



## Knowledge Base Article

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Real Estate Search Engine - ViewMyListing.com web site: [www.viewmylisting.com](http://www.viewmylisting.com)  
Search Local Classifieds - [www.viewmylisting.com/buy-sale-trade](http://www.viewmylisting.com/buy-sale-trade)  
Agent Tools web site: [www.viewmylisting9ae.com](http://www.viewmylisting9ae.com)

**Article ID:** 4220  
**Subject:** Manually Adding Open Houses into Pro Gold i2 3.0 for Crest Submission  
**Last Modified:** November 16, 2009

**Applies to:** Pro Gold i2 3.xx

**Purpose:** Open Houses can be added into Pro Gold i2 for submission into CrestEDG for appearance on the brand websites of Century21.com, ColdwellBanker.com or ERA.com. Open Houses are entered within each property record in Pro Gold i2 and then submitted to CrestEDG during the Realogy Export.

**Procedure:** Actions required to manually enter an **Open House** event into Pro Gold i2.

- **Main Menu => Transactions => Work With Properties** icon
- Select the property that needs the **Open House** added
- Click on the **Activity** Tab
- Click on the **Open Houses** button in the bottom right area of the screen
- To add a new **Open House**, click on the **Plus** icon at the top of the screen
- The **Date**, **From** (time) and **To** (time) fields must be completed for the entry to be saved
  - The **Date** can be manually typed in or selected from the calendar provided. Use the drop-down arrow at the end of the date field to access the calendar
- Select the feedback on the **Open House**, if known
- Click the **Save** icon at the top of the screen to save the **Open House**
- Close out of the screen
- To ensure that the new information is sent to CrestEDG on the next submission, click the **Save** button on the property and satisfy any business rule violations that appear

**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:** N/A

**Keywords:** Crest, Open House, Realogy, Single Entry, Submission, Transmission, 4220

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