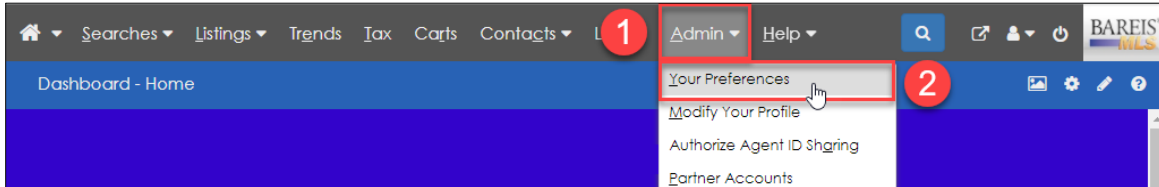


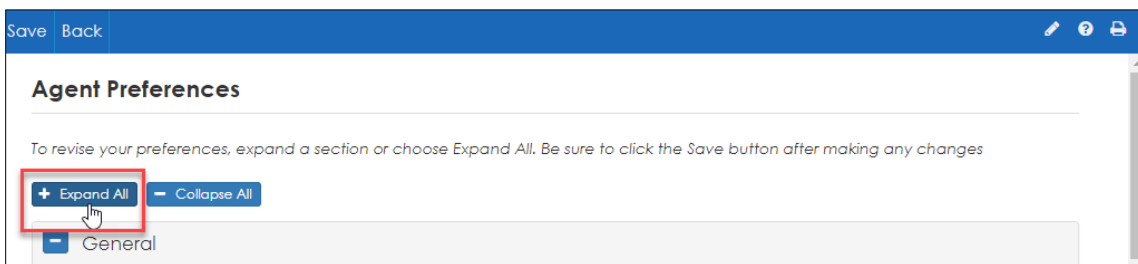
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Update Your Preferences in BAREIS Plus

1. On the Clarity dashboard, click on the **BAREIS PLUS** icon.
2. From the top menu bar, click **Admin** (1) and then select **Your Preferences** (2) from the drop down.

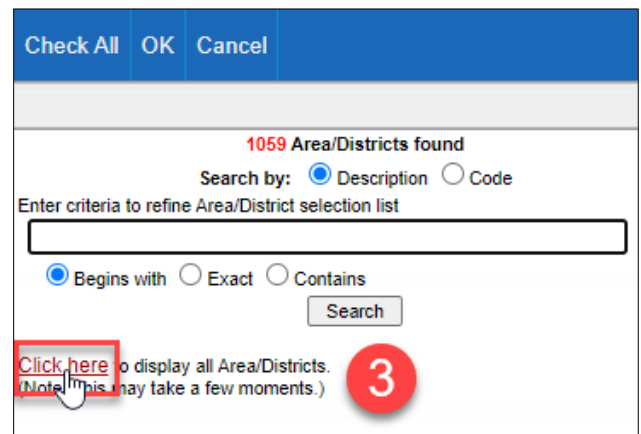
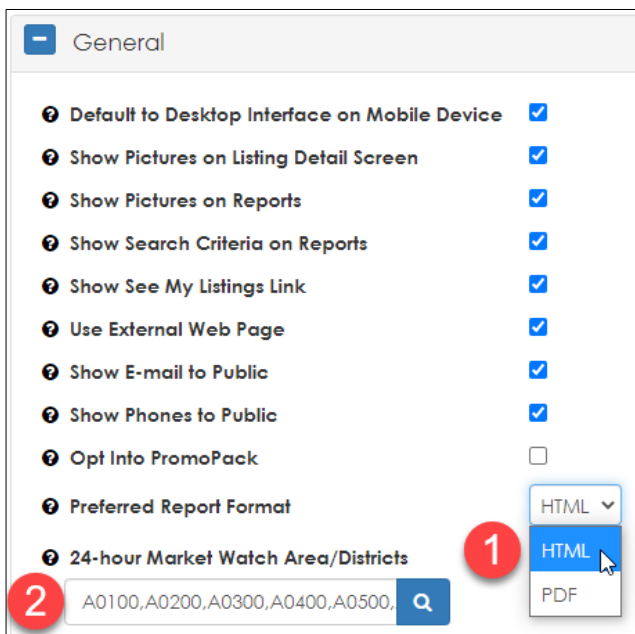


3. On the **Agent Preferences** screen, click on the **Expand All** button in the upper left.



4. General Section:

- **Preferred Report Format** (1): HTML is the recommended default format.
- **24-hour Market Watch Area / Districts** (2): Make sure your previous selections remained or you can now choose areas within any of the participating MLS's. Click on the **Magnifying Glass** icon, then on the **Click here** link (3) to add or remove selections.

