

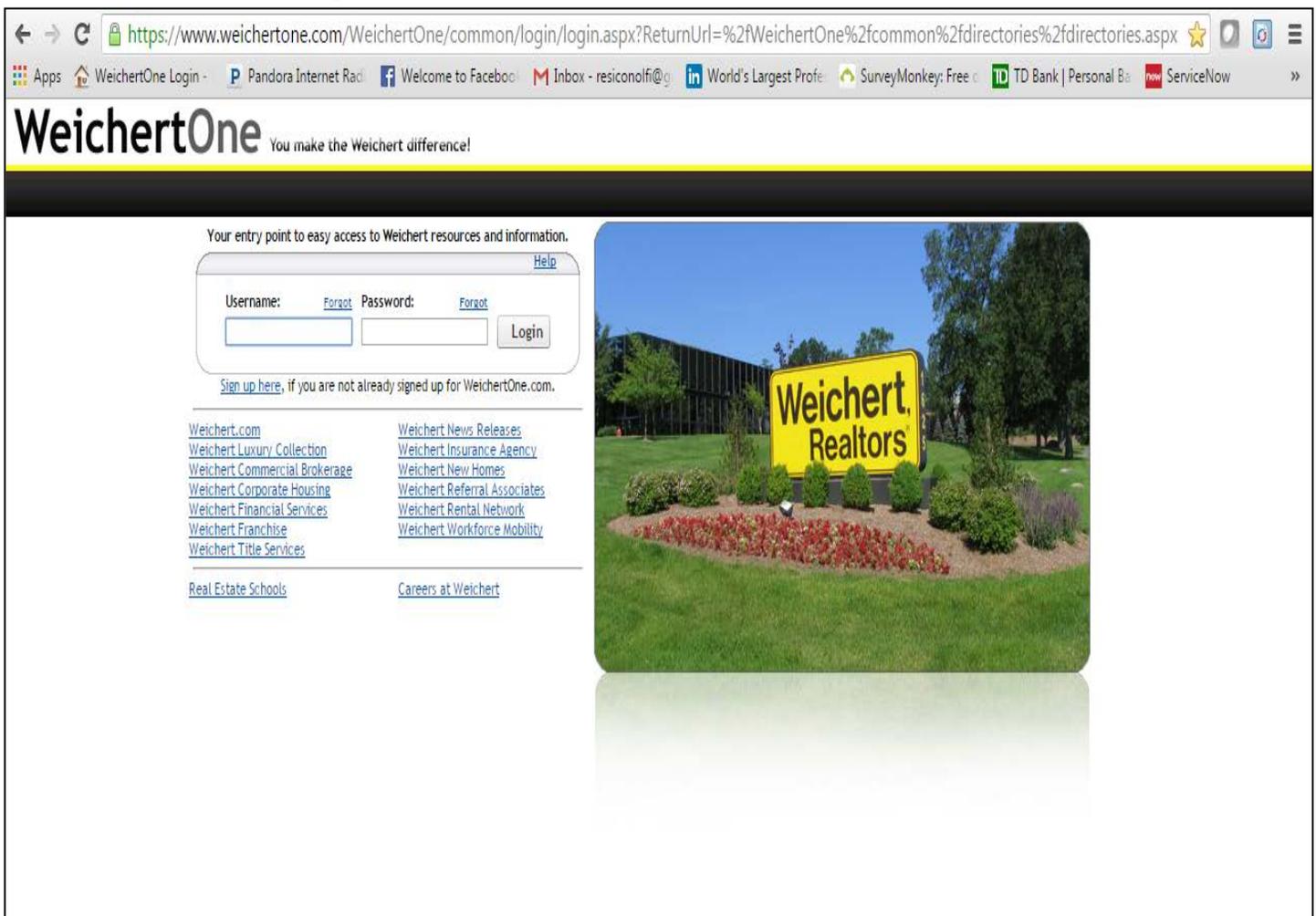
A GUIDE TO HOW A MANAGER CAN VIEW AN ASSOCIATE'S COURSE HISTORY

THE STEPS OUTLINED BELOW WILL ALLOW YOU TO VIEW **ALL COURSES COMPLETED** BY ASSOCIATES IN YOUR SALES OFFICE IN THE DATE RANGE YOU CHOOSE.

