

# Creating Transactions within KVCore utilizing BackOffice

IRN Agent Logout

Transactions / Add Transaction

Step 1 of 2: Add Transaction Info

Fill in the details of the Transaction.

Fill out the transaction and property information below.

### Transaction Info


**Transaction Type:**

Listing

Selling

Dual

Rental

Referral 

**Transaction Status:** Active

**Property Type:** No results match

**Sales Price:**

**Close Date:**

### Property Info

**Address:**

**City:**

**Zip/Postal Code:**

**Country:** United States

**State/Province:** Select an Option

**Co-Broke Company:** (Optional)

**Co-Broke Agent:** (Optional)

**Buyer #1 Name:**

Dashboard

Transactions

View Transactions

Add Transaction

Trust Account / Deposits

Commissions





Reports

Office Documents

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# Uploading Documents within KVCore utilizing BackOffice

The screenshot displays the KVCore BackOffice interface. At the top right, the user is identified as 'IRN Agent' and has a 'Logout' option. The main navigation menu on the left includes 'Dashboard', 'Transactions', 'View Transactions', 'Add Transaction', 'Trust Account / Deposits', 'Commissions', 'Reports', 'Office Documents', 'My Account', 'Settings', and 'Help'. The 'Transactions' menu item is highlighted with a blue star, and a yellow arrow points to the 'View Transactions' option. The main content area is titled 'Transactions / View Transactions' and contains a 'Transaction Record' section. This section includes a 'Search By Address' input field and a 'Filter' button. Below this is a table with the following columns: 'Address', 'Close Date', 'Type', 'Agent(s)', 'Sales Price', 'Lead Source', 'Completion Status', and 'Action'. A single transaction record is listed with the address '113 Meadow Park Dr, Aledo, Texas 76008'. A yellow box highlights the text 'Click on the Transaction' in the 'Action' column, with a yellow arrow pointing to the address field. At the bottom of the table, there is a 'Show 50 entries' control.

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## Transactions / View Transactions

### Transaction Record

Search By Address

Filter

Address	Close Date	Type	Agent(s)	Sales Price	Lead Source	Completion Status	Action
113 Meadow Park Dr, Aledo, Texas 76008						0% - Transaction Created	Click on the Transaction

Show 50 entries



# Transactions / View Transactions / 113 Meadow Park Dr

Click on Documents



Documents

Transaction Info

Title/Attorney

Trust Account / Deposits

Notes

## Transaction Status

Complete this transaction by finishing and checking off the tasks below.

**Progress:** ? 0%

- Task Checklist:**
- ?  Disbursement Created
  - ?  Disbursement Approved/Sent to Escrow
  - ?  Brokerage Paid
  - ?  Agent(s) Paid

## Task List

**Select Task List:**

## Transaction Info

- Transaction Type:**
- Listing
  - Selling
  - Dual
  - Rental
  - Referral ?

**Transaction Status:**

**Property Type:**

**List Price:**

**Sales Price:**

**Listing Date:**



- Dashboard
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# Transactions / View Transactions / 113 Meadow Park Dr

Transaction Info

Title/Attorney

Trust Account / Deposits

Documents

Notes

## Document(s)

Click on +Add Document(s) to browse files on your desktop, thumb drive, etc.  
Please upload all documents that pertain to the transaction.  
The file needs to be complete 5 days before the projected closing to  
allow time for review and preparation of the CDA.



+ Add Document(s)

#	Document Name	Date Uploaded	Action
1	113 Meadow Park Listing Agreement	07/25/2018	
2	Keybox Authorization	07/25/2018	
3	IABS	07/25/2018	

Cancel



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