

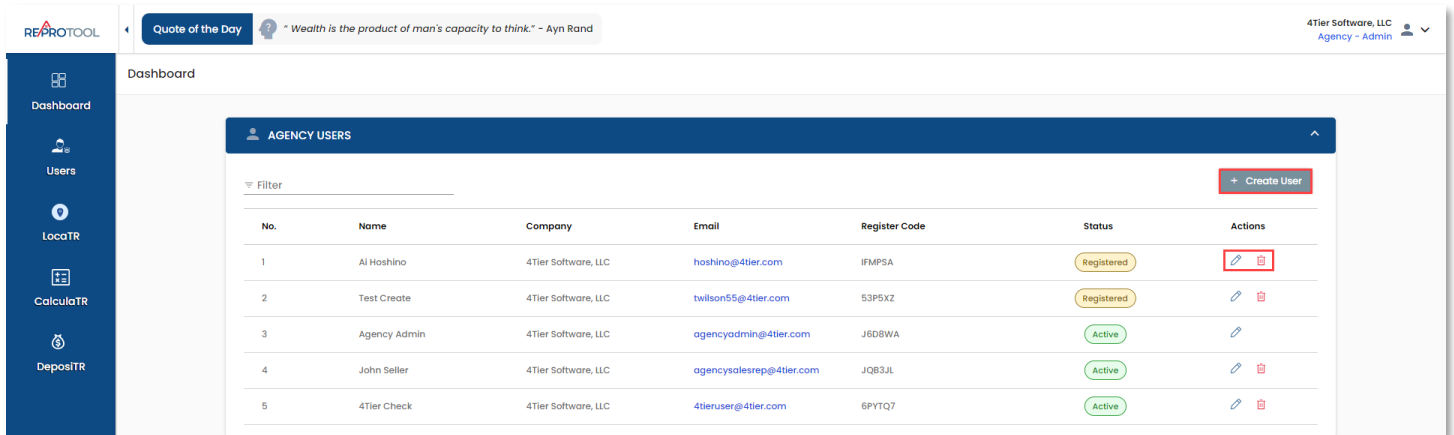
REProTool Agency Admin Guide

Dashboard

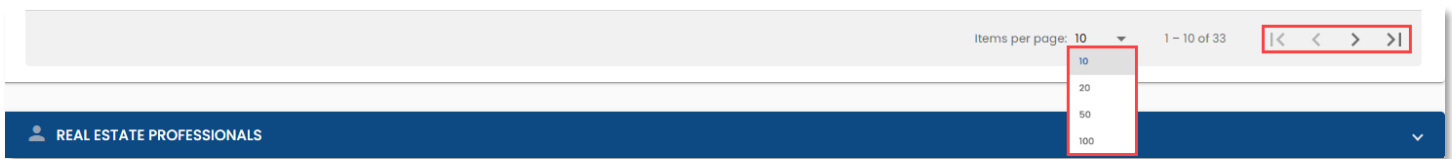
On login, you will be taken to the **Dashboard**. Here, you can see any associated **Agency Users**, **Real Estate Professionals**, and **Consumers**.



Agency Admins can create **Agency** users, edit existing users or delete users from the **Dashboard**. Users who have verified their accounts will display as **Active** while users who have registered but have not verified their email will display as **Registered**. Any **Registered** users will display at the top of the lists.



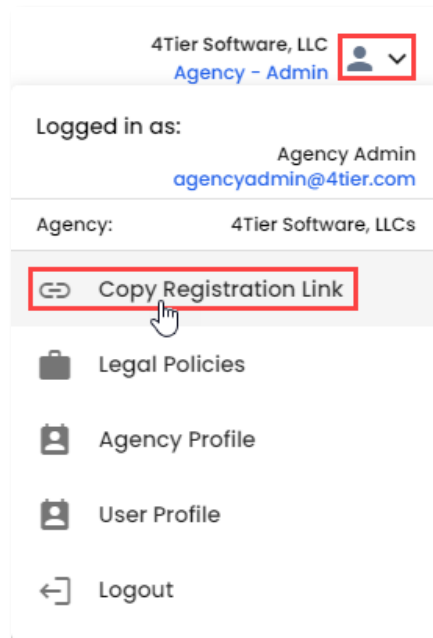
Multiple pages will display when the user list surpasses 10 users. You may use the **Items per page** dropdown to select 10, 20, 50, or 100 users per page. You can use the |< to jump to the first page and the >| will jump to the last page. Using the < or > buttons will take you to the prior or next page.



