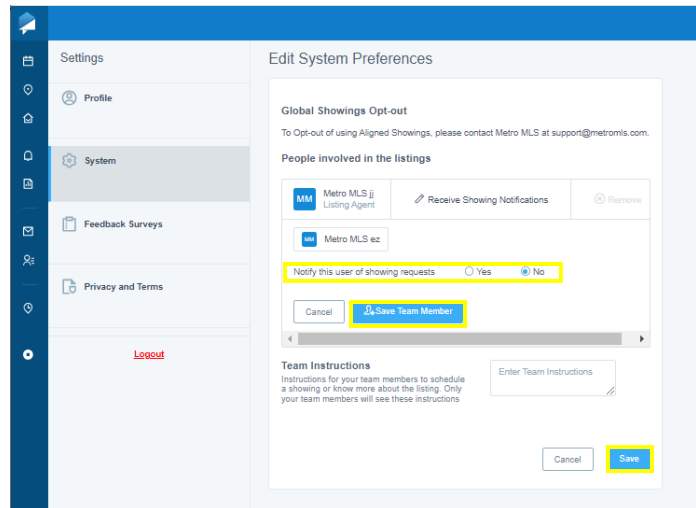
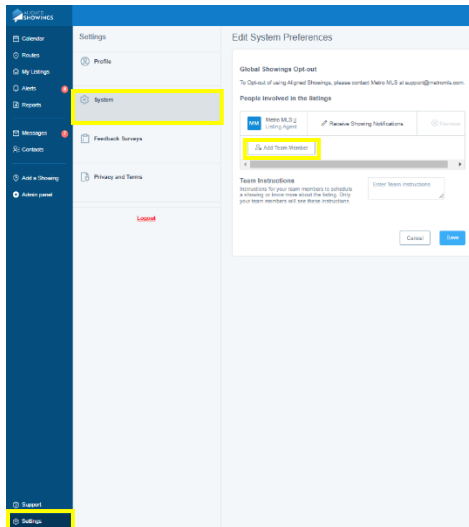
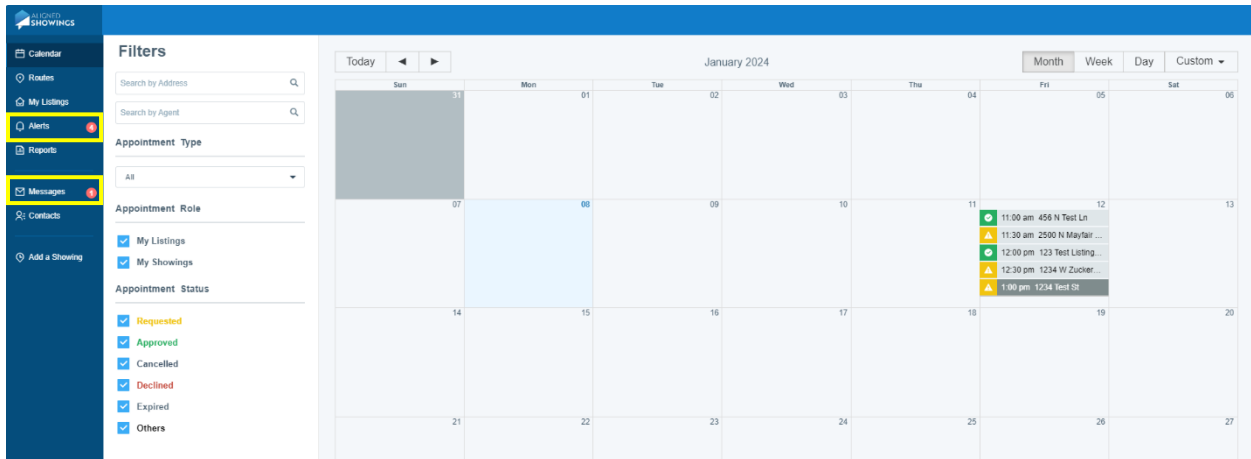


Administrative Personal: Working with Multiple Agents in Aligned Showings

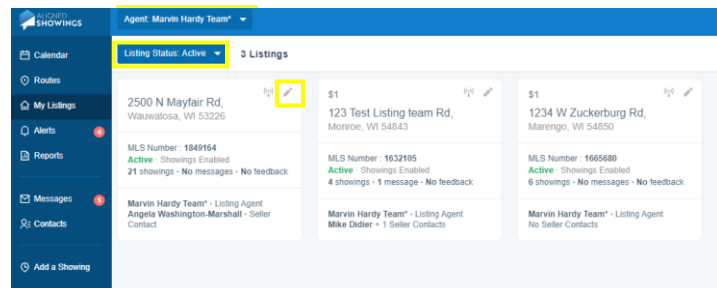
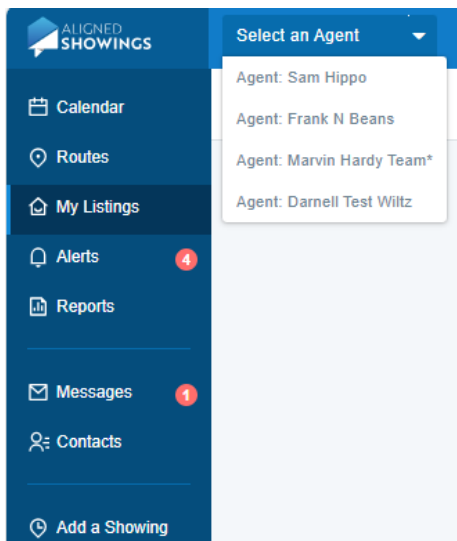
Agents need to add the admin to Office Involvement under **Settings-System-Add a Team Member**. Enter the Admins Name and select it from the list (notifications can be either on or off). **Save Team Member** and then select **Save** on the bottom of the screen.



Note: Once an agent adds the admin, all scheduled showing and requests from that point in time forward will appear on the admins calendar. Assigned admin will also receive Alerts and Notifications on their dashboard.



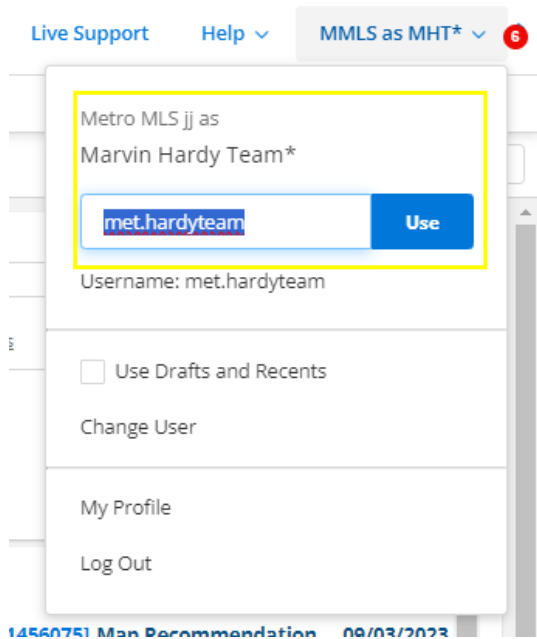
Listings for those agents can then also be accessed through My Listings and using the dropdown menu to select the Listing Agent.



Once the agent has been selected from the dropdown, listings can be viewed based upon status. Edits to showing instructions can be accessed through the “pencil” in the upper right corner of the listing.

Administrative Personal: Working with Multiple Agents in Aligned Showings

Assistants with “Superuser” status will also be able to Superuse as the agent directly in Flex and be logged in as the agent when accessing Aligned Showings.



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Aligned Showings

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