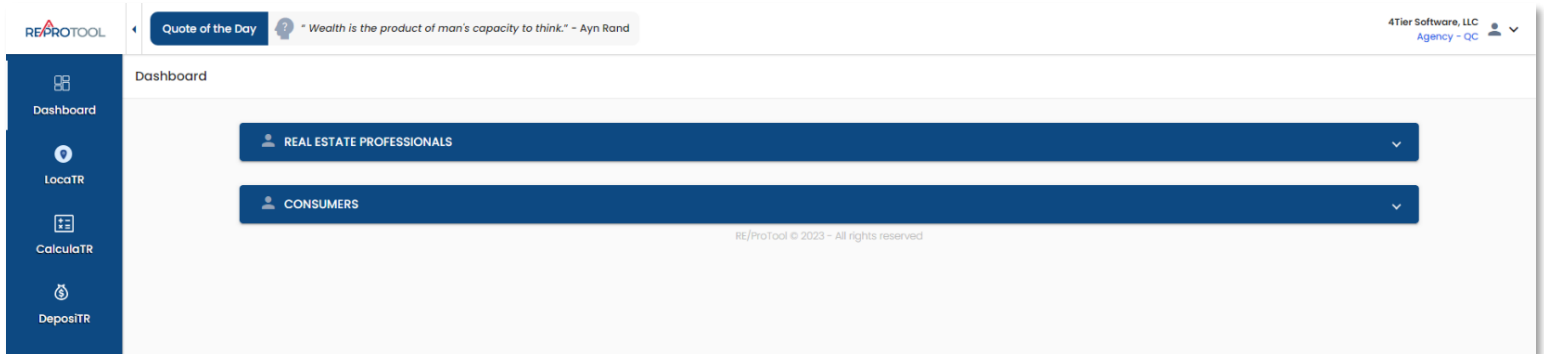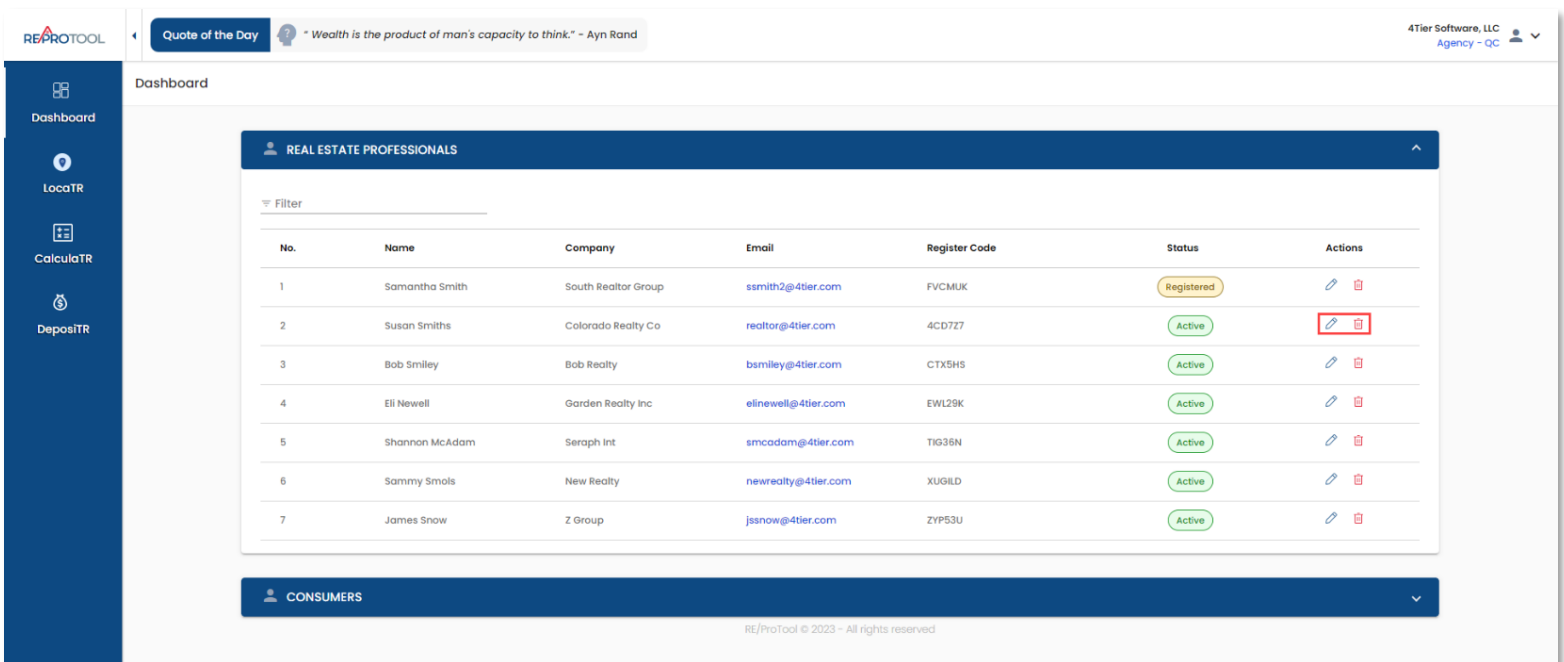# REProTool Agency User Guide

