

# PUT YOUR MONEY WHERE THE MIRACLES ARE

...and make a difference in a child's life

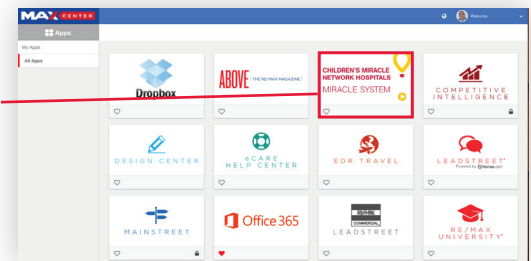


## The Miracle System: How to Run Reports in Office Administrator Accounts

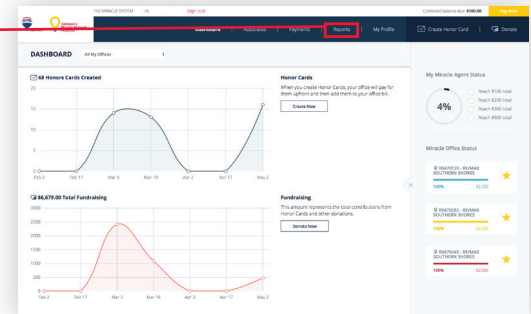
1. Log in to MAX/Center through the "Affiliate Log In" link on [remax.com](http://remax.com) (in the footer at the very bottom of the site)

2. Click the Miracle System icon on your MAX/Center dashboard

**Before proceeding to Step 3, be sure to establish your Office Payment Settings under "Payments" and add your preferred payment method(s) under "My Profile."**



3. Click the "Reports" tab (You'll be able to run reports only after you have with: (1) established Office Payment Settings under the "Payments" tab, (2) set up your preferred payment method(s) under "My Profile, and (3) begun creating Honor Cards and submitting donations for your office.)



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4. Click the button of the report(s) you want to view  
(Choose a date range if you want to narrow the results.)
5. To download the report(s), click the "Export" button next to the date range fields

The screenshot shows the 'THE MIRACLE SYSTEM' interface. The top navigation bar includes 'Dashboard', 'Accounts', 'Payments', 'Reports', and 'My Profile'. The 'Reports' section is active, displaying a grid of report categories: 'By Fundraising', 'Fundraising by Office', 'Fundraising by Associate', 'Donations by Associate', and 'Honor Cards by Associate'. A red box highlights the 'Fundraising by Associate' report. Below this, the 'FUNDRAISING BY ASSOCIATE' report is displayed, showing a table with columns for 'Associate #', 'Office #', 'Associate Name', 'Total Donation Amount', 'Total Honor Card Amount', and 'Total Fundraising Amount'. The 'Export' button is highlighted in red in the top right corner of the report area.

Associate #	Office #	Associate Name	Total Donation Amount	Total Honor Card Amount	Total Fundraising Amount
88134895	85472282	Amanda Cornell	\$0.00	\$0.00	\$0.00
22151770	85472139	Amanda Durbin	\$0.00	\$100.00	\$100.00
12228342	85472139	Annell Kelland	\$10.00	\$0.00	\$10.00
28888376	85472440	Barbara Heider	\$0.00	\$0.00	\$0.00
54288881	85472139	Barbara Mahoney	\$20.00	\$0.00	\$20.00
10067954	85472282	Berilyn Lintonhouse	\$10.00	\$0.00	\$10.00
23818534	85472139	Betty Barrow	\$5.00	\$0.00	\$5.00
24048829	85472440	Bob Zaker	\$35.00	\$0.00	\$35.00
11111111	85472440	Brad Harvey	\$0.00	\$0.00	\$0.00
9854079	85472282	Brand Michels	\$5.00	\$0.00	\$5.00
1242196	85472440	Bruce Brown	\$20.00	\$200.00	\$220.00
20261961	85472139	Wendy Turner	\$15.00	\$0.00	\$15.00
12542300	85472440	Carol Griffin	\$0.00	\$0.00	\$0.00
98194526	85472282	Carole Cason	\$0.00	\$0.00	\$0.00