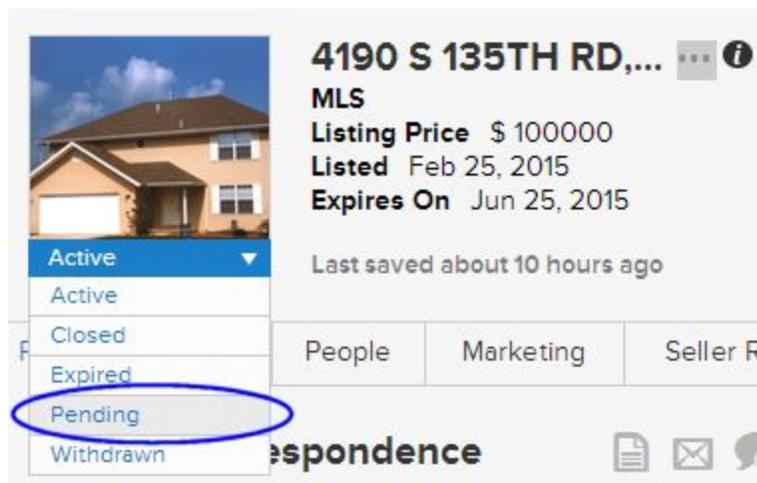


Creating A Transaction

Basics: All Users

Once you have a buyer for a property, you can start a transaction in one of two ways:

The quickest and easiest method if you already have the listing in your property database is to go to that address and change the status from "Active" to "Pending". This will cause a message to display, asking: **Would you like to add a transaction for this property?** Answer **Yes** to have information from the property copied to a new Transaction.



This includes the the Photos, Address, and contacts in the People tab and it creates the link back to the source property.

The second method of adding a transaction to Realvolve if you don't have an existing property is to use the Add New button in the list view like you did for Contacts and Properties. Click on the (+) sign in the list view, then choose **Transaction**. This opens a new data entry screen to add your transaction information. Start by entering the property address, MLS number, the sale price and close date, if known at the top of the screen. Continue entering the Details section of the **Transaction** tab.

The **Signs at Close** field allows you to list all known parties that need to sign the contract, enter any **terms** and the **closing type**. The **Transaction Type** of "**Selling Only**" when you represent just the seller, "**Buying Only**" when you only represent the buyer, or "**Selling & Buying**" when you represent both the seller and the buyer are used when calculating information in the **Commissions** Tab. Make sure you select the proper transaction type so that your commission information is accurate.

The **Important Dates** area allows you to enter all the key dates for this transaction. These dates are used in workflows for reminders and processing of activities through the closing process. Obviously, not all dates are known at once, but enter the dates and times as they become known to allow

workflow activities which use those dates will be calculated automatically. We will discuss workflows soon so just keep in mind that the dates will come from this area for now. The list of important dates can be customized based in the settings area. ([SEE VIDEO](#))

The **Property** tab shows the corresponding property connected to this transaction. If you opted to add the transaction manually then this tab will be blank.

Customizing which fields are available ([SEE VIDEO](#))

The **People** tab is identical to the people tab in properties however there are more party member types in the transaction area. The same functionality for adding contacts is available as well as the ability to customize the party member types that are displayed.

Short Video: ([SEE VIDEO](#)) Detailed Video:([SEE VIDEO](#))

The **Files**, **Calendar** and **Activities** tabs are the same as those found in the **Contact** and **Properties** sections.

If you have any questions, please contact us at: support@realvolve.com

Questions?

Please direct questions and comments to support@realvolve.com.

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