

Designate an Agent as an Assistant on a Transaction

SUMMARY

Learn how to tag any user on a transaction as an assistant.

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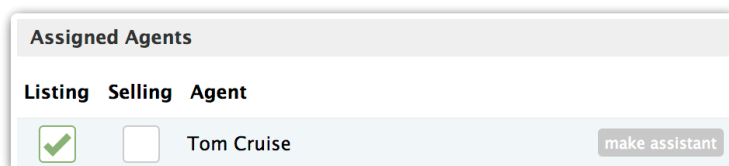
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Add an Assistant

To tag a user as an assistant on a transaction:

- 1 Designate the person as a listing or selling agent.
- 2 Click the [Make Assistant] button that appears on the right when you hover over their name.



The screenshot shows a modal window titled "Assigned Agents". At the top, there are three tabs: "Listing", "Selling", and "Agent". Below the tabs, there is a table with two columns: "Agent" and "Role". The first row shows a green checkmark in the "Role" column and the name "Tom Cruise" in the "Agent" column. To the right of the table is a button labeled "make assistant".

Agent	Role
Tom Cruise	<input checked="" type="checkbox"/>

Remove an Assistant

To keep a user as an agent on a transaction, but remove them as an assistant:

- 1 Click the [Assistant] button that appears when you hover over their name. The person will remain as an agent on the transaction but will no longer be considered an assistant.

Users tagged as assistants will not be credited with any sales production or commissions for those transactions.