## Agency User – Dashboard

On login, you will be taken to the **Dashboard**. Here, you can see any associated **Real Estate Professionals** and **Consumers**.

Agency Users can edit or delete **Real Estate Professionals** from the **Dashboard**.


Multiple pages will display when the user list surpasses 10 users. You may use the **Items per page** dropdown to select 10, 20, 50, or 100 users per page. You can use the **|<** to jump to the first page and the **>|** will jump to the last page. Using the **<** or **>** buttons will take you to the prior or next page.
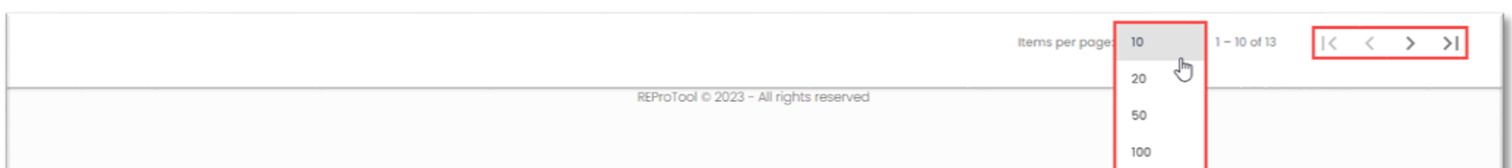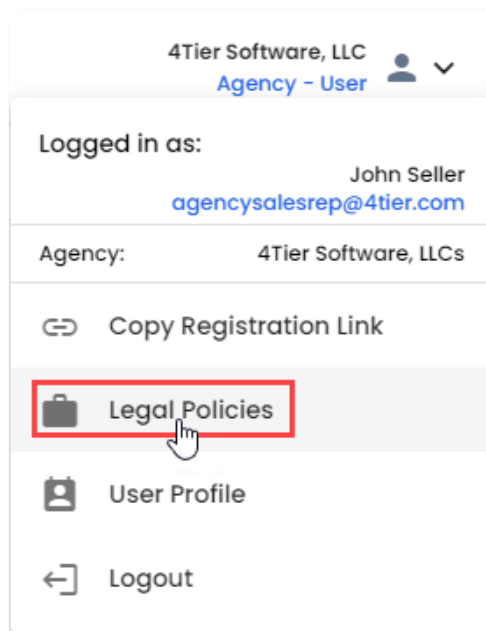
Agency User – User Menu

Agency Users have access to a user menu accessed by clicking the icon in the top right corner. This will display a menu with any options available to you.

