



**NATE**  
VULNERABLE  
PATIENT

# KIDS CAN'T WAIT FOR A CURE.

**RE/MAX**

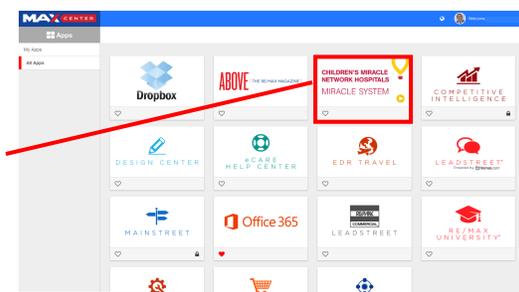


**CHANGE KIDS' HEALTH  
CHANGE THE FUTURE**

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

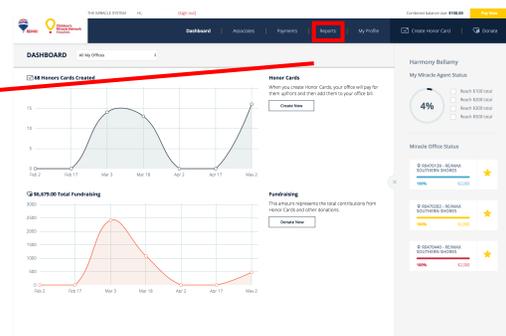
1. Log in to MAX/Center through the "Affiliate Log In" link on [remax.com](https://remax.com) (in the footer at the very bottom of the site)

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.)

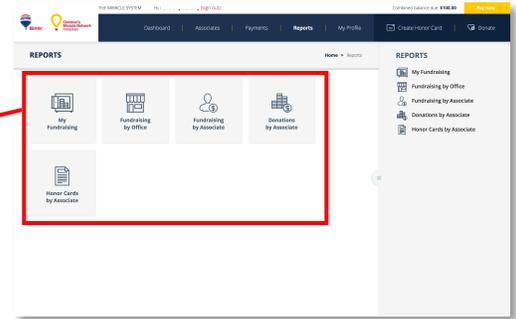


## The Miracle System:

### How to Run Reports in Office Administrator Accounts

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 'FUNDRAISING BY ASSOCIATE' report. A red box highlights the 'Export' button. A red arrow points from the 'Export' button in this screenshot to the 'Export' button in the second screenshot.

Associate #	Office #	Association Name	Total Donation Amount	Total Honor Card Amount	Total Fundraising Amt
8434885	8547022	Annika Carroll	\$0.00	\$0.00	\$0.00
8213170	8547019	Annika Durkap	\$0.00	\$100.00	\$100.00
1222942	8547019	Annal Okland	\$10.00	\$0.00	\$10.00
8889376	8547040	Barbara Heller	\$0.00	\$0.00	\$0.00
8425881	8547019	Barbara Mahoney	\$20.00	\$0.00	\$20.00
1087954	8547022	Berley Lindhouse	\$10.00	\$0.00	\$10.00
23072574	8547019	Betsy Barbee	\$0.00	\$0.00	\$0.00
2454823	8547040	Bob Zeller	\$20.00	\$0.00	\$20.00
11111111	8547040	Brid Harvey	\$0.00	\$0.00	\$0.00
8524873	8547022	Bryan Robinson	\$0.00	\$0.00	\$0.00
1014770	8547040	Bruce Brown	\$200.00	\$200.00	\$400.00
2620181	8547019	Bruce Turner	\$15.00	\$0.00	\$15.00
1542630	8547040	Carol Goffe	\$0.00	\$0.00	\$0.00
8433826	8547022	Carrie Olson	\$0.00	\$0.00	\$0.00