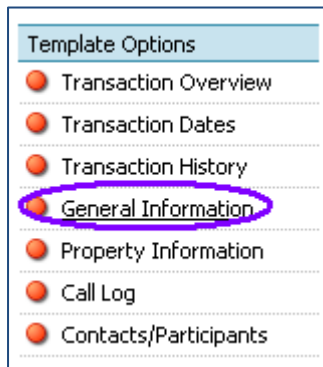


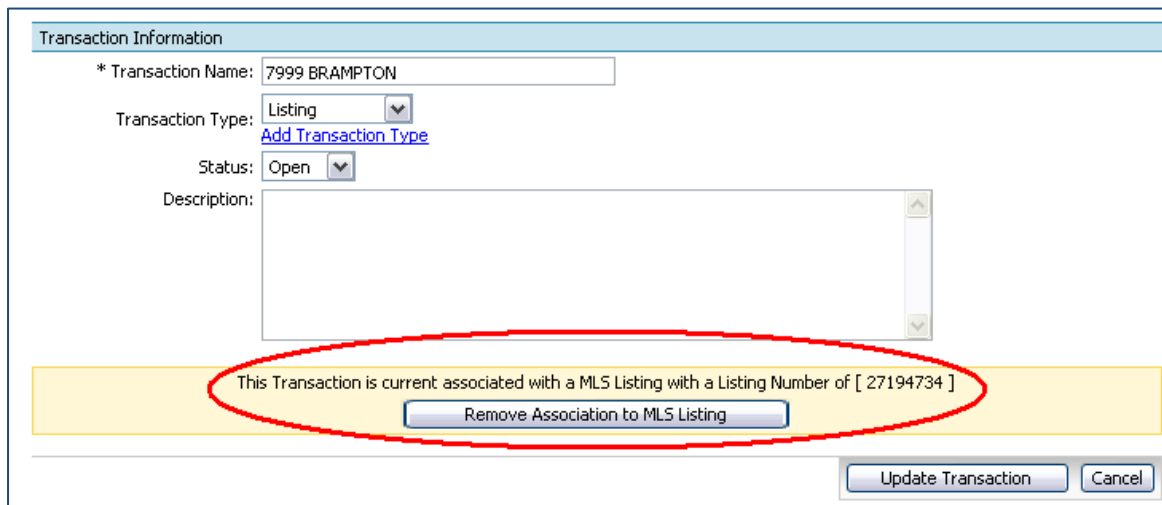
How to Process Re-Lists in TransactionDesk™

Step 1 – Remove an Old Listing from a Transaction

- 1) Go to **Transactions**, and click on the name of the transaction you intend to modify. This will take you to the *Transaction Overview* page.
- 2) On the *Transaction Overview* page, click the **General Information** link on the left-hand side of the screen.



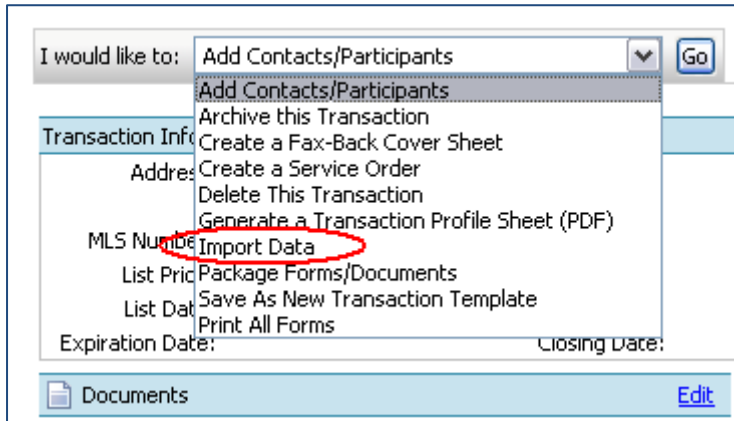
- 3) On the *General Information* page, click the **“Remove Association to MLS Listing”** button. This action will detach the MLS listing (in Realcomp *Online*®) from the transaction.



Important Note: Deleting an MLS # from the *Property Information* section does not detach the listing from the transaction. Therefore, the above step must be completed to remove the association of an MLS listing from a transaction in TransactionDesk™, even if you do not wish to attach a new listing to the transaction.

