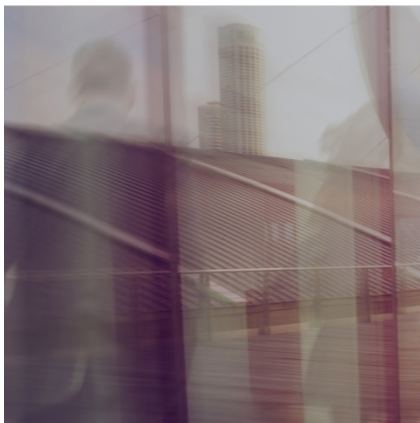# Broker TOOLS

Office Settings in Broker Tools
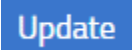
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Office Settings in Broker Tools

This section of TransactionDesk allows the Super User to set some office wide preferences that will affect users in the Super User's office.

1. Navigate to the [icon] icon from the left menu.
2. Select Office Settings.
3. Set your preferences for the following options:
   - **Allow Agents to Delete Transactions:** turn on/off the ability for agents to delete transactions. Super users are exempt from this setting and will be able to still delete transactions.
   - **Show Vendors to Participants:** Super Users can mark Service Providers as "Preferred Vendors" under Setup>Service Providers. When "Show Vendors to Participants" is set to Yes, participants with whom a transaction has been shared (by activating their Client Dashboard) will see any preferred vendors that were added to the transaction.
   - **Force Agents to Use Templates:** Selecting Yes will force agents to apply a template whenever they create a transaction. This is useful for ensuring they are using a set group of forms/checklist items on every transaction. Not every MLS has this option enabled so it may not be visible to you.
   - **Task Reminders for:** Allows you to receive a daily reminder report for tasks via email. This report will provide you with a daily reminder of what tasks are due, past due or coming due soon for all the agents in your office. When set to "Summarized Daily Reminder" the drop down menu to specify what time of day you would like to receive the reminder will appear.
4. Select [Update] to save changes.