
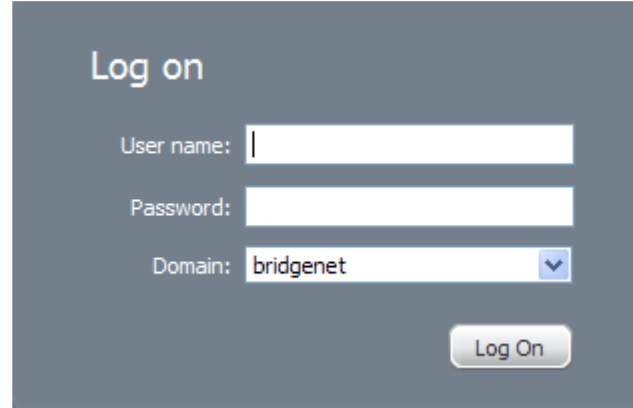
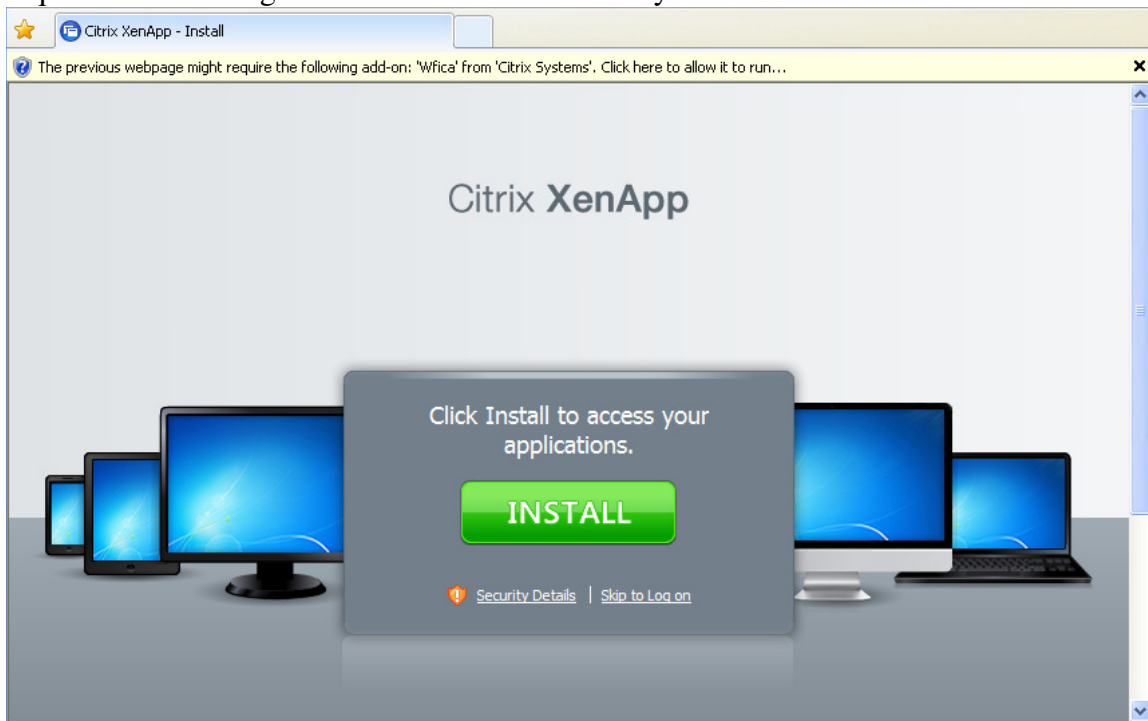


