## Roster Admin: Setting a Primary Office

If an agent, or staff, belongs to multiple offices, you can a primary office in roster. Follow the steps below to set one of the multiple offices as the primary associated office.

1. From the Person's profile, click View Additional Offices (see below).

Dawn McLellan Vew Profile     My Offices     My Pesswords     Templates	Jason Lindsey
Manage Company	PERSONAL INFO         CONTACT INFO         MLS INFO         WEB INFO           Profile Visible Online         YES         Show in Internal Directory         YES           Include in Reports         YES         YES         YES
Dawn McLellan	Jason Lindsey's Offices
My Offices My Passwords Templates	C Client Services PRIMARY OFFICE
Manage Company	A Appleton SPEOPLE view office
Click Set As Primary	Q Search and add to. ADD Office (see below).
Dawn McLellan View Profile	Jason Lindsey's Offices
My Passwords Templates	C Client Services PRIMARY OFFICE
Manage Company Reports	A     Appleton     SET AS PRIMARY OFFICE     view office       Image: Set As PRIMARY OFFICE     Image:
	Q Search and add 10 <sup>*</sup> , ADD