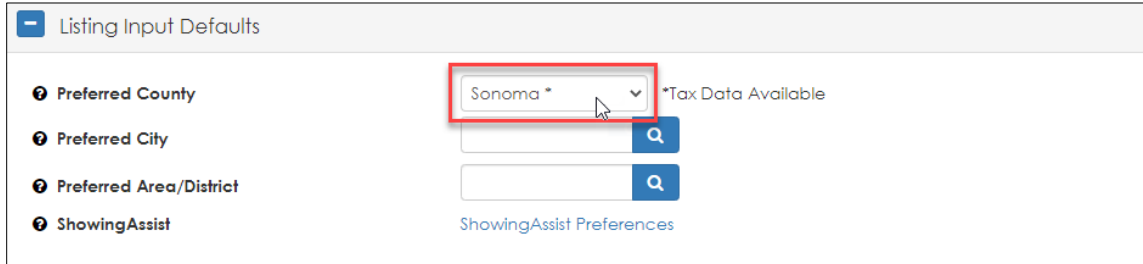


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5. Listing Input Defaults Section

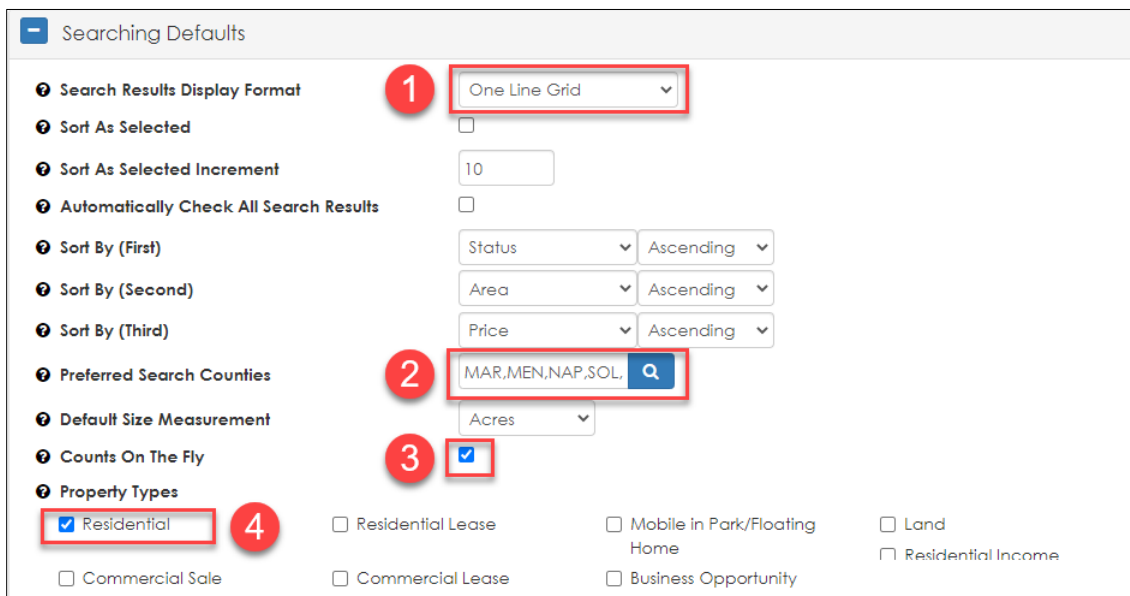
- **Preferred County:** You may want to default to your primary County if that is where you do most of your listings. Make a selection from the dropdown.



The screenshot shows the 'Listing Input Defaults' section. The 'Preferred County' dropdown is highlighted with a red box and contains the text 'Sonoma *'. To its right, there is a link that says '*Tax Data Available'. Below the dropdown are two search input fields for 'Preferred City' and 'Preferred Area/District', each with a magnifying glass icon. At the bottom, there is a link for 'Showing Assist Preferences'.

6. Search Defaults Section

- **Search Results Display Format (1):** [One Line Grid](#) is now the default. If you prefer a different display, make a new selection from the dropdown.
- **Preferred Search Counties (2):** You may want to set a default for your preferred search county if there are one or more counties where you mostly do business. Click on the [Magnifying Glass](#) icon to make a selection.
- **Counts on the Fly (3):** Check the box to enable. This feature will update your search results count after each criteria selection is selected. This eliminates the need to click Preview Count.
- **Property Types (4):** If you mainly search [Residential](#), you may want to set that as your default by checking the box to the left. Keep in mind that checking multiple Property Types will limit available search fields. You can always make changes as you are searching.



The screenshot shows the 'Searching Defaults' section with four numbered callouts: 1. 'Search Results Display Format' dropdown set to 'One Line Grid'. 2. 'Preferred Search Counties' search box containing 'MAR,MEN,NAP,SOL' with a magnifying glass icon. 3. 'Counts On The Fly' checkbox checked. 4. 'Property Types' section with 'Residential' checked. Other options include 'Residential Lease', 'Commercial Sale', 'Commercial Lease', 'Mobile in Park/Floating Home', 'Business Opportunity', 'Land', and 'Residential Income'.

