



**Unleash The Power!**

## Office Administrator

### Course Overview

The Office Administration course is essential for Brokers, Agents and Clerical staff. This course provides an in-depth review of the tools you will be using most in Prospector to support your agents. The Office Administration Course is a three hour training that will cover the basic aspects of listing and office maintenance. Our experienced trainers will provide a detailed overview of how to enter listings, revise listings, Hotsheets, office reports and the office menu, among many other tasks.

Please note that not all aspects of this course will pertain to all members. Not all subscribers have access to maintain office information.

**Prerequisite** – Ability to Enter and Maintain Listings

**Course Length:** 3 hours

### Covered Topics

Add and Manage Listings – Add Photos – Attach Documents – Change Statuses – Manage Agent Rights – Modify Office Information – Office Listings – Office Reports – Hotsheets – 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.