Roster Admin: Associate a Person with Multiple Offices

If an agent, or staff, belongs to multiple offices, you can reflect that association in roster. Follow the steps below to associate a person with multiple offices.

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

McLellan Vew Polie My Offices My Pesswords T Templetes	J	Jason Lindsey		
		Client Services Primary Office view eddfronal offices		11
	PERSONAL INFO	CONTACT INFO	MLS INFO	WEB INFO
Manage Company				
Reports	Profile Visible Onli	ne	YES	
	Show in Internal D	rectory	YES	
	Institute in Reserve		VEC	

2. Click the search bar and select an office from drop down menu (see below).

Dawn McLellan	Jason Lindsey's Offices			
My Offices My Passwords Templates	C Client Services PRIMARY OFFICE TPEOPLE view office			
Manage Company Reports	Q Search and add to, ADD			
	Appleton Corporate Headquarters			

3. Click the Add button.