

## Head Office Functionality in Matrix

**Purpose:** Defining a Head Office relationship gives more control and access to the Participant/Managing Broker that manages multiple offices. This will give you the ability to view and edit listings for anyone in the offices that you manage. The Head Office Admins will also be able to view and edit listings for agents in the Head Office and any sub-offices.

If you think is a solution that would be a benefit to your office, please contact your Account Manager or Customer Care for more information about how to set this up.

### Head Office Functionality in Matrix:

- **Listing Input:** Managing Brokers and Office Admins at the Head Office level will now be able to add listings and change listing information for agents in the Head Office and any of their Sub Offices.
  - This is the only area in Matrix where the Head Office can access listings from Sub Offices.

The screenshot shows a user interface for adding or editing listings. It features a 'Quick Modify' section with three dropdown menus: 'Select an Office', 'Select an Agent', and 'Select a Listing'. To the right of these dropdowns is a checkbox labeled 'Show agents with no listings.' and a text input field for 'or type --MLS@#--' with an 'Edit' button next to it. Below the 'Quick Modify' section are two sections for 'Agent Photo / Office Logo', each with 'Add new' and 'Edit existing' links.

- Managing Brokers and Office Admin in a Sub Office will only be able to add listings or make changes to the listings for agents in their office.

### + Input

#### Listings

[Add new](#) or [Edit existing](#) Listings

Quick Modify:

Select an Agent   Show agents with no listings.

Select a Listing  or type  [Edit](#)

#### Agent Photo / Office Logo

[Add new](#) or [Edit existing](#) Agent Photo

[Add new](#) or [Edit existing](#) Office Logo

- **Other Benefits for Managing Brokers and Their Individual Office.** (Note: Head Office do not currently have visibility to Sub Offices in these areas.)
  - **My Office Listings:** Managing Broker are able to see all the listings in their office for all statuses.
  - **Productivity Reports:** Managing Brokers are able to generate an **Office Ranking Report** and **My Offices Production and Inventory Report**.