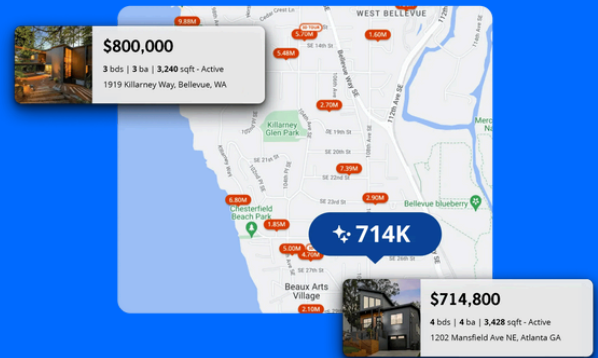


# Administrative Settings

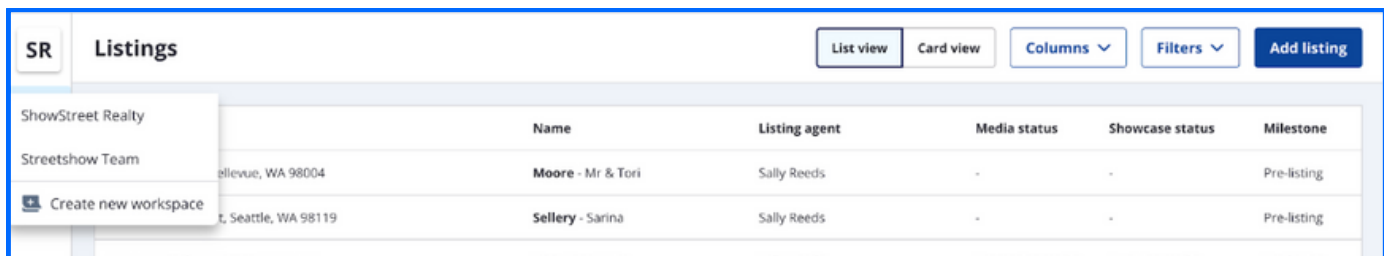


## Workspaces

Creating workspaces can help you decide how to organize your brokerage, team, or personal listings. You can have as many workspaces as you need, or just one. Separate workspaces can be useful for organizing listings and distributing Showcase credits.

## Accessing a workspace

If you're an administrator for a workspace, you have access to additional settings. If you have access to more than one workspace, ensure you're viewing the correct workspace by clicking the workspace icon or initials on the upper left.

