


# Print Property History - Matrix


Purpose: This document can be used to print Property History in Matrix.

1. Log on to Matrix
2. Hover your mouse over search and select "History".
3. If you do not see "History", choose more. Then select Property History under the History section. As shown below:

 **History**

[Property History](#)


4. Enter the address you want History on. If you want to pull History for more than one address, use the more button to add an additional line for an address search.

 **Map Search:** *No Map Selected*

Within  miles of  [My Location](#)

St #	Dir Pfx	St Name	Street Suffix	Dir Sfx	Unit #
<input type="text" value="2812"/>	<input type="text"/>	<input type="text" value="Adams"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


**County**



- Adair
- Alfaifa
- Atoka
- Beaver
- Beckham
- Blaine

Or  Not

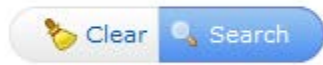
**City**



- Achille
- Ada
- Adair
- Addington
- Afton
- Agra

Or  Not

5. Then click Search at the bottom Left:



6. All the History Results should display on the screen. Place a check mark in all the items you would like to print. Then select Print on the Actions Bar.

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<input checked="" type="checkbox"/>	Parcel Number	MLS #
<input checked="" type="checkbox"/>	2812Adams Trail11:	<a href="#">580321</a>
<input checked="" type="checkbox"/>	2812Adams Trail11:	<a href="#">580321</a>
<input checked="" type="checkbox"/>	2812ADAMSTRAIL1	<a href="#">310433</a>
<input checked="" type="checkbox"/>	2812ADAMSTRAIL1	<a href="#">310433</a>
<input checked="" type="checkbox"/>	2812ADAMSTRAIL1	<a href="#">310433</a>
<input checked="" type="checkbox"/>	2812ADAMSTRAIL1	<a href="#">310433</a>

Actions Refine Save

Criteria  Print