



Knowledge Base Article

Article ID: 4228
Subject: Procedural Changes in Pro Gold i2 3.xx from 2.xx
Last Modified: January 29, 2009

Applies to: Pro Gold i2 3.xx, 2xx

Summary: Pro Gold has two different platforms; 2.xx and 3.xx. There are several procedural differences between the two platforms and the **changes in 3.xx** are outlined below.

- Agents per Transaction: Unlimited Listing and/or Selling Agents can be selected per transaction.
 - After logging into Pro Gold, select the **Property Tab**.
 - Click on **Work with Properties** and select a property.
 - In the **Agent Tab**, use the dropdowns to select and agent and assign a side.
 - Use the additional rows that appear to add as many agents to each side as desired, but make sure that the units are divided between the agents so that each side is totals 1 unit.
- Commission Processing: Agent commission amount and the percent the agent was paid at are shown when processing commission. Either field can be modified when changes need to be made to the commission.
 - After logging into Pro Gold, select the **Property Tab**.
 - Click on **Work with Properties** and select a property.
 - Select the **Comm. Tree Tab** to view/process commission.
 - For more information on overriding a commission, see [KBA 4229](#).
- Company Deductions: Includes an option to have the deduction amount "Add to Co. Dollar", which will add the amount of the deduction to the reported company dollar.
 - After logging into Pro Gold, select the **Property Tab**.
 - Click on **Company Deductions** and select a deduction.
 - Check the "**Add to Co. Dollar**" checkbox to enable the feature.
- Work with Property Fields
 - Designated fields for Title Company and Alternate MLS.
- Open Houses: Schedule and track Open House Appointment in Work with Properties
 - After logging into Pro Gold, select the **Property Tab**.
 - Click on **Work with Properties** and select a property.
 - Click on the **Marketing Tab**.
 - Click on the **Open Houses** button.
 - Click the yellow "**Plus**" icon to add a new open house.
 - After filling out the fields, click the "**Save**" icon to save the record.
- Reports: While the most common reports are the same in 2.xx and 3.xx, 3.xx does have some new reports.

Additional Information: 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.

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