

Editing a Channel at the Company Level

As the company level user, you have the ability to select channel distribution partners for the entire company or by office. This allows you to control where your listings are distributed. Here are the various channel statuses:

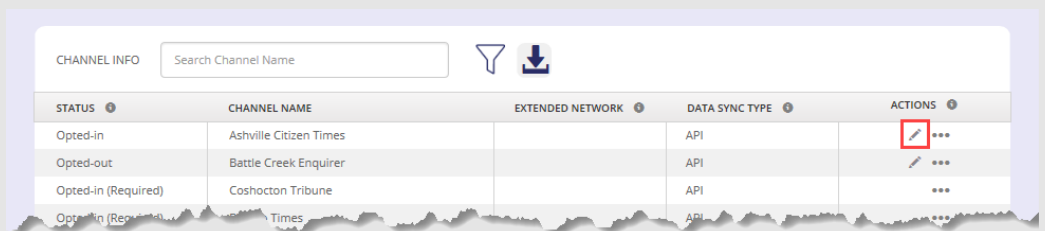
- A. **Opted-in:** One or more offices in the company have opted-in for this channel. You can edit this status, if desired.
- B. **Opted-out:** No offices in the company have opted-in for this channel. You can edit this status, if desired.
- C. **Opted-in (Required):** The Brand Administrator has made this channel a requirement. You cannot edit this channel. Contact your Brand Administrator if you have questions.

STATUS ⓘ	CHANNEL NAME	EXTENDED NETWORK ⓘ	DATA SYNC TYPE ⓘ	ACTIONS ⓘ
A Opted-in	Ashville Citizen Times		API	...
B Opted-out	Battle Creek Enquirer		API	...
C Opted-in (Required)	Coshocton Tribune		API	...

Follow the steps below to edit the **Opted-in** or **Opted-out** statuses. You cannot change an **Opted-in (Required)** status.

Opting Out

1. Click the **Edit** icon for the channel you want to modify.

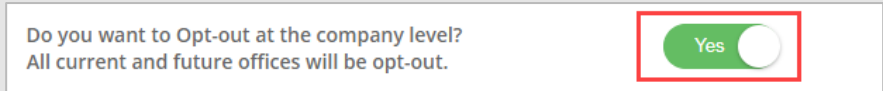


2. The **Channel Preferences** screen displays.

The screenshot shows the 'CHANNEL PREFERENCES' screen. At the top, it says 'You have access to more than one office, choose which offices to apply changes for Ashville Citizen Times.' Below this is a toggle switch for 'Do you want to Opt-out at the company level? All current and future offices will be opt-out.' The toggle is currently set to 'No'. There are two sections: 'OPTED-IN OFFICES' with a 'Move All' button and 'OPTED-OUT OFFICES' with a 'Move All' button. The 'OPTED-IN OFFICES' section contains two addresses: '0001 - 3228 SW Martin Downs Boulevard, Palm City' and '0002 - 263 SW Monterey Rd, Stuart'. At the bottom, there are 'Cancel' and 'Submit' buttons.

Opting Out *(continued)*

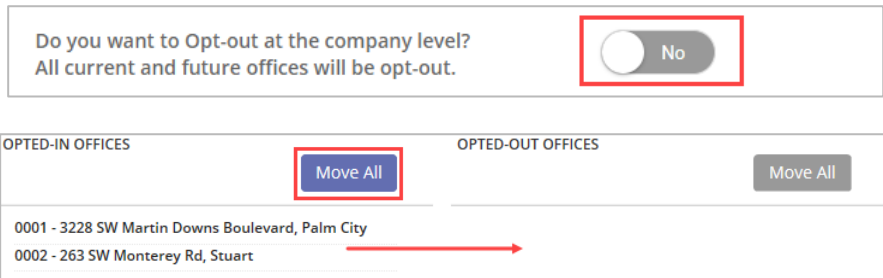
3a. To opt-out all current and future offices in the company, click the toggle to **Yes** at the top of the screen.



Result: All offices are opted out. Any offices added in the future will automatically be opted-out. Office level users **will not** have the option to opt-in their office to this channel.

