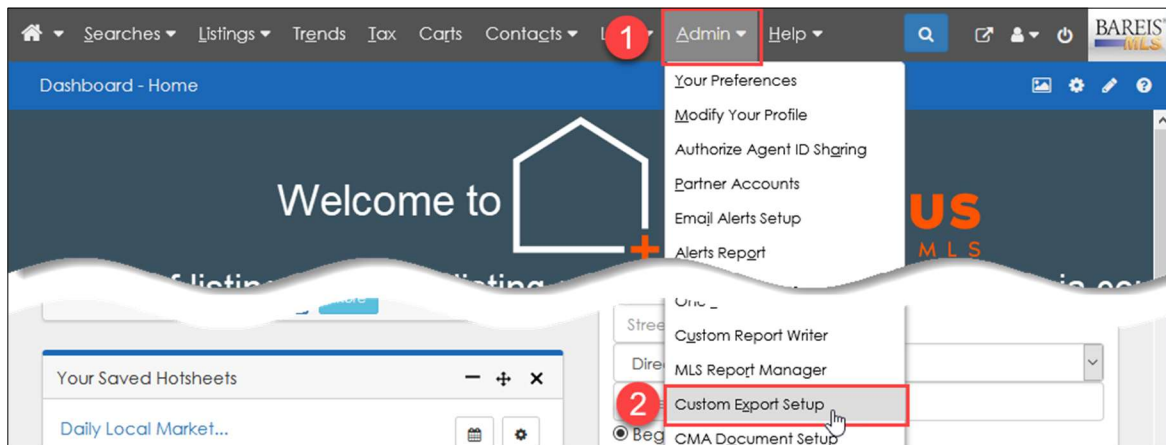


BAREIS MLS®

Check Custom Export Setups and Create Field Lists 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 **Custom Export Setup** (2).



3. Prior to the BAREIS Plus launch, you captured the **Listing Information Export Layout** (field list) for each of your **Custom Exports** in BAREIS MLS.

Example: BAREIS MLS (pre-launch)

Listing Information Export Layout											
Basic fields for Multi - RESI - RESL - COMM - COML											
Residential	Mobile/Floating Home	Lots & Land	Multi Unit 2-4	Multi Unit 5+	Commercial	Business Opportunity					
10 ML Number Display Character			10 ML Number Display Character	10 ML Number Display Character	10 ML Number Display Character						
20 Property Type Character			20 Property Type Character	20 Property Type Character	20 Property Type Character						
30 Property Subtype 1 Character			30 Property Subtype 1 Character	30 Property Subtype 1 Character	30 Property Subtype 1 Character						
40 Area Int			40 Area Int	40 Area Int	40 Area Int						
50 DOM INT			50 DOM INT	50 DOM INT	50 DOM INT						
60 CDOM INT			60 CDOM INT	60 CDOM INT	60 CDOM INT						
70 Listing Date Date			70 Listing Date Date	70 Listing Date Date	70 Listing Date Date						
80 Selling Date Date			80 Selling Date Date	80 Selling Date Date	80 Selling Date Date						
90 Listing Price Character			90 Listing Price Character	90 Listing Price Character	90 Listing Price Character						
100 Selling Price Character			100 Selling Price Character	100 Selling Price Character	100 Selling Price Character						
110 Square Footage INT			110 Square Footage INT	110 Square Footage INT	110 Square Footage INT						
120 RESI_Style_Code Character			120 MFM2_Style_Code Character								

4. Refer to the table below for an overview of the Property Types and Transaction Types in BAREIS MLS compared with the Property Types in BAREIS Plus.

BAREIS Property Types	BAREIS Plus Property Types	Custom Exports
Residential with Sale Transaction Type	Residential	Automatically transfer to BAREIS Plus
Residential with Lease Transaction Type	<u>NEW</u> : Residential Lease	Add fields to NEW RESI Lease tab in BAREIS Plus based on RESI fields captured in BAREIS
Mobile / Floating	Mobile in Park / Floating Home	Automatically transfer to BAREIS Plus
Lots & Land	Land	Automatically transfer to BAREIS Plus
Multi-Unit 2-4	<u>NEW</u> : Residential Income	Add fields to NEW RESI Income tab in BAREIS Plus based on 2-4/5+ fields captured in BAREIS
Multi-Unit 5+		
Commercial with Sale Transaction Type	Commercial Sale	Automatically transfer to BAREIS Plus
Commercial with Lease Transaction Type	<u>NEW</u> : Commercial Lease	Add fields to NEW COMM Lease tab in BAREIS Plus based on COMM fields captured in BAREIS
Business Opportunity	Business Opportunity	Automatically transfer to BAREIS Plus

BAREIS MLS®

Check Custom Export Setups and Create Field Lists in BAREIS Plus

Check Custom Export Setups for the Five Existing Property Types

- In BAREIS Plus, on the **Listing Information Export** screen, all custom exports for your Agent ID are displayed. In the **Personal** section, locate one of custom export you'd like to check and click on the [Revise Layout](#) link on the right.

