

Editing a Channel at the Office Level

As an office level user, you have the ability to edit a channel for an office or select offices. This allows you to control where your listings are distributed. Here are the various channel statuses:

- A. **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.
- B. **Opted-in** – One or more offices in the company have opted-in for this channel. You can edit this status, if desired.
- C. **Opted-out** – Your office is not opted-in for this channel. This could mean:
 - Some (or all) channels are Opted-out, you can edit this status, if desired.
 - If your company administrator has opted-out for the company, you will not be able to edit this status. See details below for more information.


STATUS ⓘ	CHANNEL NAME	EXTENDED NETWORK ⓘ	DATA SYNC TYPE ⓘ	ACTIONS ⓘ
A Opted-in (Required)	HomeFinder		Exports	...
B Opted-in	Homes		API	- ...
C Opted-out	RealtyTrac		Exports	...

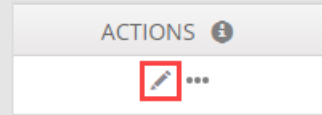
Follow the steps below to edit the **Opted-in** or **Opted-out** statuses. You cannot change an **Opted-in (Required)** status.

Opting Out:

<p>1. Click the Opt-out icon for the channel you want to modify.</p>	<div style="text-align: center; border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p>ACTIONS ⓘ</p> <p> ...</p> </div> <p>Result: The channel is opted out for this office.</p> <p>Note: No listings will be sent to this channel from this point forward. Any existing listings previously sent will be removed from the channel's display.</p>
<p>2. Click Confirm to verify you want to opt-out for this channel.</p>	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">CHANNEL PREFERENCES</p> <p style="font-size: small; margin-bottom: 10px;">Please confirm you want to opt-out of Zillow. Your listings will be removed on the next pull/push from this channel.</p> <div style="display: flex; justify-content: space-between;"> Cancel Confirm </div> </div>
<p>3. Click OK to confirm the successful change.</p>	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px;">SUCCESS</p> <p style="font-size: small; margin-bottom: 10px;">Zillow has been opted out for your office.</p> <div style="text-align: right; margin-top: 10px;"> Ok </div> </div>

Opting In:

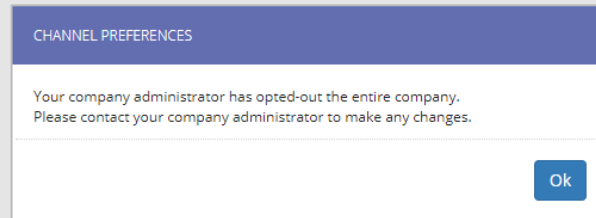
1. Click the **Edit**  icon for the channel you want to modify.



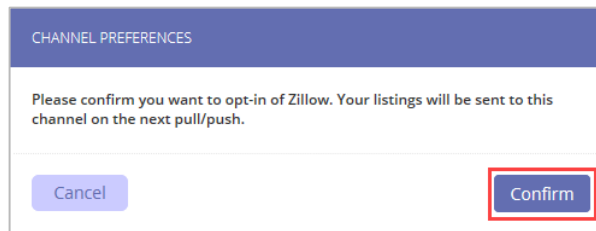
Result: The channel is opted-in for this office.

Note All listings will be sent to this channel from this point forward.

Note: If company administrator has restricted the ability to Opt-in, the following pop-up will display.



2. Click **Confirm** to verify you want to opt-in to this channel.



3. Click **OK** to confirm the successful change.

