instanet SOLUTIONS | TransactionDASHBOARD | User Guide

Left-side "Burger" Menu: Shows descriptions of account tools

Listing Photo: Upload to keep track of your transactions

"Speedometer": Click to go to your *Main Agent Dashboard User Guide*

Account Tools Click here to view the *Agent Tools User Guide*

Transaction Name

Save button (checkmark)

Transaction email address

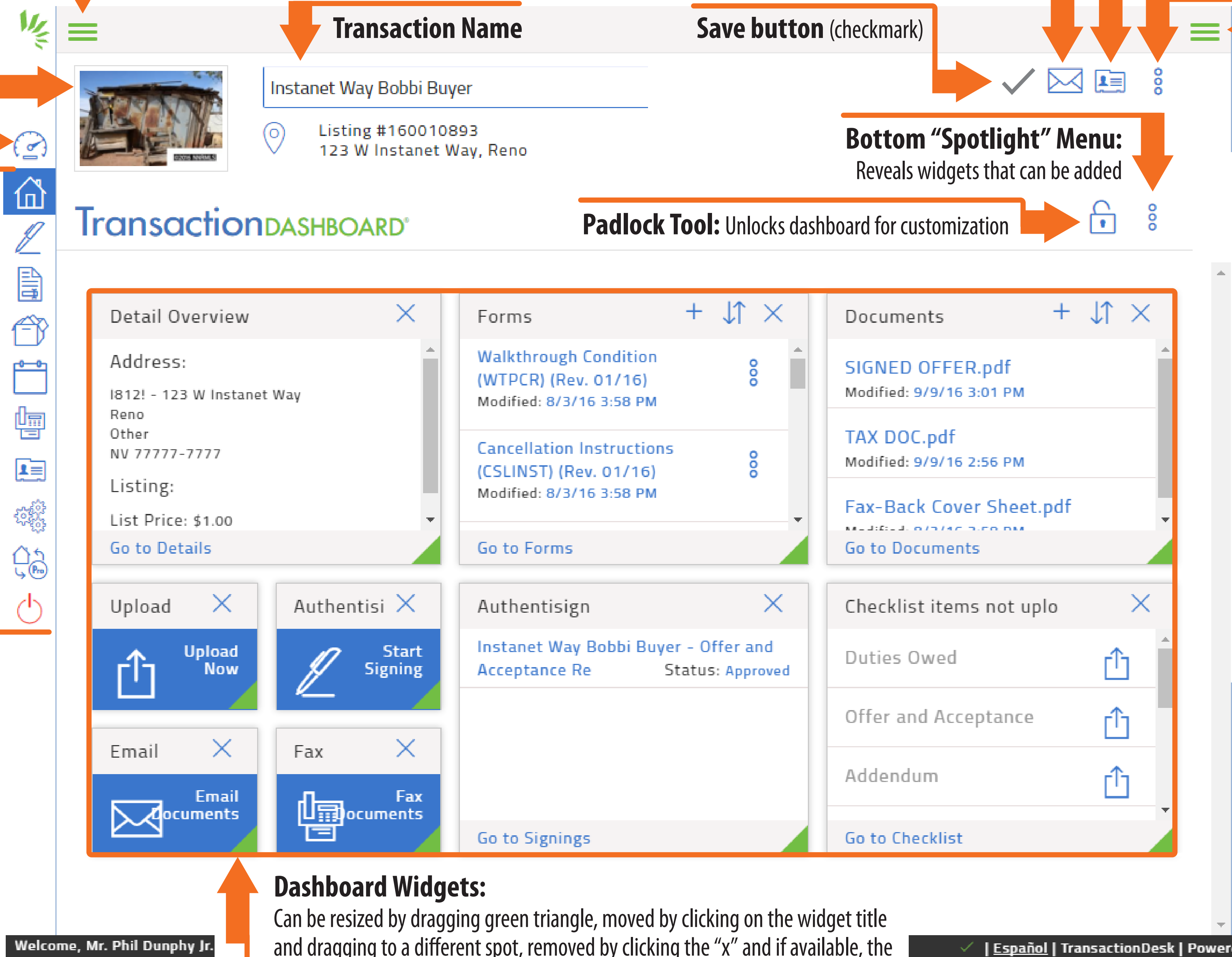
Download transaction email

Top "Spotlight" Menu: More tools: Adding a template, importing data from Paragon or the assessor and deleting the transaction

Right-side "Burger" Menu: Shows the Transaction Tools Toolbar

Bottom "Spotlight" Menu: Reveals widgets that can be added

Padlock Tool: Unlocks dashboard for customization



Transaction Tools Toolbar: Click links to see different parts of your transaction (For even more details, refer to *Transaction Tools User Guide*

Dashboard Widgets: Can be resized by dragging green triangle, moved by clicking on the widget title and dragging to a different spot, removed by clicking the "x" and if available, the opposing arrows can sort the widget contents