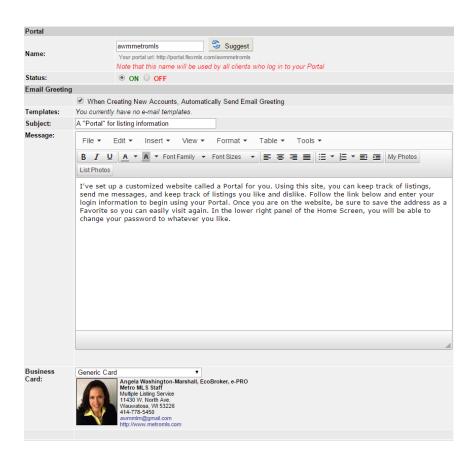
## Portal Preferences for the Agent

Portal Preferences allows you to set up the name for your Portal, default e-mail greeting, and default global Portal Preferences. To access this screen, go to **Preferences** > **Portal Preferences** in the main menu tree.

**Portal Name** - Set up a name for your Portal. The name of the Portal is displayed in the web address that your Contacts will use to access the Portal. This name is used by all Contacts who log into your Portal, so choose your name accordingly. Each Contact will then log in using their username and password to enter their personalized site.

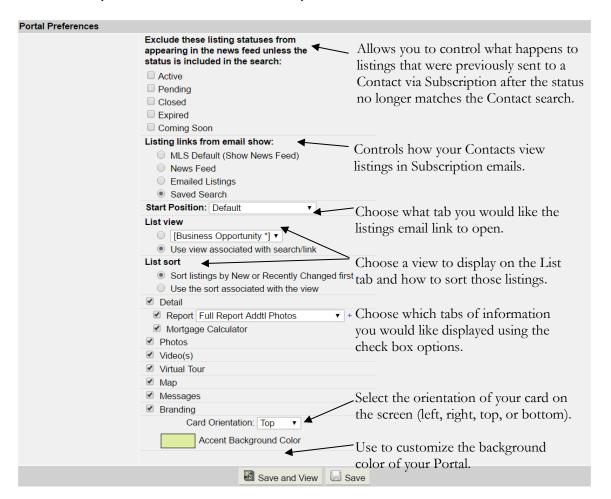
**E-mail Greeting** - Set up your standard e-mail greeting that will be used for Portal e-mails. A default greeting is provided, or you may customize your greeting. You may also customize each greeting individually before it is sent. You can also choose to have the initial greeting e-mail automatically sent or withheld upon account creation.



**Default Subscription Settings** – The settings in this section determine what events will trigger a Subscription to send listings to your Contacts.



**Portal Preferences** - The settings in this section determine what statuses will be retained in your searches, how to display listings from Subscription links, the Start Position the listings to where the listings will open, The List View and Sort that will be used, and select which tabs of the Search Results screen you would like to make visible by default on all Contact Portals.



The options in the 'Listing links from email show' are defined as follows:

- MLS Default (Show News Feed) opens to show listings in the News Feed. This is the default for all Subscriptions.
- News Feed Same as MLS Default.
- Emailed Listings opens to show only the listings sent in that particular email.
- Saved Search opens to show the listings currently in the search saved to the Contact.

**NOTE**: The default Detail report listed in this screen is the 1-Line Report; make sure you change this to the data sheet you would like your Contacts to view.