

Selecting Forms or Documents for Authentisign

We've given you the ability to launch a signing using one or more selected forms or documents from various places within the system, including TransactionDesk, InstanetForms and DocBox.

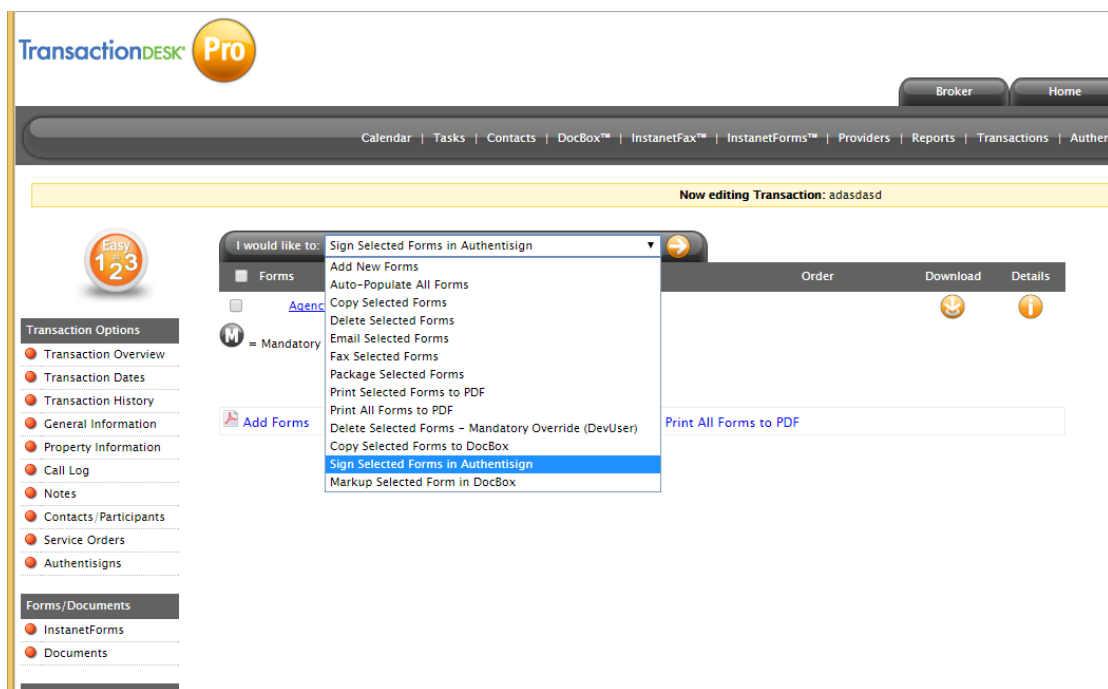
- From the forms list within a transaction.
- From the document list within a transaction.
- Individual forms outside a transaction.
- Documents withing custom or transaction folders within the documents or DocBox section of the system.

The menu items have been added in both Pro and Lite.

