

Office Admin: Updating Office Members

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

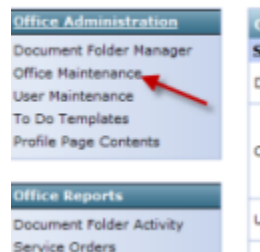
- From the log in page of Document Storage or the link from within NTREIS Listings go to Document Storage. You will be on the Home Page.



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



Office Administration



You will learn how to:

- Delete members that are no longer a part of

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[Contact your Association](#)

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.

Choose Office: ▼

Sort criteria: ▼

Search criteria:

User Name	User ID	Last Login	Office	Office Address
SHERRY BROKER ▼	0898989		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
DAVID CAMP ▼	COMSTOCK		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
ROBERT CHASE ▼	ROBERTSB		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
JEANNIE CHILDERS ▼	PHOTO7		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
Cindy Cocklin ▼	cindyc	3/28/2011	NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
MATT COHEN ▼	CLARPROV		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
MATT COHEN ▼	CLARAGNT		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207
MATT COHEN ▼	CLARBROK		NTREIS OFFICE	1950 Stemmons Fwy., Dallas, Texas 75207

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 Transferring Folders)

- [Change Username/Password](#)
- [Delete User](#)
- [Edit User Information](#)
- [EULA Flag \(Accepted\)](#)
- [External System Admin](#)
- [Favorite Participants](#)
- [Interface Preference](#)
- [Logon Preference](#)
- [Notification Preferences](#)
- [Profile Page](#)
- [Requires Password Change](#)
- [Roles](#)
- [Send New User Email](#)
- [Transfer Document Folders](#)
- [Transfer User](#)
- [What's New Flag \(Don't Show\)](#)

