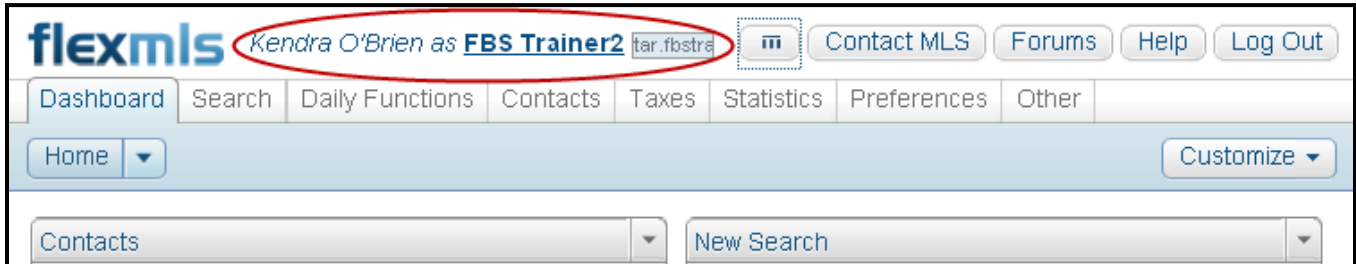


Superuser Capabilities

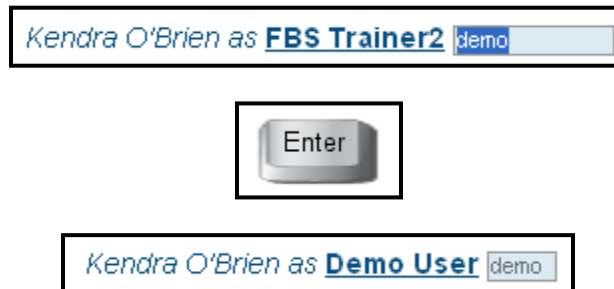
Within flexmls Web, certain users have the ability to log in as other users. This ability is called superusing, and is often made available to office managers, secretaries, and assistants who need to log in to do work on behalf of another member.

At the top of the flexmls Web window, superusers will see their own name, followed by an indication of whose identity they are currently using. In the example below, Kendra O'Brien is logged in as FBS Trainer2.



Changing Users

To change the user who you are logged in as, click in the text box immediately to the right of your login information, and type a new login. For example, to log in as another user, click in the box, type the full login name (for example, to log in as an office, type tar.officexxx, where xxx is the office ID), and hit Enter on your keyboard. Here, the login information is changing from FBS Trainer to "demo." Once you hit enter, the dashboard will reload to the dashboard of the current user, and the information bar at the top will change to reflect the user you are currently working for.



Menu and Dashboard Changes

The menu and dashboard are connected to the user whose identity you are assuming. For example, if you have the ability to log in at the office level, you will then see the office-level abilities in the menu. Similarly, the dashboard will change according to the settings of each user who you log in as. When you are logged in as another user, the flexmls Web page appears as it would for that user upon login.