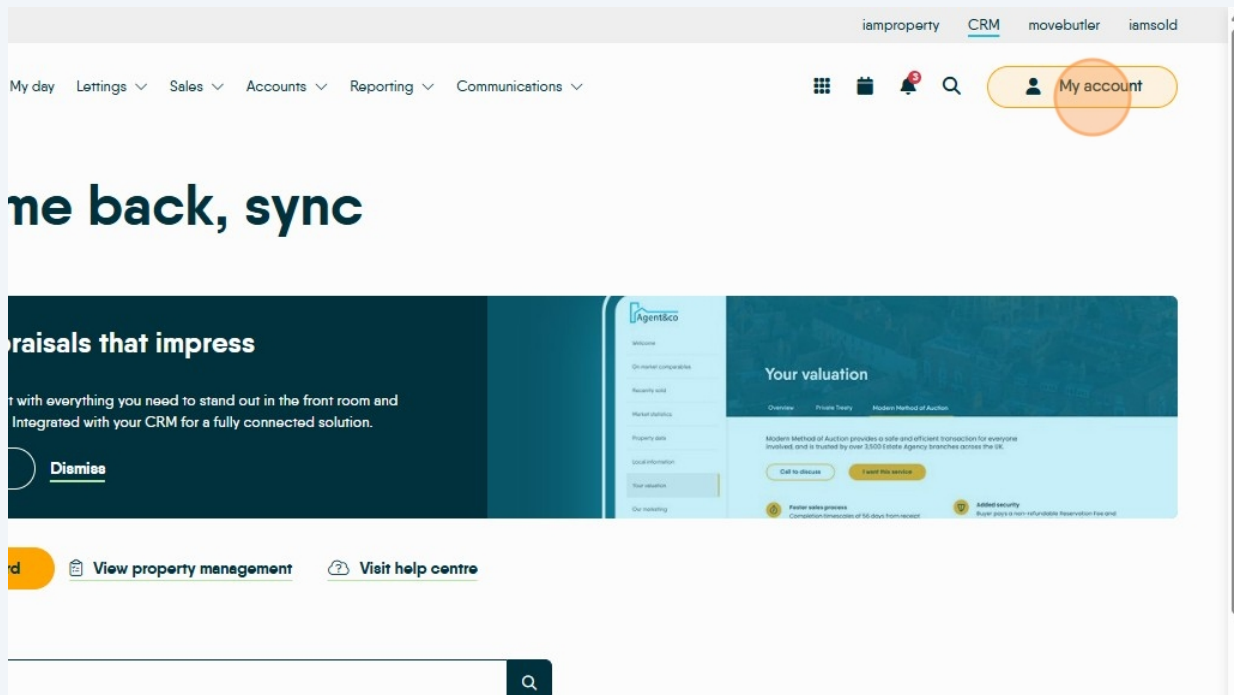


Changing the Branch Email Address

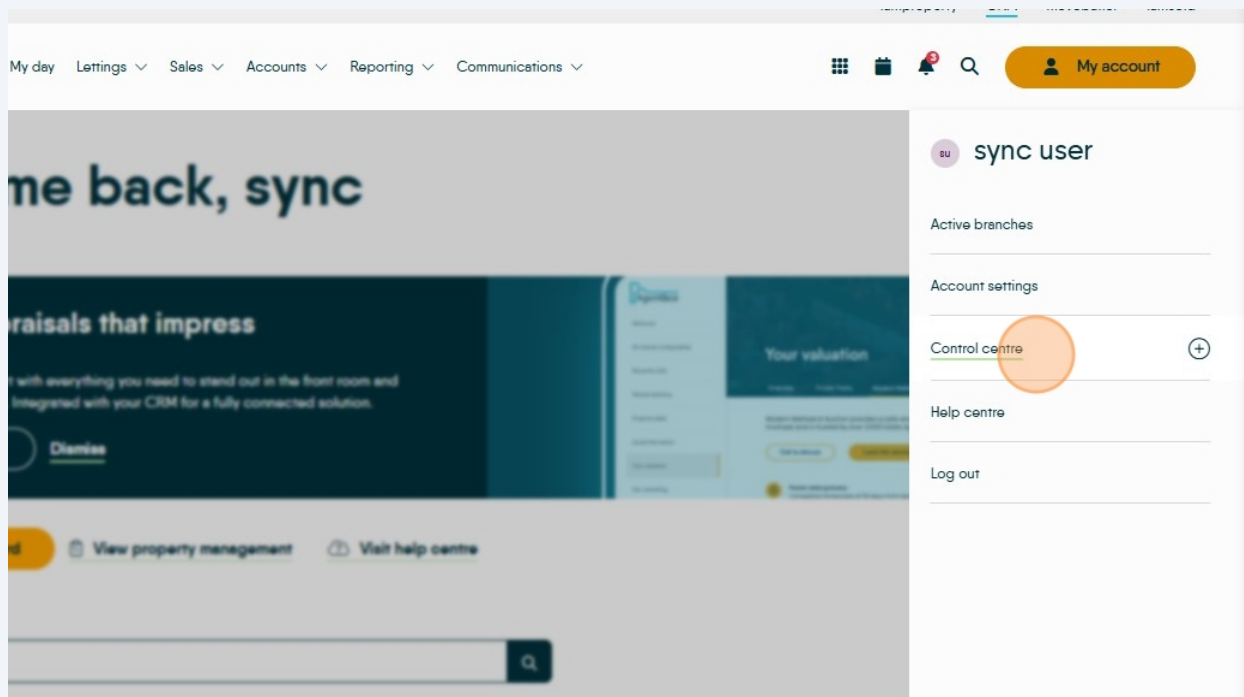


This guide provides a