MyDesktop

To use the MyDesktop integration, you must first contact MyDesktop to enable the feature. Once enabled, the Realworks username and password must be entered for each user who requires access.

Configuration

To configure Realworks for a user, please:

- 1. Click on "System Administrator" menu item on the left
- 2. Click "User Management" sub menu



3. Find the appropriate user and click "Edit/Remove"

*	/ly Desk	top	Eind a Contact	Property SM	ck Calendar S	Add a Property Contact	Perform. My Report	/Guide Market Report	Pelp Logout
ontacts Propertie	es eMarketing	Letters/Plans	Reports Fin	ancial System	Admin Other				
							USE	RMANAGEMENT	HOME
User Manage	ment								
Add New Staff	f Member IEMBER								
Your Staff Users	System Admin	Manage Listings	Manage Rentals	Manage Com/Ind	Office Reports	Diary / Calendar	Address Book	Mass Commnc.	
Kylie Admin	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	EDIT/REMOVE
Angela Ashton	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	EDIT/REMOVE
Joe Awesome	\checkmark	~	\checkmark	\checkmark	~	✓	\checkmark	\checkmark	EDIT/REMOVE

- 4. Scroll down to the section titled "REIForms Account"
- 5. Enter your Realworks username and password in this area

REI Forms Live						
Username:						
Password:						

6. Scroll to the bottom of the page and click "Update Staff Member"

Using MyDesktop Integration

Once the above settings have been entered, you will be able to use the "REI Forms" button on the Property Listing pages. The button will be available at the top of the page within the button array.

Update Property Details	Home Open Manager Notes Vendor Report Sale Details
	Extra Details Advertising Buyer Match Sale Summary Sales Trust Features
Class Presets	PriceFinder Profile Page CampaignTrack Relationships Page Publisher Property Categories
Clone Property	History Attach Files REINSW Forms Property Preview