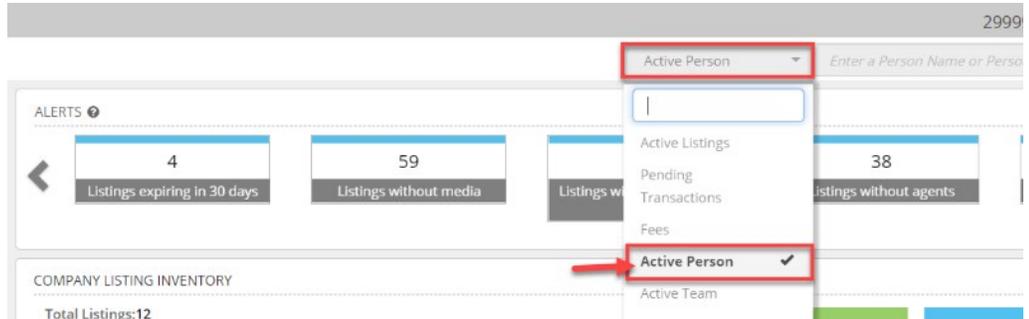


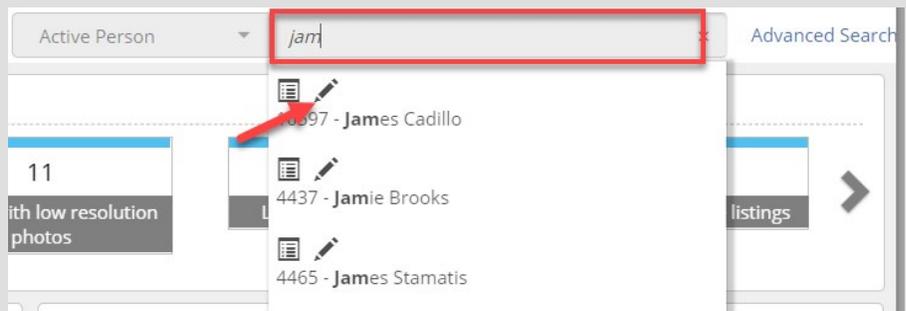
## How To Edit Permissions for MoxiWorks Products

Persons with Brokerage Admin and Office Manager security roles in dash can assign, edit and revoke permissions for brand tools including MoxiWorks within dash. People are assigned default permissions based on the position they have been assigned. Here is how to edit those permissions should you need to.

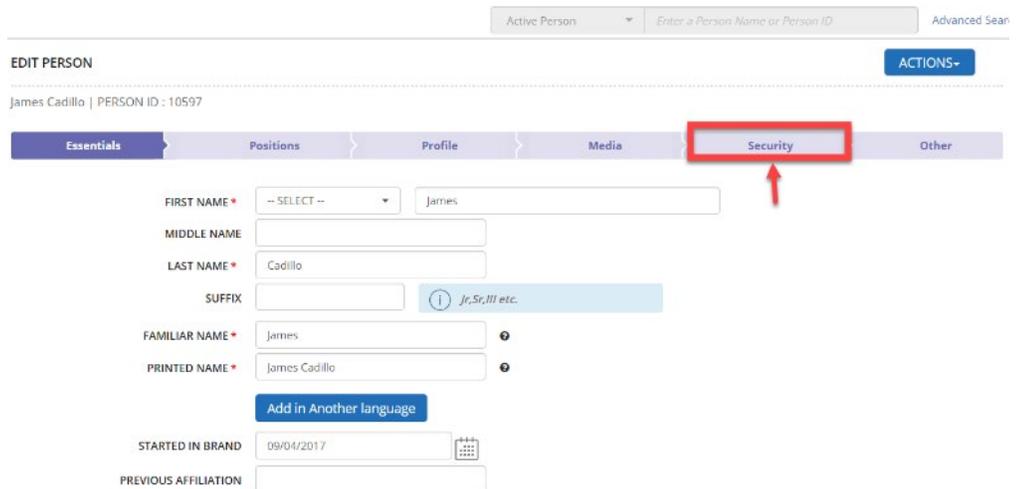
- Click the dropdown list in the Quick Search box.
- Select **Person**.



- 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 **Security** tab.



- Click on the **Applications drop down menu** and select **Moxi** as the application for which you intend to update the user's security permission.