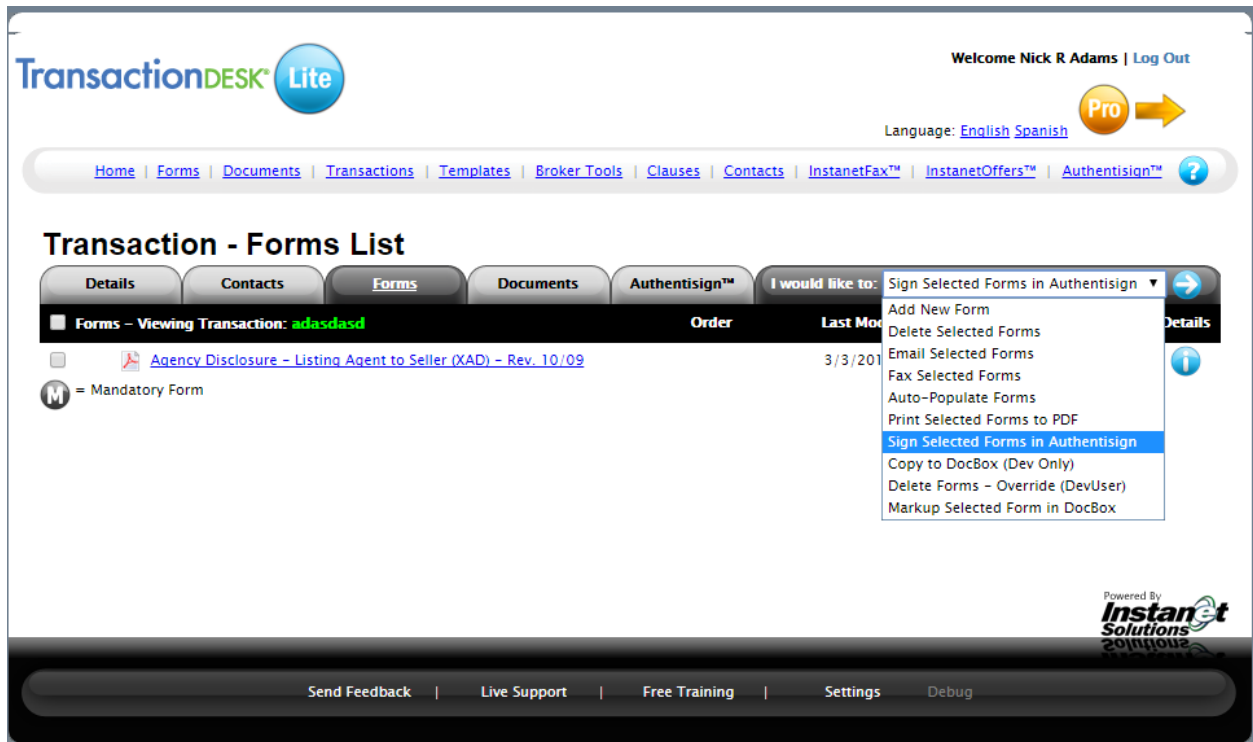
The screenshots below show the various places the new menu item is being added. It's a small addition that should make things a bit easier for you to start a signing.

Please remember, once you've started setting-up a signing, you can add any form or document, in your account, to a signing. So, if you add forms and later want to add documents or simply forgot to add a form or document to the signing, you can still add it while in Authentisign.

