

Action Item Checklist for my BAREIS Listings and Settings

BAREIS members will no longer have access to the BAREIS MLS as of January 19, 2021 at 5pm

- **Will Automatically Transfer to BAREIS Plus:** Your BAREIS listings, contacts, searches, carts, preferences and settings will be accessible in BAREIS Plus after January 20, 2021. Be sure to create backups of this information from the old BAREIS system prior to January 19, 2021 so you can verify the data transfers are complete and accurate.
- **Will Not Transfer to BAREIS Plus:** Your saved searches and custom export setups for Multi-Unit (2 to 4 and 5+), Residential Lease or Commercial Lease Property types will not copy over. You must create backups of this information from the old BAREIS system prior to January 19, 2021 so it can be re-created in BAREIS Plus after January 20, 2021.

BEFORE Launch Action Items

January 19th, 2021 - Pre-Launch

For backup and reference of the old BAREIS system, please complete all pre-launch action items listed below before January 19, 2021

Your BAREIS listings will automatically transfer to BAREIS Plus

Create a backup of your saved Contacts and Prospects from [BAREIS](#) by exporting Contacts to CSV

Create a backup of Contact and Contact Search Criteria from [BAREIS](#) by creating and saving a Contact Report

Create a backup of your Saved Searches and Hotsheets in [BAREIS](#)

Print your Custom Export Setups in [BAREIS](#)

AFTER Launch Action Items

January 20, 2021 Post - Launch

Please verify and update your information in the new BAREIS Plus system after January 20, 2021. Some field names have changed.

Review your listings in [BAREIS Plus](#) for completeness and accuracy

Review your saved Contacts and Prospects in BAREIS Plus for completeness and accuracy

Review Your Contacts and Prospects in [BAREIS Plus](#) for completeness and accuracy

Create searches for the new Property Types (RESI Income, RESI Lease and COMM Lease) as needed. Review your other Saved Searches and Hotsheets in BAREIS Plus.

Create new Custom Export Setup field lists for the new Property Types (RESI Income, RESI Lease and COMM Lease) as needed. Review your other Custom Export Setups in BAREIS Plus and update as needed



Visit bareis.com/plus for more information

Questions? Contact us at: info@norcalmls.com or 707-575-8000

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BEFORE Launch Action Items (continued)

January 19th, 2021 - Pre-Launch

For backup and reference of the old BAREIS system, please complete all pre-launch action items listed below before January 19, 2021

Create a backup of your Email Alert Setups in [BAREIS](#)

Create a backup of your IDX Information in [BAREIS](#)

Copy and rename your custom One Line Grid in [BAREIS](#)

AFTER Launch Action Items (continued)

January 20, 2021 Post - Launch

Please verify and update your information in the new BAREIS Plus system after January 20, 2021. Some field names have changed.

Review your Email Alert Setups in [BAREIS Plus](#)

Review your IDX information in [BAREIS Plus](#) and send updated IDX Links to your Webmaster

Review your renamed One Line Grid in [BAREIS Plus](#)

Review Authorized Agent ID Sharing in [BAREIS Plus](#)

Review your Profile in [BAREIS Plus](#)

Review your Preferences in [BAREIS Plus](#) and update as needed



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