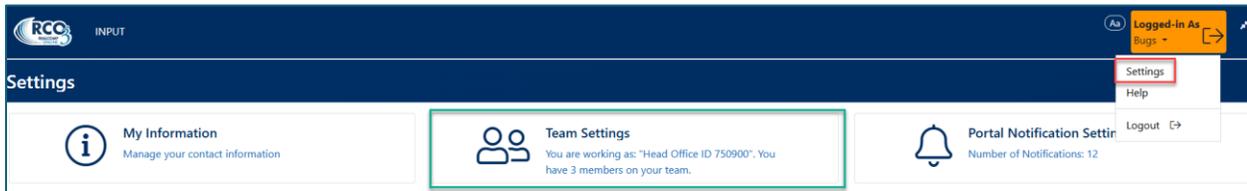


Setting up Teams in Add Edit

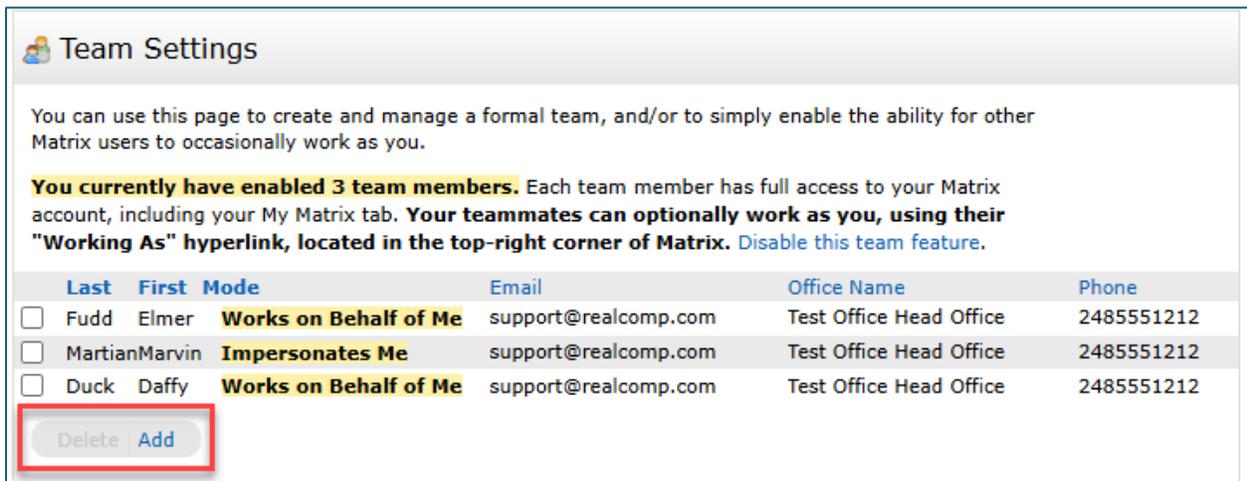
Even if a team member was set up in RCO3, they will have to be added as a team member also in Add Edit.

To add someone to your team in Add Edit, click your name in the upper right corner to open the menu and select Settings (in red below). When the Settings page opens, click Team Settings (in green below).



The screenshot shows the RCO3 user interface. In the top right corner, a user profile menu is open, with 'Settings' highlighted in red. Below this, the 'Settings' page is displayed, with 'Team Settings' highlighted in green. The 'Team Settings' section indicates the user is working as 'Head Office ID 750900' and has 3 members on their team.

Click the Add button to add a team member.



The screenshot shows the 'Team Settings' page. It includes a table of team members and an 'Add' button highlighted in red.

Last	First	Mode	Email	Office Name	Phone	
<input type="checkbox"/>	Fudd	Elmer	Works on Behalf of Me	support@realcomp.com	Test Office Head Office	2485551212
<input type="checkbox"/>	MartianMarvin	Impersonates Me	support@realcomp.com	Test Office Head Office	2485551212	
<input type="checkbox"/>	Duck	Daffy	Works on Behalf of Me	support@realcomp.com	Test Office Head Office	2485551212

Enter the team member's ID and click Find.



The screenshot shows the 'Add Team Member' form. The 'Please enter new team member's User ID' field contains the value '754026'. The 'Find' button is highlighted in red.

When it finds the team member click Add. They will now be able to work as you to add and edit your listings.

If you have questions, please contact Customer Care at (248) 553-3430.