Note: No listings for your company will be sent to this channel from this point forward. Any existing listings previously sent will be removed from the channel's display the next time the channel syncs data.

3b. To opt-out all current offices in the company, click the toggle to **No** at the top of the screen, and then click **Move All** in the center of the screen.

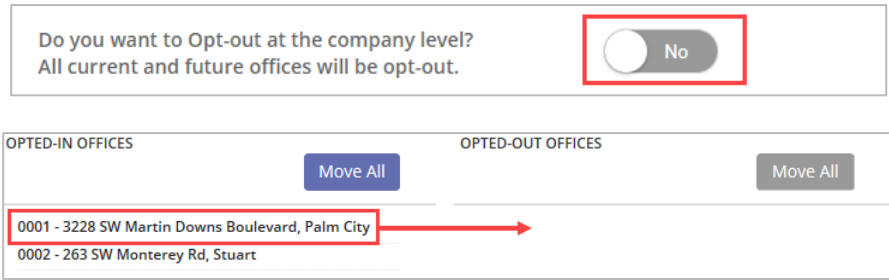


Result: All current offices move from the **Opted-In Offices** column to the **Opted-Out Offices** column. All **current** offices are opted out. Any offices added in the future will automatically appear in the **Opted-In Offices** column and will need to be manually moved to the **Opted-Out Offices** column, if desired. Office level users **will** have the option to opt-in their office to this channel.

Note: No listings for the selected offices will be sent to this channel from this point forward. Any existing listings previously sent will be removed from the channel's display the next time the channel syncs data. Any offices added in the future will automatically be opted-in, but can be manually opted-out via this same process.

Opting Out (continued)

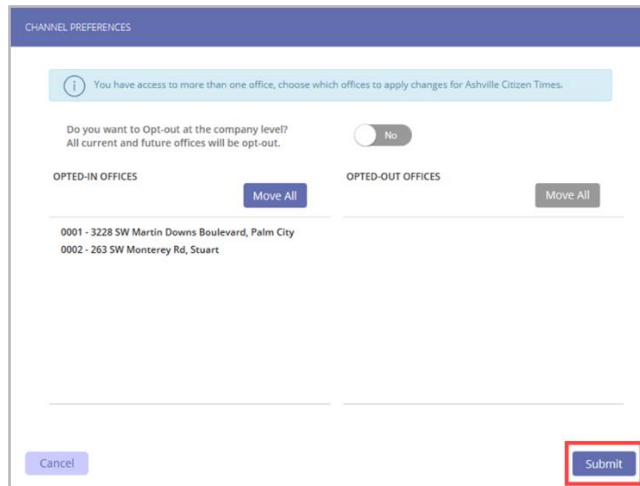
3c. To opt-out some offices in the company, click the toggle to **No** at the top of the screen, and then click an office to move it from the **Opted-In Offices** column to the **Opted-Out Offices** column.



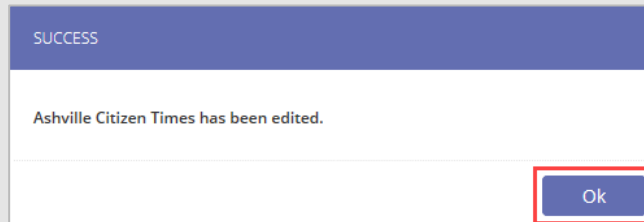
Result: Selected offices move from the **Opted-In Offices** column to the **Opted-Out Offices** column. All offices in the **Opted-Out Offices** column are opted out. Any offices added in the future will automatically appear in the **Opted-In Offices** column and will need to be manually moved to the **Opted-Out Offices** column, if desired. Office level users **will** have the option to opt-in their office to this channel.

Note: Only listings from offices in the **Opted-In Offices** column will still be sent to this channel. No listings from offices in the **Opted-Out Offices** column will be sent to this channel from this point forward. Any existing listings previously sent will be removed from the channel's display the next time the channel syncs data. Any offices added in the future will automatically be opted-in, but can be manually opted-out.


