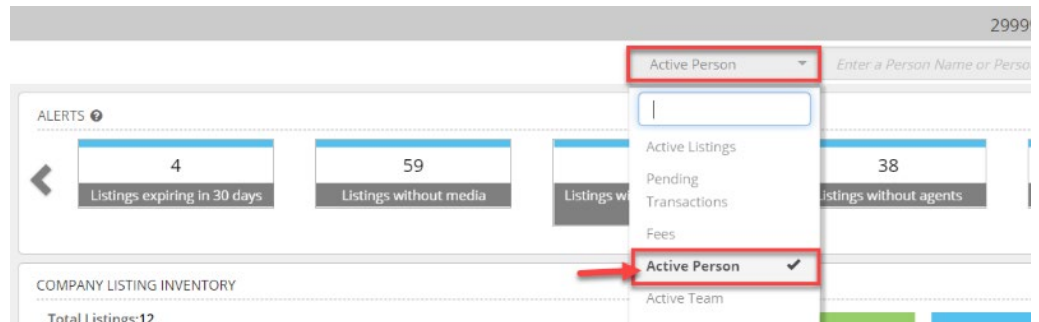


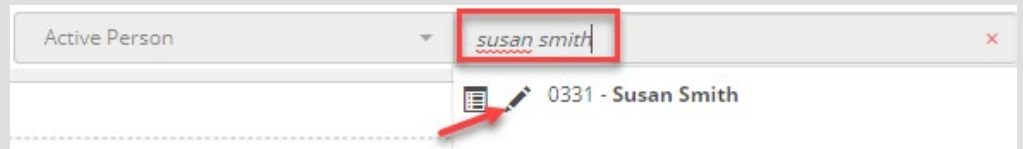
How To Add or Edit an Agent's MLS ID

Persons with Brokerage Admin and Office Manager security roles in dash can add or edit person records in dash. Here is how to add or edit an agent's MLS ID.

- Click the dropdown list in the Quick Search box.
- Select **Person**.



- Type the name of the person you're searching for.
- From the search results, click the edit **pencil tool** to the left of the person's name you wish to update.
- This will bring you to the Edit Person screen.



- Select the **Positions** tab.

 A screenshot of the 'EDIT PERSON' screen. At the top, it says 'EDIT PERSON' and 'Susan Smith | PERSON ID : 0331'. Below this are three tabs: 'Essentials', 'Positions' (which is highlighted with a red box and a red arrow), and 'Profile'. Under the 'Positions' tab, there are form fields for 'FIRST NAME *' (a dropdown menu with '-- SELECT --' and a value of 'Susan'), 'MIDDLE NAME' (an empty text field), 'LAST NAME *' (a text field with the value 'Smith'), and 'SUFFIX' (an empty text field).

- Under the **Sales Position** section
 - Enter the agent's **MLS ID**
 - Enter the **MLS Name**
 - Click on the **MLS Name** from the search results

SALES POSITION

SPECIALTY * ☒ Residential ☐ Commercial

MLS AGENT MLS ID MLS NAME

a 55667788 **b** Garden

c NJ_GSMMLS - Garden State Mls
KS_GCBR - Garden City Boa...

Full time

POSITION POSITION

- Click **SAVE**.

EDIT PERSON ACTIONS

Susan Smith | PERSON ID : 0331

Essentials **Positions** Profile Media Security Other

1 A person record must have at least one Active Sales or Non-Sales Position.

SALES POSITION

SPECIALTY * ☒ Residential ☐ Commercial

MLS AGENT MLS ID MLS NAME

55667788 NJ_GSMMLS - Garden State Mls

Full time ☒ Part time ☐

POSITION

POSITION	OFFICES	EFFECTIVE DATE	DEACTIVATION DATE	SHOW ONLINE
Sales Associate	0001 - 1 campus drive, Clinton	09/23/2020		☒

[Modify Offices](#)

LICENSES

TYPE	NUMBER	STATE/ PROVINCE	PRIMARY	ISSUE DATE	EXPIRATION DATE
-- SELECT --		-- SELECT --	☒		

NON SALES POSITION

POSITION	OFFICES	EFFECTIVE DATE	DEACTIVATION DATE	SHOW ONLINE
-- SELECT --				☐

[Select Offices](#)

OFFICES

PRIMARY OFFICE * 0001 - 1 campus drive, Clinton

[Cancel](#) [Save](#)

- Confirmation message will appear.

UPDATE A PERSON

 **Person has been updated successfully.**
Susan Smith (Person ID: 0331)

MORE ACTIONS

 [Print this record](#)

 [Go to People Home Page](#)

 [View this Person](#)