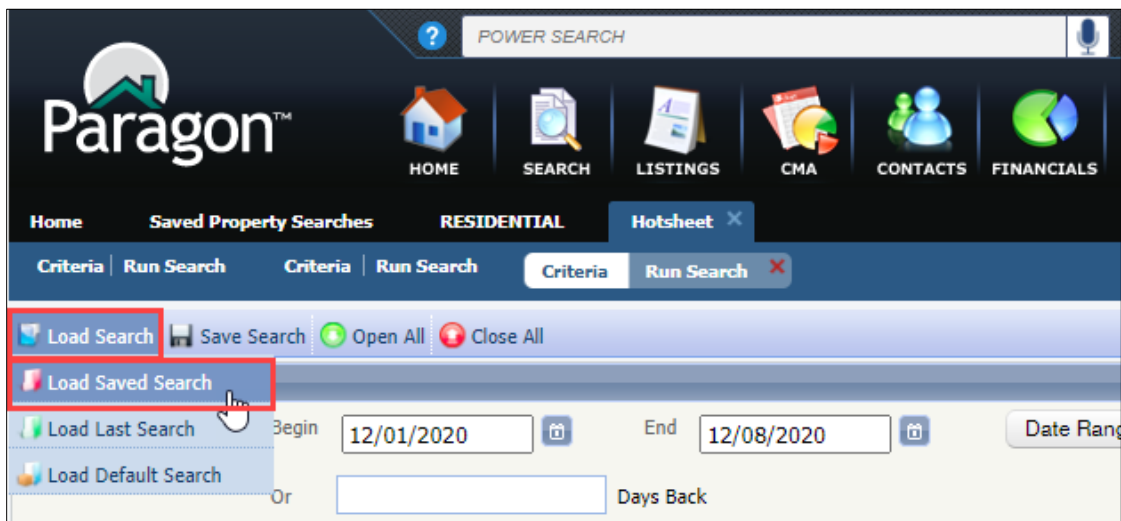
Capture Saved Searches and Hotsheets in Paragon MLS

Capture Saved Hotsheets

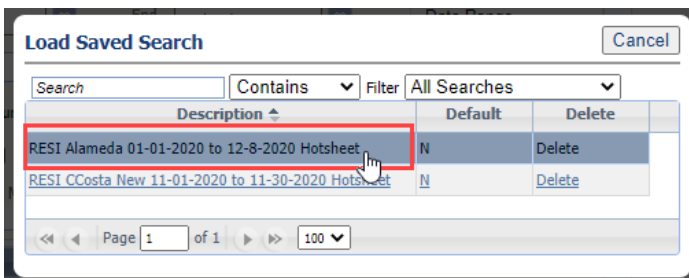
1. On the Clarity dashboard, click on the **Paragon** icon. 
2. On the Home screen, click **Search** (1), then select **Hotsheet** (2).



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.



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.



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Capture Saved Searches and Hotsheets in Paragon MLS

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

The screenshot shows the Paragon MLS interface. The main window is titled "Hotsheet - RESI Alameda 01-01-2020 to 12-8-2020 Hotsheet". It features a search criteria section with the following options:

- Date Range: Begin 01/01/2020, End 12/10/2020
- Or: [] Days Back
- Or: From Last Run Date: 12/08/2020 14:18
- Hotsheet Type: New, Price Change, Misc. Change
- Hotsheet Status: Back on Market, Status to Sold, Status to Pending, Status to Expired, Status to Withdrawn

Below the search criteria are sections for "Additional Criteria" and "Sort (Hotsheet Report Only)".

On the right side, there is a "CRITERIA SUMMARY" panel with a "Clear All" button. It contains the following criteria:

Criteria	Value
Class	RE
Area	2200, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2500, 2601, 2602, 2603, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2618, 2619, 2621, 2675, 2810, 2811, 2818, 2901, 2902, 2904, 2903, 2905, 2906, 3100, 3200, 3300, 3400, 3500, 3600, 3700, 3800, 3900, 4000, 4100
First Sort	Hotsheet Type
Second Sort	None
Third Sort	None
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.

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.

7. Repeat Steps 4 through 6 for each of your **Saved Hotsheets**.