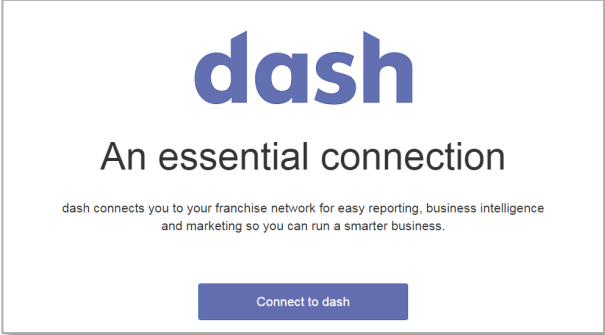
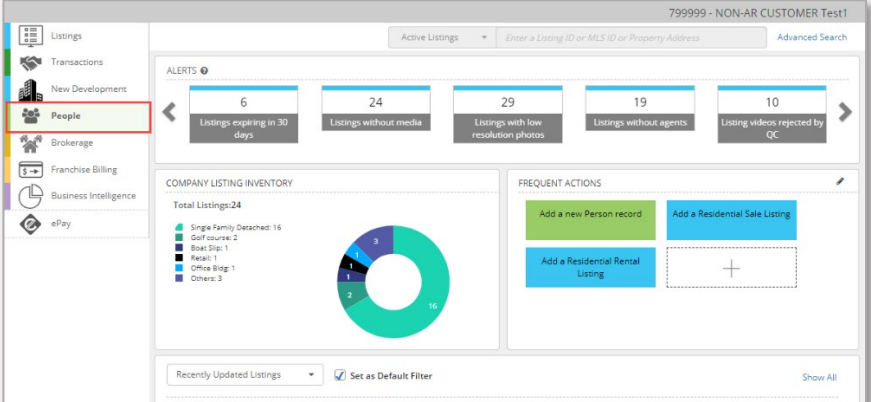
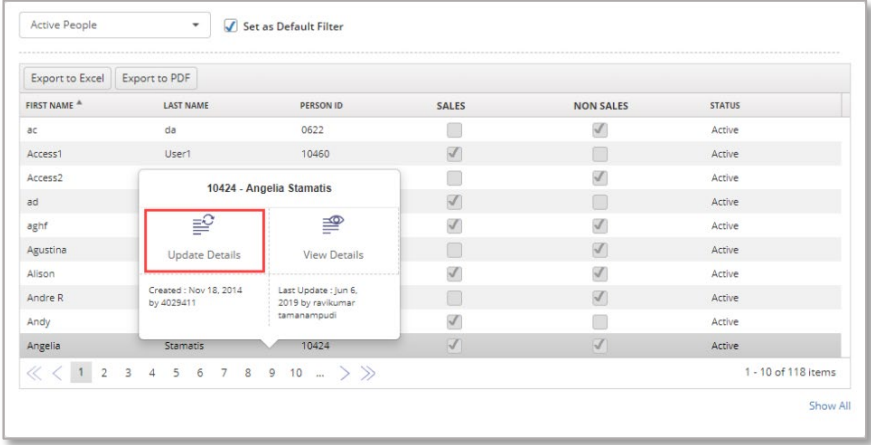


Editing ListSync Access

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.

<p>1. Log into dash.</p>																																																																			
<p>2. Access the People home page.</p>																																																																			
<p>3. Locate the record for the person you wish to edit. Click on the record and select Update Details.</p>	 <table border="1"> <thead> <tr> <th>FIRST NAME ^</th> <th>LAST NAME</th> <th>PERSON ID</th> <th>SALES</th> <th>NON SALES</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>ac</td> <td>da</td> <td>0622</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Access1</td> <td>User1</td> <td>10460</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Access2</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>ad</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>aghf</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Agustina</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Alison</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Andre R</td> <td>Created : Nov 18, 2014 by 4029411</td> <td>Last Update : Jun 6, 2019 by ravikumartamanampudi</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Andy</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Active</td> </tr> <tr> <td>Angelia</td> <td>Stamatis</td> <td>10424</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Active</td> </tr> </tbody> </table>	FIRST NAME ^	LAST NAME	PERSON ID	SALES	NON SALES	STATUS	ac	da	0622	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Access1	User1	10460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	Access2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	ad			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	aghf			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Agustina			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Alison			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Andre R	Created : Nov 18, 2014 by 4029411	Last Update : Jun 6, 2019 by ravikumartamanampudi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Andy			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	Angelia	Stamatis	10424	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
FIRST NAME ^	LAST NAME	PERSON ID	SALES	NON SALES	STATUS																																																														
ac	da	0622	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active																																																														
Access1	User1	10460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active																																																														
Access2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active																																																														
ad			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active																																																														
aghf			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active																																																														
Agustina			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active																																																														
Alison			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active																																																														
Andre R	Created : Nov 18, 2014 by 4029411	Last Update : Jun 6, 2019 by ravikumartamanampudi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active																																																														
Andy			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active																																																														
Angelia	Stamatis	10424	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active																																																														

4. Select the **Security** tab.

EDIT PERSON ACTIONS-

Angella Stamatidis | PERSON ID : 10424

Essentials | Positions | Profile | Media | **Security** | Other

FIRST NAME * -- SELECT --

MIDDLE NAME

LAST NAME *

SUFFIX ① Jr,Sr,III etc.

