



Unleash The Power!

Listing Maintenance/Office Administration (Web Based Training – 1 hour)

Course Overview

The “Listing Maintenance/Office Administration” course is essential for Brokers and Clerical staff. Agents who have access to enter/revise their own listings will find the course beneficial as well. Brokers and Clerical staff will receive an in-depth review of the Prospector tools used to support their agents. Additionally, MetroList instructors will provide a detailed overview of how to enter/revise listings, create Hotsheets, analyze office reports as well as the Office Menu.

Course Length

1 hour (Web Based Training)

Covered Topics

Log In Page - Enter and Revise Listings – Hotsheets – Office Reports – Office Menu – MetroList Information Center

Register For Training Online

You can now register for MetroList Training classes online. To register, log onto Prospector and in the **Single Sign-On** module select the **Training/Events** icon. Select **Register for Training, Seminars and Events** link, and register for your class. Registering online is fast and easy.

Important Registration Information For Accessing Web Based Training

- All students must register **2 business days**, prior to the start of class.
- Valid email address in Prospector is required.
- Telephone connection is required.
- Prior to the start of class, registrants will receive an email with log in instructions.
- Class participants must be logged in 10 minutes prior to the start of your web based training course.
- Attendees who fail to log in, prior to the start time of the course, will be restricted from doing so and will need to take the course at a later time.
- For best viewing results, high speed internet connection is strongly recommended.

For any questions regarding Web Based training, email training@metrolist.net