

After receiving feedback from both the Brokers Advisory Group and the Brokers Forum, a decision was made by the GE MLS Board of Directors to allow Brokers the ability to manage their own agents' rights regarding listing entry.

Menu "Admin" – Scroll down and click "Office Menu"
Agent Admin Section – click "Manage Member Access"
click the Agent's Name

Manage Member Access Rights for Agent's Name

Listing Add – Allows them to Input Listings

Listing Modify – Allows changes to the listing under Listing Information

Status Info Modify – Allows Status Changes

Approved Listing – This needs to be "checked" for changes/input to be live in the MLS

(having "Approved Listing" unchecked; Agents may add a listing, but the office staff/broker will need to approve the listing to be live in the MLS)

Optional items:

Revise Remarks – Only use this if you want them to only be able to Revise Remarks

Office Modify – The Ability to See and Modify the Office Information (Brokers & Salesmanagers)

Manage Office Listings – Gives you the ability to Modify All Office Listings

Reports:

Menu "Admin" – Scroll down and click "Office Menu"

Office Reports Section – click on "Office Member Access Report"