


SETTING UP YOUR TEAM IN MATRIX (formerly known as IDENTITY SHARING)

You can use this feature to create and manage a formal team, and/or to simply enable the ability for other Matrix users to occasionally work as you (if you are away or have an illness).

To set up:

- a. Go to **My Matrix** (up top)
- b. Click on **Settings**
- c. Click on **Team Settings**
- d. Click on **Click here to create a team** (you will need each of their IDs)

 **Team Settings**

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Matrix users to occasionally work as you.

Add Team Member:

Please enter new team member's User ID:

[Find](#) [Cancel](#)

[← Back to Settings](#)

USING IDENTITY SHARING

Once you've done that, the Member who has been allowed that permission can click on their "**Hello, (Name)**" in the top right of Matrix.

All the shared ID's they can assume will appear there and they just click on it. When they click on it, it will read:

"Switch to – (Agent 1)" or

"Switch to – (Agent 2)" (if there's more than 1 person whose sharing).

Technology Tips

GRAR Member Services | M-TH 8:30am-4:30pm, Fri 9:30am-4:30pm | **585.292.5000** | GrarHelpDesk@grar.net
Matrix MLS Support | Contact AnswerLink M-F 8:30am-8:30pm, Sat-Sun 8:30am-3:30pm | **888.825.5472**
Last update: August 31, 2016