

Work-As Feature

Certain access levels within RMLSweb will have the ability to use the feature 'Work As' with other agents in their respective office and/or firm. This feature allows you to assist others in your office with managing appointment requests and setting showing preferences for listings.

To Work As an agent in your office and/or firm:

- 1. Select Contacts from the navigation menu.
- 2. Select the My Company tab to view all agents in your company.
- 3. Locate the agent you want to login as and select the Eye icon.

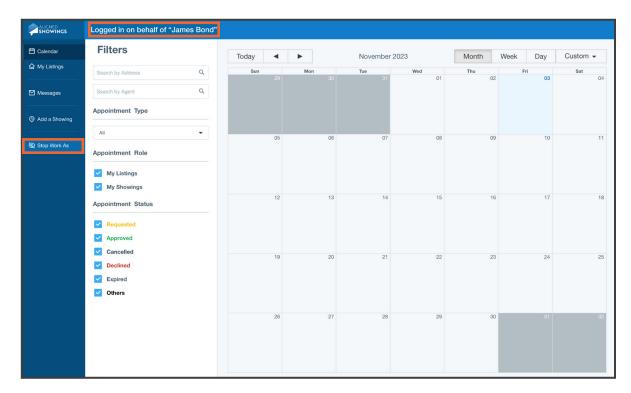
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苗 Calendar	Filter by Name, Phone, Address, Brokerage									
⑦ Routes	61 People in My Company									
My Listings Alerts 2	JA Julie Andrews	Ģ	0	Julie@test.com	(555) 555-5555	RMLS				
Reports	BA Buffy Ann	÷	0	Buffy@test.com	(555) 555-5555	RMLS				
🗹 Messages 🛛 🔞	JB James Bond	÷	0	James@test.com	(555) 555-5555	RMLS				
X ∓ Contacts	CB Cate Blanchett	ţ	0	Cate@test.com	(555) 555-5555	RMLS				
O Add a Showing	CB Chandler Bing	ţ	0	Chandler@test.com	(555) 555-5555	RMLS				
	AB Albert Brooks	Ģ	0	Albert@test.com	(555) 555-5555	RMLS				
	EB Elaine Benes		0	Elaine@test.com	(555) 555-5555	RMLS				
③ Support	JC John Cleese		0	John@test.com	(555) 555-5555	RMLS				
Settings	BC Bradley Cooper		0	Bradley@test.com	(555) 555-5555	RMLS				

4. Select Yes, Work As to confirm impersonating the agent.

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 Routes My Listings 	61 People in My Company										
Q Alerts (2)	JA Julie Andrews	÷	0	Julie@test.com	(555) 555-5555	RMLS					
Reports	BA Buffy Ann	÷	0	Buffy@test.com	(555) 555-5555	RMLS					
Messages 🔞	JB James Bond		Worl	k As James Bond Are you sure ?	(555) 555-5555	RMLS					
Q ∈ Contacts	CB Cate Blanchett	Yes,	Work As		(555) 555-5555	RMLS					
Add a Showing	CB Chandler Bing	ψ	0	Chandier@test.com	(555) 555-5555	RMLS					
	AB Albert Brooks	Ģ	0	Albert@test.com	(555) 555-5555	RMLS					
	EB Elaine Benes	÷	0	Elaine@test.com	(555) 555-5555	RMLS					
 Support 	JC John Cleese	÷	۲	John@test.com	(555) 555-5555	RMLS					
Settings	BC Bradley Cooper	÷	0	Bradley@test.com	(555) 555-5555	RMLS					

5. The Dashboard for the agent is displayed.

Note: The upper left corner displays who you are logged in as.



6. The navigation menu on the left is limited to the tasks you can perform logged in as an agent:

- **Calendar** View the agent's showing requests, approve or decline the showing requests, and add team instructions
- My Listings View the agent's listings and set the listing's showing preferences
- **Messages** View messages, approve or decline showing requests, send messages, add team members, and add Team Instructions and Team Notes.
- Stop Work As log out of the agent's view
- 7. Select **Stop Work As** to stop working as the agent and return to your view.

