

How to change default Preferred Inventory Type & Default Market

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John Smith **1**

Update Building / Space
My Reports
Update Profile **2**
Logout

Find Available Space **3**

Office Space

Include Spaces from the following Property Types

Preferred Inventory Type:

Office **3**
 Industrial

Default Market for Perspective Reports **4**

Office Market:
---Greater Toronto

Industrial Market:
---Greater Toronto

1. Once logged in to Altus InSite, click on dropdown arrow beside your name at the top of the screen.

2. Click on "Update Profile."

3. Select either "Office" or "Industrial" for Preferred Inventory Type.

4. Using the dropdown menus, select your preferred geographic market for office and/or industrial.

Edit Profile

Password:
..... **5**

Confirm Password:
6

UPDATE MY PROFILE **6**

John Smith **7**

Update Building / Space
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5. Enter password into "Confirm your password" (this is needed in order to make any updates).

6. Click on "Update my Profile."

7. Click "Logout" from the dropdown menu under your name at the top of the screen.