ATTENTION VA/MD SALES OFFICES ONLY: IT IS REQUIRED THAT YOUR ASSOCIATES COMPLETE THE RENTAL COMPLIANCE COURSE IN WEICHERT UNIVERSITY BEFORE ANY COMMISSION CHECK IS RELEASED TO THEM.

1. Logging onto WeichertONE

- Type www.weichertone.com into your URL browser
- Use your WeichertONE credentials to log in.
- Click Login



2. On the left side of the screen please choose “Employee Resources” and then “Reporting.”

The screenshot shows the WeichertOne website interface. At the top, the URL is <https://www.weichertone.com/WeichertOne/views/common/home.aspx>. The page header includes the WeichertOne logo with the tagline "You make the Weichert difference!" and navigation links for "Contact Help Desk" and "Logout". A search bar for "Search WeichertOne" is also present.

The main navigation menu on the left side is expanded, showing the following options:

- Home
- Associate Information
- Call List
- Downloads
- Employee Resources** (highlighted)
- Hotsheets
- Listings
- OSSII
- Weichert News
- Weichert Links
- Company Directories
- Office Quick Search

The "Employee Resources" dropdown menu is open, displaying the following sub-menu items:

- Capture
- Commission Resources
- Concur: Help Guide and Purchasing Policy
- Employee Self Service
- Expense Report T&E Policy
- Human Resources** (highlighted)
- Managers Best Practices
- Online Media Center
- OSSII
- Policies, Procedures and Legal Resources
- Processors' Tools
- Reporting** (highlighted)
- Service Now
- Weichert Departments

Below the navigation menu, the page content is organized into several sections:

- Sales Associate Resources:** Includes buttons for "Working with Buyers", "Working with Sellers", "Holding an Open House", "Prospecting for Business", and "Personal Marketing".
- Spotlight:** Features a "Using the Capture Buyers" graphic and a "Money Matters" section with a "Sign up and manage your direct deposit, view your commission checks, deals and earnings." link.
- Human Resources - Enter:** Lists links for "Documents", "Employee Self Service", "Career Center", and "Employee Requisition".
- Capture - Enter:** Promotes a recruitment tool with statistics for "Inquiries", "Prospects", and "Students" (Today and Last 5 Days).
- Marketing Resource Center - Enter:** Offers "Everything Marketing!" including customizable listings and brochures.

At the bottom of the page, the URL <https://www.weichertone.com/WeichertOne/common/licensing/reporting.aspx> is visible.

3. Reporting

- Look for Weichert University completed courses. Click on “Online Courses Completed.”
- There are several types of Reports to choose from on this screen. You are specifically looking for Weichert University completed courses.

<https://www.weichertone.com/WeichertOne/common/licensing/reporting.aspx>

WeichertOne You make the Weichert difference!

Contact Help Desk Logout

★ Favorites Search WeichertOne

Reporting

Market Penetration

[GSMLS](#) [Hudson](#) [Lehigh Valley](#)
[Middlesex](#) [Monmouth](#) [NJMLS](#)
[Trend](#) [Agent Market](#)

Licensing

[New Hires](#) [Terminations](#) [Termination Survey by Company](#)
[Termination Survey by Region](#) [Office Licensing Report](#)

Weichert University

[Online Courses Completed](#)

Email Activation Report

[Email Activation Report](#)

Profile
Message Center

Home
Associate Information
Call List
Downloads
Employee Resources
Hotsheets
Listings
OSSII
Weichert News
Weichert Links

Company Directories

Office Quick Search
Search City or Zip

[Click here to submit a general comment or suggest a new feature](#)

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4. Viewing Reports

- Choose the “Date Range” by clicking on the calendar icons.
- Then click “View Report.” This will allow you to see all associates who have completed courses in the date range chosen.
- **VA/MD OFFICES ONLY:** Take a print shot of your screen by holding down the “Fn” key and “PrntScr” key at the same time. Paste the screen shot into an email and send to Michele Kupilik and Christine Nevins to show that your associate has completed the Rental Compliance Course.

