



**Unleash The Power!**

## Searching the MLS

(Web Based Training – 1 hour)

### Course Overview

“Searching the MLS” is an online course that will help to improve your navigation skills within Prospector. Included in this course you will learn how to search listings, analyze search results and generate reports proficiently. Additionally, emailing search results and managing saved searches will be covered.

#### Course Length:

1 hour (Web Based Training)

#### Location

From the convenience of any computer connected to the internet

#### Covered Topics

Quick Search – Standard Search – Search Results – Reports – Email – Saved Searches – Manage Saved Searches

#### 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](mailto:training@metrolist.net)