

Broker of Record Keeps Agents Informed...

ON THE MOVE WITH



Royal LePage ProAlliance Realty Operates in the Ontario, Canada Market

When you're an aggressive company with 350 agents in a tough market, it's important to stick to your business plan at all times. Using BOS to track plan execution is a must. Sales and Analysis reports provide these measurements.

A successful company also knows it must have successful sales agents. Helping agents run their own operations and teams as a business is key.

Such is the management style of Royal LePage ProAlliance of

Toronto, Canada. The staff records agent commission, account activity, and production using BOS. And, in Canada, you also have to track the value added tax called "GST".

Every month, the staff has printed and mailed key commission, agent billing statement, production, and tax reports. Included in the mailing are monthly:

- Commission Statements (R112),
- Production By Date (R122)

- Cumulative Production (R123)
- And the GST Tax Report (R136)

These are all BOS Agent "Standard Reports". While it has been a lot of work, it's worth the time keeping the agents informed about their businesses.

It means that the agents do not have to take valuable time tracking themselves.

Efficiently...



It also means that at year end annual reports are a real time saver for the agents and their tax preparers.

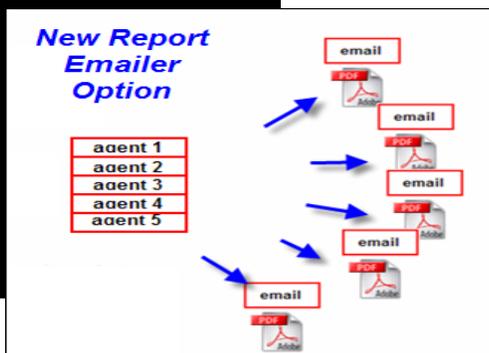
In addition to monthly reports, others, such as Commissions Paid (R111) detail incomes and both Annual Expenses (R131) and Deductions Paid (R134) can be used annually to substantiate tax return entries.

Recently, Royal LePage

ProAlliance began using the new "Report Emailer Option". With this option, all of the reports shown at the left can be emailed to the agents.

Using this new feature, the company now emails the commission, production, tax and other reports to each agent at month end.

Using The New Report Emailer Option



This saves all of the printing, stuffing, sending time, and expense incurred in the past.

The administration staff at Royal LePage Pro Alliance has also implemented the Emailer Option to:

- Email Monthly Agent Billing Invoices.

- Email Direct Deposit commission confirmations.
- Email requests for re-print of previous invoices.

How to Obtain and Setup Your Emailing System

The new emailing capability is available with REAL/Easy version 14.12 or later. So when you install this version you are most of the way there because agent invoices and reports are already programmed to be emailed.

The “pdf splitter” program is from PDF-eXPLODE, a third party vendor that specializes in this type of emailing system.

This package and it’s setup is purchased from REAL/Easy as an add-on. A single station and 3 user version are available. Call 800-realeasy

or email sales@realeasy.com for an order sheet.

The staff at REAL/Easy will install and do all of the setups.

The PDF-eXPLODE is placed on a PC station/or a server. The station/server must have access to an “SMTP” email server/provider.

This installation adds a new printer to your printer list named “PDF-eXPLODE”.

REAL/Easy will provide you with the setup steps that will enable PDF-eXPLODE to work with the new

REAL/Easy reporting and billing programs. Included are instructions and examples of how to email the reports and invoices to your agents.

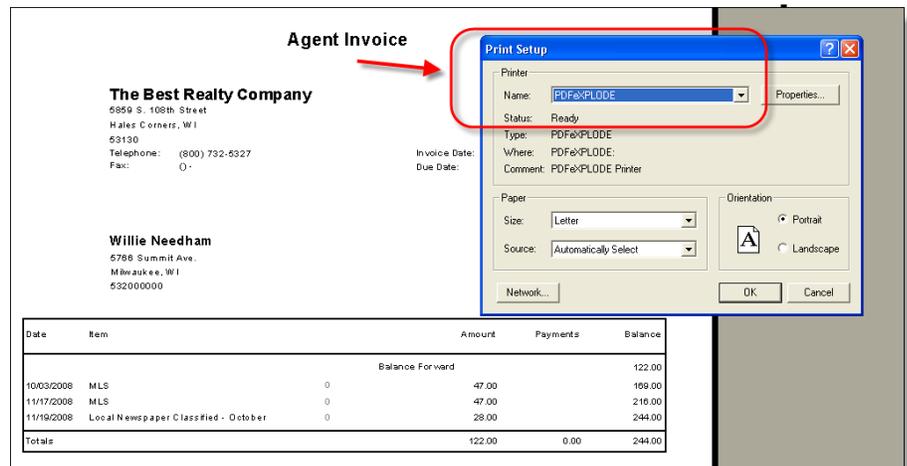
A key setup needed is to have all of the agent email addresses saved in REAL/Easy. The email address to be used can be entered in each agent’s record. The address can be entered in email address #1, email address #2, or the web address field, or in any of the demographic custom fields.

Just call 800-732-5327 for an order sheet. REAL/Easy will install on your workstation or your server.

How Does It Operate ?

This is the “Real Easy” part because invoice/report emailing is done with the special “PDFeXPLODE” printer.

As illustrated to the right, the “PDF-eXPLODE” printer name is used instead of your paper printer. This special “printer” will create a pdf file and “split” the report or batch of invoices for each agent plus do the email to each agent. All in one step. 1, 5, 10, 15, or 100 or more can be split and emailed all at once.



Tips for Use Crystal Reports Users

REAL/Easy has instructions for your administrative and IT staff on how to enhance or build new Crystal Reports to use the PDF-eXPLODE program. If you do not use Crystal Reports, the staff at REAL/Easy can

custom program any report or letter for you.

This means that there is no limit to the information that you can disseminate to your agents,

managers, sellers, buyers, anyone. Any standard or custom report in BOS, or, that you build yourself, can be setup to be emailed by PDF-eXPLODE.

Unlimited Possibilities for communication to agents, managers, sellers, buyers, anyone in REAL/Easy’s database.