1. In your Welcome to appFiles email, you will find a link to login to your appFiles account.
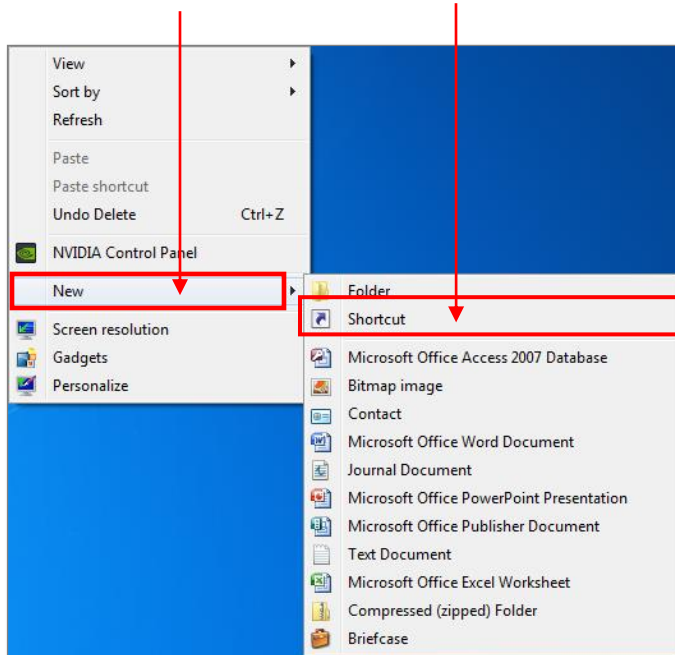
Welcome to appFiles!

You have been added as a user to the account lizfolmar.appfiles.com by **appFiles Support**

You may login to your account at the following address:
https://lizfolmar.appfiles.com/login/e=steph3kern@gmail.com

Password: **bobcat**

If you have any questions about getting started with appFiles please do not hesitate to call us at 1-800-276-9235.

We are very excited to have you as part of appFiles, We look forward to helping you have a great experience.

Sincerely,
The appFiles Team.

2. Select the entire link with your mouse, right click, and select "copy".

You may login to your account at the following address:
https://lizfolmar.appfiles.com/login/e=steph3kern@gmail.com

3. Return to the desktop on your Computer and right click anywhere.

4. Select "New" then select "Shortcut"

View
Sort by
Refresh
Paste
Paste shortcut
Undo Delete   Ctrl+Z
NVIDIA Control Panel
New
Screen resolution
Gadgets
Personalize

Folder
Shortcut
Microsoft Office Access 2007 Database
Bitmap image
Contact
Microsoft Office Word Document
Journal Document
Microsoft Office PowerPoint Presentation
Microsoft Office Publisher Document
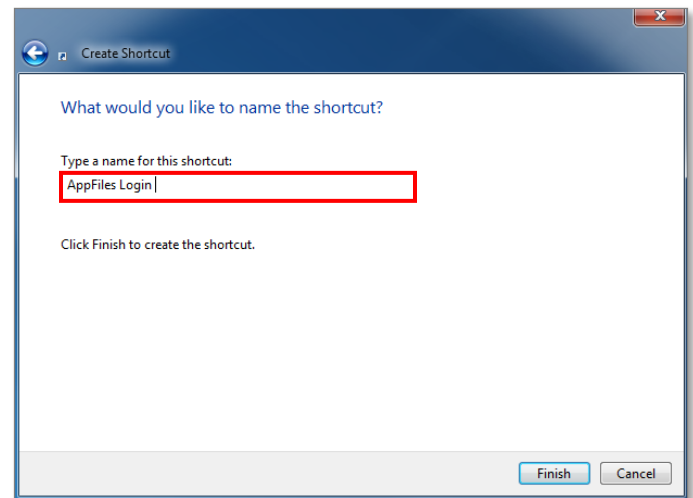Text Document
Microsoft Office Excel Worksheet
Compressed (zipped) Folder
Briefcase

5. The "Create Shortcut" window will open. Right click in the space provided and select "Paste" and then select **Next**

Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:
https://lizfolmar.appfiles.com/login/e=steph3kern@gmail.com   Browse...

Click Next to continue.

Next   Cancel
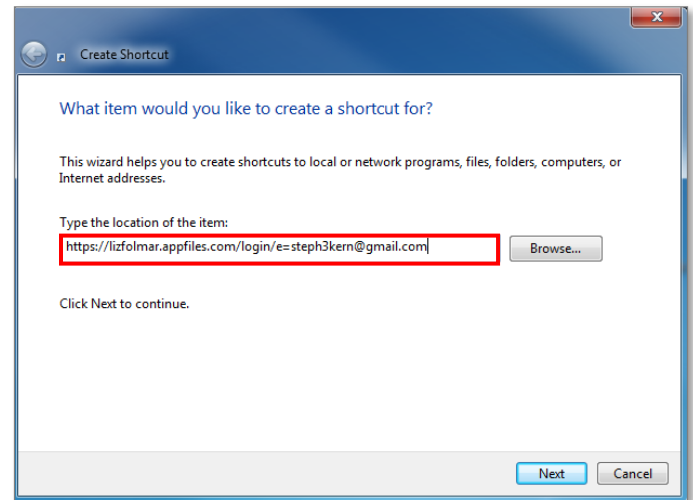
6. Name your shortcut "Appfiles Login" and select **Finish**

Create Shortcut

What would you like to name the shortcut?

Type a name for this shortcut:
AppFiles Login

Click Finish to create the shortcut.

Finish   Cancel

7. You should now be able to see a newly created shortcut on your desktop similar to the one below. This will open appFiles using your default browser.
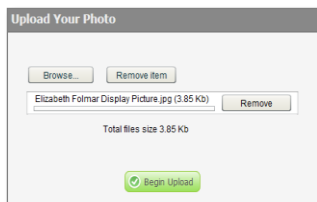
AppFiles Login

If you need additional support, feel free to call our support team at: 1-800-276-9235 for assistance.

appFiles
Your Office in the Cloud

The settings options within your appFiles account is where you are able to customize your account.
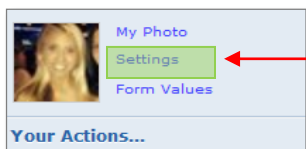
- ### Uploading your Picture
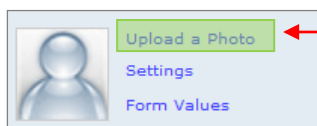
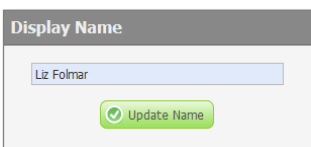1. To begin, left click on the "Upload a Photo" link next to the silhouette image.

2. A new window will open Left Click on Browse and select the picture you would like to use. Then left click on Begin Upload

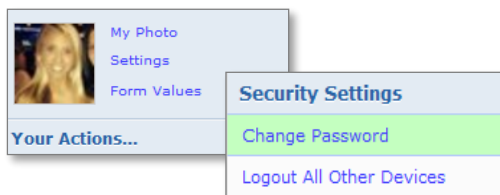- ### Adjusting your Display Name
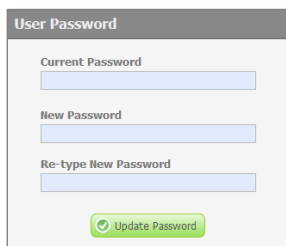
1. Click on the Settings link next to your picture

2. A new window will open and you are able to select the display name you would like other users to see. When finished, left click on the Update Name

- ### Changing your Password

1. To begin, start by selecting your settings option, then select "Change Password"

2. A new window will open with three blanks. Enter your current password (located in the training email) in the space provided and then enter your new password twice. After choosing a new password, select the Update Password button

- ### Changing your Email Address/ Settings
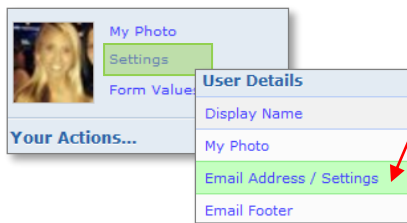
1. Select Settings, then Select "Email Address/ Settings"
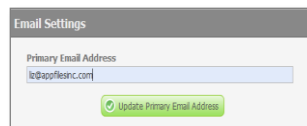
2. Enter the email address you would prefer to use for all communication within appFiles. All alerts and emails will be sent to and from this email. Finally, hit the Update Primary Email Address button.

When editing your email settings you also have other options to choose from. The first option is to receive a copy of every message sent from witin appfiles to your primary email address.
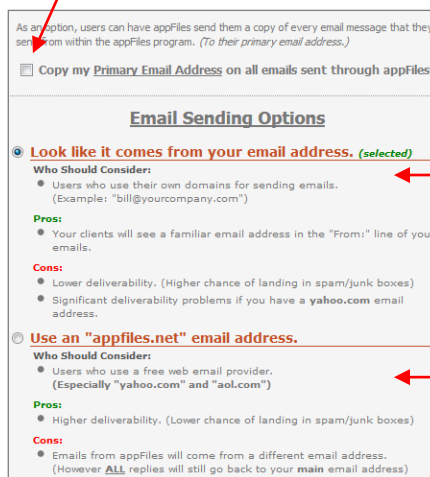
Email Sending Options

By default, all emails sent out of appFiles will come through your personal email address you gave to your trainer.

For AOL & Yahoo email users, you must choose to use your appfiles.net email address.

- ### Logout All Other Devices

This feature will disable any active session.. It is useful in the event you forgot to log out of a public computer or you misplace your phone/tablet/computer.
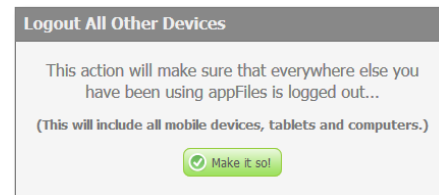
If you need additional support, feel free to call our support team at: 1-800-276-9235 for assistance.

Within appFiles you have the ability to send email messages. These messages will always come from your personal email address. This email address is also your login for appFiles.
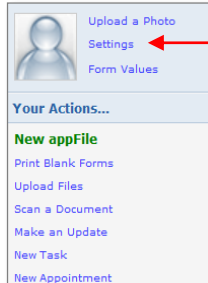
1. To begin, start by selecting the "Settings" option located on your home screen.

2. A new window will open with a menu on the left hand side. Select the "Email Footer Option"
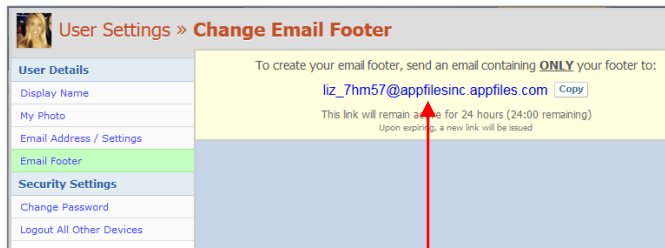
3. Next, you will need to send an email from your personal email address to the email address above in blue. To do this, select the Copy button next to the email address above to copy the email address so you can paste it later.

4. Open your email client (such as outlook or gmail) where your email signature or contact block is configured.

5. Compose a new blank message that ONLY contains your signature block in the body of the email.
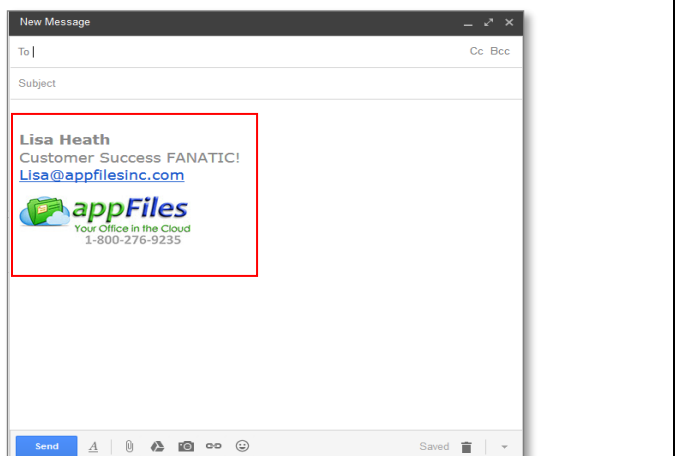
6. Right click in the "To" field of your black message

7. Left click and select the word "Paste" on the menu to paste the email address you copied in step 3.
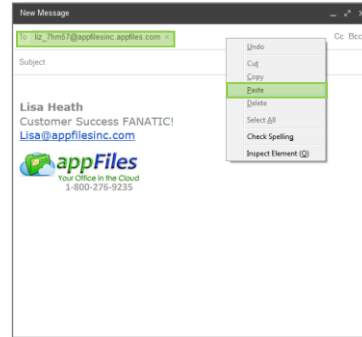
8. Finally select "send"

AppFiles will automatically pull in your signature block exactly as it appears in your email client to mirror your signature in all of your outgoing emails.

- **Did my signature import correctly?**

To review how your signature imported, just refresh your page or reclick on the "Email Footer" option on the left of the page.
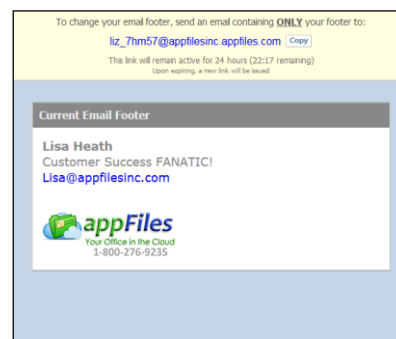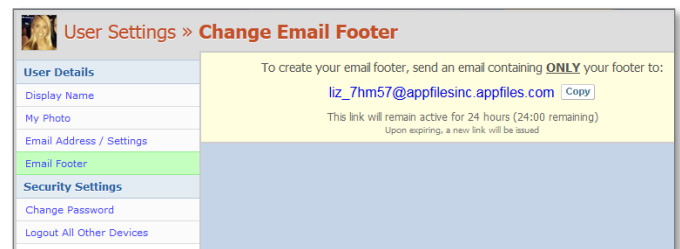
As you can see to the left, the email block located in blank email imported exactly into appFiles.

If your signature does not import correctly, feel free to call our support team at: 1-800-276-9235 for assistance.

The File Info section is an area to store contact information about your appFile.

1. To add information in your "File Info" Section, start by selecting the "File Info" button at the top of your appFile.
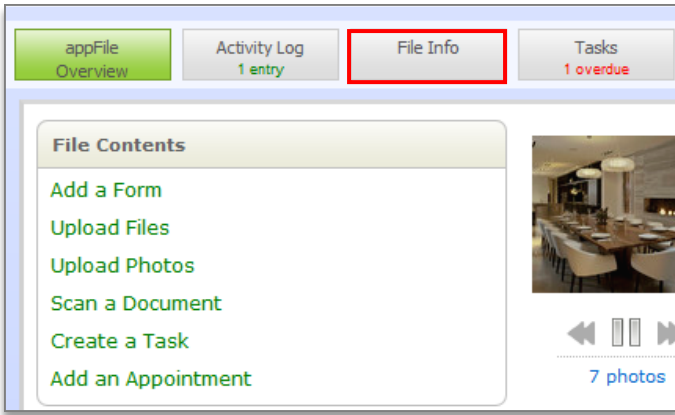
2. A new window will open similar to the one below. You have three choices for starting a new File Info section.
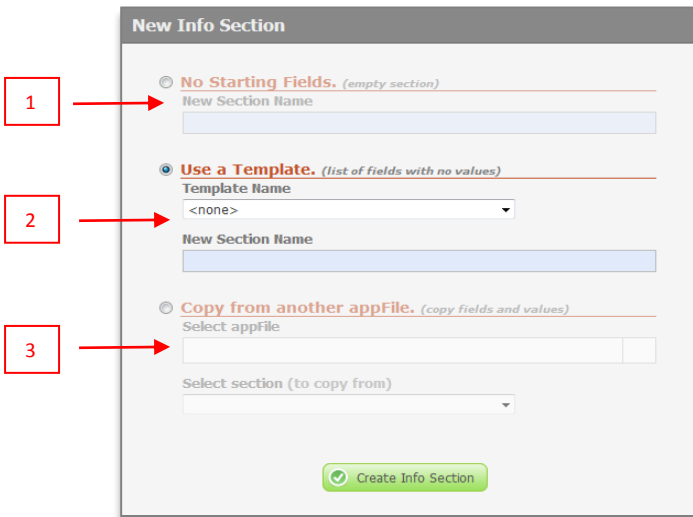
Option 1: No Starting Fields: You will add all field names and name them.

Option 2: Use a Template: Templates are created by your Broker/Owner. You are able to add/edit fields

Option 3: Copy from another appFile: Copy fields and values from another appFile.

After choosing one of the three options, select the
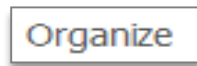
After choosing one of the three options available, (I chose a template), you are able to fill out the fields.
By using the TAB key, you are able to save your work and move to the next field.
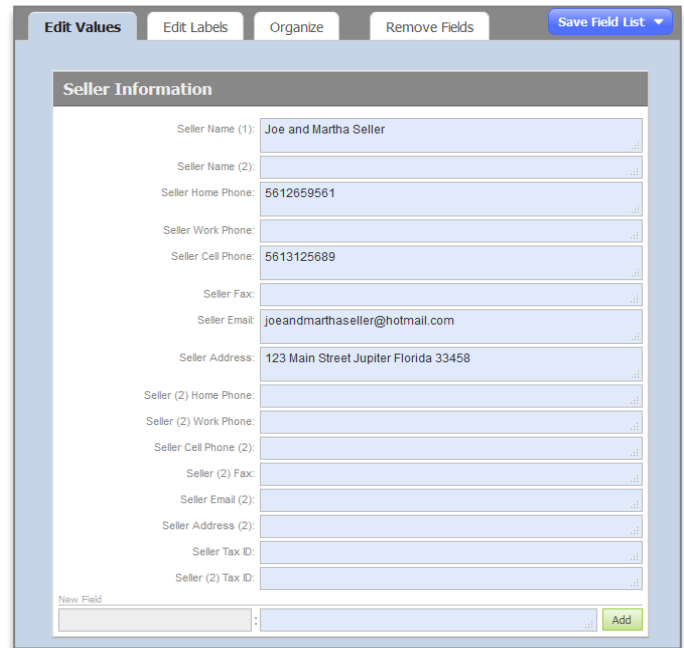
If you would like to create a new field select a field name and

At the top of each of the New Info Sections you have three tabs, these tabs give you more editing options.

Edit Labels   Allows you to edit the field names

Organize   Allows you to reorganize the order of the fields

Remove Fields   Allows you to delete fields

After filling out the form, you will see the information you added to the File Info section in the right column.
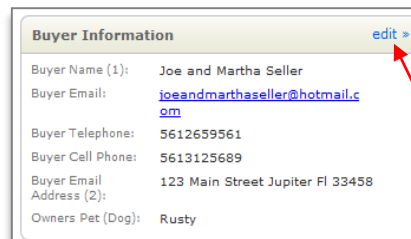
Finally, if you need to add more information or edit existing information. Select the "edit" link

This guide will walk you through the process of adding a new form to an existing appFile.

File Contents
- Add a Form
- Upload Files
- Upload Photos
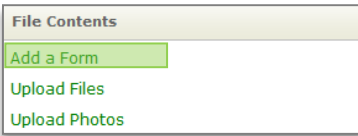
1. Start by selecting the "Add a Form" link.

2. A new window will appear like the one below. From this window, you are able to see all the different forms you have available to you.
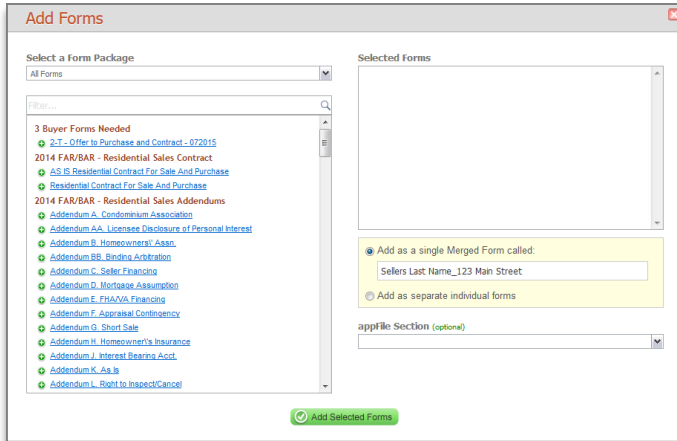
3. You have several ways of searching for a particular form

a. Filter the forms by starting to type the name of the form. All forms matching this name will appear
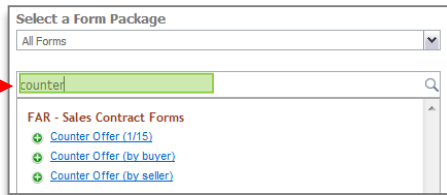
By selecting the drop down arrow you are able to search by:

b. Previously created "Form Packs"

c. Forms by Type
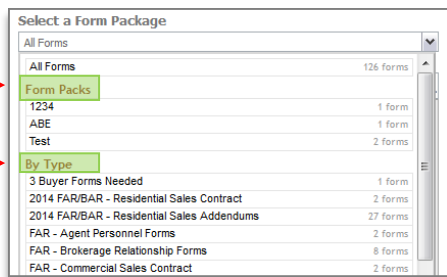
4. Select the forms from the filtered list you would like to add. For this example, I filtered by "Type" and selected the "2014 FAR/BAR - Residential Sales Contract".
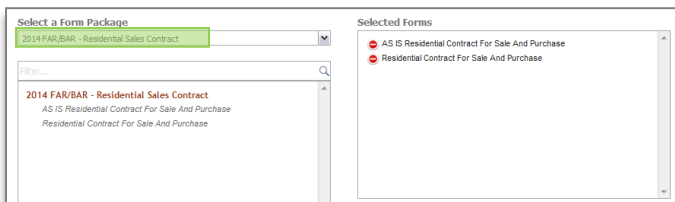
5. Next, select how you would like to add these form(s) to your appFile. You have two options (shown below).

If you choose option 1, and have a number of forms you are merging together as one form, be sure to rename this form group so you can easily identify what it is (it defaults to the first form on your list of chosen forms)
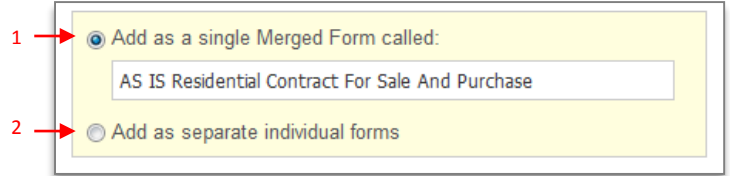
6. Finally, choosing an appFile section is optional and the default is to put the forms you are adding in the generic "Forms" section.
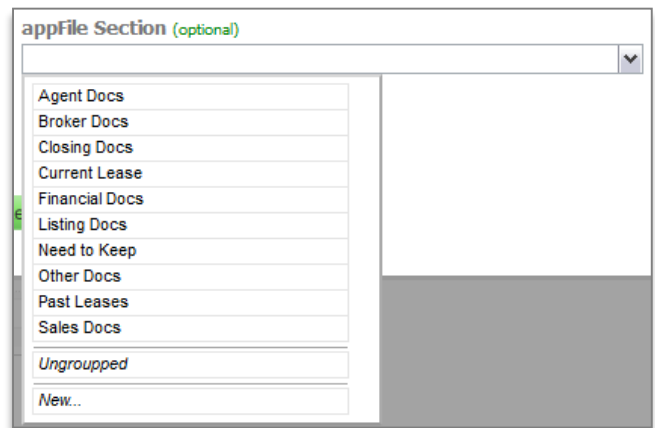
If you would like to access these forms at a later date, select the blue link of the form you would like to view/edit
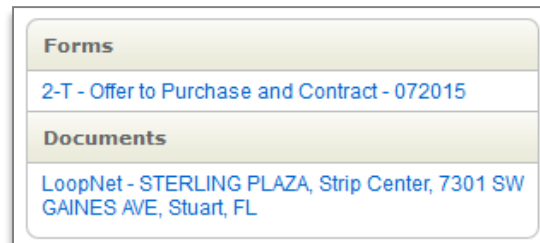
File Contents
- Add a Form
- Upload Files
- Upload Photos
- Scan a Document
- Create a Task
- Add an Appointment
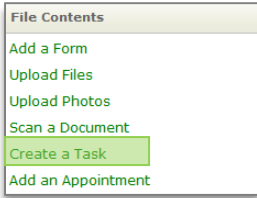
1. To begin, start by opening an existing appFile. Select the "Create a task" link under the "File Contents" section on the left side of your screen.
The new task window will open like the one below.

New Task

Task Type (optional)

Priority	Task	Date Due	Assigned To:	Status:
		Aug 14, 2015		

Reminders/Notifications

Who	When
Assigned User	On due date

[ ] days Before due date ✔ Create

✔ Create Task

2. Select the "Task Type" from the dropdown menu.
   - Task Types are created and added by your administrator (Choosing a task type is optional)

New Task

Task Type (optional)

No Task Type
Incomplete File
Schedule the Home Inspection

3. Next, you are able to set a priority for your task (low, medium, high), give the task a name, a due date, assign the task to a user, and able give it a status (not started, in progress, awaiting input, on hold, postponed, and cancelled).

Priority	Task	Date Due	Assigned To:	Status:
High	Missing Addendum #1	Aug 13, 2015	Liz Folmar	In Progress

5. Finally, you are able to set up "Reminders/ Notifications" for the task you are creating. By default, the assigned user will receive a reminder on the due date of the task, however in addition you might want to remind the user the day before the task is due. If you used a Task Type auto reminders will already be in place.

To create additional reminders/notifications, use the dropdown to select the user and the number of days before the due date or after the due date. Once you select parameters for your new reminder/notification select the button ✔ Create

Once you have completed all these steps, select the ✔ Create Task button.

Reminders/Notifications

Who	When
Assigned User	On due date
Liz Folmar	1 day after due date

[ ] 1 days After due date ✔ Create

Myself
Assigned User

✔ Create Task

After you finish creating the task, the user will see the newly created task beneath the File Access box in the middle of the screen (just above Recent Activity). The Assigned User will receive an email alert.

Your "Incomplete File" Tasks (1 task)

[ ] Missing Addendum #1   Aug 13 (Due Today)
Sellers Last Name_123 Main Street » ‖ New Listing

Recent Activity

Today   Just now
Sellers Last Name_123 Main Street » ‖ New Listing

Liz Folmar Inspector scheduled Tuesday 9am

Write a comment...

If you need additional support, feel free to call our support team at: 1-800-276-9235 for assistance.

AppFiles makes it easy to upload all your documents into your appFile.

Here are the different types of files you are able to upload into your appFile and the activities you are able to do once the file is uploaded.

File Type	Edit	View	Email
PDF	X	X	X
Images	X	X	X
Doc (.doc, .docx)		X	X
Other Files (.ppt, .xls)			X

Let's take a look at how to upload a file into your appFile.

Start by selecting the "Upload Files" button under the File Contents section.

File Contents
- Add a Form
- Upload Files
- Upload Photos
- Scan a Document
- Create a Task
- Add an Appointment
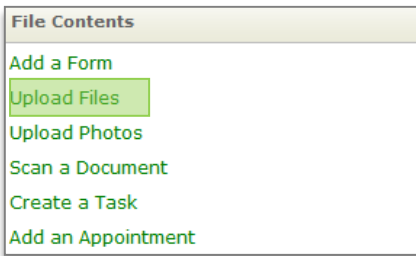
A new window will open. Select the **Browse...** button and locate the files on your computer. You are able to upload more than one at a time by holding down the "Control" key on your keyboard.
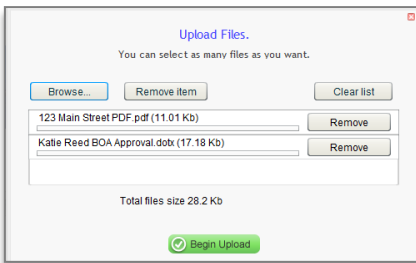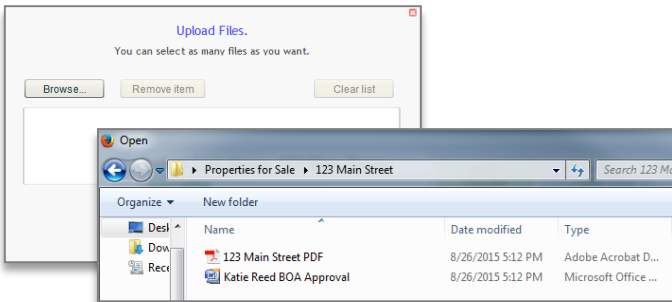
3. After selecting the file(s) you want to add to your appFile, select the **Begin Upload** button.

Once the upload is completed, the files you choose will be located on the left hand side of your screen.

Forms
- 123 Main Street Listing Package
- Addendum B. Homeowners' Assn.
- AS IS Residential Contract For Sale And Purchase
- Counter Offer (by seller)
- Exclusive Brokerage Listing Agreement

Documents
- 123 Main Street Listing Package - Signature Verification
- 123 Main Street PDF

Other Files — Manage
- Katie Reed BOA Approval.dotx
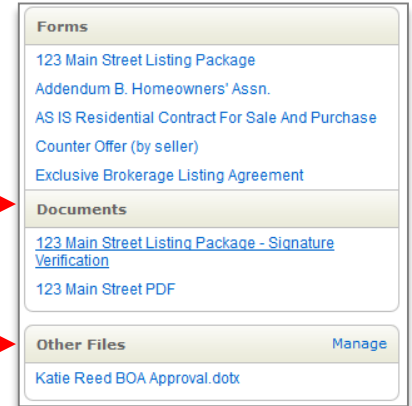
All PDF and Word Docs (.doc, .docx) will be stored under the "Documents" section

All other files (.xls, .ppt) will be places under the "Other Files" section.

If you would like to review one of the files you uploaded, simply select the blue link and your file will open in a new window like the one below. As you can see, this is a PDF document and it has full editing capabilities (refer to the graph at beginning of this guide for other document types).
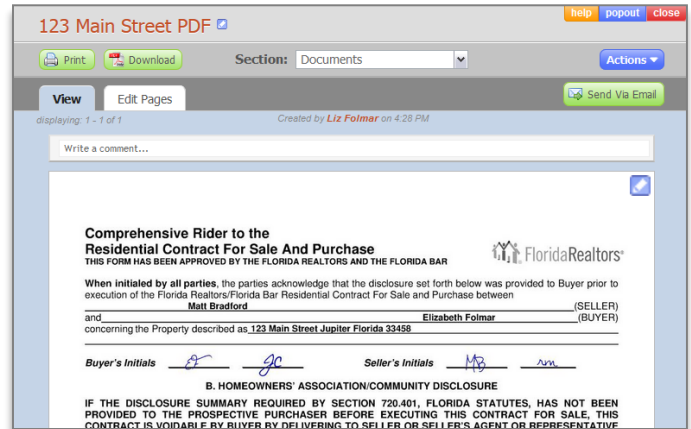
If you need additional support, feel free to call our support team at: 1-800-276-9235 for assistance.

Uploading Photos from your Computer

1. Select the upload Photos link on the right hand side of your screen under the File Contents section.

File Contents
Add a Form
Upload Files
Upload Photos
Scan a Document
Create a Task
Add an Appointment
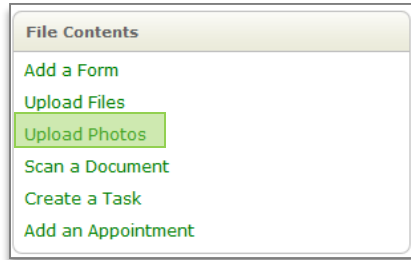
2. A new window will appear like the one below. Select the browse button and select the photos from your computer you would like to upload.

Step 1: Select Photos.
Select the photos you wish to add to your new album.

Browse...   Remove item   Clear list

Master Bath.jpg (186.84 Kb)   Remove
Kitchen 2.jpg (643.83 Kb)   Remove
Kitchen 1.jpg (15.59 Kb)   Remove

Total files size 846.27 Kb
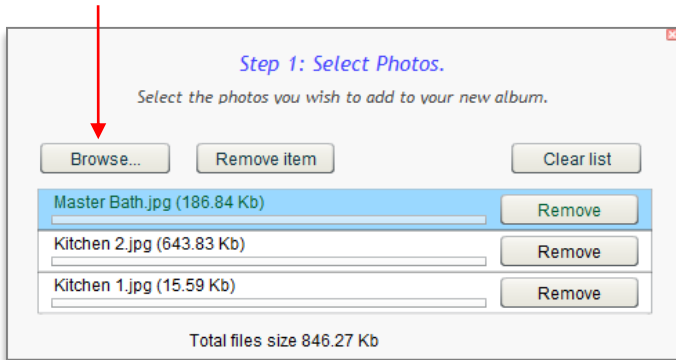
3. Next, you need to choose where you would like the images you just selected stored. You have three options.

- Upload the photos without selecting an Photo album (the photos will be stored in the general photo section)
- Select an existing Photo Album from the dropdown
- Create a new Photo Album

Step 2: Select Photo Album. *(optional)*
Please select or create an album as a destination for your photos.

Photo Album: New Album...

New Album Name:
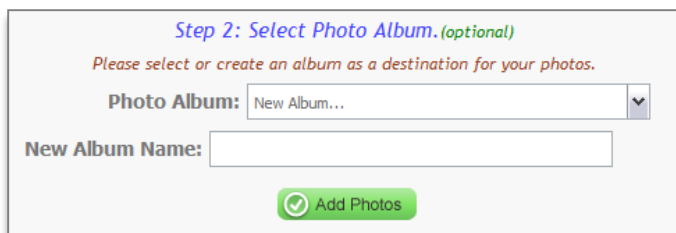
Add Photos

4. Once you have selected where you would like to store your photos, select the ⊘ Add Photos button.

Fetching Photos from Online

1. Select the upload Photos link on the right hand side of your screen under the File Contents section.

File Contents
Add a Form
Upload Files
Upload Photos
Scan a Document
Create a Task
Add an Appointment
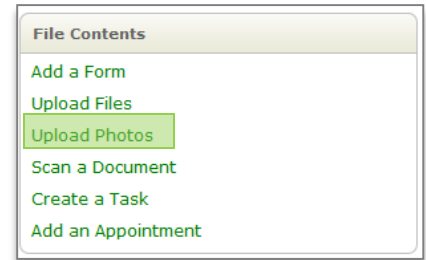
2. A new window will appear like the one below. Select "Fetch Online Photos" tab.

3. Enter the Web Address (URL) of the image you would like fetch the photo from.

Upload Photos   **Fetch Online Photos**

Step 1: Photo Web Address.
Enter the Web Address (url) of the image you want to fetch.
(example: www.website.com/images/my_photo.jpg).

Address: www.photobucket.com1293h7fkd9d7

4. Next, you need to choose where you would like the images you just fetched stored. You have three options.

- Upload the photos without selecting an Photo album (the photos will be stored in the general photo section)
- Select an existing Photo Album from the dropdown
- Create a new Photo Album

Step 2: Select Photo Album. *(optional)*
Please select or create an album as a destination for your photos.

Photo Album: Exterior
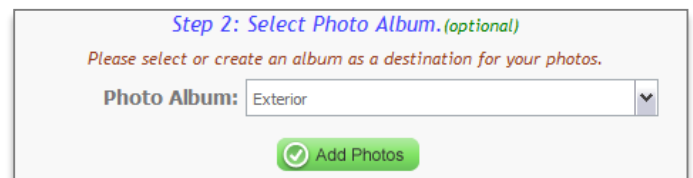
Add Photos

5. Once you have selected where you would like to store your photos, select the ⊘ Add Photos button.

If you need additional support, feel free to call our support team at: 1-800-276-9235 for assistance.

appFiles
Your Office in the Cloud

Updates are created in an appFile to help you and others with access paint a clear picture of everything that has happened since the creation of the file.

Let's say that instead of replying via email, my client decided to call me. I (agent) want to keep notes on that conversation because it effects the status of the inspection. I can do this by clicking on the "Create an Update" button under the "Recent Activity" field in my appFile.

I can also use this "Create an Update" feature to send communication to a member of my team. When creating an update, click on the box next to the name(s) of the people you would like to alert. An email will be delivered to their personal email address with the update you just created. This email will come from your personal email address and will include a link directly to the appFile.

After choosing the Administrators and Users you would like to alert, choose who you would like to be notified when new comments are made.
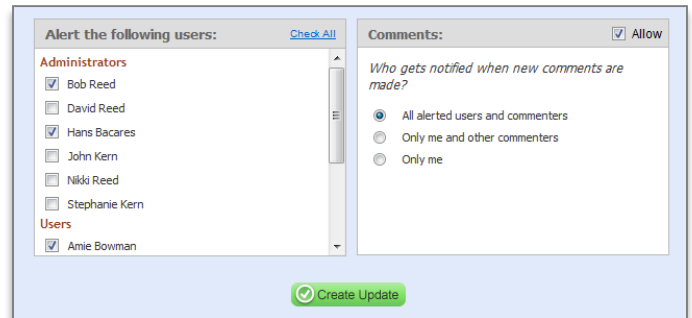
The final step is to left click on the **Create Update** button.

A new window will appear like the one below. You are able to type notes about your conversation in the "Update Text" box. These notes will be added to the "Recent Activity" field in your appFile.

All update made in the "Recent Activity" area are time and date stamped to allow users to always know when conversations occurred.

appFiles Your Office in the Cloud

Merging forms together creates a single form for all the forms you choose. This process can help save you time and will help keep information across all forms synchronized. For example, when you make a change to any of the orange fields in one document, it'll carry over that change to all other forms containing that field in the merged forms group you created. In addition, it'll allow you to send the document pack as a group for electronic signatures, as opposed to having to send the forms one by one.

1. To begin, select the Merge Forms option on the right side of your screen under the "appFile Tools" menu

appFile Tools

Change File Type/Name

Create a Document Pack

Merge Forms

Compose an Email
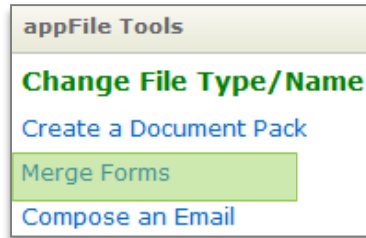
2. The new "Merge Forms" window will open. Enter a new name for your merged forms such as "123 Main Street Listing Package" or appFiles will automatically use the current appFile name. If you do not want to keep a copy of the individual forms, you can uncheck the checkbox located under the "New Form Name" field. This action will remove the forms on the left hand side that you choose to add to the newly merged group.

Merge Forms

New Form Name: Sellers Last Name_123 Main Street

☑ Make a Copy (leave my original forms untouched).

Select Forms
Select the items to be merged.

Included Forms / Included Pages

⊖ Addendum B. Homeowners' Assn.	1
⊖ AS IS Residential Contract For Sale And Purchase	1-11
⊖ Residential Contract For Sale And Purchase	1-15

Total Pages: 27 (440 KB)

Available Forms

Forms

Addendum B. Homeowners' Assn.	1 page (available)
AS IS Residential Contract For Sale And Purchase	11 pages (available)
⊕ Exclusive Brokerage Listing Agreement	3 pages (has signatures)
Residential Contract For Sale And Purchase	15 pages (available)
⊕ Sellers Last Name_123 Main Street	1 page (available)
⊕ Sellers Last Name_123 Main Street	28 pages (available)

✓ Finished

3. Left click on ⊕ to add a new form or click on the ⊖ to remove form from the merged forms

4. After you have added all the necessary forms, click the ✓ Finished button.

5. The merged forms will open in a new window as you can see below.

Sellers Last Name_123 Main Street

🖨 Print 📥 Download Section: Forms Actions ▾

Edit Fields | Edit Pages | Signature Requests | Send Email

displaying: 1 - 5 of 28   Created by on 3:35 PM   Pages: **1-5** 6-10 11-15 16-20 ... 26-28

⚠ Click here to import values from other Forms or Info Fields.

Write a comment...

| Initial Multiple Places | Sign Multiple Places |

AS IS Residential Contract For Sale And Purchase

"AS IS" Residential Contract For Sale And Purchase
THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR

The blue fields are unique and will not update or copy throughout the document pack.

The orange fields will auto fill if you merge forms together before beginning to fill the form out.

Every time a user creates a new appFile, the system automatically creates a unique email address and assigns it to that file. The address is a sequential number and it will never repeat itself! Just like you have a personal email address to communicate with people, each of you appFiles will have a unique address and you're going to be able to send (by forwarding emails) directly to your appFile.

- **Using your File Mailbox**

The first thing you need to do is find your File Mailbox name. Every appFile has a unique address associated with it.
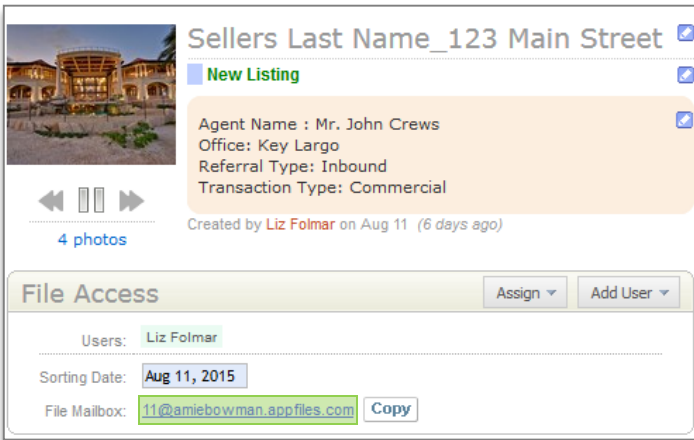
To forward an email from your email system just copy the File Mailbox address (left click on the Copy button) and Paste it into the To (Recipient Box) of the email you want to forward. You will notice when you paste the File Mailbox address that appFiles puts the name you gave the appFile in front of the actual file mailbox address.

Some systems, will save the appFile name as a contact. For future emails, just start typing the name of the property and the email address is automatically entered.

After sending the email will show up in your Recent Activity.
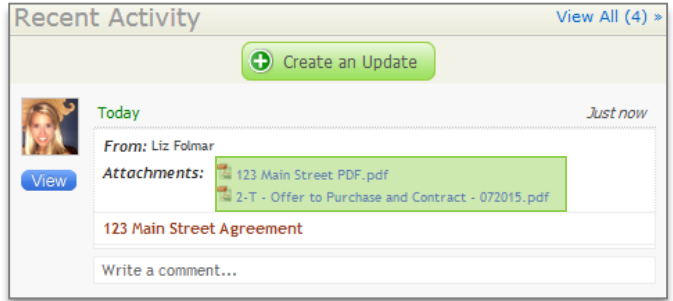
The attachments will be processed and added to the appropriate section automatically (for example, PDF's to the Documents and Photos to the Photo Section)

- **Changing the File Mailbox Name**
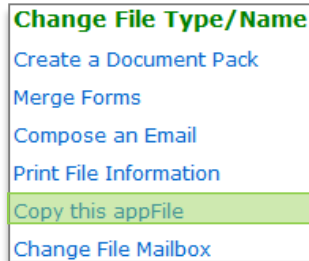
1. Select the "Change File Mailbox" link in the "appFiles Tools" menu.

2. A new window will appear where you are able and you are able to change the Mailbox Address to something you will remember.
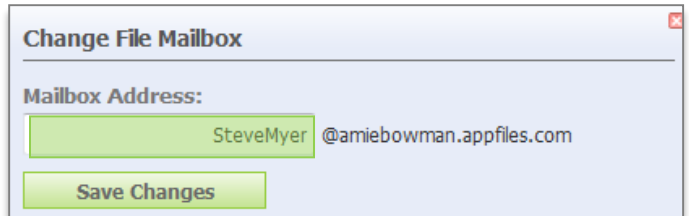
3. When you are finished selecting the new Mailbox Address. select
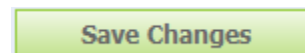
If you need additional support, feel free to call our support team at: 1-800-276-9235 for assistance.

You are able to email, upload, and scan documents into appFiles account. Sometimes these documents import incorrectly or you may forget to add a necessary page(s). AppFile's document editing features make it easy to add missing pages
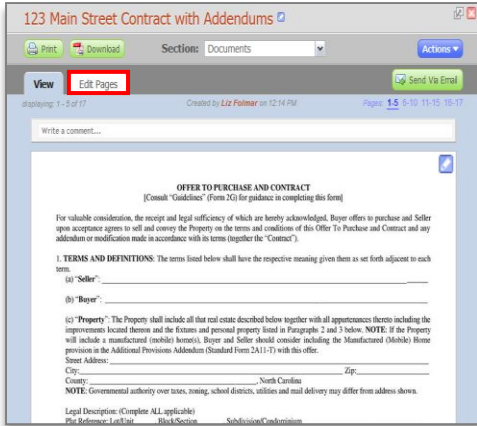
To begin, select the document you wish to work with and select the "Edit Pages" tab

For this example, we are going to assume 2 pages stuck together when we were scanning our contract into appFiles. Since we don't want to rescan all 20 pages, we have the ability to just scan the one we are missing and add it to the document. To add a missing page to a document, select the **Actions ▼** button and then select the "Add Pages" option.
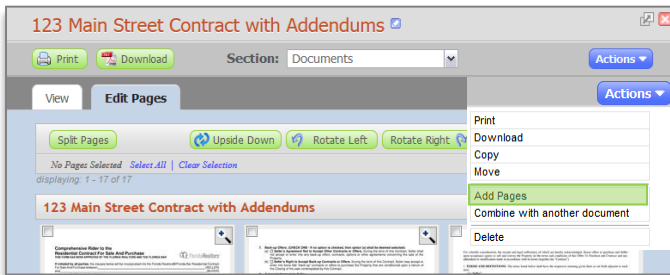
The browse window will open and you can upload or scan the missing page(s) into the document. You have two options:

1. Adding Pages to the End of the Document
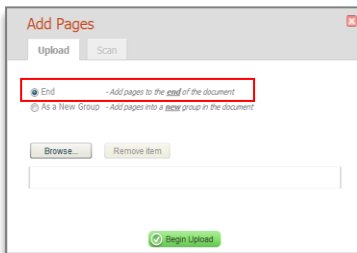
Adding pages to the end of your document will do just that. It will add the page(s) you upload to the end of the document. Finally, select the **Begin Upload** button to upload your missing page(s).

After uploading the missing page, you are able to reorganize the order of your pages by using the **Organize Pages** button.

2. Adding Pages into a New Group in the Document

For this example, we are going to assume the signed "Counter Offer Agreement" needs to be added to your existing document. By selecting this option, you are adding additional pages to this document, however they will form a separate section within the document.
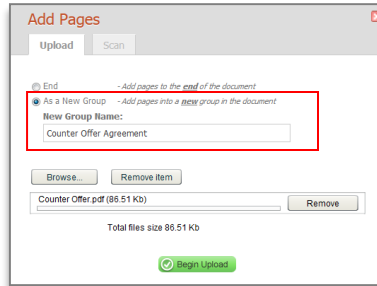
When choosing the "As a New Group" option, you will need to name the new group. Here I am choosing to name the group "Counter Offer Agreement"

Finally, select the **Begin Upload** button

As you can see, the new "Counter Offer Agreement" section was created within the "123 Main Street Contract with Addendums" document.
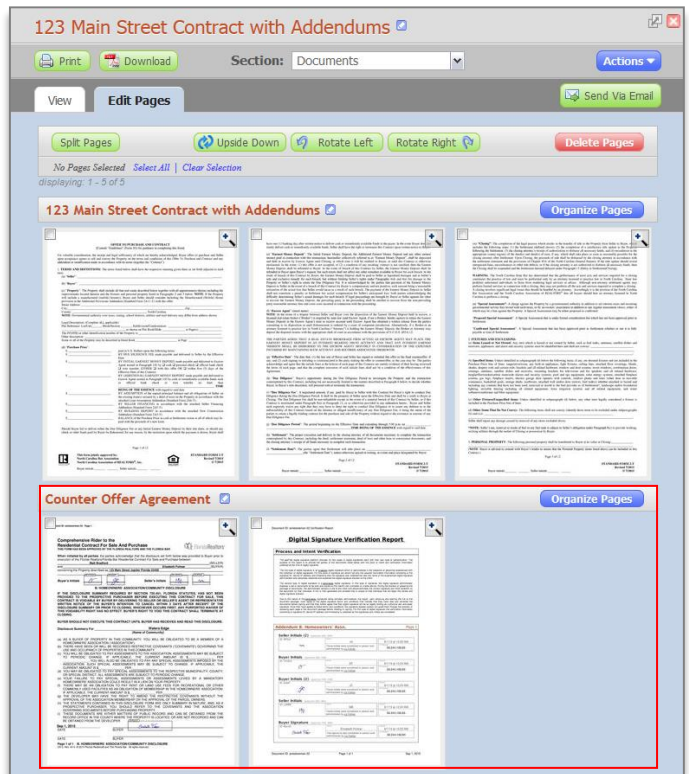
If you need additional help, feel free to call our support team at: 1-800-276-9235 for assistance.

appFiles
Your Office in the Cloud

You are able to email and scan documents into appFiles account. Sometimes these documents scan incorrectly and are out of order. AppFile's document editing features make it easy to reorganize the pages within your document.

After adding a document to your appFile. The document will be placed in the "Documents" section. Select the document you wish to work with.

Documents

123 Main Street Contract with Addendums

Counter Offer

Exclusive Brokerage Listing Agmt

A new window will open with a preview of your document. Select the "Edit Pages" tab to start working on your document.

123 Main Street Contract with Addendums

| Print | Download | Section: Documents | Actions ▾ |

View | **Edit Pages** | Send Via Email

displaying: 1 - 5 of 17   Created by *Liz Folmar* on 12:14 PM   Pages: **1-5** 6-10 11-15 16-17

Write a comment...

OFFER TO PURCHASE AND CONTRACT
[Consult "Guidelines" (Form 2G) for guidance in completing this form]

For valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, Buyer offers to purchase and Seller upon acceptance agrees to sell and convey the Property on the terms and conditions of this Offer To Purchase and Contract and any addendum or modification made in accordance with its terms (together the "Contract").

1. **TERMS AND DEFINITIONS:** The terms listed below shall have the respective meaning given them as set forth adjacent to each term.

Next, select the **Organize Pages** button.

123 Main Street Contract with Addendums

| Print | Download | Section: Documents | Actions ▾ |

View | **Edit Pages** | Send Via Email

| Split Pages | Upside Down | Rotate Left | Rotate Right | Delete Pages |

No Pages Selected   *Select All | Clear Selection*
displaying: 1 - 17 of 17

123 Main Street Contract with Addendums   Organize Pages
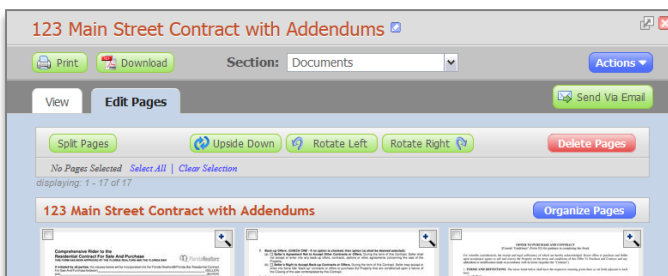
A new window will open. As you can see from the picture below, pages 2 and 3 appear to be out of order. In order to reorganize the pages, left click and hold down to drag the page to the appropriate spot.

Organize Pages

Save Changes   Cancel
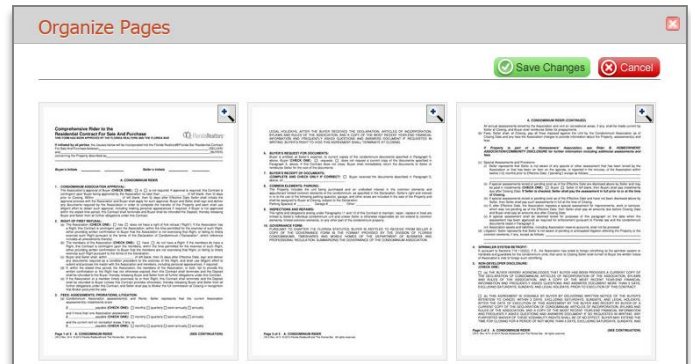
After reorganizing these pages, select the Save Changes button.

Organize Pages

Save Changes   Cancel

You are able to email, upload, and scan a document into appFiles. Sometimes these documents scan incorrectly or pages are unnecessary (i.e. cover page of a fax or a blank page). AppFile's document editing features make it easy to delete unnecessary pages.

