

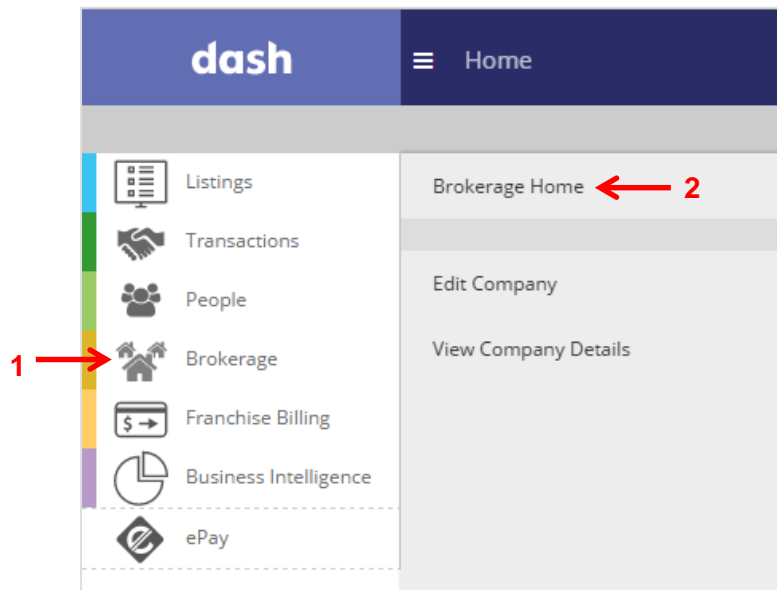
View and Update Office Information

Information specific to your company's office(s) is entered and maintained in dash. You will need to maintain the information and keep it updated, especially those information that will populate public websites.

Fields marked with an asterisk (*) are mandatory.

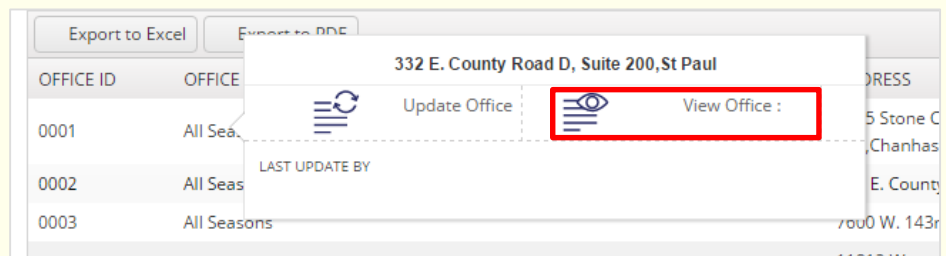
To View Office Information:

1. Click **Brokerage** on the left navigation menu.
2. Click **Brokerage Home**.



The Brokerage Home page displays. At the bottom of the screen, you will see the list of office(s) in your company.

3. Click on the appropriate office from the grid.
4. Click **View Office**.



The Office Information read-only page displays.

5. Review the information on each section by clicking the arrow to expand the section.



To Update Office Information:

1. Click **Actions** on the Office Information page.
2. Click **Update Office**.

Or

1. Click on the office at the bottom of the Brokerage Homepage.
2. Click **Update Office**.

OFFICE ID: 0001 | OFFICE NAME: All Seasons

1 → ACTIONS

2 Update Office

Print Office Information

ESSENTIALS

PROFILE

AREAS SERVED

AREA TYPE	AREA
PostalCode	55013

Export to Excel Export to PDF

332 E. County Road D, Suite 200, St Paul

OFFICE ID	OFFICE NAME	ADDRESS
0001	All Seasons	332 E. County Road D, Suite 200, St Paul, MN 55013
0002	All Seasons	5 Stone Creek Lane, Champlin, MN 55008
0003	All Seasons	7000 W. 143rd Ave, Golden Valley, MN 55127

Update Office

View Office :

LAST UPDATE BY

The **Edit Office** screen displays.

3. Navigate to the appropriate tab to update the relevant office information.

Note: Some information is entered and maintained by Corporate and you will not be able to change it. Contact your brand representative should you need to update any of the read-only information.

EDIT OFFICE

OFFICE ID: 0001 | OFFICE NAME: All Seasons

Essentials Profile Areas Served Address and Phones Web Preferences Media Other

OFFICE NAME* OFFICE NAME LANGUAGE

All Seasons English

OFFICE STATUS* Open OPEN DATE* 11/05/2012

4. Click **Save** at the bottom of the tab after making updates to information within the tab.

Cancel SAVE

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