

Changing Your Interface

Quick Reference Guide

Changing Your Interface means to change the “look” of your Homepage. You may choose either the Classic View (the original view), the Document Management (the new default view for ease of online storage documents) or Lite (usually used for your clients and service providers).

Step1. Go to the logon page and enter your user name and password – Or access Transactions through NTREIS Listings.

You have been logged off. Please enter your user name and password.

Public Document Site

Access Code:

Registered User's Logon

Username:

Password:

Forget your password? Click [here](#)



Step 2. From the homepage click on the **Settings** link,



Step 3. From your **Settings** page click on the **Interface Preference** link. A new window will open

Settings

My Settings
Personal Information
Change Username/Password
Interface Preference
Notifications
Display Settings
Favorite Providers
External Systems Accounts
To Do Templates
Personal Service Providers
Share File Access
Profile Page Contents

My Settings	
Section	Description
Personal Information	Edit personal information such as your phone numbers or e-mail address.
Change Username/Password	Change your NTREIS Transactions username and password.
Interface Preference	Change the view and the start page that you login to.
Notifications	Select how you will be notified when you are added to a new file, when file changes are made, or when services are ordered.
Display Settings	Select the number of file-related items to display on your Home and File Summary pages.
Favorite Providers	Displays a list of your favorite providers, including their contact information.

Step 4. You will be able to choose different views from the Lite, (for service providers and clients), Classic (the original view) or Document (for easier access to online document storage). The new default view will be Document Management. If choosing the Classic or Document views you will have the option to choose a home page from the current Homepage, the My Files Page or the Global To Do List page. Once you have made your selection click the **Save** button.

NOTE: You must log off and log back on for the changes to take effect.

***Note that if you are an Office Administrator, choosing the "Lite" view will disable your Administrative rights.

Interface Preference

Make selections then click the **Save** button. Current settings: Default

Lite View

Simple view with all information on one page. You will need to select a different interface to access the administration settings.

Classic View

Document View

Reset to Default View