FAMILIAR NAME * ⓘ

PRINTED NAME * ⓘ

[Add in Another language](#)

STARTED IN BRAND ⓘ

PREVIOUS AFFILIATION

5. From the **Applications** menu, select **ListSync**.

EDIT PERSON ACTIONS-

Angella Stamatidis | PERSON ID : 10424

Essentials | Positions | Profile | Media | **Security** | Other

LOGIN DETAILS SENT ON Nov 18, 2014 8:57AM

APPLICATIONS

APPLICATIONS	LEVEL	OFFICES
dash	edit, and view people, and the ability to take 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 All Manage Role Remove Role
ListSync	An add-on role that allows users to update company marketing	Company All

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-

Angella Stamatidis | PERSON ID : 10424

Essentials | Positions | Profile | Media | **Security** | Other

LOGIN DETAILS SENT ON Nov 18, 2014 8:57AM

APPLICATIONS

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	Manage Role Remove Role	0001 - Park Ave Office

7. To switch this person to the Office Admin Role, click **Remove Role** in the Read Only row.

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

8. Next, click **Manage Role** in the Office Admin row.

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	Manage Role	None

Cancel Save

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.

Assign Security Role X

ROLE: Office Admin

Entire Company (i) Automatically grants access to any office added in the Future

Select Offices

OFFICES SELECT ALL

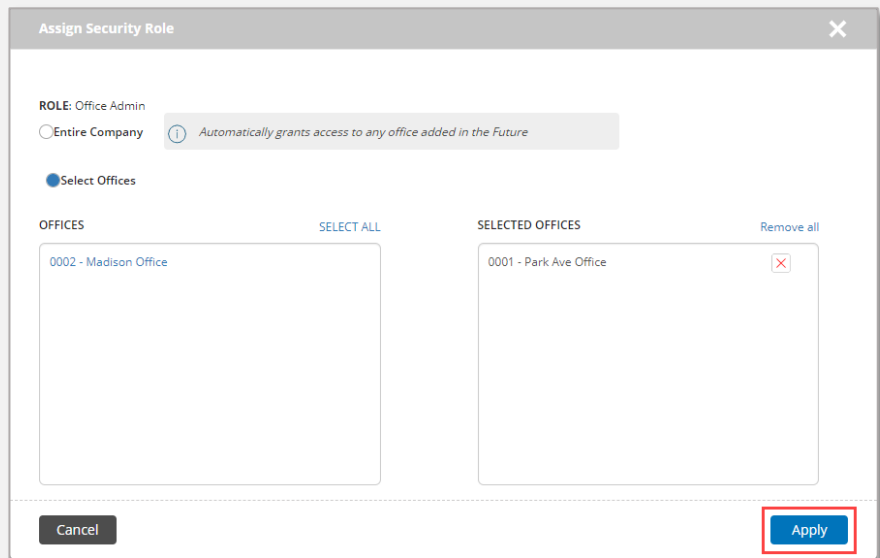
0001 - Park Ave Office

0002 - Madison Office

SELECTED OFFICES Remove all

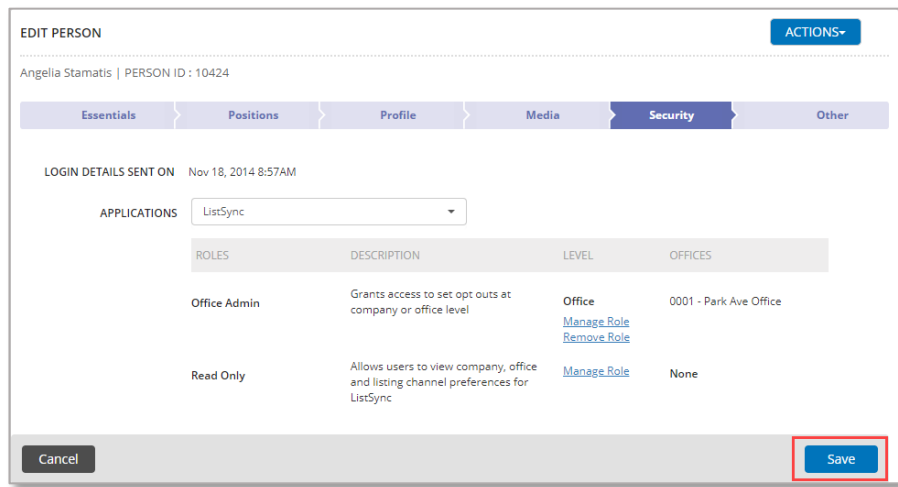
Cancel Apply

10. Click **Apply** to confirm the selection.



The 'Assign Security Role' dialog box shows the 'Office Admin' role selected. Under 'Select Offices', the '0001 - Park Ave Office' is listed in the 'SELECTED OFFICES' column, while '0002 - Madison Office' remains in the 'OFFICES' column. The 'Apply' button is highlighted with a red box.

11. Confirm that the correct role has an office name next to it, and then click **Save**.



The 'EDIT PERSON' page shows the 'Security' tab for user Angella Stamatidis. The 'APPLICATIONS' dropdown is set to 'ListSync'. A table lists the assigned roles and their associated offices. The 'Office Admin' role is assigned to the '0001 - Park Ave Office', and the 'Read Only' role is assigned to 'None'. The 'Save' button is highlighted with a red box.

ROLES	DESCRIPTION	LEVEL	OFFICES
Office Admin	Grants access to set opt outs at company or office level	Office Manage Role Remove Role	0001 - Park Ave Office
Read Only	Allows users to view company, office and listing channel preferences for ListSync	Manage Role	None