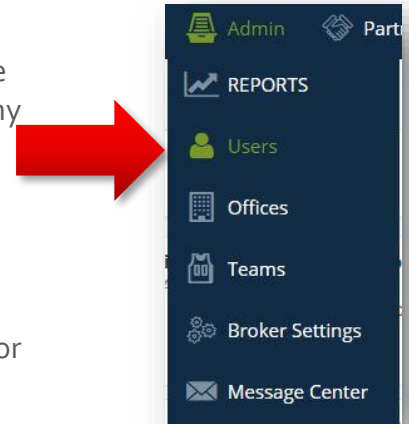


Administration Tab

zipForm® Plus offers many powerful tools to allow administrators to manage their Broker Edition accounts. Administrative features may be accessed at any time by hovering over the **Administration Tab** at the top of zipForm® Plus. Open the menu to manage the agent and office roster by clicking **Users**.



User List

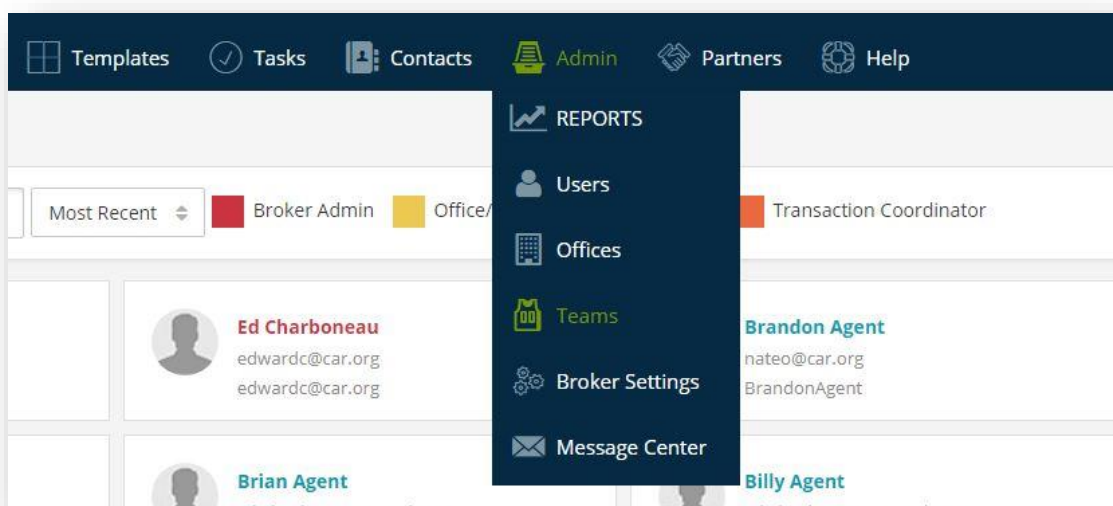
The **Users Tab** is comprised of zipForm® Plus users who have been assigned various roles within your Brokerage account. There are multiple Administrator profiles and agent preferences available within the platform:

Broker Administrator: Access all agent accounts, transactions, offices (if any), forms, transaction reports, and templates for the entire Brokerage entered in the zipForm® Plus account. This is a member profile and an NRDS number will be needed to log in. Non-member users can be granted this access provided non-member products and libraries have been assigned to these users.

Location Administrator: Manage all files and accounts at specific office location(s). **Broker Administrators** can see/edit these users. This is a member profile and an NRDS number will be needed to log in. Non-member users can be granted this access provided non-member products and libraries have been assigned to users.

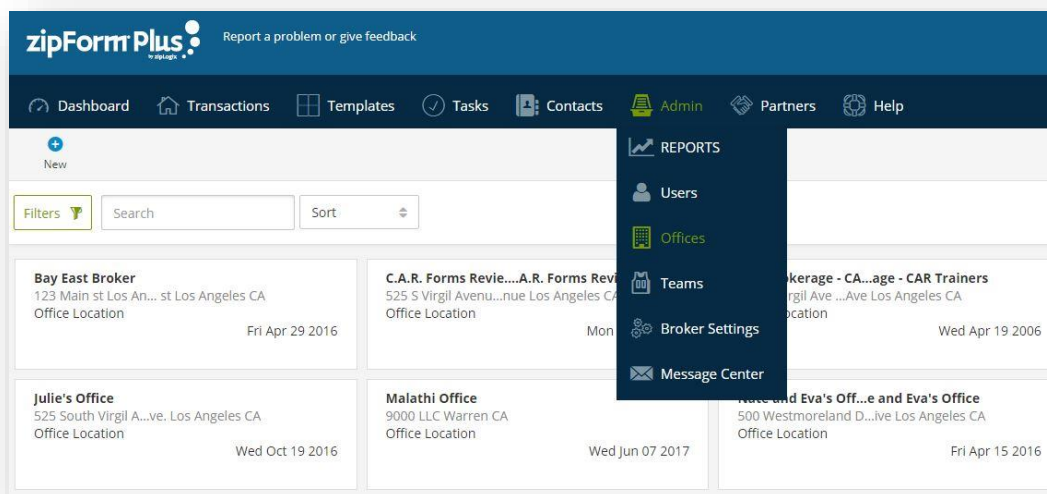
Agent: An individual user who can create transactions and manage his/her personal files. **Broker/Location Administrators** can see agent transactions and templates, but are not able to view the agent's contacts. This is a member profile and an NRDS number will be needed to log in.

Transaction Coordinator: Transaction Coordinators work on behalf of agents. Their profile settings grant permissions to edit existing or create transaction files at one office or multiple locations. This is a non-member, non-licensed user profile and an NRDS number will not be needed to log in to this profile.



Office List

The **OFFICE LIST** grants Broker Administrators the ability to add offices to their zipForm® Plus account. Once added, the offices will be accessible in the **Dashboard** and **Reports** affording the opportunity for the Broker to stay on top of his/her agents' business by running pertinent reports from any location. Permissions can be activated when creating new offices.



Team List

The **TEAM LIST** houses teams created to provide agents collaboration ability. Users added to a team can work with one another more efficiently to close Transactions. Users can also be assigned to multiple teams for an even broader collaborative workflow.