straightforward process for changing the branch email address in the iamproperty CRM system.

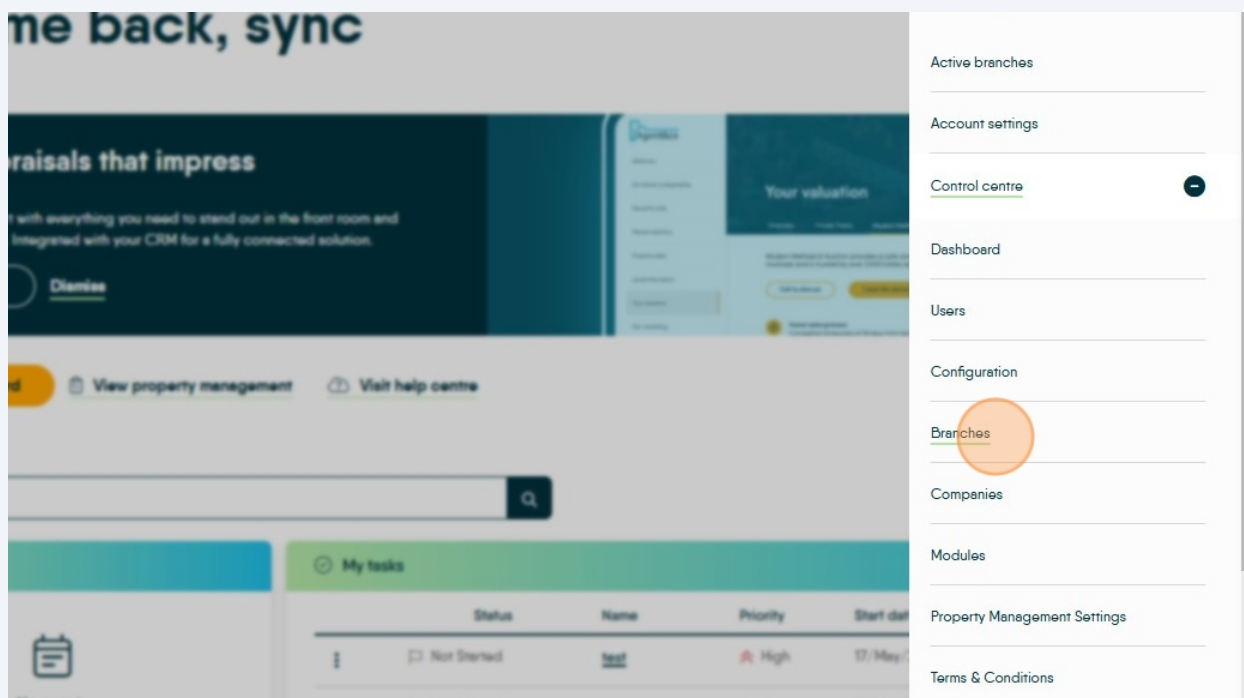
1 Click 'My Account'