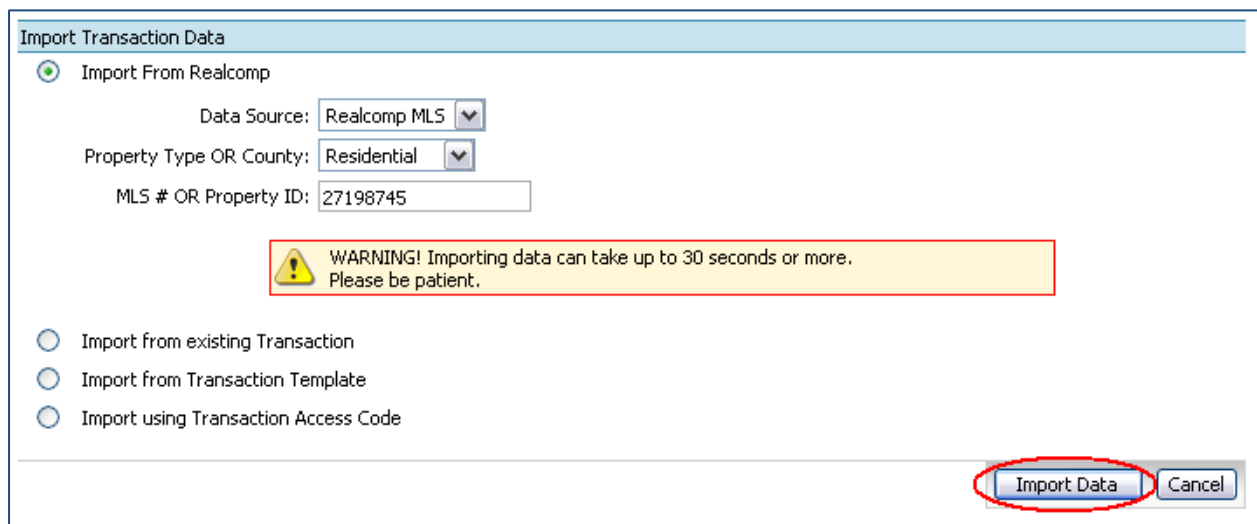
Step 2 – Attach a New MLS Listing to the Transaction

1) On the *Transaction Overview* page, next to “I would like to:”, click the drop-down arrow and select **Import Data** and click the “Go” button.



The screenshot shows a web interface with a dropdown menu. The text "I would like to:" is followed by a dropdown arrow and a "Go" button. The dropdown menu is open, showing a list of options: "Add Contacts/Participants", "Archive this Transaction", "Create a Fax-Back Cover Sheet", "Create a Service Order", "Delete This Transaction", "Generate a Transaction Profile Sheet (PDF)", "Import Data", "Package Forms/Documents", "Save As New Transaction Template", and "Print All Forms". The "Import Data" option is circled in red. Below the dropdown menu, there are labels for "Transaction Info", "Address", "MLS Number", "List Price", "List Date", "Expiration Date:", and "Closing Date:". At the bottom, there is a "Documents" section with an "Edit" button.

2) On the *Import Data* page, select **Import from Realcomp**, leave the data source as Realcomp MLS, select the appropriate property type, and enter the MLS number you wish to attach to this transaction.



The screenshot shows the "Import Transaction Data" form. It has a title bar "Import Transaction Data" and a radio button selected for "Import From Realcomp". Below this, there are three fields: "Data Source:" with a dropdown menu set to "Realcomp MLS", "Property Type OR County:" with a dropdown menu set to "Residential", and "MLS # OR Property ID:" with a text input field containing "27198745". A yellow warning box with a red border and a warning icon contains the text: "WARNING! Importing data can take up to 30 seconds or more. Please be patient." Below the warning box, there are three radio buttons: "Import from existing Transaction", "Import from Transaction Template", and "Import using Transaction Access Code". At the bottom right, there are two buttons: "Import Data" and "Cancel". The "Import Data" button is circled in red.

3) Click the **Import Data** button at the bottom to complete the import. You will now be able to attach documents to this listing on Realcomp *Online*® through this transaction.