

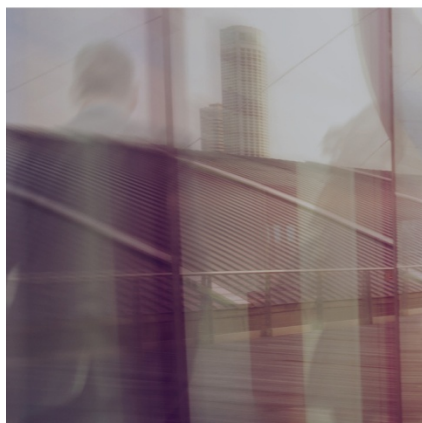
# BrokerTOOLS

Transaction Transfer in Broker Tools








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## Transaction Transfer in Broker Tools

When an agent leaves your office and your association/MLS has the “transaction transfer” feature turned on, all the transactions that were created under that agent will be transferred to the Super User associated with that agent’s office. As a Super User, you may want to transfer those to another agent, to yourself or back to the previous agent.

1. Select the  icon from the menu at the left.
2. Select **Transaction Transfer**.
3. The transactions that have been transferred to the Super User will display. Select the transactions to be transferred by selecting  selection icon to the right of the transaction.
4. Select the  icon at the upper right.
5. If there are any transactions that were selected that you want to remove from the transfer, select the  icon to the right of the transaction to remove it.
6. Select the  icon to begin the transfer process.
7. Select the appropriate option:
  - Transfer to me.
  - Transfer to the Previous Agent (transfers transactions back to the terminated agent).
  - Transfer to another Agent. This option will allow you to select the office and agent to Transfer the selected transaction(s) to.
8. Select **Transfer** to finalize the process.