

Broker Authorization

Contents

Additional recipients for notifications.....	1
How to update Access Levels in the GoPherIt Portal	4
Available Agents Tab – Listing Input Access.....	4
Available Agents Tab – Assistant Access.....	5
Unavailable Agents tab	6

Additional recipients for notifications

Brokers can add agents and assistants (who has add/edit privileges) as recipients of email notifications for office listings that go into Pending status (i.e., notification of a potential sale).

For example, would you like your office manager to receive a notification that one of the listings in your office has been moved to Pending status?

By clicking on the Broker Authorization icon on your [login dashboard](#), you can add respective agents and assistants to these email notifications.

Through the Broker Authorization icon, brokers can customize who receives a notification email of a Pending office listing.

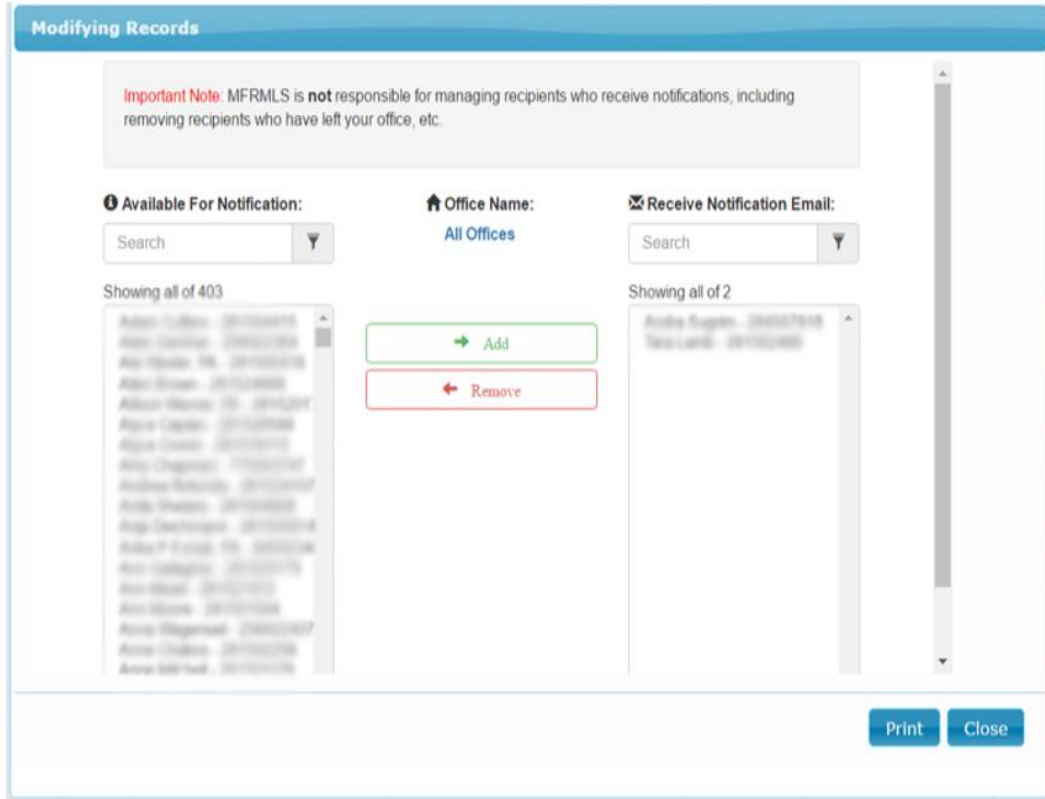
How it works:

Option 1: Once you click on the Broker Authorization icon, on the **Offices Tab**, you will see a button named “Add/Remove Potential Sales Recipients – All Offices.”



Add/Remove Potential Sales Recipients - All Offices

This button will allow you to select one or more recipients to receive a notification every time a listing is put into **Pending status** for all of your offices (if applicable). See screenshot below.



Option 2: When you first click on the Broker Authorization icon, you will see a list of your offices. You will see a button named “Change Office Recipients” in the line item for that office.



This button will allow you to select one or more recipients to receive a notification every time a listing is put into **Pending status** for that office only. See screenshot below.

