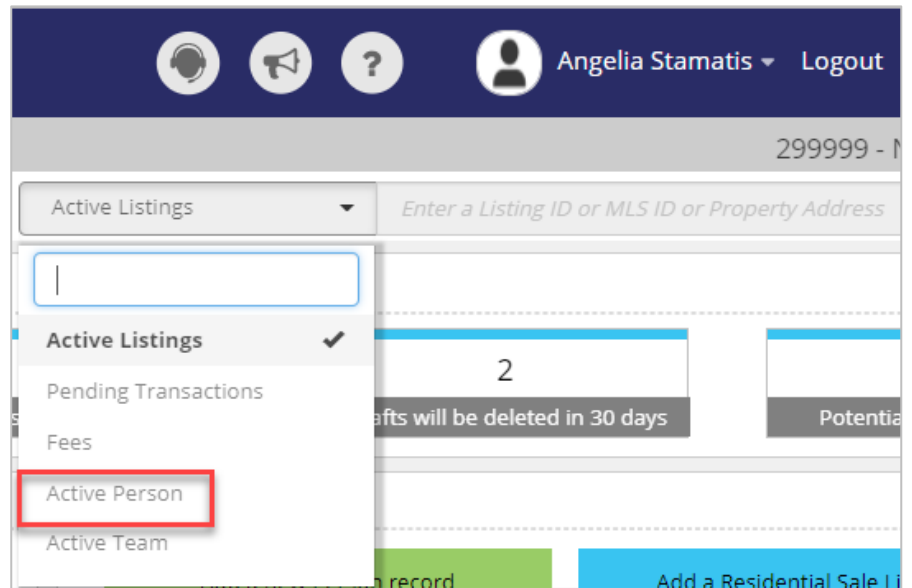


Remove a User's Security Permissions

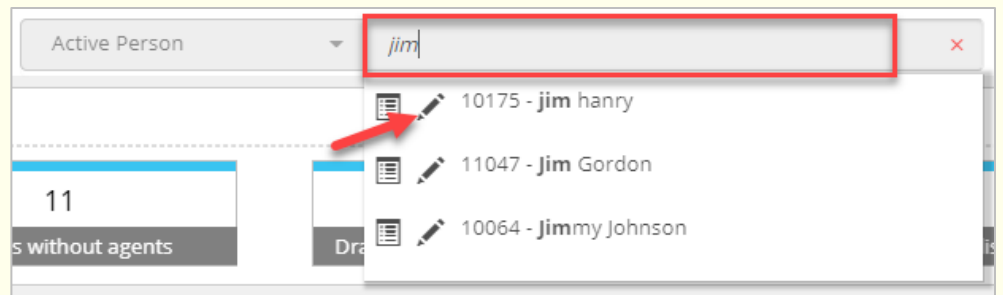
Follow the steps in this guide to remove a user's security permissions from either the brand intranet or other applications such as dash.

1. Click the dropdown list in the Quick Search box.
2. Select **Person**.



3. Type the name of the person you're searching for.
4. From the search results, click the **edit pencil tool** to the left of the person's name you wish to update.

This will bring you to the **Edit Person** screen.



5. Select the **Security** tab.

The screenshot shows the 'EDIT PERSON' interface for user 'jim hanry' (PERSON ID: 10175). The 'Security' tab is highlighted with a red box. The form includes fields for name (First, Middle, Last, Suffix, Familiar, Printed), a date for 'STARTED IN BRAND', and an email list with columns for 'ADDRESS' and 'TYPE'. The email list contains two entries: 'jim.hanry@CENTURY21.com' (Vanity) and 'a.b@c.com' (Business).

- 6. Click on the **Applications** drop down menu.
- 7. Select the application from which you would like to remove the user's security permission.

The screenshot shows the 'APPLICATIONS' dropdown menu open, with a red arrow pointing to the 'dash' option. Below the dropdown is a table with columns 'LEVEL' and 'OFFICES'. The table lists 'Company' and 'Brand Site' with associated links for 'Manage Role' and 'Remove Role'.

LEVEL	OFFICES
Company	All
Brand Site	

If the user currently has security permissions for a role, you will see the option to remove the role from the user.

In our example, the user is currently assigned the Brokerage Admin role, and therefore has the Remove Role option for this role.

8. Click **Remove Role** to remove the security permissions for this role for the user.

APPLICATIONS

ROLES	DESCRIPTION	LEVEL	OFFICES
Brokerage Admin	Brokerage Admin	Company Manage Role Remove Role	All
Company Data Entry	Company Data Entry	Manage Role	None
Finance Management	Finance Management	Manage Role	None
Listing Coordinator	Listing Coordinator	Manage Role	None
Listing Data Entry	Listing Data Entry	Manage Role	None
Office Manager	Office Manager	Manage Role	None

9. Click **Save**.

A confirmation displays, letting you know that the user's security permission has been removed successfully.

Resource Manager	Resource Manager	Manage Role	None
Resource Manager w/ Security Administration	Resource Manager w/ Security Administration	Manage Role	None
Sales Agent	Sales Agent	Manage Role	None
Sales Agent (read only)	Sales Agent (read only)	Manage Role	None
Transaction Coordinator	Transaction Coordinator	Manage Role	None