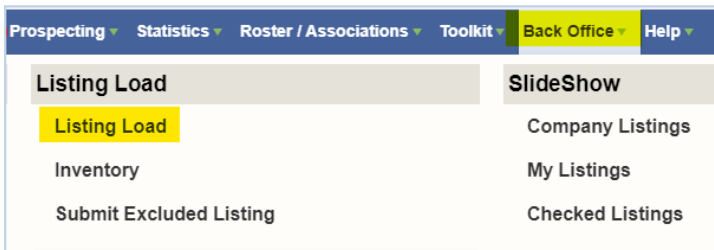


# How to Allow Listing Edit Permission for Co-Seller's Agents

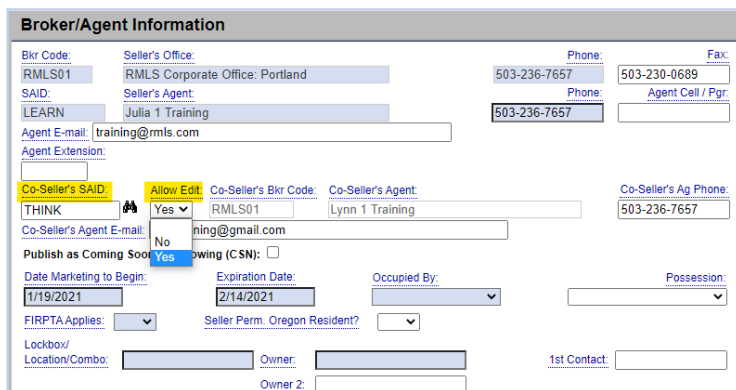
Below you will find instructions for using this tool. If you have any questions please contact our Help Desk at 503-872-8002 or toll-free at 1-877-256-2169 outside of Portland.

Co-Seller's Agents can be granted permission to edit listing, giving agents who work in teams on a listing more freedom. This gives agents and Principal/Managing Brokers the ability to maintain the accuracy and speed of updating listings. To allow Co-Seller's Agent permission just follow these simple steps:

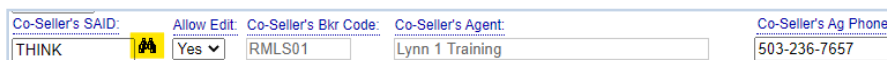
1. Go to **Back Office** and **Listing Load**.
  - a. For an existing listing, click on the Edit Button for the listing and navigate to the Broker/Agent information tab on the left of the screen.



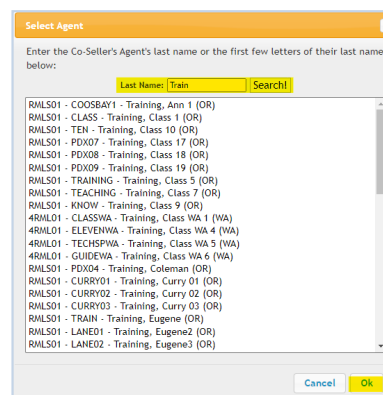
- b. For a new listing, you will follow the steps below when you reach the Broker/Agent information tab.



2. Enter the Co-Seller's SAID, by clicking on the binoculars to the right of the Co-Seller's SAID field.



3. In the new window type the Co-Seller's last name then click Search.  
**Note:** Only agents within your firm will be granted access to edit listing. Highlight the name of the Co-Seller's agent then click on OK.



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Help Desk: **503-872-8002 or toll-free at 1-877-256-2169**

## Key points to know:

- In Listing Load, the search results will display listing whether you are the Seller's Agent or Co-Seller's Agent.
- Co-Seller's Agent will only be able to edit those listings in which they are named as a Co-Seller's Agent.
- Seller's Office and Co-Seller's Office must share the same firm, determined by the first four characters of the Office Web ID (Broker Code) which is the 6-digit code that indicates which office and agent is associated with.
- This will allow a Co-Seller's Agent to modify using the following action buttons: **Edit, Price, Exp date** (Expiration date), **Area, Open House/Broker Tour (OH/BT)** information, **Status, Photos, and Documents**.
- If Co-Seller's Agent is named as the Co-Seller's Agent but not granted editing permission, the Co-Seller's Agent can still view **Listing View Counts**.
- The **Allow Edit** Dropdown listing is set to **NO** by default, so a Listing Agent or Principal/Managing Broker must change it to **YES** if a Co-Seller's Agent is to be given edit permission.