



# How to set up your Ignite permissions for Pro

## What you need to do:

1. To ensure you and your agency are ready to get started with Pro, your team members will need to have access to Ignite.
2. You will need a Team Manager in Ignite to invite users and assign permissions. If you do not have a Team Manager, please submit a request to Customer Support [here](#).
3. Once new users are onboarded to Ignite you will be able to set up any permissions the user might need.

## Step 1 - Set up your team in Ignite

- Log into Ignite then toggle to Company – Team Management.
- From here, you can connect an agent's Ignite account to their realestate.com.au Agent Profile ensuring all their listing activity is available. Simply search for the Agent Profile by name or phone number.
- You can also invite a new team member to Ignite. To do so, click on 'Add Member'.
  - Enter the new member's email address, and select extra permissions as required (see step 2 for more information).

- The team member will receive an email inviting them to Ignite with a temporary password to use for their first sign in.

## Step 2 - Set your team's permission levels

- Log into Ignite then toggle to Company – Team Management.
- Select a staff member from the list and click "edit" - you will then be able to apply relevant permissions. Click "apply" to save these changes.

## Why setting up Ignite permissions is important for Pro

Ignite is your single platform to access all your Pro subscription value. To ensure your agency is managing the features and insights of Pro correctly, there are different permission levels required to access different features. This will guarantee that your team members have access to the appropriate tools and insights relative to their role.

The Ignite permissions for Pro are explained in more detail below.

## Understanding different permissions:

**Basic:** access to Enriched Seller Leads and CMA to create and send reports

**Team Management:** view, add, remove and edit team members and their permissions and upload videos to Ignite

**Agency Insights:** monitor your team's performance with access to Enhanced Seller Leads reporting

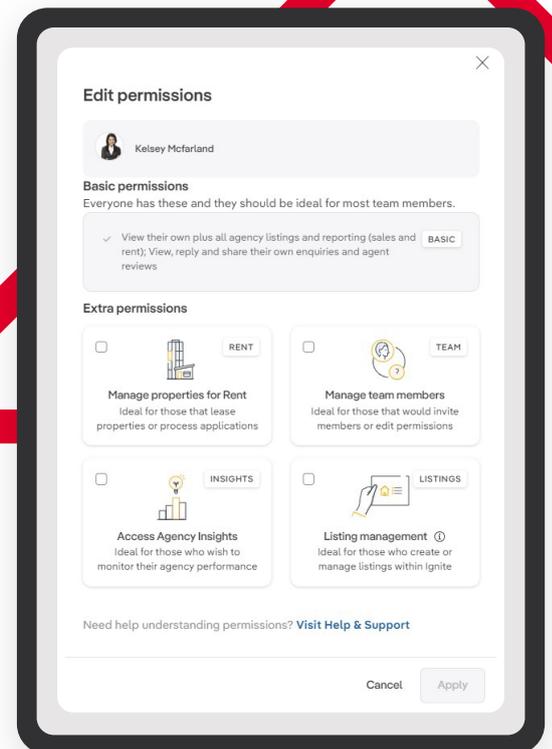
**Purchasing:** permission to purchase discounted Agent Elevate on behalf of your agents



### Coming Soon:

As we continue to enhance Pro in Ignite we will be adding the ability for agencies to allocate leads to specific users within their agency.

To ensure this functionality is correctly managed, this feature will only be accessible by those with **Team Manager** permissions.



## Need assistance?



Check out our [Resource Hub](#) for guides and videos on managing your team in Ignite. Or reach out to your Customer Success Consultant who will be happy to help.