Tips For Success

How to change account preferences

1. Select **Account** [Account] in the top right of the window and select **My Account.**

2. Select **Preferences**.
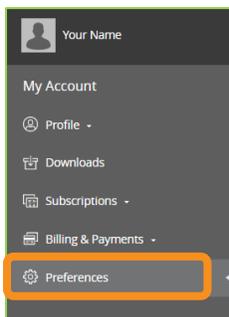
3. The **General** tab allows you to set the default criteria for the **Search Method, Location, Unit of Measure, Map Display and Layers**.
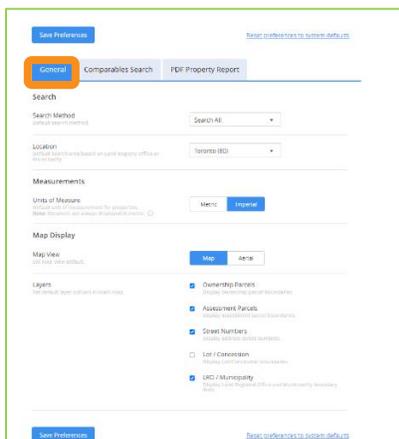
4. The **Comparables Search** tab allows you to set the default criteria to search sold properties.
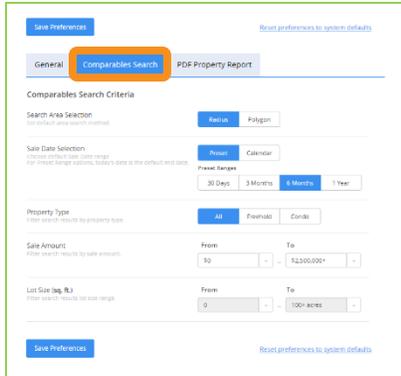
5. The **PDF Property Report** tab allows you to set the default criteria to include in the PDF Property Report, choose **ON** or **OFF** for each section.
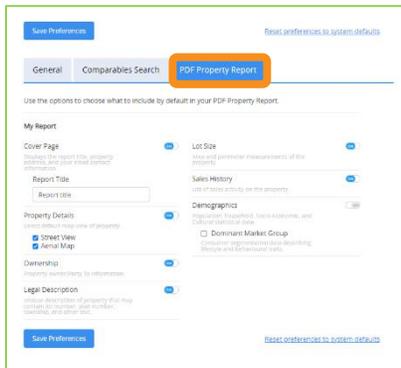
6. Select **Save Preferences.**

If you have any questions, please contact us at geowarehouse.support@teranet.ca.