

# Listing Syndication

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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](#)

[View Office Information](#)

[Upload Office Logo](#)

[Upload Office Banner](#)

[Manage Office IDX Access](#)

[Manage Office Listing Syndication](#)

### Agent Admin

[Manage Member Access](#)

[Manage Agents](#)

[Your Preferences](#)  
[Modify Your Profile](#)  
[Authorize Agent ID Sharing](#)  
[Email Alerts Setup](#)  
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[Custom Report Writer](#)  
[MLS Report Manager](#)  
[Custom Export Setup](#)  
[CMA Document Setup](#)  
[CMA Default Field Setup](#)  
[Seller's Net Sheet Setup](#)  
[Find Comparables Setup](#)  
[View Broadcast Notices](#)  
[View Agent Notices](#)  
[View Sent E-mail](#)  
[View Auto-Prospecting Emails](#)  
[Agent Reports](#)  
**Office Menu**

**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

Yes  
 No

**STEP 5** [Accept](#) End User Agreement

**STEP 6** Click [Save & Exit](#)

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

**MetroList**  
THE TRUE SOURCE