The screenshot shows a web interface titled "Modifying Records". At the top, there is an "Important Note" in a grey box: "MFRMLS is **not** responsible for managing recipients who receive notifications, including removing recipients who have left your office, etc." Below this, the interface is divided into three main sections:

- Available For Notification:** A search box with a dropdown arrow. Below it, it says "Showing all of 15" and lists 15 names with phone numbers. The names "Michael Saunders" and "Valley Gray" are bolded.
- Office Name:** A house icon followed by "Office Name: Michael Saunders & Company (201522441)", "180 So Washington Blvd", and "Sarasota, FL 34236-6871". Below this are two buttons: a green "Add" button and a red "Remove" button.
- Receive Notification Email:** A search box with a dropdown arrow. Below it, it says "Showing all of 6" and lists 6 names with phone numbers. The names "Audie Suggs" and "Tom Lamb" are bolded and have an asterisk (*) next to them.

At the bottom right of the interface, there are two blue buttons: "Print" and "Close".

Note: Names in bold and with an asterisk (*) are the names you've selected to receive notifications of Pending listings for **all offices**.

How To Update Access Levels Through The Broker Authorization Tab

Available Agents Tab – Listing Input Access

All agents listed in on this tab have taken and received credit for the **MLS Adding and Editing Listing** class, and they are now eligible for listing input per participant approval.

How it works

Option 1: To update individual access level, select the **Change** button and choose the appropriate level for each.

Home / BrokerAuthorization

Offices (3) Available Agents (2) Unavailable Agents (2)

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 Assistant**: Enter or modify listings only for the agent.
- **Office Assistant**: Enter or modify listings owned by the office.
- **Company Assistant**: Enter or modify listings owned by the firm.
- **Office Level**: Enter or modify listings owned by the office.
- **Head Office(Firm Level)**: Enter or modify listings owned by the firm.

Change Access Level in Group

Base Level

Change Group Access Level

Group	Access Level	Last Name	First Name	Address	City	State	Agentid	Comp 101 Class Due	Action
<input type="checkbox"/>	Base Level - Search capabilities only.	Doe	Jane	123 Main St	Orlando	FL	000123000	07/04/2020	<input type="button" value="Change"/> <input type="button" value="Details"/>
<input type="checkbox"/>	Agent Level - Enter or modify only his or her own listings.	Smith	John	555 N Elm Cir	Orlando	FL	000321000	03/21/2020	<input type="button" value="Change"/> <input type="button" value="Details"/>

You are viewing page 1 of 1

Option 2: Use the section **Change Access Level in Group**. This option will automatically update anyone in your office(s) access level who has completed and received credit for the **MLS Adding and Listing** class.



The screenshot shows a web interface titled "Change Access Level in Group". At the top, there is a dropdown menu currently displaying "Base Level". Below the dropdown, a list of options is visible: "Base Level" (highlighted in blue), "Agent Level", and "Agent Special Level". At the bottom of the interface, there is a blue button with a checkmark icon and the text "Change Group Access Level".

Base Level - Search capabilities only

Agent Level - Enter or modify only his or her listings

Agent Special — Allows your agent(s) to add and edit listings, excluding the ability to withdraw listings and to shorten the expiration date after the listing has been active for five (5) days.

Available Agents Tab – Assistant Access

The access level for assistance within the office(s) can be modified from the **Available Agents** tab, to change the access level for an assistant, select the **Change** button and choose the appropriate level for that assistant.

The options are:

- **Agent Assistant:** Enter or modify listings only for the agent.
- **Office Assistant:** Enter or modify listings owned by the office.
- **Company Assistant:** Enter or modify listings owned by the firm.

Unavailable Agents tab

The Unavailable Agents tab give the participant the ability to view who has completed their education requirements. Also, there is an option to send emails to agents that they need to complete the MLS Adding and Editing Listing class.

Home / BrokerAuthorization

Offices (2) Available Agents (13) **Unavailable Agents (2)**

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
<input type="checkbox"/>	Active	Holmes	Sherlock	221B Baker Street	Tampa	FL	Missing Add and Edit class requirement	000456000	Details
<input type="checkbox"/>	Active	Wayne	Bruce	1007 Mountain Drive	Tampa	FL	Missing Add and Edit class requirement	000654000	Details

You are viewing page 1 of 1