

# Prospect Development Solutions

## Quick Reference Guide

**LOGIN:** Go to [www.hanovermtg.com](http://www.hanovermtg.com) and click on “Realtor Tools”. Then click on “Prospect Development Solutions”. Enter your email address and password.

**UPDATING LISTINGS:** After logging in, click on “Master Prospect List”. Then click on “Properties” and choose option “List All”. Locate desired listing and click on the “Edit” button to the left of that listing. Here you can change the associated extension, status, or any of the information you see listed. When you are finished be sure to click “Save” at the bottom of the screen. You may then choose another listing to edit. *Remember, the more information you can give about the listing the better.*

**ADDING A LISTING:** After logging in, click on “Master Prospect List”. Then click on “Properties” and choose option “Add a New Property”. This gives you the same screen as updating. You will need to locate the extension that you would like to associate the new listing to. If you don’t see the extension there that you would like to use, then call or email your loan officer at Hanover Mortgage and have them add that extension to your list. When you are finished adding a listing be sure to click “Save” at the bottom of the screen. *Remember, the more information you can give about the listing the better.*

**VIEWING PROSPECTS:** After logging in, click on “Prospects” and choose “List All”. This will allow you to see the current calls that have come in for each of your listings. If you click “Edit” next to the prospects name you may add comments in the “Realtor Comments” section if you decide to call these leads. Please check the Status of the prospect and read any previous comments before calling.

**ADDING A PROSPECT:** After logging in, click on “Properties” and choose “List All”. Select the property that you would like to add the Prospect to by clicking on the “blue extension”. Scroll down to the bottom of the page where you will see “Add Prospect” and click on it. Please be sure to fill in as much information as possible. When you are finished be sure to click “Save” or “Save and Add Another” at the bottom of the screen. **DO NOT ADD A PROSPECT BY CLICKING ON Prospect>Add Prospect.** This will not allow you to associate which property that Prospect is assigned to.

*If you have any questions or need help with anything please call Matt Smith @ 864-255-5115 ext. 116 or email @ [msmith@hanovermtg.com](mailto:msmith@hanovermtg.com)*