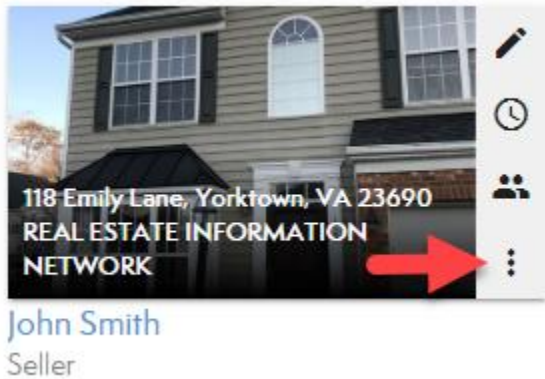


Assign a Presentation to an Agent

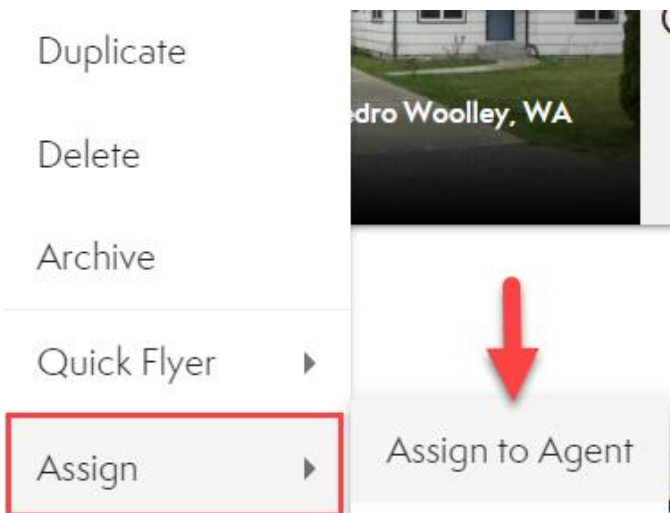
You can assign a presentation to another agent at any time in just a few easy steps. When you assign a presentation to a new agent, that presentation is moved out of your Present account and is added to the new agent's account. The new agent can make any needed changes or even assign it back to the original agent as needed.

Assign a Presentation to an Agent

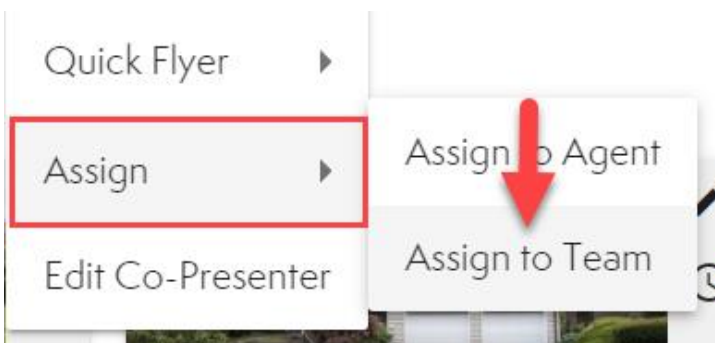
1. From the MoxiPresent Home Screen, select the **Three Dots** on the presentation you wish to add (see below).



2. Select **Assign to Agent** from the drop-down (see below).



- a. **Note:** If you are a part of an agent team, you will also have the option to **Assign to Team** (see below).



3. Enter the name of the agent you wish to assign your presentation to then select **Search** (see below).

Assign to Another Agent

This will move this presentation from your account to the selected agent's account. If you want to add an agent as a co-lister to this presentation, Add a Co-Presenting Agent.

Search agents

First Name Last Name
Bryn and/or Yasui

SEARCH

4. Select **Assign** next to the agent's name (see below).

This will move this presentation from your account to the selected agent's account. If you want to add an agent as a co-lister to this presentation, Add a Co-Presenting Agent.

Search agents

First Name Last Name
Bryn and/or Yasui

SEARCH

RESULTS

Bryn Yasui Seattle, WA

ASSIGN

5. A pop-up will appear to verify that you want to assign the presentation. Select **Assign** to confirm (see below).

Assign to Agent?

You will no longer have access to this presentation and give permission to the agent to modify and use content contained within. Are you sure you want to assign this presentation to Bryn Yasui?

CANCEL ASSIGN

- a. Note: If you assigned your presentation to your team, you will see the presentation under the **Team Presentation** heading (see below).

The screenshot displays a web interface for managing presentations. At the top, there is a navigation bar with three tabs: "MY PRESENTATIONS", "TEAM PRESENTATIONS", and "BROKERAGE PRESENTATIONS". A red arrow points to the "TEAM PRESENTATIONS" tab. To the right of the navigation bar are "MY LIBRARY" and a settings gear icon. Below the navigation bar, there are filter tabs: "ALL", "BUYER/SELLER", and "ARCHIVED". A search bar contains the text "search presentations" and a "SEARCH" button. The main content area shows four presentation cards, each with a thumbnail image, a title, a role, and a "Northwest MLS" logo. The cards are: 1. "Search Screen Overview" by "Seller". 2. "118 Emily Lane, Yorktown, VA 23690 REAL ESTATE INFORMATION NETWORK" by "John Smith Seller". 3. "New Test" by "Buyer Tour". 4. "Removing Listings" by "Seller". Each card has a vertical menu on its right side with icons for edit, clock, and a three-dot menu.