4. Click Submit.

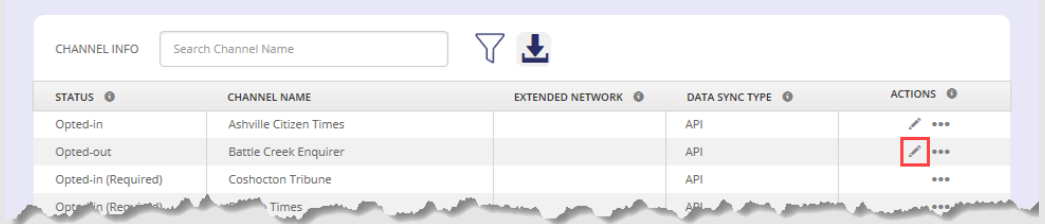






5. Click **OK** to confirm the change.



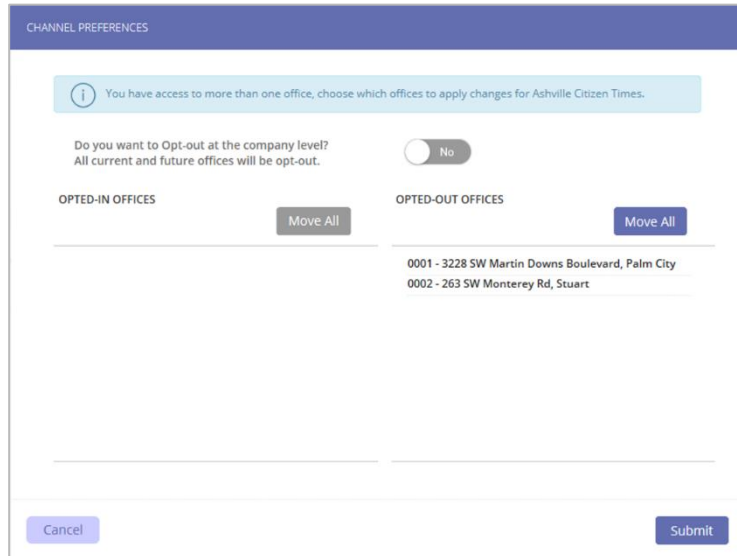
Opting In

1. Click the **Edit** icon  for the channel you want to modify.



CHANNEL INFO				
Search Channel Name				
STATUS	CHANNEL NAME	EXTENDED NETWORK	DATA SYNC TYPE	ACTIONS
Opted-in	Ashville Citizen Times		API	 ...
Opted-out	Battle Creek Enquirer		API	 ...
Opted-in (Required)	Coshocton Tribune		API	 ...
Opted-in (Required)	Times		API	 ...

2. The **Channel Preferences** screen displays.



CHANNEL PREFERENCES

i You have access to more than one office, choose which offices to apply changes for Ashville Citizen Times.

Do you want to Opt-out at the company level?
All current and future offices will be opt-out. No

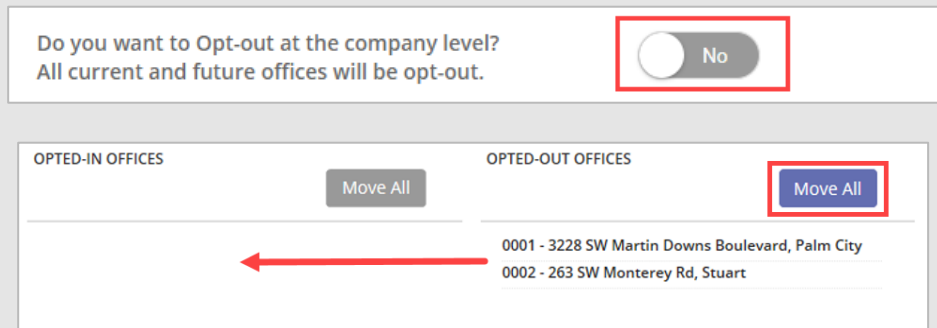
OPTED-IN OFFICES Move All

OPTED-OUT OFFICES Move All

0001 - 3228 SW Martin Downs Boulevard, Palm City
0002 - 263 SW Monterey Rd, Stuart

Cancel Submit

- 3a. To opt-in all offices in the company, click the toggle to **No** at the top of the screen. Confirm all offices appear in the **Opted-In Offices** column. If needed, click **Move All** to move all offices to the Opted-In column.