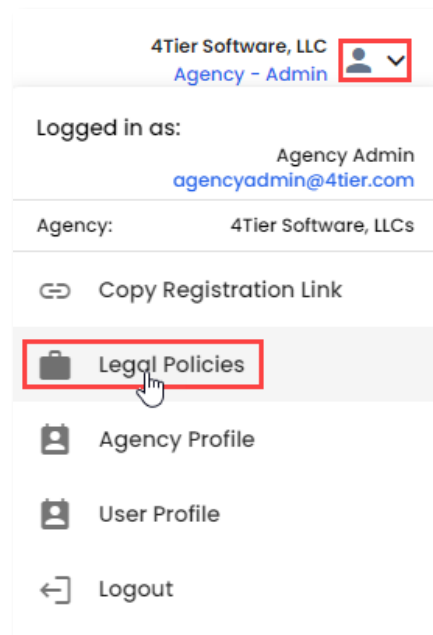
User Menu

Agency Admins 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 the appropriate user.

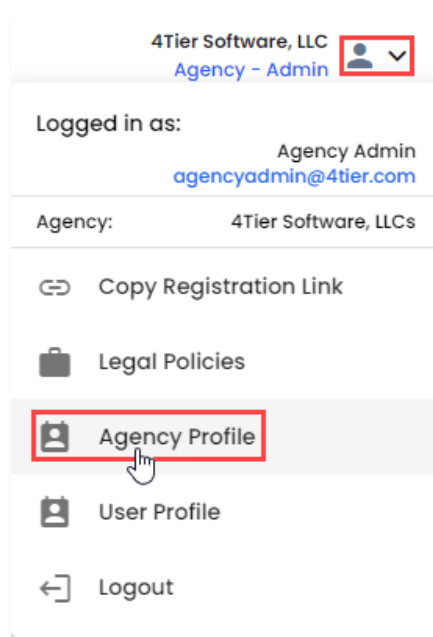
Agency Admins have access to a **Registration** link via the user menu. This link can be copied from the menu and provided for others to register. Users that register with the link will be associated to the agency and the agency admin and will display under the **Real Estate Professionals** section on the **Dashboard**.