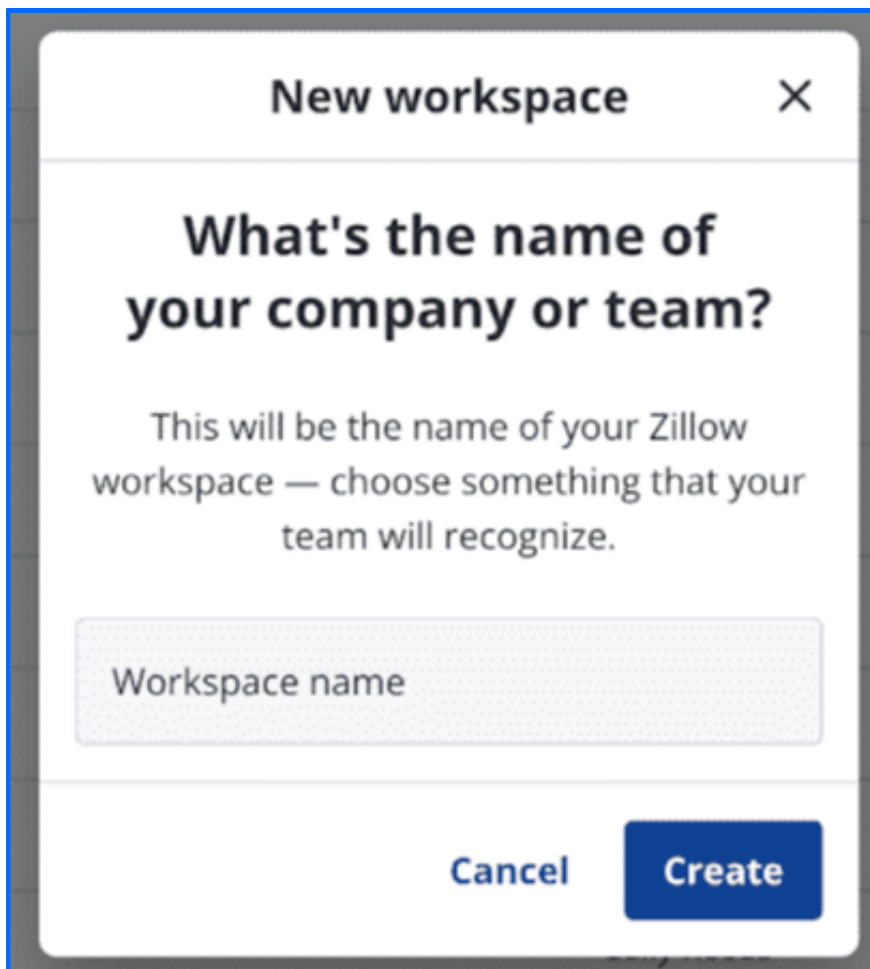


- Choose the workspace you'd like to access.
- Click "Settings" on the bottom left.
- Then, click "Admin settings".

## Creating a new workspace

- Click the workspace icon.
- Select “Create a new workspace” from the bottom of the dropdown menu.
- Enter the name of the workspace.
- Click “Create.”

You can change the name of a workspace after it’s created.

A screenshot of a modal dialog box titled "New workspace" with a close button (X) in the top right corner. The main heading inside the dialog is "What's the name of your company or team?". Below this, a subtitle reads: "This will be the name of your Zillow workspace — choose something that your team will recognize." There is a text input field with the placeholder text "Workspace name". At the bottom of the dialog, there are two buttons: "Cancel" and "Create".

New workspace X

**What's the name of your company or team?**

This will be the name of your Zillow workspace — choose something that your team will recognize.

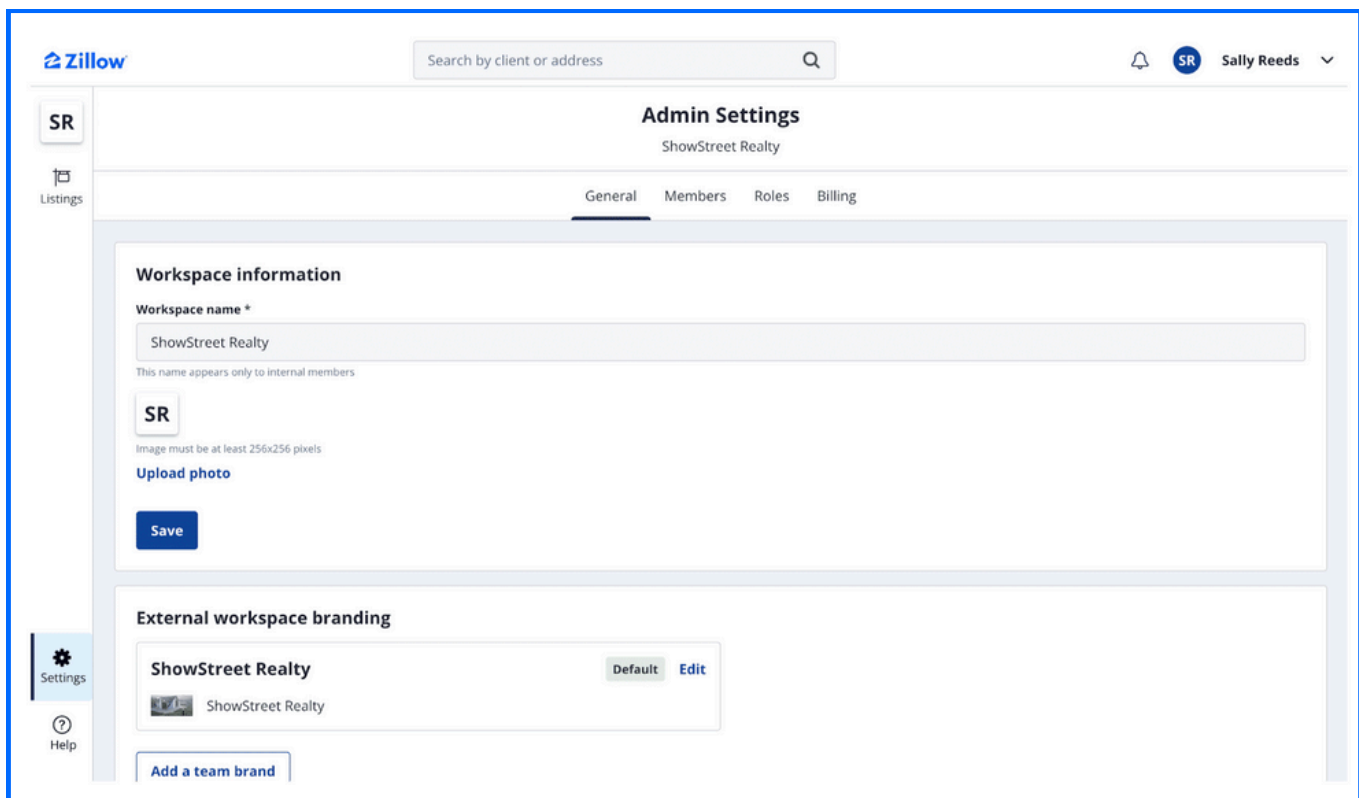
Workspace name

Cancel Create

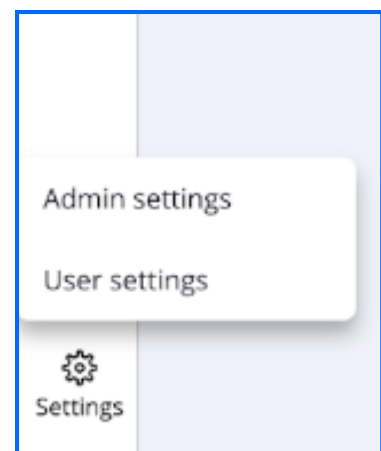
## Workspace features

After creating a new workspace, you will be taken to the “Admin Settings” page. From here, you can manage branding, members and roles.

You will also see “Billing” here once a Showcase subscription has been added to the workspace.



- You can also access your Admin settings by clicking the “Settings” button on the lower left.



## Updating general settings

- Update the workspace name, photo, and branding by clicking the “General” tab and navigating to the setting you would like to change.

### Admin settings

North Bridgeway Realty

[General](#)[Members](#)[Roles](#)[Billing](#)

#### Workspace information

Workspace information is part of your account and is presented internally.

**Workspace name \***

North Bridgeway Realty

This name appears only to internal members.

**Workspace logo**

NB

Image must be at least 256x256 pixels

[Clear](#)


[Save](#)

#### External workspace branding

External branding determines how your company is presented on Showcase listings.

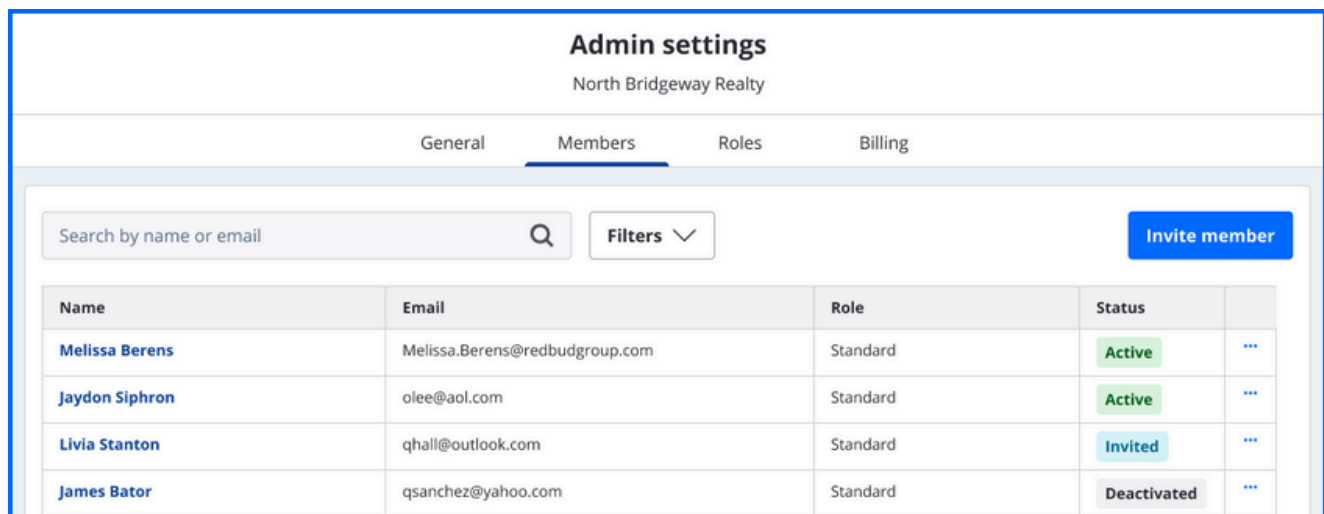
North Bridgeway Realty

[Default](#)[Edit](#)

 North Bridgeway Realty

## Adding and removing team members

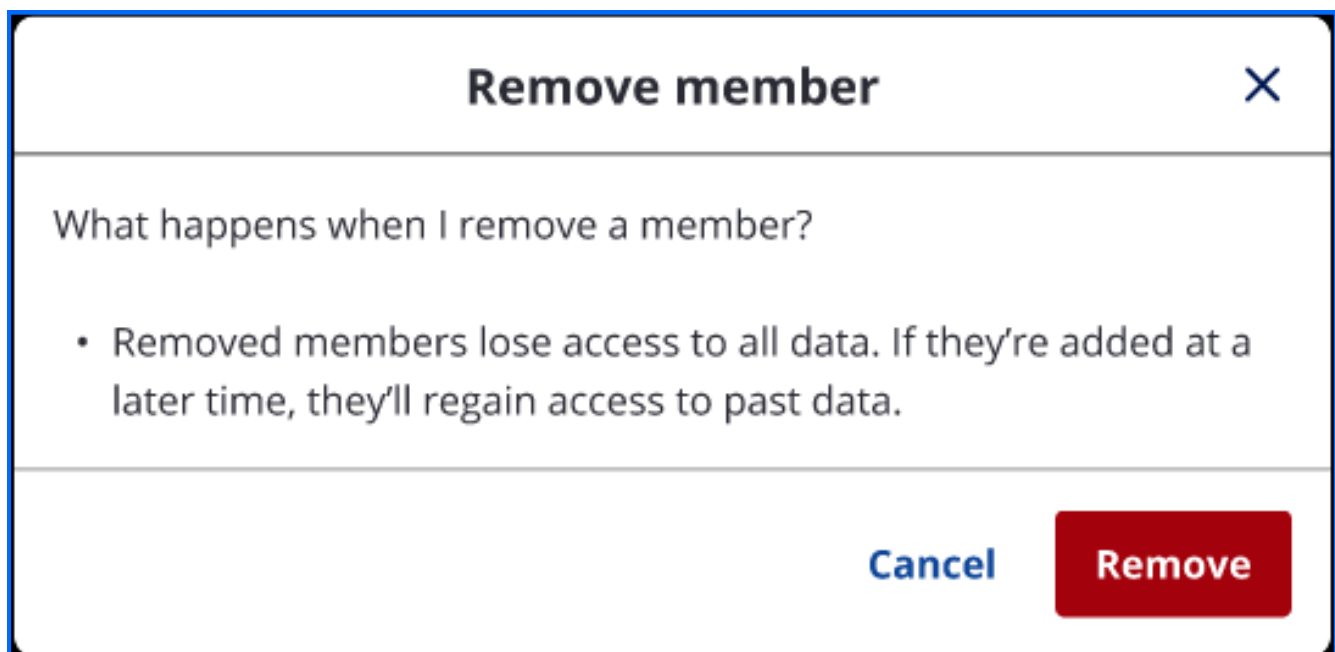
- To view and modify your team members, click the “Members” tab.
- Click “Invite member” to add new team member.
- Add their name and email address to trigger an invitation
- To remove or deactivate members, click the three dots to the right of their name and status.



