

Additional Agents - RQ

Supervisor

Add all of the role descriptions you will need

Examples:

- Additional buyer agent
- Additional seller agent
- Transaction Coordinator

Updating a File

1. Type file number
2. Click order entry button
3. Go to Additional Agents Tab
4. Click green plus sign
5. Select Role Description
6. Select additional agent
 - a. everyone needs an agent name and agent id

The screenshot shows the 'Complete Closing Enterprise - 10.1' application window. The 'File #' field contains '10098-21'. The 'Additional Agents' tab is selected in the top navigation bar. The 'Additional Agent Information' form is open, showing a table with the following data:

Role Description	Agent ID	Agent Name
Additional Buyer Realtor	1	
TestRole	2	

Below the table, the form fields are populated with test data:

Address: 123 Addtl Agent Test Blvd.
City: Minneapolis, State: MN, Zip: 55113, County: Hennepin
Phone Number: 123-456-7890, Cell Phone: 012-345-6789
Fax Number: 098-765-3421, Web Site Address: addtlagenttest.closesimple.com, Email Address: addtlagenttest@closesimple.com

Numbered callouts in the image indicate the following steps: 1. File # field, 2. Order entry button, 3. Additional Agents tab, 4. Green plus sign button, 5. Role Description dropdown menu, 6. Selection button in the table.