# How to Use the New "DROP SUBSCRIBER" Feature in Pinergy's Office Management Tool

### Navigate to Tools and select Office Management:

Corporate Website   System Recommendations		
pinergy Home Contacts Listings Search () Cloud CMA	Tools	Select Office ID:
a a _ a	] [a	Corporate Website   System Recommendations
		Dinergy Home Contacts Listings Search
Agent/Office Rosters Area Market Reviews Cloud CMA	CMA (Pinergy)	Office Roster Management
*	t a	Select an onice below to anop someone from the onice s roster or to specify no the "Allow Coming Soon Listings" box if you want to allow the office to post Cor omit all of the office's listings from IDX feeds (and prohibit that office from using
Market Reports Mortgage Calculator Office Management	nt Options & Settings	Office ID Location         Agents Admins Managers         Allow           AN0795         Shrewsbury, MA Main Office         5         0         2

# Select the Drop Subscriber icon:

#### Corporate Website | System Recommendations

pinergy Ha	ome Contac	ts Listin	gs Search	Cloud CMA	Tools		
Ш							
Office Roster Ma	nagement						
Laurel Tree Realty (A	N0795)						<u>Save</u>
specify how the assoc the Drop Subscriber Associate	iate is labeled. (Note icon (≗x) to remove Agent ID	e that these ti e the associate <b>Display</b>	tles are <i>for displo</i> e from the office <b>Title</b>	ay purposes only and do r 's roster.	ot affect the as Status	sociate's permissions in Pine	ergy.) Select
Cynthia Johnson	CN204242		Participant		Act	ive	
Philip Cooper	CN222019	<ul> <li>Image: A set of the set of the</li></ul>	Manager	~	Act	tive	
Herchel Couch	CN242343		Agent		Act	tive	
Charles Fox	CN242342		Agent		🛃 Ad	tive	



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## Select Confirmed and then Submit:

Dr	op Subscriber				
Subscriber Information Name: Lee Mason (Active)	Agent ID: CN237511				
Subscriber's Drop Date: 8/31/2023					
Confirmed by Cynthia Johnson (8,	/31/2023)				
Subscribers dropped from an office and will be charged a \$20.00 reinstatement	d then added back to the same office within 45 days fee.				
PLEASE ALLOW UP TO 10 MINUTES I	FOR THE DROP REQUEST TO BE PROCESSED.				

Participants and managers, you can now use Pinergy's Office Management tool to drop agents and personal assistants from your office roster. The process is simple: navigate to Pinergy's **Tools | Office Management**, select the **office ID**, then select the blue and red **Drop Subscriber icon** on an eligible subscriber (note: participants, managers, admins, and team IDs cannot be dropped through this function). Confirm and submit the drop request, and within 10 minutes, the subscriber will no longer be associated with that office.

We hope this feature will streamline office management in Pinergy. Please contact MLS PIN's Customer Care with any questions.