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7. Email Defaults Section

- **Default E-mail Report Format (1):** We suggest you select [BAREIS Client Detail](#).
- **Default E-mail Note (2):** If you had a default email note, make sure it appears in this field as you want it. No need to add signature and contact information.

The screenshot shows the 'E-mail Defaults' configuration window. The 'Default E-mail Report Format' is set to 'BAREIS Client Detail' (marked with a red circle and '1'). The 'Default Subject' is 'Listings'. 'Send Blind Copy' is checked. The 'Default E-mail Note' field is empty (marked with a red circle and '2').

8. Hotsheet Defaults Section

- Here's the recommended Hotsheet sort:
 - **Sort By (First) (1):** Status
 - **Sort By (Second) (2):** Area
 - **Sort By (Third) (3):** Price

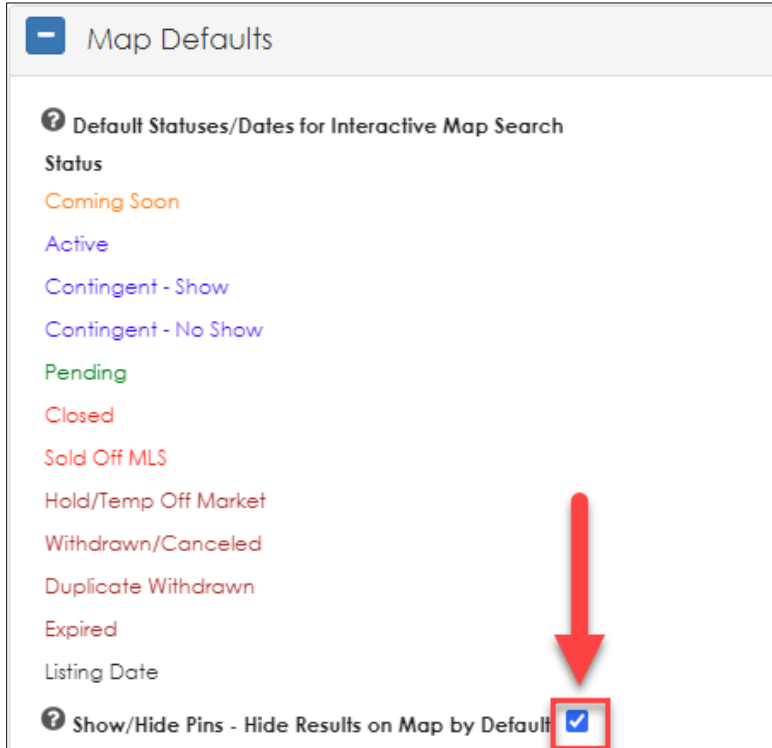
The screenshot shows the 'Hotsheet Defaults' configuration window. 'Hotsheet Results Display Format' is 'One Line Hotsheet'. 'Date/Time' is 'Date Range'. 'Sort By (First)' is 'Status' (marked with a red circle and '1'), 'Sort By (Second)' is 'Area' (marked with a red circle and '2'), and 'Sort By (Third)' is 'Price' (marked with a red circle and '3'). Under 'Changes to Include', all checkboxes are unchecked.

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9. Map Defaults Section

- **Show / Hide Pins:** For a cleaner map, we recommend that you hide the results. Check the box to the right of [Hide Results on Map by Default](#).



Map Defaults

Default Statuses/Dates for Interactive Map Search

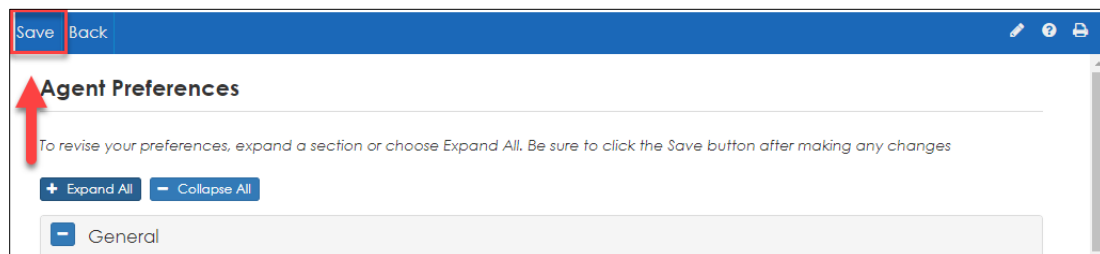
Status

- Coming Soon
- Active
- Contingent - Show
- Contingent - No Show
- Pending
- Closed
- Sold Off MLS
- Hold/Temp Off Market
- Withdrawn/Canceled
- Duplicate Withdrawn
- Expired
- Listing Date

Show/Hide Pins - Hide Results on Map by Default

Save Your Agent Preferences

- To save your changes, click on the [Save](#) button in the upper left.



Save Back

Agent Preferences

To revise your preferences, expand a section or choose Expand All. Be sure to click the Save button after making any changes

+ Expand All - Collapse All

- General