

Listing Syndication

[Home](#) [Searches](#) [Maps](#) [Listings](#) [Trends](#) [Tax](#) [Carts](#) [Contacts](#) [Links](#) [Products](#) **Admin** [Help](#)

You will need to have Office privileges to see the **Office Menu** option

STEP 1 Log into the Prospector+ MLS System

STEP 2 Under 'Admin' select 'Office Menu'**

STEP 3 Click on "Manage Office Listing Syndication"

Office Menu

Office Settings

Modify Office Information	Upload Office Banner
View Office Information	Manage Office IDX Access
Upload Office Logo	Manage Office Listing Syndication

Agent Admin

Manage Member Access
Manage Agents

STEP 4 Select the "Yes" option from the "Include My Office Listings" drop down menu

Manage Office Listing Syndication

Use the options below to manage whether office listings are sent out via syndication for each individual service

[Save & Exit](#) [Exit without Saving](#)

	Zillow Zillow Group Include My Office Listings <input type="button" value="Yes"/> <input type="button" value="No"/>
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STEP 5 [Accept](#) End User Agreement

STEP 6 Click [Save & Exit](#)

Note: **If more than one office; must manage each office individually.