HOW TO USE THE ELECTRONIC DEAL SHEET

LONE WOLF
TECHNOLOGIES

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Introduction to EDS

Context:
Antonio just completed the sale of 948 Hollyberry Trail for $400,000.00. He needs to submit the paperwork for the deal to his brokerage as soon as possible. Antonio uses his mobile device to access the Electronic Deal Sheet (EDS) to send the details of the deal to his brokerage.

At the brokerage, the admin reviews the deal sheet, contacts Antonio if necessary to obtain missing information, and can begin to process the deal in brokerWOLF. If the brokerage has loadingDOCS, Antonio can begin submitting additional paperwork with his new deal.

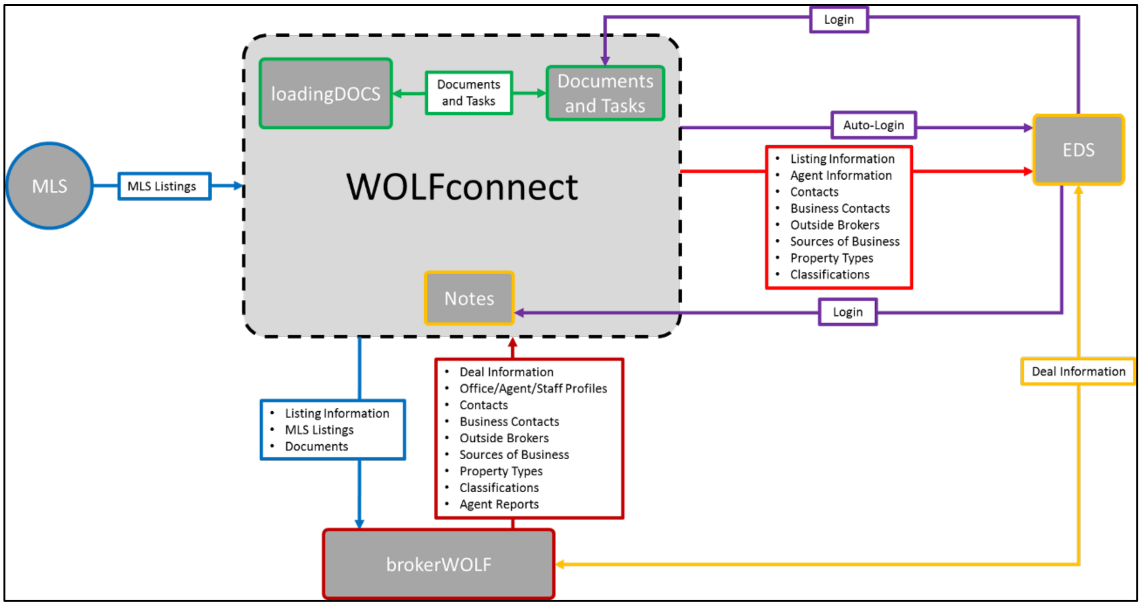
Before You Begin:
Required: brokerWOLF, WOLFconnect login to set credentials.
Recommended: MLS Integration, loadingDOCS.

Content:
Note: Login credentials and available system functionality are determined by the level of access granted by a user's WOLFconnect profile.

The EDS is a mobile-friendly, web-based application, used to enter in the details of a deal from any device with internet access. Both administrator and agent users can search for, view, create, edit, and submit deal sheets using the EDS.

How the EDS fits into Lone Wolf's current product framework:

To view a larger image, click here.



The EDS is a flexible tool that allows brokerages to control the data they request of their agents when submitting new business. It is not a standalone product, but is an extension of Lone Wolf's brokerWOLF product into the online space.

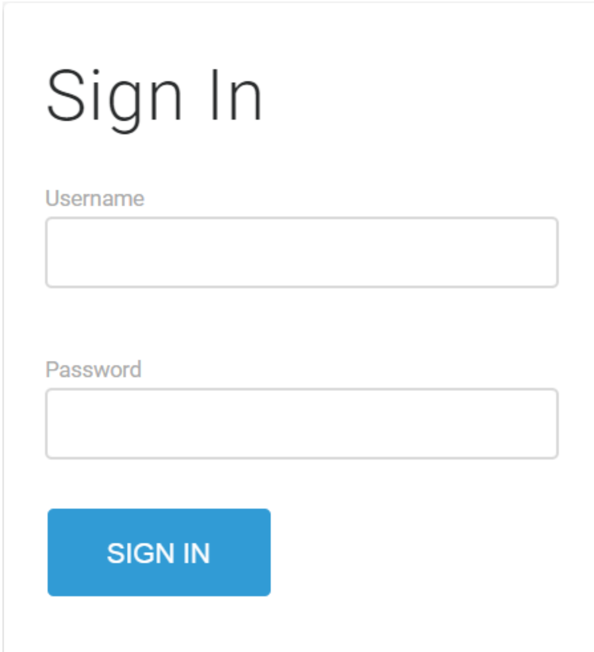
In general, brokerWOLF supplies WOLFconnect with information, for example: agent profiles and property types, and then passes that information along to the EDS so that it can be used to populate the deal sheet. Submitted or stored deal sheets are passed back and forth between the EDS and brokerWOLF without using WOLFconnect as an intermediary.

Ways to Access the EDS:

There are multiple ways to access the EDS, depending on where you start from:

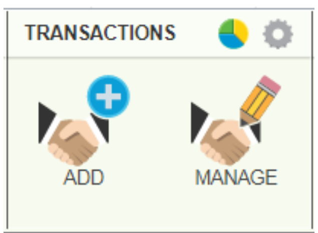
Outside of WOLFconnect: For example, from your mobile device:

- Log in to https://eds.lwolf.com.

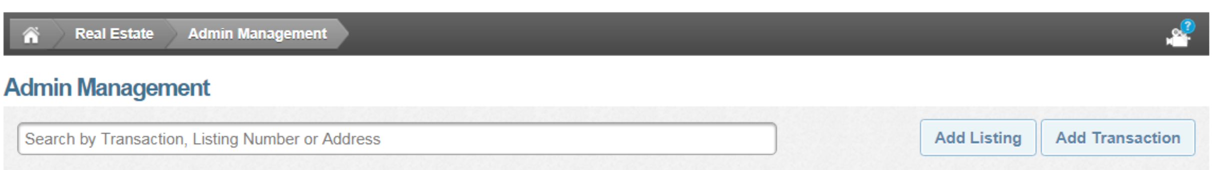


Within WOLFconnect:

- Navigate to **Real Estate>Transactions** and click **Add** or **Manage** to launch the EDS.



- If you are working in Real Estate>loadingDOCS>Manage, click **Add Transaction** to launch the EDS.



Customize the Default Deal Sheet

Context:
Brad's brokerage uses the Electronic Deal Sheet (EDS) to submit deal sheets to brokerWOLF. But Brad's agents have recently begun to note that they would like a field to enter additional notes about the deal on the EDS. Brad asks his admin to access the EDS' customization options and add the desired field for his agents.

Prerequisites:
WOLFconnect administrator credentials.

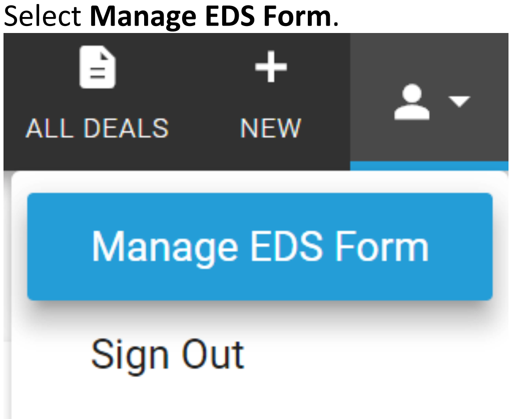
Content:
Admins can customize the default deal sheet for the brokerage or office as follows:

- Customize the sheet's title and headings
- Add, customize and remove widgets
- Add, customize and remove custom fields

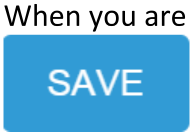
Note: It is recommended that you submit a copy of the default deal sheet, in case you decide to revert back to it. The EDS does not track or store default deal sheet settings.

Steps:

1. Click your profile.
2. Select **Manage EDS Form**.

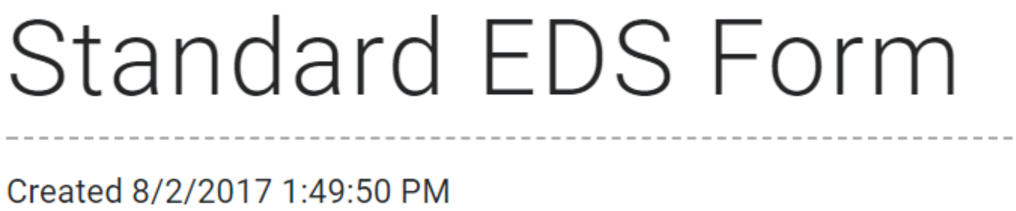


3. Customize the deal sheet as needed.
4. When you are finished, click **Save**.

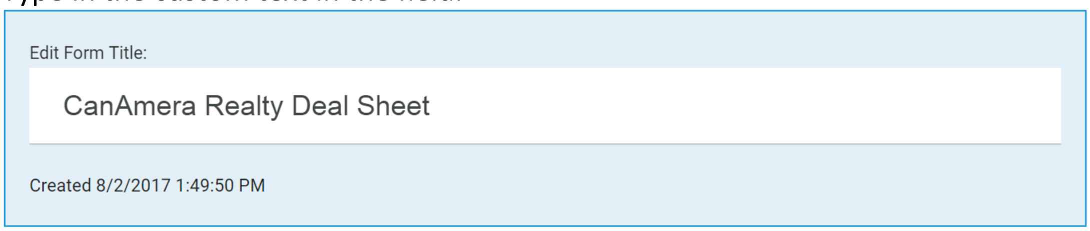


To customize the title, headings and labels, do the following:

1. Click on any titles, headings or labels that need to be customized to change them to edit mode.



2. Type in the custom text in the field.



3. Click **Save** to submit the changes.

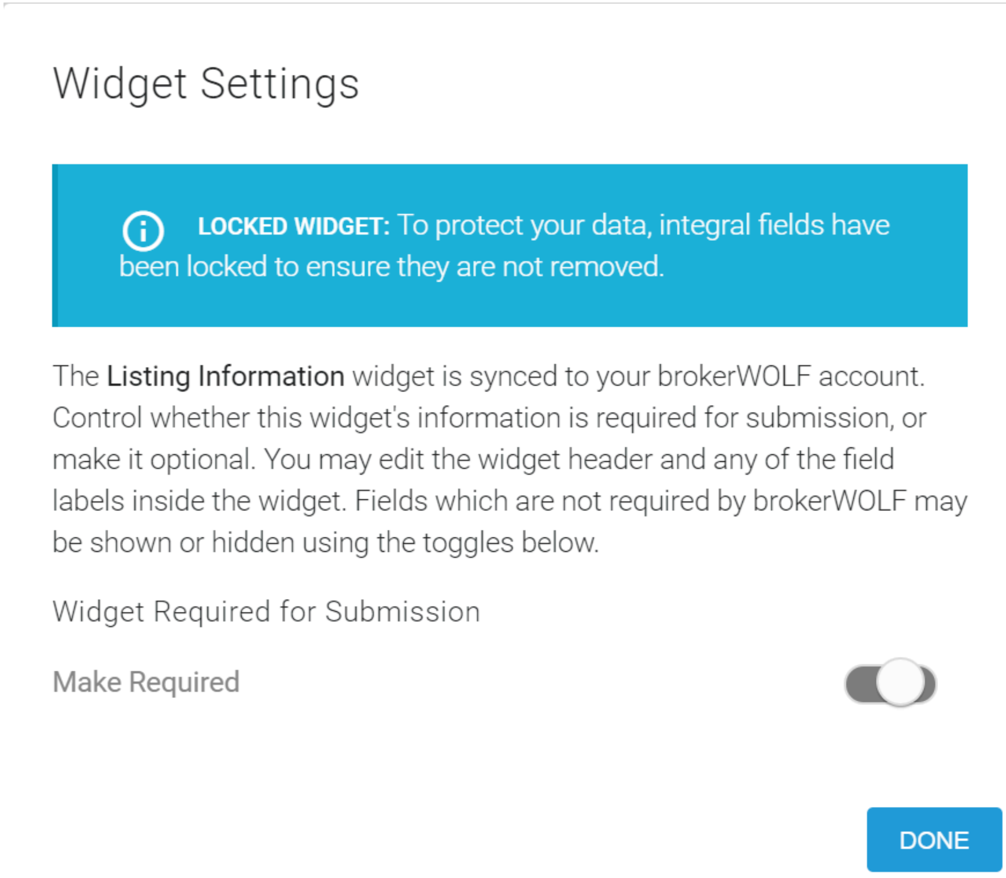
The changes are immediately implemented across all submitted deal sheets for the brokerage.

To customize widgets, do the following:

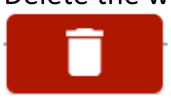
1. Click the menu buttons located at the top of each widget to:
    - Move the widget up and down in the form using the up and down arrows.

      
    - Set the widget as required using the gear icon.

      
    - Required widgets always appear in expanded form on a new deal sheet.



- Delete the widget using the trash can icon.



2. Click **Save** to submit the changes.

The changes are immediately implemented across all submitted deal sheets for the brokerage.

By default, the EDS includes one of each available widget type on the deal sheet. Only one of each widget can be present on the deal sheet at a time. To add a widget back into the EDS after it is deleted, do the following:

1. Navigate to the bottom of the EDS.
2. Click **Add**.

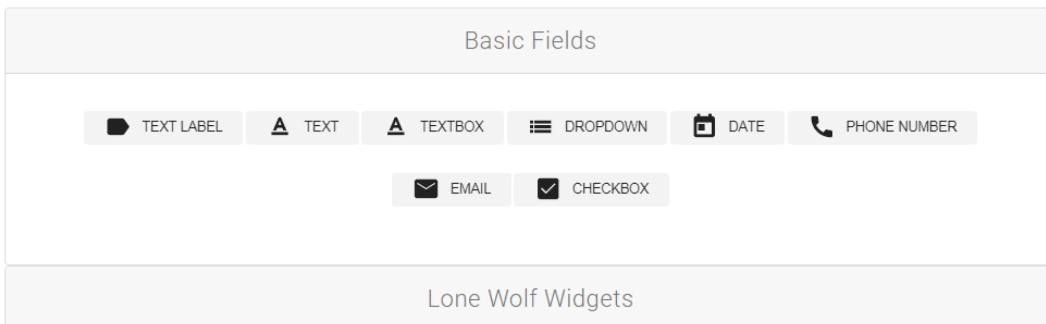
3. Select **Lone Wolf Widgets**.

4. Select the desired widget from the available options, such as: Listing Information, or Deal Information.
5. Click **Save** to implement the changes across all new and submitted deal sheets for the brokerage.

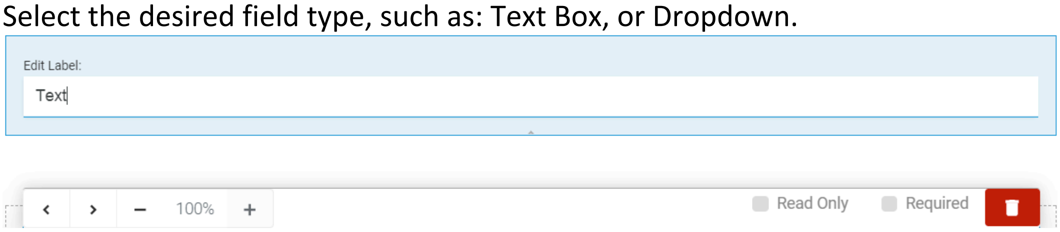
To add custom fields to the deal sheet, do the following:

1. Navigate to the bottom of the EDS.
2. Click **Add**.

3. Select **Basic Fields**.

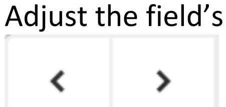


4. Select the desired field type, such as: Text Box, or Dropdown.



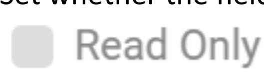
5. Customize the field's appearance:
   - Adjust the field's width using + and –.

   - Adjust the field's position in the EDS using the arrow buttons.

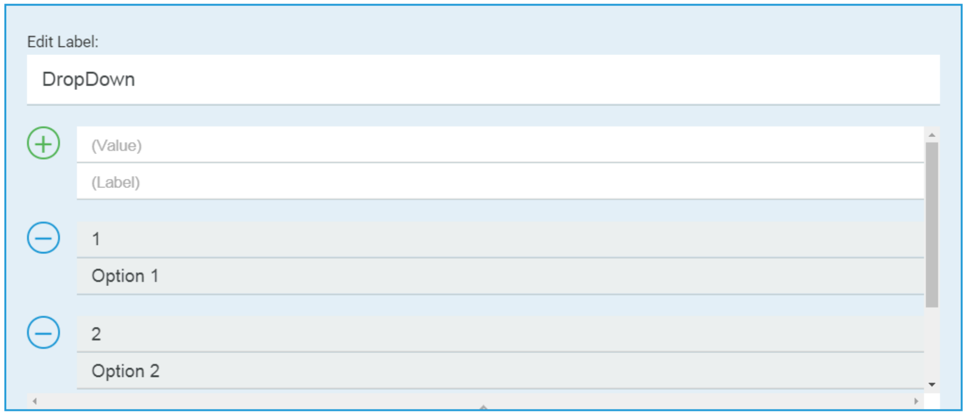


   - Enter a custom field name by typing in the available field.
   - Set whether the field is required for submission using the check box.

   - Set whether the field is read-only using the check box.

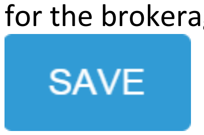


- Certain fields, such as the Dropdown field have additional options specific to their function, such as: number and name of items in the dropdown list.



- Dropdown menu Values are seen only by administrators. They create a permanent EDS database entry for that dropdown menu option that identifies its position in the menu, even if the label attached to the option changes.
- Dropdown menu Labels are seen by all users. They are the actual options that users can select from the dropdown when using the deal sheet. Labels can be edited at any time by administrators, but the values attached to the option do not change.

6. Click **Save** to implement the changes across all new and submitted deal sheets for the brokerage.



Create and Submit a New Deal Sheet

Context:
Antonio just completed the sale of 948 Hollyberry Trail for $400,000.00. He needs to submit the paperwork for the deal to his brokerage as soon as possible. Antonio uses his mobile device to access the Electronic Deal Sheet (EDS) to send the details of the deal to his brokerage electronically.

At the brokerage, the admin reviews the deal sheet, contacts Antonio if necessary to obtain missing information, and can finalize the deal in brokerWOLF if it has all the required information.

Before You Begin:
Required: brokerWOLF, WOLFconnect login to set permissions.
Deal information:

- Offer date
- Close date
- Property type
- Classification
- Street name
- Agent first and last name
- Agent representing
- Agent end count
- Commission amount or percent

Recommended: MLS Integration.

Steps:
Note: After 70 minutes of inactivity, you are automatically logged out of the EDS. If this occurs while you are working on an un-submitted deal sheet, you lose all progress made on the sheet when you log in again.

Note: Be aware that the fields and functions described in this document may appear differently on the deal sheet used by your brokerage.

To create and submit a new deal sheet, do the following:

1. In the EDS, click **New** to open a blank deal sheet.

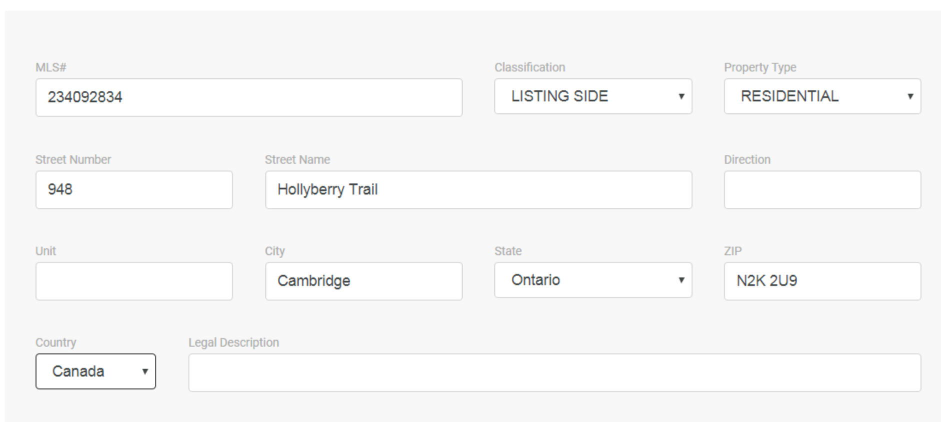
   

2. Locate the appropriate deal sheet *widget* containing the information to be input.

- Groups of related information on the deal sheet are organized into widgets, for example: **Listing** and **Deal**.
- Widgets with required fields display in their expanded form on the deal sheet by default.
- Widgets with optional information appear in a condensed form by default, for example: **Buyer/Seller, Agent Commission, Add Trust/Escrow, Conditions, Business Contact, or Outside Broker Referral**.
- To add the optional widget's information to the deal sheet, click the appropriate add widget button. For example: to add the Trust/Escrow widget, click **Add Trust/Escrow**:

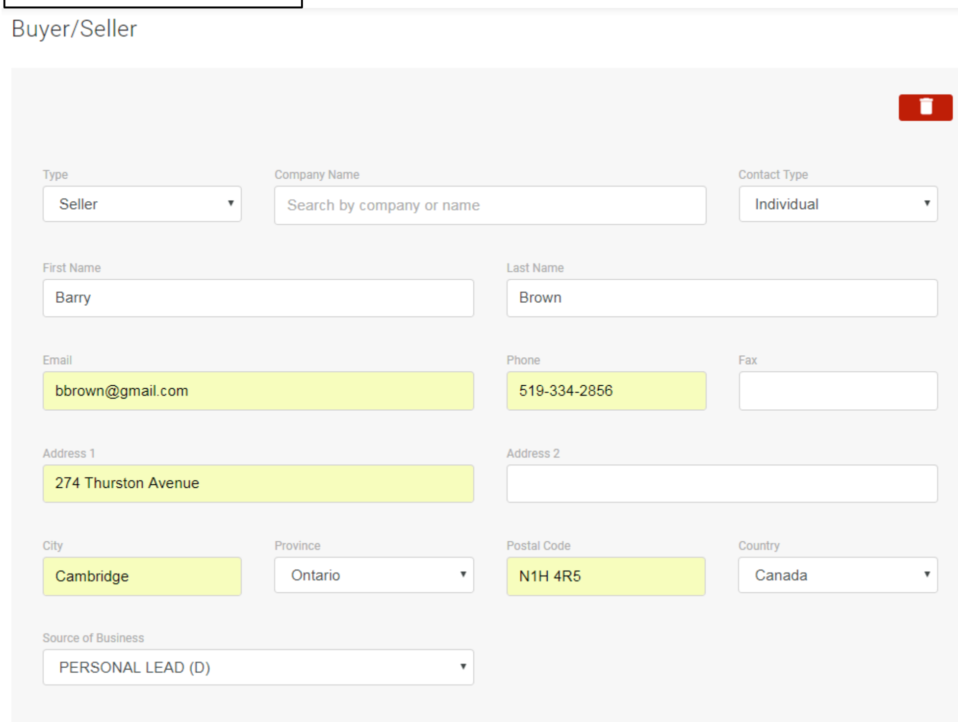
3. Enter the listing information in the **Listing** widget:
   - If you have Lone Wolf's MLS Integration via WOLFconnect, use the **MLS#** field to search for the MLS listing by MLS number, address, or area.
   - The listing information automatically populates the widget fields with information from the feed.
   - **Note**: The information that automatically populates from MLS varies by MLS board.
   - **Required fields**: **Classifications, Property Type, Street Number, Street Name**

Listing Information



4. Enter the buyer and seller Information in the **Buyer/Seller** widget:
   - Use the **Contact Type** field to specify if the buyer or seller is an individual or a corporation.
   - If the buyer or seller represents a company, type in the **Company Name** field to search for available companies.
   - The fields in the Buyer/Seller widget automatically populate with any relevant information about the company.