Personal									
Display Order	On/Off	Name	Options				View Layout:		
4	<input checked="" type="checkbox"/>	KK-All Prop Types with Listing Agent Email	Revise Rules	Revise Layout	Copy Export		Portrait	Landscape	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	KK-Member List Sell by County	Revise Rules	Revise Layout	Copy Export		Portrait	Landscape	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	KK Daily Delta	Revise Rules	Revise Layout	Copy Export		Portrait	Landscape	<input type="checkbox"/>
2002	<input checked="" type="checkbox"/>	m Multi - RESI - RESL - COMM - COML	Revise Rules	Revise Layout	Copy Export		Portrait	Landscape	<input type="checkbox"/>

- On the **Revise Listing Information Export Layout** screen, click on one of the five **existing** Property Type tabs: Residential (1), Mobile in Park / Floating Home (2), Land (3), Commercial Sale (4) or Business Opportunity (5). Referring to the **Listing Information Export Layout** (field list) captured in BAREIS MLS, make sure all the fields successfully transferred from BAREIS to BAREIS Plus.
 - If a field in one of your BAREIS field lists does not appear in BAREIS Plus, it could be due to a **field name change**. Use **CTRL-F** to search for a comparable field name in BAREIS Plus. If not found, contact us at: info@norcalmls.com or 707-575-8000.
- To add fields, select one field at a time from the **Available Fields** list on the left and click on the **Add** button (6) in the middle of the screen. When you're finished adding fields, click on the **Save** (7) button in the upper left.

- Repeat **Steps 5 through 7**, until the field lists have been checked for **all** the **existing Property Types** tabs (Residential Lease, Residential Income and Commercial Lease) for **each** of your **Custom Exports** previously captured in BAREIS MLS.

BAREIS MLS®

Check Custom Export Setups and Create Field Lists in BAREIS Plus

Create Custom Export Setup Field Lists for RESI Income, RESI Lease and/or COMM Lease

9. In BAREIS MLS, prior to the launch, if you created custom exports for lease properties and/or [Multi-Unit](#) Property Types, refer to the following and complete [Steps 10-12](#).

- Residential Lease (NEW): If you used any of your [Residential](#) custom exports in BAREIS to export [lease](#) properties, you need to re-create those field lists under the new Residential Lease **Property Type** tab in BAREIS Plus.
- Commercial Lease (NEW): If you used any of your [Commercial](#) custom exports in BAREIS to export [lease](#) properties, you need to re-create those field lists under the new Commercial Lease **Property Type** tab in BAREIS Plus.
- Residential Income (NEW): If you created custom exports for [Multi-Unit 2-4](#) or [Multi-Unit 5+](#) Property Types in BAREIS, you need to re-create them in BAREIS Plus under the new [Residential Income](#) **Property Type** tab.

10. In BAREIS Plus, on the **Listing Information Export** screen, all custom exports for your Agent ID are displayed. In the **Personal** section, locate the first custom export you'd like to add a new **Property Type field list** to and click on the [Revise Layout](#) link on the right.

Personal									
Display Order	On/Off	Name	Options					Delete	
4	<input checked="" type="checkbox"/>	KK-All Prop Types with Listing Agent Email	Revise Rules	Revise Layout	Copy Export	View Layout:	Portrait	Landscape	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	KK-Member List Sell by County	Revise Rules	Revise Layout	Copy Export	View Layout:	Portrait	Landscape	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	KK Daily Delta	Revise Rules	Revise Layout	Copy Export	View Layout:	Portrait	Landscape	<input type="checkbox"/>
2002	<input checked="" type="checkbox"/>	m Multi - RESI - RESL - COMM - COML	Revise Rules	Revise Layout	Copy Export	View Layout:	Portrait	Landscape	<input type="checkbox"/>

11. On the **Revise Listing Information Export Layout** screen, select one of the new Property Type tabs, as needed: Residential Lease (1), Residential Income (2) or Commercial Lease (3).

12. Referring to the **Listing Information Export Layout** (field lists) captured in BAREIS MLS, select one field at a time from the [Available Fields](#) list on the left and click on the [Add](#) button (4) in the middle of the screen. When you're finished adding fields, click on the Save (5) button in the upper left.

- If a field in one of your BAREIS field lists does not appear in BAREIS Plus, it could be due to a **field name change**. Use CTRL-F to search for a comparable field name in BAREIS Plus. If not found, contact us at: info@norcalmls.com or 707-575-8000.

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Check Custom Export Setups and Create Field Lists in BAREIS Plus

13. Repeat [Steps 10 through 12](#), until field lists have been created for [all](#) the **new Property Types** (Residential Lease, Residential Income and/or Commercial Lease), [as needed](#), for [each](#) of your **Custom Exports** previously captured in BAREIS MLS.

Example: BAREIS Plus (post-launch)

Listing Information Export Layout									
Basic fields for Multi - RESI - RESL - COMM - COML									
Residential	Residential Lease	Mobile in Park/Floating Home	Land	Residential Income	Commercial Sale	Commercial Lease	Business Opportunity		
10 ML Number Display Character					10 Listing Number Character				
20 Property Type Character					20 Property Type Character				
30 Property Subtype 1 Character					30 Property Subtype 1 Character				
40 Area Int					40 Area Int				
50 DOM INT					50 DOM INT				
60 CDOM INT					60 CDOM INT				
70 Listing Date Character					70 Listing Date Character				
80 Selling Date Character					80 Selling Date Character				
90 Listing Price Character					90 Listing Price Character				
100 Selling Price Character					100 Selling Price Character				
110 Square Footage INT					110 Square Footage INT				
120 Style Int									