



Knowledge Base Article

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Article ID: 4208
Subject: Performing the Realogy Export (Crest Submission)
Last Modified: February 17, 2009
Applies to: Pro Gold i2 3.xx

Purpose: The Single Entry reporting process is dependent on information being collected and reported in a timely manner and does not require an individual user login to the **CrestEDG** system to report it. Data must be entered and validated in **Pro Gold i2** and then transmitted to crest. Each time a transmission is performed a batch of Medias, Persons, and Transactions records is created and submitted to **Crest EDG**. Each batch must be monitored and reviewed upon completion to see if any submission errors are identified.

Procedure: Steps to performing the Realogy Export:

- **Important Things to Remember:**

- **Observe Pro Gold i2 business rules:** The same validation that was in Crest is now in Pro Gold i2
- Realogy Exports should be done daily, but can be done anytime
- Realogy Exports can be done multiple times per day if needed
- Each daily transmission is a separate batch and must be monitored and reviewed upon completion to see if any submission errors are identified
- Only one Realogy Export should be performing at the same time
- Highly recommended that one person be appointed to be responsible for the daily submission(s)
- During the transmission process, process, the **Realogy** submit screen can be minimized and will continue to submit changes to **CrestEDG** while work in Pro Gold i2 can continue

- **Step 1: Perform Realogy Export**

- Right click on the **Red Paper Clip Pro Gold Utilities** icon located in the System Tray in the bottom right corner of your screen
- Select **Crest** option
- Select **Submit to Crest** option to open the **Crest Reporting Options** screen
- Click on the **Submit to Crest** button
- The **Crest Submit Progress – (Live)** screen will show the progress of the export
 - “**Success**” will appear next to each category as the files are submitted effectively
 - The submission screen will close when all of the categories are submitted
- **Note:** The **Crest Submit Progress** screen can be minimized once the submission begins so that work in Pro Gold i2 or another program can continue

- **Step 2: Monitor/Confirm Crest Submission Results**

- Once data is submitted to Crest, Pro Gold i2 will receive the results from Crest when the data is accepted
- The status of the submission can be viewed in Pro Gold i2 at any time
- Right click on the **Red Paper Clip Pro Gold Utilities** icon located in the System Tray in the bottom right corner of your screen
- Select **Crest Dashboard** option to open the **Crest Submit Status** screen
- The **Crest Submit Status** screen will display recent batches submitted
- The screen shows a list of the recent submissions (i.e., batches) and their submission status
- It will show if items were accepted by Crest and if there is anything that requires attention

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- Each batch must be monitored and reviewed upon completion to see if any submission errors are identified
- Pay close attention to the status field for batches with red exclamation points which indicate submission errors
- Batches with errors need to be printed and reviewed
- Select the printer icon next to a submission item to generate the **Crest Submission Results** report

• **Step 3: Work Submission Errors (Process Crest Submission Results report)**

- Refer to [Knowledge Base Article 4090](#) for processing submission errors

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>

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

Related articles: 4084, 4085, 4086, 4087, 4088, 4089, 4090, 4091, 4092, 4093, 4094, 4161, 4162, 4191, 4200, 4217, 4219, 4220, 4224, 4235

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