



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: 4158
Subject: Licensing Agents in Pro Gold i2 3.0 for Top Google Ranking Module
Last Modified: September 30, 2009

Applies to: Pro Gold 3.xx, Top Google Ranking Module (powered by ViewMyListing.com)

Purpose: Top Google Ranking Module (powered by ViewMyListing.com) licensing is based on an agent being **VML Active** in Pro Gold i2. Note that licensing is not based on the agent record being **Active** in Pro Gold i2 in the **Commission Tab**. There are a few key points that will greatly assist you in understanding how activation works.

Procedure: Steps for activating/de-activating an agent on Top Google Ranking Module in Pro Gold i2:

- Each agents Top Google Ranking Module account information is maintained in the **VML** tab of the Agent Information record in Pro Gold i2:
 - At **Main Menu**, select the **Transactions** option
 - At **Transactions** menu, select the **Agents and Offices** option
 - At the **Agents and Offices** menu, click the **Agent Information** icon
 - Click the Find button and retrieve the appropriate record
 - Select the **VML** tab of the record
- Activate an agent on Top Google Ranking Module by checking the "**VML Active**" box
 - An agent can only be activated by manually checking the box
- De-activate and agent on Top Google Ranking Module by removing the check in the "**VML Active**" box
 - Manually de-activate an agent on Top Google Ranking Module by removing the check in the "**VML Active**" box
 - An agent can also be de-activated on Top Google Ranking Module by removing the check from the **Active** box in the **Commission Tab** (i.e., Make an agent record **Inactive**)
- Make sure you only activate the number of agents you signed up for:
 - Use the **Filter By** box in the upper right corner of the agent information record to verify the number that are **VML Active**
 - Select the **VML Active** filter view
 - It will display total number of agent records that are **VML Active**
 - Can use the arrow keys to scroll through just the **VML Active** records

References: Below is a link you can use to get a copy of the latest user guide:

<http://www.viewmylisting.com/images/guide.pdf>

- Select the link
- View and print the Guide.

Related articles: N/A

Keywords: Agents, Licensing, Active, Top Google Ranking Module, ViewMyListing.com, VML, 4158

Information deemed reliable, but not guaranteed. Taro Systems, Inc. makes every reasonable effort to ensure its accuracy. Proprietary Information Protected by Taro Network of Companies, Copyright © 2007 Taro Systems, Inc.