

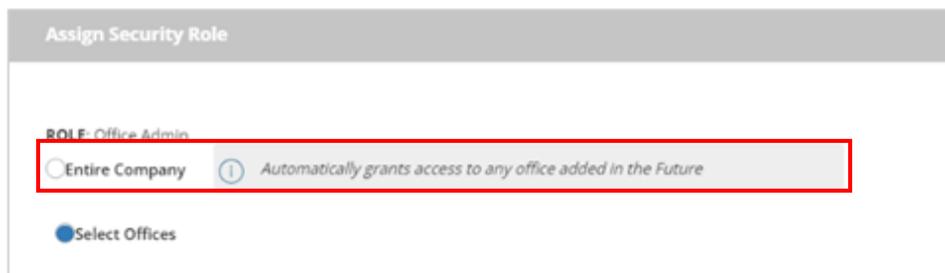
Leads Engine How To: *Confirm and Grant Access Using dash*

Confirm the following in **dash** to ensure access for those who will be managing leads in Leads Engine.

- ✓ User is assigned a **non sales** role.
- ✓ The **Leads Engine Manager** role is assigned to the user on a Company level not Office level (individual offices). If the role is assigned to the user on an Office level, please see the following.

Update a dash Profile to Grant User Access

1. From the **dash** homepage, click the dropdown list in the **Quick Search** box and select **Active Person**.
2. Type the name of the person you are searching for in the Quick Search field. Search results with similar names will appear for you to choose from.
3. Click the **Edit** tool (pencil icon) to edit the person's record.
4. Go to the **Security** tab.
5. Select **Leads Engine** from the **Applications** dropdown.
6. Under the **Manager** row, click **Manage Role** and select **Entire Company**.



7. Once you have finalized all your edits, go to the bottom of the screen and click **Save**.

This update will confirm the **Leads Engine Manager** role is assigned to the user on a Company level allowing for Leads Engine access.

EXTRANET	APPLICATION	LEVEL	ROLES
OFFICES			
All	iProspect	Company	Executive
	Leads Engine	Company	Manager
	Moxi	Company	Office Admin Access
	PowerBI Reports	Company	PowerBI_Reports_Read_Only

**** Please allow a few hours for this change to process before attempting access to Leads Engine. ****

Leads Engine will be accessible via brand extranet tile or direct URL <http://leadsengine.realogy.com>.

For additional help and information, please contact your company's dash administrator or the helpdesk by emailing support@anywhere.re.