Accessing Grubb & Ellis MRI v4.1

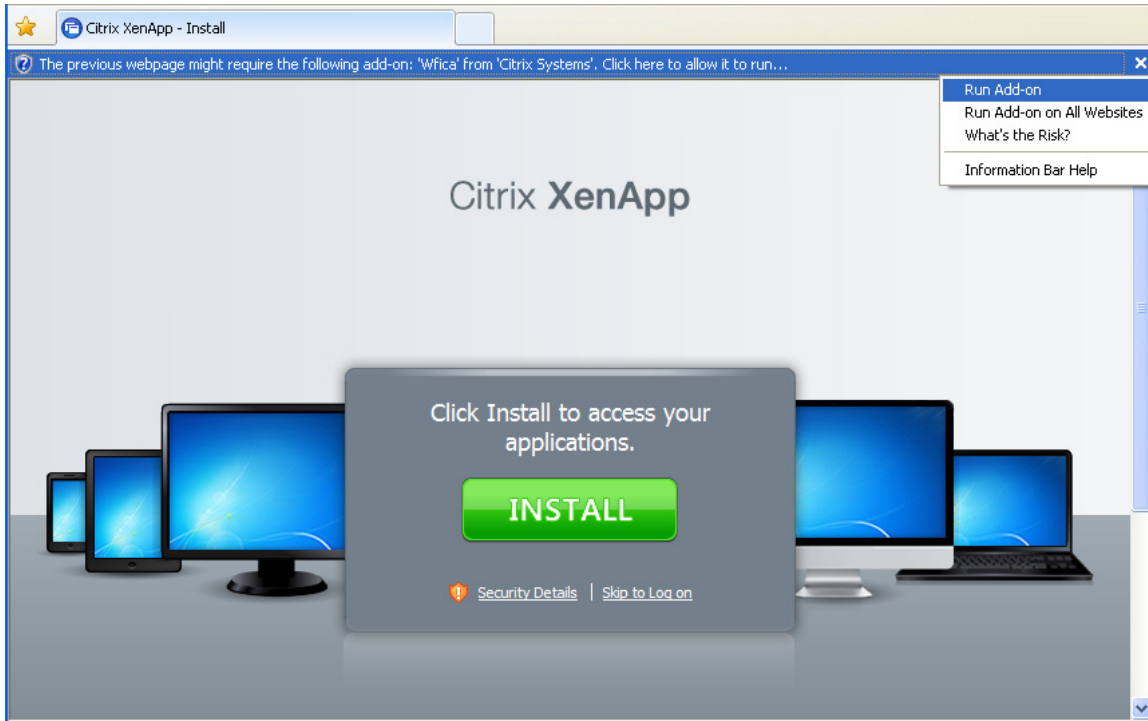
*******Supported Web Browsers are IE 7, 8 and 9 and Fire Fox 5*******

<u>If you are a Grubb & Ellis employee</u>	<u>If you are NOT a Grubb & Ellis employee</u>
<p>Open your web browser and in the address bar enter: https://mrice.grubb-ellis.com/</p>	<p>Open your web browser and in the address bar enter: https://mrine.grubb-ellis.com/</p>
	
<p>You will see this Citrix Xen App log on screen. Enter your G&E employee number and password. This employee number is what you use to access the Grubb & Ellis eNet.</p> <p>Click LOGON</p>	<p>You will see this Citrix Xen App log on screen. Enter your Bridgenet.com user name, which we will provide you (typically your first initial and last name). Your USER NAME & PASSWORD will be emailed to you.</p> <p>Click LOGON</p>

You may see this screen with an information bar with message: “The previous webpage might require the following add-on: WFica from Citrix Systems”



click on the information bar and select RUN ADD-ON or RUN ACTIVE X, to install the Citrix Receiver



OR

Get Citrix Receiver from G&E:

