



Knowledge Base Article

Free Download Real Estate Software - ProGold i2 web site: www.progoldi2.com
Real Estate Search Engine - ViewMyListing.com web site: www.viewmylisting.com
Search Local Classifieds – www.viewmylisting.com/buy-sale-trade
Agent Tools web site: www.viewmylisting9ae.com

Article ID: 4264
Subject: RE/MAX FRAMES Export Instructions
Last Modified: May 15, 2009
Applies to: Pro Gold i2 3.xx

Purpose: The information entered in Pro Gold i2 can be transmitted to the Franchise Regional and Administrative Management Export System (FRAMES) for RE/MAX regional offices. Pro Gold i2 will generate a text file that can be uploaded to FRAMES.

Procedure: Listed below are the procedures for establishing and performing the RE/MAX FRAMES Export in Pro Gold i2:

• **Step 1: Setup Report:**

- Assign **Brand Code** and **RE/MAX Region #**
 - At main screen select the **Settings and Utilities** icon
 - Click on the **Company Defaults** Icon
 - At the **Company Tab**
 - Select the dropdown box in the **Brand Code** field in lower left and select the **RE/MAX** option
 - Enter **Region Code** in **Region** field in lower right of screen
- Assign **Re/Max Office #** to each office via the **Office Setup** record in main **Transactions** icon
 - At main screen, select the **Transactions** icon
 - Select **Agents and Offices** icon
 - Select **Offices** icon
 - Retrieve your office record(s)
 - Enter **RE/MAX Office #** in the **Office No.** field
- Assign **RE/MAX Referral #** to and verify each agent record
 - At main screen, select the **Transactions** icon
 - Select **Agents and Offices** icon
 - Select **Agent Information** icon and retrieve the agent record
 - Select the **Commission Tab** and enter referral # in the **Agent Ref No.** field
 - Select the **General Tab** and verify/correct name use **Save A/R A/P** button to update
 - Agent must be “active” to appear on the report (Can de-activate once report is generated)
 - The agent must also have a closed transaction within the **Commission Period** date range in order to appear on the report (Same criteria as the **Agent Level Report**)

• **Step 2: Perform Export:**

- At main screen, select the **Franchise Interfaces** icon
- Select the **Submit to RE/MAX** Icon
- Select **Yes** to the are you sure prompt

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- Missing data for required for Frames Export prompt may appear (Only when errors are detected)
 - If so, Click the **Ok** button
 - Print report and work all errors noted
 - Rerun the report
 - At **Frames Export** screen, select office, applicable month and year for the report
 - Click **Create File** button:
 - Screen will open MS Word and suggest filename of the current date of the PC
 - Ex: 02_07_2005_FRAMES.TXT
 - Click **Save** to accept name or can modify name if desired and then click **Save**
 - System will the save the report on the C:\ Drive and display location
 - Click **OK** and report will display in preview screen for local printing/verification
 - File is ready to export to region
 - Report submits all Closed transactions for the date range specified except as noted below:
 - **Referral** box near **Property Type** field in **Properties Tab**
 - If checked, Volume and Units of this property are “not” included in the Frames Export file
 - To be used when transaction is a referral commission only
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- **Property Type:**
 - **Other:**
 - Transaction is “not” included in the Frames Export file
 - Transaction is included in Agent Commission Level
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- **Exempt:**
 - Transaction is “not” included in the Frames Export file
 - Transaction is “not” included in Agent Commission Level
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- **Commercial/Vacant Land/Rental** types will be reported as **Commercial** on the report
 - Used for Profit and Nonprofit Business Purposes
 - Income Producing for the Owner
 - Any form of **Lease** either **Commercial** or **Residential**
 - **Commercial property includes:**
 - ◆ Unimproved raw land
 - ◆ Undeveloped / Developed / Improved Residential Lot(s)
 - ◆ Agriculture properties
 - ◆ Triplexes and Above / Residential Structures
 - ◆ Any property that cannot meet the definition of Residential properties
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- **Residential/New Construction/Multi Family** types will be reported as **Residential** on the report
 - Used for Human Occupation
 - Defined as a residence for Tax, License Education Qualified Purposes
 - Owner Occupied includes:
 - ◆ New single family homes
 - ◆ Existing Single-family homes
 - ◆ Co-ops
 - ◆ Condominiums
 - ◆ Duplexes
 - ◆ Modular Homes
 - ◆ Mobile Homes
- Please contact customer service at 1-888-500-9315 for additional help.

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: Export, FRAMES, Instructions, RE/MAX, 4265