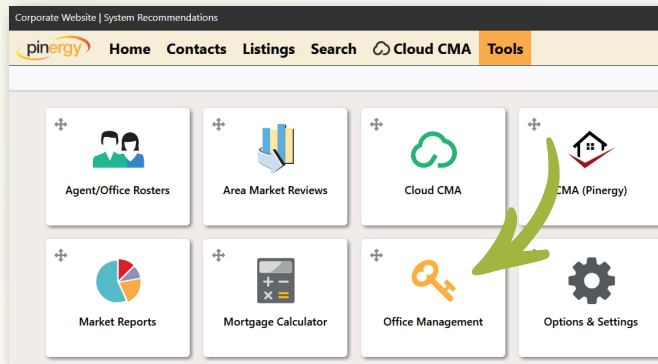
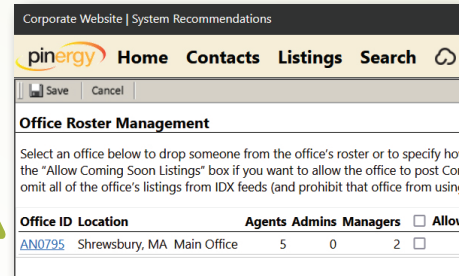


How to Use the New “DROP SUBSCRIBER” Feature in Pinery’s Office Management Tool

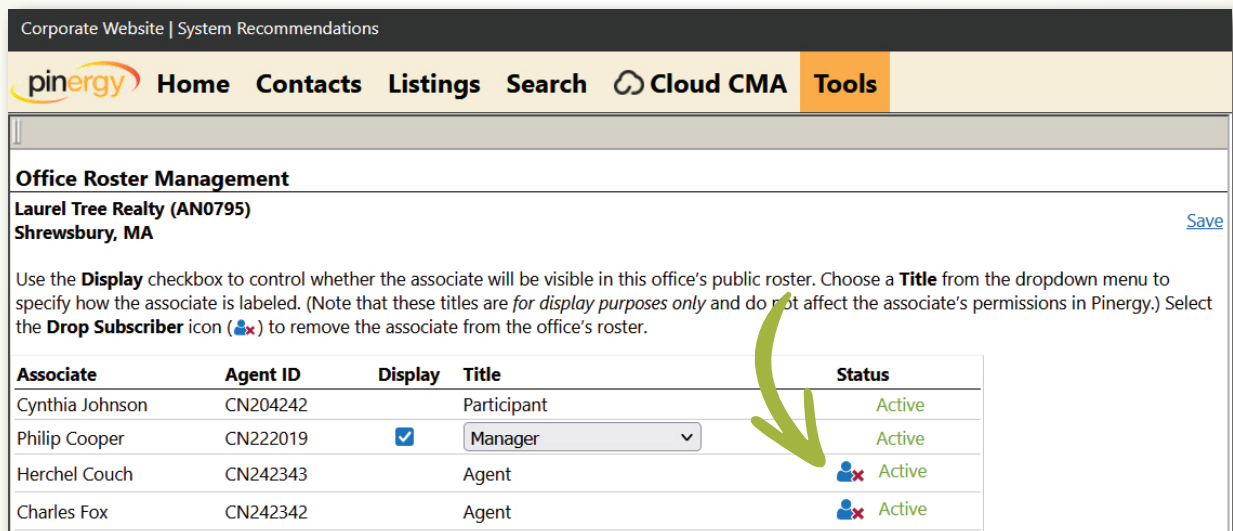
1 Navigate to **Tools** and select **Office Management**:



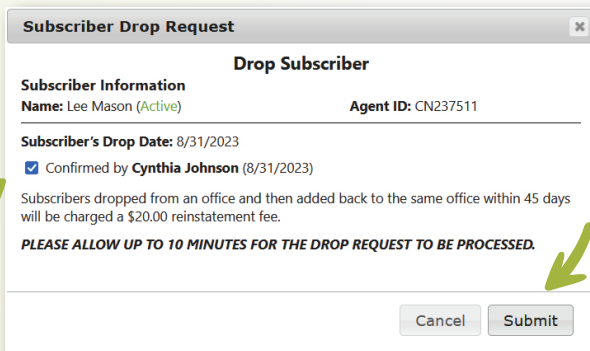
2 Select **Office ID**:



3 Select the **Drop Subscriber icon**:



4 Select **Confirmed** and then **Submit**:



Participants and managers, you can now use Pinery’s Office Management tool to drop agents and personal assistants from your office roster. The process is simple: navigate to Pinery’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 Pinery. Please contact MLS PIN’s Customer Care with any questions.