



RE/MAX[®]
ALOHA HOMES

Welcome Aboard!

We just wanted to let you know some office operations.

- Women's Bathroom Code: See Sasha for code
- Men's Bathroom Code: See Sasha for code
- If you are the first in or the last out please turn on all three office welcome signs (one is directly over Lenka's desk, one is over the printer and one is in the conference room) I can show you how to do each of these.
- Turn on/ off AC
- Sentrilock is operated by the Bluetooth app located in the stairwell across from the office in the short hallway. It doesn't work past 6pm and the building doors lock at 8pm. you can be in here for however long as long as you are in the office by those times.
- Desks are first come, first serve except for the admin desks (mine and Lenka's, and the BIC desks)
- Please see me to show you how to screen share to the TV in the conference room
- Call Sean from Toshiba at (808) 834-3636 if you haven't already done so. He will screen share with you to connect to our in office printer. reminder you have 500 free copies and color copies are \$0.12 per page.

You all will need to meet with Ray on a monthly basis and Eric on a weekly basis. **(please email me these times @ Contact@AlohaHomesAgents.com)** Wednesday and Friday meetings/

training are mandatory unless working with clients. You may zoom, Eric will send you the link. If you come physically late to the meeting you may zoom from outside the conference room. If you enter the conference room late, you are responsible for lunch for everyone the following week.

Daily Motivation 730am (see Eric)

Daily Training 12pm (see Eric)

I need you to please bring in the following items for copies:

- SSN Card
- GE LIC
- Pocket LIC Card (Real Estate Number)
- ID
- Please email me your birthdays

Ray would like you to have access to the Perfect Agent Website for further training:

<https://www.perfectagentsystem.com/library>

rprosek@remax.net

Remaxewa2019!

RE/MAX ALOHA HOMES letterhead:

<https://docs.google.com/document/d/1IQpBvezukYpxeZiJH3KMeR1JaK4hrPkX9aQzp2YbHRo/edit>

RE/MAX ALOHA HOMES envelopes address:

<https://drive.google.com/file/d/1D3EEETrK8l1exXWiyVmTdRO9nktfD-DC/view?usp=sharing>

Parking:

<https://drive.google.com/open?id=0B3h0qkftYToRYkJEOFBWU29UUnIzR3BJQ1dSemRsbEI4WmpJ>

Business Cards - Vista Print

If you don't already have an account with Vistaprint.com, create an account and copy Ray's business card style as close as possible. After you close your first transaction, give us the receipt and we will reimburse you for the first order. I've attached Ray's card, and also logos to create a business card. And if you need help creating it, give me your login and password and I would be happy to help you create it for you. Mahalo!

Name Tag - House of Magnets

For name tags, you pay for your own, they are ordered from www.houseofmagnets.com

login info:

account: contact@alohahomesagents.com

password: [HOMRaH2020!!](#)

the link for the name tag item:

<https://www.houseofmagnets.com/remax-aloha-homes-name-badges>

Conference Room Reservations and Floor Duty Sign Ups: Please email me directly to reserve the conference room or your spots

Cameron, our Marketing Specialist will be contacting you directly to create a video for our website. You will need to send Eric a headshot and a bio to go on our website. alohahomesagents.com.

Please let me know if you still need to order business cards and name tags and I will get you the necessary information for that. I am here to help if you need it. Thanks and have a great day!