- If you used the **MLS lookup** function in the Listing widget, and the listing contained buyer or seller information, this information automatically populates in this widget.
- Use the **Representing** field to specify whether the buyer or seller is on the buying or selling side of the deal.
- You can add as many buyers or sellers as needed to a deal sheet by clicking **Add Buyer/Seller**:



5. To enter information about the sell price, offer, close date and commission in the **Deal** widget, do one of the following:
    - Select **Percentage** in the **Buyer or Seller Side Calculation Method** dropdown to enter the commission amount as a percent.
        - The Commission Amount field greys out and you cannot enter information into the field.
        - The Commission Amount field automatically calculates the commission amount based on the amount entered in the Sell Price field.

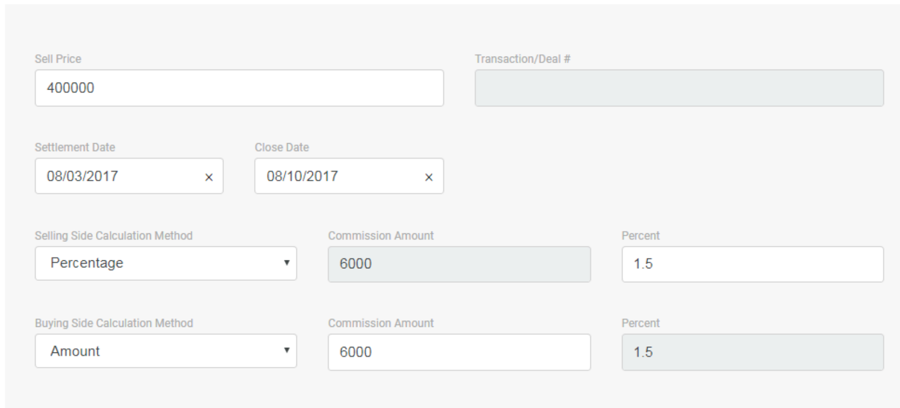
    or

    - Select **Amount** in the **Buyer or Seller Side Calculation Method** dropdown to enter the commission amount as a dollar amount.
        - The Percent field greys out and you cannot enter information into the field.

The Percent field automatically calculates the commission percentage based on the amount entered in the Sell Price field.

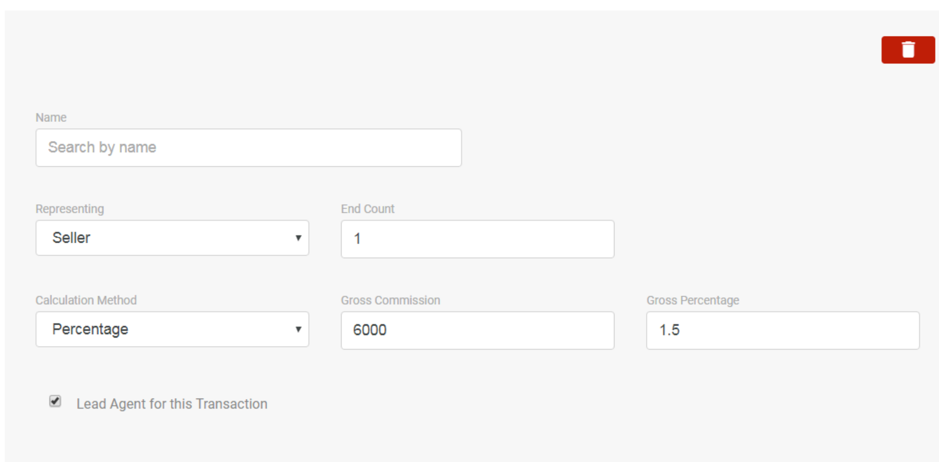
- **Mandatory fields: Offer Date, Close Date, Commission Amount or Percentage.**

Deal Information

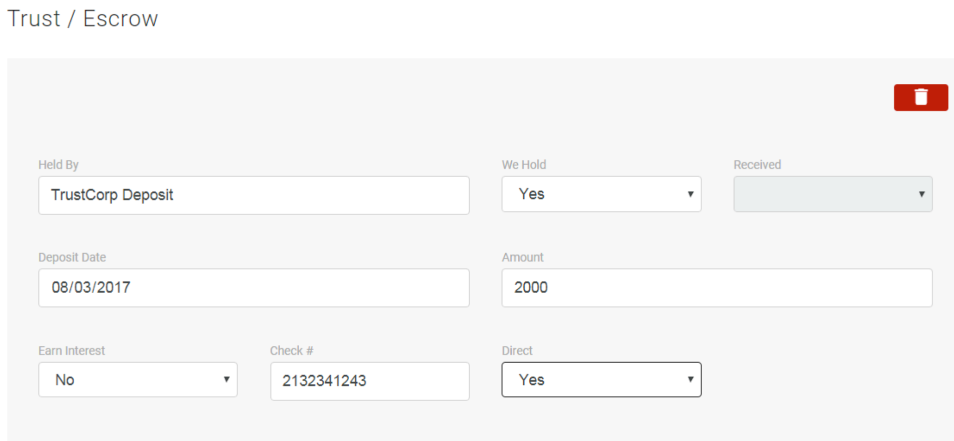


6. Enter information about the agent and their commission in the **Agent** widget:
   - Use the Name field to search for agents in your roster.
   - **Mandatory fields: First Name, Last Name, Representing, End Count, Calculation Method, Gross Percentage or Gross Commission.**
   - You can add as many agents as needed to a deal sheet by clicking **ADD AGENT:**

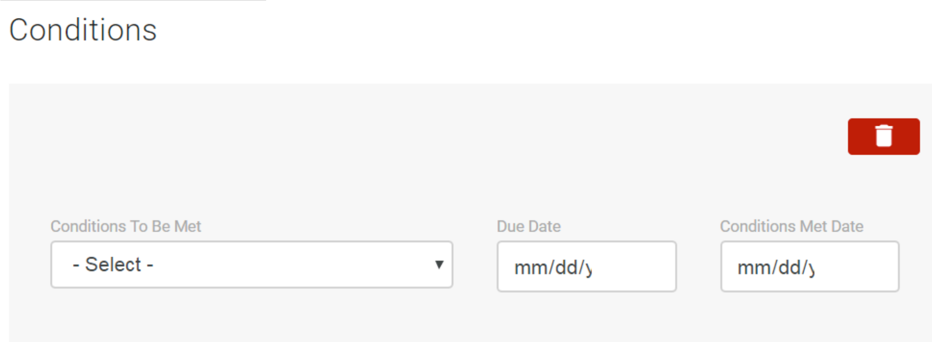
Agent Commission



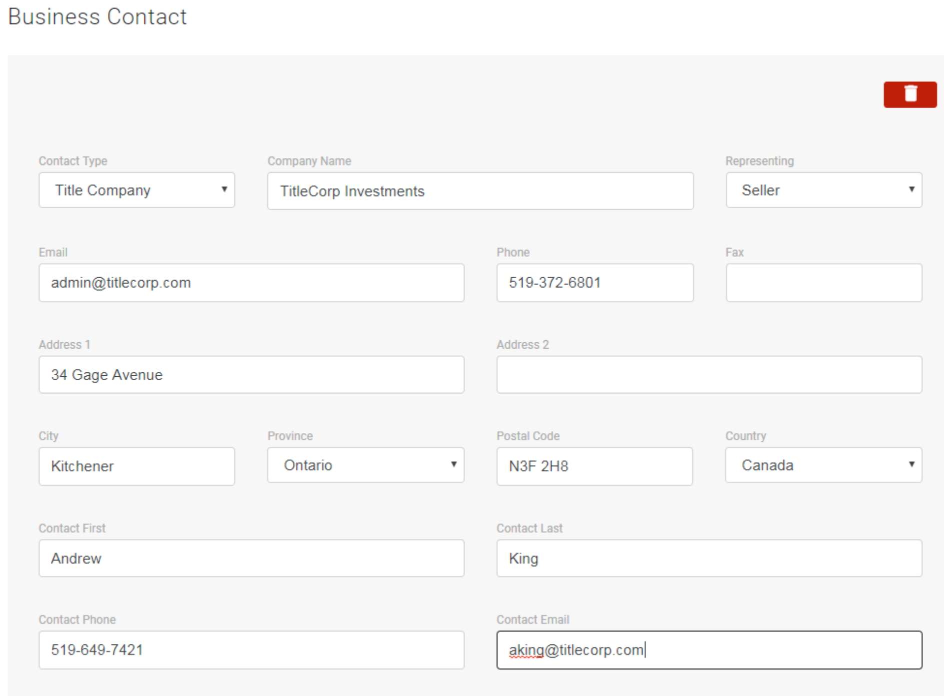
7. Enter information about trust or escrow deposits in the **Trust/Escrow** widget.
   - You can add as much trust or escrow information as needed to a deal sheet by clicking **ADD TRUST/ESCROW:**



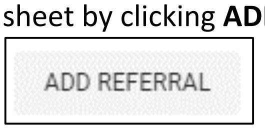
8. Enter information about conditions of sale in the **Conditions** widget.
   - You can add as many conditions as needed to a deal sheet by clicking **ADD CONDITION:**

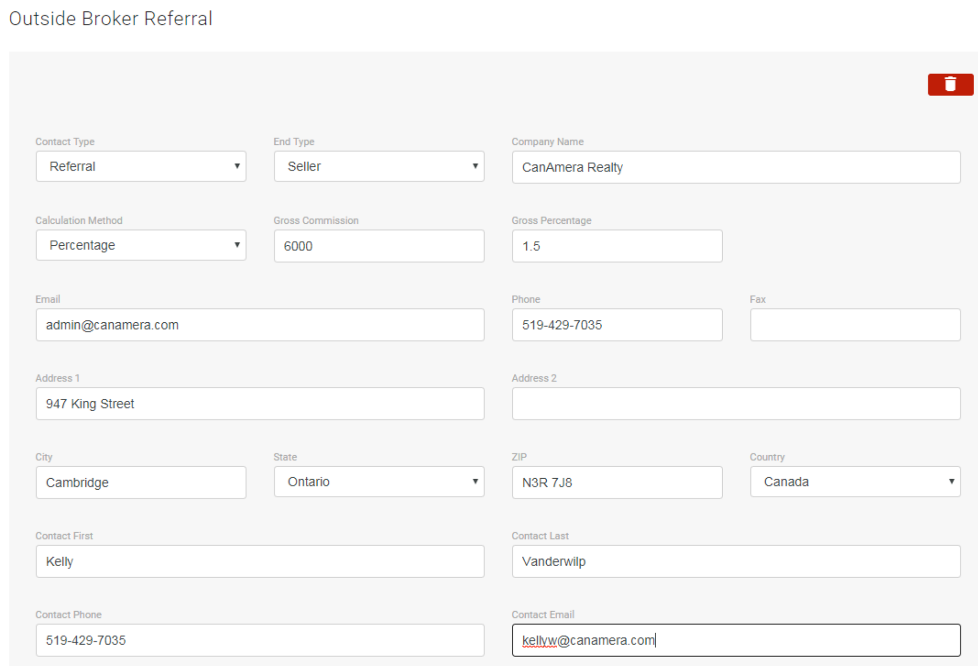


9. Enter information about any business contacts involved in the deal in the **Business Contacts** widget:
   - Use the **Contact Type** field to select the type of business contact.
   - The types of business contacts available vary according to your brokerWOLF system setup.
   - Type in the **Company Name** field to search for available companies.
   - The fields in the Business Contact widget automatically populate with any relevant information about the company.
   - Use the **Representing** field to specify whether the buyer or seller is on the buying or selling side of the deal.
   - You can add as many business contacts as needed to a deal sheet by clicking **ADD BUSINESS CONTACT**:

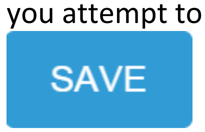


10. Enter information about any referrals or outside brokers involved in the deal in the **Referral** widget:
    - Use the **Contact Type** field to select the type of referral.
    - The types of contacts available vary according to your brokerWOLF system setup.
    - Use the **End Type** field to select which end of the deal the referral is involved with: Buyer or seller.
    - Type in the **Company Name** field to search for available companies.
    - The fields in the Referral widget automatically populate with any relevant information about the company.
    - You can add as many outside brokers or referrals as needed to a deal sheet by clicking **ADD REFERRAL**:





11. Click **Save** to simultaneously save your work and submit the deal sheet to brokerWOLF for long-term storage and review.
    - The deal sheet cannot be submitted until the minimum required information is entered into the deal sheet.
    - The deal sheet displays a message next to any empty required fields if you attempt to submit the deal sheet without filling them.



After saving the deal sheet:
The deal sheet appears directly in [2.1] Transactions in brokerWOLF.

A unique transaction number is assigned by brokerWOLF when the deal sheet is submitted and arrives in [2.1] in brokerWOLF.

The deal information is retrievable and editable at any time after being submitted, until the deal is *finalized* by an administrator in brokerWOLF.

Search, Sort and Filter the List of Deals

Context:
Antonio submitted a deal sheet, and later obtained additional buyer and seller information that he needs to enter into the sheet. He accesses the Electronic Deal Sheet (EDS) and searches his list of deals for the sheet to update.

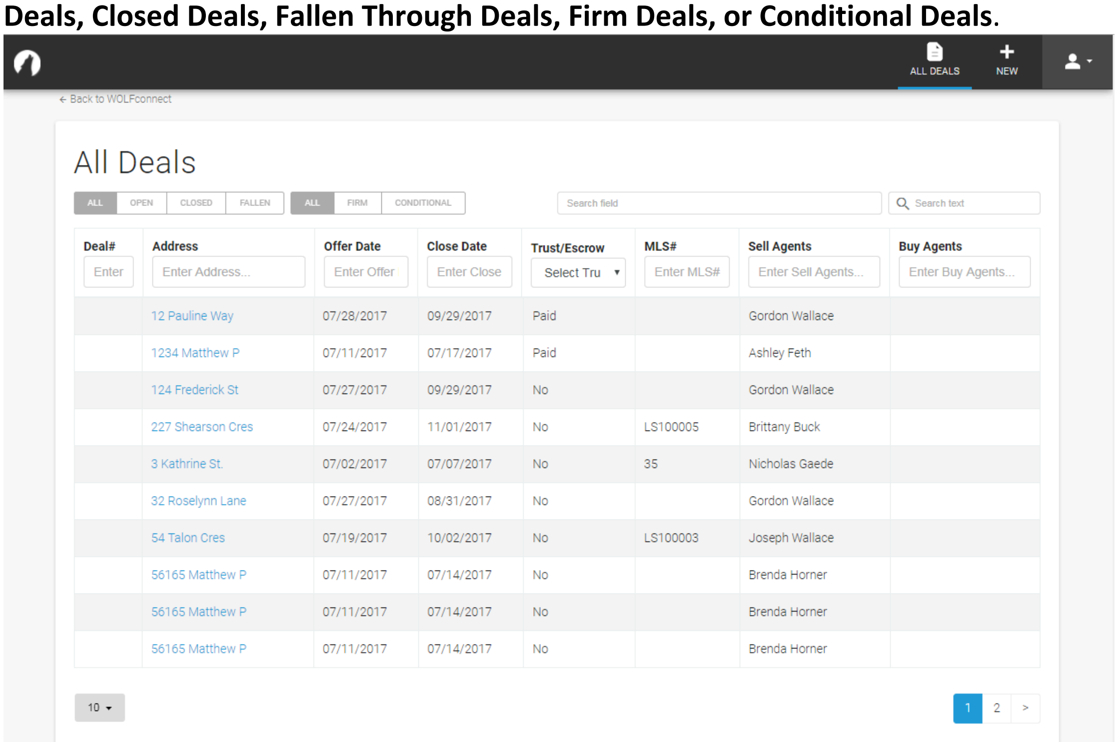
Before You Begin:

- Required: brokerWOLF, WOLFconnect login to set permissions.
- Recommended: MLS Integration.

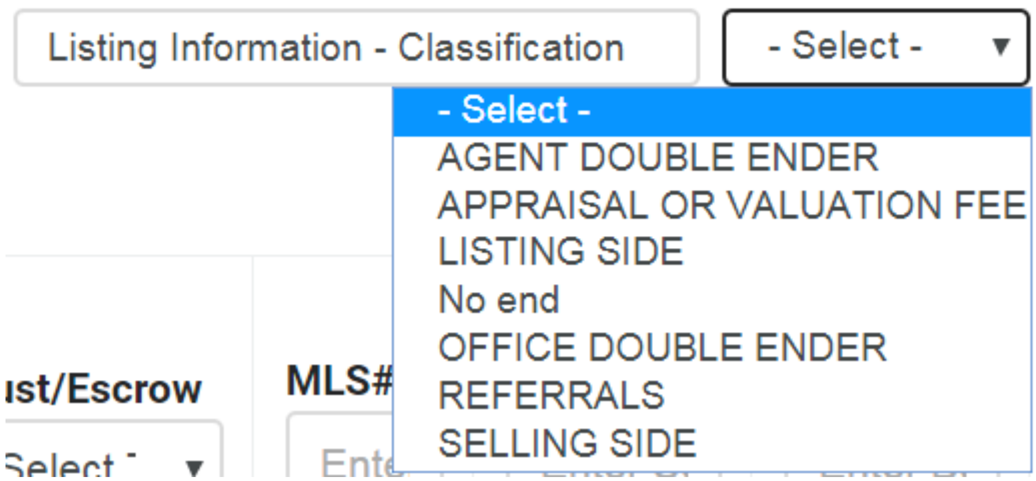
Content:
By default, you see the **All Deals** page when you log in. The All Deals page contains a variety of options for searching, sorting, and filtering your list of available deals. The list of available deals in All Deals varies depending on the level of WOLFconnect access credentials you have.

Steps:
To search, sort, and filter the list of deals, do the following:

1. Use the status filters, to search by the deal's status. The filters are: **All Deals, Open Deals, Closed Deals, Fallen Through Deals, Firm Deals, or Conditional Deals**.

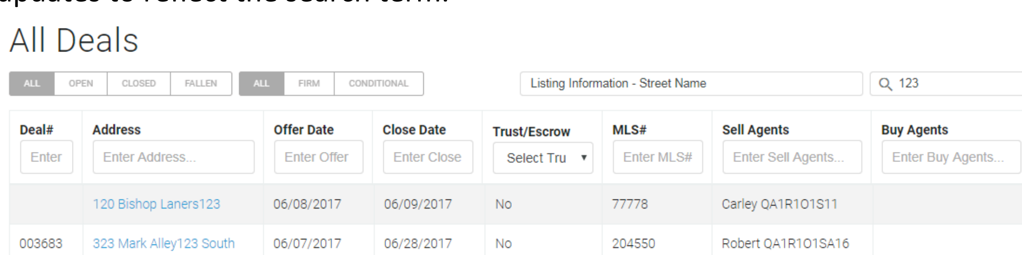


2. Use the column header filters to input search parameters. The filters are: **Deal Number, Listing Address, Offer Date, Close Date, Trust/Escrow, MLS Number, Listing Side agent, or Selling Side agent.**
    - For example: Antonio knows that the deal he is working on has the trust/escrow paid on it. He clicks the **Trust/Escrow** dropdown filter and selects **Paid** from the list of options.
3. Use the **Search Field** and **Search Text** fields to sort the list of deals according to populated fields in the deal sheet, for example: all deals that are in a certain city or area.
    - The **Search Text** field changes its appearance depending on what is selected in the Search Field field.
    - If the option in **Search Field** has a dropdown, such as: **Listing Classification**, Search Text takes the form of a dropdown.



    - When you select an option from the dropdown, such as: **Agent Double Ender**, the list of deals automatically updates to reflect the selection.
    - If the option in Search Field is a freeform text field, such as: **Listing Address**, Search Text takes the form of a text field.

    - When you type a search term in Search Text, the list of deals automatically updates to reflect the search term.



4. The list of available deals is re-filtered according to the search parameters.
5. Click the **Address** field of the required deal to access the deal sheet.

Edit a Submitted Deal Sheet

Context:
Antonio submitted a deal sheet, and later obtained additional buyer and seller information that he needs to enter into the sheet. He accesses the Electronic Deal Sheet (EDS) and searches his list of deals for the sheet to update. Antonio locates the widget with the additional information he needs to update, enters the information, and re-submits the deal sheet.

Before You Begin:

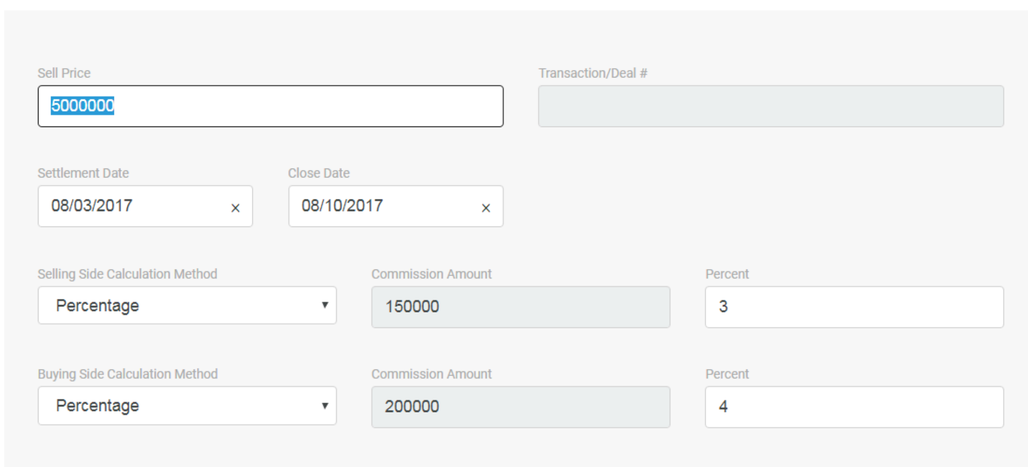
- Required: brokerWOLF, WOLFconnect login to set permissions.
- Recommended: MLS Integration.

Content:
After a deal sheet is submitted to brokerWOLF, but before it is finalized, all fields within the EDS can be updated and edited. After the deal sheet is finalized, the deal sheet cannot be edited.

Steps:
To edit a submitted deal sheet, do the following:

1. Locate the widget containing the information that you need to add or edit.
2. If the widget is required, locate the field within that widget that you need to edit or update.

Deal Information



3. If the widget is optional, click **Edit** to change the widget fields from locked to editable.
4. Locate the field within that widget that you need to edit or update.
5. Click **Save** within the widget to revert the widget back to being locked.

6. Click **Save** to save your work and submit the updates to brokerWOLF.

Synchronize Deal Sheets with brokerWOLF

Context:
Deals in the Electronic Deal Sheet (EDS) are synchronized automatically with brokerWOLF as they are updated. If a deal is entered into brokerWOLF or EDS, and either system is experiencing connection difficulties, the deal may not sync. In this case, the brokerWOLF admin uses the manual sync function to re-sync the deals without creating duplicates.

Prerequisites:
brokerWOLF administrator credentials

Content:

Steps:
To manually sync deals in brokerWOLF with the EDS, do the following:

1. Log in to **brokerWOLF** as an administrator.
2. Navigate to **2.U.2**. **- Trade/Transaction Upload**.
3. Click **Synchronize EDS**.
4. Use the **calendar** option to select the date range that you want to re-sync the deals from. By default, the date range has a maximum range of 7 days. For example: June 1, 2017 to June 6, 2017.
5. A report is automatically generated, displaying all updated or added EDS records.

Note: For best results, when using 2.U.2 – Trade/Transaction Upload, Lone Wolf recommends using as small of a date range as possible, ideally focused on the range of time when the connection difficulty occurred.

Re-syncing a limited number of deals

Lone Wolf recommends using the 2.U.2 – Trade/Transaction Upload functionality only in the event of connection difficulties.

If you need to re-sync a limited number of deals, it is recommended that that you:

1. Navigate to **2.1 - Transactions**.
2. Locate the deal you need to re-sync.
3. Make a change in the deal information. For example: add a space character to an empty field.
4. Click **Store** to re-sync that deal's information with the EDS.
5. Repeat steps 1 to 4 for any other deals you need to re-sync.

Add Documents and Notes to an Existing Deal Sheet

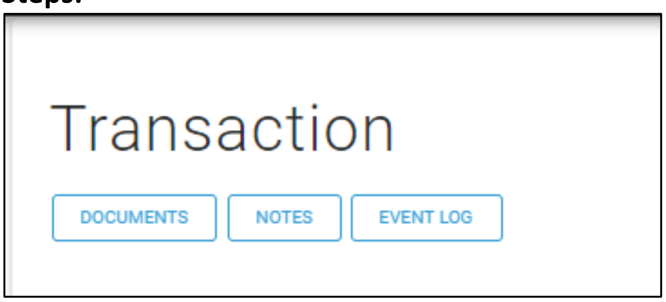
Context:
Antonio submitted a deal sheet via the Electronic Deal Sheet (EDS), and emailed digital copies of the deal documentation to his office to be attached to the deal via loadingDOCS. Now, Antonio needs to check the deal's documentation to ensure it is complete. He logs in to the EDS and uses the deal sheet's documents functionality to access loadingDOCS and view his documents.

Prerequisites:
brokerWOLF, WOLFconnect, loadingDOCS.

Content:
The EDS features connectivity with WOLFconnect, allowing agents and admins to access any notes that were added to the deal sheet. If their brokerage has purchased the loadingDOCS product, agents and admins with appropriate credentials can access digitally stored documents associated with a particular deal.

Note: It is recommended that you log in to WOLFconnect before using this functionality, so you will not need to log in separately to the EDS as well. If you log in to EDS first, you still need to log in separately to WOLFconnect to view the documents and notes.

Steps:



To add notes to a deal sheet, do the following:

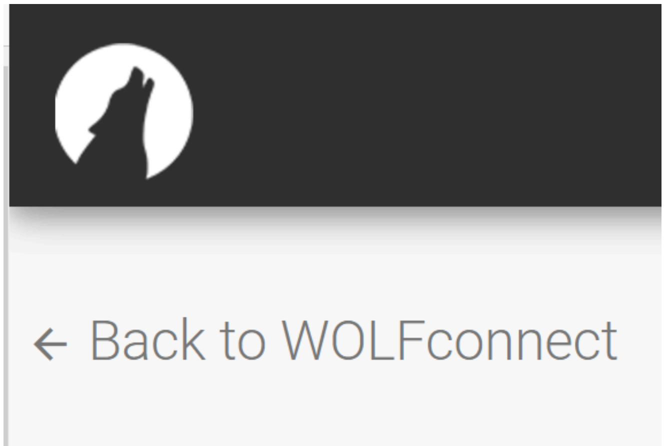
1. In the EDS, click **Notes** in the top left corner of an existing deal sheet.
2. If prompted, log in to WOLFconnect.
3. In WOLFconnect, you see the Notes Tab of the deal.

To add documents to a deal sheet, do the following:

1. Click on **Documents** in the top left corner of an existing deal sheet.
2. If prompted, log in to WOLFconnect.
3. In WOLFconnect, you see the Documents and Tasks Tab of the deal.

Note: The WOLFconnect login prompt appears in the same web browser tab you are currently using. To continue working on the deal sheet while accessing notes and documents, it is recommended that you right click on Notes/Documents in the EDS and open the link in a new tab or window.

- In the EDS, you can return to WOLFconnect at any time by clicking **Go Back to WOLFconnect**.



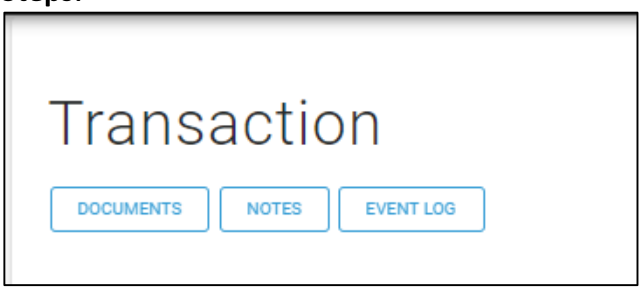
Review Changes to a Deal Sheet

Context:
Antonio submitted a deal sheet to the brokerage via the Electronic Deal Sheet (EDS). At the office, the admin reviews the deal sheet, and adds more information to the sheet. The admin contacts Antonio and asks him to review the changes. Antonio logs in to the EDS, locates the deal sheet and uses the Event Logs feature to quickly view the changes made by the admin.

Prerequisites:
brokerWOLF

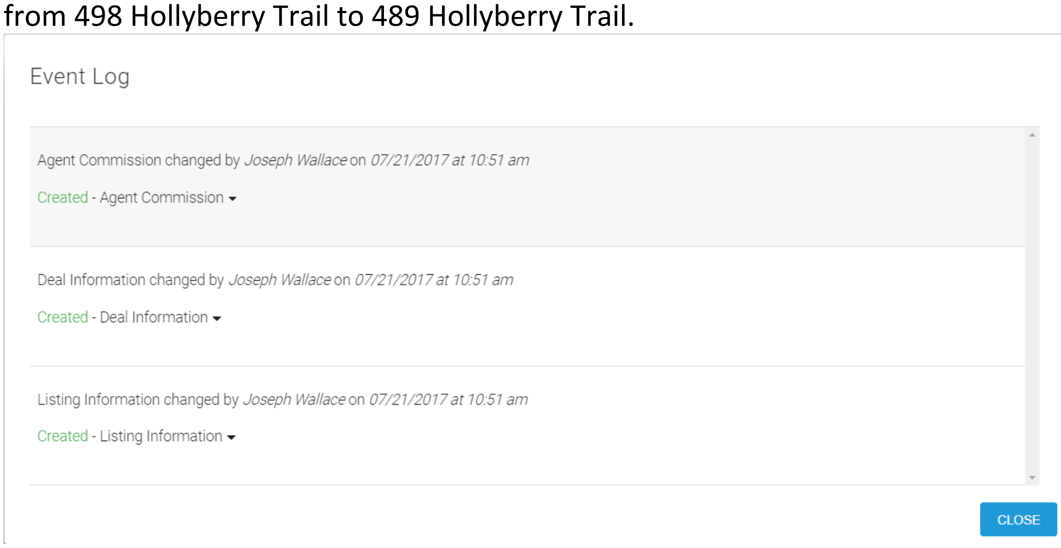
Content:
The EDS has a built-in Event Log feature that enables agents and admins to review any changes made to a deal sheet.

Steps:

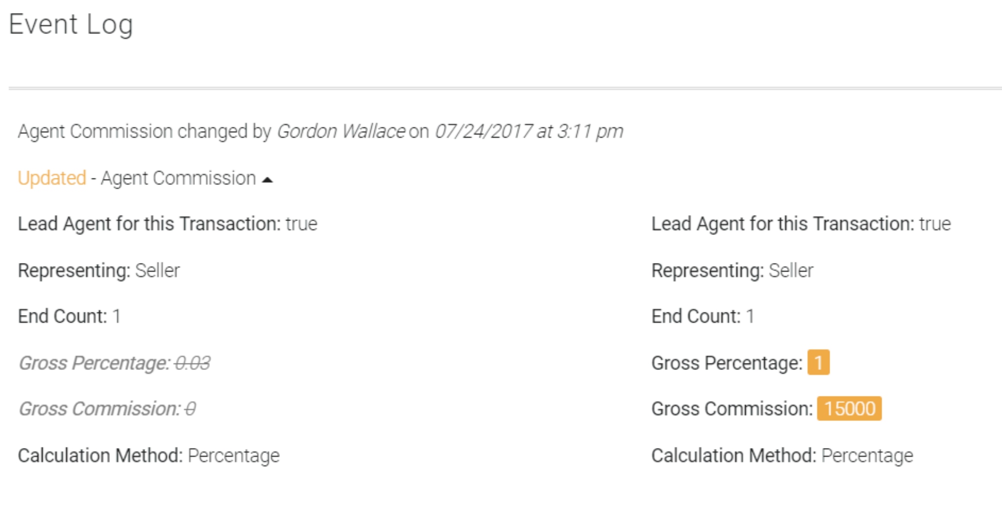


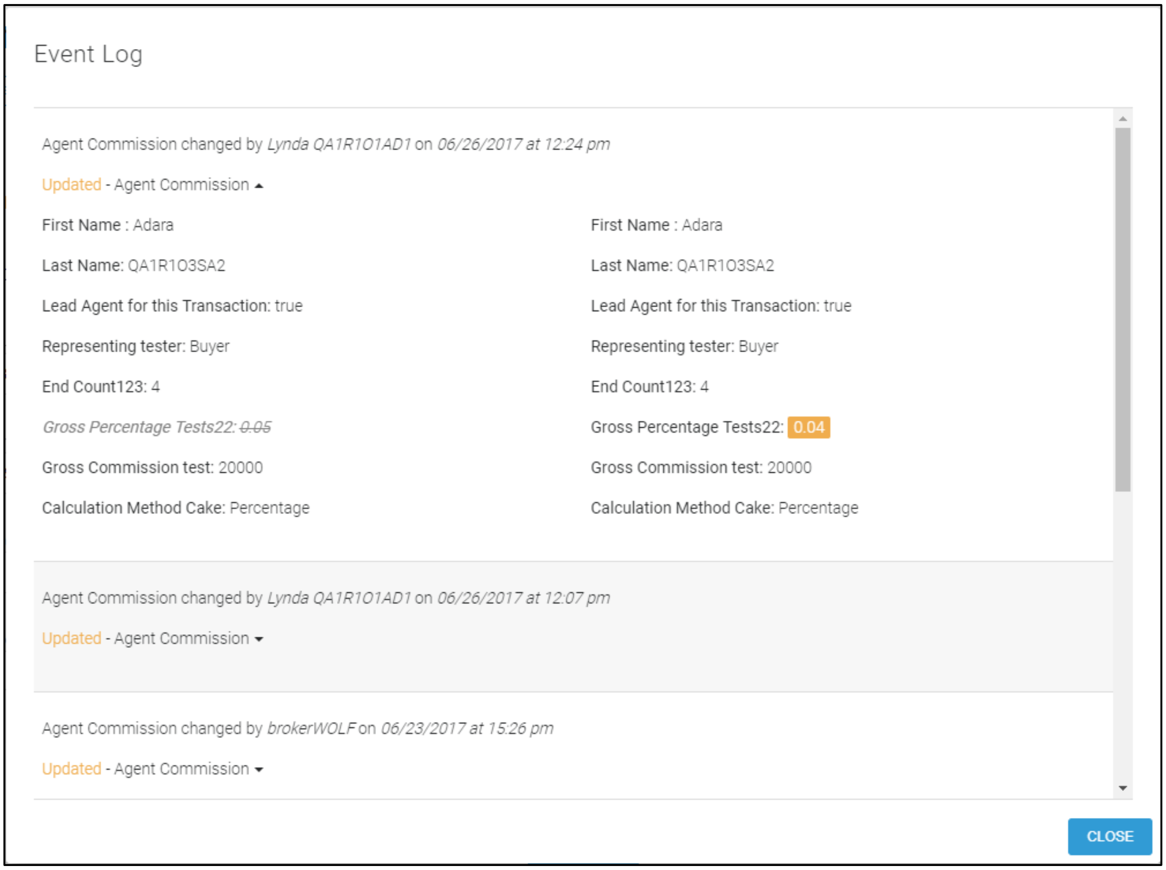
To review changes to an existing deal sheet, do the following:

1. In the deal sheet, click **Event Log**.
2. A popup window appears, displaying information about any changes made to the deal sheet. For example: the admin changed the value of the listing address field from 498 Hollyberry Trail to 489 Hollyberry Trail.



3. Each Event Log entry displays the date and the name of the user that updated the deal sheet.
4. If you need more detailed information, click on the arrow next to a log entry to expand the summary view.
    - The expanded view displays all the information fields in the widget where the change occurred.
    - The left column of the Event Log shows the original values of the fields.
    - Fields that were changed are struck out.
    - The right column of the Event Log shows the updated values of the fields.
    - Fields that were changed have the new value displayed in a yellow box.




Event Log
Agent Commission changed by Lynda QA1R1O1AD1 on 06/26/2017 at 12:24 pm
Updated - Agent Commission
First Name : Adara
Last Name: QA1R1O3SA2
Lead Agent for this Transaction: true
Representing tester: Buyer
End Count123: 4
Gross Percentage Tests22: ~~0.05~~
Gross Commission test: 20000
Calculation Method Cake: Percentage
First Name : Adara
Last Name: QA1R1O3SA2
Lead Agent for this Transaction: true
Representing tester: Buyer
End Count123: 4
Gross Percentage Tests22: 0.04
Gross Commission test: 20000
Calculation Method Cake: Percentage
Agent Commission changed by Lynda QA1R1O1AD1 on 06/26/2017 at 12:07 pm
Updated - Agent Commission
Agent Commission changed by brokerWOLF on 06/23/2017 at 15:26 pm
Updated - Agent Commission
CLOSE

Glossary of Terms

Fields (EDS):

- Areas of the Electronic Deal Sheet (EDS) requiring input from agents or administrators, for example: **Street Name**.

Heading (EDS):

- A title indicator explaining the contents of a widget, for example: **Listing Information**.

Labels (EDS):

- A title indicator explaining the contents of a particular field, for example: **Street Name**.

Widget (EDS):

- A grouping of related headings, labels and fields in a clearly marked area of the deal sheet. For example, all fields related to a listing are contained in the Listing Information widget.
- Widgets containing required deal sheet information cannot be added or deleted.
- All other widgets can be added or deleted from the Electronic Deal Sheet (EDS).