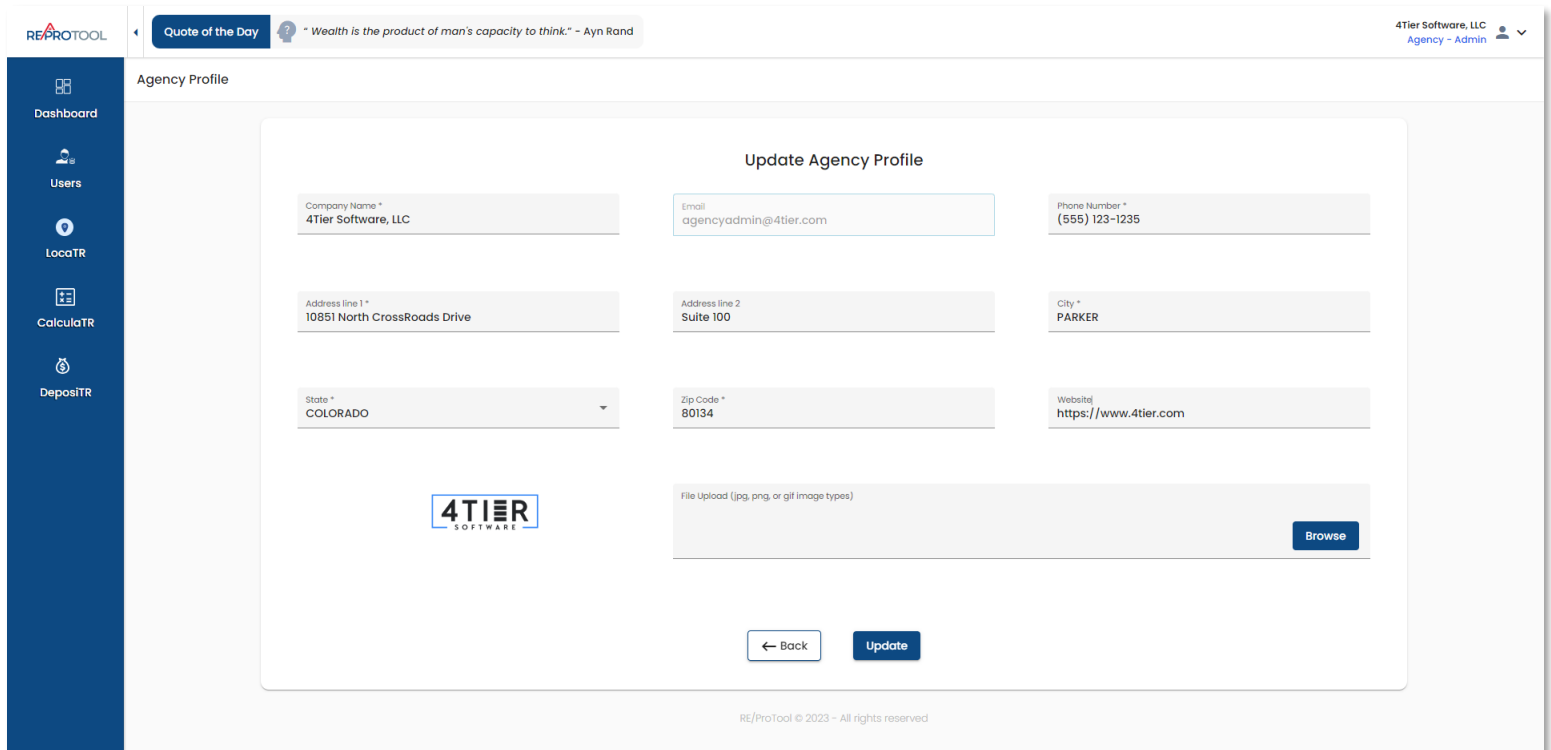
Under the user menu, as an **Agency Admin** you can view the various **Legal Policies** for the applications.



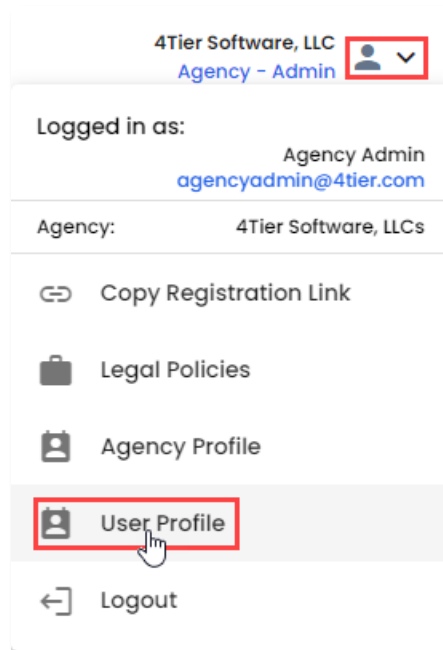
Under the user menu, as an **Agency Admin** you can update your **Agency Profile** information and logo image.



