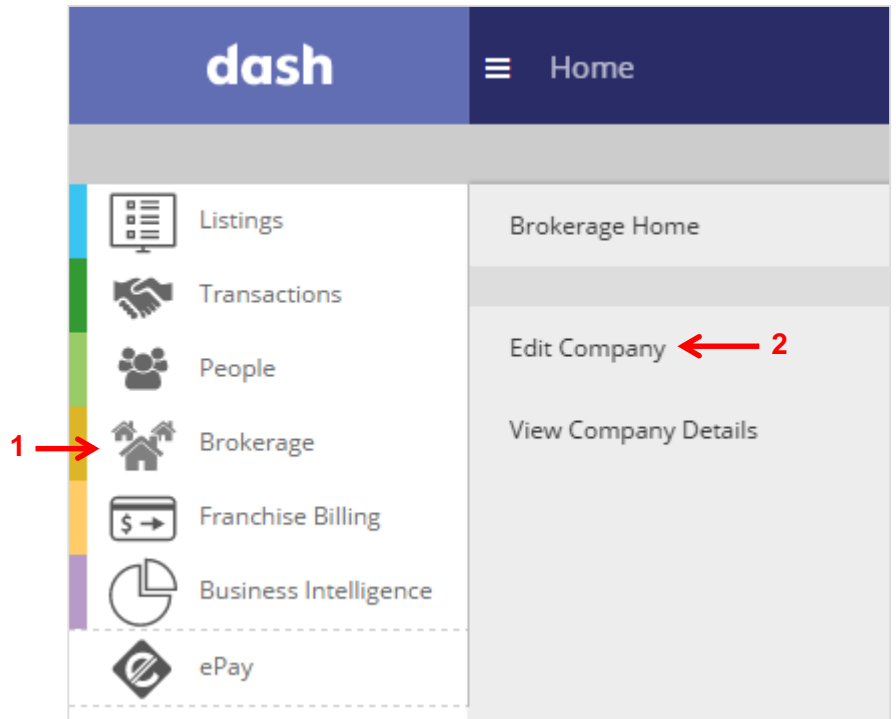


Update Company and Office Web Preferences

You can determine the company and office information to display on your public website through your company and office Web Preferences in dash.

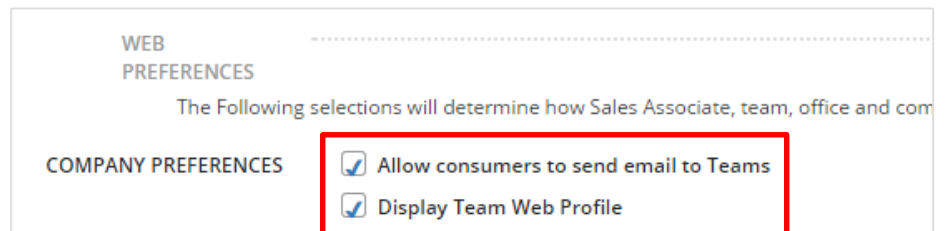
In order to update these web preferences, you must have been assigned either the **Brokerage Admin** or **Office Manager** role in dash, and have **company level** access.

1. Click **Brokerage** on the left navigation menu.
2. Click **Edit Company**.



The **Update Company** screen displays.

3. Scroll down to the **Web Preferences** section.
4. Set your **Company Preferences** by checking the appropriate box(es).



5. Set your **Office Preferences** by selecting the appropriate option.

If you choose to use the same preferences for all offices (as shown on the right), then these preferences will automatically apply to all existing offices, as well as new offices added in the future.

6. Check off the appropriate options based on your company needs.

OFFICE PREFERENCES ⓘ Selecting to use the same preference for all offices will automatically enable the selected preferences for all offices as well as new offices added in the future.

5 Use Same Preferences for all Offices Each office has its own Preferences

ZAP

Allow consumers to send email to Sales Associate

Display Sales Associate and Team Names on Listings

Display Sales Associates on Website

Phone

Display Sales Associate Mobile Phone on Web

Display Sales Associate Business Phone on Web

Email

Display Sales Associate Business Email on Web

6 Display Sales Associate Vanity Email on Web

If you choose to let each office set its own preferences, then you can make different selections for each office, as shown on the right.

You will then need to manually set the preferences for each new office you add in the future.

OFFICE PREFERENCES ⓘ Selecting to use the same preference for all offices will automatically enable the selected preferences for all offices as well as new offices added in the future.

Use Same Preferences for all Offices Each office has its own Preferences

		0001-All Seasons	0002-All Seasons	0004-All Seasons	0008-All Seasons
ZAP	Allow consumers to send email to Sales Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Display Sales Associate and Team Names on Listings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Display Sales Associates on Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	Display Sales Associate Mobile Phone on Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Display Sales Associate Business Phone on Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	Display Sales Associate Business Email on Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Display Sales Associate Vanity Email on Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Click **Save** at the bottom of the screen.

A confirmation screen displays, letting you know that your company and office web preferences have been saved successfully.

ADDITIONAL INFORMATION

ATTRIBUTE	VALUE
<input type="text"/>	<input type="text"/> +

Cancel ➔ Save