

Quick Reference Guide

Once you have searched properties in the Matrix, you may want to print the results. To print the results in the **Customer Flyer**, **Agent Full** or other special format, you must use the **Print Report** button. Below are step-by-step instructions:

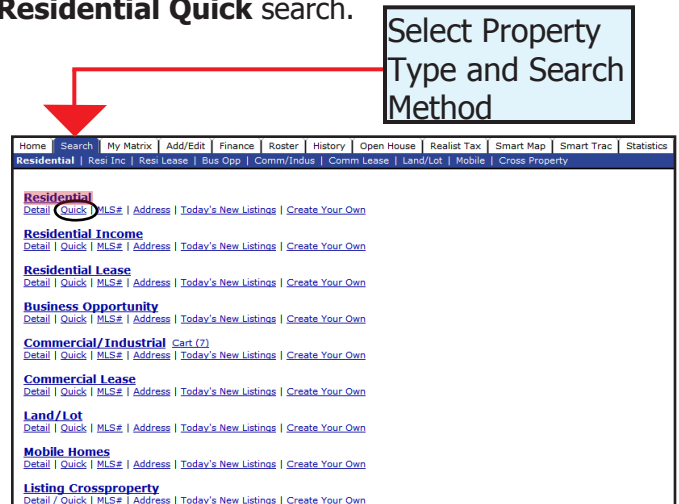
Step 1:

Open MRMLS Matrix, and click the **"Search"** tab.



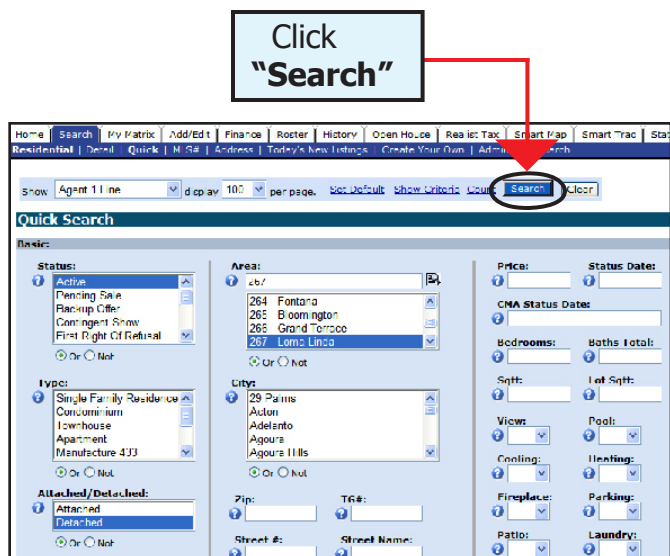
Step 2:

From the **Search Menu**, select the Property Type and type of search. For this example we'll use a **Residential Quick** search.



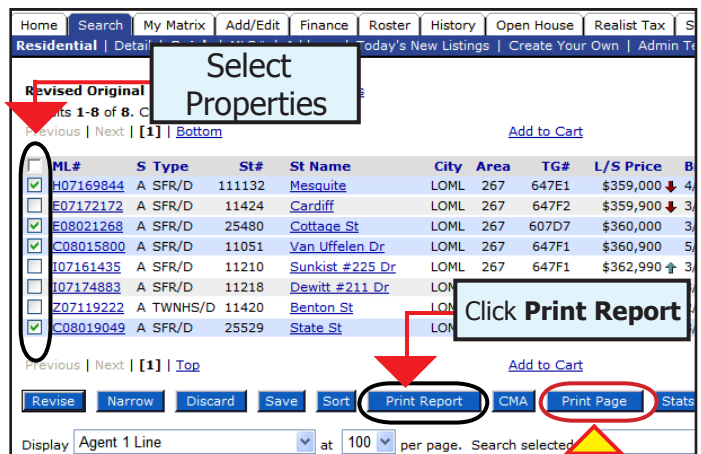
Step 3:

Enter your search criteria and click **Search**.



Step 4:

From the search results screen, select one or more properties by clicking the selection boxes next to the chosen listings. Click the blue **Print Report** button.

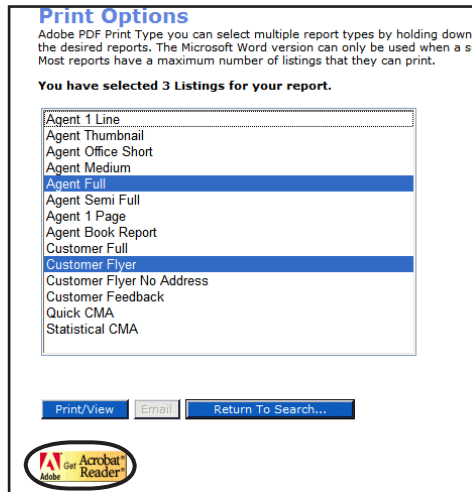


Note: You will see the **Print Page** button throughout the system. You can print screens with this button. If you chose to print a screen it is not guaranteed to print on a single page.

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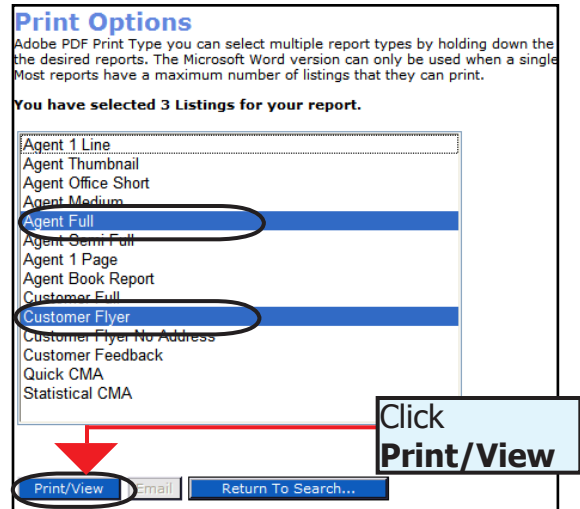
Step 5:

Reports print from the **Adobe Acrobat Reader** program. Click the link if you need to install or get an updated version of **Adobe Acrobat Reader**.



Step 6:

From **Print Options**, select a report. You can select more than one report by holding down the **Ctrl** key on the keyboard. Click the blue **Print/View** button.



Step 7:

Adobe Acrobat Reader will open and display the report. Click the **Printer icon** from the tool bar or click **Print** from the **File Menu**. One page will print per property according to the report you selected. Click the red "X" to close Adobe Acrobat Reader and return to the **Print Options** window.