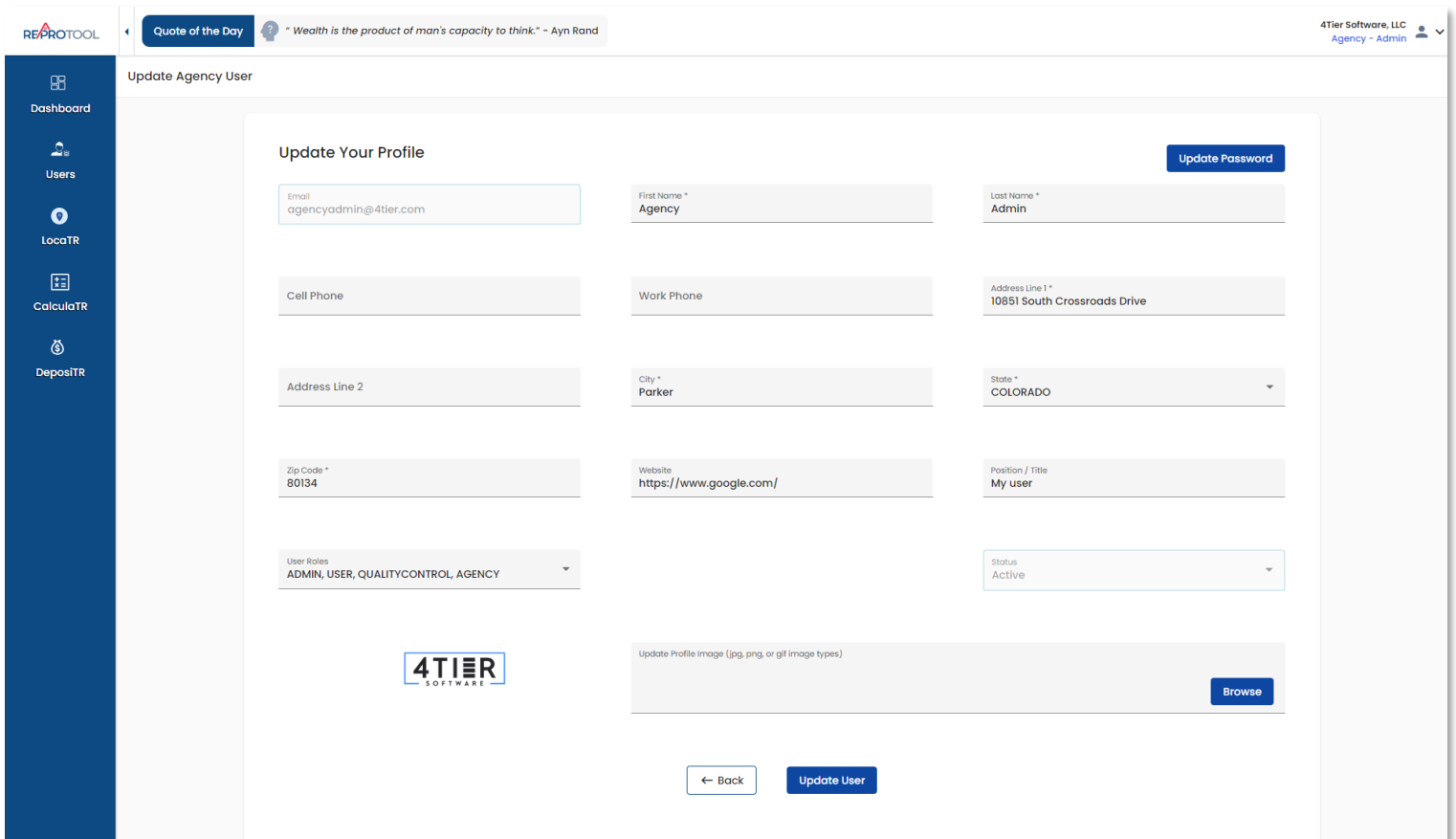
Changes can be made to your agencies **Company Name**, **Phone Number**, and **Address, City, State, Zip Code, Website** and logo image. **Email** cannot be altered and as such is greyed out.



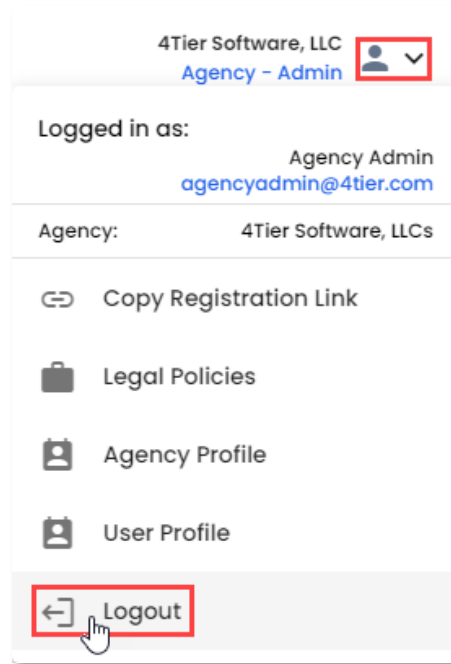
Under the user menu, as an **Agency Admin** you can update your **User Profile** information and profile image.



Changes can be made to your **First and Last Name, Cell Phone Number, Work Phone Number, Address, City, State, Zip Code, Website, User Roles** and profile image. **Email and Status** cannot be altered and as such is greyed out.












