



**Unleash The Power!**

## Prospector Training

### Course one

### Course Overview

*Prospector Training is a two part course designed to provide new users an introduction to using the Prospector MLS System. Prospector Course One and Course Two are essential for any new subscribers to MetroList. Courses must be taken in order. We also recommend that Course One and Two be taken on two different days.*

#### **Prospector - Course One**

Prospector Course One is a three hour training that will cover the basic aspects of the Prospector system to enable you to start working and viewing listings. Our experienced trainers will provide a detailed overview of how to log on, set your preferences, navigate the home page, manage your personal profile, search listings, and utilize the mapping features, among many other tasks.

*Every subscriber needs and should to take this course!*

**Course Length:** 3 hours

#### **Covered Topics**

Subscriber Log On – Menu Bar – Customizing Your Home Page – MetroList Information Site – Setting your Preferences – Modify Your Profile – Upload Your Agent Photo – Conduct Quick to Complex Listing Searches – Reports – Mapping – Viewing Statistics – Mange Save Searches – What is and how to Utilize Your Cart

#### **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.