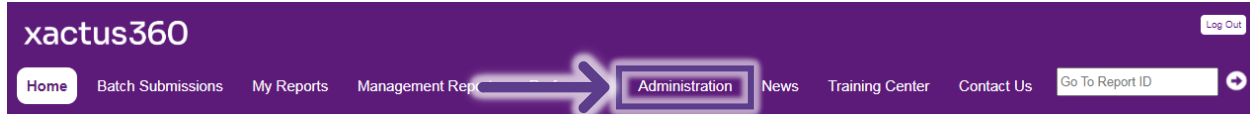


1. Start by logging into Xactus360 and from the home page, click Administration.



2. If you are setup with additional branches, select the branch the operator currently belongs to. If you are not setup with multiple branches, you may ignore this step.

| Search operators  |                     |                    |          |       |        |
|----------------------------------------------------------------------------------------------------|---------------------|--------------------|----------|-------|--------|
| Code                                                                                               | Name                | Company Identifier | City     | State | Status |
| X0330                                                                                              | XACTUS TEST ACCOUNT |                    | BROOMALL | PA    | Active |
| X0330AA                                                                                            | XACTUS TEST ACCOUNT |                    | BROOMALL | PA    | Active |
| X0330AB                                                                                            | XACTUS TEST ACCOUNT |                    | BROOMALL | PA    | Active |
| X0330AC                                                                                            | XACTUS TEST ACCOUNT |                    | BROOMALL | PA    | Active |

3. Click the name of the Operator needing to be moved.

| Operator Name ^  | Operator ID     | Admin | Access   | Status | SMA | Cost-Center | Last Login              |
|------------------|-----------------|-------|----------|--------|-----|-------------|-------------------------|
| Xactus Appraisal | xactusappraisal | No    | Standard | Active | No  |             | 07-17-2023, 03:35:34 PM |
| Xactus Demo      | xactus.demo     | Yes   | Custom   | Active | No  |             | 07-20-2023, 02:08:00 PM |
| Xcellent Xactus  | xactus.demo2    | No    | Standard | Active | No  |             |                         |
| Xcitement Xactus | xactus.demo5    | No    | Standard | Active | No  |             |                         |
| Xciting Xactus   | xactus.demo6    | No    | Standard | Active | No  |             |                         |
| Xquisite Xactus  | xactus.demo3    | No    | Standard | Active | No  |             |                         |
| Xtra Xactus      | xactus.demo7    | No    | Standard | Active | No  |             |                         |
| Xtreme Xactus    | xactus.demo4    | No    | Custom   | Active | No  |             |                         |

4. Then, click Move Operator.

**Operator Details**
[Return to Operator List](#)
[Add](#)
[Move Operator](#)
[Copy](#)
[Delete](#)
[Operator Admin](#)

**Details for Operator: Xact Xactus (xactxactus)**

**Operator Details and Password**

Account: XACTUS TEST ACCOUNT (X0330)
Operator Name: Xact Xactus
Status: Active
Lock Template Operator: No

5. Select the sub-account from the dropdown and indicate which reports to move with the user. When complete, click Submit.

|                                                      |                                                                                                                                                     |                                                  |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Move Operator:</b><br>Xactus Demo1 (xactus-demo1) | <b>Move Report ID's:</b><br><input type="radio"/> Month to date<br><input type="radio"/> Month to date & prior 7 Days<br><input type="radio"/> None | <b>Move To:</b><br>XACTUS TEST ACCOUNT (X0330AA) |
| <div>→ <b>Submit</b></div>                           |                                                                                                                                                     |                                                  |

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.