Product Reference Document Head Office Functionality

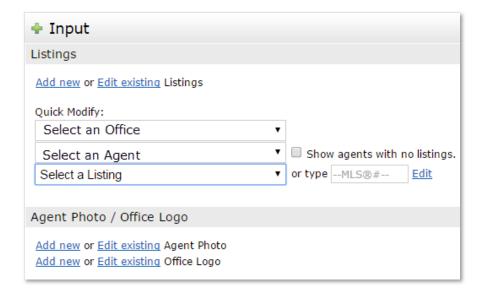
Head Office Functionality in Matrix

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.

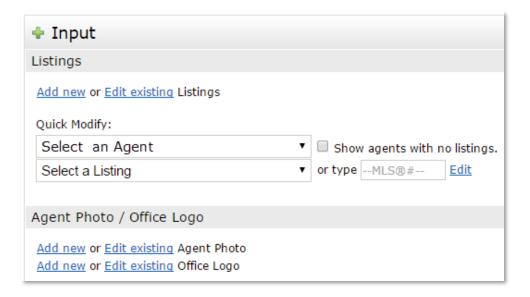
If you think is a solution that would be a benefit to your office, please contact your Account Manager or Customer Care for more information about how to set this up.

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.



 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.



- 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.