Logout is accessible via the user menu and will return you to the login screen.



Users

The **Users** page displays a list of any associated **Agency Users**. **Agency Admins** can create new **Agency Users**, edit or delete users from the **Users** page.

Agency User List

No.	Name	Company	Type	Email	Register Code	Status	Actions
1	Agency User	4Tier Software, LLC	QualityControl	tieragency@4tier.com	GHR08C	Registered	 
2	test test	4Tier Software, LLC	EscrowOfficer	testr445@4tier.com	EXTUIF	Registered	 
3	Agency Admin	4Tier Software, LLC	Admin	agencyadmin@4tier.com	J6DBWA	Active	
4	John Seller	4Tier Software, LLC	SalesRep	agencysalesrep@4tier.com	JQB3JL	Active	 
5	4Tier Check	4Tier Software, LLC	SalesRep	4tieruser@4tier.com	6PYTQ7	Active	 

When creating a user, all fields marked with a * will need to be entered. **User Roles** determines what an **Agency User** has access to. **Agency Users** will be prompted to reset their passwords on first login after email verification.

Create Agency User

Email *

First Name *

Last Name *

Cell Phone

Work Phone

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Website

Position / Title

User Roles

Password * 0/25

Confirm Password *

Add Profile Image (jpg, png, or gif image types)

Browse

← Back


Create User

When editing an **Agency User**, an **Agency Admin** can edit everything except **Email**. All required fields marked with a * still need to be filled out and cannot be saved as blank.

REPROTOOL Quote of the Day “Wealth is the product of man’s capacity to think.” - Ayn Rand 4Tier Software, LLC Agency - Admin

Update Agency User

Email agencysalesrep@4tier.com	First Name * John	Last Name * Seller
Cell Phone (555) 123-1535	Work Phone	Address Line 1 * 1234 Agency Way
Address Line 2	City * Parker	State * COLORADO
Zip Code * 80134	Website https://www.google.com/	Position / Title
User Roles USER, AGENCY		Status Active



Update Profile Image (jpg, png, or gif image types) Browse

← Back Update User

When editing a **Real Estate User**, an **Admin Agency** can edit everything except **Registration Code**, **Email**, and **Agency**. All required fields marked with a * still need to be filled out and cannot be saved as blank.











The screenshot shows the 'Update Real Estate User' form. The left sidebar contains navigation links: Dashboard, Users, LocaTR, CalculaTR, and Depositr. The top header includes 'Quote of the Day' and the user's role 'Agency - Admin'. The form fields are as follows:

Registration Code XUGILD	Email newreality@4tier.com	Agency 4Tier Software, LLCs
Agency User John Seller	Company Name * New Realty	First Name * Sammy
Last Name * Smols	Address line 1 * 55985 Testing ave	Address line 2
City * Parker	State * COLORADO	Zip Code * 80134
Cell Phone	Work Phone	User Roles USER, REALESTATE
Status * Active	Website	Position / Title

Below the form is an 'Add Profile Image' section with a 'Browse' button. At the bottom are 'Back' and 'Update' buttons.

When deleting a user, a popup will display asking you to confirm the deletion. **Proceed** will delete the user and **Cancel** or **Close** will return you to the dashboard view without deleting the user.

