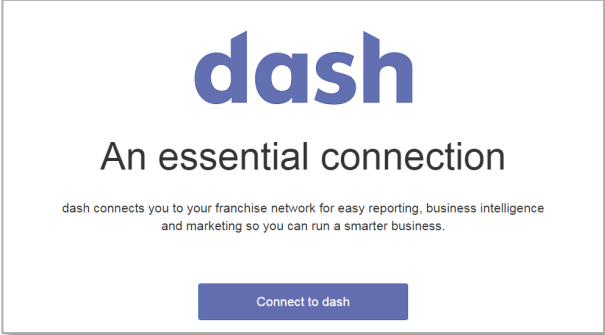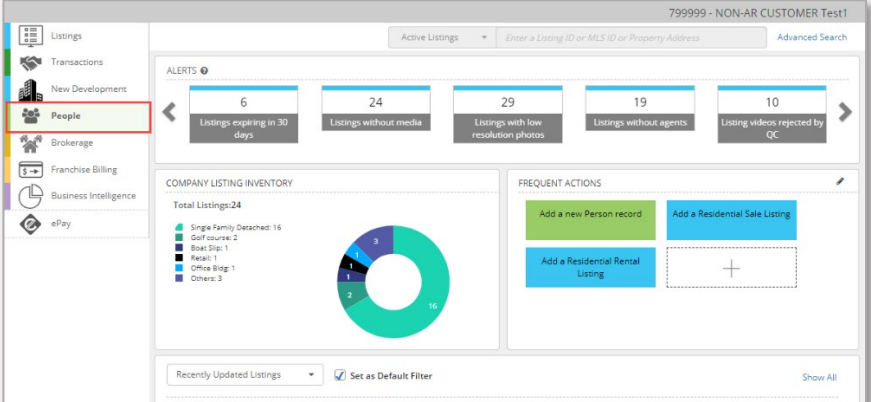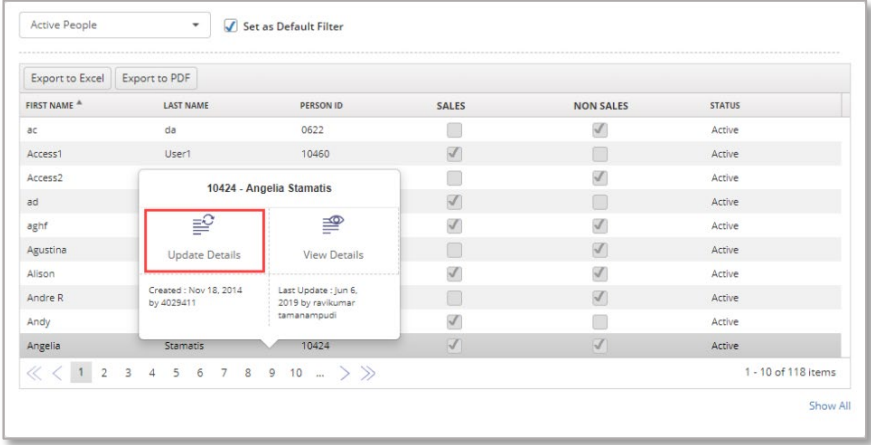# Editing ListSync Access

Access to ListSync can be edited through Person's record in dash under the Security tab. There are two access levels available:

- **Office Admin** - This access allows you to view and to edit the distribution channel preferences for your company or office.

- **Read Only** - This access allows you to view the distribution channels for your company or office.

Follow the steps below to edit access for ListSync.

1. Log into dash.	
2. Access the **People** home page.	
3. Locate the record for the person you wish to edit. Click on the record and select **Update Details**.	

