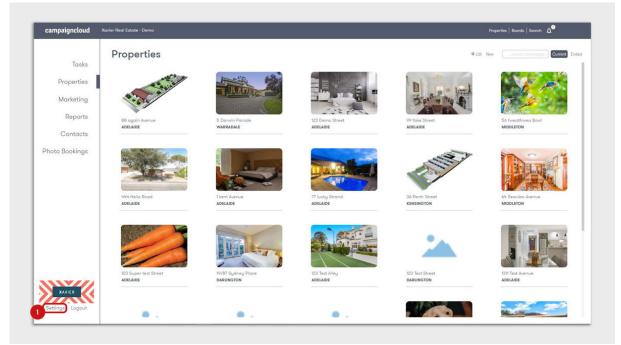
Settings

Editing office and staff information.

Log into your account and click on the Settings button in the bottom left corner to access this area.



The options you may need to edit are highlighted below:

My Details		My Preferences			
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Phone 0422 0	369 537			Boards	
		Construction of the second	Jers No		
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Agency Details		Agency Staff			
Company Name	Xavier Real Estate - Demo		amu@xavier.property		
Office Name	Xavier Real Estate	CC Demo Generic	cc@campaigncloud.com.au		
Phone	8888 8888	Dan Melia	dan@xavier.property		
Email					
Address	Adelaide SA 5000				
		Admin Contents	111 CO 117 C 11 C 11 C 11 C 12 C		
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Settings

My Details

When logged in, you have the ability to edit your own details. Note: if your office shares one generic login, any details updated here will be updated for everyone.

By clicking **Edit** under the My Details section, your details will pop-up in an editable form for you to update, click the **Update** button at the bottom of this form to save your changes.

campaigncloud	Xavier Real Estate - D	emo	Edit My Details	Al fields marked * must be compl	ded.	×	Properties Boards Search 🛕 🎱
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Properties	My Details	er Generic	User Type/s*:	Sales Person Personal Assiste Sales Manager		Quick Links	
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	Address	123 Cloud Wolk Adelaide 54 5000	Personal Assistant:			J	
			Username:	& MORE &			
			Password:				
XAVIER			Policy*:	Fotobase Users - Pr	o Skin 🗸		
Xovier Generic			Status:	- Active -			
Settings Logout				Update			

Agency Staff

All office staff are added to this section.

When adding staff, if they are salespeople or need to be selected on artwork, make sure the "Sales Person" box is ticked ON. All other information which is required is identified with an *.

CC Demo Generic o Dan Melía d Peter Johnson P Rebecca Línd re	my@wakepopeny @pampignolouk.com.au ongwakepropeny teter.@ptoboosgrup.com outer@wakepopeny uker@wakepopeny		age Staff Ling Shark CC Dama G Ling Shark CC Dama G Xavier Gen		ia Peter Johnson
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Reports			co@compaignoloud.com.ou		* To remove a PB click the 'X next to the RA. [Inner Classes File]
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			Update		

NOTE: Mobile field is not marked as required, however should always be completed.