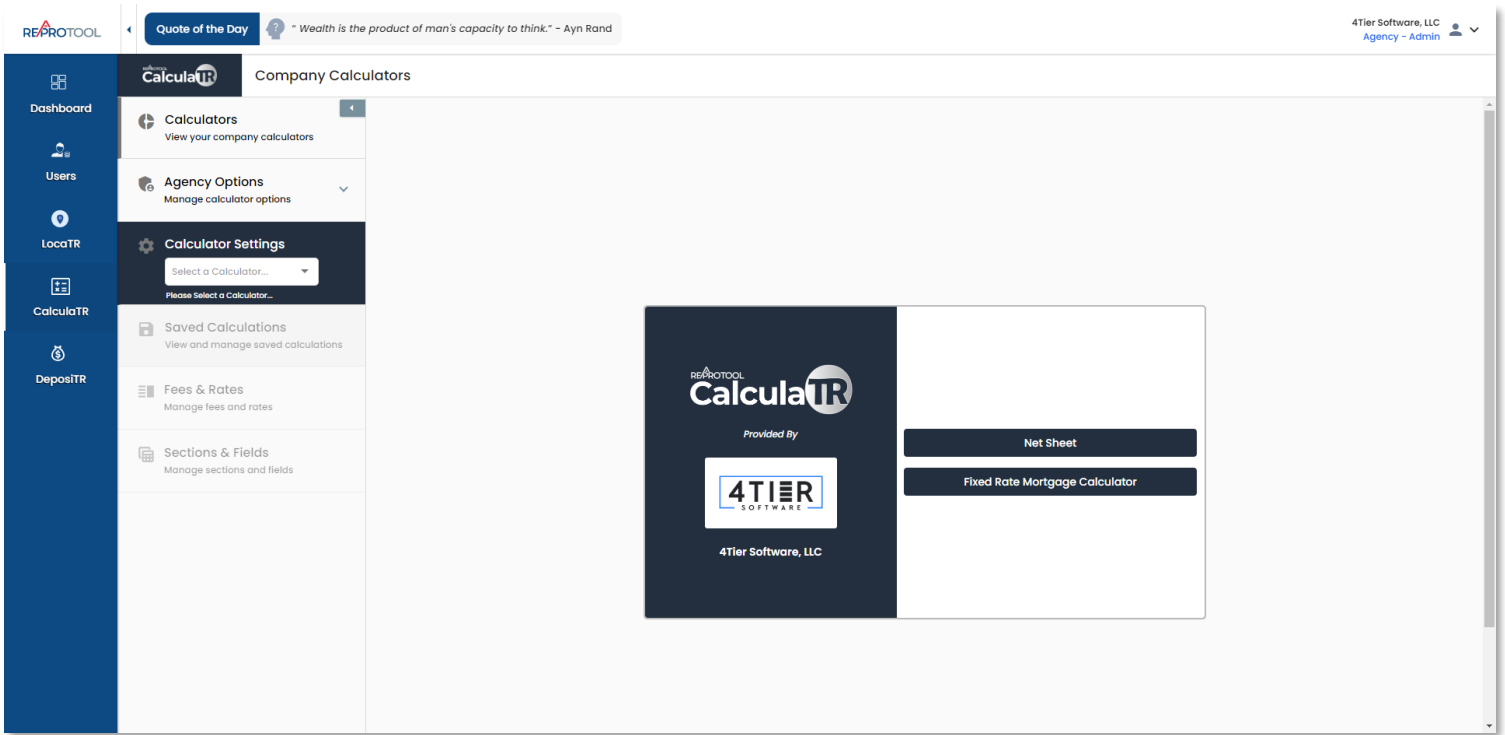
The screenshot shows the 'Agency User List' table. A confirmation popup is overlaid on the table, asking to delete the user 'agencycsalesrep@4tier.com (John Seller)'. The popup has 'Cancel' and 'Proceed' buttons. A red box highlights the popup, and red lines connect it to the delete icon in the table row for John Seller.

No.	Name	Company	Type	Email	Register Code	Status	Actions
1	Agency User	4Tier Software, LLC	QualityControl	tier4agencyu@4tier.com	GHRO8C	Registered	 
2	test test	4Tier Software, LLC	QualityControl	testtest@4tier.com	XTUIF	Registered	 
3	Agency Admin	4Tier Software, LLC	QualityControl	admin@4tier.com	6DBWA	Active	 
4	John Seller	4Tier Software, LLC	QualityControl	agencycsalesrep@4tier.com	QB3JL	Active	 
5	4Tier Check	4Tier Software, LLC	QualityControl	check@4tier.com	PYTQ7	Active	 

Agency Admins 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**.

CalculaTR

Agency Admins have access to **CalculaTR** which contains the **Net Sheet**, **Fixed Rate Mortgage Calculator** and any additional calculators we offer, as well as the **CalculaTR** admin tools. For detailed instructions on how to use **CalculaTR** and **CalculaTR** admin, please see the **CalculaTR Admin Guide** and **CalculaTR Guide**.



Depositr

Agency Admins have access to **Depositr** (if purchased) which contains the **Deposit Queue**, **Quality Control**, **Reconcile** and **Admin Portal**. For detailed instructions on **Depositr** please see the **Depositr Agency Admin Guide**.