4. Select the **Security** tab.	**EDIT PERSON** ACTIONS▾ Angelia Stamatis | PERSON ID : 10424 Essentials — Positions — Profile — Media — **Security** — Other FIRST NAME * -- SELECT -- ▾ Angelia MIDDLE NAME LAST NAME * Stamatis SUFFIX ⓘ Jr,Sr,III etc. FAMILIAR NAME * Angelia ❓ PRINTED NAME * Angelia Stamatis ❓ Add in Another language STARTED IN BRAND mm/dd/yyyy 📅 PREVIOUS AFFILIATION
5. From the **Applications** menu, select **ListSync**.	**EDIT PERSON** ACTIONS▾ Angelia Stamatis | PERSON ID : 10424 Essentials — Positions — Profile — Media — **Security** — Other LOGIN DETAILS SENT ON Nov 18, 2014 8:57AM APPLICATIONS dash ▾ -- SELECT -- **dash** ✓ ListSync LEVEL OFFICES ...dit, and view Company All ...people, and Manage Role ...he ability to Remove Role ...ke security rights to dash and/or the brand extranet site. It also allows for the ability to view franchise fees, update office marketing information, run all reports available within the dash system, and access to the ePay application. Company Data Entry An add-on role that allows users to Company All update company marketing
6. The assigned role for this person will have an office associated with it. In this example, the **Read Only** role is currently assigned.	**EDIT PERSON** ACTIONS▾ Angelia Stamatis | PERSON ID : 10424 Essentials — Positions — Profile — Media — **Security** — Other LOGIN DETAILS SENT ON Nov 18, 2014 8:57AM APPLICATIONS ListSync ▾ ROLES DESCRIPTION LEVEL OFFICES Office Admin Grants access to set opt outs at company or office level Manage Role None Read Only Allows users to view company, office and listing channel preferences for ListSync Office Manage Role Remove Role 0001 - Park Ave Office Cancel Save

7. To switch this person to the Office Admin Role, click **Remove Role** in the Read Only row.	
8. Next, click **Manage Role** in the Office Admin row.	
9. If this security role should apply to all current and future offices, click **Entire Company**. If this security role should apply to a certain office or offices, click **Select Offices** and then choose the appropriate offices in the **Offices** column.	
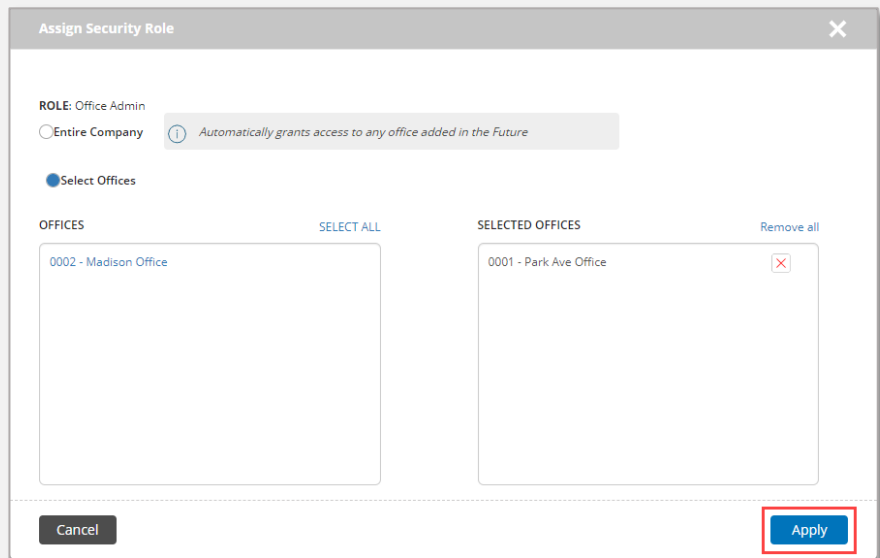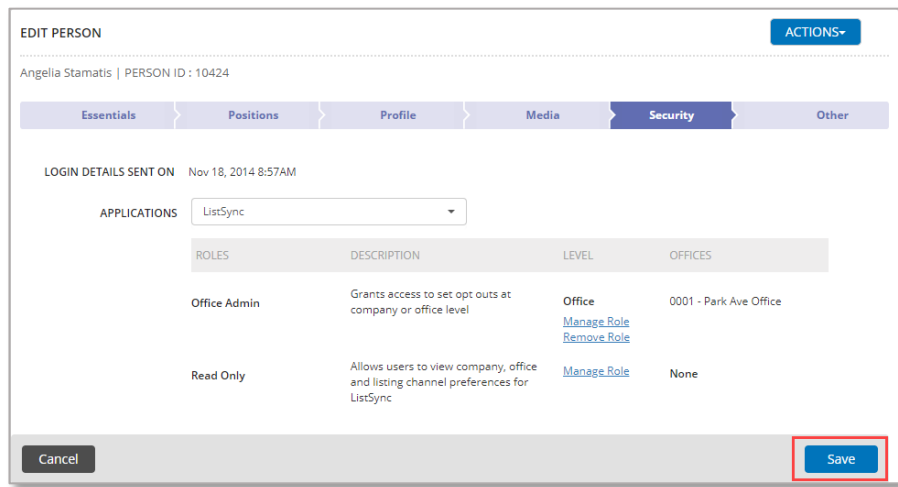
10. Click **Apply** to confirm the selection.	
11. Confirm that the correct role has an office name next to it, and then click **Save**.	