Agency Users have access to a *Registration* link via the user menu. This link can be copied from the menu and provided for others to register. Users that register with the link will be associated to the agency and the agency admin and will display under the *Real Estate Professionals* section on the *Dashboard*.
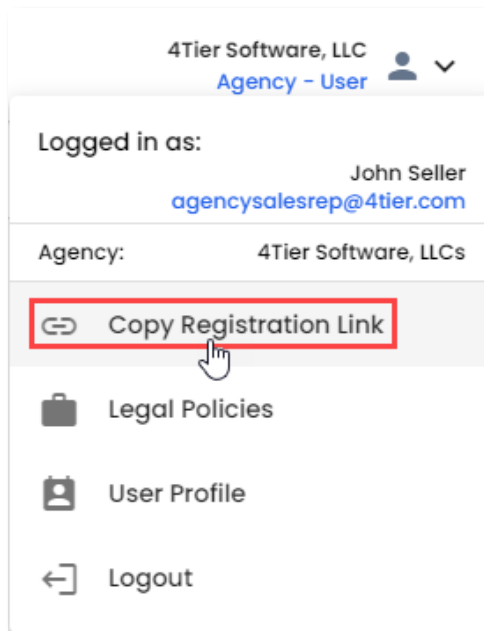
Legal Policies will display all policies used across the applications your agency has access to.

Under the user menu, as an *Agency User* you can update your *User Profile* information and profile image.
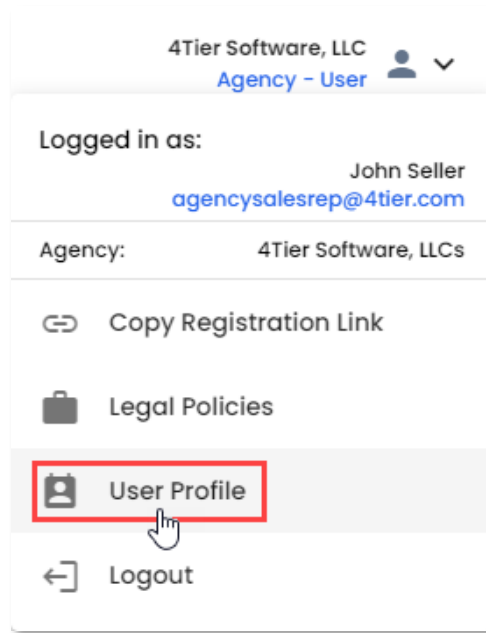
Changes can be made to your *First* and *Last Name, Cell Phone Number*, *Work Phone Number*, *Address*, *City*, *State*, *Zip Code, Website, Position/Title* and profile image. *Email* cannot be altered and as such is greyed out. Here your password can also be updated.

Logout is accessible via the user menu and will return you to the login screen.
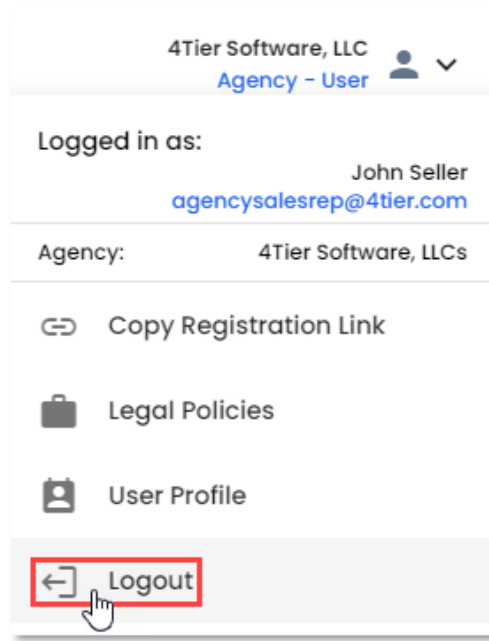
Agency User – LocaTR

Agency Users have access to *LocaTr* to search for properties that may be added to *Net Sheets*. For detailed instructions on *LocaTr* please see the *LocaTR Guide*.