2 Click 'Control Centre'



3 Click 'Branches'



4 Click the three-dot menu next to your branch

Control Centre > Branches

+ Add New Branch Bounce & Co Search

| | Branch | Phone 1 | Phone 2 | Email | Address |
|---|-----------------------|--|---------|---------------------------|-----------------------------|
| ⋮ | Christian's Branch | 01865 860871 | | christian.green@vtuk.c... | VTUK Rowan House, No... |
| ⋮ | Connor's | 0 | | branch@vtuk.com | 13 Schofield Avenue, W... |
| ⋮ | David Morgan Property | 01865 140453 | | test@vtuk.com | VTUK Rowan Court, Nor... |
| ⋮ | Doms Branch | 01865860871 | | support@vtuk.com | VTUK Rowan Court, Nor... |
| ⋮ | Dutton Gregory | 123 | | dg@vtuk.com | 123 123, 123, OX29 6SW |
| ⋮ | Eleanor's Branch | 01111111111 | | eleanor.miller@iamprop... | 23 Bishop Street, Stock... |
| ⋮ | Evs Test Branch | 01234567890 | | paul.evans@iampropert... | 60 Addycombe Terrac... |
| ⋮ | Faz's Branch | 07738425311 | | faz@hotmail.com | 1 Whittaker Street, Blac... |

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5 Click 'View/Edit Branch'

Control Centre > Branches

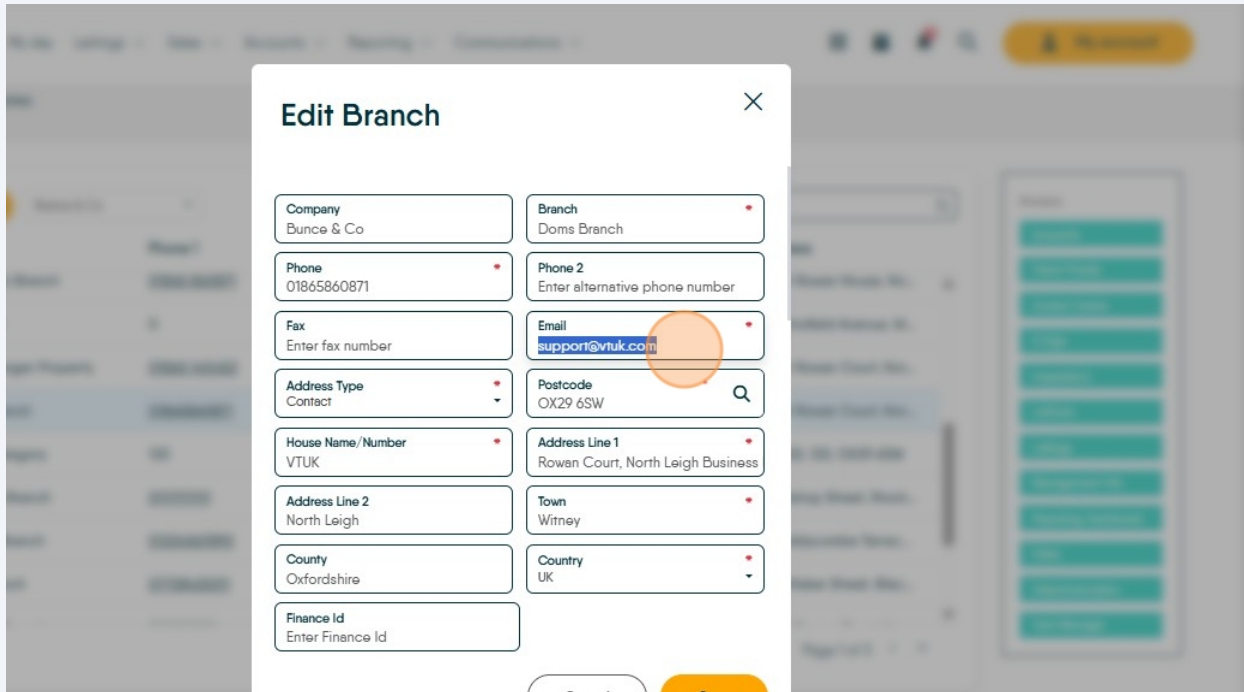
+ Add New Branch Bounce & Co Search

| | Branch | Phone 1 | Phone 2 | Email | Address |
|---|-----------------------|--|---------|---------------------------|-----------------------------|
| ⋮ | Christian's Branch | 01865 860871 | | christian.green@vtuk.c... | VTUK Rowan House, No... |
| ⋮ | Connor's | 0 | | branch@vtuk.com | 13 Schofield Avenue, W... |
| ⋮ | David Morgan Property | 01865 140453 | | test@vtuk.com | VTUK Rowan Court, Nor... |
| ⋮ | Doms Branch | 01865860871 | | support@vtuk.com | VTUK Rowan Court, Nor... |
| ⋮ | Dutton Gregory | 123 | | dg@vtuk.com | 123 123, 123, OX29 6SW |
| ⋮ | Eleanor's Branch | 01111111111 | | eleanor.miller@iamprop... | 23 Bishop Street, Stock... |
| ⋮ | Evs Test Branch | 01234567890 | | paul.evans@iampropert... | 60 Addycombe Terrac... |
| ⋮ | Faz's Branch | 07738425311 | | faz@hotmail.com | 1 Whittaker Street, Blac... |