1. Start a signing using selected transaction forms in Pro.

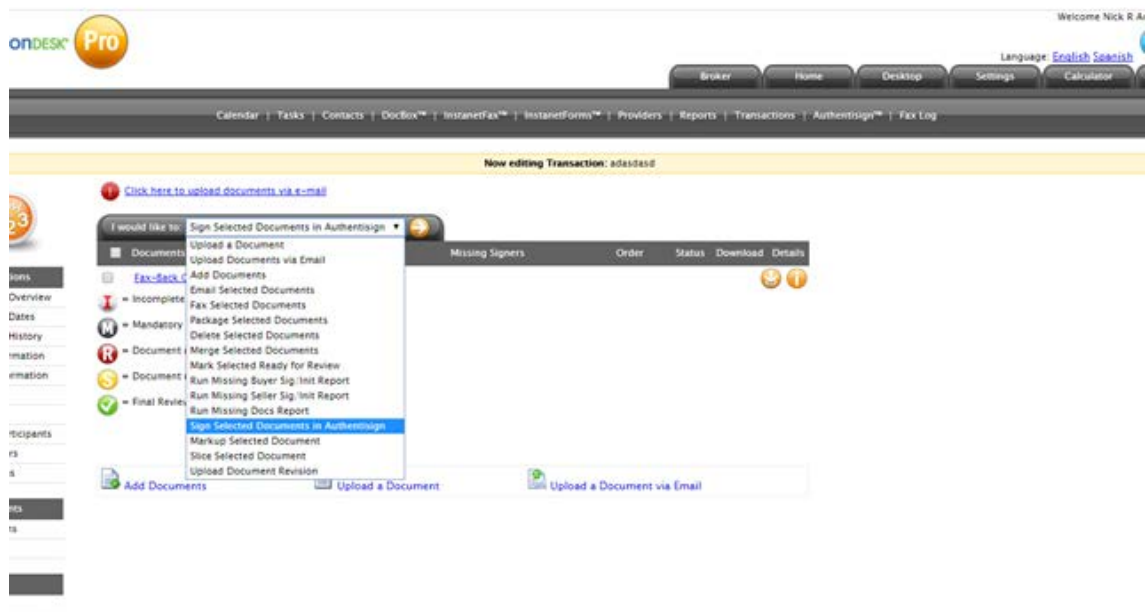


2. Start a signing using selected forms in Lite.



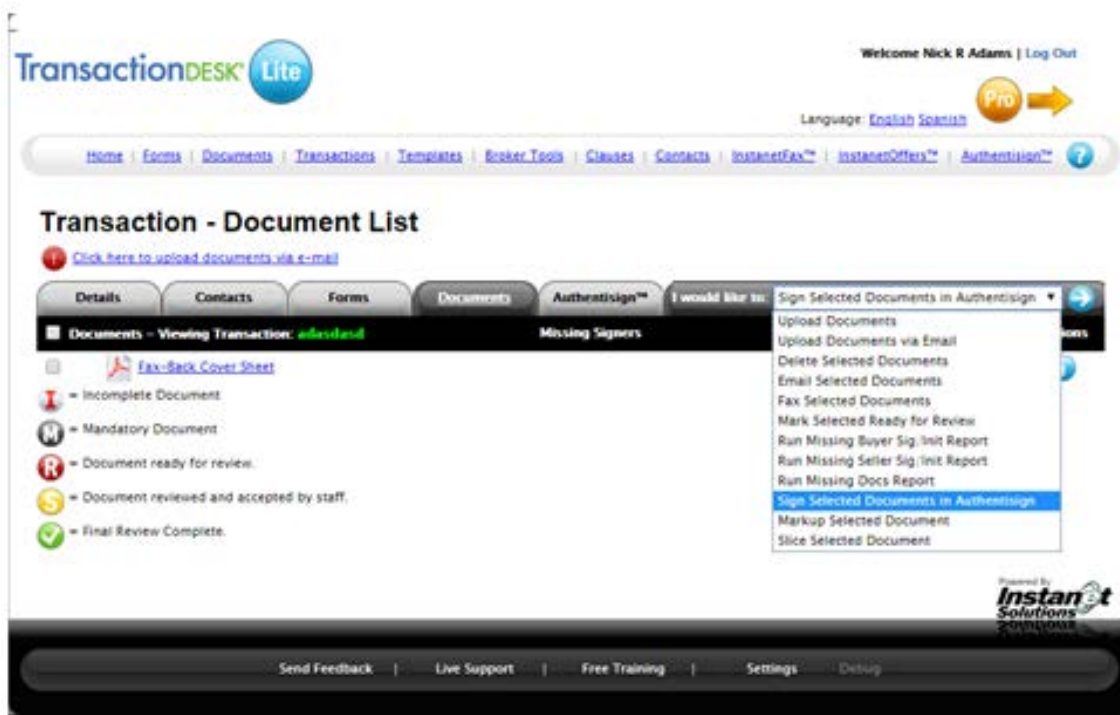
The screenshot shows the TransactionDESK Lite web application. At the top, it says "Welcome Nick R Adams | Log Out" and "Language: English Spanish". Below the navigation bar, the "Forms" tab is selected. A dropdown menu is open for the "I would like to:" button, showing options like "Sign Selected Forms in Authentisign", "Add New Form", "Delete Selected Forms", "Email Selected Forms", "Fax Selected Forms", "Auto-Populate Forms", "Print Selected Forms to PDF", "Copy to DocBox (Dev Only)", "Delete Forms - Override (DevUser)", and "Markup Selected Form in DocBox". The "Sign Selected Forms in Authentisign" option is highlighted.

3. Start a signing using selected documents from a transaction in Pro.

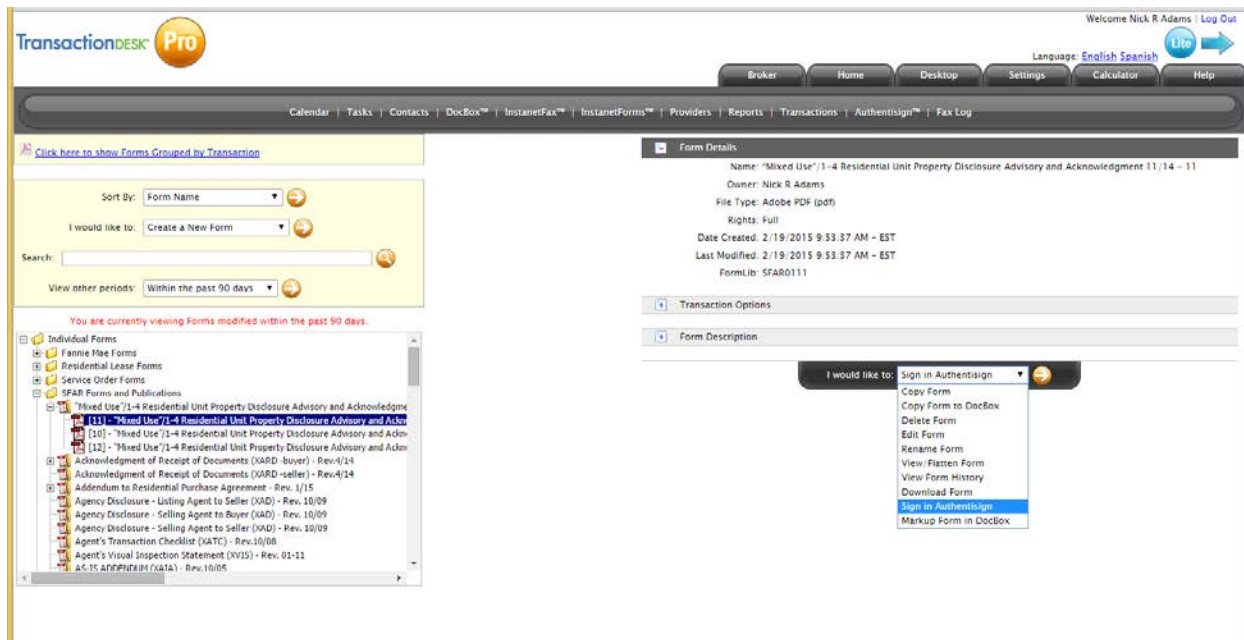


The screenshot shows the onDESK Pro web application. At the top, it says "Welcome Nick R Adams". Below the navigation bar, the "Documents" tab is selected. A dropdown menu is open for the "I would like to:" button, showing options like "Sign Selected Documents in Authentisign", "Upload a Document", "Upload Documents via Email", "Add Documents", "Email Selected Documents", "Fax Selected Documents", "Package Selected Documents", "Delete Selected Documents", "Merge Selected Documents", "Mark Selected Ready for Review", "Run Missing Buyer Sig Init Report", "Run Missing Seller Sig Init Report", "Run Missing Docs Report", "Markup Selected Document", "Slice Selected Document", and "Upload Document Revision". The "Sign Selected Documents in Authentisign" option is highlighted.

4. Start a signing using selected documents from a transaction in Lite.



5. Start a signing using an individual form in Pro.

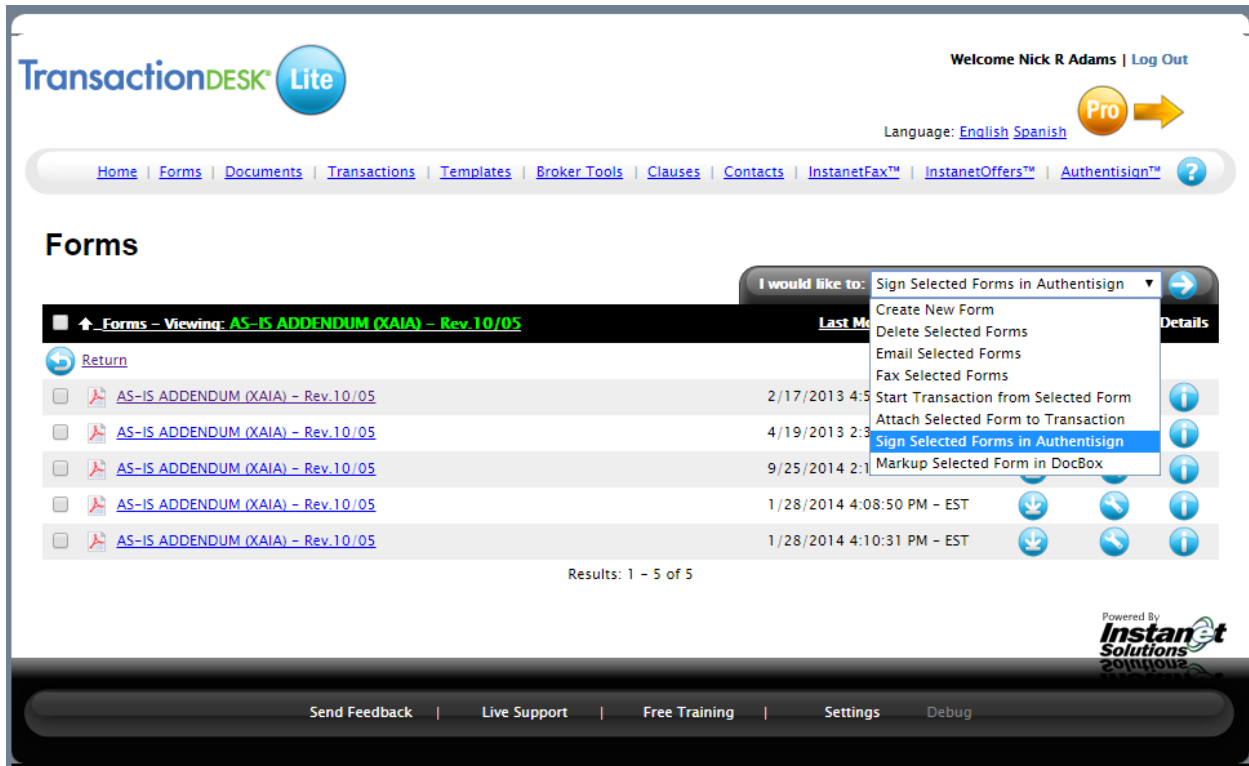


The screenshot displays the TransactionDESK Pro web application interface. At the top, the user is logged in as Nick R. Adams. The main navigation bar includes links for Broker, Home, Desktop, Settings, Calculator, and Help. Below this, a secondary navigation bar lists various transaction-related functions like Calendar, Tasks, Contacts, DocBox, and InstantFax.

The left sidebar contains a tree view of form categories. Under 'Individual Forms', several specific forms are listed, including 'Mixed Use' forms and 'Agency Disclosure' forms. One form, 'Mixed Use' 1-4 Residential Unit Property Disclosure Advisory and Acknowledgment, is highlighted.

The main content area shows the details of the selected form. It includes the form name, owner (Nick R. Adams), file type (Adobe PDF), and creation/modification dates. Below this, there are sections for 'Transaction Options' and 'Form Description'. A dropdown menu is open, showing options such as 'Sign in Authentisign', 'Copy Form', 'Copy Form to DocBox', 'Delete Form', 'Edit Form', 'Rename Form', 'View Flatten Form', 'View Form History', 'Download Form', 'Sign in Authentisign', and 'Markup Form in DocBox'. The 'Sign in Authentisign' option is currently selected.

6. Start a signing from an individual form in Lite.



TransactionDESK Lite

Welcome Nick R Adams | Log Out

Language: English Spanish **Pro**

Home | Forms | Documents | Transactions | Templates | Broker Tools | Clauses | Contacts | InstanetFax™ | InstanetOffers™ | Authentisign™ ?

Forms

I would like to: Sign Selected Forms in Authentisign

- Create New Form
- Delete Selected Forms
- Email Selected Forms
- Fax Selected Forms
- Start Transaction from Selected Form
- Attach Selected Form to Transaction
- Sign Selected Forms in Authentisign**
- Markup Selected Form in DocBox

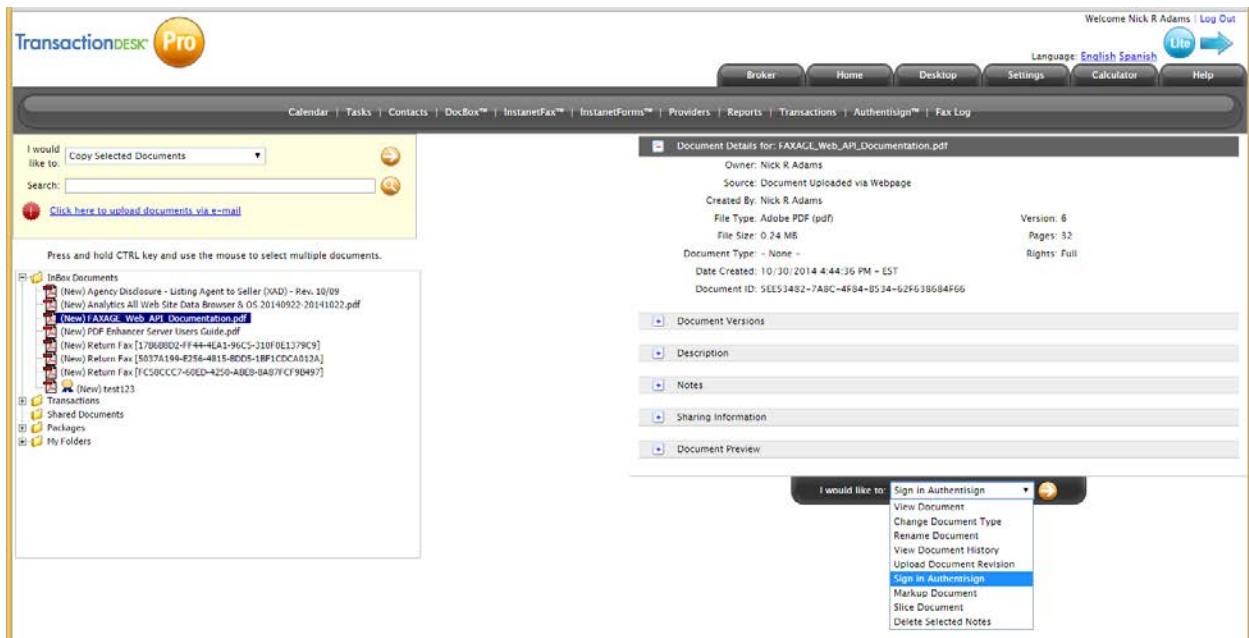
Forms - Viewing: AS-IS ADDENDUM (XAIA) - Rev.10/05	Last Modified	Details
Return		
<input type="checkbox"/> AS-IS ADDENDUM (XAIA) - Rev.10/05	2/17/2013 4:5	Details
<input type="checkbox"/> AS-IS ADDENDUM (XAIA) - Rev.10/05	4/19/2013 2:3	Details
<input type="checkbox"/> AS-IS ADDENDUM (XAIA) - Rev.10/05	9/25/2014 2:1	Details
<input type="checkbox"/> AS-IS ADDENDUM (XAIA) - Rev.10/05	1/28/2014 4:08:50 PM - EST	Details
<input type="checkbox"/> AS-IS ADDENDUM (XAIA) - Rev.10/05	1/28/2014 4:10:31 PM - EST	Details

Results: 1 - 5 of 5

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7. Start a signing from DocBox in Pro.



TransactionDESK Pro

Welcome Nick R Adams | Log Out

Language: English Spanish **Pro**

Broker | Home | Desktop | Settings | Calculator | Help

Calendar | Tasks | Contacts | DocBox™ | InstanetFax™ | InstanetForms™ | Providers | Reports | Transactions | Authentisign™ | Fax Log

I would like to: Copy Selected Documents

Search:

[Click here to upload documents via e-mail](#)

Press and hold CTRL key and use the mouse to select multiple documents.

Inbox Documents

- (New) Agency Disclosure - Listing Agent to Seller (IAD) - Rev. 10/09
- (New) Analytics All Web Site Data Browser & OS 20140922-20141022.pdf
- (New) FAX-Web-App-Documentation.pdf
- (New) PDF Enhancer Server Users Guide.pdf
- (New) Return Fax [17868002-ff44-4EA1-96C5-310F0E1379C9]
- (New) Return Fax [5037A198-E256-4B15-8C05-18F1CDA012A]
- (New) Return Fax [7C58CCC7-60ED-4250-AB03-9A87CF90497]
- (New) test123

Transactions

- Shared Documents
- Packages
- My Folders

Document Details for: FAXACL_Web_App_Documentation.pdf

Owner: Nick R Adams
Source: Document Uploaded via Webpage
Created By: Nick R Adams
File Type: Adobe PDF (pdf)
File Size: 0.24 MB
Document Type: - None -
Date Created: 10/30/2014 4:44:36 PM - EST
Document ID: 5EE53482-7A8C-4F84-B534-62F638684F66

Version: 6
Pages: 32
Rights: Full

Document Versions

Description

Notes


Sharing Information

Document Preview



I would like to: Sign in Authentisign


- View Document
- Change Document Type
- Rename Document
- View Document History
- Upload Document Revision
- Sign in Authentisign**
- Markup Document
- Slice Document
- Delete Selected Notes

8. Start a signing from Documents in Lite.





Welcome Nick R Adams | [Log Out](#)

Language: [English](#) [Spanish](#)



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Documents

 [Click here to upload documents via e-mail](#)

Search for Documents: 

I would like to:

Sign Selected Documents in Authentisign

Upload Documents

Upload Documents via Email

Delete Selected Documents

Email Selected Documents

Fax Selected Documents

Move Selected Documents

Sign Selected Documents in Authentisign





















Markup Selected Document

Slice Selected Document

Documents/Folders – Viewing: [Inbox](#)

[My Folders](#)

[Shared Documents](#)

<input type="checkbox"/>	 Agency Disclosure – Listing Agent to Seller (XAD) – Rev. 10/09	12		
<input type="checkbox"/>	 Analytics All Web Site Data Browser & OS 20140922-20141022.pdf	1		
<input type="checkbox"/>	 FAXAGE Web API Documentation.pdf	11/5/2014 11:34:15 AM – EST		
<input type="checkbox"/>	 PDF Enhancer Server Users Guide.pdf	10/30/2014 4:46:23 PM – EST		
<input type="checkbox"/>	 Return Fax [17B6B8D2-FF44-4EA1-96C5-310F0E1379C9]	1/14/2015 3:05:01 PM – EST		
<input type="checkbox"/>	 Return Fax [5037A199-E256-4815-BDD5-1BF1CDA012A]	1/14/2015 3:00:16 PM – EST		
<input type="checkbox"/>	 Return Fax [FC58CCC7-60ED-4250-ABE8-8A87FCF9B497]	1/14/2015 3:48:19 PM – EST		
<input type="checkbox"/>	 test123	11/7/2014 8:28:54 PM – EST		

Results: 1 – 8 of 8