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## Unleash The Power!

### **MLSListings Listing Entry Procedures for Brokers, Office Managers, and Clerical Staff When Entering a Listing for an Agent**

On MLSListings, brokers, office managers, and clerical staff are required to sign on to MLSListings with they're own IDs, and then "work as" an agent, to enter/revise listings for the agent. As a clerical member in MLSListings you can only "work as" an agent. Once you are "working as" the agent you assume the access rights granted to the individual agent. If the agent's access rights in Prospector do not allow them to enter/revise listings then the same permission levels will apply to MLSListings.

To remedy this situation, you will need to have the access rights changed for the agent on Prospector so that they have the ability to enter/revise listings. The access right changes propagate to MLSListings in approximately 1 1/2 to 2 hours. Once the access rights have changed in MLSListings you will be able to log in to MetroList Prospector, Single Sign-On to MLSListings, "work as" the agent, and enter/revise the listing.

#### **To adjust the access rights for an agent:**

Go to the **Admin** dropdown menu and select **Office Menu**. Click the **Manage Member Access** link on the Office Menu page. A list of agents working in the brokerage will appear. **Click the agents name** and a window will open with the list of access rights. **Select Listing Add, Listing Modify, Listing Query, and Status Info Modify. Click Save.**

**Note: Please revert back to the original access rights in Prospector when your work is completed in MLSListings.**

#### **In Summary:**

1. Have the agents access rights adjusted in Prospector.
2. Wait up to 2 hours for the access rights to propagate to MLSListings.
3. Log into MetroList Prospector, Single Sign-On to MLSListings, "work as" the agent, and enter/revise the listing.
4. Have the agents access rights adjusted in Prospector when the work is completed in MLSListings.