

How to turn your Listing into a Transaction in Skyslope

1. If your Listing goes under agreement, you want to turn your listing into a Transaction. You can do this 1 of two ways. If you are on the **checklist** screen of your Listing, you can hit the **Accepted Contract button** or if you are under Manage Listings, to the far righthand side of your listing, there is a picture of a box with a checkmark in it, you can just click on that picture. ***(Keep in mind, if you are missing any required documents, this action will not work.)***
2. This will turn your listing into a transaction. Everything with a **red *** has to be filled out. Under checklist type, use the drop down menu to best determine your transaction.
3. When you finish the first page hit the **next button**.
4. You do need to put in the buyers name from the P&S. When you don't know an email address just fill in the field with none@none.com, as each field with a **red *** must be filled out. If you don't know the phone numbers enter all zeros. (000-000-0000). Hit the **submit button**.
5. If you know the title company, you may put it in or just skip down to Agent representing other side.
6. Add in that information and hit the **submit button**.
7. You must put in your commission then hit the **submit button**.
8. This will bring you to the Checklist screen, where you will upload your documents. (If you have the documents saved to your desktop, you can upload them directly into the checklist by clicking on the **ATTACH button**)
9. Otherwise, you will upload the documents to that unique email address and they will show up as one document (a numbered document) under the **Documents tab**. You then need to split them.
10. Click on the split button and start typing what the document is. For example **exclusive buyer agreement**. When it appears, click on and put in the number of pages. Continue doing this until all the documents are split.