

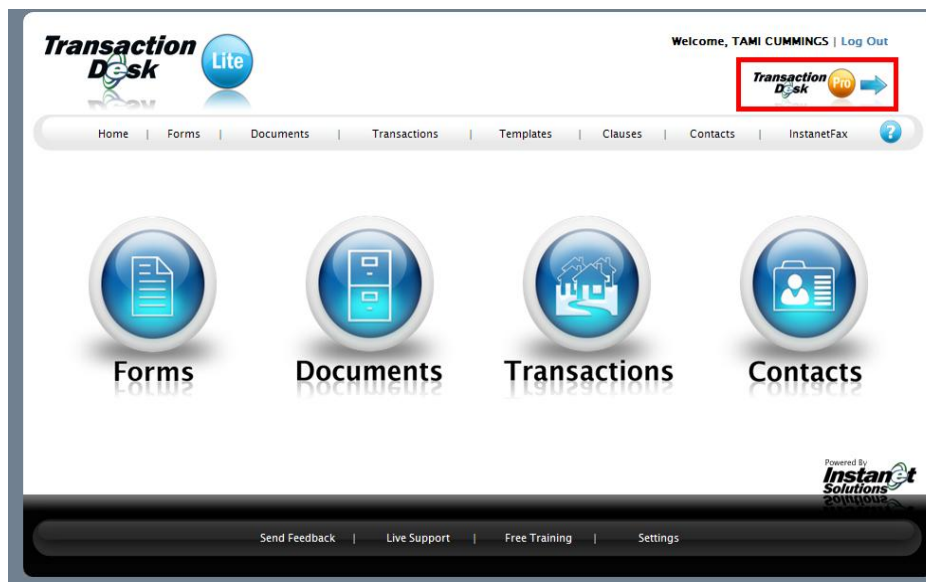
Removing Documents from a Listing

To remove documents from a listing, you must go into Transaction Desk and delete them from the transaction.

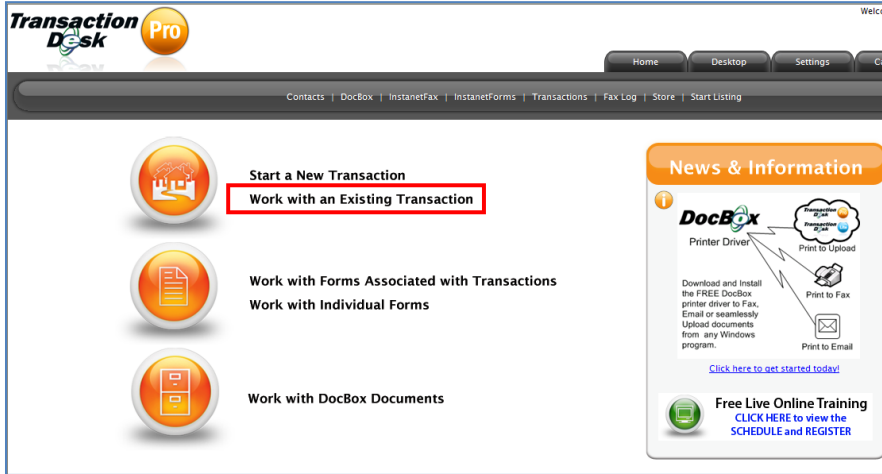
1. Access Transaction Desk from the Listing Management menu in Realcomp *Online*®.



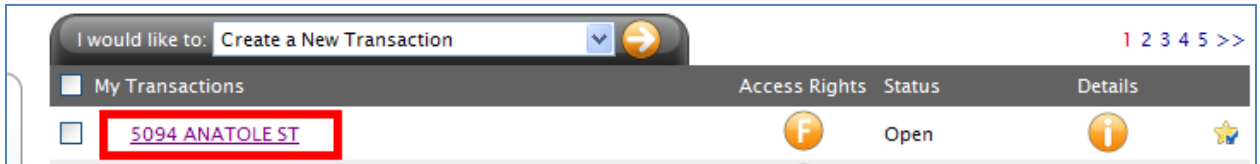
2. Once Transaction Desk has opened verify that you are using Transaction Desk Pro (orange screen). If you are using Transaction Desk Lite (blue screen), click the Transaction Desk Pro link in the upper left corner of the page.



