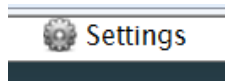


# Stratus Settings

Settings on the main menu is “Customize your Stratus”. You can manage a Profile, upload Agent Photo, enter Market Areas for Today’s Listings, change the Appearance of the Stratus window, change your password, and customizing your email message and subject line.

## Manage Your Profile

1. At the Main Menu click Settings and click the Profile tab.

A screenshot of the "Settings" page with the "Profile" tab selected. The page title is "Settings Customize Your Stratus MLS". Below the tabs, there are input fields for "Your Full Name" (Laureen Zarba), "Email" (tzarba@irealtor.com), "Website URL", and "2nd Salesperson". A "Remove" button is next to the 2nd Salesperson field. A note states: "The second salesperson's name appears next to your name in listing detail printouts."

2. Add or change your preferred email address, as well as your website URL in the following format.  
**Http://www.yourdomain.com**

## Agent Photo

1. At the main menu, click Settings and click on the Agent Photo tab.
2. Upload a Photo, click choose file and navigate to the photo on your computer and click your browser's Open button. Click Save.



## Manage “My Links” at Info Center

The system allows you to set 4 personal links In the Info Center. Enter the URL and display a Name for each of the four web sites to display At “My Links” in the Info Center.

## Your Market Areas

1. Click Settings at the Main Menu and select the Market Areas tab.

A screenshot of the "Settings" page with the "Market Areas" tab selected. The page title is "Settings Customize Your Stratus MLS". Below the tabs, there is a section for "Market Area 1" with an input field for "Enter a name for Market Area 1: Market Area". To the right, there are checkboxes for "Select Class(es):" (Residential, Condo/Co-op/HOA, Rental, Land, Commercial/Industrial) and a "Select Town(s):" dropdown menu showing a list of towns including Addesleigh Park, Albertson, Amaganset, Amity Harbor, Amityville, and Aquebogue. A "Show Selected" button is at the bottom right.

2. There are 4 Market Areas. In each Market Area enter a name, class and towns. Hold the Ctrl key down when selecting more than one town. When finished Click Save.

## Appearance of Stratus Screens

1. Click the Appearance tab and select a Theme for the window color, number of results per page at search results list, and column set for listing search results. Click Save.

## Password

Passwords must be at least 8 characters in length and you must follow the requirements. Click Save. You will be prompted to change passwords every 6 months.

## Send Listings

Enter text for your default Subject Line and/or Body and Signature. These are used when you email listings. When blank, the MLS default message is used.

Default Email Subject: