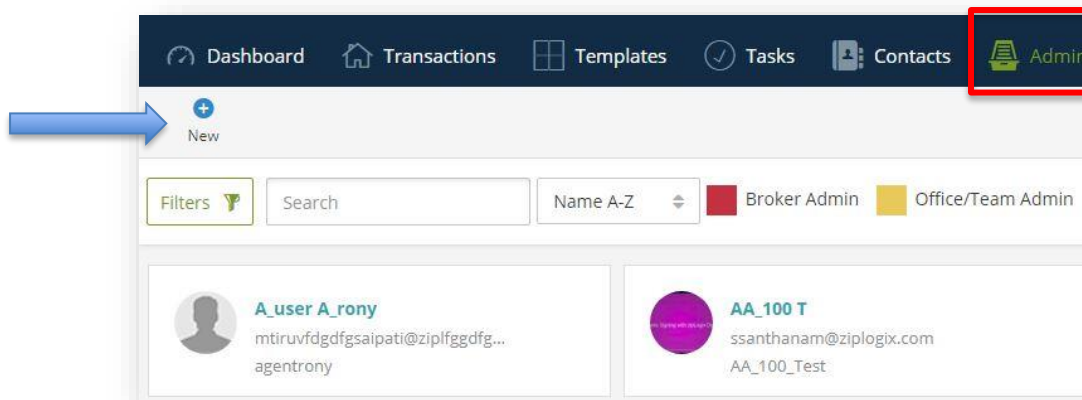
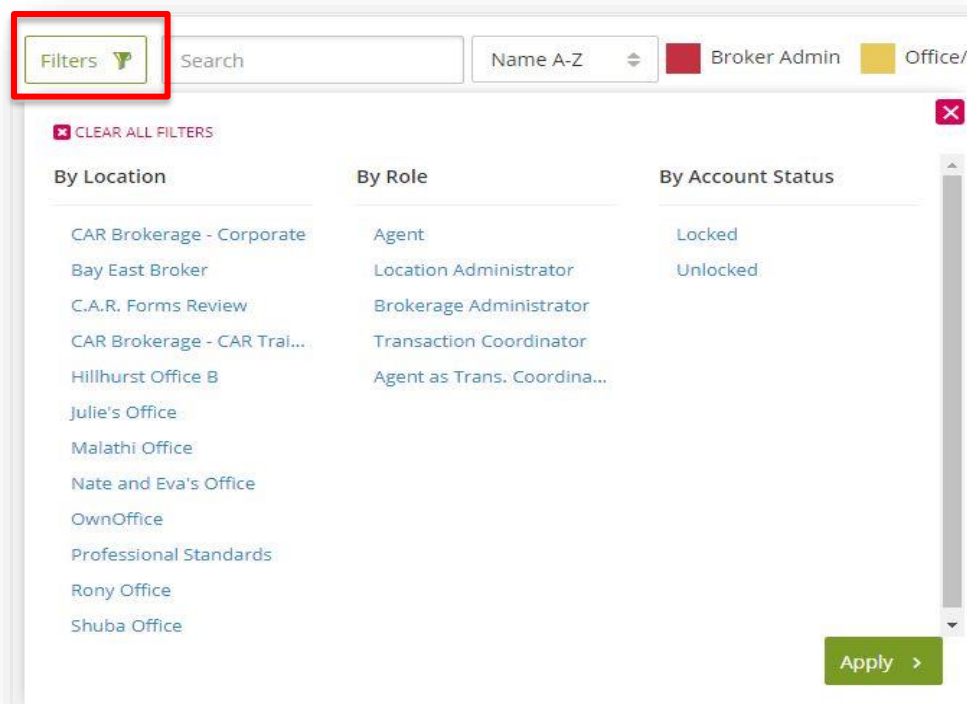


There are several user roles defined in the zipForm® Plus Broker Edition. Each role has specific permissions within the zipForm® Plus Broker Edition software. Location Administrators can manage agent files and user accounts for their specific office location.

1. Location Administrator accounts include an **Administration Tab** feature. This role can add agents to their office, but cannot add new offices. Some brokerages will require agent accounts to be created via an SSO link, in which case Location Administrators will not need to add agents at the office level.



2. Location Administrators options can view all transactions for the Location to which they are assigned. To view transactions by type, apply desired **Filters**.



3. Location Administrators can view all transactions for the Location to which they are assigned. To view transactions for a specific agent, search by **Users**. If more than one office is assigned to the user, use the drop down to select the **Offices**

