



Broker Functions – Superuser Access

Superuser Capabilities and Setup

Superusing as another individual or office allows the user to act on their behalf. This is primarily used for Secretaries/Admins or agents that work in a team setting.

To setup Superuser Access for an agent:

- Search for the agent
- Click edit this user
- Click on the Superuser tab
 1. Check off the “This user has super user capabilities”
 2. Check off “Allow this user to log in **only as the users specified below:**”
 3. Enter in the members name or MLSSAZ member number
 4. Click Save

A screenshot of a web form for setting superuser capabilities. At the top, there is a checked checkbox labeled "This user has superuser capabilities (may log in as other users)". Below this, the "Superuser Type:" section has a radio button selected for "Allow this user to log in only as the users specified below:". Underneath, it says "As the following members:" followed by a search input field with a magnifying glass icon and a "Find" button.

Once the user has been given Superuser access, they will use the following section to access the other members account.

Superusing as another member

This can be done by clicking on the member Initials tab located to the right of the help Button. Replace your user tar.xxxx information with the agent/office you wish to Superuse as. Be sure to change the username back to yours when you are done acting as a Superuser.

A screenshot of the "AM as TUCS" interface. At the top right, there are "Help" and "AM as TUCS" dropdown menus. The main content area shows "Amy Moloney as TUCSON ASSOCIATION OF REALTORS". Below this is a text input field containing "tar.office1" and a blue "USE" button. At the bottom, it displays "Username: tar.office1".

Brokers can Superuse as their office by entering their agent office number (ex tar.officexxxx) to make changes to the Office profile, in addition to making changes to an agents profile.

Please Note: Anyone who has Superuser Access to work as their Broker, can also follow these same steps to set-up Superuser access for another agent, secretary or personal assistant.

To See a List of Who Is A Superuser:

- Click Menu in Flexmls
- Find the Admin category
- Click Reports – Users
- Click Superuser Report

Report		Description
Brokerload Report	View Sample	<u>Superuser Report</u> This report shows the users that have the ability to superuser as other users.
Superuser Report	View Sample	

Member Reports

Click a report name to run the report

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Choose what you want to be included in your report

Superuser Report

User Level

Display both members and offices
 Display only offices
 Display only members

In Lists

Display both "in lists" and "not in lists" users
 Display only users "in lists"
 Display only users "not in lists"

Report Options

Display only users who can superuser as the MLS user
 Display only active/enabled users
 Generate CSV

Click Next

You will be able to review a list of superusers and who they have access to with this report

Superuser Report						
User Level	Login Name	Name	MLS	Offices	All Members Of	Members
Member	tar.41028	Andrew Castillo of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41040	Benjamin Hernandez of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41018	BethAnn Neynaber of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41010	Brian Ohnesorgen of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41000	Lori Wadsack of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41039	Marcos Garza of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41036	Nita Mackley of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41037	Scott Mogge of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41003	Sean Murphy of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All
Member	tar.41023	Tatum Miller of TUCSON ASSOCIATION OF REALTORS (1)	Yes	All	All	All