

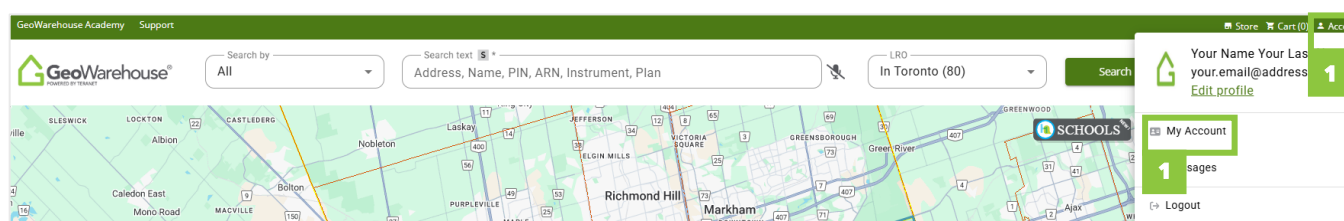
Tips For Success

How to Change Account Preferences

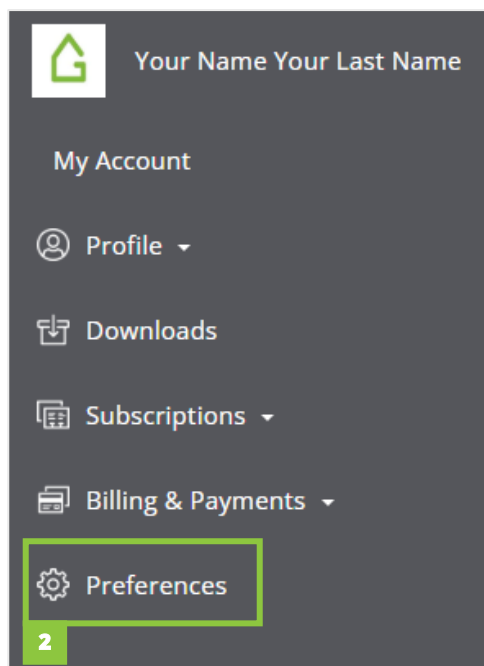
Personalize your experience to save time and work more efficiently. Customizing your preferences ensures that your most used settings are automatically applied.

Follow these steps to update your preferences.

1. Select **Account** in the top-right corner of the window and choose **My Account**.



2. Click on the **Preferences** tab.





3. Under the **General** tab, set your default options for:

- Search Method
- Location
- Unit of Measure
- Map Display
- Layers

Save Preferences [Reset preferences to system defaults](#)

General Comparables Search PDF Property Report

Search

Search Method
Default search method. Search All

Location
Default search area based on Land Registry Office or Municipality. Toronto (80)

Measurements

Units of Measure
Default unit of measurement for properties. Note: Distances are always displayed in metric. Metric Imperial

Map Display

Map View
Set Map View default. Map Aerial

Layers
Set default layer options in main map.

- ☒ Ownership Parcels
Display ownership parcel boundaries.
- ☐ Assessment Parcels
Display assessment parcel boundaries.
- ☒ Street Numbers
Display address street numbers.
- ☐ Lot / Concession
Display lot/concession boundaries.
- ☒ LRO / Municipality
Display Land Registry Office and Municipality boundary lines.

Save Preferences [Reset preferences to system defaults](#)

4. The **Comparables Search** tab allows you to set the default criteria to search sold properties.

Save Preferences [Reset preferences to system defaults](#)

General **Comparables Search** PDF Property Report

Comparables Search Criteria

Search Area Selection
Set default area search method. Radius Polygon

Sale Date Selection
Choose default Sale Date range. For Present Range options, today's date is the default end date. Present Calendar
Preset Ranges: 30 Days 3 Months 6 Months 1 Year

Property Type
Filter search results by property type. All Freehold Condo

Sale amount
Filter search results by sale amount. From: \$0 To: \$2,500,000+

Lot Size (sq. ft.)
Filter search results lot size range. From: 0 To: 100+ acres

Save Preferences [Reset preferences to system defaults](#)



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 connect with us.

PHONE
416.360.7542
1.866.237.5937

EMAIL
geowarehouse.support@teranet.ca



www2.geowarehouse.ca/academy