After adding a document to your appFile. The document will be placed in the "Documents" section. Select the document you wish to work with.
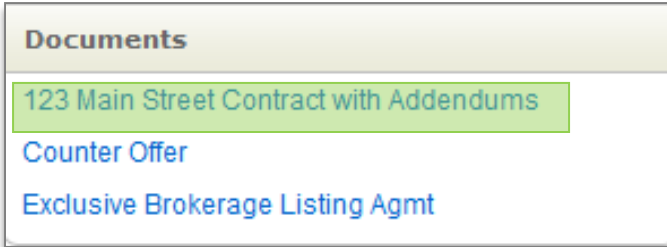
After selecting your document, a new window will open with a preview of your document. Select the "Edit Pages" tab to start working on your document.
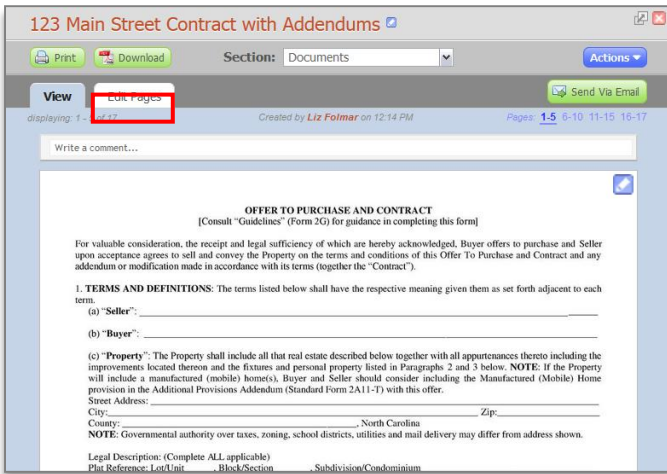
A new editing window will appear like the one below with all your editing options.
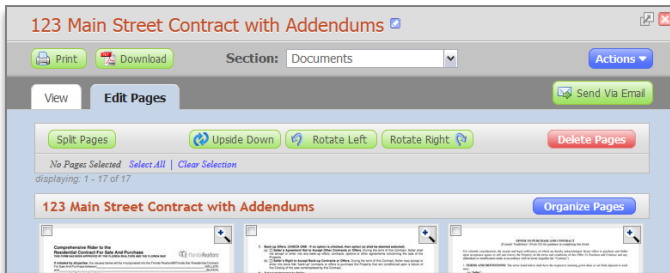
As you can see below, page 1 appears to be a cover page and 5 is blank. These pages are not necessary to have in our contract, so let's delete them. Select these pages by checking the checkbox in the upper left hand corner of the page (just left click on the page). Then select the Delete Pages button.
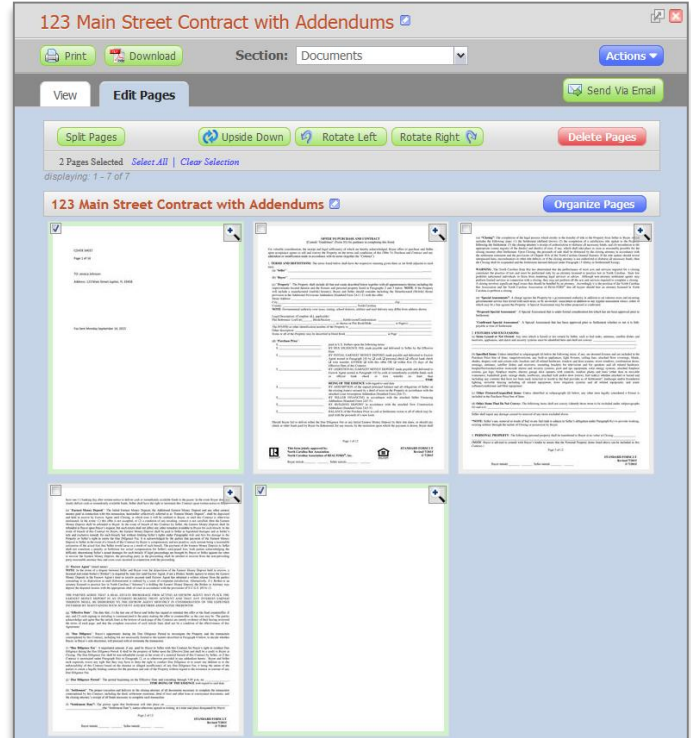
As you can see below, the cover sheet and the blank page have now been removed from the document.

If you need additional help, feel free to call our support team at: 1-800-276-9235 for assistance.

You are able to email /scan a document into appFiles that contains multiple documents, contracts, or addendums. Sometimes these documents scan incorrectly and are upside down or sideways. AppFile's document editing features make it easy to rotate pages.

After adding a document to your appFile. The document will be placed in the "Documents" section. Select the document you wish to work with.
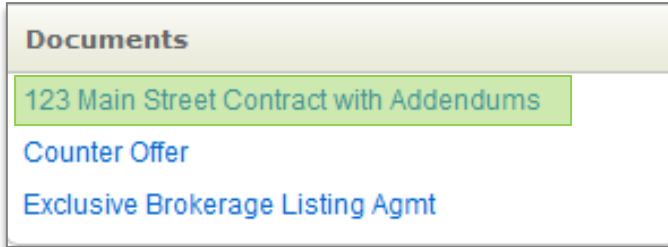
After selecting your document, a new window will open with a preview of your document. Select the "Edit Pages" tab to start working on your document.
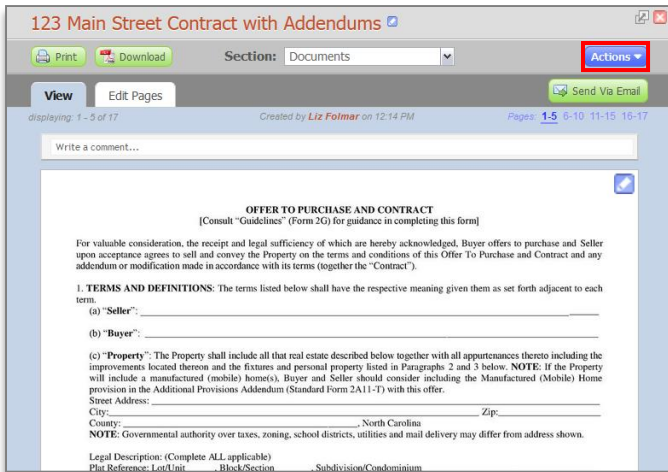
A new editing window will appear like the one below with all your editing options.
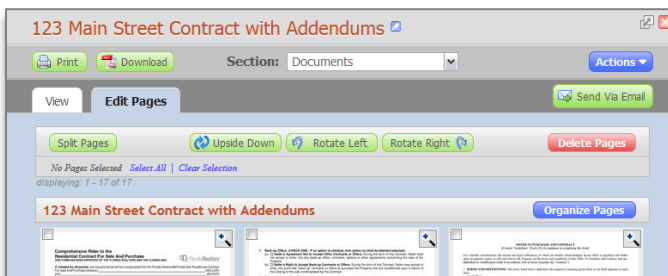
As you can see from the picture below, pages 1 and 2 are upside down. In order to rotate these pages, select the checkbox (just left click on the page) in the upper right hand corner. After selecting the pages you would like to rotate, select one of the three rotation options available to you.
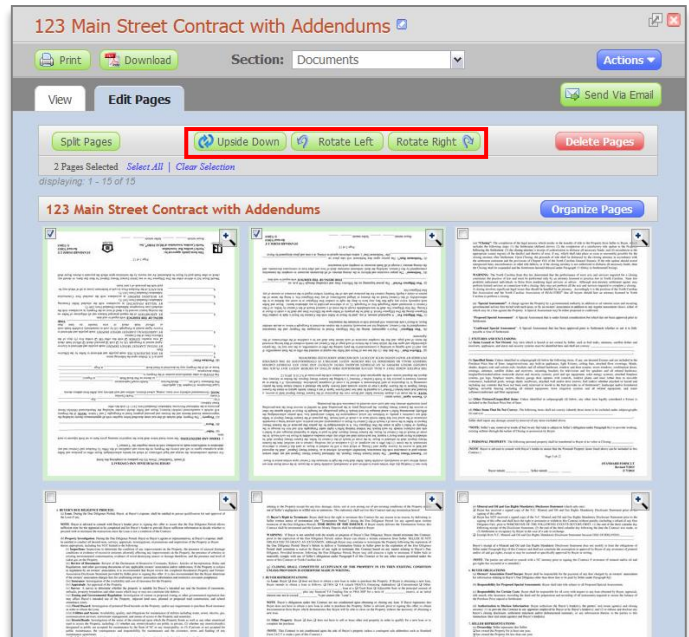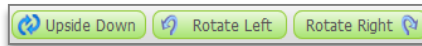
As you can see below, pages 1 and 2 are now right side up.

If you need additional help, feel free to call our support team at: 1-800-276-9235 for assistance.

www.appfiles.com   (800) 276-9235   1 of 1

appFiles
Your Office in the Cloud

You are able to email /scan a document into appFiles that contains multiple documents, contracts, or addendums and slip them quickly and easily within appFiles.

To split a document, start by finding the document you would like to work with under the "Documents" Section. I will be work "123 Main Street Contract and Addendums"; a contract I just uploaded.
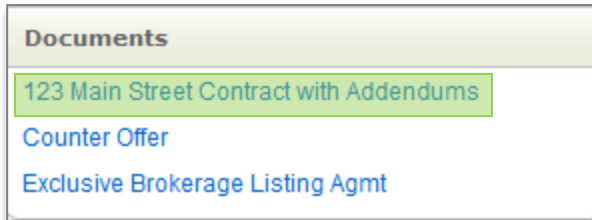
Documents

