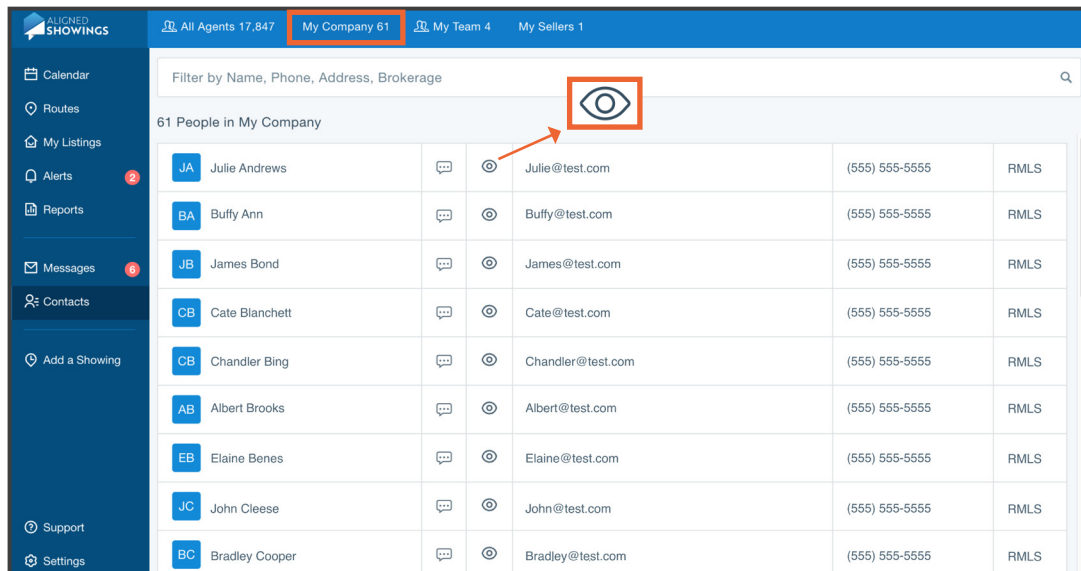


Work-As Feature

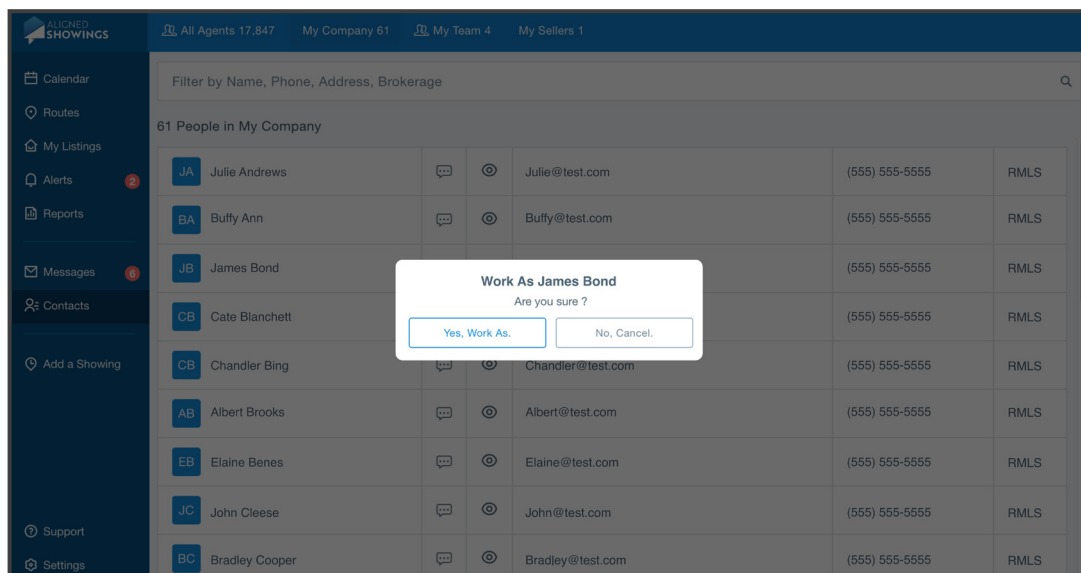
Certain access levels within RMLSweb will have the ability to use the feature 'Work As' with other agents in their respective office and/or firm. This feature allows you to assist others in your office with managing appointment requests and setting showing preferences for listings.

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.



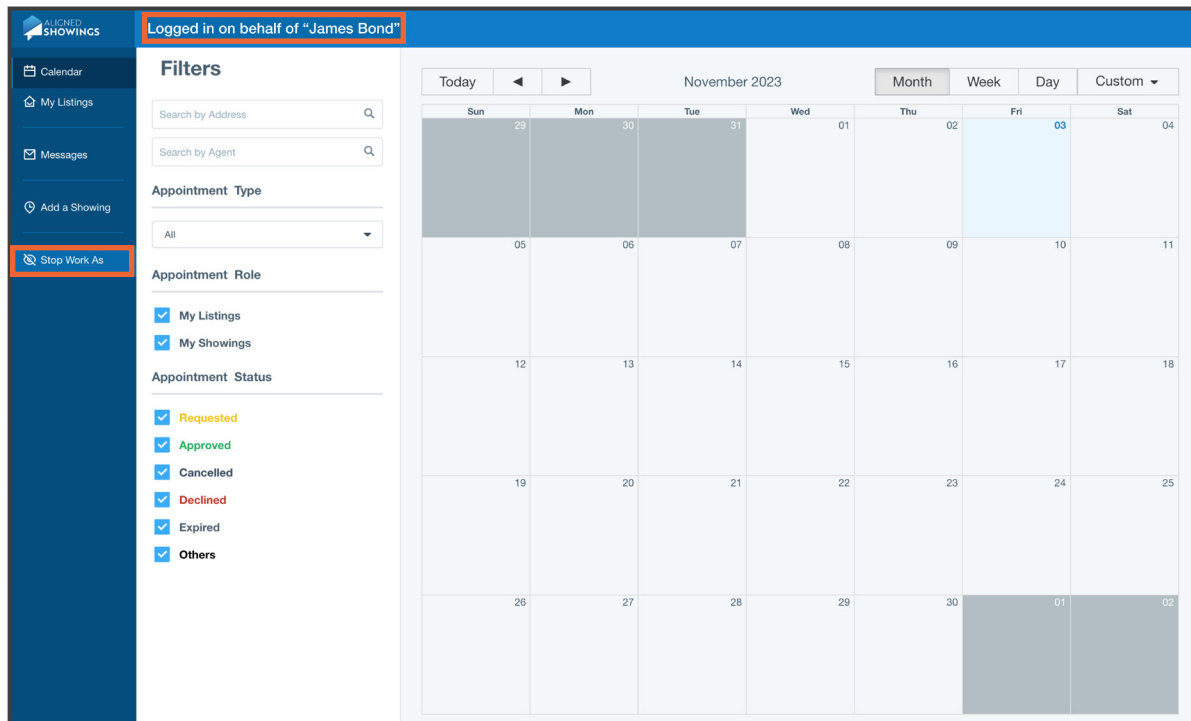
4. Select **Yes, Work As** to confirm impersonating the agent.



Work-As Feature

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.