



Knowledge Base Article

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Article ID: 4273

Subject: Verify Specific Entry Information of a Property Record

Last Modified: November 18, 2009

Applies to: Pro Gold i2 3.xx

Purpose: Provide users instructions on how to identify specific entry information of a property record entered into the Pro Gold i2 database to confirm how and when it was entered. This information can be useful in auditing MLS and/or user entry of property information.

Procedure: Listed below are the several steps which can be used to verify the specific entry information of a property record entered into the Pro Gold i2 database.

- **Step 1: Do the following to verify the most recent property record entered into the database:**
 - Login to Pro Gold i2
 - At the **Main Menu**, select the **Transactions** option
 - Click the **Work With Properties** icon
 - Select the **Property ID** search by option
 - The property highlighted and listed at the top of the list will be the most recent property record entered
 - Click the **Retrieve** button to view the record
 - Can use arrow keys in upper right of property record to scroll through the property records

- **Step 2: Do the following to verify how a property record was entered/imported:**
 - Login into Pro Gold i2
 - At the **Main Menu**, select the **Transactions** option
 - Click the **Work With Properties** icon
 - Select search option
 - Enter search information and retrieve the appropriate record
 - The vehicle field is the box just above the **SEO** button in the bank of buttons on the right side of the property tab of the record
 - The field will display certain values denoting how it was entered (e.g., MLS, ProGold / Super, etc..)
 - It will say MLS if from an import or if manually entered via Pro Gold it will display Pro Gold and the username used to enter the record (e.g., Pro Gold /Super, Pro Gold / Office Asst, Pro Gold / Trans Coord, etc..)

- **Step 3: Do the following to verify when a property record was entered/imported:**
 - Retrieve the property record
 - View date and time in the **Created** date field which is just below the **Showing Notes** field in bottom right of the property tab
 - It permanently displays the date and time the record was initially created in the database

- **Step 4: Do the following to verify when a property record was last updated/saved:**
 - Retrieve the property record
 - View date and time in the **Modified** date field which is just below the **Showing Notes** field in bottom right of the property tab
 - Displays date and time record was last updated/saved

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

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PRO GOLD[®] Knowledge Base Article

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- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Created, Entry, MLS, Modified, Property, Record, Search Screen, Username, Vehicle, 4273

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