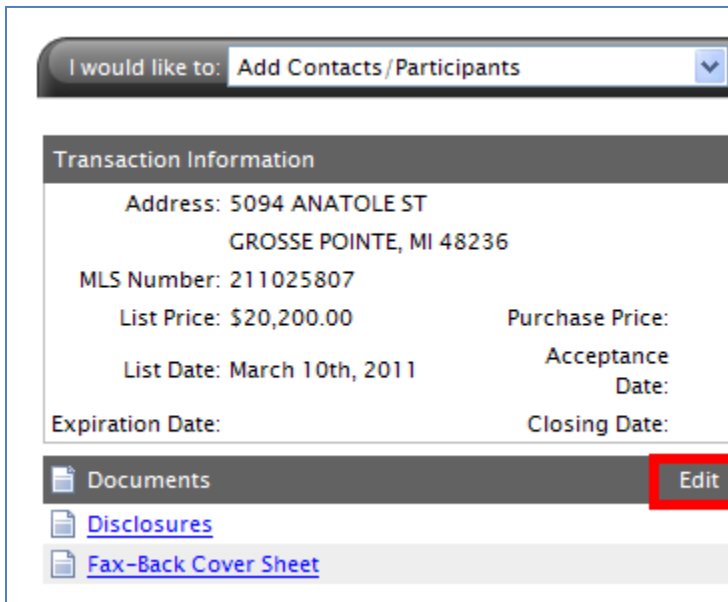
3. Click **Work with an Existing Transaction**.



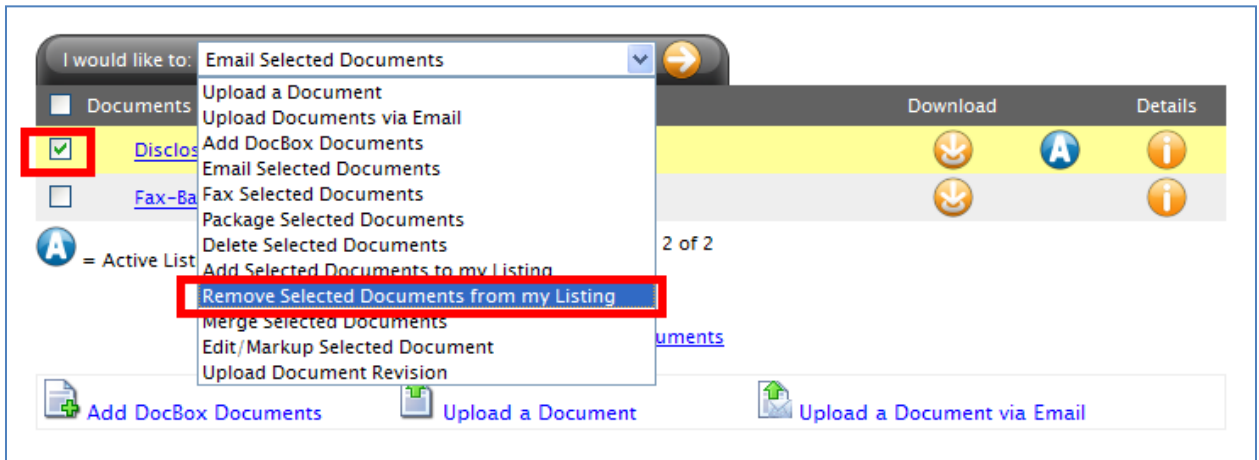
4. Click the desired transaction to open the Transaction Overview.



5. Click **Edit** at the upper left of the Documents section.



6. Place a check next to the documents that you want to remove from the listing and select **Remove Selected Documents from my Listing**.



NOTE: This will NOT delete the document from the transaction but will remove it from being accessible to other agents on your listing. To delete the document entirely from the transaction select **Delete Selected Documents** instead.

If you have additional questions, please contact Realcomp's Customer Care Department at (866) 553-3430.