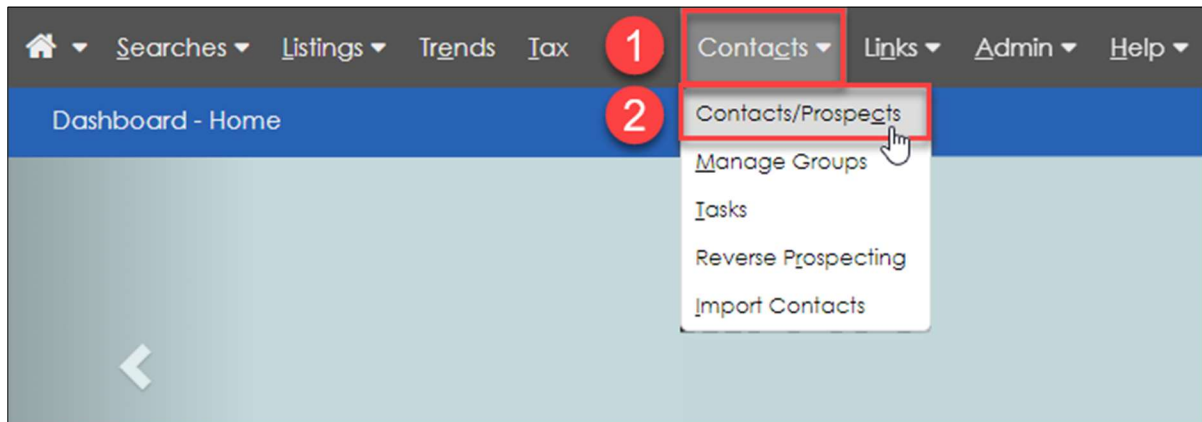


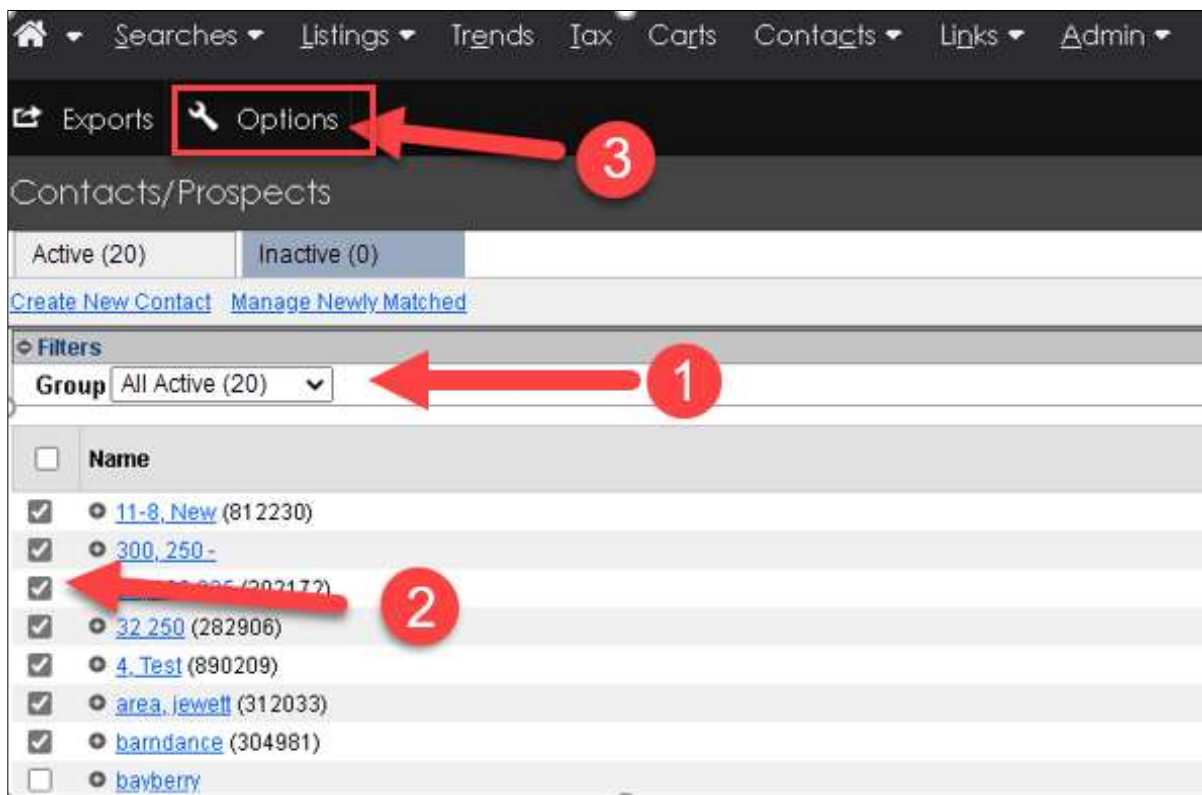
# BAREIS MLS®

## Capture Contact and Contact Search Criteria from BAREIS MLS

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



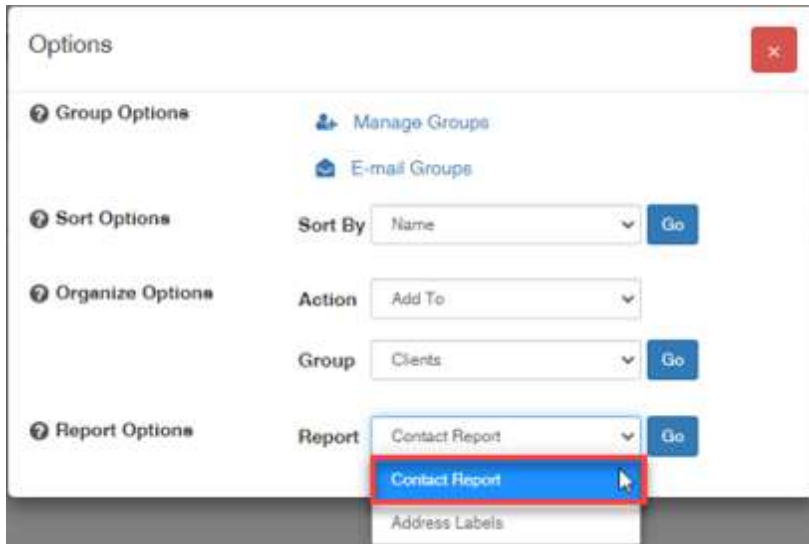
2. On the **Contacts / Prospects** screen, in the **Filters** section, choose **All Active** (1) from the **Group** drop down. Select the contacts you want to export (2) by checking the boxes to the left of the name. Next, click **Options** (wrench icon) in the upper left on the second menu bar (3).



# BAREIS MLS®

## Capture Contact and Contact Search Criteria from BAREIS MLS

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



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

Contact Report			
Prospects as of 10/07/20 at 7:21am		Page 1	
Contact Name:	New 11-8 (812230)	Type:	Buyer
Company Name:		Status:	Active
Street Address:		Groups:	Prospects
Contact Phone:	999-	E-Mail Address:	beldon@norcalmls.com
Business Phone:		CC:	
Addl Phone 1:		Web Page:	
Addl Phone 2:		Alt E-Mail:	
Birth Date:		Closing 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		

5. Save this file for future reference (post-BAREIS Plus launch).
6. 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\_BAREIS.pdf