

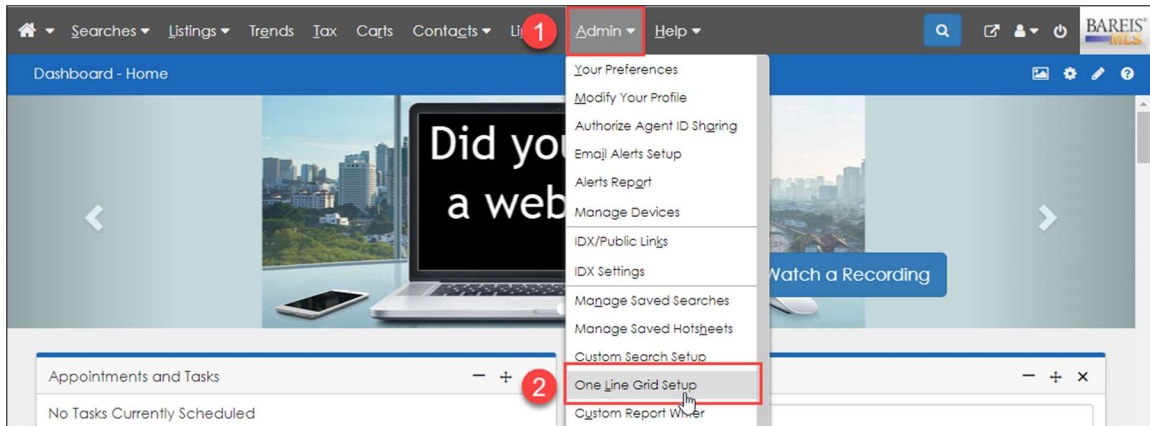
BAREIS MLS®

Copy and Rename the One Line Grid in BAREIS MLS

1. Log in to BAREIS MLS. Navigate to the **One Line Grid** screen using the method of your choice. Here are two options:

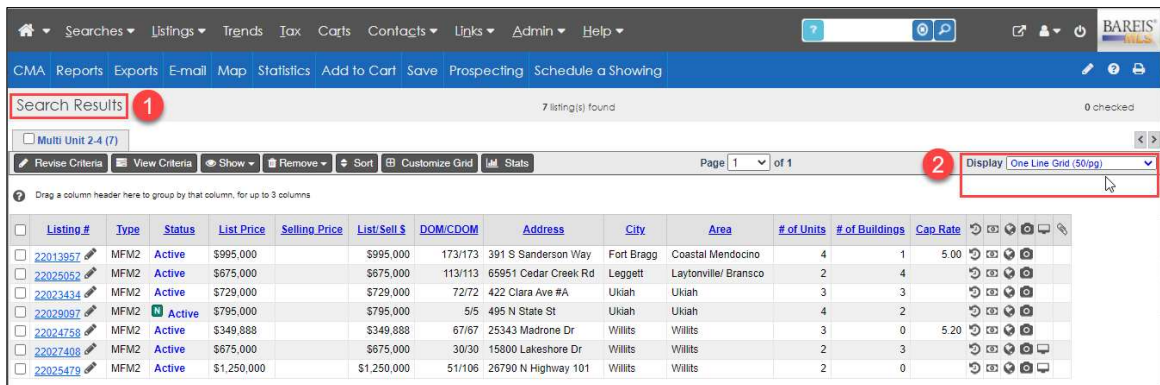
Option 1:

From the top menu bar, click **Admin** (1) and then select **One Line Grid Setup** (2) from the drop down.

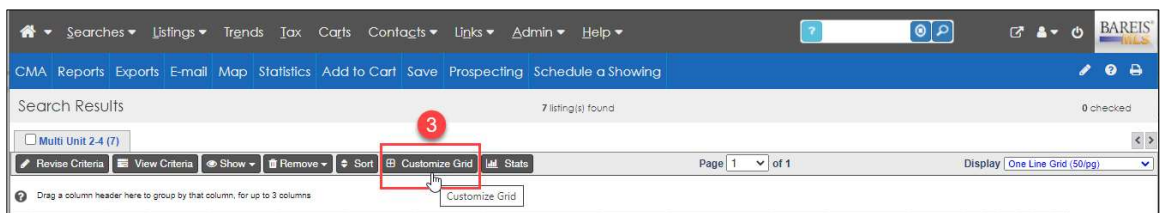


Option 2:

On the **Search Results** screen (1), click the **Display** drop down in the upper right and select **One Line Grid** (2).



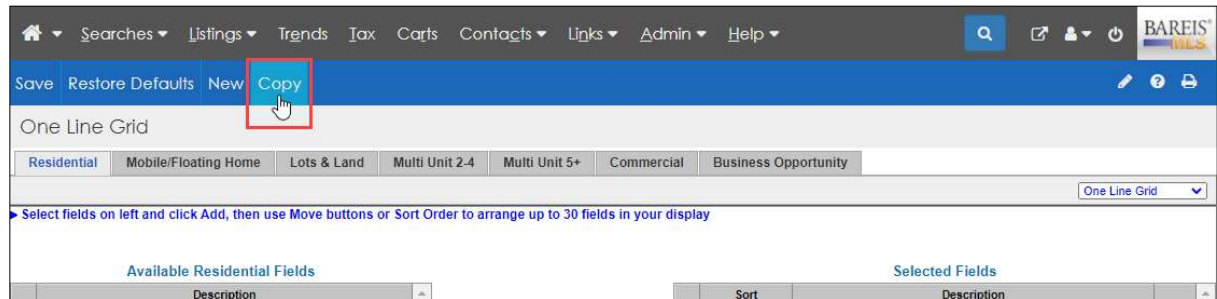
Then click on the **Customize Grid** (3) button.



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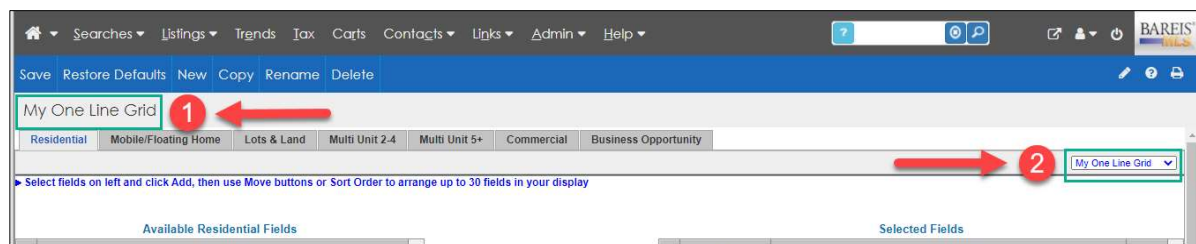
2. On the **One Line Grid** screen, make a copy of the **One Line Grid** by clicking on the **Copy** button in the upper left.



3. In the **Copy Grid** window, enter your **New Grid Name** and click on the **Copy** button.
Example: My One Line Grid



4. Your new **One Line Grid** name now appears in the upper left (1) and has been added to the **Display** drop down (2) on the right.



5. Repeat **Steps 2-4** for each **Property Type**, as needed.