

Tips For Success

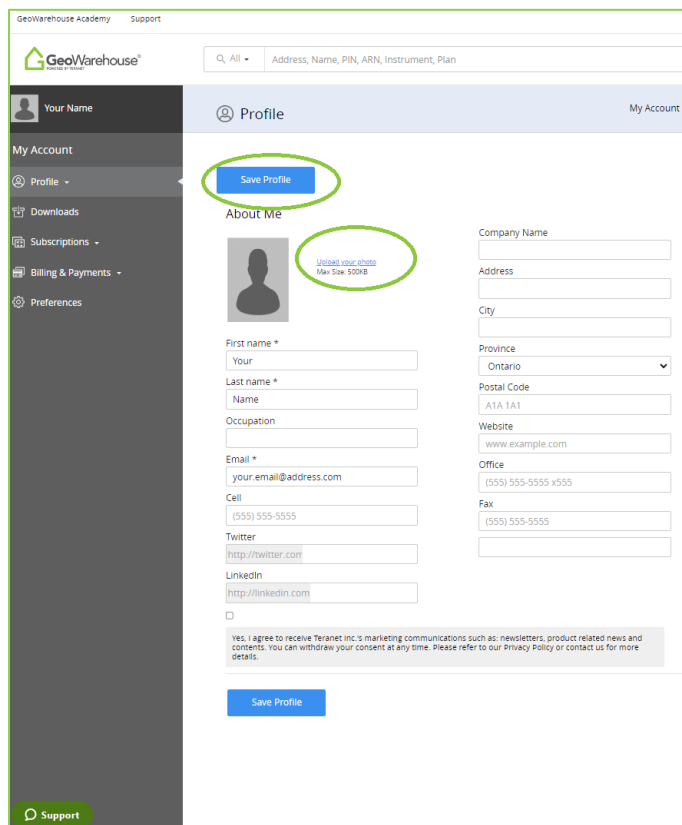
How to Update your Profile

It's important to keep your profile up to date as these details are included in the GeoWarehouse Property & Market Reports.

To add, change or delete your photo and personal details select **Account** located in the top of the window and select the **Edit Profile**.



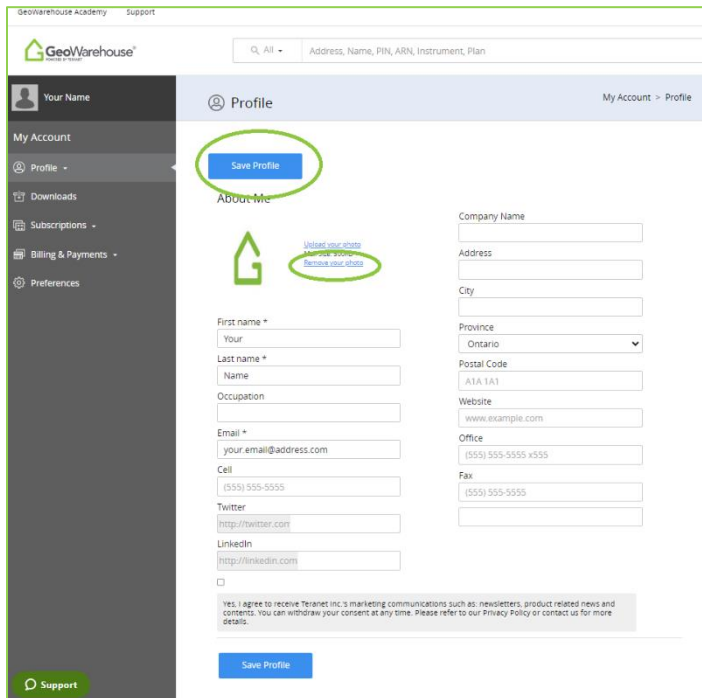
How to Add Details



A screenshot of the GeoWarehouse "Profile" page. The page is titled "Profile" and has a "My Account" dropdown menu. The "My Account" menu is open, showing options: "Profile", "Downloads", "Subscriptions", "Billing & Payments", and "Preferences". The "Profile" option is circled in green. The "Profile" page has a "Save Profile" button at the top, which is also circled in green. Below the "Save Profile" button is the "About Me" section, which includes a profile picture placeholder with a "Upload your photo" link and a "Max Size: 500KB" note, both circled in green. The "About Me" section contains several form fields: "First name", "Last name", "Occupation", "Email", "Cell", "Twitter", and "LinkedIn". To the right of these fields are "Company Name", "Address", "City", "Province" (a dropdown menu set to "Ontario"), "Postal Code", "Website", "Office", and "Fax". At the bottom of the "About Me" section, there is a checkbox and a text box containing the text: "Yes, I agree to receive Teranet Inc.'s marketing communications such as: newsletters, product related news and contents. You can withdraw your consent at any time. Please refer to our Privacy Policy or contact us for more details." Below this text box is another "Save Profile" button.

1. To add your picture/ brand select **Upload your photo**. Max Size: 500KB
2. A window will open with your files, go to the image and select it. It will import into your profile.
3. Update any of the other details as needed.
4. Select **Save Profile**.

How to Remove Details



The screenshot shows the 'Profile' page in the GeoWarehouse user interface. On the left is a navigation menu with 'Profile' selected. The main content area is titled 'Profile' and contains a 'Save Profile' button at the top, which is circled in green. Below this is a section for 'About Me' with a profile picture placeholder and two links: 'Upload your photo' and 'Remove your photo', both circled in green. The form includes fields for personal details (First name, Last name, Occupation, Email, Cell, Twitter, LinkedIn) and company details (Company Name, Address, City, Province, Postal Code, Website, Office, Fax). At the bottom, there is a 'Save Profile' button and a consent checkbox.

1. To remove your picture/brand select **Remove your photo**.
2. Update all other personal details as needed.
3. Select **Save Profile**.

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