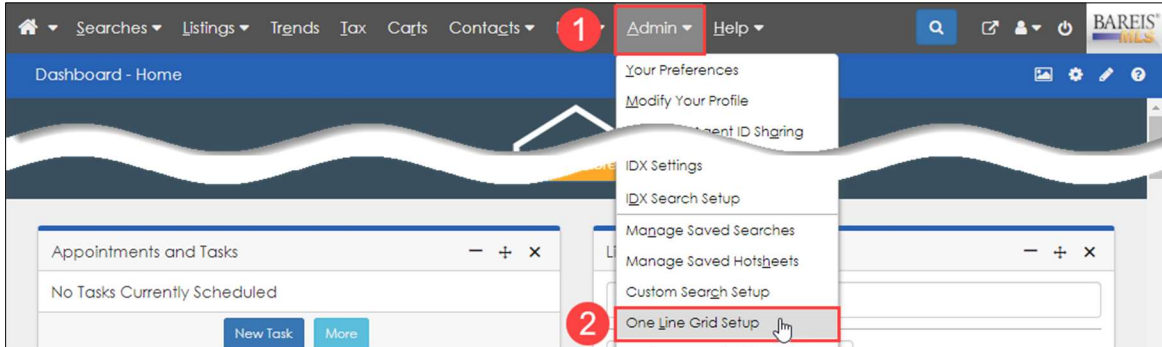


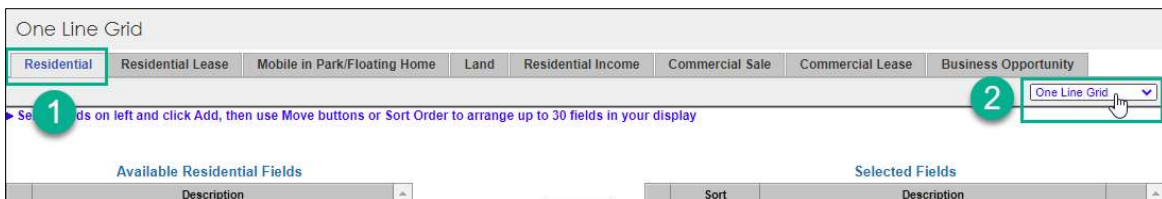
BAREIS MLS®

Check and Modify the One Line Grid in BAREIS Plus

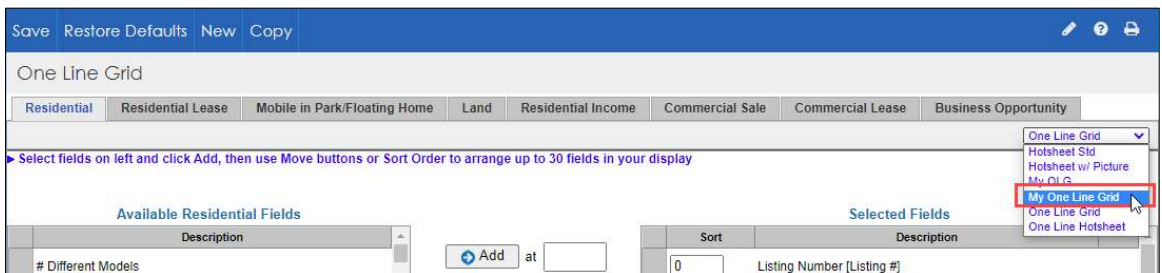
1. On the Clarity dashboard, click on the **BAREIS Plus** icon.
2. From the top menu bar, click Admin (1) and then select **One Line Grid Setup** (2) from the drop down.



3. On the **One Line Grid** screen, by default, the **Residential** Property Type tab is selected, and the **One Line Grid** appears in the **Display** drop down in the upper right.



4. Prior to the BAREIS Plus launch, you copied and renamed your custom **One Line Grid**. Verify that your **custom One Line Grid** successfully transferred from BAREIS to BAREIS Plus by selecting it from the **Display** drop down.



BAREIS MLS®

Check and Modify the One Line Grid in BAREIS Plus

5. Check to make sure the fields you use most often appear in the **Selected Fields** (1) section on the right. Use the **Scroll Bar** (2) as needed to view all the fields.

My One Line Grid

Residential Residential Lease Mobile in Park/Floating Home Land Residential Income Commercial Sale Commercial Lease Business Opportunity

Select fields on left and click Add, then use Move buttons or Sort Order to arrange up to 30 fields in your display

Available Residential Fields

Description
Different Models
of Fireplaces
of Rooms
of Units
% Ownership Being Sold
2nd Unit Approx. SqFt
2nd Unit Bedrooms
2nd Unit Description

at

Selected Fields

Sort	Description
0	Listing Number [Listing #]
10	Property Subtype 1 Short Name [Type]
20	Status Display [Status]
30	List Price
40	Selling Price
50	Price [List/Sell \$]
60	DOM [DOM / CDOM]
70	Street Number Name Direction [Address]

6. In the box on the left are available fields and in the box on the right are fields that are already selected in your **One Line Grid**. Highlight any field you'd like to add from the box on the left (1) and then click **Add** in the middle of the screen (2).

My One Line Grid

Residential Residential Lease Mobile in Park/Floating Home Land Residential Income Commercial Sale Commercial Lease Business Opportunity

Select fields on left and click Add, then use Move buttons or Sort Order to arrange up to 30 fields in your display

Available Residential Fields

Agent Name
Agent Only Remarks
Agent Web Page Address [Agent Web Page]
Agreement Type Display [Listing Agreement]
APN
Appliances
Approved
Architectural Style
Area/District

at

Selected Fields

Sort	Description
0	Listing Number [Listing #]
10	Property Subtype 1 Short Name [Type]
20	Status Display [Status]
30	List Price
40	Selling Price
50	Price [List/Sell \$]
60	DOM [DOM / CDOM]
70	Street Number Name Direction [Address]

7. The **new field** now appears on the bottom of the **Selected Fields** list on the right. If there are no other fields to add, click **Save** in the upper left corner of the screen (2).

Save Restore Defaults New Copy Rename Delete

My One Line Grid

Residential Residential Lease Mobile in Park/Floating Home Land Residential Income Commercial Sale Commercial Lease Business Opportunity

8. Repeat **Steps 4-7**, as needed, for each of the **Property Type** tabs.