ntreis
doc storage

24/7 online technical support

Office Admin: Updating Office Members

You will learn how to:

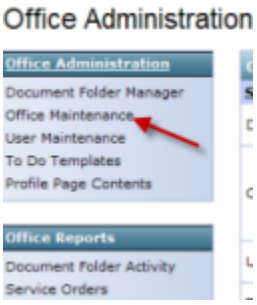
- **Delete members that are no longer a part of**

Your REALTOR ®Association can provide more support/training. **Contact your Association**

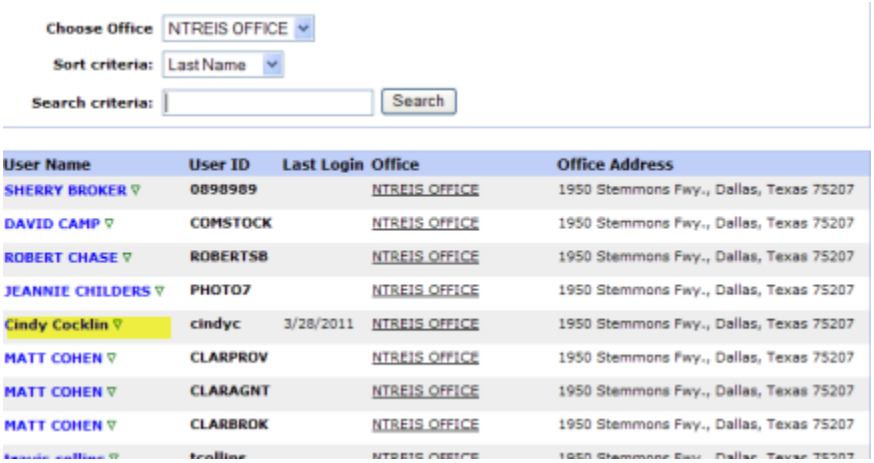
Many of Real Estate offices have staff members in Document Storage that are no longer employed with their company. The Office Administator may maintain the office 'users' by deleting those that are no longer a part of the company.

- From the log in page of Document Storage or the link from within NTREIS Listings go to Document Storage. You will be on the Home Page.

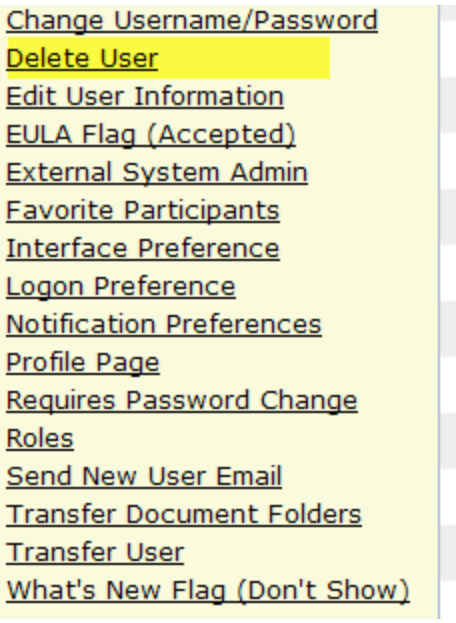
From the Home Page hover over **Settings** and click on **Office Administration**, on the Office Admin page click on **Office Maintenance**.



You will see your office's name and address on the page. Click on **User Maintenance** and all the 'users' in your office will be available.



Hover over the agent name and view the options available. Any changes to the agent/office personal you wish to update you may. To delete the user click **Delete User**. Please keep in mind that if there are Document Folders attached to the agent/office personal you will need to transfer all files to another agent first before deletion. (see the QRG for Transfering Folders)



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Need more help? Contact your Association/MLS Provider for training.

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