APPLICATIONS	ROLES	DESCRIPTION	LEVEL
Moxi			

NOTE: If the user currently has security permissions for a role, you will see the option to remove the role from the user.

- Click **Remove Role** to remove the existing security permission assigned.

APPLICATIONS	ROLES	DESCRIPTION	LEVEL
Moxi	Company Access (company-admin)	Appropriate for modifying company structure, users, and content. Highest level of access in all products.	Company <a href="#">Manage Role</a> <a href="#">Remove Role</a>
	Company Marketing Access	Appropriate for creating and managing company content and sites.	<a href="#">Manage Role</a>
	Office Manager Access	Elevated access to manage every facet of all associated office activity. Commonly assigned to office managers	<a href="#">Manage Role</a>
	Office Admin Access	Elevated access to support all agents within all associated offices.	<a href="#">Manage Role</a>
	User Access	Agent access. Allows standard levels within all available products.	<a href="#">Manage Role</a>
	Employee Access	Allows standard access levels within all available products. Commonly assigned to staff members and assistants.	<a href="#">Manage Role</a>

Once the role has been removed, the remove role link as well as the office or company to which the roles was assigned will no longer be displayed.

APPLICATIONS	ROLES	DESCRIPTION	LEVEL
Moxi	Company Access (company-admin)	Appropriate for modifying company structure, users, and content. Highest level of access in all products.	<a href="#">Manage Role</a>
	Company Marketing Access	Appropriate for creating and managing company content and sites.	<a href="#">Manage Role</a>
	Office Manager Access	Elevated access to manage every facet of all associated office activity. Commonly assigned to office managers	<a href="#">Manage Role</a>
	Office Admin Access	Elevated access to support all agents within all associated offices.	<a href="#">Manage Role</a>
	User Access	Agent access. Allows standard levels within all available products.	<a href="#">Manage Role</a>
	Employee Access	Allows standard access levels within all available products. Commonly assigned to staff members and assistants.	<a href="#">Manage Role</a>

You can now move forward with assigning a new security role to the person's record.

- Click on **Manage Role**

APPLICATIONS	ROLES	DESCRIPTION	LEVEL
Moxi	Company Access (company-admin)	Appropriate for modifying company structure, users, and content. Highest level of access in all products.	<a href="#">Manage Role</a>
	Company Marketing Access	Appropriate for creating and managing company content and sites.	<a href="#">Manage Role</a>
	Office Manager Access	Elevated access to manage every facet of all associated office activity. Commonly assigned to office managers	<a href="#">Manage Role</a>
	Office Admin Access	Elevated access to support all agents within all associated offices.	<a href="#">Manage Role</a>
	User Access	Agent access. Allows standard levels within all available products.	<a href="#">Manage Role</a>
	Employee Access	Allows standard access levels within all available products. Commonly assigned to staff members and assistants.	<a href="#">Manage Role</a>

The Assign Security Role screen will be displayed.

You can Assign the security role at Entire Company or at the Office Level.

- Make your selection.

NOTE: If you chose Office Level you will need to select the specific offices you wish to grant access to.

- Click **Apply**.

ROLE: Office Manager Access

Entire Company Automatically grants access to any office added in the Future

Select Offices

OFFICES

0001 - 1 campus drive, Clinton

0002 - ewfdvdg, Schenectady

SELECT ALL

SELECTED OFFICES

Remove all

Cancel
Apply

- Click **Save**.

APPLICATIONS: Moxi

ROLES	DESCRIPTION	LEVEL
Company Access (company-admin)	Appropriate for modifying company structure, users, and content. Highest level of access in all products.	<a href="#">Manage Role</a>
Company Marketing Access	Appropriate for creating and managing company content and sites.	<a href="#">Manage Role</a>
Office Manager Access	Elevated access to manage every facet of all associated office activity. Commonly assigned to office managers	<b>Company</b> <a href="#">Manage Role</a> <a href="#">Remove Role</a>
Office Admin Access	Elevated access to support all agents within all associated offices.	<a href="#">Manage Role</a>
User Access	Agent access. Allows standard levels within all available products.	<a href="#">Manage Role</a>
Employee Access	Allows standard access levels within all available products. Commonly assigned to staff members and assistants.	<a href="#">Manage Role</a>

Cancel
Save

UPDATE A PERSON

**Person has been updated successfully.**  
 James Cadillo (Person ID: 10597)

MORE ACTIONS

- Print this record
- Go to People Home Page
- View this Person