



Unleash The Power!

Auto Prospecting (Web Based Training – 1 hour)

Course Overview

“Auto Prospecting” is a web based course that will guide you through the process of setting up your client to receive automatic emails containing listing information. Also included in the course will be the Prospect Cart, Client Portal and Contact Manager features within Prospector. These popular features give you and your client unlimited control to manage and communicate about properties during the process of finding their new home.

Course Length:

1 hour (Web Based Training)

Location

From the convenience of any computer connected to the internet

Covered Topics

Auto Prospecting (Create New Contact, Client Portal, Prospect Cart, and Contact Manager)

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