



Public Search Statistic Set-up Instructions

- Log on to GRAR (www.grar.com)
- In the upper right, click MEMBER LOGIN and log in.
- Click on TOOLS & RESORSES at the top of the page.
- Click MLS & TECH TOOLS
- Click on PUBLIC SEARCH STATS
- Enter the MLS number of your listing and hit SUBMIT
- Below the statistics you'll see a place where you can add email address to receive weekly updates. Insert your clients email address and hit SCHEDULE. If you'd like to receive the weekly update as well (recommended), just click the box SEND COPY TO AGENT and you'll receive an email to the address on file with GRAR. If you'd prefer it be sent to a different email address, insert it in the space provided for client emails.