



# Knowledge Base Article

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Agent Tools web site: [www.viewmylisting9ae.com](http://www.viewmylisting9ae.com)

**Article ID:** 4098  
**Subject:** Weichert Affiliates Reporting (WREA) Export Instructions  
**Last Modified:** June 24, 2009  
**Applies to:** Pro Gold i2 2.xx, 3.xx

**Purpose:** The information entered in Pro Gold XP and Pro Gold i2 can be transmitted automatically to the WREA Reporting System eliminating the double entry of information.

**Procedure:** Below are the steps to perform the WREA Reporting Export:

- **Step 1:** Turn on Weichert Brand under preferences:
  - **Version 2.xx:** Main Menu => Setup Tab => Change Company Info icon => Misc Tab
    - Place a check in the **Data Push 1** box
  - **Version 3.xx:** Main Menu => Settings and Utilities => Company Defaults icon => Brand field
    - Select Weichert option in dropdown box
  - This will activate Weichert functionality under:
    - Office Setup- creates a **Weichert Settings** area
    - Agent Information- creates a **Weichert Settings** area in the **Data Import Tab**
    - Work with Properties- creates a **Franchise Tab**
- **Step 2: Weichert Settings** area under Office Setup
  - Complete all **Weichert Settings** fields for Non Co-op Offices
  - Client gets input from Weichert Corporate
- **Step 3: Data Import Tab** under **Agent Information**
  - Complete all **Weichert Settings** fields for each agent
  - Client gets input from Weichert Corporate
- **Step 4: Franchise Tab** under **Work with Properties**
  - Select **Property Type** from the Weichert Corporate list and USA for the **Country**
  - **Listings Referral Broker:** Enter/select office being paid for listing referral (if applicable)
  - **Selling Referral Broker:** Enter/select office being paid for selling referral (if applicable)
  - **Listing Referral Amount:** Enter amount of listing referral being paid (if applicable)
  - **Selling Referral Amount:** Enter amount of selling referral being paid (if applicable)
- **Step 5: Weichert Reporting** is under the **Import/Export Utility** icon in the **Setup Tab**
  - **Version 2.xx:** Main Menu => Setup Tab => Import/Export utility icon => Weichert Export option
  - **Version 3.xx:** Main Menu => Franchise Interfaces => Submit to Weichert icon
  - Enter a date range for the report
  - Data validation occurs during the Export
  - If user receives an error report, update the missing data shown on the report and re-export
  - Export creates a file on Taro's server that Weichert Corporate processes at night
  - Export can be run as often as needed
  - All questions are to be directed to Weichert Corporate
- Select the link below to view the Required fields in Pro Gold for the Weichert Export:

[http://www.progoldi2.com/weichert/WREA\\_Required\\_Fields.doc](http://www.progoldi2.com/weichert/WREA_Required_Fields.doc)

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## Knowledge Base Article

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

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

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

**Related articles:** 4097, 4190, 4201, 4241, 4245, 4246

**Keywords:** Weichert Reporting, WREA, Export, Procedure, 4098