



3400 East River Road NE, Rochester, MN 55906

Phone: (507) 285-9833 FAX: (507) 282-2450

Web Address: www.SEMNRealtors.com

Owatonna office: 140 W. Pearl, Suite 2, Owatonna, MN 55060 **507-455-0225**



Transaction Desk Introduction

Instanet Solutions focuses on providing cloud based applications real estate professionals can use to manage real estate transactions online. Instanet's comprehensive platform includes online contract, document and file management, electronic signature, transaction management and online faxing solutions.

Instanet's customers use its solutions to efficiently manage their transactions online from the time they write a listing, sale or lease contract to the day of close. These cloud based applications allow real estate professionals to manage transactions from their computers, tablets and smartphone anywhere, anytime.

Built in collaboration tools allow agents to interact with their clients, other agents, their brokerages and others, such as title companies, all through the online system.

Powerful brokerage tools allow companies to manage all transaction files online, work interactively with their staff and their agents to receive review and approve forms and transaction files. The system helps brokerages mitigate risk through online checklists, enforcing business rules, robust reporting and automatically created audit trails.

Transaction Desk – There are three ways to access Transaction Desk from within flexmls

1. After doing a search, when in the List View click on the down arrow near the listing number and choose Transaction Desk from the menu – data will auto populate into a transaction for you from the listing.
2. From your menu go to: Daily Functions >Transaction Desk
3. There is a link in the "Links Box" which is in the lower right of your Classic Dashboard



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Transaction Desk Features:

Complete Document Management

Auto-populate all of your MNAR and SEMAR MLS forms and contracts directly from the MLS system for greater accuracy and time savings.

Built-in Electronic Forms

Create and edit real estate contracts and forms online through Transaction Desk Pro OR if you need a simple and easy solution, Transaction Desk Lite is also available.

Unlimited Document Storage

Access existing and historical transactions with unlimited storage space, regardless of the source of the documents.

DocBox2Go

Access of all your documents, forms, transaction folders and contacts with your Smart Phone.

DocBox Print Driver

With a single click you can "print" your document to a virtual printer which will store your document with simultaneous fax and email delivery options. (Faxing in North America only)

Instanet Fax

Paperless faxing with your logo to the recipient's email with digital time-stamping and verification.

Customer Service Portal

Document access for your clients to retrieve the relevant information you choose to share.

Activity Plans

Allows the insertion of multiple tasks into a transaction with a few clicks of your mouse.

Email and Internet Faxing

Forms can be emailed in read-only or editable format. Contracts can be sent via internet fax to clients for signing then emailed with signatures to both parties when approved.

Multiple Fonts, colors and Sizes

You can choose from 14 different fonts, 10 colors and 8 sizes for contracts. An auto-size feature will shrink longer sentences to fit within the text input area on a contract.



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Watermarks

Watermarks can be embedded onto each page of your forms.

Quick Start Groups

Make your own forms groups and insert multiple forms into a transaction with one click, instead of adding the same individual forms to many transactions.

Digital Signatures

Authentisign lets you securely manage the signing of documents by remote parties, while optionally providing the verifiable security of the USPS Electronic Postmark, while meeting all federal eSign guidelines.

Useful Links:

For Agents: <http://www.instanetsolutions.com/transaction-desk.htm>

For Brokers: <http://www.instanetsolutions.com/broker-file-manager.htm>

Help Guide:

<http://www2.transactiondesk.com/HelpGuide/TransactionDesk/TransactionDesk.htm>

User Guide

[Transaction Desk Manual for Agents:](#) This manual gives important information on how to use 'Transaction Desk' efficiently.

[Transaction Desk – Using Forms:](#) This document explains how to use forms efficiently using detailed examples.

Help & Technical Support

Transaction Desk Help Desk Support Line: **1-800-668-8768**

Email Address: support@instanetsolutions.com

Further information about Transaction Desk, a product of Instanet Solutions is available at <http://www.instanetsolutions.com>.