123 Main Street Contract with Addendums

Counter Offer

Exclusive Brokerage Listing Agmt

After selecting your document, a new window will open with a preview of your document. Select the "Edit Pages" tab to start working on your document.
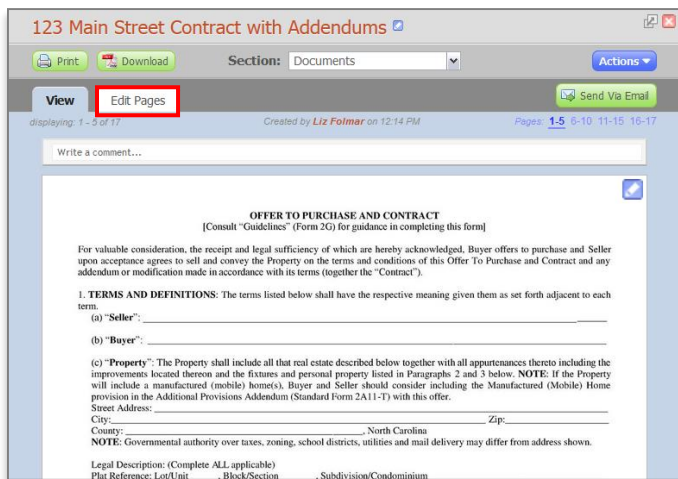
A new editing window will appear like the one below with all your editing options.
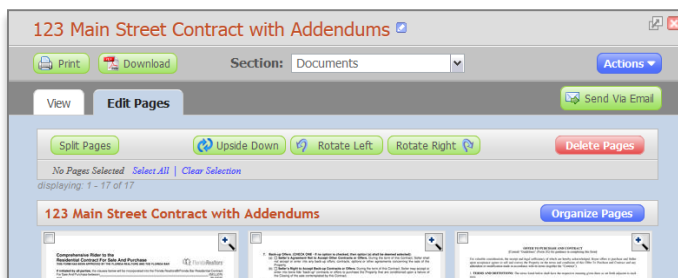
Select the pages you want to split off from this document by selecting the checkbox in the upper left hand corner.
For the example, I am only checking the first two pages because these pages are part of a 2 page document called the "Comprehensive Rider to the Residential Contract for Sale and Purchase". Then select the Split Pages button.
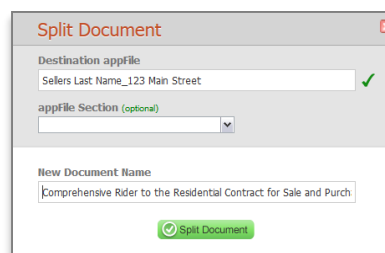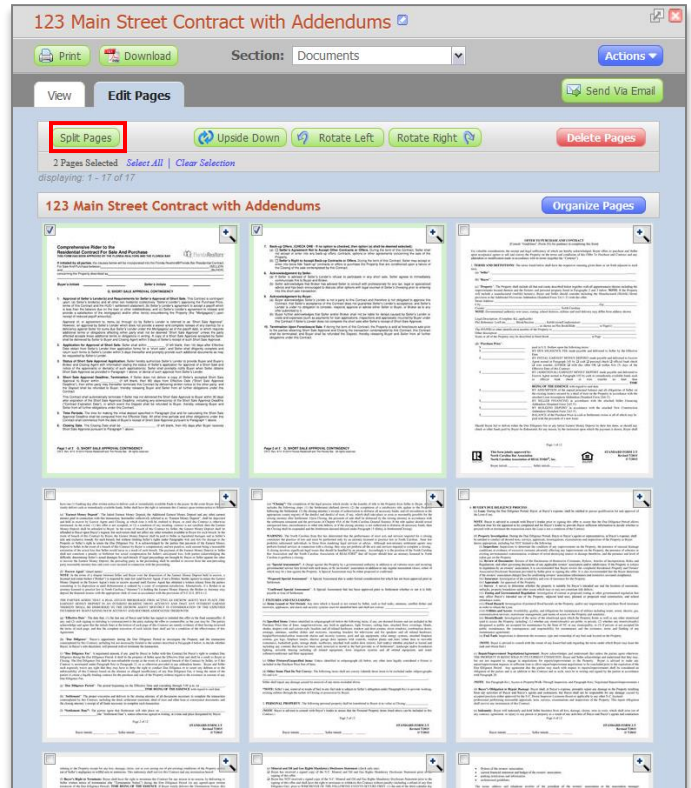
A confirmation window will open. Select the appFile section you would like the new document be stored (optional) and you can rename the document.

Split Document

Destination appFile
Sellers Last Name_123 Main Street ✓

appFile Section (optional)

New Document Name
Comprehensive Rider to the Residential Contract for Sale and Purch

Split Document

Once you have selected a appFile Section and named the video, select the Split Document button.

Documents

123 Main Street Contract with Addendums

Comprehensive Rider to the Residential Contract for Sale and Purchase

Counter Offer

Exclusive Brokerage Listing Agmt
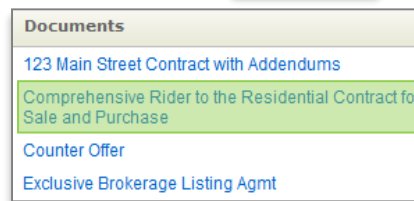
As you can see, the newly split document is located under my "Documents" section.

Working Your Listing Through appFiles

1.) Start Your New appFile	When you are working with a **Seller** and you are confident about doing a listing presentation create a **New appFile**. Start by clicking on **New appFile** from the top left column of your Home Screen.
2.) Select a File Type in Agent Workspace **Sellers**	Give your file a name, then select the Sellers file type in the Agent Workspace and complete the requested information (Agent of record name, Customer name, etc.). This is where your file will stay until you have the listing agreement and all appropriate supporting documents (Seller's Disclosure, addenda, any required in house form, etc.). Once they are signed you have 24 hours to submit to the Broker Inbox.
3.) Broker Inbox **New Listing**	Once you have all the signed Listing Agreement, Dual Entry Form, pictures, and information added to the file, you are ready to turn it in to RE/MAX Center. Click on "**Change File Type / Name**" on the top right hand column of your file. Put into the **Listing** file type in the **Broker Inbox**. Make sure the file name is the Property Address. This notifies RE/MAX Center that there is a New Listing to process. When changing the File Type be sure to click the "Save Changes" button.
4.) Incomplete File **Listing > Incomplete**	The file will be reviewed by the appropriate admin and if there is a problem (missing initial or signature, missing addendum, missing required disclosure, etc.) the admin will change the file type to **Incomplete Listing**. (You can only see them if you have a file in one of those types.) A new task will be created for you to let you know what you need to do in order to complete the file. Once you complete the task, the admin is automatically notified to recheck the file and if correct will change the file type to Active Listing in the Current Files group for you.
5.) Current Files **Active Listing**	After the file is reviewed and it is complete, the file type will be changed by the admin to **Active Listing** under the header **Current Files**. The file stays here until closing or you need to resubmit it to the Broker Inbox. For example, you get a fully effective offer you would re-submit to the Broker InBox by changing the file type to Sales Agreements for review by the admin and if all paperwork is correct the admin would change the file type to **Pending > Review** to notify a Broker to review. Another example would be if the offer fell through and your customer was not going to make another one, you would move it to the Broker Inbox to Unaccepted Offers.
6.) 2018 Closed Files **2018 > Closed Sale** **or** **2018 > Dead Listing**	Once your transaction goes to closing and all the additional paperwork is added and you will change the File Type to **Closings** under the Broker Inbox An admin will review it and then move it to the appropriate category under the header **2018 Closed Files**. You will still be able to view and print anything in the file, but the file will now be locked and documents may not be removed or edited.

Working Your Offer Through appFiles

1.) Start Your New appFile	When you are working with a **Buyer** and you are confident you are going to make an offer create a **New appFile**. Start a by clicking on **New appFile** from the top left column of your Home Screen.
2.) Select a File Type in Agent Workspace **Buyers**	Give your file a name, then select the **Buyers** file type in the **Agent Workspace** and complete the requested information (Agent of record name, Customer name, etc.). This is where your file will stay until you have the offer contract and all appropriate supporting documents (addenda, any required in house form, etc.). Once they are signed you have 24 hours to submit to the Broker Inbox.
3.) Broker Inbox **Sales** **Agreements**	Once you have the executed agreement and Input form completed, you are ready to turn it in to RE/MAX Center. Click on "**Change File Type / Name**" on the top right hand column of your file. Put into **Sales Agreements** file type in the **Broker Inbox**. Make sure you now name the file the property address. The appropriate admin will receive a notification automatically there is a **Sales Agreement**. When changing the File Type be sure to click the "Save Changes" button.
4.) Incomplete File **Sales Agreement > Incomplete Or Earnest Money> Incomplete**	The file will be reviewed by the appropriate admin and if there is a problem (missing initial or signature, missing addendum, missing required disclosure, etc.) the admin will change the file type to **Sales Agreement > Incomplete.** You will only see Incomplete Files if you have one. A new task will be created for you to let you know what you need to do in order to complete the file. If Earnest Money is due but not received, admin will change the file type to **Earnest Money > Incomplete**. Once you complete the task, the admin is automatically notified to recheck the file and if correct will change the file type to **Pending>Review**. A Broker will then reviewed your file.
5.) Current Files **Pending (buyer)**	After the file is reviewed and it is complete, the file type will be changed by the admin to **Pending** under the header **Current Files**. The file stays here until closing or you need to resubmit it to the Broker Inbox. For example, you get an amendement changing the Sales Price, you would re-submit to the Broker InBox by changing the file type to **Sales Agreement Changes** for review by the admin.
6.) 2018 Closed Files **2018 > Closed Sales**	Once your transaction goes to closing and all the additional paperwork is added and you will change the File Type to **Closings** under the Broker Inbox An admin will review it and then move it to the appropriate category under the header **2018 Closed Files**. You will still be able to view and print anything in the file, but the file will now be locked and documents may not be removed or edited.