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View/Edit Branch
Opening Hours
Add User

6 Delete the old email address and enter the new one

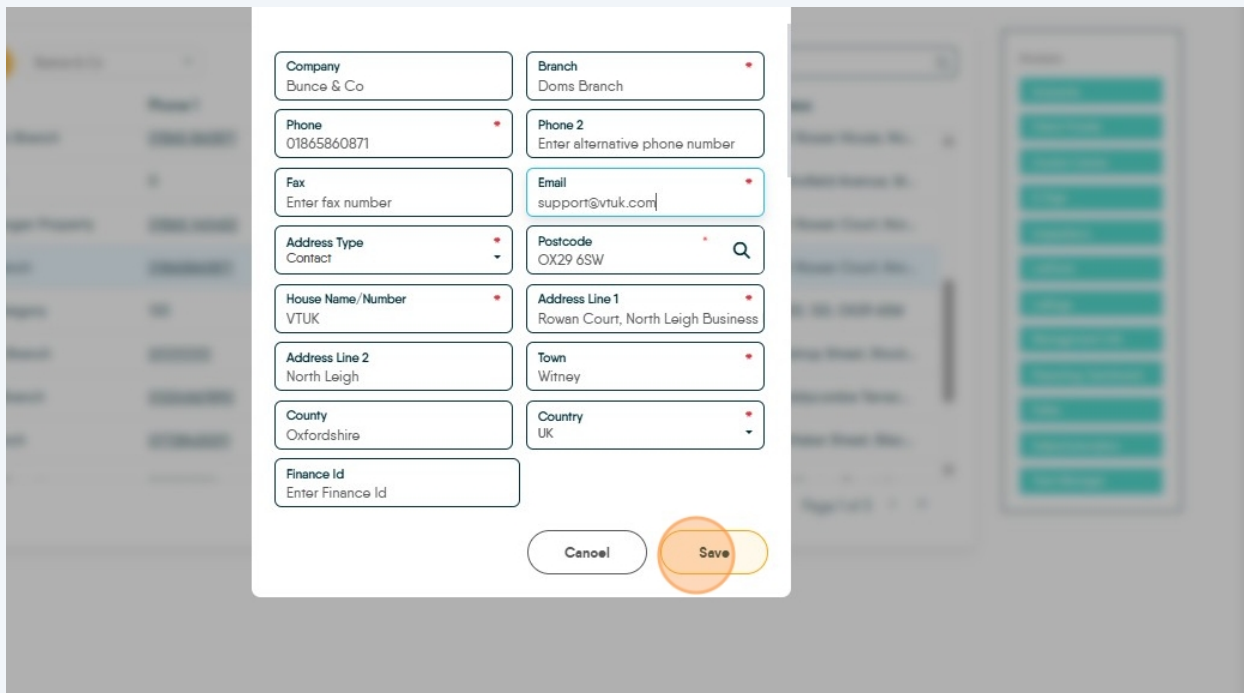


The screenshot shows the 'Edit Branch' form with the following fields:

| | |
|--------------------------------|---|
| Company Bunce & Co | Branch Doms Branch |
| Phone 01865860871 | Phone 2 Enter alternative phone number |
| Fax Enter fax number | Email support@vtuk.com |
| Address Type Contact | Postcode OX29 6SW |
| House Name/Number VTUK | Address Line 1 Rowan Court, North Leigh Business |
| Address Line 2 North Leigh | Town Witney |
| County Oxfordshire | Country UK |
| Finance Id Enter Finance Id | |

An orange circle highlights the 'Email' field, which contains the text 'support@vtuk.com'.

7 Click 'Save'



The screenshot shows the 'Edit Branch' form with the following fields:

| | |
|--------------------------------|---|
| Company Bunce & Co | Branch Doms Branch |
| Phone 01865860871 | Phone 2 Enter alternative phone number |
| Fax Enter fax number | Email support@vtuk.com |
| Address Type Contact | Postcode OX29 6SW |
| House Name/Number VTUK | Address Line 1 Rowan Court, North Leigh Business |
| Address Line 2 North Leigh | Town Witney |
| County Oxfordshire | Country UK |
| Finance Id Enter Finance Id | |

At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle.