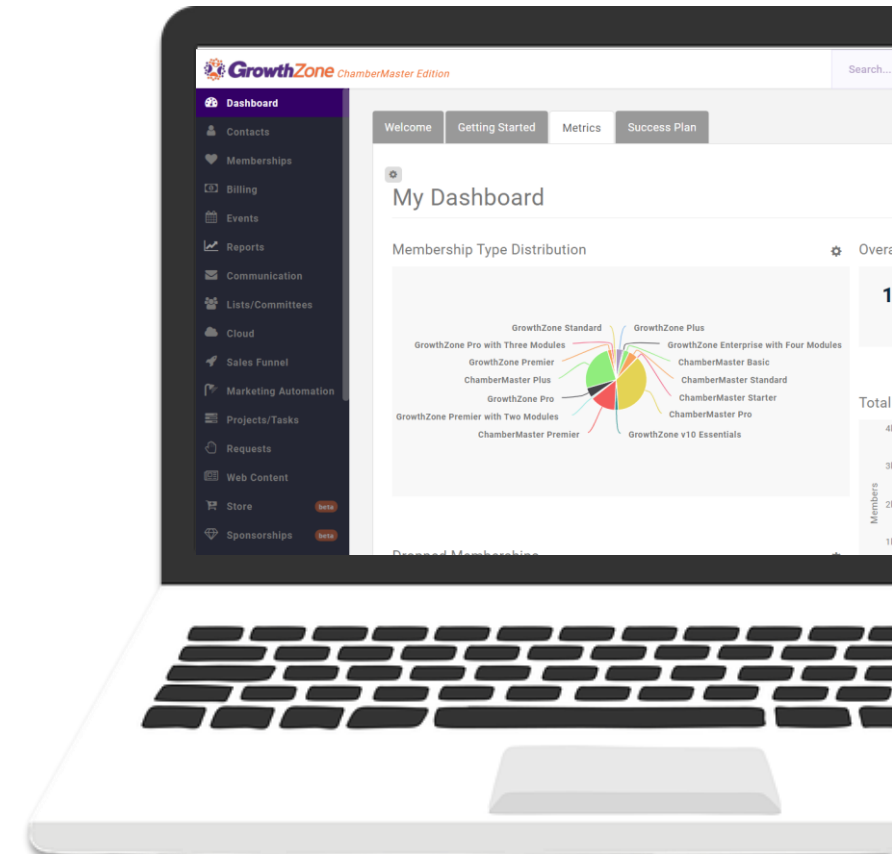


# NRDS 2 Way Sync (SUB Queue Processing)

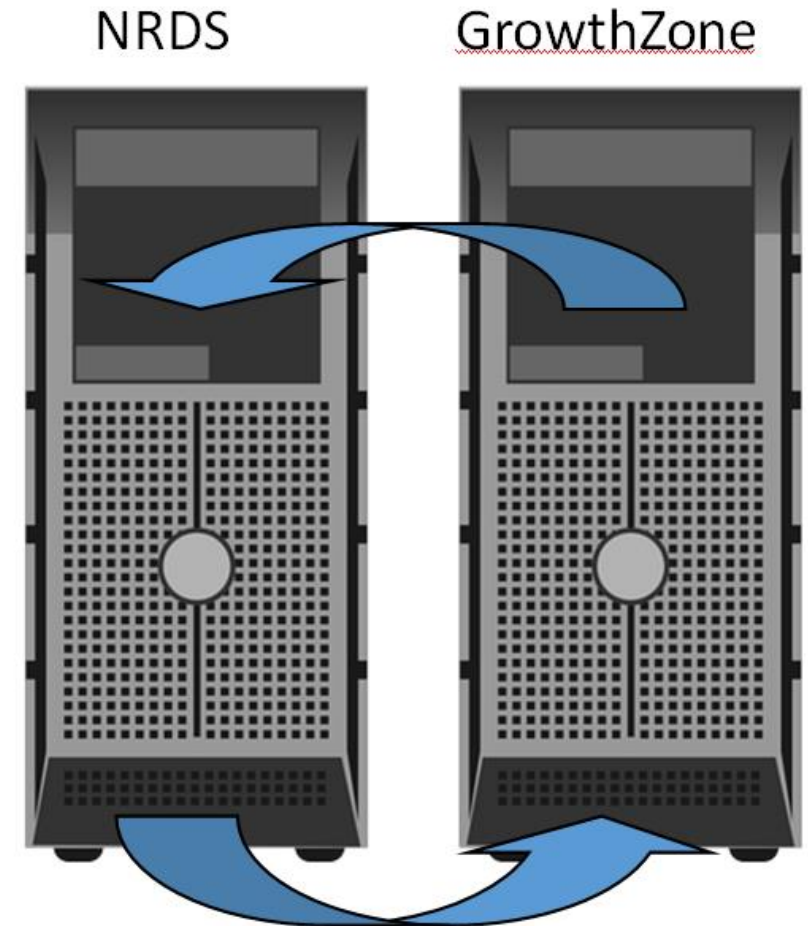


- What is 2 Way Sync
- Processing for Offices (Primary & Secondary)
- Processing for Agent Records (Primary & Secondary)
- Transfers
- Processing for Education Records
- Data received via Sub queue reporting



# What is 2 Way Sync?

- ✓ Within the NRDS system, there is a “sub queue” that enables NRDS to exchange information with GrowthZone
- ✓ A sub queue is maintained for each POE
- ✓ Every add/change that occurs in NRDS that is "of interest" to this POE but not done by them publishes in this sub queue
- ✓ Every 5 minutes, GrowthZone will check the sub queue and update the GrowthZone records



# What is 2 Way Sync?

- ✓ Once **Enable 2 Way Sync** is turned on, no interaction is required on your part to gather changes from the sub-queue. Every 5 minutes, GrowthZone will check the sub-queue for updates. This ensures that GrowthZone and NRDS are always in sync

Search... Recent Events Customize Results...

Result Count: 3 Date range: between 8/30/2020 and 9/2/2020 [Clear All]

Name	NRDS Id	Tags	Primary Contact Display Name	Activity Date	Field Name	Change Details
<a href="#">Cena Bloden</a>	212212122	Member	Berks Service	9/1/2020 12:10 PM	NRDSPreferredMailType	NRDS Preferred Mail changed from (Mailing) to (OfficeMailing) by NRDS.
<a href="#">Cena Bloden</a>	212212122	Member	Berks Service	9/1/2020 12:10 PM	NRDSPreferredPublicationType	NRDS Preferred Mail changed from (Mailing) to (OfficeMailing) by NRDS.
<a href="#">Bella Bloom</a>	206020601	Member	First National	9/1/2020 9:00 AM	PMMLSONlineStatusChanged Date	PM MLS Online Status Changed Date changed from (8/24/2020 5:00:00 AM) to (8/24/2020 12:00:00 AM) by NRDS.

# What is “of interest”?

- ✓ **Agent:** Adds, changes and transfers. These are published to the sub queue of the member's primary and secondary local and state associations. Transfers are published to the subqueue of the agent's original POE. See [Agent Data](#)
- ✓ **Office:** Adds, changes and transfers. Changes are published to the sub queue of the office's primary and secondary associations. Add Offices are published to the sub queue of the office's primary association. Transfers are published to the subqueue of the agent's original POE. See [Office Data](#)
- ✓ **Education:** Adds and changes. These are published to the sub queue of the member's primary and secondary associations. GrowthZone currently only processes the COEC/COEN (Code of Ethics) certifications. See [Code of Ethics Data](#)
- ✓ **Agent Secondary:** Adds and changes. These are published to the sub queue of the member's primary association. See [Secondary Agent Data](#)
- ✓ **Office Secondary:** Adds and Changes. These are published to the POE sub queue of the office's primary local and state associations. See [Secondary Office Data](#)

The following transactions are supported:

- Add Office
- Change Office
- Drop Office
- Transfer Office

Which data is updated in GrowthZone is dependent on whether you are the POE



## If you ARE the POE

### ➤ Record exists:

- This is processed as a change, and all changed values from the record will be changed in GrowthZone

### ➤ Record Does NOT exist:

- A new record will be added to your GrowthZone database. **Sync with NRDS will not be enabled.**
- NOTE: This situation may be caused by entering a record directly into NRDS. Best practice is to **NOT** enter records directly into NRDS

NRDS Office Information 	
Sync to NRDS	Yes
NRDS ID	457023560
Join Date	9/9/2020
Status	Active
Status Changed Date	9/9/2020
Non-Member Salespersons	0
POE Association	70004570
Association ID	4570
Office DR NRDS ID	12345678
Office Contact Manager NRDS ID	12345678
Primary State	MN
Office Formal Name	
Office Type	
Stop Mail	No
Stop Fax	No
Stop Marketing Material	Yes
Email Address	
Physical Address	33 Main Street Crosby MN
Mailing Address	
Phone Number	217-987-6543
Additional Phone Number	
Fax Number	
Website	
NRDS Additional Information 	

## If you are NOT the POE



- **Record Exists in GrowthZone:**
  - If the record exists in your database, the record will be updated. This may occur in the case of a transfers and would update the POE. A subsequent update may be published to the sub queue, making the office a secondary and that record would be added to your database
- **Record does NOT exist in GrowthZone (rare):**
  - If the office does not exist in GrowthZone and has an Active status in NRDS, GrowthZone will create a new record. Sync with NRDS will not be enabled. NOTE: Best practice is to NOT enter records directly into NRDS

NRDS Office Information	
Sync to NRDS	No
NRDS ID	457023506
Join Date	12/2/2019
Status	Active
Status Changed Date	1/30/2020
Non-Member Salespersons	0
POE Association	70008563
Association ID	8563
Office DR NRDS ID	
Office Contact Manager NRDS ID	122356984
Primary State	MN
Office Formal Name	Century Realty
Office Type	AffiliateOffice
Stop Mail	No
Stop Fax	No
Stop Marketing Material	No
Email Address	
Physical Address	
Mailing Address	
Phone Number	
Additional Phone Number	
Fax Number	
Website	



## Transfer Office

- The POE requesting the TRANSFER must be the POE of the new Association
- The POE shall not be able to change other fields during a TRANSFER. Once the Office is transferred and that POE now "owns" the Office record they can send a Change

NRDS Office Information		
Sync to NRDS	No	
NRDS ID	457023506	
Join Date	12/2/2019	
Status	Active	
Status Changed Date	1/30/2020	
Non-Member Salespersons	0	
POE Association	70008563	
Association ID	8563	
Office DR NRDS ID		
Office Contact Manager NRDS ID	122356984	
Primary State	MN	
Office Formal Name	Century Realty	
Office Type	AffiliateOffice	
Stop Mail	No	
Stop Fax	No	
Stop Marketing Material	No	
Email Address		
Physical Address		
Mailing Address		
Phone Number		
Additional Phone Number		
Fax Number		

- If an error occurs in processing, this will be displayed immediately on the screen

3797:Office ID 364590311 Does not exist in the NRDS System




Adds and changes for secondary offices are published to the POE sub queue of the office & member's primary local and state associations

- If the office exists in GrowthZone:
  - GrowthZone will add or update NRDS Secondary data
- If the office DOES NOT exist in GrowthZone
  - GrowthZone will add a new Secondary record

- Agent changes and transfers are published to the POE sub queue of the member's primary and secondary local and state associations.
- Important: Adding agents, for which you are the POE, should be performed via the GrowthZone software
- How records are processed is dependent on whether you are the POE


## You are the POE

- **Record exists in GrowthZone**
  - This will be processed as a change. All changed values will be updated in GrowthZone
  - NOTE: For items such as addresses, phone number, etc. GrowthZone will NOT over-write existing records. These will be appended to the agent's record
- **Record does NOT exist in GrowthZone:**
  - This will be processed as an Add. GrowthZone will create a new record for the agent
  - NOTE: This should be a rare occasion, as best practice is to add new agent records via GrowthZone


NRDS Information 	
Sync to NRDS	Yes
NRDS ID	457023554
Member Type	Realtor
Active Since	8/25/2020
Local Join Date	8/25/2020
Status	Inactive
Status Changed Date	8/25/2020
POE Association	70004570
Association ID	4570
NRDS License Number	87654321
Primary State	MN
Primary Field of Business	(Residential) 100 - General Residential Sales
Office NRDS ID	457023553
Stop Mail	No
Stop Fax	No
Stop Email	No
Stop Marketing Material	No
Home Address	765 Darin Lane Crosby MN
Mailing Address	
Preferred Mail	Home
Preferred Publication	Home
Preferred Phone	Home

## You are NOT the POE

- **Record exists in GrowthZone**
  - This will be processed as a change. GrowthZone will update all applicable information.
  - One key update would be if the POE field has changed. If you are no longer the POE, and the agent is Active, NRDS will create secondary member record and GrowthZone will process via the 2 way sync
- **Record does not exist in GrowthZone (rare)**
  - If the agent's NRDS status is active, they will be processed as a secondary record Add

NRDS Information 	
Sync to NRDS	Yes
NRDS ID	457023554
Member Type	Realtor
Active Since	8/25/2020
Local Join Date	8/25/2020
Status	Inactive
Status Changed Date	8/25/2020
POE Association	70004570
Association ID	4570
NRDS License Number	87654321
Primary State	MN
Primary Field of Business	(Residential) 100 - General Residential Sales
Office NRDS ID	457023553
Stop Mail	No
Stop Fax	No
Stop Email	No
Stop Marketing Material	No
Home Address	765 Darin Lane Crosby MN
Mailing Address	
Preferred Mail	Home
Preferred Publication	Home
Preferred Phone	Home

- Adds and changes to agent secondary records are published to the POE sub queue of the member's primary local and state associations.
- Which records are processed is dependent on whether or not your **Association ID** matches the **Association ID in the record**
- **NRDS ID, Office ID and Member Type** are also evaluated for matches in your GrowthZone database

Secondary Member(s) 					
Sync to NRDS	Office NRDS ID	Member Type	License Number	Status	Subclass
Yes	457023550	Realtor Associate	HJY76543	Active	RA

## Your Association ID matches the Association ID in the Record

- When the agent's NRDS ID is found in GrowthZone, as well as the Office ID and Member Type: all values for a secondary record will be changed
- When the agent's NRDS ID is found in GrowthZone, but the Office ID and Member Type are NOT. If the member NRDS status is A (active), this secondary record will be added to GrowthZone




## Your Association ID does not match the Association ID in the record

- This record will NOT be processed
- **Coming Soon: These records will be processed.** If enabled, an additional section will be included on the Real Estate tab and display Association id's only

### Other Active Association(s)

Associations 2790, 2715, 2795, 2690, 2725, 2675, 2555, 2575, 2510, 2745, 2490, 2610,  
2765, 2560, 2530, 2600, 2635, 2760, 2825, 2620, 2845, 2755, 2515, 2595,  
2605, 2775, 2855, 2615, 2820, 2565, 2695, 2550, 2655, 2625, 2730

Via your GrowthZone software, you now have the ability to transfer agents to your Association


- If you are NOT the POE, in the NRDS Information section, you will see a transfer icon 
- Once the transfer is processed, your **Association ID** and **POE Association ID** will be displayed in the **Information Section** and the pencil icon will be available to edit information

- Education records are published to the POE sub queue of the member's primary and secondary local and state associations as well as any ISCs they belong to
- If the member takes the COE course online at realtor.org, realtor.org will add that Education record to NRDS. This will then be published to the appropriate POE sub queue

Education records that are Group Code BPP are updated in GrowthZone if the course code is:

- COEC
- COEN

Via the sub queue, GrowthZone will receive an add record for each COEN and COEC. A new record will be created. Updates to existing records will not be performed

Code of Ethics 			
Training Date	Course Code	Course Number	Course Year
8/25/2020	COEC	7654	2020

- On each agent or office Activity tab, any changes will be logged

Date	Type	Description	By	To	Actions
8/31/2020 10:35 PM	Integration Sync	Member information published to NRDS.			
9/1/2020 12:00 PM	Integration Sync	PM MLS Online Status Changed Date changed from (8/24/2020 5:00:00 AM) to (8/24/2020 12:00:00 AM) by NRDS.			

- **Updates Received from NRDS** report to review all activity over a specific date range:

Search...    Recent Events    Customize Results...

Result Count: 3    Date range: between 8/30/2020 and 9/2/2020    [Clear All]

Name	NRDS Id	Tags	Primary Contact Display Name	Activity Date	Field Name	Change Details
<a href="#">Cena Bloden</a>	212212122	Member	Berks Service	9/1/2020 12:10 PM	NRDSPreferredMailType	NRDS Preferred Mail changed from (Mailing) to (OfficeMailing) by NRDS.
<a href="#">Cena Bloden</a>	212212122	Member	Berks Service	9/1/2020 12:10 PM	NRDSPreferredPublicationType	NRDS Preferred Mail changed from (Mailing) to (OfficeMailing) by NRDS.
<a href="#">Bella Bloom</a>	206020601	Member	First National	9/1/2020 9:00 AM	PMMLSOnlineStatusChanged Date	PM MLS Online Status Changed Date changed from (8/24/2020 5:00:00 AM) to (8/24/2020 12:00:00 AM) by NRDS.

- In the coming weeks, our team will reach out to you to enable the 2 way sync process

# Questions?