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.							
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				dach				
						-		
				An essential connection				
			A					
			dash connects you to your franchise network for easy reporting, business intelligence					
				and marketing so you can run a smarter business.				
					oppost to dash			
					onnect to dash			
	he People							
2. AUCE331						3	799999 - NON-AR CUSTOI	MER Test1
nome pa	age.	Listings			Active Listings * Ent		ddress Adva	nced Search
		Transactions	ALERTS @					
		New Development	6	24	29	19	10	
		People	Listings expirir days	ng in 30 Listings without n	media Listings with resolution p	th low Listings without age	ents Listing videos rejec QC	ted by
		Brokerage						_
		S→ Franchise Billing	COMPANY LISTING INV	ENTORY		FREQUENT ACTIONS		~
		Business Intelligence	Total Listings:24			Add a new Person record	Add a Residential Sale Listing	
		📀 ePay	Golf course: 2	red: 16		not a new resource of a	nad o nesidention sole elsang	
			Boat Slip: 1 Retail: 1			Add a Residential Rental	1	
			Office Bidg: 1 Others: 3			Listing	+	
				2	16			
				1 -				
			Recently Updated Li	stings 🔹 🖌 Set as Defai	ult Filter			Show All
3 Locate t	he record for the							
		Active People	▼ 🖌 Set	as Default Filter				
person y	ou wish to eait.							
Click on	the record and	Export to Excel Ex	port to PDF					
select U	pdate Details.	FIRST NAME *	LAST NAME	PERSON ID	SALES	NON SALES	STATUS	
		ac	da	0622		S	Active	
		Access1	User1	10460	1		Active	
		Access2	10424 - An	gelia Stamatis		S	Active	
		ad	2	1	V		Active	
		aghf	¥	1		J	Active	
		Agustina	Update Details	View Details			Active	
		Alison Andre R	Created : Nov 18, 2014 by 4029411	Last Update : Jun 6, 2019 by ravikumar tamanampudi		S.	Active	
						<u>e</u>	Active	
		Angelia	Stamatis	10424	1	J	Active	
		11 1 2 2	4 5 6 7 0	9 10			1 - 10 of 11	18 items
		N N 1 2 3					1-100111	
								Show All
		L						

4.	Select the Security tab.	EDIT PERSON ACTIONS-				
		Angelia Stamatis PERSON ID : 10424				
		Essentials Positions Profile Media Security Other				
		FIRST NAME * SELECT · · Angelia				
		LAST NAME * Stamatis				
		SUFFIX [] <i>Jr,Sr,III etc.</i>				
		FAMILIAR NAME * Angelia O				
		PRINTED NAME * Angelia Stamatis 0				
		Add in Another language				
		STARTED IN BRAND				
		PREVIOUS AFFILIATION				
		·				
5.	From the Applications	EDIT PERSON ACTIONS-				
	menu, select ListSync .	Angelia Stamatis PERSON ID : 10424				
		Essentials Positions Profile Media Security Other				
		LOGIN DETAILS SENT ON Nov 18, 2014 8:57AM				
		APPLICATIONS desh				
		LEVEL OFFICES				
		dash dit, and view Company All people, and Manage Role				
		ListSync le ability 00 le Remove Role to dash and/or the Brand extranet				
		site. It also allows for the ability to view franchise fees, update office markering information unal legants				
		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 All				
6	The engineer role for					
0.	this person will have an	EDIT PERSON ACTIONS-				
	office associated with it.	Angelia Stamatis PERSON ID : 10424				
	In this example, the	Essentials Positions Profile Media Security Other				
	Read Only role is	LOGIN DETAILS SENT ON Nov 18: 2014 8:57AM				
	currently assigned.	APPLICATIONS ListSync				
		Grants acress to set ont outs at the put				
		Office Admin company or office level Manage Kole None				
		Read Only Allows Users to view company, office Office 0001 - Park Ave Office and listing channel preferences for Manage Role ListSync Remove Role				
	Cancel					

7. To switch this person to	EDIT PERSON ACTIONS-					
click Remove Role in	Angelia Stamatis PERSON ID : 10424					
the Read Only row.	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 Manage Role None					
	Allows users to view company, office Office 0001 - Park Ave C Read Only and listing channel preferences for Manage Role ListSync Remove Role	ffice				
	Cancel	Save				
8. Next, click Manage	EDIT PERSON	ACTIONS-				
Role in the Office Admin	Angelia Stamatis PERSON ID : 10424					
10.	Essentials Positions Profile Media Security	Other				
	LOGIN DETAILS SENT ON New 18, 2014 8:57AM					
	APPLICATIONS ListSync 👻					
	ROLES DESCRIPTION LEVEL OFFICES					
	Office Admin Grants access to set opt outs at Manage Role None					
	Company or orrice level Allows users to view company, office Manage Role None ListSync					
	Cancel	Save				
9. If this security role	Assiss Passistu Bala	~				
should apply to all	אבאומו אבעווגא געוב	~				
current and future	ROLE: Office Admin					
Company. If this	OEntire Company () Automatically grants access to any office added in the Future					
security role should	Select Offices					
apply to a certain office	OFFICES SELECT ALL SELECTED OFFICES	Remove all				
Offices and then	0001 - Park Ave Office					
choose the appropriate offices in the Offices column.	0002 - Madison Office					

10. Click Apply to confirm the selection.	×					
	Select Offices					
	OFFICES	SELECT ALL SELECTED OFFICES	Remove all			
11. Confirm that the correct role has an office name	0002 - Madison Office Cancel EDIT PERSON	0001 - Park Ave Office	Apply			
next to it, and then click	Angelia Stamatis PERSON ID : 10424					
Save.	Essentials Positions	Profile Media	Security Other			
	LOGIN DETAILS SENT ON Nov 18, 2014 8:57AM					
			077777			
	ROLES	C	OFFICES			
	Office Admin	Grants access to set opt outs at Office company or office level <u>Manage Role</u> <u>Remove Role</u>	0001 - Park Ave Office			
	Read Only	Allows users to view company, office Manage Role and listing channel preferences for ListSync	None			
	Cancel		Save			