

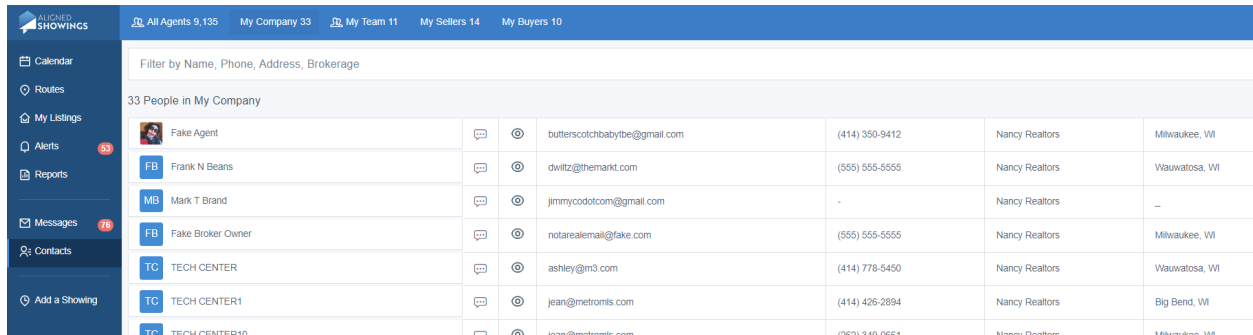
# Aligned Showings: Assistant/Admin Access Options

Note: Assistants and Admins need to use their individual met login, attempting to access Aligned Showings using an office account will not give access.

## Option 1: Impersonating an Agent

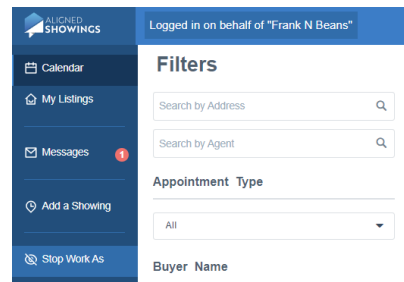
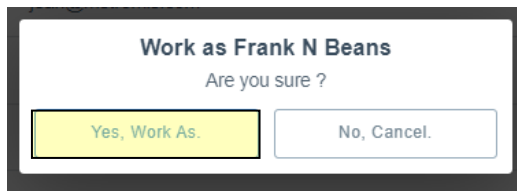
Step 1: Log into Aligned Showings, either directly from [www.alignedshowings.com](http://www.alignedshowings.com) or through the Aligned Showings link found in the Menu within side of FlexMLS.

Step 2: Select **Contacts** and then **My Company** or **My Team**, based upon your role.



Filter by Name, Phone, Address, Brokerage						
33 People in My Company						
FAKE AGENT	butterscotchbabybe@gmail.com	(414) 350-9412	Nancy Realtors	Milwaukee, WI		
FB Frank N Beans	dwitz@themarkt.com	(555) 555-5555	Nancy Realtors	Wauwatosa, WI		
MB Mark T Brand	jimmycodotcom@gmail.com	-	Nancy Realtors	-		
FB Fake Broker Owner	notarealemail@fake.com	(555) 555-5555	Nancy Realtors	Milwaukee, WI		
TC TECH CENTER	ashley@ms.com	(414) 778-5450	Nancy Realtors	Wauwatosa, WI		
TC TECH CENTER1	jean@metromis.com	(414) 426-2894	Nancy Realtors	Big Bend, WI		
TC TECH CENTER1A	lisa@metromis.com	(414) 426-2894	Nancy Realtors	Big Bend, WI		

Step 3: Select the “eye” icon to impersonate the agent you need to adjust the listing info for and select **Yes, Work As**. Access the agent’s listing by selecting **My Listings**, when complete, select **Stop Work As**.



## Option 2: Adding an Assistant/Admin to Global Settings

Note: This option is display showings and requests on the Assistant’s/Admin’s Calendar in Aligned Showings.

Step 1: Follow the instructions listed above through the **Yes, Work As** step.

Step 2: Access the agent’s **Settings** from the bottom of the menu tree.

Step 3: Under **System**, add yourself to the team and decide if you would like to receive notifications or be included on calendar events. Once saved through this global setting, you will have access to all the agent’s listings.

