1. Log in to BAREIS MLS. From the top menu bar, click **Admin** (1) and then select **Custom Export Setup** (2).
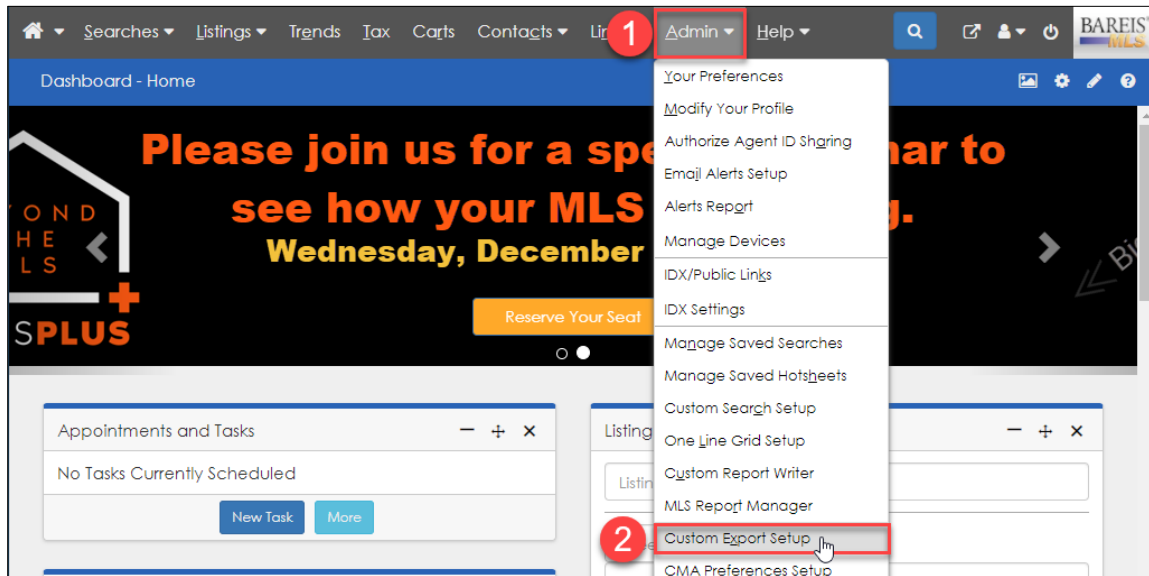
2. On the **Listing Information Export** screen, all custom exports for your Agent ID are displayed. Scroll down to the **Personal** section and for the first custom export, in the **Options** (1) section on the right, click on the Portrait link (2) to the right of **View Layout**.

3. On the **Listing Information Export Layout** screen, all fields in this custom export are displayed. To print this field list, click on the **Printer** icon in the upper right.

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Page 1 of 2
Updated 12/3/20
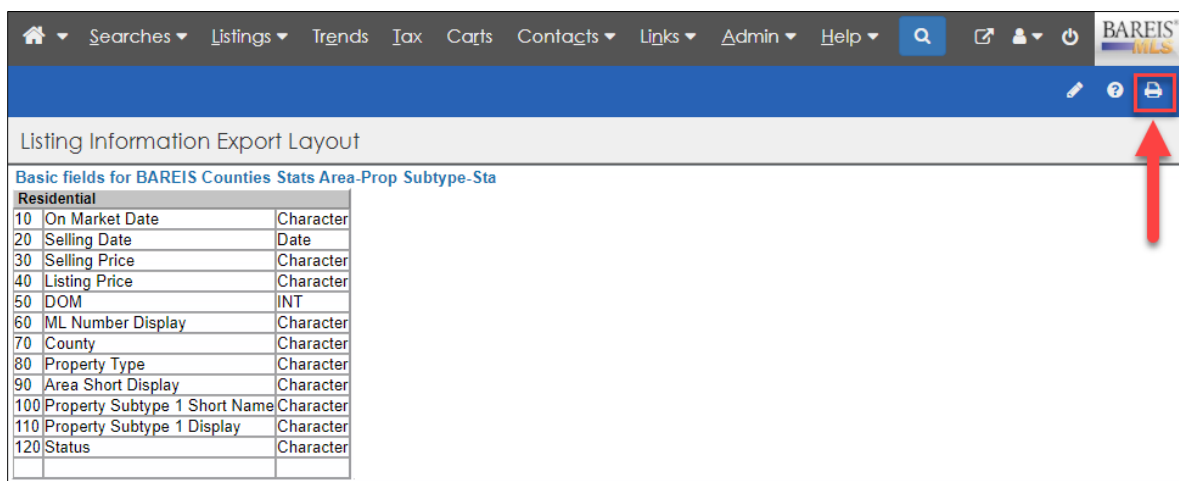
4. To ensure all property types fit on the printout, change your layout (Landscape) and Scale (Custom / Percentage) as needed.

5. Keep this printout for reference after the **BAREIS Plus** launch.

    -   This will allow you to recreate your Residential Income, Residential Lease and Commercial Lease custom exports, if applicable.

    -   It will also help identify fields that were not carried over from the previous (**BAREIS**) system. Some fields may be missing or have different field names.

6. Repeat Steps 2 through 4 for each custom export created by you, appearing in the **Personal** section of the **Listing Information Export** screen.

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Page 2 of 2
Updated 12/3/20