<http://grubb-ellis.com/Data/Tools/CitrixReceiver.exe>

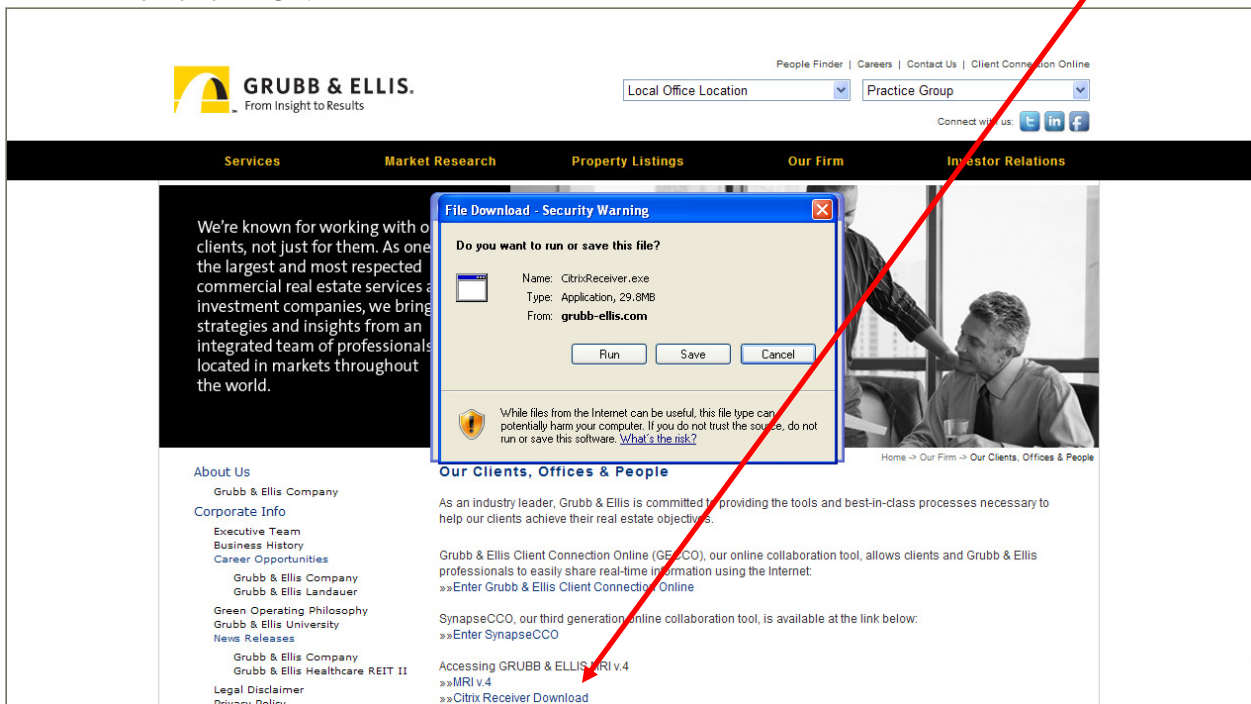
OR

<http://grubb-ellis.com>

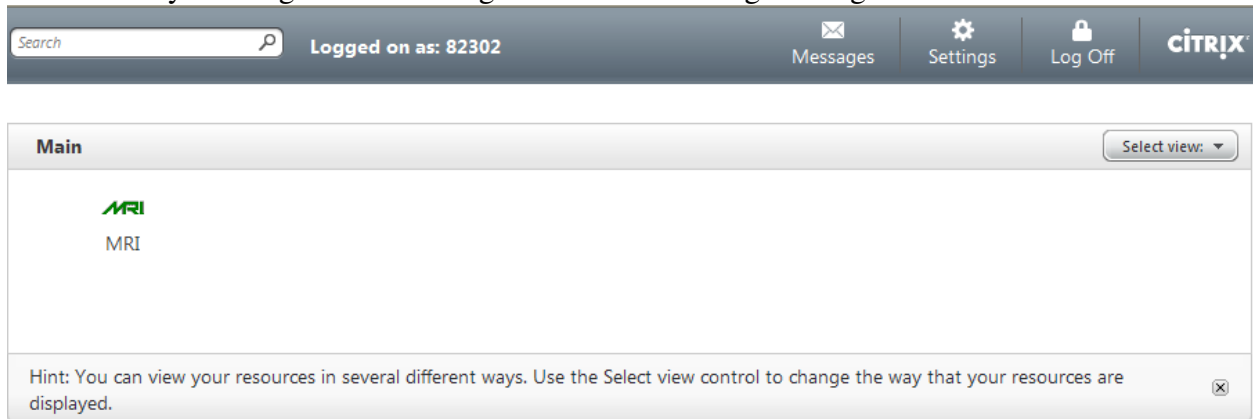
On tab OUR FIRM select OUR CLIENTS, OFFICES & PEOPLE

At the bottom middle of this page, click on link below: >>>[Citrix Receiver Download](#)

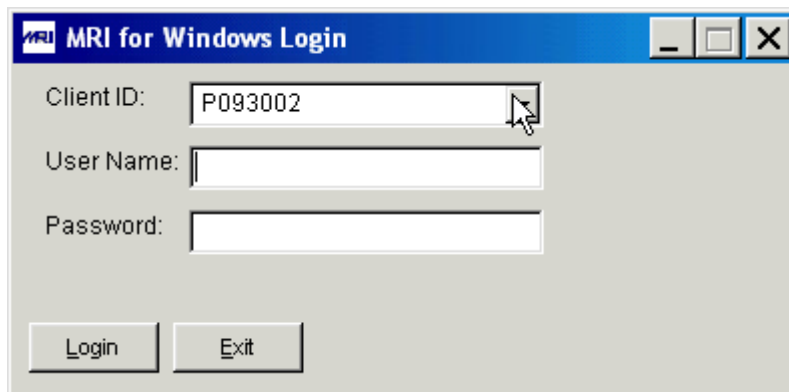
Then click RUN



Click on MRI icon to log into MRI. FYI: You can also change your Citrix account password on this screen by clicking on the “Settings” icon and selecting “Change Password”.



Log into MRI with your MRI User Name and Password, click LOGIN. **Do not** change the Client ID - keep default of **P093002**. Please note that you have two sets of credentials – one for MRI and one for Citrix.



- Change your MRI password, after successful login.
 - Select UTILITIES, CHANGE USER PREFERENCES, CHANGE MRI PASSWORD, then enter old click OK, enter new click OK, new click OK.
 - Minimum password length is 6 and must contain at least 1 number & 1 character.
- To Print to a PDF file and save to your local drive,
PLEASE NOTE: the process for saving reports to PDF has changed in the new environment. The new process is as follows:
 - Run MRI report with OUTPUT to Video.
 - When the report comes up in the PRINT SPOOLER, select FILE, EXPORT TO PDF

- The report will open in Adobe Reader, select FILE, SAVE AS, PDF. If you get the message "This document does not allow you to save any changes...", click OK
- At the SAVE AS screen, in the FILENAME box, key in V:\ and click SAVE. This will redirect to your local PC "C" drive. **You should note the local PC drive letter in the new Citrix environment is now "V", where it was previously "U".**
- If you get the following message box, be sure to click "Full Access" and "Never ask me again", and click OK.



- Select the folder where you would like to save the file, key in the file name and click SAVE.
- The PDF file can be opened and printed from your local PC.