

## MetroList Services Inc. Real Estate Subscriber Access Rights

Question Answer

What rights do I have within Prospector when I first become a Subscriber?

When you first become a Subscriber of MetroList, you have the ability to search, review and print listing results; unless otherwise indicated by your Participant.

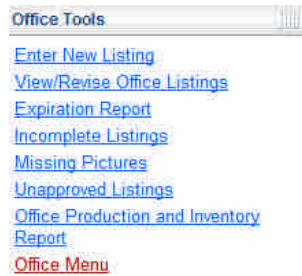
How do I obtain rights to enter and revising my listings?

To add and modify listings, your Participant/Broker must grant you those rights within Prospector. They have the ability to grant access rights within the Prospector system using their Office Menu (See below). They can also submit a written request to MetroList using company letterhead. The request must contain the name(s) of the agent(s) (Agent ID is also helpful) and indicate which rights are to be granted (typically adding and/or modifying listing rights).

1. From Prospector, the Participant needs to locate the **Office Tools** module from their Home Page; click the **Office Menu** link;

**OR**

1. From Prospector, the Participant clicks on **Admin** from the Menu Bar; select **Office Menu**;



SEARCHES LISTINGS TAX CART CONTACTS LINKS ADMIN HELP

Office Menu

MetroList Services Inc. (ID: 01MTRO)

Privileged Information

Status: Active: MetroList Services, Inc.

IDX Status: On

Office Type: Not Applicable

Office Number: 2990

Office Settings

Modify Office Information

View Office Information

Upload Office Logo

Agent Admin

Manage Member Access

Manage Agents

2. Click on the **Manage Member Access** link;
3. Select the **Member Name**;
4. Click on the appropriate box(es) to **Add and/or Modify Listing Rights**; and
5. Click **Save**.