

Designate an Agent as an Assistant on a Transaction

SUMMARY

Learn how to tag any user on a transaction as an assistant.

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Add an Assistant

To tag a user as an assistant on a transaction:

- 1 Designate the person as a listing or selling agent.
- 2 Click the [Make Assistant] button that appears on the right when you hover over their name.

Assigned Agents		
Listing	Selling	Agent
☒	☐	Tom Cruise

make assistant

Remove an Assistant

To keep a user as an agent on a transaction, but remove them as an assistant:

- 1 Click the [Assistant] button that appears when you hover over their name. The person will remain as an agent on the transaction but will no longer be considered an assistant.

💡 Users tagged as assistants will not be credited with any sales production or commissions for those transactions.