Do you want to Opt-out at the company level?
All current and future offices will be opt-out. No

OPTED-IN OFFICES Move All

OPTED-OUT OFFICES Move All

0001 - 3228 SW Martin Downs Boulevard, Palm City
0002 - 263 SW Monterey Rd, Stuart

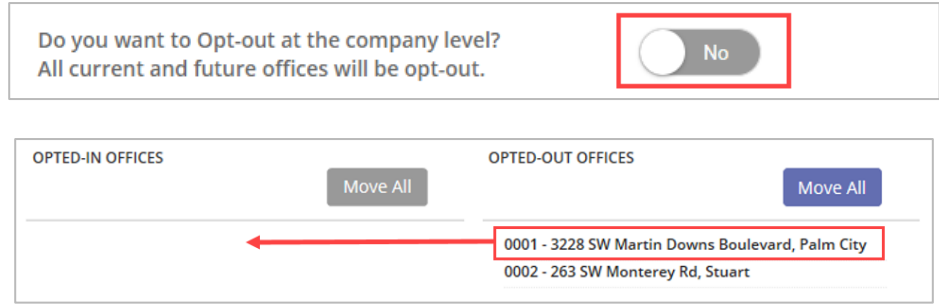
(A red arrow points from the 'Move All' button in the 'OPTED-OUT OFFICES' column to the 'OPTED-IN OFFICES' column.)

Result: All offices are opted in. Office level users **will** have the option to opt-out their office from this channel. Any offices added in the future will automatically be opted-in.

Note: All listings will be sent to this channel the next time the channel syncs data.

Opting In (continued)

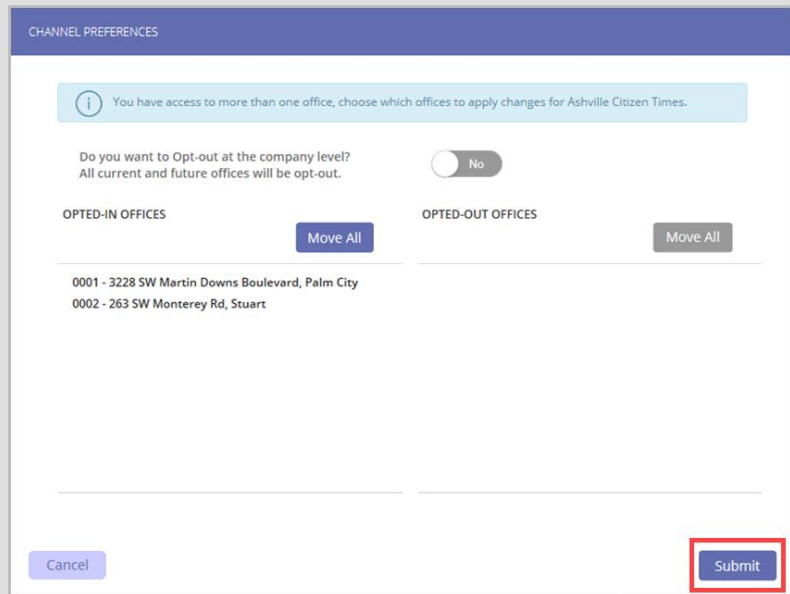
3b. To opt-in some offices in the company, click the toggle to **No** at the top of the screen, and then click an office to move the office from the **Opted- Out Offices** column to the **Opted- In Offices** column.



Result: Selected offices move from the **Opted-Out Offices** column to the **Opted-In Offices** column. All offices in the **Opted-In Offices** column are opted in. Office level users **will** have the option to opt-out their office to this channel. Any offices added in the future will automatically be opted-in.

Note: Only listings from offices in the **Opted-In Offices** column will be sent to this channel the next time the channel syncs data. No listings from offices in the **Opted-Out Offices** column will be sent to this channel. Any offices added in the future will automatically be opted-in, but can be manually opted-out.

4. Click **Submit**.



5. Click **OK** to confirm the change.

