

Managing MLS Access Levels for Your Office

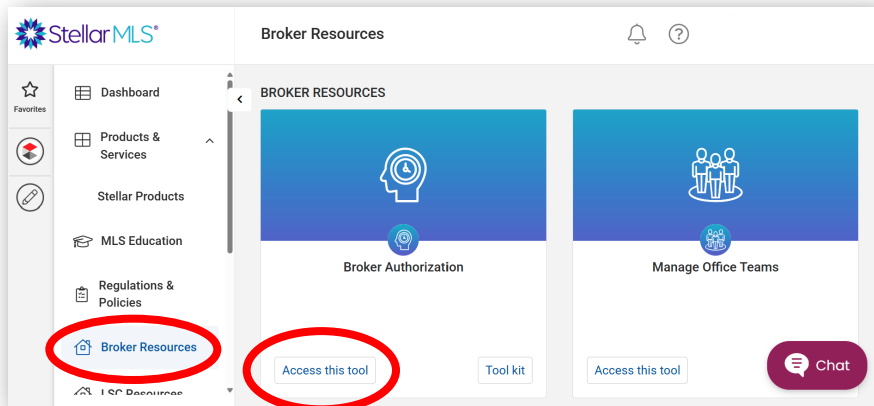


What Are Access Levels?

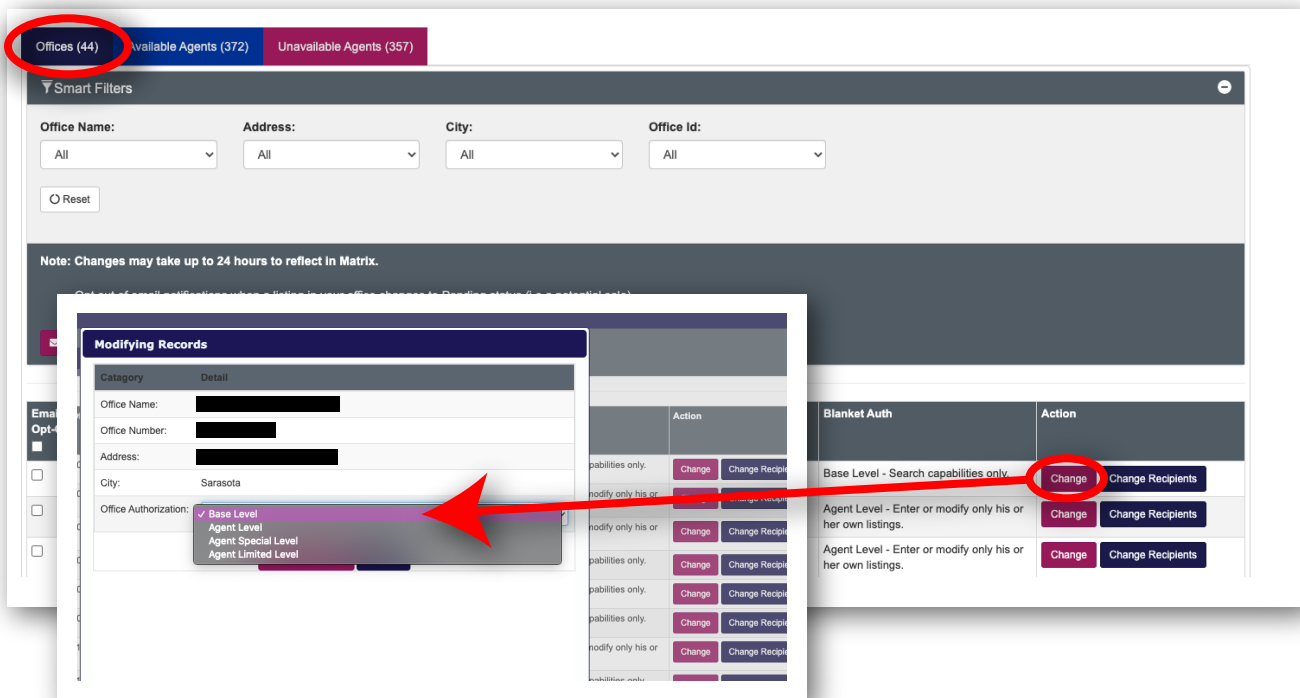
As a Stellar MLS broker, you will need to set permissions for what your office staff and/or agents are allowed to do within the Stellar MLS system. These permissions are called **Access Levels**.

