

Managing Your Offices (Admin Account)

MyStateMLS

WALL ADMIN TOOLS LISTINGS SEARCH CRM JB JANE BROKER

SEARCH WPB Drip Email > 400 SW 15th Drive > Offices

View Offices Managed

2 Total Page 1 of 1 1 to 2

ID	Name	Address	City	State	Zip	Menu
1020	Simon Gray Realty, LTD Corporate Office	69 State Street	Albany	NY	12207	Actions
17073	Simon Gray Realty, FL Branch Office	719 Northlake Blvd	North Palm Beach	FL	33408	

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ADMIN

- MANAGE OFFICES
- MANAGE AGENTS
- MANAGE LISTINGS
- MANAGE LISTING PHOTOS
- MANAGE OPEN HOUSES

Actions

- Edit Office
- View Office
- View Agents
- View Listings
- Payment History

Admin users with the appropriate permissions can manage brokerage offices directly from the **ADMIN** menu.

The **Manage Offices** section allows administrative staff to view office locations, update office information, and review activity related to each office within the brokerage.

Accessing the Office Management Tools

- Click the **ADMIN** menu at the top of the navigation bar
- Select **Manage Offices**

This will display a list of all offices associated with your brokerage, including branch offices.

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WALL ADMIN TOOLS LISTINGS SEARCH CRM JB JANE BROKER

Search WPB Drip Email > 400 SW 15th Drive > Simon Gray Realty, FL > Super Simon > Simon Gray Realty, LTD > Offices

Update Office

UPDATE OFFICE

Logo:

[Upload Office Logo]

This Office ID: 1020

Company Name: SIMON GRAY REALTY

Office Name: Simon Gray Realty, LTD

Last Listing Change? [Select]

For each office associated with your brokerage, you can:

- **Edit Office** – update office details such as the logo, office name, address, phone number, email, and website.
- **View Office** – review the office profile and settings, including an overview of active agents and listings.
- **View Agents** – see agents assigned to that office and update information such as license details, personal information, or syndication preferences.
- **View Listings** – access all listings connected to that office, including active, in-contract, sold, and off-market listings.
- **Payment History** – review payment records for the office. *(This option is available but must be specified from broker/office manager to allow this setting to review or update payments and/or download invoices for office.)*

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WALL ADMIN TOOLS LISTINGS SEARCH CRM JB JANE BROKER

Search WPB Drip Email > 400 SW 15th Drive > Offices

View Active Offices & Agents

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Photo	Name	Office	License	Auth	Contact	Menu
	Super Simon	Simon Gray Realty, LTD 69 State Street Albany, NY	NY	Company Admin *Active		Actions
	Marko Cynamon Salesperson	Simon Gray Realty, LTD 69 State Street	NY	Agent *Active	888-321-1617	

Actions

- Edit
- Email
- View Listings