Agency User - CalculaTR

Agency Users have access to **CalculaTR** which contains the **Net Sheet** and **Fixed Rate Mortgage Calculator**. For detailed instructions on how to use **CalculaTR**, please see the **CalculaTR Guide**.
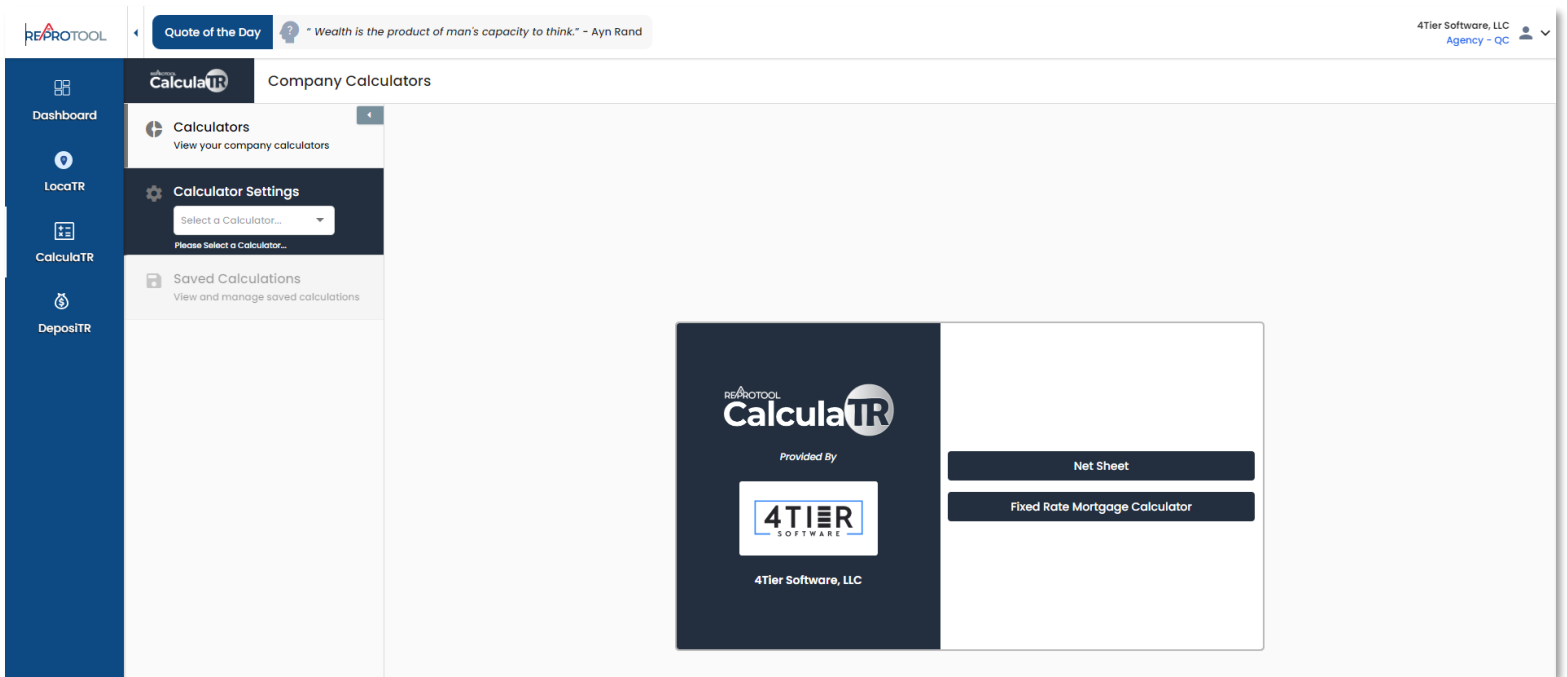
Agency User - DeposiTR

Agency Users have access to *DeposiTR* which contains the *Deposit Queue* to manage deposits. For detailed instructions on *DeposiTR* please see the *DeposiTR Guide*.