How to Manage Access Levels

1. You can edit these Access Levels by navigating to the **Broker Resources Page** in your Stellar MLS Dashboard and clicking **Access This Tool** on the **Broker Authorization** box.



2. By using the **Offices** tab, you may choose to have the same authorization level for each of your offices with the same access level for all agents (Blanket Authorization.)



Managing MLS Access Levels for Your Office



3. By using the **Available Agents** tab, you can view each person in your office and see the access level attached to that individual. You may change these as needed.

Home Logout

Offices (44) **Available Agents (372)** Inavailable Agents (360)

Smart Filters

First Name: All Last Name: All Agent ID: All Office Address: All City: All State: All

Reset

Access Level Legend

- Base Level : Search capabilities only.
- Agent Level: Enter or modify only his or her own listings.
- Agent Special Level: Enter or modify only his or her own listings, excluding the ability to withdraw listings and to shorten the expiration date after the listing has been active for five (5) days.
- Agent Limited Level: Enter or modify his or her own listings. Changes are limited to those that do not require a sellers signature. E.g. Status, Price, etc.
- Agent Assistant: B
- Office Assistant: B
- Company Assistant: B
- Office Level: Enter
- Head Office(Firm
- No Access: No Ac

Change Access Level in Group

Base Level

Change Group Access Level

Change Listing Approval Required

Modifying Records

Category: Detail

First Name: Last Name: Address: City: Sarasota Agent ID: Agent Access Level: ☒ Base Level ☐ Agent Level ☐ Office Level ☐ Agent Special Level ☐ Agent Limited Level ☐ Head Office

Approval Required for Listing:

Save Changes Close

Change Details

4. Until an agent takes the **Adding & Editing Listings** class, they will not be eligible to add or modify listings. The **Unavailable Agents** tab shows who still needs to take the class. As the broker, you receive access to add and edit listings right away but still need to complete the Adding & Editing Listings class within your first 60 days.

Offices (44) Available Agents (372) **Unavailable Agents (357)**

Smart Filters

First Name: All Last Name: All Agent ID: All Office Address: All City: All Status: All

Reset

Email notification to agents about their missing education requirements by using the checkboxes and clicking on the below button.

Email Notification

Notify	Status	Last Name	First Name	Address	City	State	Education Requirement Met	Agent ID	Action
☐	Active				Sarasota	FL	Missing Add and Edit class requirement		Details
☐	Active				Longboat Key	FL	Missing Add and Edit class requirement		Details
☐	Active				Sarasota	FL	Missing Add and Edit class requirement		Details

MLS Access Level Legend



Base Level:

- ✓ The user has search capabilities *only*.

Agent Level:

- ✓ The user has search capabilities.
- ✓ The user can enter and modify their own listings.
- ✓ Brokers have the option to require an approval before the listing goes live.

Agent Special Level:

- ✓ The user has search capabilities.
- ✓ The user can enter and modify their own listings.
- ✓ The user cannot withdraw listings or shorten the expiration date.
- ✓ Brokers have the option to require an approval before the listing goes live.

Agent Limited Level:

- ✓ The user has search capabilities.
- ✓ The user can enter and modify their own listings, but cannot update price.
- ✓ The user cannot withdraw listings or shorten the expiration date.
- ✓ The user cannot expire, change to Temporarily Off Market, or reactivate listing without broker approval.
- ✓ Brokers have the option to require an approval before the listing goes live.

Office Level:

- ✓ The user can enter and modify listings owned by the office. (This level is generally given to agents or broker associates with administrative duties.)
- ✓ The user can create a team in Matrix.

Head Office (Firm Level):

- ✓ The user can enter and modify listings owned by the firm.
- ✓ The user can create a team in Matrix.

Agent Assistant:

- ✓ The user can enter and modify listings only for a specific agent through Team Settings in Matrix.

Office Assistant:

- ✓ The user can enter and modify listings owned by the office.
- ✓ The user can create a team in Matrix.

Company Assistant:

- ✓ The user can enter and modify listings owned by the firm.
- ✓ The user can create a team in Matrix.

No Access:

- ✓ The user has no access to Matrix because it is a waived account.