

### **Transaction Desk Tip#1 – How to create and name a transaction.**

To start a listing or contract, simply hit CREATE TRANSACTION and follow the wizard. To name your transaction, always start with the street address. Example 123 E Main (you can add things after the street address). If you have existing transactions in the system that are named differently, simply click on the transaction name field to edit. When finished, click green checkmark in upper right to save.