

Features and Benefits of Brokerage Plan Upgrade

Ability to Create Brokerage Administrators

Feature: Brokerages can now appoint Brokerage Administrators (i.e. team, branch, and global administrators) who share operational responsibilities with the account owner

Benefit: Workload is distributed and brokerages can scale their internal support structure as they grow

[How to Add and delete users](#)

[Create Teams and Groups](#)

[Edit Teams and Team members](#)

[Team administrators](#)

Access to Administrative Tools

Feature: Brokerage administrators and account owners gain access to many admin functionalities, enabling them to manage users and teams, merge and combine listing data across the brokerage, manage lockboxes, manage showings, send announcements, and more.

Benefit: Brokerages gain full operational visibility and can more effectively support agents with their expanded oversight

[Using the Admin Queue](#)

[Admin message inbox](#)

[Update your brokerage's logo](#)

[Send brokerage announcements](#)

[Process showing requests](#)

[Using the Template Manager](#)

[View the activity on your Supra lockbox](#)

[Assign a Supra lockbox to a listing](#)

[Unassigned listings](#)

[Automatic agent transfers](#)

Centralized Service and Billing Management

Feature: Brokerage administrators and account owners can centrally subscribe to brokerage-level services (like the live concierge service)

Benefit: Brokerages streamline service management and ensure consistent coverage, removing the need for individual agent subscriptions

[Activate the Live Concierge Service](#)

Offer Management for Listings

Feature: The offer feature allows listing agents and brokerage administrators to enable offer registration on their listings

Benefit: Brokerages gain a more organized offer process, ensuring offers are captured consistently, and listing and showing agents stay informed about offer activity

How do I configure offer instructions on my listing?

Using the Template Manager