



Many Associations/Real Estate offices have staff members in NTREIS Transactions that are no longer employed with their company. The Office Administrator may maintain your office “users” by deleting those that are no longer a part of your organization.

To keep your office updated:

- Go to NTREIS Transactions
- From the Home Page, Click on “[Settings](#)”
- Click on “[Office Administration](#)” from the Menu on the left.
- Click on “[Office Maintenance](#)” from the Menu on the left.
- You will see your office’s name and address on the page.
- Click on “[User Maint](#)” on the right and all the “Users” in your office will be available for editing.

## Office Admin

[Office Administration](#)

[Office File Manager](#)

[Office Maintenance](#)

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[Add New Office](#)

### Search

To search for an office, enter some information about the office, such as the office name or city, in the field below. To see all of the offices, leave the Search field empty and click the **Search** button.

Search criteria:

**Click the office name to perform maintenance on that office.**

## Office Reports

[File Activity](#)

[Service Orders](#)

Offices	Office Address		
<a href="#">Test Vendor</a>	1950 Stemmons Freeway Dallas, TX 75207	<a href="#">Delete</a>	<a href="#">User Maint</a>
<b>Results: 1 to 1 of 1</b>		<b>Page: 1</b>	

From the “Users Maintenance” screen you have the option to edit each individual user’s information by clicking on their name. Or if you wish to enter a New User, you may click on the “[Add User](#)” option at the top of the page. Or delete a staff member from the “[Delete User](#)” option in the menu underneath the individual’s name.

## User Administration

[Add User](#)

### Office level User Admin

To search for a user, enter some information about the user, such as the first or last name, office name or address, email address or UserID in the field below. Click the **Search** button.

Choose Office:

Sort criteria:

Search criteria:

User Name	User ID	Offices	Office Address
<a href="#">Kelly Pantis</a>	pantisk3	Test Vendor	1950 Stemmons Freeway, Dallas, Texas 75207
<a href="#">Delete User</a> <a href="#">Send New User Email</a> <a href="#">Change Usernm/Pwd.</a> <a href="#">Requires Pwd. Change</a> <a href="#">EULA Flag (1)</a> <a href="#">Profile Page</a>		<a href="#">External System Admin</a> <a href="#">Favorite Providers</a> <a href="#">User Roles</a>	<a href="#">Move User</a> <a href="#">What's New Flag (1)</a> <a href="#">Notification Default</a> <a href="#">Logon Preference</a>
<a href="#">test vendor</a>	testvendor	Test Vendor	1950 Stemmons Freeway, Dallas, Texas 75207

[Delete User](#) [Send New User Email](#) [Change Usernm/Pwd.](#) [Requires Pwd. Change](#) [EULA Flag \(2\)](#) [Profile Page](#) [External System Admin](#) [Favorite Providers](#) [User Roles](#) [Move User](#) [What's New Flag \(0\)](#) [Notification Default](#) [Logon Preference](#)

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