The screenshot shows the 'Admin settings' page for 'North Bridgeway Realty'. The 'Members' tab is selected. At the top, there is a search bar labeled 'Search by name or email' with a magnifying glass icon, a 'Filters' dropdown menu, and a blue 'Invite member' button. Below this is a table with four columns: Name, Email, Role, and Status. The table lists four members: Melissa Berens (Active), Jaydon Siphron (Active), Livia Stanton (Invited), and James Bator (Deactivated). Each row has a three-dot menu icon to its right.

Name	Email	Role	Status	
<a href="#">Melissa Berens</a>	Melissa.Berens@redbudgroup.com	Standard	Active	...
<a href="#">Jaydon Siphron</a>	olee@aol.com	Standard	Active	...
<a href="#">Livia Stanton</a>	qhall@outlook.com	Standard	Invited	...
<a href="#">James Bator</a>	qsanchez@yahoo.com	Standard	Deactivated	...

When you remove a member, they will immediately lose all access to your workspace and all connected data.



The dialog box is titled 'Remove member' with a close button (X) in the top right corner. It contains the text 'What happens when I remove a member?' followed by a bulleted list: 'Removed members lose access to all data. If they're added at a later time, they'll regain access to past data.' At the bottom, there are two buttons: 'Cancel' and 'Remove'.

**Remove member** ✕

What happens when I remove a member?

- Removed members lose access to all data. If they're added at a later time, they'll regain access to past data.

Cancel Remove

If you deactivate a member, they will continue to have access to the workspace and data, but they cannot create or modify any listings.

## Deactivate member

What happens when I deactivate a member's account?

- Deactivated members have read only access to all of their data and can be reactivated at any time.

CancelDeactivate

## Modifying team member information

- To access a team member's profile, click their name on the left.

From here, you can view and modify a member's role, contact information, and bio, as well as their profile photo and social media links, if needed.

SR

Listings

Settings

### Admin Settings

ShowStreet Realty

GeneralMembersRolesBilling

Members > Allie Agente

Allie AgenteActive

Role: Member

External branding

First name \*

Allie

Last name \*

Agente

Contact email \*

allie@showstreetgroup.com

Contact phone number

About me \*

## Reviewing and modifying roles

- To view and modify your settings for roles within your workspace, click the “Roles” tab within settings.
- Then, click on the role you’re reviewing for more details.

Admin settings	
North Bridgeway Realty	
General	Members
Roles	Billing
Roles	Members
Standard	78 members
Admin	11 members
Owner	1 member

From within each role you can modify permission levels for access and listing visibility. Every person granted that particular role will have the same level of access.

- Make your selections for the role
- Click “Save.”

### Workspace access

☒ Can access Admin view

What access will they have?

☒ General

☒ Members

☒ Roles

☒ Billing

Client visibility

☐ Can only see client records that they create or are added to.

☒ Can see all client records in this workspace.

Save

## Reviewing subscription and payment information

- To view your workspace's Showcase subscription and payment details, click the "Billing" tab.

You may also need to add your workspace to your Showcase subscription. Follow these steps

1. Navigate to "My Account."
2. Click the "Showcase" tab.
3. Search for your workspaces and grant them access to your Showcase subscription.
4. You can also remove access from a workspace, view subscription details and see the order history.

